

**Wednesday, December 15, 2004****Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN***(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)***1:00 to 3:00+ PM***See directory in lobby for meeting room location.*

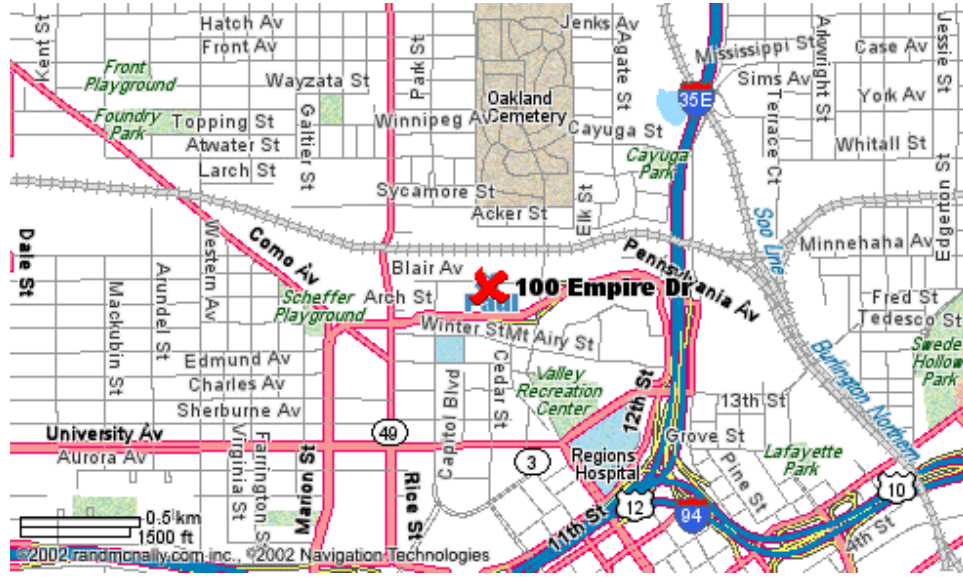
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1. Call to Order	
2. Approve Agenda	<i>action</i>
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j) GIS Employment Inquiries: Policy For Communicating (<i>Postpone to 3/05</i>)	
6. Project Updates:	<i>separate document</i>
a) Next Generation Parcel Data Sharing Agreement	
b) Priority Business Information Need Solutions and User Satisfaction Forums	
c) County Data Producer Workgroup Activities	
d) Fall Coordinating Committee Retreat Postponed to 2005	
7. Information Sharing:	<i>separate document</i>
a) MetroGIS Applies for Award from Harvard Innovations in Government Program	
b) MetroGIS is the North American Example for Upcoming International ESRI Publication	
c) Presentations / Outreach / Studies	
d) Related Metro and State Geospatial Data Initiatives Update	
e) Related Federal Geospatial Data Initiatives Update	
f) County-based GIS User Group Activity Update	
8. Next Meeting	
March xx, 2005	
9. Adjourn	

Mission Statement

“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”

How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

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See www.mcit.org for more information

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 209
September 29, 2004

1. CALL TO ORDER

Vice Chairperson Drealan called the meeting to order at 1:00 p.m. For the benefit of the newest member, John Slusarczyk with Anoka County, each of the other members was asked to state their name and the organization they represent.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Bill Brown (Hennepin), Dave Drealan (Carver), John Slusarczyk (Anoka), Randy Knippel (Dakota), and David Claypool (Ramsey); *Federal:* Ron Wencil (USGS); *Metropolitan:* Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Nancy Pollock (Metropolitan 911 Board); *Schools:* Lee Whitcraft (TIES); *State:* Joella Givens (Mn/DOT), and Robert Maki (DNR); *Utilities:* Al Laumeier (CenterPoint Energy Minnegasco); *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics:* Chet Harrison (CB Richard Ellis); *Cities:* Karen Johnson (AMM: core cities - City of St. Paul); *Counties:* Jane Harper (Washington), Jim Hentges (Scott); *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Metropolitan:* David Bitner (Metropolitan Airports Commission), *Non-Profits:* Sandra Paddock (formerly with Wilder Research Center); *Special Expertise:* Brad Henry (URS Corp.) and *State:* David Arbeit (LMIC).

Support Staff: Steve Fester and Randall Johnson

Visitor: Gordon Chinander – Alternate for Metropolitan 911 Board.

2. ACCEPT AGENDA

Givens moved and Read seconded to approve the agenda, as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Givens moved and Read seconded to approve the summary for the Committee's June 23rd meeting, as submitted. Motion carried, ayes all.

4. SUMMARY OF APRIL 28 POLICY BOARD MEETING

Staff Coordinator Johnson summarized the major topics considered by the Policy Board at its July 28th meeting.

5. ACTION AND DISCUSSION ITEMS

a) Third Generation Data Sharing Agreements – Status Report

The Staff Coordinator summarized the contents of the staff report, noting most of the counties have communicated back to staff that they are comfortable with the agreement that Chairperson Reinhardt forwarded to each of the county representatives to the Policy Board on September 15th. He also asked the members if any of their organizations has identified any problem with the proposed user license that would preclude their organization from executing a license.

Maki asked why it has taken so long to negotiate this agreement when it is the third of such agreements. Staff noted that an objective that could not be achieved with the last agreement is still not resolved– the goal to reach consensus on a single license agreement and a single set of licensing procedures. The result with the last agreement was that one license document was implemented for all but Hennepin County. Users of the Regional Parcel Dataset also needed to obtain a separate license to access the parcel data produced by Hennepin County.

Givens commented that the MnDOT's legal staff had submitted comments early in MetroGIS's process and believes this version is acceptable to them. Givens commented that the originally proposed indemnification language would have precluded them from signing the document. Staff commented that the currently proposed language was shared with the MnDOT legal staff to ensure their concerns had been adequately addressed.

No other comments about the license that was included in the packet were offered by the members. The Staff Coordinator encouraged the members to communicate any major issues soon before the county boards begin to take formal action on the current version.

Read raised a question about the proposed process for the online licensure application as to determining who has authority to apply for a license on behalf of the Metropolitan Mosquito Control District. Staff commented that the process is still being prototyped but that if implemented as currently envisioned, would require identification of an authorizing authority who would, in turn, be contacted by email before the license application is processed to verify they have the authority to apply on behalf of the designated organization.

Staff concluded, noting that the goal is still to execute the proposed agreement by year-end and resume distribution of the Regional Parcel Dataset in January 2005. If this occurs, the Regional Mailing Label Application could also be launched in January.

b) Regional Parcel Data Policy: Historical Versions Access Clarification

The Staff Coordinator summarized the staff report. In response to a comment from Craig, the group concurred that the proposed language for Item 3 in Appendix B should be modified to read as stated in the following motion.

Motion: Read moved and Craig seconded to add to Item 3 to Appendix B as follows:

- “When new quarterly updates are posted, the previous version will be removed from MetroGIS DataFinder.
- In accordance with Regional Custodian responsibility D(10), the Council will retain the end of calendar year quarterly update and make it available through MetroGIS DataFinder as historical data for that year. (*September 2004 Coordinating Committee clarification.*)”

Motion carried, ayes all.

(Editor's Note: The Policy Board has granted authority to the Coordinating Committee to modify Operational/Procedural Clarifications without subsequent Policy Board approval provided the Committee's action is unanimous. Hence in this case, the approved modification was deemed as final action, resulting in a new version of the Regional Policy Statement – 2.01.)

c) Performance Measures – Data Anomaly Discussion

Ideas were requested that might explain the large drop in DataFinder downloading activity experienced during the last reporting period. Givens and Read commented that when the larger spike in the prior reporting period is taken together with the lower than normal activity this time around, that the two average out to about normal. It was agreed to wait and see what the situation is following the next reporting period. The majority of data needs may have been met in the spring as opposed to over the summer.

d) GIS Demonstration for the October Policy Board meeting

Knippel volunteered to share Dakota County's GIS efforts for the GIS Technology Demonstration before the Policy Board on October 27th.

Motion: Craig moved and Pollock seconded to invite Dakota County GIS to share its efforts with the Board for the GIS Technology Demonstration at the October 27th Policy Board meeting. Motion carried, ayes all.

Craig mentioned for future options that two programs, headed up by folks at the U of M, may be worth the Committee's consideration – 1) an evacuation routing program that has been presented and was well received by elected officials on the national scene and 2) an NFS grant funded project involving analysis of historic census data. The Staff Coordinator also noted that if the agreements are in place, that the Regional Mailing Label application would be a good option for January, as Vice Chairman Kordiak was the initial impetus. The Committee was in general agreement regarding demonstrating the Mailing Label Application at the January 2005 meeting.

6. PROJECT UPDATES

Each of the project managers summarized the information provided in the staff report. It was agreed that the Address and Highway workgroups should share communications on a regular basis.

7. INFORMATION SHARING

Staff pointed out that a grant application has been made to Harvard's Government Innovations Program and that MetroGIS's efforts have been cited as an example in a recent publication of the OGC.

Wencl commented that the Census Modernization initiative is in full swing. Claypool and Knippel confirmed that Dakota and Ramsey Counties had shared data with the Bureau. There was general discussion about efforts to attempt to get the Bureau to use locally-produced data. No one was sure what local data the Bureau has agreed to use.

