

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

Thursday, May 19, 2016
10:00 am Suite #N2-800

Committee Members / Voting Designee:

Sarah Brenna, Administrative Services (Chair and Voting Member)
Reid Demman, Surveyor (Vice Chair and Voting Member)
Julie Dole, Recorder (Voting Proxy)
Robin Chalhoub, Human Services (Voting Proxy)
Rick Graham, Township Services (Voting Member)
Sherrie Swensen, Clerk, (Voting Member)
Carlton Christensen, Regional Development (Voting Member)

Others:

Trevor Hebditch, Information Services
Izabella Miller, Information Services
Dani Weigand, Information Services
Bob Aholt, Information Services
Bill Jeter, Information Services
Teresa Curtis, Addressing
Emily LaMunyon, Surveyor
Casey Sledge, Recorder
Rich Richmond, Recorder
Melanie Mitchell, District Attorney
Jarom Zenger, Assessor

Committee Members / Non-Voting:

Dave Delquadro, County Council

Absent / Excused:

Wayne Cushing, Treasurer (Voting Member)
Scott Tingley, Auditor (Voting Member)
Erin Litvack, Community Services (Voting Member)
Karen Crompton, Human Services (Voting Member)
Gary Ott, Recorder (Voting Member)
Kevin Jacobs, Assessor (Voting Member)
Jim Winder, Sheriff (Voting Member)
Sim Gill, District Attorney (Voting Member)

Items Discussed:

- ❖ **Welcome and Approval of April 21, 2016 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 10:04 am. Introductions of everyone present were made since there were some new people in attendance.

The minutes of the April 21, 2016 meeting were briefly reviewed. Reid Demman made an initial motion and Sherrie Swensen seconded the motion to approve the minutes. At this time, the minutes were unanimously approved by Voting members present.

Motion: *Another motion was made at the end of the meeting by Julie Dole to amend the April 21, 2016 minutes on page 4, changing the wording from*

AutoCAD to ESRI in the first paragraph. This change was made to the final Approved version of the minutes.

The voting results of this additional motion were as follows:

<i>Reid Demman</i>	<i>Yay</i>
<i>Rick Graham</i>	<i>Yay</i>
<i>Carlton Christensen</i>	<i>Yay</i>
<i>Sherrie Swensen</i>	<i>Yay</i>
<i>Julie Dole</i>	<i>Yay</i>
<i>Sarah Brenna</i>	<i>Yay</i>
<i>Robin Chalhoub</i>	<i>Yay</i>
<i>Dave Delquadro</i>	<i>Present, non-voting member</i>

- ❖ **Follow Up: SLCo Business and Technology GIS Needs Strategy.** Dani Weigand followed up on her presentation from the April 21, 2016 GIS Steering Committee meeting.

Dani Weigand mentioned that she and Izabela Miller have worked extensively to identify advantages, strategies, and next steps to move forward on this topic. She believes that now is the time to get into more of the implementation detail and determine what needs to happen from an infrastructure standpoint.

At last month's meeting, it was mentioned ESRI would be on site working with the County to perform a strategy assessment to identify GIS-related goals. A test was done this week on ESRI's implementation suggestions, and everything will go live hopefully next week.

The potential of moving GIS licenses online was presented. When we move our applications and some of our services to the Cloud or make them available in a web-based environment, there are added opportunities.

GIS is already used in government. Dani Weigand presented a flow chart of how to make web GIS more pervasive to County agencies that use it and also to the end users.

The following findings and recommendations were presented.

Short-Term Goals (NO additional charge to Salt Lake County)

- Utilize existing maintenance agreement
- Licensing recommendations
- Assist in prioritizing goals
- Align existing resources

ArcGIS Online Migration

- Evaluation of current license usage (desktop vs. online and Data Creator vs Data Consumer)
- Move consumers to online licenses

It is believed this migration will cut down on access issues under the current licensing structure.

Efficiency is the goal. Online licenses will require an initial investment, but will provide long-term savings. Some pricing costs were displayed on the presentation.

Dave Delquadro asked what the offset was for the pricing shown. Dani Weigand answered we would gain efficiency first and as the individuals are moved to online licenses, there would be an opportunity to eliminate the maintenance costs on the desktop licenses.

