DRAFT

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

Thursday, September 15, 2022
10:00 am / N2-800 and WebEx

Committee Members / Voting Designee:
Reid Demman, Surveyor *(Chair and Voting Member)*
Megan Hillyard, Administrative Services (*Vice Chair and Voting Member)*
Kade Moncur, Public Works (*Voting Proxy)*
Tyler Andrus, Assessor (*Voting Proxy)*
Karen Crompton, Human Services (*Voting Member)*
Matthew Dumont, Sheriff (*Voting Proxy)*
K. Wayne Cushing, Treasurer *(Voting Member)*
Sherrie Swensen, Clerk *(Voting Member)*
Chris Harding, Auditor *(Voting Member)*

Absent / Excused:
Erin Litvack, Deputy Mayor of County Services *(Voting Member)*
Scott Baird, Public Works (*Voting Member)*
Sim Gill, District Attorney (*Voting Member)*
Robin Chalhoub, Community Services (*Voting Member)*
Rosie Rivera, Sheriff (*Voting Member)*
Chris Stavros, Assessor (*Voting Member)*
Rashelle Hobbs, Recorder *(Voting Member)*
Dave Delquadro, County Council *(Non-Voting Member)*

Other Participants*:
Brad Park, Surveyor
Emily LaMunyon, Surveyor
Dina Blaes, Office of Regional Development
Jeff Allenby, Lincoln Institute of Land Policy
Zachary Posner, Information Technology
Trevor Hebditch, Information Technology
Tony Jolley, Information Technology
Mark Evans, Information Technology
Mark Miller, Information Technology
Jon Thelen, Information Technology
Andrew Dudley, Information Technology
Brandon Allgier, Information Technology
Roxie McSwain, Administrative Services
Javaid Lal, Administrative Services
Teresa Curtis, Addressing
Bart LeCheminant, Addressing
Clinton Benson, Real Estate
Barbi Rollins, Recorder
Robyn Jacob, Recorder
Wiley Bogren, Recorder
Ryan Lambert, District Attorney
Jarom Zenger, Assessor
Jim Sakellariou, Treasurer
Steve Van Maren, Resident

* This Unapproved draft is the first attempt at the minutes and is posted to meet Open Meetings Act requirements. The final version voted on will most likely revolve and be different from that posted here.

Items Discussed:

- **Welcome and Approval of May 19, 2022 Minutes.** Reid Demman, GIS Steering Committee Chair, welcomed all existing Committee members and others present to the meeting, and called the meeting to order at approximately 10:06 am. The minutes of the May 19, 2022 meeting were placed up for approval motion.

  ***Motion:** A motion was made by Karen Crompton and seconded by Kade Moncur to approve the May 19, 2022 meeting minutes. The minutes were*

unanimously approved as submitted by voting members or their proxies present as follows:

Reid Demman	*Aye*
Megan Hillyard	*Aye*
Kade Moncur	*Aye*
Tyler Andrus	*Aye*
Karen Crompton	*Aye*
Matthew Dumont	*Aye*
K. Wayne Cushing	*Aye*
Sherrie Swensen	*Aye*
Chris Harding	*Aye*

- **Citizen Public Input:** Reid Demman asked if there were any comments from citizens. There were none.

- **GIS STWG Update:** Emily LaMunyon from the Surveyor's Office provided an update on the following topic:

  - ***2023 Strategic Plan:*** Emily LaMunyon from the Surveyor's Office stated that they are working on a new strategic plan since the existing one expires at the end of this year. They are currently gathering feedback from the group and completing a SWOT analysis, which gathers views on the Strengths, Weaknesses, Opportunities and Threats (SWOT) in relation to the present state of GIS at the County. This analysis is commonly performed by other entities in preparation for a new GIS Strategic Plan. She will continue to update the Committee on the progress of this plan in future GIS Steering Committee meetings.

- **Office of Regional Development Housing Project Presentation:** Dina Blaes from the Office of Regional Development introduced Jeff Allenby from the Lincoln Institute of Land Policy to present on "***Who Owns America's Cities: Leveraging Parcel Information and Analytics to Understand Urban Ownership Patterns."*** Dina Blaes from the Office of Regional Development noted they plan to participate in a similar project which they are hoping to secure 2023 funding for. At some point, they will need a recommendation from the GIS Steering Committee to move forward. She believes there exists a great opportunity for Salt Lake County and the Lincoln Institute of Land Policy to work together in this regard.