Wencl also reported that the 1-foot, color, orthoimagery flown in May for a portion of the seven county metro area should be available in November via the EROS Data Center.

Maki informed the group that the Data Deli will convert to an OGC compliant WMS format in the next few weeks.

Claypool reported that he recently attended a NACO event and found the elected officials interested and a strong advocate for GIS needs.

Vice-Chairperson Drealan reminded the group that officers are scheduled to be elected at the next meeting and to be thinking about whom they would like to see as the new leadership.

8. NEXT SCHEDULED MEETING

December 15th at 1:00 p.m.

9. ADJOURN

Givens moved and Henry seconded to adjourn at 2:40 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff



TO: Coordinating Committee

FROM: MetroGIS Staff
Contact: Randall Johnson (651-602-1638)

SUBJECT: Summary of October 2004 Policy Board Meeting

DATE: November 9, 2004
(For the Dec 15th Meeting)

The following major topics were considered/acted on by the Policy Board on October 27th. Refer to the meeting minutes (<http://www.metrogis.org/teams/pb/meetings/102704/min.pdf>) for the discussion points.

GIS Technology Demonstration

Randy Knippel, GIS Manager for Dakota County, summarized how Dakota County is benefiting from the use of GIS technology. (His presentation slides can be viewed at <http://www.metrogis.org/teams/pb/meetings/102704/demo.pdf>). Dakota County's GIS office is not supported through charge backs from the other departments. This arrangement encourages the GIS staff to fully engage with other county staff to explore efficiencies that can be achieved through use of the technology. Eleven departments are currently using GIS technology to support day-to-day functions. Dakota County also provides contract services for three cities within the county. A key to their success is their continuing investment in highly accurate base map data, which allows them to work at the many levels of spatial accuracy required by the various business needs of the county.

The GIS Office supports four categories of customers, each with a different level of GIS-related expertise and knowledge. They are as follows:

- Desktop GIS- 45 highly trained GIS staff
- Custom Applications – 320 users who regularly use GIS software for routine purposes
- Printed maps and digital data – 3000 users with in the county and partner communities
- Web-based applications – 480,000 sessions (4.8 million hits) annually from general public (half of which are from the real estate community)

Dakota County has ceased charging for map products, where the charge was intended to recover the cost of reproduction, when the product is distributed via the Internet. The result is that staff are used more effectively, and that about 40 times the product is being downloaded as was being sold. The latter is an important result because the goal is to empower citizens with easy access to information maintained by the county. Knippel also noted that another core function of the GIS Office is to nurture relationships with other organizations that affect or are impacted by county operations. They accomplish this networking through hosting user group meetings that focus on information sharing and by supporting a newsletter.

Socioeconomic Resources Page – Custodian Roles and Responsibilities

The Board was pleased to learn that the University of Minnesota Population Center had accepted the regional custodial role for the Socioeconomic Resources Page (http://www.datafinder.org/mg/socioeconomic_resources/index.asp). The Board was equally please to learn that the Population Center is the first non-government entity to accept a regional custodian responsibility. The adopted regional policy statement can be viewed at http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf.

Chairperson Reinhardt thanked staff and the workgroup involved in the design of the Socioeconomic Resources Page for their substantial efforts to bring this project to fruition, noting that she expects it will save many prospective users time as they search for data to address a variety of important needs.



TO: Coordinating Committee

FROM: MetroGIS Staff
Contact: Randall Johnson (651-602-1638)

SUBJECT: 2004 MetroGIS Accomplishments and Annual Report

DATE: November 30, 2004
(For the Dec. 15 Meeting)

REQUEST

Coordinating Committee comment is sought regarding the attached summary of accomplishments over the past year and suggested themes for the MetroGIS 2004 Annual Report.

2004 MAJOR ACCOMPLISHMENTS

Significant accomplishments in 2004 include:

- ✓ Reached agreement by all seven counties and the Metropolitan Council on a 2004-2008 GIS Parcel Data Sharing Agreement through which the long-standing goal of a single parcel data licensure process to access parcel data for all seven counties has been realized. *(12/14/04 is the last scheduled county approval. Council is scheduled to approve the agreement on 12/15 .)*
- ✓ Established a partnership with the Metropolitan 911 Board, which has a compelling regional business need to achieve a regional solution to address-related information needs.
- ✓ Sustained adequate funding from the Metropolitan Council to support the proposed 2005 workplan.
- ✓ Completed the Phase I solution for the Socioeconomic Information Need, resulting in an online search tool for socioeconomic data resources and the first non-government entity (U of M Population Center) acceptance of regional custodian responsibilities for a MetroGIS-endorsed common information need solution.
- ✓ Implemented, for further refinement, an innovative regional solution for the community's Existing Land Use Information Need. *(Assumes approval at the 12/15 CC meeting.)*
- ✓ Implemented MetroGIS's first regional geospatial application – mailing labels. *(Assumes agreement is in place)*
- ✓ Added a seventh testimonial to the benefits of MetroGIS's efforts – Metropolitan 911 Board *(pending)*
- ✓ Selected by the Open GIS Consortium as its top U.S. choice example of local/regional data distribution architecture.
- ✓ Selected for an international publication, to be published in April 2005 by ESRI, as the best North American example of a successful regional collaborative that is achieving the NSDI vision and selected as a successful example of a regional collaboration for an Australian/New Zealand geospatial solutions handbook.
- ✓ Sustained substantial outreach activity and realized continued growth in the use of DataFinder to access data.

A detailed listing of the activities and accomplishments is attached for the Committee's information.

2004 ANNUAL REPORT

The proposed core theme for the 2004 annual report insert is the same as last year - how the existence of MetroGIS is making a difference and facilitating E-Government while doing so. In particular, this past year MetroGIS's impacts were demonstrated through improved access to data produced by others, in the form needed, and by continuing to leverage resources through partnerships fostered by MetroGIS's efforts. Jeanne Landkamer has again been retained to produce the MetroGIS 2004 Annual Report. She has produced MetroGIS's last six annual reports.

Beginning with the 2002 annual report, a format change was introduced for the Annual Report. The report is now comprised of a double-sided single page that summarizes the major highlights of the past year, which is inserted into a brochure "wrapper" that is intended to be used for at least two years. The brochure and 2003 report can be viewed at http://www.metrogis.org/about/annual_reports/03brochure.pdf and http://www.metrogis.org/about/annual_reports/ar03.pdf, respectively. The brochure will be updated for the 2004 Annual Report but the general layout is proposed to remain essentially the same.

RECOMMENDATION

That the Coordinating Committee suggest any additions and/or modifications to the:

- 1) Detailed and summary listings of accomplishments for 2004.
- 2) Proposed 2004 Annual Report theme of how the MetroGIS's efforts are making a difference and fostering improved efficiencies via E-Government methods.

Detailed Listing of Significant MetroGIS Accomplishments - 2004 -

I. Regional Information Need/Data Solutions – Data Component:

a. Addresses

The workgroup began meeting in March. The project scope involves defining a regional strategy to capture and maintain addresses for all occupiable units (both residential and non-residential), whereby the data can readily be shared among government interests that serve the seven-county, Minneapolis-St. Paul region. A key component of the group's work involved documenting the processes currently used in each county to capture and maintain address data records. The group has set a goal to submit its recommendation to the Coordinating Committee for consideration at its March 2005 meeting.

b. Emergency Preparedness

The workgroup continued to place emphasis on outreach efforts to demonstrate the benefits of GIS technology to officials in the emergency management community. Part of this outreach effort involved implementation of an Internet-based application to demonstrate GIS data currently available. Most importantly, the workgroup also conceptualized a regional strategy through which the seven counties would collaborate to gather and maintain several data themes fundamental to each of their efforts to support emergency service mandates. Testing and refinement will occur in January and February. This strategy is expected to be presented to the Coordinating Committee for consideration at its March 2005 meeting.

c. Existing Land Use:

The workgroup completed its review of options, vetted its conclusion with stakeholder interests, and submitted its recommendation to the Coordinating Committee for consideration in December 2004. The recommendation is based upon a concept promoted by the American Planning Association to integrate several aspects of land use (e.g., structure type, function, and ownership) into a single data structure.

(Add Next Steps after the December 15th meeting.)

d. Highways and Roads:

A focus group was initiated by staff in late November to better understand street centerline data needs of the E-911 community. MetroGIS staff were aware of several local governments' efforts that were moving forward independently to deal with information needs that the regional TLG Street Centerline dataset could not meet, given that it was primarily designed for geocoding and not routing purposes. This investigation was initiated to consider the merits of pursuing a collaborative regional solution and is proposed as a 2005 workplan initiative.

