RESOLUTION NO. <u>2018-41</u>

RESOLUTION ACCEPTING GEOGRAPHIC INFORMATION SYSTEM (GIS) ROADMAP STUDY

WHEREAS, the City of Forest Grove is implementing an enterprise GIS; and

WHEREAS, Timmons Group in coordination with City staff have developed a road map to guide the City on implementing the GIS over the next several years, and

WHEREAS, the study is intended to be a guide that will be periodically reviewed and adjusted if necessary; and

**WHEREAS**, Timmons Group and staff have presented the study to the Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council accepts the GIS RoadMap Study (Exhibit A) to guide the implementation of the enterprise GIS.

Section 2. The Council directs staff to provide an annual update on the status of the implementation to the Council.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 9th day of April, 2018.
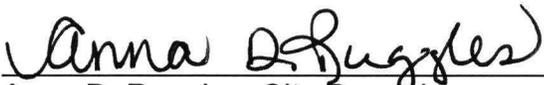
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Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of April, 2018.

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Peter B. Truax, Mayor
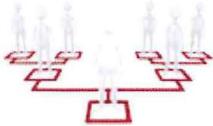
City of Forest Grove
GIS RoadMap Study

April 2018

Developed by

Timmons Group

FOREST
GROVE OREGON

A place where families and businesses thrive.

Restructure GIS Staff!

Project Goal: Ensure that GIS tasks have dedicated team members to maintain and create data as GIS needs grow.

Project Description: As GIS grows at the City and with budgetary constraints, it is more important now than ever to pool resources for multiple departments to utilize. The City needs a more centralized approach – which they currently have their data centralized, but people and experts could also be centralized. Creating a position within the IT department specifically for GIS editing, creation and maintaining would alleviate GIS issues. GIS would no longer be another task of the individual departments and they could offload data editing to the centralized data editor.

Primary Tasks

✓ Identify new roles – GIS Coordinator: championing GIS data within the organization, creating the vision for GIS, working directly with department heads, managing work and providing best practices and guidance to other GIS editors; GIS Specialist – day-to-day tasks of editing and maintaining GIS data, working directly with data requestors and SMEs, working closely with the GIS Coordinator to fulfill City's GIS vision.

✓ Provisioning budget and pooling money from other departments wishing to utilize the GIS Specialist.

✓ Ensuring the GIS Coordinator has executive leadership and support within the organization.

✓ Documenting maintenance procedures for each of the data sets maintained by new position.s

Deliverables

• Documentation and workflows

• Possible task management or help desk integration for GIS

• Charter for GIS Group

Assumptions / Possible Risks

• Funding for new position – ensuring enough resources are pooled to support a centralized GIS Group.

• Ensuring other departments are onboard with this approach.

"Discover Forest Grove" City Map Viewer!

Project Goal: The goal is to document the functional and technical requirements, implementation work plan, schedule and estimated costs for establishing a new map viewer website in order to make a go/no-go decision.

Project Description: This project will document the functional, staffing, technical and financial requirements for a GIS Map Viewer website for both internal and external use. City staff input will be included to determine site requirements. An implementation work plan, with budget and schedule, will be developed and presented to City Stakeholders to make a "Go/No Go" decision. All relevant aspects of the new City Map Viewer, from user business requirements, viewer design (wireframes), data requirements, IT platform, solution documentation, administrator training, ongoing solution maintenance and support will be addressed in the implementation plan.

Primary Tasks

✓ Establish a small project team to lead and develop goals for this project.

✓ Meet with City stakeholders to document their internal and external web map viewer functional (business) needs – identifying those that are currently unmet.

✓ Document the data requirements for the new map viewer.

✓ Document the technical (IT platform) requirements for the new map viewer.

✓ Design the new City Map Viewer using "high-level" screen wireframes and sample mock-ups detailing site look-and-feel.