  Jeff Allenby from the Lincoln Institute of Land Policy highlighted in his presentation some of the work he has done and reviewed the content of the slides displayed in his presentation. He stated they developed methodologies for their pilot program in the City of Baltimore to understand ownership patterns. Their first step was to create ownership profiles. He went through different views compiled from the data they discovered. He also showed data from the City of Newark, NJ that showed types of ownership. He brought up the web tool they created that makes the data accessible and puts it in a narrative format in a

variety of ways. He closed with what he believes the next steps are in moving forward, which are:

- Working with City and Community leaders to dive deeper into this information, extract additional insights, and find ways to better target home ownership incentive programs.

- Identifying additional partner cities to expand the analysis and create a larger pool of information.

- Creating more publicly accessible tools for community members to engage with the information.

Dina Blaes from the Office of Regional Development thanked Jeff Allenby from the Lincoln Institute of Land Policy for presenting this information to the Committee today. She pointed out how Emily LaMunyon in the Surveyor's Office has been working closely with her office in this area. Having this kind of data will help them leverage their funds more appropriately, she feels.

Reid Demman noted that when GIS is built for the County, by Ordinance, it has to be built within a certain framework and follow certain standards. Reid wanted to know what sort of complications Jeff Allenby sees with meeting Salt Lake County's GIS standards with this kind of project. Jeff Allenby from the Lincoln Institute of Land Policy answered they built their process to be consistent across three main fields that work with our County's data and standards. He will be pulling from the layers we already have. Dina Blaes from the Office of Regional Development thinks this is a two-way street and we would use data already developed. They plan to work with all kinds of data within framework requirements.

Reid Demman mentioned we share internal I.T. resources and he wanted to know if there will be any burden on security if we move forward. Mark Miller from Information Technology believes this should not impact any resources we currently have available. He will confer with the different teams in I.T. to be sure there won't be any problems. He will also have the County's I.T. department complete a rapid risk assessment just to be sure.

Megan Hillyard thinks this is fabulous and is excited to see how this all progresses.

Reid Demman asked how soon they need something from this Committee. Dina Blaes from the Office of Regional Development answered by mid-October at the latest. They would love an endorsement from the GIS Steering Committee, but plan to move forward on this project regardless. She also noted later in the meeting that she intends to be more active in this Committee in the future.

<u>Motion</u>: A motion was made by Megan Hillyard and seconded by Karen Crompton that this project has the support of the GIS Steering Committee to proceed. The motion was unanimously approved by voting members or their proxies present as follows:

Reid Demman	*Aye*
Megan Hillyard	*Aye*
Kade Moncur	*Aye*
Tyler Andrus	*Aye*
Karen Crompton	*Aye*
Matthew Dumont	*Aye*
K. Wayne Cushing	*Aye*
Sherrie Swensen	*Aye*
Chris Harding	*Aye*

- **<u>HUB Premium Purchase Using Office of Regional Development Funds</u>:** Dina Blaes from the Office of Regional Development is seeking a three-year subscription in their budget for $31,000 to look at the County's emissions footprint. She noted there is a related grant program that could come to the County as a formula allocation they could possibly get a piece of. To be eligible for that, they have to show a track record to quantify their internal emissions and carbon footprint. They want to do that in early 2023. Emily LaMunyon from the Surveyor's Office noted it is kind of like a portal form website that has many different functions. Basic HUB is already being used within the County, and it is fairly easy to work with. The Premium HUB comes with a base of 1,000 internal participants if this program is purchased. If more users are needed, more licenses would have to be purchased, per Mark Miller from Information Technology. No external users would be using this system. The Premium HUB would be useful for all County agencies. Reid Demman asked if there is any training needed to use this tool. Mark Miller from Information Technology said there is some training online and some of the County's I.T. employees have used and are familiar with how it works. Zachary Posner from Information Technology prefers to enter into these shorter contracts such as the three-year subscription recommended for this purchase.

<u>Motion:</u> A motion was made by Sherrie Swensen and seconded by Megan Hillyard to recommend the funding for this project. The motion was unanimously approved by voting members or their proxies present as follows:

Reid Demman	*Aye*
Megan Hillyard	*Aye*
Kade Moncur	*Aye*
Tyler Andrus	*Aye*
Karen Crompton	*Aye*
Matthew Dumont	*Aye*
K. Wayne Cushing	*Aye*
Sherrie Swensen	*Aye*
Chris Harding	*Aye*

- **Other Business and Updates.**
  a. None.

- **Next Scheduled Meeting Date.** Unless notified otherwise, the next GIS Steering Committee meeting is scheduled for November 17, 2022 at 10:00 am in Suite N2-800 and via WebEx.

- **Adjournment**. The meeting was adjourned at approximately 10:53 am.