Dave Delquadro then wanted to know who would pay for all of the suggested changes. Dani Weigand and Izabela Miller will begin the process of looking into this, noting they hope this will be a cooperative effort amongst County agencies and departments that use GIS to pay for it. Dani will present their recommendations at a future meeting.

Data Creators would have the desktop licenses, per Izabela Miller.

Carlton Christensen wanted to know where we might look at other new opportunities and new resources in this growing area. Dani Weigand answered that if anyone has suggestions of other methods to look into, to notify I.S. and they will review them. There are many existing County resources available to help so we avoid duplication of resources.

Reid Demman asked how much can be done in-house in collaboration with each other. This really needs to be taken into consideration in the long run.

Long-Term Goals (Wish List)

- Continued partnership with ESRI to move GIS forward
- System architecture engagement; approximate cost is \$20k-\$30k
- Enterprise advantage program (different than enterprise license agreement).

There would be an annual agreement with ESRI which is a credit-based system available for planning, training, and prototype development. The annual cost of this is approximately \$80k. We do have the option to go ahead and buy credits with ESRI at any time, it was noted.

Reid Demman mentioned if we go this route, we would have to manage the use of these credits through this GIS Steering Committee.

Next Steps

- Review Recommendations
- Determine need for additional resources as a group
- Prepare for possible future budget requests

Motion: A motion was made by Reid Demman and seconded by Sherrie Swensen to move forward in pursuing the Next Steps direction as outlined in Dani Weigand's presentation. The voting results of this motion were as follows:

Reid Demman	Yay
Rick Graham	Yay
Carlton Christensen	Yay
Sherrie Swensen	Yay
Julie Dole	Yay
Sarah Brenna	Yay
Robin Chalhoub	Yay
Dave Delquadro	Present, non-voting member

Trevor Hebditch mentioned we are already actively engaging with the State and other local groups to move forward in this direction.

- ❖ **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 to the public, including workshops and executive sessions. When in doubt, error on the side of following the Open Meetings Act, Melanie emphasized.

If there is a policy for meeting electronically for the GIS Steering Committee, that can be done. There is a County-wide generic policy that can be used, but it needs to be passed by this specific Committee if that is the consensus of Voting members of the direction they want to go. Reid Demman noted that we should look at our existing policy to see if we have included the ability to vote electronically, which he thinks may already be covered.

Melanie Mitchell went into further detail on the meetings and what must be included and what is forbidden.

Our decision to close a meeting to the public is always discretionary, not mandatory.

What goes on the Utah Public Notices website was briefly covered, as was Emergency meetings if needed. The circumstance for any emergency meeting held must be included in the minutes.

Requirements for the meeting records were presented next, including recordings of the minutes that need to be available upon request.

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 business days after the meeting or approval date. The Unapproved minutes can be deleted at that time as they are replaced with the Approved minutes.

At the beginning of our meetings, Melanie Mitchell suggested we mention the date, time, place and purpose of the meeting, and which voting members are present and absent.

Reid asked if Melanie Mitchell is part of this committee should Committee Members have legal questions. She is not part of it. She will find out who from her office should be here if we have legal questions that come up in the course of the meetings.*

****It was later verified that Adam Miller is our GIS Steering Committee representative.***

Melanie Mitchell sent a copy of her presentation to Allycen Farnsworth, which has been emailed to Committee members.

- ❖ **User's Group Update and Usage Reports.** Izabela Miller updated the staff that the ArcView licenses are the most popular, and the ArcInfo licenses are the licenses most denied. She went over some statistics that were in the handouts previously distributed by email to Committee members.

If there are continued problems in obtaining licenses, Izabella Miller asked to have users contact I.S. and let them know so they can take action accordingly.

Izabella Miller also provided a brief update on the most recent User's Group meeting, and mentioned they continue to focus on the best ways to collaborate on GIS issues throughout the County.

- ❖ **Other Business.** None at this meeting.
- ❖ **Next Meeting Date.** Unless notified otherwise, the next GIS Steering Committee meeting is scheduled for ***June 16, 2016 at 10:00 am in Suite N2-800.***
- ❖ **Adjournment.** The meeting was adjourned at approximately 11:00 am.