

**SALT LAKE COUNTY
GIS STEERING COMMITTEE
MEETING MINUTES (UNAPPROVED)**

Thursday, May 21, 2015
10:00 am Suite #N2-800

Committee Members / Voting Designee:

Reid Demman, Surveyor (Chair and voting member)
Kevin Jacobs, Assessor (Voting member)
Scott Tingley, Auditor (Voting member)
Sarah Brenna, Administrative Services (Vice Chair and voting member)
Wayne Cushing, Treasurer (Voting member)
Gavin Anderson, District Attorney (Voting designee)
Julie Dole, Recorder (Voting designee)

Committee Members / Non-Voting:

Dave Delquadro, County Council

Absent:

Carlton Christensen, Regional Development (Voting member)
Erin Litvack, Community Services (Voting member)
Gary Ott, Recorder (Voting member)
Jim Winder (Voting member)
Lori Bays, Human Services (Voting member)
Patrick Leary, Township Services (Voting member)
Russ Wall, Public Works (Voting member)
Sim Gill, District Attorney (Voting member)
Sherrie Swensen, Clerk (Voting member)

Others:

Phil Lanouette, Surveyor
Julie Dole, Recorder
David Wilde, District Attorney
Mark Miller, Surveyor
Rich Richmond, Recorder
Belinda Hicks, Recorder
Dorothy Sinfield-Ellis, Recorder
Rick Baker, Recorder
Karmen Sanone, Recorder
Rocky Hanson, Recorder
Melanie Mitchell, District Attorney
Dale Burtch, Information Services
Cherylann Johnson, Auditor
Teresa Curtis, Addressing
Scott Baird, Engineering and Flood Control
Darrell Passey, Records Management
Randy Wightman, Treasurer

Items Discussed:

- ❖ **Welcome and Approval of March 19, 2015 Minutes.** Reid Demman, GIS Steering Committee Chairman, welcomed all existing and new committee members and guests present, and called the meeting to order at approximately 10:04 am.

The minutes of the March 19, 2015 meeting were briefly reviewed. Scott Tingley made the motion and Kevin Jacobs seconded the motion to approve the minutes. The minutes were unanimously approved by Committee Members present.

Julie Dole suggested one small change on page 2, fifth paragraph down, changing to the word “panes” to “plains.” This change has been made and is in the final version of the minutes.

- ❖ **Annual Open Meeting Presentation.** As required by law to do on an annual basis, Melanie Mitchell introduced a PowerPoint presentation on requirements for following the Open and Public Meetings Act. The GIS Steering Committee meetings are part of meeting this requirement. One primary rule is that meetings are open, including workshops and executive sessions. When in doubt, error on the side of following the Act, Melanie stressed.

The GIS Committee’s decision to close a meeting to the public is always discretionary. We are also required to provide an annual schedule of our meetings for the upcoming year.

It is a requirement that minutes must be marked as unapproved and loaded up to a publically-available website, and approved minutes must be uploaded to the same website within three days after approval.

Reid Demman asked about having to post the meeting notice in the local newspaper. Melanie Martinez believes we can provide the notice to our local media correspondent, but she will research this requirement for further clarification.

Melanie Martinez did some further research on this particular part of the Open and Public Meetings Act after the meeting, and determined that posting the GIS Steering Committee Meeting Agenda on the Utah Public Notices website and having it available for newspaper correspondents to subscribe to does satisfy this requirement of the Act.

A separate meeting will take place the first part of June to ensure we are in complete compliance with this Act going forward.

- ❖ **Discussion on Proposed Changes to GIS Steering Committee Ordinance.** Reid introduced David Wilde to discuss the topic County Ordinance updates. The regular County Steering Committee and the District Attorney’s Office is currently working on clean up and clarification of Titles 1 and 2. GIS Steering is part of Title 2.

There have been major organizational changes to the Mayor’s portfolio, Reid Demman noted. The GIS Committee would like to find a way to structure the ordinance so we don’t have to go to the Council every time there is a minor change made to voting members and/or attendees.

Sarah Brenna and Reid Demman previously requested changes to the GIS Steering Ordinance. One concern was with the section on adding members. Reid

Demman proposed an additional change to item D adding to that “with the advice and consent of the Council.”

Sarah Brenna asked if we think there would be very many changes going forward. She mentioned some of the recent changes. Her question is if we want to expand the membership to the other mayoral cabinet level offices, adding two people, should we also add the CIO, Beth Overhuls, as a voting member. She believes it would be helpful for that position to have a voice on the Committee. Dave Delquadro has also been mentioned to be added as a voting member.

Julie Dole feels Sarah Brenna brings up a valid point. She has a concern with the voting status of the committee. Perhaps it should be best to look at who is doing the work as they should have some input, but not the vote. Sarah Brenna’s response to that is she is open to considering this suggestion. Reid Demman stated that the departments and other users have significant GIS issues and should also have a voice with regards to how GIS data is created, utilized, and managed.

Per the instruction of the GIS Steering Committee, Sarah Brenna stated that the analysis of the entire Countywide GIS and IT technology structures is currently underway. Recommendations will be brought forward after the analysis and review is complete.

