

MEETING MINUTES

COUNTY-CITY GIS COMMITTEE



Meeting Date and Time: 11-20-01 @ 10:00 a.m

Meeting Type: Special, Guest and Committee Members

Meeting Location: Council Chambers, City Hall

Members Present:

DeKalb County:

Stump, Brad – GIS Coordinator

City of Auburn:

Bruns, Steve – City Engineer

Schweitzer, Chris, AICP – IS Manager

Others Present:

Mike Montgomery, Facility Management Specialist
IDNR State Parks & Reservoirs

Meeting Minutes By:

Chris Schweitzer, AICP

<http://www.ci.auburn.in.us/cocigis/index.htm>

Items Discussed

1. IDNR

- 1.1. IDNR's State Parks and Reservoirs visited the County-City GIS in an effort to learn from another organization's GIS implementation experiences. Chris and Brad welcomed Mike to Auburn and the group introduced themselves. After introductions, the group proceeded to discuss several important topics, including:
 - 1.1.1. Overview/Background/GIS Initiatives of IDNR's State Parks and Reservoirs
 - 1.1.2. Overview/Background/GIS Efforts of DeKalb County/City of Auburn/County-City GIS
 - 1.1.3. Organizational Issues/Highlights/Discussion
 - 1.1.4. Technical Issues/Highlights/Discussion

- 1.2. Overview/Background IDNR State Parks & Reservoirs
 - 1.2.1. Mike explained that he is trying to coordinate other GIS coordinators in IDNR's other divisions to assist State Parks and Reservoirs implementation of GIS on the properties since it is a powerful facility management tool that IDNR could benefit from in managing their fixed assets as well as their natural and cultural resources. He and his division have a desire to integrate GIS with a sound facility management software solution in the near future when the economy and state's budget improves. He has also determined from other agencies use of this process that you cannot spend too much time planning before implementation. So he is actively learning from others experiences before plunging in. Previously Mike had brought in for IDNR's understanding representatives of other GPS equipment, CMMS software vendors many of which partner's with ESRI products. Mike believes that "what gets measured, gets done" in his approach to using computerized maintenance management software and explained his experiences with it in the National Park Service and US Forest Service.

- 1.3. Overview/Background of DeKalb County/City of Auburn/County-City GIS
 - 1.3.1. Brad provided an overview of DeKalb County's efforts toward GIS prior to the County-City partnership. Brad noted that the County currently experiences duplication of efforts, a lack of connectivity among PC resources/info, and a lack of data sharing due to limited knowledge of these existing resources. Brad further noted that four County departments began discussing GIS in 1996, and established communications with cities and but no none of the cities or towns responded to these initial contact attempts.

 - 1.3.2. Chris explained the City's path leading up to the County-City GIS projects. The topics covered included: 1) Pre-2000 IT/Workflow Environment; 2) Pre-1997 Computer Committee and IT Report; 3) 1997 Building, Planning and Development's report; 4) 1998 Information Technology Master Plan.
 - 1.3.2.1. Chris explained that the City of Auburn, prior to January 2000, was experiencing the same IT and information issues as many communities were; duplication of effort, decentralized management of systems; incompatible platforms; etc.
 - 1.3.2.2. Each department was set to fend for themselves, but was guided by a three-person Computer committee that oversaw the purchasing of all computer equipment. The City had an IT needs assessment report developed by a professional network consultant in 1995, but no formal action was taken.
 - 1.3.2.3. In 1997, the Department of Building, Planning and Development put together a needs assessment report addressing the department's permit tracking requirements. However, the report also briefly addressed connectivity of the entire City, and the use of GIS. This report

initiated discussions among City officials, and later that year the Mayor obtained Spectrum Engineering to facilitate a comprehensive planning and implementation project that addressed the City's IT needs.

- 1.3.2.4. Spectrum organized the City into a Policy Committee and Technical Committee; the Policy committee was comprised of community leaders from each of the major sectors (health, business, education, industry, local government, etc) and was charged with identifying goals and objectives for the community from an Information Technology perspective. Some of these goals included reducing waste; improving customer service; improving communications; improving data integrity/accuracy/usability for decision support. The Technical Committee was comprised of representatives from each of the departments and from Council and BOW, and was charged with defining solutions to fulfill the goals and objectives of the Policy committee. The resulting product of over 1 year of education and planning was the Information Technology Master Plan published on September 15, 1998. The plan addressed networking/computing/training, utility/civil accounting, telephony enhancements, and GIS. The plan received funding through a municipal bond valued at \$2.65 million. The project continues to be implemented today.

GIS, then, was an outgrowth/extension of management information systems for the City. There was a strong feeling of "TEAM" the City had experienced and there were many benefits of that environment, as it was the City that took COMPLETE ownership of the project and had a complete understanding of what solutions would work and why.