The workgroup met once in the Fall to discuss a strategy for when MnDOT completes the software development needed to support the anchor/segment model that was endorsed in 2003. The group expects to reconvene in 2005 to refine operational components of the model, including definition of terms.

e. Hydrology

An ad-hoc workgroup met once in 2004 to discuss a surface water-related pilot project while awaiting completion of the state's strategic plan for hydrology by the MN Governor's Council on Geographic Information. The workgroup expects to complete the referenced pilot in 2005 and also consider issues and opportunities relevant to the statewide effort that are important to resolve before moving forward on a course of action for the Metro Area.

f. Jurisdictional Boundaries

- Watershed District Boundaries. Washington County nearly completed a pilot study that will be used to shape regional policy related to data content and custodian responsibilities. The final recommendations are expected to be submitted to the Coordinating Committee by mid-2005.
- School District Boundaries. No work was initiated to identify an appropriate regional custodian due to a higher priority need to renegotiate a parcel data sharing agreement with each of the counties. [See Item III(a)]. (Washington County had previously completed a pilot project that defined the data content preferences.) This topic is proposed as a 2005 workplan initiative.

g. Land Cover

The extent of coverage is now up to 67 percent of the seven county region. Work is currently in progress to extend the coverage another 9 percent. An LCMR-funded project is also planned to extend the coverage another 12 percent for a total of 88 percent coverage. A map of the coverage status can be viewed at http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf. In addition, during the past year major revisions to the system were implemented: changing how attributes are stored, re-working the manual, and improving the ArcView tool in response to feedback received from the users. In late 2005 or early 2006 another major revision of the system is anticipated once the DNR's new natural community classifications system is complete. A user forum to identify other desired improvement is tentatively proposed for the first half of 2005.

h. Parcels:

▪ Government and Academic Interests

- 1) On July 28th the Policy Board endorsed implementation of substantial enhancements to the regional parcel dataset, including expansion of the number of attributes from 25 to 55 and adding a parcel point database. These enhancements are scheduled for implementation with the January 2005 version of the dataset.
- 2) It was agreed that historical versions of the Regional Parcel Dataset will now also be supported and available via DataFinder to licensed users, once the 2004-2008 Parcel Data Sharing Agreement is executed.

See Item III(a) regarding the provisions of the 2004-2008 Parcel Data Sharing Agreement.

▪ Non-Profit and For-Profit Access

- 1) *Non-Profits:* A proposal was received in July from a consortium of neighborhood groups active in Hennepin and Ramsey Counties to establish policy for non-profits to access the regional dataset. A pilot project with Hennepin County was proposed to work out the specifics since neighborhood groups currently have access to Ramsey County parcel data via the Ramsey County Users Group.
- 2) *Others:* The County Data Producer Workgroup is expected to resume its investigation of ways to streamline licensing and distribution to non-government interests now that the licensing issues pertaining to the 2004-2008 Parcel Data Sharing Agreement [(Item III(a))] appear to have been resolved. This topic is proposed as a 2005 workplan topic.

i. Socioeconomic Characteristics of Areas

- On January 29th, the Policy Board endorsed MetroGIS hosting an Internet application to assist users of socioeconomic data discover existing sources of the data. The site now known as the MetroGIS Socioeconomic Resources Page (http://www.datafinder.org/mg/socioeconomic_resources/index.asp) became operational in April. Three existing datasets were also targeted for minor modifications that would greatly expand their usability. Will Craig, who chaired the original workgroup, agreed to monitor work to accomplish these minor modifications.
- On October 27th, the Policy Board endorsed the University of Minnesota Population Center as the custodian for the MetroGIS Socioeconomic Resources Page. The statistics regarding to this site will be incorporated into the annual performance measurement report.

II. Regional Information Need/Data Solutions –Application Component:

- a) **Mailing Label Application:** The first regional application was developed by MetroGIS staff, which runs on the Regional Parcel Dataset. A similar application developed by Carver County was used as the starting point. The County Data Producers Workgroup provided valuable feedback to convert the Carver County application into an application to address regional needs. Once the 2004-2008 Data Sharing Agreement is executed [see Item III(a)], the availability of this application will be advertised.
- b) **Emergency Preparedness:** A prototype application was launched in April for testing and refinement. Its primary purpose is to inform the emergency preparedness community of data resources available via the GIS community. A concept for the policies related to data content and roles and responsibilities needed to sustain the application was endorsed for further refinement by the Committee at its December meeting. The Policy Board also endorsed a policy of view-only access to parcel data at its July 28th meeting with understanding that approval from each county is required before actually supporting this function. This approval process will begin once the 2004-2008 Data Sharing Agreement is executed.

- c) **ApplicationFinder Concept:** A concept to help MetroGIS stakeholders discover existing applications that pertain to various business needs has been developed by staff. It was shared with the Technical Advisory Team on November 17th and sent to the Coordinating Committee for consideration at its December meeting. *(Add next steps following the December 15th meeting.)*

III. Special Studies/Projects –Leveraging Investments

a. **Next Generation (2004-2008) Regional Parcel Data Sharing Agreement**

A 2004-2008 Parcel Data Sharing Agreement between the seven counties and Metropolitan Council was negotiated from January to September. Approval by each County and the Council occurred in November and December. This next generation agreement streamlines licensing procedures, expands access to government and academic interests throughout the US, and reinstates availability of parcel data via DataFinder that was lost for much of 2004 while this next generation agreement was under negotiation. The agreement also calls for online application for licensure, which is anticipated to be operational for the initial relicensure of parcel data users.

b. **Integration of DataFinder Café and State GeoIntegrator:**

Consideration of a possible joint project to enhance DataFinder Café and integrate it into the state's geospatial data architecture was stalled from January to May because the Legislature had frozen grant funds that had been awarded for the State's portion of the project. Although these grant funds were released by late May, the talks were again stalled because anticipated costs exceeded available funds. A 2005 work plan initiative is proposed to investigate ways to enhance DataFinder Café solely as a MetroGIS project.

c. **Metropolitan 911 Board GIS Project**

MetroGIS support staff served on a workgroup that crafted a strategy to integrate GIS technology into the day-to-day operations of the region's 27 PSAPs, a strategy that was unanimously endorsed by the full Metropolitan 911 Board in March, and which resulted in the Board's hiring of a full time GIS Coordinator. This strategy is expected to play an important role in the region's efforts to deal with commonly needed information related to addressing for residences, business suites, and other locations important to the MetroGIS community.

d. **Investigate Exchanging Parcel Data for Utility Infrastructure Data**

Representatives from three utility companies were invited in 2003 to review the parcel dataset and decide whether it had value to their operations. This offer was renewed in February 2004. Two of the three expressed interest in further talks. Further consideration was postponed to concentrate on renewal of the GIS Data Sharing Agreements with the counties [Item III(a)].

e. **Partnership with MnDOT**

See Item I(d).

f. **TOP (Technology Opportunity Project) Grant Project**

In October, a consortium of neighborhood groups, U of M CURA, and public sector interests learned that they had been awarded a TOP grant valued at over \$599,000, over a 3-year period. The value of access to the regional parcel dataset by neighborhood groups was cited as a local in-kind match. A pilot project has been proposed to investigate options to obtain the desired data access [See I(h)- Non-Profit]. The Staff Coordinator has been invited to participate on the project steering committee. The project is important to MetroGIS because in addition to assisting with a resolution to the access policy issue cited above, which is a topic that the Policy Board has assigned to the Coordinating Committee, this project also proposes to develop geospatial applications that address common information needs of the broader MetroGIS community.

h. **Harvard Innovations in Government Award Application**

In September, a first-round application was submitted to nominate MetroGIS for this award. In December, the top 50 proposals will be selected for further consideration. The top 5 proposals each receive \$100,000 grants.

i. **Metropolitan Council Participates in National Land Market Monitoring Project**

The Metropolitan Council is participating in a project titled The National Demonstration Project on Land Market Monitoring. The project will develop and demonstrate GIS residential capacity analysis methods used at the Metropolitan Council and at four other organizations across the county. Other participating organizations include Portland OR, Sacramento CA, Orange County FL and the State of Maryland.

Lincoln Institute of Land Policy is supporting the project and the University of Maryland, National Center for Smart Growth is leading the project. The extensive GIS data available through MetroGIS was key to the Council being selected as a participant in this project.

IV. Data Discovery and Acquisition – Other than Topical Applications

a. Enhance MetroGIS DataFinder

- DataFinder Café: ...See III(b), above
- Data User Information. MetroGIS again contracted with the firm Quova to produce a report to document the geographic location of the entities that download data from DataFinder. The finding was that over two-thirds of the downloading activity is to entities located within the seven county metro area and adjoining counties.
- ApplicationFinder Concept See II-c, above

b. Promotion of DataFinder As A Common Tool – Leveraging the Investment:

- Washington County continued its use of the web server that supports Café to provide external Internet access to the county's parcel query application activity. Use of the Café server is saving the county approximately \$10,000 annually in Application Service Provider (ASP) fees plus the cost of hardware and software and related licensing expenses.
- Interest has been expressed by the cities of Coon Rapids and Maple Grove to use DataFinder to distribute their data.

