

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

Thursday, July 21, 2016  
10:00 am Suite #N2-800

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**Committee Members / Voting Designee:**

Megan Hillyard, Administrative Services  
(Chair Proxy and Voting Proxy)  
Phil Lanouette, Surveyor, (Voting Proxy)  
Roswell Rogers, Auditor (Voting Proxy)  
Julie Dole, Recorder (Voting Proxy)  
Kevin Jacobs, Assessor (Voting Member)  
Rick Graham, Township Services  
(Voting Member)  
Sherrie Swensen, Clerk (Voting Member)  
Carlton Christensen, Regional Development  
(Voting Member)  
Wayne Cushing, Treasurer (Voting Member)  
Ralph Chamness, District Attorney (Voting  
Proxy)  
Erin Litvack, Community Services (Voting  
Member)

**Others:**

Dani Weigand, Information Services  
Izabela Miller, Information Services (via FaceTime)  
Trevor Hebditch, Information Services  
Beth Overhuls, Information Services  
Bill Jeter, Information Services  
Dale Burtch, Information Services  
Maren Slaugh, Records Management and Archives  
Darrell Passey, Records Management and Archives  
Casey Sledge, Recorder  
Kenneth "Rich" Richmond, Recorder  
Karmen Sanone, Recorder  
Jarom Zenger, Assessor  
Teresa Curtis, Addressing  
Javaid Lai, Administrative Services

**Committee Members / Non-Voting:**

Brad Kendrick, County Council (Proxy for  
Dave Delquadro)

**Absent / Excused:**

Sarah Brenna, Administrative Services (Chair  
and Voting Member)  
Reid Demman, Surveyor (Vice Chair and  
Voting Member)  
Dave Delquadro, County Council  
(Non-voting member)  
Scott Tingley, Auditor (Voting Member)  
Karen Crompton, Human Services  
(Voting Member)  
Gary Ott, Recorder (Voting Member)  
Jim Winder, Sheriff (Voting Member)  
Sim Gill, District Attorney (Voting Member)

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**Items Discussed:**

- ❖ **Welcome and Approval of May 19, 2016 Minutes.** Acting as Proxy for Sarah Brenna (GIS Steering Committee Chair), Megan Hillyard welcomed all existing committee members and others present, and called the meeting to order at approximately 10:02 am.

The minutes of the May 19, 2016 meeting were briefly reviewed.

***Motion:*** Julie Dole made a motion and Phil Lanouette seconded the motion to approve the May 19, 2016 minutes as submitted. The minutes were unanimously approved by Voting members present as follows:

Megan Hillyard	Yay
Phil Lanouette	Yay
Roswell Rogers	Yay
Julie Dole	Yay
Kevin Jacobs	Yay
Rick Graham	Yay
Sherrie Swensen	Yay
Carlton Christensen	Yay
Wayne Cushing	Yay
Ralph Chamness	Yay
Erin Litvack	Arrived later; did not vote on 5/21/16 minutes

**Enterprise GIS Solutions for Salt Lake County.** Dani Weigand and Izabela Miller (via FaceTime) hosted a PowerPoint presentation on this topic.

Since the last GIS Steering Committee meeting, Dani Weigand updated meeting participants that they recently met with ESRI on site, and two days were spent talking to different Salt Lake County agencies regarding GIS needs. The presentation offered today is what the County's GIS needs are envisioned to be at this time according to ESRI.

To recap, short- and long-term goals have been identified within the current GIS licensing structures. They are taking a look at providing opportunity or change in how our current structure is set up to meet statutory requirements and customer's needs.

Solutions include continuing to look at desktop and online licensing options, and participating in the ESRI Enterprise Advantage Program (EEAP). ESRI also looked at agencies utilizing GIS within the County and who benefits by the GIS products currently offered.

The plan proposed today has assumptions and constraints. The proposal is having ESRI, in essence, provide our GIS technology for the next three years. There are annual maintenance costs associated with this recommendation, it was noted.

The GIS Steering Committee will be assisted with creating a GIS mission statement and a roadmap to get to the desired end results.

The constraints primarily tie into funding and if the funding is not there, licensing denial issues will again resurface.

Sherrie Swensen mentioned redistricting will be done in 2020, and wanted to know if that effort could tie into GIS work. Dani Weigand answered they need to find out what is needed on redistricting first, and hopefully, they can accommodate new projects such as this.

Dani Weigand next presented the Estimated Total Cost of Ownership for the years 2016, 2017, and 2018. She pointed out the goal is infrastructure-based, but if there is a need to engage in specific projects within the County, those requests can be looked at individually.

In 2016, there will be some continued updating of GIS licensing. It is proposed to move some of the bottom tier users to a Standard License, and to also use ESRI ArcGIS online licenses. Estimated total cost of ownership for the three years 2016 - 2018 is \$547,110.

Kevin Jacobs asked if the \$266,925 requested for 2016 is currently in the I.S. budget for this year. It is not, Dani Weigand answered.

Julie Dole then asked about the license denial issue and opening some of the desktop licenses back up to those who need to use desktop licenses. Dani answered that, yes, using the online licenses should provide some relief to the Recorders and other offices that still use the desktop licenses. Izabela Miller noted that maybe in 3-5 years; there won't be a need for desktop licenses at all.

Megan Hillyard asked about moving to Cloud licensing rather than desktop, and what the timeframe might be for that to take place. Dani Weigand answered these are the kinds of conversations needed to create the roadmap and how to get there.