- 1.3.3. Chris and Brad explained that it was in August of 1998 that both and County and City sat down and formerly started talking about GIS together. Both sides agreed that a strong effective framework for communication and decision-making had to be established. The group formed the County-City GIS Committee, and spent the first few meetings educating members on GIS benefits, costs, concepts, issues, etc. Representatives from both sides include policy makers and dept reps. The current members of the Committee include:

DeKalb County

Damerell, Bruce – Technical Resource Coordinator, Data Processing

Gerig, Mike – County Councilman (recently resigned from the Council, a replacement to the Committee has not yet been named)

Reymann, Sarah – Soil and Water Conservation Service (Recently left County employment, a replacement to the Committee has not yet been named)

Miles, Connie – County Commissioner

Strong, Mark – County Surveyor

Rowe, Sally – Building Commissioner, Plan Commission

Stump, Brad – GIS Coordinator

City of Auburn

Bruns, Steve – City Civil Engineer

Boswell, Mike – City Councilman

Tuttle, Stuart – Electric Superintendent

Lochner, Dave – WPC Superintendent

Berndt, Craig – Administrator, Dept of Building, Planning, and Development

Schweitzer, Chris – IS Manager

City of Butler

Schweitzer, Amy – City Planner

City of Garrett

Bingham, Steve – Planner

The Committee acts as a decision support group to the Cities' and County's decision-making bodies (Council, Commissioners, BOW) and has many goals, including sharing in data creation/maintenance costs; sharing knowledge/data; GIS education; mitigating duplication of efforts; facilitating joint-decision making, etc.

The committee has spearheaded many projects including:

- 1.3.3.1. *Connectivity*. The City of Auburn provides network services (Gigabit Ethernet between County buildings). The City owns the network down to/including the switch. The City also provides hardware/software and services for the GIS database. An Inter-Local Agreement spells out the terms and conditions of the project. Both the County and City have Database Administrators that jointly manage the GIS database.

- 1.3.3.2. *Landbase Mapping Project (Underway)*. The first project jointly pursued by the County and City, the Landbase Mapping Project began in February 1999, with aerial photography in April of the same year. A general Memorandum of understanding set the tone for the data sharing partnership, while a specific Inter-Local Agreement was executed for the Landbase project. The County and City share common features and split common feature and accuracy level costs 50/50. Higher accuracy and additional features were paid entirely by the party desiring such additional features and accuracy. Participating communities have saved over \$110,000 through collaborating and sharing in the capital investment, and anticipate saving an indefinite amount of money through shared maintenance of the database.
 - 1.3.3.3. *Cadastral Mapping Project (Underway)*. Likely the most widely used dataset among both the County and cities, this project is currently in the database design and pilot project phases. The County and participating Cities have developed and signed an Inter-Local Agreement. The County will maintain the data, and the participating cities will have access to said data. Participating communities estimate that over \$220,000 will be saved by partnering in this project. More importantly, the County and City will save day-to-day *maintenance costs and greatly improve the integrity of the cadastral database*.
 - 1.3.3.4. *Utility (City of Auburn, Planned)*. The City of Auburn will begin detail planning of electric, water, and wastewater utility conversion in approximately 12 months.
 - 1.3.3.5. *In-House Projects (Zoning, Airport Zones, Addressing, etc)*. The City and County have already began to create datasets in house, including addresses, parks, voting precincts, and airport zones. The Committee noted that the exchange of data between the Committee and a local engineer resulted in the Committee obtaining, free of charge, the Airport's Imaginary Surfaces. The group noted that this type of data/knowledge exchange is the essence of GIS and partnerships.
 - 1.3.3.6. *ArcGIS Beta Program*. The Committee has been an ArcGIS beta site for the recent ArcGIS 8.1 release. This program allowed CoCiGIS to have input into the development of ArcGIS. Exciting stuff!!!
 - 1.3.3.7. *GIS Day 1999, 2000, 2001*. The Committee participated in the first every GIS Day in 1999, educating over 100 children and adults. The Committee also participated in GIS 2000 - traveling to a local elementary school to discuss GIS with over 100 children and hosting an openhouse for employees and the public. The 2001 GIS Day invited City and County employees to an openhouse to "Test Drive" GIS.
 - 1.3.3.8. *DFIRM*. The County and City are working with FEMA to obtain an updated Digital Flood Insurance Rate Map. The City and County are providing ASPRS class 1 accurate contours and other land data for its creation.
 - 1.3.3.9. *Other*. The Committee also has a strong education effort through the Intranet and Internet web sites, regular presentations, and publishing meeting minutes.
- 1.4. Organizational Issues/Highlights/Discussion
- 1.4.1. Brad, Steve, Mike and Chris all concurred it seemed that Mike's Division would need to take a lead in implementing GIS in the IDNR regarding inventory of assets. Their committee would have to step up their education efforts, and get people interested as they showed what GIS was doing for Mike's Department. Chris and Brad noted that Mike did not have to complete a layer for the entire geographic coverage of IDNR, but simply use a Pilot project consisting of several sample layers in a small geographic area (already partially done at Spring Mill, Potato Creek and others are moving in this direction further adding to the need to coordinate a statewide effort). This would help them in understanding and better identifying GIS needs and potential uses. This would also provide a more complete project that could be used to demonstrate the uses of GIS data to other IDNR divisions and to their funding agencies.
 - 1.4.2. Throughout the meeting and by giving an overview of each others experiences, the group identified some key organizational issues/components that need to be addressed:
 - 1.4.2.1. Communication/Decision Making Framework.
 - 1.4.2.2. Trust between participants MUST exist – among jurisdictions and within jurisdictions.
 - 1.4.2.3. Frequent meetings , Intranet, Presentations, Spread the Word!!!
 - 1.4.2.4. Framework for effective education
 - 1.4.2.5. Need buy-in/participation by ALL levels of organization (admin, policy, users, etc)
 - 1.4.2.6. Inter-Local Agreements
 - 1.4.2.7. Champions that continue to drive the project/cooperation/education
 - 1.4.2.8. If your gonna do it....DO IT RIGHT THE FIRST TIME...this means PLANNING as Mike appears to be doing
 - 1.4.2.9. Set goals, acknowledge achievements
 - 1.4.2.10. Empower users to do more...make them part of decision making process
 - 1.4.2.11. OWN and KNOW the project intimately....use consultants selectively
- 1.5. Technical Issues/Highlights/Discussion