IV. Outreach

a. Annual Report:

The 2003 Annual Report was distributed to over 1500 persons and handed out at several conferences and forums. The format was modified to comprise a brochure style with a single page insert specific to the reporting year. The brochure addresses the broad goals and benefits and the one-page insert summarizes the accomplishments that year. A copy can be viewed at http://www.metrogis.org/about/annual_reports/index.shtml.

b. Newsletter Articles:

Articles about MetroGIS's activities and accomplishments were submitted for publication in the three issues of the statewide GIS/LIS newsletter.

c. General Information Web site - www.metrogis.org:

This website serves as MetroGIS's institutional memory and main vehicle for keeping participants informed. This site is averaging nearly 6,300 visits per month.

d. County GIS User Groups:

- Quarterly updates of MetroGIS's activities are provided to each user group. Staff attended as many user group meetings as possible to encourage use of adopted best practices and answer questions about MetroGIS's activities.
- Arranged for Council facilitator to assist Ramsey County GIS Users Group with strategic planning workshop.
- Arranged for Council facilitator to assist Scott County GIS Users Group with strategic planning workshop.

e. Coordination with **State (Beyond Metro)** Geospatial Activities/Information Requests:

- April 8: Staff Coordinator interviewed by Bemidji official regarding a proposed multi-county GIS initiative and lessons learned by MetroGIS that might be of value, in particular related to licensing of data and related intellectual property rights matters.
- The Staff Coordinator and David Arbeit served on a workgroup of the Governor's Council on Geographic Information charged with overseeing the development of a strategic plan for Minnesota's Spatial Data Infrastructure (MSDI). Many of the lessons learned through MetroGIS's efforts and its fundamental philosophies have been embedded into the resulting MSDI Plan that was adopted by the Governor's Council in June (<http://www.gis.state.mn.us/MSDI>). The Staff Coordinator and David Arbeit (LMIC) and Robert Maki (DNR), both of whom are also members of the MetroGIS Coordinating Committee, will continue to serve on the MSDI Strategic Planning Workgroup into 2005.

- The Staff Coordinator participated on a workgroup of the Governor’s Council with David Arbeit, member of the Coordinating Committee, which produced a guide for organizations interested in sharing geospatial data. Through a decision tree format, it leads the reader through the many requirements set forth in the Data Practices Act and offers proven options to address each. The final document can be viewed at <http://www.gis.state.mn.us/pdf/GeoDataExchange.pdf>
 - Staff and Coordinating Committee members also served as liaisons to Council committees and workgroups: Emergency Preparedness, Hydrographic Data and Standards (Geospatial Infrastructure) Workgroups.
- f. Coordination with **National/International** Geospatial Activities/Information Requests:
- January 28: United Kingdom official (Anna Courey) called to ask questions about MetroGIS’s data sharing policies and practices in particular regarding emergency preparedness needs.
 - January – April: The Staff Coordinator was interviewed via email and in person by Bastiaan Van Loenen, a student from the Netherlands, who selected MetroGIS as one of several examples of regional collaboration to study for his doctoral thesis.
 - January 27: Staff Coordinator was interviewed by Memphis/Shelby County TN officials concerning organizational structure used by MetroGIS.
 - May 7: Interviewed by Open GIS Consortium (OGC) study team. As a result, MetroGIS’s experience is cited as the only regional example in an OGC publication released in July entitled “Server Architecture Models for the National Spatial Data Infrastructure (NSDI) – **link to become available in January.**
 - September: The Australia and New Zealand Land Information Council and the Australian Local Government Association published a “toolkit” to enhance capacity of Australian local government in the use of spatial information. MetroGIS was the only none local example.
 - June 15: Staff Coordinator interviewed by LOGIC (Kentucky) regarding data sharing mechanisms.
 - October 27: The Staff Coordinator was notified by Ian Massey, who is writing a book to be published by ESRI in April 2005, that MetroGIS had been selected as the North American example for a successful regional implementation of NSDI philosophies.
 - December 9: The Staff Coordinator participated in the Geospatial Digital Rights Management (GeoDRM) Forum in Washington D.C. sponsored by the GeoData Alliance (GDA), Open Geospatial Consortium and the FGDC. The focus was intellectual property rights related to sharing of geospatial data and services. The GDA paid all travel expenses.
- g. Formal Presentations:
- Jan. 8th Hennepin County GIS Users Group meeting, Minnetonka: MetroGIS staff summarized MetroGIS’s functions and accomplishments, with specific emphasis on DataFinder and its availability for MetroGIS stakeholders to use to publish their data.
 - Apr. 6 and 13th U of M Graduate Geography Course: MetroGIS staff summarized MetroGIS’s functions and accomplishments, with specific emphasis on DataFinder and its role in achieving interoperability.
 - June 4th Grand Valley, Michigan conference presentation. Methods used by MetroGIS to achieve collaboration on efforts to address common geospatial needs and impacts of these efforts. The conference host paid all travel expenses.
 - Oct. 4th GIS/LIS Conference: MetroGIS staff summarized technical aspects of Web Mapping Services associated with access data via MetroGIS DataFinder.

V. Project Management/Administration

- a. Administered Performance Measures Plan – quarterly reports to the Coordinating Committee. The 2003 Annual Report was presented to the Policy Board in January. The 2004 Annual Report is scheduled to be presented to the Coordinating Committee at the December 2004 meeting.
- b. Updated Operating Guidelines, effective July 28. (They can be viewed at http://www.metrogis.org/about/history/ops_guidelines.pdf)
- c. Obtained Metropolitan Council approval of a 2005 budget for MetroGIS sufficient to achieve the proposed workplan.

- d. Maintained currency of information on www.metrogis.org – the primary source of a wide variety of information about MetroGIS’s mission, accomplishments, benefits, participants, meeting schedules, projects and lessons learned, and endorsed policies.
- e. Maintained currency of metadata and data accessible via www.datafinder.org - MetroGIS’s primary data distribution mechanism.
- f. Maintained licensing records for access to street centerline data (149) and redesigned the licensing support processes in anticipation of relicensure of entities to access the regional parcel dataset.
- g. Significant documents produced:
 - 2004 Annual Report (www.metrogis.org/about/annual_reports/index.shtml)
 - 2004 Performance Measurement Report
 - Regional Parcel Data Sharing Agreement with the seven counties.
 - A testimonial to the benefits of MetroGIS’s efforts to stakeholders was documented for the Metropolitan 911 Board. It can be viewed at *URL..... (Jeanne Landkamer to write in Dec)*
 - Preliminary application for Harvard’s Innovation in Government Award.
- h. Meetings supported by MetroGIS staff:
 - Policy Board (4)
 - Coordinating Committee (4)
 - Technical Advisory Team (1)
 - Business Information Needs - Workgroups, Data User Forums, Training, etc.:
 - ✓ Address Workgroup (7)
 - ✓ Emergency Preparedness Workgroup (??)
 - ✓ Existing Land Use Workgroup (1)
 - ✓ Parcel Workgroup (1)
 - ✓ Highway and Roads Workgroup (1)
 - ✓ County Data Producers Workgroup (7)
 - Special Events: none



TO: Coordinating Committee

FROM: MetroGIS Staff
Contacts: Randall Johnson (651-602-1638)

SUBJECT: 2004 Annual Performance Measurement Report

DATE: November 30, 2004
(For the Dec. 15th Mtg.)

INTRODUCTION

Staff respectfully requests the Coordinating Committee's review and comment on the 2004 Annual MetroGIS Performance Measurement Report (separate enclosure). The 2004 report continues to build on the past two annual performance analyses conducted to document MetroGIS's organizational performance results. In particular, Committee review and discussion is requested concerning:

- Identified trends and the meaning of performance measures statistics.
- Conclusions drawn from these performance measures activities in terms of work planning for 2005.

PAST ACTIONS

- 1) Apr. 10, 2002: The Policy Board adopted a Performance Measurement Plan (www.metrogis.org/benefits/perf_measure) to more clearly state expected accomplishments, demonstrate accountability for results, and support continuous organizational improvement.
- 2) Jan. 29, 2003: The Policy Board asked staff to prepare an annual performance measures report to share with the Board along with recommendations for any suggested changes in policy or procedures to address needs identified via analysis of performance measures data.
- 3) June 18, 2003: The Committee asked staff to present one or more anomalies in the quarterly numbers for discussion by the Committee at its March, June and September meeting. This practice that has been in place since September 2003. The conclusions of the Committee have also been incorporated into the annual reports.

FINDINGS AND CONCLUSIONS

Key findings identified in the statistics presented in this third annual MetroGIS Performance Measures Report are as follows:

- DataFinder averaged 1,272 visits per month in 2004, up 10.3 percent (1,153) from 2003. The activity varied from month to month, with a trend emerging for spikes of activity during spring.
- Data downloads averaged 634 per month; up from 587 in 2003 or an 8.0 percent increase, even though parcel data was unavailable from March on. The percent of downloads via Café remained at about 15 percent of the total downloads via DataFinder Café, the same as in 2003, despite the unavailability of parcel data. (The frequency of data downloads is assumed to be an indicator of the value of the data and the level of awareness among the data user community, but also relates to the frequency of updates to datasets. Datasets that are updated more frequently must be downloaded more frequently for users who need current data.)
- In 2004, two more entities chose to publish metadata and datasets through DataFinder for a total of 18 publishers. Also, the number of metadata records rose from 161 to 169. Outreach efforts proposed for 2005 would continue past efforts to encourage more data and metadata publishers to use the DataFinder tool to inform the user community of their data holdings and improve their and user efficiencies related to distribution of the data.
- Another testimonial (*pending in December*) to the benefits of MetroGIS (Metropolitan 911 Board) continues to indicate a high level of satisfaction and significant perceived value associated with MetroGIS products and services. Seeking out additional such testimonials is proposed as a 2005 MetroGIS program.