Karmen Sanone, from the Recorder’s Office, feels the CIO definitely needs to be included in the meetings, either as a member or a non-voting member. She thinks the language proposed in Section D is good, but suggested some other changes. Sarah Brenna asked the other officials what their thoughts are. We currently have eight independent elected officials and four department heads from the Mayor’s cabinet. An earlier motion by the committee members added Beth Overhuls as non-voting, and Carlton Christensen and Patrick Leary as voting members of the committee.

Per Wayne Cushing, this issue was recently brought up in Steering Committee, which was not voted upon at that time.

David Wilde said he could throw it to the Council with no decision having been made after having been discussed and with no formal recommendation.

Motions: Sarah Brenna proposed not forwarding any Ordinance changes to the Council regarding membership at this time for the reason the GIS Steering Committee is still evaluating our roadmap and where we want to be in the future. We would want to come back and change the ordinance at a later date. Wayne Cushing seconded the motion. The motion was unanimously carried by voting members and designees present.

The minor grammatical changes to the Ordinance proposed by David Wilde were also unanimously carried by voting members and designees present.

- ❖ **Update GIS Process Group and ESRI Health Check.** Dale Burtch will send out the report on this subject to Allycen, who will then distribute it to Committee members upon Reid's instruction to do so.

In summary, Dale Burtch stated that according to the recent ESRI health check, GIS overall in Salt Lake County is well organized and managed. There are a number of resources and some management offices that still need to be dealt with. In the Recorder's Office, there were a number of specific issues addressed to them.

ESRI states the County is under-resourced with our server environment, and they call for best practices in that area. The type of server licenses we have needs to be examined. Alternative license usage and deployment possibilities need to be explored. The server aspect would most likely require more budgetary actions.

Basic, Standard, and Advanced licenses are the three types of licenses available from ESRI. We use the Basic and Advanced versions at Salt Lake County. We may be able to push out the Standard version and reduce the use of licenses used for the Advanced version. ESRI specifically recommended a couple of action items to be looked at, per Dale Burtch.

Dave Delquadro asked about the price difference we could incur. Ballpark is the way the licensing is there is a primary license and a number of secondary licenses before one has to purchase new primary licenses. We have 29 Basic licenses currently, which consist of two primary and the rest secondary. We have 26 Advanced licenses, which are two primary and the rest secondary. Primary license costs are in the thousands, and the secondary about half that, per Dale Burtch's estimate. The costs of the Standard licenses are between the primary and secondary. It's complicated. The potential is coming up with a mix of more of the license types that we need with minimal impact to the budget. That discussion has not yet even begun. There are some online licenses we can use, which involve using credits, which have not been very expensive with the way we have used them. When it gets expensive is when we do Geo-coding, which becomes real expensive in a hurry.

Reid Demman stated there were very specific budget directions sent out by Darrin Casper regarding any IT requests, including GIS technology and FTE needs. These instructions included such requests be brought before the GIS Steering Committee. Reid Demman asked if we have a feel for a timeframe for when this analysis will be available because many departments and elected offices have urgent needs. Sarah Brenna replied that the target date is this summer, and before the next budget session. The goal is to look at the whole picture, what the needs are, tie that in, and move forward. Before we go to the Council, we have to demonstrate we have done everything possible. It is critical that this is done right.

Per Dave Delquadro, from the financial side, it would be beneficial to understand the baseline costs and how many licenses that amount of money is buying, and then to look at the alternatives based on our needs. Sarah Brenna wants to include a short- and long-term plan this summer.

Dale Burtch moved on to the process / focus groups. They have met with all of the focus groups, and the results are being compiled. A separate technical survey will be created and distributed. A preliminary report will be created and shared with all of the participants of the focus groups. Then a formal report will be created and presented to the GIS Steering Committee. We need a strategic plan of where we need to go with GIS, all agreed.

Sarah Brenna asked about the timeline for the technical survey. Dale Burtch committed to having this done by the end of May.

Kevin Jacobs mentioned we really missed the ball last year with the budget deadlines and asking for additional GIS funding. We cannot afford to do that again this year.

A good date for a preliminary presentation to discuss and make budgetary decisions needs to be set. It was decided that we will attempt for this to take place at the July 16, 2015 GIS Steering Committee meeting.

- ❖ **Recorder's Request for Discussion Regarding Two GIS FTEs.** Reid Demman mentioned an email request was received from the Recorder's office for a discussion regarding two additional GIS FTEs. Julie Dole presented the Recorder's request. No additional support documents were provided by the Recorder's Office other than the initial email. They are in need of two new GIS FTEs, which are tied to existing job descriptions in their office. Their office is behind in their work and they are unable to perform their statutory duties. It was mentioned they needed to bring these requests to the GIS Steering Committee, so they are doing so at this time. However, they do not feel these positions have any need to come before the Committee as they are necessary to meet their statutory requirements.

They still need these positions, and they are here seeking the GIS Committee's approval or not so they can move on.