✓ Develop an implementation work plan, with project, staff resourcing, schedule and budget for the proposed solution. Include staff (administrator) training requirements and ongoing maintenance/support costs.

✓ Present the plan to decision makers for approval and funding.

Deliverables

• Documentation of the City's functional, IT, staffing and data requirements for a new City Map Viewer.

• High-level conceptual design (wireframes/mock-ups) for the proposed solution.

• A plan for implementing, maintaining, and supporting a new City Map Viewer.

Assumptions / Possible Risks

• There is a cost-effective solution that will satisfy most of the stakeholders' requirements.

• Key stakeholders may not agree on the functional (business) requirements and priorities.

• Decision makers may not approve the resources needed to implement and maintain a new City Map Viewer.

Empower Light & Power in GIS!

Project Goal: To migrate CAD data into a useable and accurate GIS dataset.

Project Description: This project directly refers to Light & Power. Their current GIS data was translated through an automated process but that process could not account for the disconnection and very specific cases within the Microstation data. This project would review the current CAD data (either from AutoCAD or Microstation, depending on what data application L&P is using) and accurately map each asset to GIS and accurate to aerials. This process cannot be automated, it needs to be created by team members and reviewed/quality assurance by senior staff and then approved by Light & Power. This will be an intensive project, but once complete the data will be consistent with the CAD data and provide tools and training for the new GIS editor.

Primary Tasks

- ✓ Establish a pilot area and detail the specific data cases within the CAD.
- ✓ Revisit the previous GIS data model to ensure it fits current and future needs.
- ✓ Address staffing and editing needs. Timmons believes a dedicated editor should be maintaining GIS, translations between CAD and GIS need to be completed by a specialist that has dedicated time and knowledge to maintain these.
- ✓ Develop workflows for proposed data and designing data.
- ✓ Translate full data into GIS and deliver into the City's Enterprise GDB
- ✓ Setup workflows and train staff.
- ✓ Integrate into any other City website / application as necessary.
- ✓ Optional: GPS of assets.

Deliverables

- Initial discussions on how to be successful, ensuring the final deliverables will be championed by the staff.
- Data model dictionary html & metadata on data elements.
- Detailed documentation on workflows & tools.
- Training of staff.
- Populated Enterprise GDB with privileges/etc set.
- Integration with other web applications.
- Ongoing support to ensure L&P is successful.

Assumptions / Possible Risks

- Light and Power staff willing to help and review decision points.
- Identification of how L&P will be maintaining GIS data – either their staff or possible outsourcing.
- Ensuring the workflows are easy enough for staff to complete that way GIS & CAD do not get disconnected in the future.
- Ensuring the data translated into GIS is accurate and staff have confidence in the data.

Expand Data!

RoadMap Project: Expand Data!

Project Goal: To provide better access to the existing data and add high priority data sets that are not currently in the City's enterprise GIS database.

Project Description: The project would expand the content of, and improve access to, information in the City's enterprise GIS database. The project team would identify new content requested by City departments, assess the value (benefit versus cost) of each proposed data layer, and develop an acquisition plan for those approved for addition to the enterprise GIS database. Metadata will be created for existing content and the new data layers approved for addition. A data discovery tool that leverages the City's metadata standard will be deployed to improve the ease of finding and accessing GIS information.

Primary Tasks

- ✓ Establish a small project team to lead and develop detailed goals for this project.
- ✓ Review the City's current list of GIS data layers and compile a list of the additional data layers requested by stakeholders during this RoadMap project.
- ✓ Develop a data acquisition plan for the additional data layers. Identify for each: business need, data steward, possible source(s) and cost of acquisition. Score the value (benefit vs cost) of each layer to prioritize if/when they should be acquired. The plan should include an implementation budget and timeline.
- ✓ Develop a metadata creation plan for the City. Leverage industry "best practices" to define a metadata standard for the City's GIS data and draft an implementation plan (with schedule and budget) for creating standard metadata for each GIS data layer currently in the City's repository.
- ✓ Develop a data discovery tool plan for the City that leverages the new metadata standard. Review available data explorer/catalog solutions to decide on the one that best meets the City's needs. Draft an implementation plan (with schedule and budget) for deploying that solution.
- ✓ Present the plans to decision-makers to secure their approval and the resources needed to implement them.