- Regionally endorsed datasets continue to dominate the most frequently downloaded datasets in 2004 as in 2003 (endorsed regional datasets in **bold**, arranged by the totals in 2004):

Dataset	# of downloads	
	2003	2004
County & Municipal Boundaries	460	484
Planned Land Use	253	288
ZIP Code Boundaries	248	280
Parcels	380	258
TLG Street Centerlines	312	249
Census 2000	213	200

- During the 2004 reporting period, 4,648 or 69.0 percent of the download events, for which a geographic location could be determined, were by entities that serve the greater Twin Cities Metropolitan Area. Among these, the entities with the most downloading activity are generally characterized as:
 - Academic institutions of higher learning: 1,108 downloads recorded, up 42 percent from 779.
 - State, regional, and state government: 426 distinguishable downloads, up 7.0 percent from 398.
 - Local Engineering/Planning Firms: doubled from 2 to 4 within top 25 users - accounting for 247 downloads, up from 236 or 5.5 percent. *It is assumed that the majority of this activity was on behalf of the area's government units.*

Dakota and Hennepin Counties continue to be listed among the top 25 download recipients, accounting for 205 downloads, up from 79 in 2003 or an increase of 159 percent. Although questions remain with certain aspects of the methodology (Quova) used to arrive at these conclusions, this is the best information available. Thus, a report from Quova is proposed for the 2005 MetroGIS Performance Measures Report.

- Documenting the quantitative benefits to the producer community, as a result of MetroGIS's efforts, is complicated because of the variety of business models maintained by the various producers. No work was initiated in this area during 2004 due to the extended negotiations to reach consensus on a Parcel Data Sharing Agreement with the seven counties. In 2005 and beyond, in addition to using qualitative methods, MetroGIS should continue to seek out ways to document such benefits for producers key to its success. This topic has been identified for discussion at the Committee's retreat tentatively scheduled for spring 2005.

RECOMMENDATION

That the Coordinating Committee:

- Review and comment on the MetroGIS 2004 Performance Measures Results Report.
- Review and comment on the conclusions offered by staff.
- Recommend that the Policy Board approve the report and conclusions as forwarded by the Committee.



TO: Coordinating Committee

FROM: MetroGIS Staff
Contact: Randall Johnson (651-602-1638)

SUBJECT: Proposed 2005 MetroGIS Major Program Objectives and Detailed Workplan

DATE: December 1, 2004
(For the Dec 15th Meeting)

INTRODUCTION

The Coordinating Committee is respectfully requested to approve the attached proposed 2005 MetroGIS program objectives and detailed 2005 workplan, Attachments A and B, respectively.

This request assumes the Metropolitan Council will continue to authorize 3 FTEs for staff support and \$86,000 in non-staff project funding to support MetroGIS's activities. See Agenda Item 5g for more information about the proposed budget and anticipated approval by the Metropolitan Council on December 15th.

PROPOSED 2005 PROGRAM OBJECTIVES

In addition to completing regional solutions for several priority common information needs that are currently in progress, three major new initiatives are proposed for 2005. They are: a) update the 2003-2005 Business Plan, b) define a strategy for achieving E911 community needs related to street centerline data, and c) implement a mechanism to help data users locate existing geospatial applications (Agenda Item 5c).

MAJOR ASSUMPTIONS

1. MetroGIS's core functions will not change in 2005 as result of the pending Business Plan Update.
2. The Metropolitan Council will approve project funding adequate to support MetroGIS's core functions.
3. Any substantive changes in policy that involve additional resources agreed upon as part of the Business Plan Update process, scheduled for Spring 2005, would need to be addressed in future budget proposals and/or through partnerships or grants.
4. An agreement will be in place with each of the seven counties and the Council to provide access the regional parcel dataset, without fee, by government and academic interests.
5. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
6. No serious software issues will arise with the current configuration of DataFinder while defining and implementing a migration path away from the current architecture to a newer version of ArcIMS.
(Note: a partnership with the state (LMIC) to share the costs of supporting DataFinder Café as a component of the state's geospatial architecture is no longer assumed, as it was earlier in 2004.)

RECOMMENDATION

That the Coordinating Committee:

- 1) Recommend that the Policy Board approve the Proposed Major 2005 Program Objectives for MetroGIS as summarized in Attachment A.
- 2) Approve the detailed workplan presented in Attachment B to implement the proposed Major Program Objectives for MetroGIS in 2005.

ATTACHMENT A

Accepted by the Policy Board
(pending)

MetroGIS Mission Statement

(Adopted February 1996)

“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”

Major 2005 MetroGIS Program Objectives¹

- Adopt an updated MetroGIS Business Plan (process to include a retreat of MetroGIS leadership) and obtain endorsement by key stakeholder interests. *(The remainder of the proposed objectives assume that MetroGIS’s current core functions² will not change substantively.)*
- Implement modifications to the Regional Parcel Dataset, which were endorsed by the Policy Board in July 2004, and establish common access policy concerning non-profits/community groups, whose functions complement government functions.
- Achieve Policy Board endorsement, at minimum, of a Phase I regional solution that effectively addresses each of the following common priority information needs:
 - 1) Addresses (of occupiable units) *(proposal anticipated 3/05)*
 - 2) Emergency Preparedness *(proposal anticipated 3/05)*
 - 3) Existing Land Use *(CC consideration 12/15/04)*
 - 4) Highway and Road Networks *(in progress)*
 - 5) Jurisdictional Boundaries – School Districts *(custodian designation remains)*
 - 6) Jurisdictional Boundaries – Watershed Districts *(pilot in Washington Co. nearing completion)*
 - 7) Lakes and Wetlands *(in progress)*
- Achieve Policy Board endorsement of strategies to effectively achieve address-related limitations of the endorsed Regional Street Centerline solution for geocoding concerning: a) satisfying needs of the E911 community and b) incorporating locally-produced data into the U.S. Census Bureau’s TIGER data.
- Implement a strategy (currently referred to as ApplicationFinder) to help data users efficiently share existing geospatial applications to leverage those existing investments.
- Continue efforts to identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS’s resources.
- Continue to realize increased use of DataFinder as a tool used both by data users to search for and access data they need, and by data producers to distribute data important to others in the MetroGIS community.
- Continue to realize increased awareness among MetroGIS stakeholders and officials involved in related efforts beyond the Metro Area of MetroGIS’s endorsed strategies, resources, and opportunities.
- Continue to effectively support MetroGIS’s general information website (www.metrogis.org).
- Continue to effectively support MetroGIS’s DataFinder website (www.datafinder.org).
- Continue to perform activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS efforts – user satisfaction with data solutions and custodian conformance with expectations; document the benefits of MetroGIS’s efforts; and modify activities and policies, as appropriate.

¹ It is recognized that these objectives may need to be modified if funding is reduced in response to the state’s continuing revenue shortfalls.

² The current core objective are: implement regional solutions (e.g., data, web services and applications) for priority common information needs, support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and support a forum for knowledge sharing.

MetroGIS Coordinating Committee
Purpose Statement
and
2005 Detailed Work Program

Purpose Statement

The MetroGIS Coordinating Committee is responsible for recommending policies and procedural strategies for consideration by the MetroGIS Policy Board to resolve obstacles that must be overcome to achieve widespread sharing of commonly needed geospatial data among MetroGIS stakeholders.

Major Responsibilities¹

- Advise the Policy Board on matters concerning the design, implementation, and operations of MetroGIS, to include, but not be limited to: a current business plan, datasets and their characteristics which provide the greatest utility for the MetroGIS community (regional datasets/solutions), standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders, and data delivery and access procedures.
- Oversee performance measure and user satisfaction monitoring to periodically evaluate who is using DataFinder, what data are being accessed, and satisfaction with the functionality and data provided.
- Oversee provision of effective opportunities to share GIS-related knowledge important to improving the efficiency and effectiveness of organizations that comprise the MetroGIS community.
- Oversee implementation of MetroGIS Policy.
- Advise the Policy Board on the content of its Business Plan that guides the operations of MetroGIS.
- Ensure an effective means of communication among the Policy Board, the Committee, the Technical Advisory Team and any ad hoc workgroups.
- Coordinate the work of the Technical Advisory Team and ad hoc or special purpose workgroups. *(Note: All special purpose workgroups report to the Committee and are dissolved once the specified task is complete.)*
- Remain current and discuss new trends regarding Geographic Information Systems technology and related capabilities as they relate to the MetroGIS community.
- Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, Mn/DOT, State Demographer, federal agencies, etc.
- Perform such other duties as may be prescribed by the Policy Board.

2005 MetroGIS Detailed Work Program

A. Priority Common Information Needs

Responsibilities: 1) Create and oversee Information Need Workgroups to define broadly supported data content specifications for a regional solution(s) to each priority common information need. 2) Oversee/assist staff with negotiations and recommend a qualified regional custodian willing to accept the custodian roles and responsibilities defined by a Workgroup for each priority common information need. 3) Recommend solutions to the Policy Board to resolve related intergovernmental policy obstacles. 4) Create and oversee a Technical Advisory Team to encourage knowledge sharing on a variety of technical topics important to the MetroGIS community.

