

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

Thursday, August 20, 2015  
10:00 am Suite #N2-800

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**Committee Members / Voting Designee:**

Reid Demman, Surveyor (Chair and voting member)  
Carlton Christensen, Regional Development (Voting member)  
Scott Tingley, Auditor (Voting member)  
Sarah Brenna, Administrative Services (Vice Chair and voting member)  
Wayne Cushing, Treasurer (Voting member)  
Melanie Mitchell, District Attorney (Voting designee)  
Sherrie Swensen, Clerk, (Voting member)  
Erin Litvack, Community Services (Voting member)  
Lori Bays, Human Services (Voting member)  
Karmen Sanone, Recorder (Voting proxy)

**Others:**

Beth Overhuls, Information Systems  
Mark Miller, Surveyor  
Rich Richmond, Recorder  
Rick Baker, Recorder  
Dale Burtch, Information Services  
Cherylann Johnson, Auditor  
Melanie Mitchell, District Attorney  
Phil Puglisi, Information Services  
Jarom Zenger, Assessor  
Teresa Curtis, Addressing  
Dahnelle Burton-Lee, Clerk  
Trevor Hebditch, Information Services  
Kendall Brannen, Regional Development

**Committee Members / Non-Voting:**

Dave Delquadro, County Council

**Absent:**

Kevin Jacobs, Assessor (Voting member)  
Gary Ott, Recorder (Voting member)  
Jim Winder (Voting member)  
Patrick Leary, Township Services (Voting member)  
Russ Wall, Public Works (Voting member)  
Sim Gill, District Attorney (Voting member)

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**Items Discussed:**

- ❖ **Welcome and Approval of May 21, 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 10:05 am.

The minutes of the May 21, 2015 meeting were briefly reviewed. Sarah Brenna made the motion and Melanie Mitchell seconded the motion to approve the minutes. The minutes were unanimously approved by Committee Members present.

- ❖ **Leadership Change.** Reid Demman informed the Committee that since Sarah Brenna has been the Vice Chair of the GIS Committee and by current ordinance requirements, Sarah Brenna will now be taking over as Chair of the GIS Steering Committee. She will be conducting most of the rest of this meeting, and meetings from here on out. Reid Demman was thanked for his many years of great leadership.

Reid Demman provided an example in the Surveyor's Office of how GIS has really grown by an estimated 114% in 2014. The County needs a roadmap, strategic plan, and investment on the back end in the right way to move forward. The Council has become much more aware of the County's GIS needs and how we provide services for our constituents.

- ❖ **A Roadmap for Enterprise.** Trevor Hebditch was introduced as the new Enterprise Architect for Salt Lake County, and informed the Committee that his role is to look at the state of the County's technologies and also the processes related to this across the County. He will plan out and put standards into place in his new role. He needs to understand what our business needs are, what processes are currently being used in departments or organizations, and then see how they can better be merged together to simplify the overall way in how information is used. Data is key, he noted.

His job will be to find out how can we be sure the right information is used by the right people and put into place. How can the County simplify and move to one single place of truth for the information currently being duplicated? How can we ensure the way we search for information is simplified? These are questions he will be trying to find answers for.

Simplification is a major part of what Trevor Hebditch will be doing. Finally, he wants to look at three years out and what the business needs are anticipated to be at that time. What new technologies will be available and be able to put into use three years from now? Once all of this is determined, a roadmap via planning and budgeting is put into place. A question to be asked once the roadmap is determined is what is an appropriate level of governance to ensure that the steps are being used properly? He is big on cooperation and people being invested in the decisions moving forward. If all of this is done correctly, the costs to Salt Lake County will be reduced and services provided will be more consistent.

Trevor Hebditch provided some background information about himself. He originally is from England and lived in Switzerland for 27 years. He spent 10 years with General Electric and his background to begin with was working on mainframe development. He then moved into a worldwide project manager position. He subsequently moved on to work at Cargill. He worked in systems analysis and finances, then Enterprise Architecture. His last role was bringing in communication, education, and governance into the organization. He and his wife came to Salt Lake City and fell in love with the city, and he saw the new position opening up and

applied for it. He is thankful to Beth Overhuls for hiring him, and looks forward to his new position. Members of the Committee then introduced themselves to Trevor Hebditch.

❖ **Leadership / Committee Future.**

- Election

Sarah Brenna spoke about the GIS Steering Committee itself. Under Reid Demman's leadership, this Committee is a good example of what needs to be done Countywide. We are at a point where we need to look at the County holistically and create a structure that accommodates and considers everyone's points of view. One of the things recently talked about briefly is what is the future of the GIS Steering committee? How can we integrate this Committee into an overall Governance Committee? Clearly, different levels of governance are needed. We still need the different groups, she feels.

