

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

Thursday, September 17, 2015  
10:00 am Suite #N2-800

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**Committee Members / Voting Designee:**

Sarah Brenna, Administrative Services (Chair and voting member)  
Wayne Cushing, Treasurer (Voting member)  
Carlton Christensen, Regional Development (Voting member)  
Phil Lanouette, Surveyor (Voting proxy)  
Julie Dole, Recorder (Voting proxy)  
Cherylann Johnson, Auditor (Voting proxy)  
Karen Crompton, Human Services (Voting proxy)

**Others:**

Trevor Hebditch, Information Services  
Beth Overhuls, Information Systems  
Mark Miller, Surveyor  
Rick Baker, Recorder  
Rich Richmond, Recorder  
Jarom Zenger, Assessor  
Roswell Rogers, Auditor  
Dale Burtch, Information Services  
Karmen Sanone, Recorder  
Teresa Curtis, Addressing

**Committee Members / Non-Voting:**

Dave Delquadro, County Council

**Absent:**

Reid Demman, Surveyor (Vice Chair and voting member)  
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)  
Scott Tingley, Auditor (Voting member)  
Sherrie Swensen, Clerk, (Voting member)  
Erin Litvack, Community Services (Voting member)  
Lori Bays, Human Services (Voting member)

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**Items Discussed:**

- ❖ **Welcome and Approval of August 20, 2015 Minutes.** Sarah Brenna, GIS Steering Committee Chair, welcomed all existing and new committee members and others present, and called the meeting to order at approximately 10:10 am.

The minutes of the August 20, 2015 meeting were briefly reviewed. Phil Lanouette made the motion and Julie Dole seconded the motion to approve the minutes. Julie Dole from the Recorder's Office requested displaying Karmen Sanone as Voting Proxy for Gary Ott for the August 20, 2015 meeting. This suggested correction has been made to the final version of the minutes. The minutes were then unanimously approved by Committee Members present.

- ❖ **Review of IS Request for GIS Funding.** Dale Burtch updated the Committee on this topic from the last meeting. He provided a handout outlining the 2016 Budget proposal for GIS. If nothing more is done, the projected costs in 2016 would be \$84,000. This estimate assumes operating under the existing State contract, which expires soon, so prices could go up.

The total budget cost request for next year would be \$198,735 (this includes the \$84,000 already factored in). One additional GIS Analyst FTE has also been requested for 2016 since demand in that area has increased significantly.

Sarah Brenna asked if the licensing changes go hand in hand with the increased budget request. Dale Burtch was referring to the budget request being needed regardless of whether the new licensing changes are made. A plan for moving around basic and advanced licensing based on usage needs is in the works, which also includes utilizing online licenses and credits.

Phil Lanouette asked if we will have enough licenses with this proposed budget increase. Dale Burtch is not sure that we will. He indicates they are trying to make the most efficient use of the tools available today. This is not intended to be a solution for multiple years. This is the best projection and guess that Dale Burtch can make for 2016 to keep things running.

Sarah Brenna requested that Beth Overhuls include the finite details of the budget request in the narrative. The \$84,000 would be entered in as the amount necessary to keep things running as they currently are. The difference (delta) will be what we need to make things work better.

Dave Delquadro suggested a better way the budget request can be made and how it should be changed in BRASS. He further asked for the best estimate, including the new FTE GIS Analyst, in the final figures being requested.

***Motion: A motion was made by Carlton Christensen and seconded by Phil Lanouette that the GIS Steering Committee is supportive of the direction I.S. is moving in regarding the 2016 GIS-related budget request. This support includes the requested GIS Analyst FTE. The motion was unanimously approved by Committee members present.***

Julie Dole from the Recorder's Office brought up their office's recent GIS Analyst position requests and weighing those against the GIS Analyst position requested for I.S. A brief discussion ensued on this subject with no final decision made at this time.

- ❖ **Overview of IS Enterprise Project.** Trevor Hebditch provided a handout outlining the Business Technology Partnership. Beth Overhuls explained how this will work and noted two new employees will begin working on this in October. These two employees will be tasked with creating real deliverables and will be the face of business technology in Salt Lake County.

Specifically related to GIS, these employees will be responsible for building things once on behalf of many from a technology and business standpoint. They will look at things from a Countywide perspective most of all. Trevor Hebditch feels we need to view these employees as working closely together with all offices so we can really be business-focused and ensure the County's goals are met.

Sarah Brenna asked about the timeline for hiring these new positions. Beth Overhuls answered that Interviews are currently being conducted. One offer has been accepted, and another offer will be made soon. She envisions these employees will be out in the offices rather than being stationed in the basement.

Carlton Christensen personally feels the new Business Technology Partnership is exciting.

Trevor Hebditch suggested these two new employees should have a presence at GIS Steering Committee meetings.

- ❖ **Updated Usage Report.** Dale Burtch will send out an updated Usage Report to GIS Steering Committee members by the end of the day on Friday, September 18, 2015.
- ❖ **Other Business.** Phil Lanouette asked Carlton Christensen if the new RFP that he and Wilf Sommerkorn are working on should be mentioned. Carlton Christensen provided a very general update that there is an RFP out on vetting routes for transportation investments and ensuring a game plan. He feels this will be finalized in the next few weeks. Some of the deliverables will be GIS-related, he noted.

Sarah Brenna asked Carlton Christensen to provide an update on where this stands at the October GIS meeting.

- ❖ **Next Meeting Date.** Unless notified otherwise, the next GIS Steering Committee meeting is scheduled for *Thursday, October 15, 2015 at 10:00 am in Suite N2-800.*
- ❖ **Adjournment.** The meeting was adjourned at approximately 10:47 am.