Deliverables

- An updated list of current GIS data layers and proposed additions to the enterprise GIS Database.
- A data acquisition plan (with budget and schedule) for the new data layers approved for addition.
- A metadata creation plan for existing GIS content and the new data layers approved for addition.
- A plan for deploying a data discovery tool that improves the ease of finding and accessing GIS information.

Assumptions / Possible Risks

- The new GIS data layers requested by City staff have value (i.e., a positive benefit to cost ratio).
- City stakeholders may not agree on the data acquisition priorities or approve the resources needed to acquire them.
- Stakeholders may not agree on the data discovery tool that best meets the City's needs or approve the resources needed to deploy and maintain it.

Fix Parcels!

Project Goal: To update the information on the Tax Parcels between the County and Metro.

Project Description: Ownership and address information is consistently out of date from the County by as much as 9 months. City departments need up-to-date parcel data and address information to effectively work with other public entities to accomplish their respective missions related to property, specifically with updating ownership for new building permits. The City needs a new workflow and refined processes for getting the updated information into their system without having to maintain multiple datasets.

Primary Tasks

- ✓ Understand where each data point comes from and when it gets integrated into the GIS
- ✓ Understand what entity owns what portion of this process and who the editors are
- ✓ Reducing the lag from information following from County by receiving provisional data
- ✓ Document data and functional requirements
- ✓ Develop address point layer maintained by the City and tied to the centroid of the parcel
- ✓ Provide recommendations and methods for streamlining parcel management
- ✓ Develop a workflow that streamlines editing of Parcel data
- ✓ Implement workflow and train users

Deliverables

- Document current processes
- Recommendations document on workflows
- Documentation for new editing workflows
- New Address Point layer
- Implementation of workflows to maintain addresses and keep parcels up-to-date
- Training for end users and editors

Assumptions / Possible Risks

- Ensuring data does not get lost in new workflow
- Identifying all data points
- Ensuring data workflow is easy to follow and understand

Govern GIS Data!

RoadMap Project: Govern GIS Data!

Project Goal: Establish a GIS Data Management Team and draft a formal charter to set GIS data governance expectations and goals. Include representation from all departments to establish and maintain better GIS data management communication, coordination and cooperation.

Project Description: This project will identify data management committee members from each City department, define expectations and goals for the committee, and develop a plan to communicate their mission, activities, and accomplishments. The Committees charter will address how this group would interface with IT, be part of defining, reviewing and implementing relevant IT projects, and report project status to leadership. Committee members will be responsible for understanding, using, and helping to enforce the City's data management standards, tools, policies and procedures.

Primary Tasks

Task 1: Identify GIS data committee members from each City Department, and create an Organization chart.

Task 2: Define expectations and goals for the Committee and draft a charter to capture them.

Task 3: Develop a plan to communicate the mission, activities, and accomplishments of the Committee to the City's GIS users.

Task 4: Draft data management policies and procedures for the organization and create collateral (e.g., FAQ's) to help educate City staff about them.

Task 5: Develop content for a "Data Management Policies and Procedures" informational session ("Boot Camp") for new City staff who will be using GIS.

Deliverables

- An organizational chart, written charter, and communication plan for the City's GIS Data Management Committee.
- Data management policies and procedures.
- A "Data Management Policies and Procedures" informational session ("Boot Camp") for new City staff.

Assumptions / Possible Risks

- The committee will have the ability/authority to establish data management policies and procedures for the City.
- All relevant new City employees can (or will) participate in the "Data Management Policies and Procedures" informational session ("Boot Camp").