Reid Demman stated that the Recorder may have been incorrect in their interpretation of the of the GIS Steering Committee purview on this issue. The Mayor and Council referred them to the GIS Steering Committee because GIS FTEs would potentially have adverse impact on the existing license shortages and IT infrastructure issues Countywide. Reid Demman further pointed out that the Committee does not approve or deny the positions, but rather makes recommendations. Approval or denial of the FTEs resides with the County Council.

Sarah Brenna also noted that last year it was mentioned that positions are discussed here because of shared County resources and the effect on other County agencies. Sarah Brenna asked for a recommendation from County IT as to whether these FTEs would have a negative impact on existing resource and licensing shortages. Dale Burch stated that, from an IT perspective, there could be an adverse effect Countywide on the various users with regards to licensing shortages. He quoted some statistics from his latest license denial report. If we add two more FTEs, nine more days of license denials would be possible, and this is where this request affects all GIS users.

Kevin Jacobs asked if these positions will be wanted in the fall or earlier. Julie Dole wishes to hire one of the positions earlier than the third quarter. Their requests will be brought to the June budget adjustment. They are not asking for any budget changes as they plan to shift existing earmarked positions and funding around. The two FTEs are different positions with different duties, per Julie Dole.

Dave Delquadro asked why they are requesting two positions. Julie Dole answered they want an additional slot as they are behind on their work, and unable to fulfill their statutory responsibilities and they believe they have the personnel and the budget to do so.

They are bringing their request to the committee with the hopes of bringing in one of the new FTEs this year and the other requested in the 2016 budget.

Rick Baker from the Recorder's Office said that they do not believe these two new positions will affect the licensing as some current employees who previously used licenses have moved into Management positions, so those licenses will be freed up for their new employee(s) to use. The GIS Developer position would be developing, and would not consume an ArcInfo license.

Dave Delquadro again asked which of these two positions has the highest need. Both Julie Dole and Karmen Sanone replied they have been using overtime to get the work done and their current employees have been on restricted sick and vacation time, so this is a critical need, they believe. Some employees have also left the Recorder's Office due to all of the stress involved in trying to catch up, it was noted.

Karmen Sanone from the Recorder's Office stated that Senate Bill #70 will increase their workload and decrease their revenue. This specific topic will be brought before this committee at a future date.

Kevin Jacobs does not have a problem with the recommendation for two new GIS FTE's for the Recorder's Office if they will minimize their use of licensing requests.

Reid Demman, representing his concerns on behalf of the Surveyor's Office, feels he does not have enough information to make a recommendation at this time. He stated his vote would be a nay as he feels we should wait until the Needs Assessment and other ongoing analyses are completed. His main concern is how this request will affect available limited resources and licensing, and how this affects the Surveyor's office and the rest of the GIS users Countywide. Also Reid Demman noted that we are in the middle of the process of formulating a Countywide strategic plan and funding priorities for Countywide GIS needs. He feels we should wait until this process is complete and more information is made available.

The Recorder's Office wants to move forward with the GIS Cadastral Tech position first. They have been utilizing overtime trying to keep up with their current workload and are again behind. This position requires a lot of skills and is stressful on current employees trying to keep up.

Sarah Brenna asked if Rick Baker would meet with Dale Burtch and go over the technical details, and that could help provide some additional needed information. The issue of resources seems to be the main question.

Motion: Kevin Jacobs made the motion and Wayne Cushing seconded the motion that the Recorder's Office be allowed to move forward with their FTE requests with the understanding there won't be an adverse impact on the existing licenses, resources, and infrastructure Countywide.

Seven of the fourteen voting members were present, with six voting as follows:

Reid Demman	Nay
Wayne Cushing	Yay
Scott Tingey	Yay
Kevin Jacobs	Yay
Julie Dole	Yay
Sarah Brenna	Yay
Gavin Anderson	Did not vote
Dave Delquadro	Present, non-voting member

- ❖ **Legislative Intent – Overview of Critical Issues.** Dave Delquadro noted he plans to work on the Legislative Intent between the end of June and the end of September. He would like to get all of the Elected officials on the schedule to discuss. The Recorder's Office asked to be placed first on the schedule, with Sarah Brenna asking her office be scheduled right behind the Recorder's Office.

- ❖ **ESRI Community Maps Project.** It was noted the District Attorney's office is currently reviewing the related contract for this project. All concerns by Committee members have been resolved and therefore, the project will move forward.
- ❖ **GIS Minutes Format Request:** Julie Dole asked if we could list the names of the offices and whether a voting member or designee on the minutes. Reid Demman answered we will honor this request and make it happen moving forward.
- ❖ **Community Preservation Website:** Dale Burch commended all who collaborated on this project and thanked everyone for making it happen so quickly. Reid Demman stated also stated it was a successful collaborative effort by many employees and offices.
- ❖ **Next Meeting Date.** Unless notified otherwise, the next GIS Steering Committee meeting is scheduled for *Thursday, June 18, 2015 at 10:00 am in Suite N2-800.*
- ❖ **Adjournment.** The meeting was adjourned at approximately 11:15 am.