Task	Lead Support	Method	Start/End
1. Address Information Need Enhancement <i>Recommend a sustainable regional strategy to resolve the need for household and non-residential unit addresses that go beyond data available via parcel and street centerline datasets (apartment units, mobile home units, strip centers suites, office suites, etc.)</i>	Mark Kotz (Metropolitan Council) & Staff Coordinator	MetroGIS Workgroup	In progress Spring 04 – Mar 05

¹ See Appendix A for further information regarding general expectations and responsibilities.

ATTACHMENT B

Coordinating Committee Adopted
(pending -December 15, 2004)

<p>2. Regional Emergency Preparedness Information Need</p> <p>a) Define the characteristics of commonly needed Emergency Preparedness-related data and roles responsibilities necessary to sustain a collaborative solution for their assembly, updating, documentation, and distribution, which to the extent practical, meet National HSIP (Homeland Security Infrastructure Protection) and Strategic National Stockpile (SNS) needs.</p> <p>b) Obtain policy maker approval of the roles and responsibilities proposed for the various partners associated with Item a.</p> <p>c) Develop an evaluation process to identify desired enhancements to the MetroGIS Emergency Preparedness website implemented in April 2004 and associated roles and responsibilities, including evaluation criteria and perspectives (organizational and professional) that need to be involved.</p>	<p>Randy Knippel (Dakota County) / Rick Gelbmann (Metropolitan Council)</p> <p>TBD</p> <p>TBD</p>	<p>MetroGIS Workgroup</p> <p>TDB</p> <p>MetroGIS Workgroup</p>	<p>In progress Spr 04 – Mar. 05</p> <p>Spring 05</p> <p>Summer 05</p>
<p>3. Regional Existing Land Use Information Need</p> <p>a) Build the Version 1 dataset (Policy Board approval pending January 2005), for evaluation as a long-term solution.</p> <p>b) Recommend “best practices” to address more complex land-based information needs than the Version 1 solution can support.</p> <p>c) Decide if the Version 1 solution is practical to maintain long-term. If so, decide regional custodian(s) roles, access policy - endorse a custodian(s) to implement roles and responsibilities defined by the workgroup</p>	<p>Paul Hanson (Metropolitan Council) / Staff Coordinator</p>	<p>No group</p> <p>Phase II MetroGIS Workgroup</p> <p>TBD</p>	<p>In progress TBD- ?2006 (Council’s 2005 Existing Land Use data is prerequisite)</p> <p><i>(New)</i> Jan 05- ?</p> <p>TBD - 2008? (evaluate 2-3 years after V1 in place)</p>
<p>4. Regional Highway and Road Networks Information Need</p> <p>a) Complete a joint effort with MnDOT to define and implement a LRM (Linear Referencing Model), which incorporates the needs of the MetroGIS community.</p> <p>b) Conduct a needs assessment with E911 officials to define and address road data characteristics that were not identified in the Roads Information Needs Forum conducted in Oct 2002.</p> <p>c) Recommend a regional solution(s) that addresses desired road network data specifications identified by the community and identify custodial roles and responsibilities.</p> <p>d) Coordinate with MnDOT to secure willing and able organizations to carry out desired regional custodian roles and access policy.</p>	<p>Mike Dolbow (Metropolitan Council) / Staff Coordinator</p>	<p>MetroGIS Workgroup</p>	<p>In progress Aug 02 – Spr. 05?</p> <p><i>(New)</i> Winter 2005</p> <p>Summer 2005</p> <p>(start when “c” completed)</p>
<p>5 Jurisdictional Boundaries -Regional School District Dataset –</p> <p>a) Define data characteristics of desired regional solution and appropriate roles and responsibilities. (Completed in 2001)</p> <p>b) Identify a regional custodian, access policy & coordinate with state to the extent applicable.</p>	<p>Staff Coordinator, David Arbeit (LMIC) and Jane Harper (Washington County)</p>	<p>MetroGIS Workgroup</p>	<p>In progress Fall 2005</p>
<p>6. Jurisdictional Boundaries - Regional Watershed District Dataset</p> <p>a) Define data characteristics of desired regional solution and appropriate roles and responsibilities. (Completed in 2003)</p> <p>b) Identify a regional custodian, access policy & coordinate with the state to the extent applicable.</p>	<p>Jane Harper, Washington County / Staff Coordinator</p>	<p>County Workgroup (Possibility of Peer Review Forum)</p>	<p>In progress Summer 2005?</p>

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Coordinating Committee Adopted
(pending -December 15, 2004)

<p>7. Regional Lakes, Wetlands Information Need <i>a) Document desired data characteristics.</i> <i>b) Conduct a pilot project to refine roles and responsibilities concerning management of these data.</i> <i>c) Identify gaps in current authority/practice at state and federal levels, which hamper efforts to achieve a regional solution that is part of the NSDI and convey these issues to the GCGI, via the Policy Board, for consideration via MSDI processes.</i> <i>d) Recommend a regional custodian(s) and related access policy.</i></p>	<p align="center">Paul Hanson (Metropolitan Council) / Staff Coordinator</p>	<p align="center">MetroGIS Workgroup</p>	<p align="center">In progress May 99 – Spr. 05? Winter 05 Winter 05 Summer 05</p>
<p>8. Regional Land Cover Dataset <i>Host a data user satisfaction forum</i></p>	<p align="center">Bart Richardson DNR-Regional Custodian</p>	<p align="center">Peer Review Forum</p>	<p align="center">(New) Apr or May 05</p>
<p>9. Regional Parcel Dataset Enhancements <u>Public Sector / Academic Version:</u> <i>a) Complete one-time software programming necessary to implement the next-generation Regional Parcel Dataset (55 attributes and parcel points as endorsed by Policy Board 7/28/04).</i> <i>b) Investigate why prospective users of the data are not using it. (Question raised by Policy Board Member O'Rourke)</i> <i>c) Implement online parcel data license application procedure. (Assumes next-generation Data Sharing Agreement executed by the counties and Council in 2004)</i> <u>Neighborhood Groups/Specified Non-Profits:</u> <i>Evaluate findings of pilot with Hennepin County to determine if broader regional policy needed.</i> <u>Private Sector Version:</u> <i>a) Finalize common license document.</i> <i>b) Implement a website to streamline ordering of parcel data from multiple counties (data fulfillment remains with counties)</i> <i>c) Complete pilot project begun late 2003 and decide if a parcel data sharing program with utilities will be pursued.</i></p>	<p align="center">Mark Kotz (Metropolitan Council) / County GIS Units Staff Coordinator Staff Coordinator Staff Coordinator and County Data Producer Workgroup Staff Coordinator and County Data Producer Workgroup</p>	<p align="center">No Workgroup MetroGIS Workgroup MetroGIS Workgroup MetroGIS Workgroup</p>	<p align="center">In progress January 05 (New) (Part of Survey associated with Business Plan Update) In progress July 04 -Feb 05 In progress Fall 04 – Spr. 05 In progress Aug 02 – ?? (Postponed efforts until new public sector license in place)</p>
<p>10. Regional Socioeconomic Characteristics Of Areas Information Need <u>Phase I follow-up activities:</u> <i>a) Evaluate satisfaction with Socioeconomic Resources Web Page</i> <i>b) Complete specified enhancements to three existing datasets - County social service records, First Call for Help, and county birth and death records to enhance their usability.</i> <u>Phase II:</u> <i>a) Define a regional solution(s) for information needs that cannot be sufficiently met with existing data; e.g., where the nature, geographic detail, or reporting frequency is inadequate. Data sources considered might include existing commercial services, new summaries of local government data, or new technologies; e.g., Excensus' iBlocks or US Census's ACS and LED programs.</i> <i>b) Identify regional custodian(s), access policy - endorsement of a custodian(s) to implement roles and responsibilities defined by the workgroup.</i></p>	<p align="center">Will Craig / Staff Coordinator / U of M Population Center Will Craig TBD Staff Coordinator TBD</p>	<p align="center">TBD Workgroup Phase II MetroGIS Workgroup</p>	<p align="center">In progress Spr 05 Spr. 05? (New) Summer 2005? (To follow Solution for Address Information Needs– See 1) TBD.</p>

ATTACHMENT B

Coordinating Committee Adopted
(pending -December 15, 2004)