Improve CAD Integration!

Project Goal: Improve CAD integration and workflows, including CAD formats and standards for consultants.

Project Description: CAD designs can come in many shapes and sizes from consultants and contractors, however the City has a standard they use on a regular basis. Requiring this standard in CAD documents received by the City will help to use the data quickly with less upfront time changing layers, symbols and other settings. Along with standardizing CAD, the workflow to update GIS from CAD needs to be streamlined to reduce the time it takes for GIS to be updated. This mostly will mean that GIS will be the database of record and CAD will use a view to see GIS overlaid with new designs. The integration is simple, but GIS needs to be edited first and then the change can be viewed in CAD.

Primary Tasks

- ✓ Develop CAD standards using best practices from Engineer SMEs and from the City's standards
- ✓ Develop contract language the City can include in their RFPs to ensure they receive CAD data in very specific CAD standard
- ✓ Review current CAD and GIS usages and recommend best approach
- ✓ Develop any necessary tools and documentation for GIS to CAD integration
- ✓ Develop map service for GIS to AutoCAD add-in

Deliverables

- Documentation on CAD standards and contractual language
- Services supporting GIS to CAD tools
- Documentation to use GIS to CAD tools
- Training for end users and admins

Assumptions / Possible Risks

- Key Staff are on board with changes
- Identified staff to maintain GIS as it will become the primary record of data and CAD will revert to design only.

Improve Data Quality!

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<tr><td colspan="2" align="center">**RoadMap Project: Improve Data Quality!**</td></tr>
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Project Goal: Leverage GIS data maintenance best practices and tools to improve the City's GIS data quality and consistency.

Project Description: This project will improve the data maintenance procedures and quality for the City's highest priority GIS layers. The project team will identify the GIS layers that would benefit most from implementing improved data maintenance procedures and tools. Potential benefits include better, more consistent data and more efficient data maintenance. The team will work with the data stewards for those priority data layers to establish/verify/revise the data model and versioning, Data Reviewer QA/QC checks and Task Assistant Manager workflow procedures for the top priority data layers. Project work will include the configuration, testing and documentation of the new procedures and tools, as well as training for the relevant data stewards.

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Primary Tasks

- ✓ Establish a small project team to lead and develop goals for the improve data quality project.
- ✓ Review/Update the City's current list of GIS data sets. For each, identify and document: data steward, data storage location(s), current data maintenance environment (procedures and tools), QA/QC procedures, metadata status, frequency of updates, data use/distribution restrictions, data backup and recovery procedures.
- ✓ Review the City's updated list of GIS data layers and prioritize them by identifying those that would benefit most from implementing improved data maintenance procedures and tools.
- ✓ Work with data stewards to establish/verify/revise the data model and versioning for the top priority data layers.
- ✓ Work with the data stewards to establish Data Reviewer QA/QC checks and procedures for the top priority data layers.
- ✓ Work with the data stewards to establish Task Assistant Manager Workflow Procedures for the top priority data layers (as desired).
- ✓ Deploy the new procedures and tools designed to improve the data quality of the top priority data layers. This task includes the configuration, testing, documentation and plan for the ongoing maintenance of the new procedures and tools, as well as training for the relevant data stewards.
- ✓ Expand to future / additional data sets continually reprioritizing data priorities.
- ✓ Train staff and include TAM and DR training for all relevant staff (data stewards)

Deliverables

- Documentation of the City's GIS data layers that would benefit most from implementing improved data maintenance procedures and tools.
- Documentation of the data model and versioning for the top priority data layers.
- Data Reviewer QA/QC checks and procedures for those data layers.
- Task Assistant Manager workflow procedures for those data layers.
- Deployment (configuration, testing, documentation, ongoing maintenance plan) of the new procedures and tools.
- Training for the relevant data stewards.