- 1.5.1. Chris and Brad noted that selecting good technology had allowed the CoCiGIS to focus on problem-solving and decision support instead of worrying about whether the software worked or not. CoCiGIS had noted the following goals of software/hardware implementation:
 - 1.5.1.1. Scalable, widely used/supported, integratable, usable, easily administered, etc
 - 1.5.1.2. Support from Software Vendor
- 1.5.2. Chris and Brad noted that ESRI had proven, through a Request for Qualifications and 8 months of hands on experience, to be the best solution. Brad noted that Chris came from an Intergraph MGE/Microstation background, but despite his experiences and initial bias towards MGE/Microstation, ESRI products and support quickly turned him around, and proved to be superior to that of any other Enterprise GIS solution available. Chris noted that it was not simply because of ESRI products the Committee selected ESRI, but for all their characteristics that make them the company they are today: quality products, stress on communication, quality education opportunities, advocacy for success, commitment to the client. Chris presented the ESRI ArcGIS 8 platform as the County and City were using it in a collaborative environment.
 - 1.5.2.1. Multi-User Database (ArcSDE, Full client-server RDBMS, versioning, security, etc). The County and City have implemented a true Client-Server database that contains both the spatial and attribute data. ESRI's new Geodatabase data model is being used to take full advantage of validation rules, versioning, multi-user access, etc.
 - 1.5.2.2. Editing Environment (ArcInfo, ArcEditor). The County and City each have a few seats of ArcInfo 8 and use it to edit the database.
 - 1.5.2.3. Viewing/Analysis (ArcView, ArcIMS). Chris and Brad explained that viewing and analysis of the data residing on the ArcSDE server are accessed by end users via ArcView and ArcIMS (internet/intranet mapping via a browser).
 - 1.5.2.4. The group noted the 3 new applications in ArcGIS 8: ArcMap, ArcToolbox and ArcCatalog, as the group navigated the County-City GIS database. ArcGIS has full support of CAD. CAD users can export features to CAD formats, while GIS users can read CAD data straight up with no conversion. However, the County and City STRONGLY encouraged the group to standardize on a platform and then exploit the functionality of the ESRI products. They noted not only the benefit of centralized support and maintenance and compatibility among platforms, but more importantly, the knowledge transfer that occurs among users who use like systems - INVALUABLE.
- 1.5.3. Mike had asked about recommended software and hardware solutions. Chris and Brad explained that it would likely be best to simply obtain an ArcGIS ArcInfo license to get started. Begin data compilation and testing in a personal geodatabase. Then, when the time comes, IDNR can upgrade hardware and software to support multiple users in an ArcSDE and ArcIMS environment. Grow it as demand grows! Demand WILL grow....it happens naturally with GIS and ESRI!!! Chris said he would forward some system sizing and planning tools that were offered by ESRI. Mike followed up that the UNIX based solution offered in IDNR was not going to work and the PC version of ARC GIS may be installed soon on his PC for initial data model setup and data collection.
- 1.6. Conclusions
 - 1.6.1. IDNR and CoCiGIS were thankful of one another's time and discussion. Chris and Brad informed Mike he was welcome to try to reschedule another site visit with other IDNR interested parties were able to attend. Good Luck to IDNR and State Parks and Reservoirs!

Action Items

- ?? City of Auburn to forward CD of information to IDNR State Parks & Reservoirs containing sample agreements, presentations, etc.
- ?? County-City GIS always welcomes IDNR State Parks & Reservoirs in discussing issues.

Upcoming Meetings

- ?? 12-21-01 City Hall Second Floor Conference Room