<p>11. Regional Street Centerline Dataset <i>Identify a strategy(ies) to address Census Enhancement Project and E911 community needs not currently met with the TLG Street Centerline Dataset, paying special attention to opportunities to leverage MnDOT’s LRM initiative and pending investments by or on behalf of PSAP..</i></p>	<p align="center">Mike Dolbow (Metropolitan Council – regional custodian) / Staff Coordinator</p>	<p align="center">MetroGIS Workgroup</p>	<p align="center">(New) Jan 05 - ?</p>
<p>12. Land Regulations and Rights to Property Priority Information Needs – <i>A topic for the proposed Retreat-Item D3 below: Decide what, if any, action is appropriate for MetroGIS. (No action has been taken to date because no organization(s) has stepped forward to support the investigation phase as has occurred with each of the other common information need where work is complete or in progress.)</i></p>	<p align="center">Staff Coordinator / Professional Services Contractor</p>	<p align="center">Retreat of Coordinating Committee</p>	<p align="center">TBD Decide any next steps via Business Planning topic</p>
<p>13. Identify “Second Generation” Common Priority Information (Data and/or Application) Needs. <i>A topic for the proposed Retreat-Item D3below – “Are we done?” If this topic is appropriate for MetroGIS, initiate the effort once regional solutions are essentially complete for all 1st generation common information needs for which an organization(s), with a related business need, has agreed to support the processes involved in recommending a regional solution. Note the Land Regulations and Rights to Property decision called for above</i></p>	<p align="center">Staff Coordinator / Prof. Services Contractor</p>	<p align="center">TBD</p>	<p align="center">TBD</p>
<p>14. Define a strategy/procedure to consider requests for regional endorsement of dataset developed by others (Sect 3.1.2 Item 4 Business Plan) <i>(Note: Postpone until a prototype opportunity presents itself to avoid a theoretical process that does not work efficiently in practice)</i></p>	<p align="center">TBD Subject Matter Expert / Staff Coordinator</p>	<p align="center">TBD</p>	<p align="center">TBD- See Note</p>

B. Data Search/Distribution Mechanism(s)

Responsibility: Recommend intergovernmental policy, roles and responsibilities, and resource priorities necessary to realize full potential of DataFinder and related methods to efficiently and effectively distribute endorsed regional and other datasets.

Task	Lead Support	Work Group	Start/End
<p>1. Migrate DataFinder Café to newer version of ArcIMS and a server with more capacity.</p>	<p align="center">DataFinder Manager</p>	<p align="center">No</p>	<p align="center">(New) Jan 05 Investigate options</p>
<p>2. Continue to promote use of standardized metadata and use of DataFinder for distribution of data with value to others</p>	<p align="center">Mark Kotz (Metropolitan. Council)</p>	<p align="center">No</p>	<p align="center">Ongoing</p>
<p>3. Evaluate if Web Mapping/ Feature/ Coverage Services should be a component of DataFinder. <i>(Note: MetroGIS staff are participating in GCGI discussions of a “service broker capabilities” concept. The results of which are expected to determine how MetroGIS will approach Mapping Services and how we will utilize a \$15,000 WMS grant obtained in 2004).</i></p>	<p align="center">DataFinder Manager and Mark Kotz, GIS Database Manager</p>	<p align="center">TBD</p>	<p align="center">TBD (Postpone until GCGI evaluation is complete – see note)</p>

ATTACHMENT B

*Coordinating Committee Adopted
(pending -December 15, 2004)*

4. Implement a mechanism (<i>ApplicationFinder</i>) to help data users easily locate existing geospatial applications	DataFinder Manager	No	<i>(New)</i> Jan 05 - ?
5. Evaluate user satisfaction for the Regional Mailing Label Application and identify a strategy to address desired enhancements	DataFinder Manager / Staff Coordinator	TBD	<i>(New)</i> Fall -05

C. Common Geospatial Application Needs

Responsibility: Recommend intergovernmental policy and funding options necessary to meet commonly needed geospatial applications, in particular, those that “run” on one or more endorsed regional datasets.

Task	Lead Support	Work Group	Start/End
1. Identify existing geospatial applications and post to “ApplicationFinder”. <i>(Note: Need to decide whether to limit to those that address priority information needs of local and regional government interests.)</i>	TBD	TBD	<i>(New)</i> Summer 05? (Once ApplicationFinder is in place)
2. Conduct a needs assessment to identify new geospatial applications needed to address priority common information needs. <i>(Note: A topic for the proposed retreat. Should MetroGIS go here? If conducted, coordinate with GCGI “Capabilities Broker” effort.)</i>	TBD	TBD	TBD <i>(see note)</i>

D. Business Planning/Outreach/General Administration:

Responsibility: Recommend intergovernmental policy and funding options necessary to achieve functions consistent with the MetroGIS community’s needs and to sustain an appropriate organizational structure.

Task	Lead Support	Method	Start/End
1. Produce the 2004 Annual Report	Communications Consultant	Staff	In Progress Jan 05-Feb 05
2. Application for Innovations in Gov’t Award via Harvard. Draft and submit 2 nd and any subsequent round application materials, upon invitation	Staff Coordinator	Staff	In progress TBD - Jan 05
3. Host a Special Meeting (Retreat) of the Coordinating Committee in Spring 2005. The purpose is, through a facilitated discussion, to reach agreement on desired outcomes concerning emerging needs in preparation for the 2005 MetroGIS Business Plan Update.	Staff Coordinator/ Professional Services Consultant	Group Discussion	In progress Dec 03 – Spr 05 (Preparations postponed June 04 for Data Sharing Agreement)
4. Update Business Plan. In addition to direction obtained from the retreat, a component of the Update process should involve a user satisfaction evaluation, three focuses of which should include: a) investigation of why a large number of potential users are not using data distributed via DataFinder that are recognized as commonly needed, b) why in 2004 there were 149 licensees of the street centerline dataset and only 50 for the regional parcel dataset, and c) document benefits received from Café’s existence from users’ perspective. Other specifics to be guided by the results of Coordinating Committee’s retreat (D3).	Staff Coordinator / Professional Services Contractor	MetroGIS Workgroup	Spr 05 – Sep 05
5. Outreach. Promote awareness of endorsed regional geospatial data solutions, best practices, and opportunities for involvement, in particular, among metro-wide organizations of administrators for school and watershed districts, counties, and cities.	Staff Coordinator / managers of general web site and DataFinder	No	Ongoing

ATTACHMENT B

*Coordinating Committee Adopted
(pending -December 15, 2004)*

6. Prepare MetroGIS Benefits Testimonials for 1-2 Additional Stakeholders	Communications Consultant	No	Ongoing
7. Oversee Performance Measure activities , evaluate results of performance measurement and refine MetroGIS activities and procedures, as needed.	Staff Coordinator / Professional Services Consultant	<i>Depends on the measure (i.e., evaluation of producer satisfaction and compliance with responsibilities & user satisfaction with data quality and access.</i>	Ongoing
8. Administer tasks and activities set forth in the Business Plan , not specifically identified in his workplan.	Staff Coordinator/ Professional Services Consultant	Staff	Ongoing

E. Coordination with Related Initiatives

Task	Lead Support	Method	Start/End
1. Monitor activities of the Governor’s Council on Geographic Information (GCGI), federal programs, and others, as appropriate, and seek participation and coordination in work of others relevant to MetroGIS.	Staff Coordinator	Staff	Ongoing
2. Participate in Mn Spatial Data Infrastructure (MSDI) policy making related to topics of importance to MetroGIS’s efforts.	Staff Coordinator	Staff Committee/Board Members	Ongoing

F. Other:

As defined by the MetroGIS Policy Board

APPENDIX A

General Expectations and Responsibilities

1) **Oversee Effective Solutions to Priority Common Information Needs**

- Information Needs Workgroup Process – Oversee the workgroup process to define desired regional data specifications, identify candidate data custodians, and define custodian responsibilities for each priority information need. See Table below for related 2003 activities.
- Redefinition of Priority Information Needs – Oversee the process to identify new priority information needs.
- Data Standards -- Recommend solutions to data standards needs necessary to enhance the effectiveness of data sharing.
- Regularly report progress -- Keep the Policy Board apprised of progress made to address priority information needs.

What is expected of an Information Needs Workgroup?

Each information need is addressed through a replicable process. In general, the process begins by assembling a small **workgroup** of content experts. They will then attempt to identify one or more datasets required to meet the information need. In some cases, this process takes place in a formal Peer Review Forum with more content experts and users. In other cases it is not such a formalized process because the dataset(s) that meet the information need are intuitively recognized.

Once the dataset(s) required to meet an information need is identified, the **workgroup** is tasked to:

- Refine the desired specifications identified via a Peer Review Forum,
- Identify desired data standards and guidelines,
- Identify desired roles and responsibilities for the custodian organization(s) - organizations responsible for data creation, maintenance, documentation, and distribution; and,
- Identify candidate custodial organizations that have a business need and appropriate expertise to carry out the desired roles and responsibilities.

The workgroup makes recommendations to the Coordinating Committee, which in turn makes a recommendation to the Policy Board. The process is complete when the Policy Board has adopted, as policy for the MetroGIS community, parameters (data specifications, standards, roles and responsibilities, etc.) addressing the four components listed above. The adopted parameters are posted on the MetroGIS website for each “MetroGIS endorsed regional dataset”. Once an endorsed dataset is operational, the Committee is responsible for overseeing monitoring of user satisfaction to continually enhance the regional solutions.

2) **Enhance Access to Shared Data (*DataFinder - Data Search and Distribution Mechanism*)**

- Facilitate collaboration: – Oversee development of applications and scripts; telecommunication and related solutions for security issues; institutional solutions needed to improve online access to shared data related to priority information needs.
 - Identify security issues – best practices
 - Integrate web mapping service technology with GIS technology to provide access to source data
- Metadata Enhancements – Monitor efforts to enhance and expand metadata for core regional data and posting it on DataFinder.
 - Promote use of endorsed metadata guidelines.
 - Encourage integration of metadata development and updating into position descriptions and everyday use.
 - Promote increased diversity of organizations posting metadata on DataFinder and increase the number of the metadata records.