Assumptions / Possible Risks
• There are cost-effective opportunities to improve the quality of GIS data layers that are most important to the City.
• City departments may not agree on the data layer priorities, or approve the resources needed to implement and maintain the new/revised data maintenance procedures and tools recommended by the project team.
• Ongoing support will be available to the relevant data stewards to ensure that they use the new tools and procedures effectively and efficiently, and that there are mechanisms in place to regularly review and revise/update the tools, when needed (changes in requirements and technology).

Integrate CIS!

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<tr><td colspan="2" align="center">**RoadMap Project: Integrate CIS!**</td></tr>
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<td>**Project Goal:** Enhance the value of the City's parcel and address information by integrating the City's utility customer information system (CIS) with GIS data.

Project Description: This project would be an effort to identify the City's functional (business) needs for accessing information managed in the City's system utility customer information (InCode software from Tyler Technologies) from within GIS. The project team would document those needs and assess available options for integrating/interfacing CIS and GIS to see if/how their requirements can be met. Once the team finalizes and prioritizes their requirements for CIS-GIS integration based on best value (cost versus benefit/importance), they would develop a plan for implementing and maintaining the system integration solution that best fits the City's needs.</td>
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Primary Tasks

- ✓ Establish a small project team to lead the project and requirements definition.
- ✓ Review the comments and ideas for integrating GIS and utility customer information that were communicated by City staff during this RoadMap project to identify stakeholders (potential beneficiaries) and the relevant information they manage.
- ✓ Compile a list of functional requirements for integrating GIS and utility customer information and assess the benefits and level of importance of each.
- ✓ Evaluate available options for integrating/interfacing CIS and GIS to see if/how requirements can be met, and estimate the costs for doing so.
- ✓ Prioritize the City's list of functional requirements based upon the value (cost versus benefit/importance).
- ✓ Develop a plan (with schedule and budget) for implementing and maintaining a CIS-GIS integration solution that achieves the City's priorities, and present the plan to decision makers for approval and funding.

Deliverables

- Documentation of the City's functional requirements for integrating GIS and utility customer information.
- Understanding of available CIS-GIS integration options, benefits and costs.
- A plan for implementing and maintaining a CIS-GIS integration solution that achieves the City's priorities.

Assumptions / Possible Risks

- There is a cost-effective solution that will satisfy most of the stakeholders' priority requirements.
- City stakeholders may not agree on functional requirements and priorities.
- The resources needed for implementing and maintaining a CIS-GIS integration solution may not be approved.

Integrate Permits!

RoadMap Project: Integrate Permits!

Project Goal: Enhance the value of the City's parcel information by integrating GIS with the City's system for managing building permits (Accela software).

Project Description: This project would be an effort to identify the City's functional (business) needs for sharing information between GIS and Accela. The project team would document those needs and assess available options for integrating/interfacing GIS and Accela solutions to see if/how their requirements can be met. Once the team finalizes and prioritizes their requirements for GIS-Accela integration based on best value (cost versus benefit/importance), they would develop a plan for implementing and maintaining the system integration solution that best fits the City's needs.

Primary Tasks

✓ Establish a small project team to lead the project and requirements definition.

✓ Review the comments and ideas for integrating GIS and building permit information that were communicated by City staff during this RoadMap project to identify stakeholders (potential beneficiaries) and the relevant information they manage.

✓ Compile a list of functional requirements for integrating GIS and building permit information and assess the benefits and level of importance of each.

✓ Evaluate available options for integrating/interfacing GIS and Accela solutions to see if/how requirements can be met, and estimate the costs for doing so.

✓ Prioritize the City's list of functional requirements based upon the value (cost versus benefit/importance).

✓ Develop a plan (with schedule and budget) for implementing and maintaining a GIS-Accela integration solution that achieves the City's priorities, and present the plan to decision makers for approval and funding.

Deliverables

• Documentation of the City's functional requirements for integrating GIS and building permit information.

• Understanding of available integration options, benefits and costs.

