



Information Technology Department  
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## *Information Technology Department*

September 24, 2024 BOW Agenda

To: Board of Works and Safety  
Mayor Guy Titus

From: Rob Souchon – IT Manager

### **GIS Enterprise Server Agreement and Implementation**

The City of Greenfield has been using GIS technology more than 20 years to manage geographical asset data for our utilities, planning, street and engineering departments. As the city has grown, so has the need to capture additional data and the ability to access and use the GIS information by more city employees.

Currently, the city renews a yearly licensing agreement with ESRI (the software provider) which provides specific employees the access they need to work with Greenfield's GIS data. This licensing agreement does not accommodate for employees that may need privileged access or for new employees to obtain a license without an increase in the licensing agreement which is accompanied by an increase in the yearly renewal. The 2024 yearly licensing agreement has cost the city \$16,178.00. This cost is divided up by the access licensing needed by each department using the software and does increase yearly.

Hancock County also uses ESRI software with a similar licensing agreement as the City of Greenfield. Hancock has decided to move the county's licensing to an ESRI Enterprise GIS System with a 3-year term and has offered a partnership to the City of Greenfield allowing the city may take advantage of increased GIS abilities and licensing. An Enterprise GIS System provides the City of Greenfield additional licensing needed to accommodate more employees access without modifying the licensing agreement or incurring additional costs. An Enterprise GIS System also provides software tools that the city currently does not have access to.

Under the proposed ESRI agreement with Hancock County, the county would be the "Managing Customer" and the City is the "Authorized Entity". Hancock County would be the primary organization on the ESRI agreement but would allow the City of Greenfield access to Hancock's ESRI licensing.

Hancock County's proposed agreement with the City of Greenfield is documented in a Memorandum of Understanding (MOU). Hancock County's MOU with the City of Greenfield entitles the city to 1/3 of all the software licensing and resources and will accommodate for specific roles in the management of the

enterprise resources. The MOU is for a 3-year contract commitment and will cost \$19,500.00 per year. Hancock County will bear 2/3 of the cost of the 3-year contract. During the 3-year contract, the cost will not increase. After 3 years, upon renewal of the ESRI agreement with Hancock County and the City of Greenfield and the renewal of Hancock County's MOU with the City of Greenfield, an increase is expected.

Upon approval of the ESRI Enterprise System Agreement with Hancock County and the City of Greenfield and the approval of the Hancock County MOU with the City of Greenfield, moving the current city GIS system to an Enterprise GIS System requires the City of Greenfield to bring in outside expertise. Hancock County has selected Butler, Fairman and Seufert, Inc (BF&S) to assist in setting up the enterprise system and migrating the data to the new environment. The City of Greenfield has also requested assistance from BF&S for the city's setup and migration. A Professional Service Agreement (PSA) has been created to allow the City of Greenfield to use BF&S's services for this project. The PSA will allow the city to obtain additional services from BF&S via a task order during the duration of this project.

Upon approval of the PSA with BF&S, a Tasks Order 1 with BF&S has been created to provide GIS assistance. Task Order 1 will authorize BF&S to assist the City of Greenfield with setting up the GIS Enterprise System, migrating the current GIS data, verifying the Enterprise System is complete, and to train City of Greenfield staff as needed. The fee for Task Order 1 is based on the number of hours expect to complete the Task Order and is set not to exceed \$36,000.00.

**I respectfully request board approval of the following items:**

1. Request approval of Memorandum of Understanding (MOU) between Hancock County and the City of Greenfield for GIS Services. The MOU is a 3-year contract with Hancock County for the City of Greenfield to access 1/3 of all Enterprise GIS Licensing and Resources. The cost for this MOU is \$19,500.00 per year beginning in 2024 and ending in 2027. Hancock County will issue a Net 30 invoice to the City of Greenfield each year for the 1/3 commitment. The invoice will be divided by the departments using the software. Hancock County has approved and signed the MOU.
2. Request approval of ESRI Regional Government Enterprise Agreement (RG1) between ESRI, Hancock County and the City of Greenfield. Hancock County has approved and signed this agreement. The City of Greenfield must also sign to make the agreement official. No cost is associated with this agreement. The City of Greenfield will provide the 1/3 contribution directly to Hancock County per the MOU Agreement.
3. Request approval of Professional Services Agreement (PSA) between BF&S and the City of Greenfield for GIS Services. The PSA will allow the city to obtain additional services from BF&S via a task order during the duration of this project.

4. Request approval of GIS Assistance Task Order 1 between BF&S and the City of Greenfield. The fee for Task Order 1 is based on the number of hours expect to complete the Task Order and is set not to exceed \$36,000.00. The Engineering Department plans to use Professional Services Funds for Task Order 1.