Sarah Brenna then opened this topic up for discussion to see if Committee members are on board with integrating the GIS Steering Committee into an overall Governance committee. Reid Demman supports moving in that direction. GIS is definitely a part of governance, and is a good fit in an overall structure.

Karmen Sanone spoke on behalf of the Recorder's Office and is wholeheartedly supportive of Sarah Brenna's suggestion to move in this direction. Carlton Christensen feels the County would benefit by saving money in the end by having the architecture more strategically spelled out.

Sarah Brenna would like to keep the GIS Steering Committee meeting going through the end of this year, and then see where we are at that time as we go through the process and establish timelines.

***Motion: According to Ordinance, we need a Vice Chair, and the floor was opened up for nominations. Sherrie Swensen nominated Reid Demman. Erin Litvack feels this is a seamless way to transition to move into a broader-based committee. The motion was seconded by Wayne Cushing. Karmen Sansone then nominated Scott Tingley, who declined the nomination. Reid Demman was unanimously confirmed as the GIS Steering Committee Vice Chair.***

- ❖ **GIS Budget Update.** Beth Overhuls updated the staff on what has been accomplished to date with regards to GIS. The current state of GIS has been identified Countywide, the pain points as observed by the organization have also been identified, and these steps have provided enough information for a budget update. The next step is to organize the information in order to address some of the issues and then create a strategy to provide better services.

In order to be able to do that, there is a Business Technology Partnership team being put into place which include services related to GIS. This team will work with the County's Enterprise Architect to define the technology solutions to meet the future state as identified. \$200,000 will most likely be requested for the 2016 budget to meet current GIS needs while other related processes and details are still being identified. Reid Demman asked if the independent Elected Officials will be represented on this new Business Team, and Beth Overhuls answered that yes, they would be.

Sarah Brenna chimed in she is very excited about the business partner positions and feels they will be very beneficial for the strategic planning and details that need to be put into place and actually implemented. The new team will create real deliverables.

Dave Delquadro asked if the funding will be from the Tax Administration fund or from the General Fund. This has not yet been defined, but will be shortly. Reid pointed out we need to ensure there is no duplication of funding requests. This is a real business need, so appropriate funding will have to happen.

An overview of what will be done with the requested money should be provided to the current GIS Steering Committee, Reid Demman suggested.

Per Dale Burtch, the first and primary need should be to deal with the current licensing issues. If we don't do anything, the cost for just renewing the licenses alone would be about \$85,000. What is being asked for above that \$85,000 adds more capability and functionality.

The main focus is trying to resolve the licensing issues so people can do their work. The next focus is looking at the server environment. He tried to keep that to the minimal that we need right now. The last thing that is significant is moving into the ARC GIS online world and having additional users and credits, which are the currency for GIS online. This will allow us to change the licensing, possibly in 2017, thereby reducing some of the desktop licenses, which will ultimately save the County money.

- ❖ **User's Group Update / ESRI Health Check Overview.** Dale Burtch informed the Committee the User's Group still continues to meet and mentioned that everyone's office has benefitted from the collaboration across County offices. They continue to share information and function. As things come up, the GIS Committee will be informed.

The ESRI Health Check came out in early April. Allycen Farnsworth has been provided with the entire report and will email it out to Committee members.

Dale Burtch distributed a half page Executive Summary to committee members., Overall, ESRI's assessment is that we are doing a pretty good job, with room for improvement, ESRI also used some of the things Salt Lake County currently does as examples for other governments to do. There are, however, some things the County will need to address. A lot ties into the budget. Basic steps to accomplish are:

1. Reduce the Desktop GIS Deployment and increase the utilization of WebGIS to improve cost efficiency and attain better utilization of GIS information and capabilities.
2. Provide more server hardware to accommodate service-growth and customary non-production environments in ServerGIS.
3. Consolidate Enterprise Geodatabases to reduce the monitoring and management burdens.

Sarah Brenna asked if we should provide a formal request from the Committee. Reid Demman feels it would be helpful.

***Motion: A motion was made by Reid Demman and seconded by Lori Bays that we request \$200,000 for the 2016 budget for GIS-related needs.***

***Amended Motion: An amended motion was made to support the direction of the Committee to ask for a designated amount to be later determined once the actual details are known in September 2015. Lori Bays seconded the amended motion. Voting Committee members unanimously passed the amended motion.***

One additional server was requested to be able to meet the workloads with all of the new employees being added and additional aerial photography requirements. \$85,000 of the requested \$200,000 is for maintenance on current licenses and related equipment. Dave Delquadro asked if we would get a new three-year maintenance agreement with a new server purchase, and Dale Burtch answered that yes, we would.

- ❖ **Next Meeting Date.** Unless notified otherwise, the next GIS Steering Committee meeting is scheduled for ***Thursday, September 17, 2015 at 10:00 am in Suite N2-800.***
- ❖ **Adjournment.** The meeting was adjourned at approximately 10:57 am.