• A plan for implementing and maintaining a GIS-Accela integration solution that achieves the City's priorities.

Assumptions / Possible Risks

• There is a cost-effective solution that will satisfy most of the stakeholders' priority requirements.

• City stakeholders may not agree on functional requirements and priorities.

• The resources needed for implementing and maintaining a GIS-Accela integration solution may not be approved.

Manage As-Builts!

Project Goal: Implement a Document Management System (DMS) to more effectively manage and access as-builts and other documents that have relevance in the City's enterprise GIS platform.

Project Description: This project would be a multi-departmental effort to identify the City's functional needs for a lightweight document management system. The team would research and evaluate industry best practices and potential solutions to see how their requirements can be met. Once the team finalizes and prioritizes their requirements for a document management system, they would develop a plan for procuring, implementing and maintaining the system that best fits their needs. This plan would include work tasks for ingesting the City' as-builts into the new DMS and verifying access to them from within the GIS environment.

Primary Tasks

- ✓ Establish a small, multi-departmental group of stakeholders to lead this project and to review the comments and ideas for document management that were communicated during this RoadMap project.
- ✓ Outline the high-level (primary) functional requirements (especially GIS integration) for a document management system that would satisfy stakeholder needs.
- ✓ Review industry solutions and "best practices" for document management to identify a list of potential system vendors and system costs.
- ✓ Revise and prioritize the City's list of functional requirements based upon the review of industry solutions and best practices.
- ✓ Develop a plan (with schedule and budget) for procuring, implementing and maintaining a document management system, and include work tasks for ingesting the City' as-builts into the new DMS, training staff, and verifying access to them from within the GIS environment.
- ✓ Present the plan to decision makers for approval and funding.

Deliverables

- Documentation of the City's functional requirements for a document management system that can easily integrate with GIS.
- Understanding of industry "best practices" and vendor solutions for GIS-based access to as-builts and other documents that have relevance in the City's enterprise GIS platform.
- A plan for procuring, implementing and maintaining a document management system that meets the City's functional needs.

Assumptions / Possible Risks

- There are cost-effective, COTS solutions that will satisfy most of the stakeholders' priority requirements.
- Stakeholders may not agree on functional requirements and priorities, or approve the resources needed to implement a document management system.

Manage Assets!

RoadMap Project: Manage Assets!
Project Goal: Implement a GIS-based Asset and Work Management system to more effectively manage the City's infrastructure capital assets and better facilitate long-term capital planning, maintenance, and reporting. **Project Description:** This project would be an effort to identify the City stakeholder's functional needs for an asset management system. The team would research and evaluate industry best practices and potential solutions to see if/how their requirements can be met. Once the team finalizes and prioritizes their requirements for an asset management system, they would develop a plan for procuring, implementing and maintaining the system that best fits their needs.

Primary Tasks

✓ Establish a small, multi-departmental committee to lead the asset management requirements definition and system evaluation initiative.

✓ Review the comments, requirements and ideas for asset management that were communicated by City Stakeholders during this RoadMap project to identify stakeholders (potential beneficiaries) and the assets they manage.

✓ Outline the high-level (primary) functional requirements (especially GIS integration) for an asset management system that would satisfy stakeholder needs.

✓ Review industry solutions and "best practices" for asset management to identify a list of potential system vendors and system costs.

✓ Revise and prioritize the City's list of functional requirements based upon the review of industry solutions and best practices.

✓ Develop a plan (with schedule and budget) for procuring, implementing and maintaining an asset management system, and present the plan to decision makers for approval and funding.

✓ Procure, implement, configure and train users on new system.

Deliverables

- Documentation of the City's functional requirements for a GIS-based asset management system.
- Understanding of industry "best practice" and vendor solutions.
- A plan for procuring, implementing and maintaining an asset management system.
- Functional Asset Management System and trained staff

Assumptions / Possible Risks

- There are cost-effective, COTS solutions that will satisfy most of the stakeholders' priority requirements.
- The potential benefits justify the cost of implementing and maintaining an asset management system.
- City stakeholders may not agree on functional requirements and priorities, or approve the resources needed to implement and maintain an asset management system.