Ralph Chamness inquired about what our three-year cost would be as it sits today. Around \$70,000 annually is what it currently costs. Therefore, the *additional* monetary request is \$266,925. Most of 2016 has been paid through 2017, Dani Weigand noted.

Rick Graham wanted to know if the new requested costs will be expensed out to the County departments. It has been included in Indirect Costs in the past. For the initial new funding requests, it is being requested from the Mayor's office budget.

Sherrie Swensen asked if the next cycle, after the current three-year EEAP cycle ends, would apply to the 2020 redistricting effort. It would be around \$300,000 a year if we go a different non-EEAP route, Dani Weigand informed Committee members. The Clerk's office could definitely benefit from the initial \$266,925 EEAP structure proposed, according to Sherrie Swensen.

Per Megan Hillyard, we may not be ready yet for the maturity of the full-blown enterprise system. It is not really the number of users, but HOW the users utilize the tools that really matters. Dani Weigand feels this would have to be asked of ESRI for more explanation on what is coming down the pike within the next three years and beyond.

Individual stakeholders who use GIS will be met with across the County in the near future to see where The County currently stands on this topic, Izabela Miller noted.

A detailed high-level schedule and milestones slide was displayed next.

Megan Hillyard then asked if the Committee needs more time to move on a recommendation.

Phil Lanouette commented that the \$70,000 we currently pay annually is barely keeping us above water. He believes the extra funding requested is a small price to pay to move us forward to an enterprise solution.

***Motion: Ralph Chamness made a motion that we move to forward the Enterprise Solutions for GIS recommendations as presented today by Dani Weigand and Izabela Miller, to the Council for their consideration, Phil Lanouette seconded the motion. Committee Members or their proxies voted as follows:***

<i>Megan Hillyard</i>	<i>Yay</i>
<i>Phil Lanouette</i>	<i>Yay</i>
<i>Roswell Rogers</i>	<i>Yay</i>
<i>Julie Dole</i>	<i>Yay</i>
<i>Kevin Jacobs</i>	<i>Yay</i>
<i>Rick Graham</i>	<i>Yay</i>
<i>Sherrie Swensen</i>	<i>Yay</i>
<i>Carlton Christensen</i>	<i>Yay</i>
<i>Wayne Cushing</i>	<i>Yay</i>
<i>Ralph Chamness</i>	<i>Yay</i>
<i>Erin Litvack</i>	<i>Yay</i>

- ❖ **Review and Prioritization of GIS Projects.** Beth Overhuls kicked this part of the meeting off with informing Committee members that it was decided a while back that GIS projects would be reviewed and approved by the GIS Steering Committee before they came before the Technical Advisory Board.

A first step in prioritizing the projects was taken, and a slide of those prioritized projects was displayed. First off is the Prioritization Scale. Projects with a #1 priority are in the full execution stage. A, B, and C were the other prioritization factors being used.

Currently there are seven total projects needing prioritization approval by this Committee. Four of those projects are prioritized #1. Project stages are initiating, planning, and executing. Beth Overhuls asked if we'd want to stop any of those labeled as Executing. No, per Phil Lanouette,

Beth Overhuls then asked about the Watershed and Education projects and where they are in the priority cycle. They have longer timelines associated with them and they are still waiting to hear from the customers on what they need, the estimated

completion timeline, etc., per Izabela Miller. Izabela Miller then mentioned that the campus map request for Fleet Management would take less time to complete than some of the other projects on the priority list as they already have a good start on that project. As soon as the data is received from Fleet, that project can begin and be completed quickly.

Julie Dole asked if the GIS Steering Committee is being requested to actually prioritize these projects, or just be aware of the projects as prioritized before they go before the Technical Advisory Board (TAB). Per Megan Hillyard, the bigger goal is to make everyone involved with GIS across the County to be kept in the loop and see if the way they are prioritized is agreeable to GIS Steering Committee members.

As a committee member, Julie Dole voiced she does not feel able to vote on the prioritized projects at this point. Wayne Cushing feels we do not need to go through every project. Phil Lanouette also does not feel he needs to know everything on the projects either as they have already been vetted. Erin Litvack feels consensus was already built at TAB. Julie Dole just wants to feel confident that what is presented is already scrutinized and prioritized accordingly.

Megan Hillyard asked if there were any more requests for 2017 that may shift some of the current projects. Nothing yet per Dani Weigand, but there could be in the future.

***Motion:*** Julie Dole motioned that we support the way I.S. is prioritizing the GIS Projects and that they will commit to bringing any additional information they may receive to finish the projects to the GIS Steering Committee once known. Erin Litvack seconded the motion. Committee Members or their proxies voted as follows:

Megan Hillyard	Yay
Phil Lanouette	Yay
Roswell Rogers	Yay
Julie Dole	Yay
Kevin Jacobs	Yay
Rick Graham	Yay
Sherrie Swensen	Yay
Carlton Christensen	Yay
Wayne Cushing	Yay
Ralph Chamness	Yay
Erin Litvack	Yay

- ❖ **Other Business.** None at this time.
- ❖ **Next Meeting Date.** Unless notified otherwise, the next GIS Steering Committee meeting is scheduled for ***August 18, 2016 at 10:00 am in Suite N2-800.***
- ❖ **Adjournment.** The meeting was adjourned at approximately 11:00 am.