Strengthen the GIS Organization!

RoadMap Project: Strengthen the GIS Organization!

Project Goal: To establish and maintain better GIS capabilities, communication, coordination and cooperation among City departments and partners.

Project Description: This project will help communicate and strengthen the centralized role of GIS in the City by reinforcing its home in the IT Department. GIS staffing needs will be addressed. This project will also help identify GIS roles for each City department and ensure that their job descriptions include relevant GIS duties and they have the required skills, training and time to accomplish them. GIS leads should help expand the understanding and use of GIS throughout the City by supporting the "Intro to GIS" training that new employees should receive and organizing regular seminars to communicate their GIS projects amongst City stakeholders and stimulate interdepartmental collaboration.

Primary Tasks

✓ Establish a small project team to develop the detailed goals of this project.
✓ Develop and communicate a message that strengthens the centralized role of GIS in the City.
✓ Address GIS staffing needs and identify/designate GIS roles within each City department.
✓ Review/revise/draft of job descriptions to be sure they include relevant and necessary GIS duties.
✓ Document the recommended GIS skills for each GIS role.
✓ Define relevant training to fill the gap between the GIS skills that GIS users already have and those they need, based upon their role.
✓ Develop the "Intro to GIS" training that new City staff should receive.
✓ Plan and establish monthly GIS brown bag ("lunch and learn") seminars to communicate about GIS projects and stimulate interdepartmental collaboration.

Deliverables

- An organizational chart showing GIS roles for each GIS City department.
- Updated job descriptions for the City staff that have a GIS role and responsibilities.
- Recommended GIS skills for each GIS role and an individualized training plan to fill the gap between the GIS skills that GIS users already have and those they need.
- "Intro to GIS" educational/training materials for new City employees.
- A tentative schedule for a year's worth of monthly seminars by different City members about how they are using, and/or want to use, GIS.

Assumptions / Possible Risks

- Relevant staff exist in each City department to fill necessary GIS roles.
- City departments have the ability/authority to review and review staff job descriptions.
- There is a budget to support the GIS staffing and training needs.
- New City employees can (or will) participate in "Intro to GIS" training.
- All City departments can (or will) participate in the regular GIS seminars.

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *April 9, 2018*

PROJECT TEAM: *Paul Downey, Director of Administrative Services*

SUBJECT TITLE: *Acceptance of GIS RoadMap Study*

ACTION REQUESTED:
X all that apply

Ordinance		Order	X	Resolution		Motion		Informational

ISSUE STATEMENT:

The City has been working to implement its Geographic Information System (GIS) on a citywide basis. The City has prepared a roadmap study to guide City staff on the continued implementation of the GIS over the next several years. Timmons Group and staff presented the study to the Council at its March 19, 2018, meeting. Council was receptive to the study. Staff has prepared a resolution for the Council to accept the study.

BACKGROUND:

The roadmap was developed to help direct staff on how the enterprise GIS will be implemented. Various departments worked with Timmons Group on the study as the assistance of all departments will be necessary to successfully implement GIS. The roadmap is intended to be a guide and not a formal step-by-step process. The roadmap will be periodically refined and adjusted if necessary.

FISCAL IMPACT:

There will be costs to implement GIS. The necessary hardware and software costs to initially implement GIS have been approved in the current fiscal year's budget. Also included in the budget are a GIS Coordinator and funds for an outside consultant to provide ongoing assistance to implement GIS.

STAFF RECOMMENDATION:

Staff recommends the City Council approve the attached resolution accepting the GIS RoadMap Study.

ATTACHMENT(s):

Resolution Accepting the GIS RoadMap Study
GIS RoadMap Study