ATTACHMENT B

*Coordinating Committee Adopted
(pending -December 15, 2004)*

- Coordinate with Minnesota's GeoGateway -- Ensure coordination of design and procedures between Minnesota's GeoGateway and MetroGIS DataFinder.
 - Monitor technical developments that impact NSDI Clearinghouse activities and DataFinder efforts.
 - Enhance Geographic Search Capabilities (e.g., 2001-02 NSDI Web Mapping Service Grant Project and 2003 partnership with LMIC)

3) Resolve Privacy Issues Relating to Access

(Note: These activities are generally incorporated into the recommended solutions for each priority common in formation needs – Section 1.)

Oversee identification and resolution of issues relating to distribution of sensitive data of regional significance and recommend widely acceptable guidelines, in particular universal data summary/aggregation units, to address issues relating, but not limited to:

- Sensitive Data
- Definition of Public Data
- Responsibility of Data Security
- Data Practices Act



TO: Coordinating Committee

FROM: MetroGIS Staff
Contact: Randall Johnson (651-602-1638)

SUBJECT: Proposed 2005 Budget

DATE: December 1, 2004
(For the Dec 15th Meeting)

INTRODUCTION

The Coordinating Committee is respectfully requested to recommend Policy Board approval of the attached detailed 2005 MetroGIS budget proposal, subject to the Metropolitan Council authorizing the requested 3 FTEs in staff support and \$86,000 in non-staff project funding for MetroGIS's efforts. This level of support is sufficient to satisfactorily address each of the proposed 2005 program objectives (Agenda Item 5c). See the Reference Section for support and funding assumptions.

The Metropolitan Council is scheduled to consider the above-referenced funding request on December 15th, at which time approval is expected.

Substantive changes in line item allocations from the 2004 budget are listed on the next page. The proposed expenditures are essentially the same as those preliminarily accepted by the Policy Board at its April 28th meeting (below), with the exception of support of DataFinder Cafe. Last April, staff's assumption was that MetroGIS would enter into a partnership with the MN Land Management Information Center (LMIC) to share the costs of supporting DataFinder Café as part of the state's geospatial infrastructure. This opportunity no longer appears possible.

RELATED POLICY BOARD AND COORDINATING COMMITTEE ACTION

The Policy Board accepted the proposed level of support (3 FTE and \$86,000 in non-staff funding) that is currently proposed, as a preliminary budget action at its April 28, 2004 meeting and directed staff to forward that request to the Metropolitan Council for its approval.

Related Board Discussion: Member Schneider (City of Minnetonka) noted that the level budget from 2003 to 2005 does not concern him, provided MetroGIS is able to accomplish priority functions. He noted that he believes that MetroGIS is close to achieving a critical mass whereby other entities will regularly choose to partner with MetroGIS to achieve common needs, such as collaboration with the Metropolitan 911 Board. He noted that the challenges are to continually seek out ways to leverage other resources and to maintain a structure that allows MetroGIS to adapt quickly when such a partnership opportunity arises.

Member Vogel (Scott County) commented that, as a relatively new member of the Board, he would appreciate some background on how MetroGIS has established its priorities, which led to a comment from Member Fiskness that maybe it is time to revisit past priorities, given the accomplishments that have been made over the past few years.

PROPOSED 2005 METROGIS BUDGET

The budget information presented in the following table is a generalized summary of the line-item specifics presented in Attachment A.

MetroGIS Funding Sources	2003 Approved		2004 Approved		2005 Suggested	
Metropolitan Council						
Staff (3.0 FTE)		213,000		\$202,000		\$204,000
Non—staff project support funding		<u>100,500</u>		<u>\$86,000</u>		<u>\$86,000</u>
<i>Data Maintenance Agreements and Data Quality/Access Enhancements</i>	\$50,000		\$50,000		\$50,000	
<i>DataFinder Enhancements/Support</i>	\$24,750		\$12,500		\$8,500	
<i>Other Non-Staff Operating Expenses</i>	<u>\$25,750</u>		<u>\$23,500</u>		<u>\$27,500</u>	
Subtotal		\$313,500		\$288,000		\$290,000

PROPOSED LINE ITEM CHANGES FROM 2004 TO 2005

Major changes from the 2004 budget line items include (see Reference Section for more details):

- 1) An increase of \$6,000, to a total of \$25,500, for outsourced professional services – performance measures analysis and reporting, participant satisfaction monitoring, strategic planning, outreach/communications.
- 2) A reduction of \$4,000, to a total of \$8,500, to support ongoing maintenance and improvements to DataFinder.
- 3) A reduction of \$1,500, to a total of \$500, to facilitate regionwide users groups/forums.
- 4) A reduction of \$750, to \$0, for NSDI / I-Team activities not paid by the host organization.

MAJOR ASSUMPTIONS

1. The Metropolitan Council will approve project funding adequate to support MetroGIS's core functions.
2. The Policy Board sets the priorities for Regional GIS Projects to be financed with MetroGIS funds (*Data Maintenance Agreements and Data Quality/Access Enhancements line item*), not later than July 2005. (*See the note under Item 1 in the Reference Section for more information.*)
3. Any substantive changes in policy that involve additional resources identified as part of the proposed Business Plan Update process would need to be addressed in future budget proposals and/or through partnerships or grants.
4. An agreement is in place with each of the seven counties to maintain access, without fee, by government and academic interests to parcel data.
5. Agreed-upon roles and responsibilities for support of MetroGIS-endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
6. No serious software issues will arise with the current configuration of DataFinder while defining and implementing a migration path away from the current architecture to a newer version of ArcIMS.

Other pertinent information that guided this proposal, together with these assumptions, are presented in the Reference Section.

RECOMMENDATION

That the Coordinating Committee recommend that the Policy Board approve the proposed 2005 detailed budget allocations for MetroGIS, as set forth in Attachment A and dated December 6, 2004.

REFERENCE SECTION

Assumptions and background information used to craft MetroGIS's 2005 budget proposal are as follows:

1. Regional Data Solutions:

- Work during 2005 to reach agreement on regional solutions to common information needs (Addresses, Highway and Road Networks, Lakes and Wetlands, Watershed and School District Jurisdictional Boundaries, and Emergency Preparedness) can be completed with staff resources, as opposed to requiring out-of-pocket expenses.
- Any funding that might be needed to implement enhancements to the Regional Parcel Dataset, as approved by the Policy Board on July 28th, will be adequately financed via the 2004-2008 GIS Data Sharing Agreement with the counties.
- \$22,000 will be available in 2005 to support regional GIS projects (projects endorsed by the Policy Board and consistent with established guidelines).

(Note: Item I-2(a) of the attached detailed budget allots \$50,000 in 2005 to foster collaborative solutions to priority common information needs. Since 1996, the Metropolitan Council has provided from \$50,000 to \$75,000 annually for such projects, even though in most cases the specifics were unknown at the time of budget approval. For 2005, the 2004-2008 GIS Data Sharing Agreement with the counties allots \$7,000 to each county per year for a total of \$28,000, which are funded via this \$50,000 line item, leaving \$22,000 in 2005 for Regional GIS Projects. Regional GIS Projects are the main vehicle by which MetroGIS implements collaborative solutions to priority common information needs. Each project must comply with guidelines adopted by the Policy Board at its October 2003 meeting. See page six of meeting summary at http://www.metrogis.org/teams/pb/meetings/m_10_29_03.pdf for the adopted principles.)

2. DataFinder:

- Major enhancements to DataFinder will not be given any further consideration until an in-progress investigation of a "capabilities broker" concept is concluded by the Geospatial Architecture Committee of the Governor's Council on Geographic Information.
- A partnership is no longer anticipated with LMIC to share the costs of implementing several major enhancements to DataFinder and sharing its annual support expenses. If partnering is needed to accomplish desired enhancements, other partnerships will need to be pursued.
- DataFinder Café can be ported to a newer version of ArcIMS on a newer server for not more than \$8,500. The ported application will be stable, not requiring out-of-pocket maintenance support beyond the \$8,500 available.

3. Forum for Sharing Knowledge and Promoting Use of Best Practices:

Maintain the same level of support as planned for 2004.

4. Business Planning and Performance Monitoring

A Business Plan Update is proposed in 2005 to guide MetroGIS's efforts as it transitions from building regional data solutions to primarily managing policies and programs that it has promoted. The Coordinating Committee workshop, scheduled for Spring 2005, would serve as the official beginning of the effort. The professional services contract in place with Richardson, Richter and Associates, Inc. (RRA) assumes \$5,000 more funding in 2005 than in 2004 to compensate for this proposed additional effort.

5. Candidate Regional GIS Projects in 2005– Priority Data Quality and Access Enhancements:

- Standardizing Address Data: By March, the Address Workgroup is planning to identify a preferred data content standard for assignment of addresses and maintenance of these data, as well as desired custodian roles and responsibilities to minimize redundancies that are currently occurring across the Metro Area. The Metropolitan 911 Board has approved a project that has, at its core, the objectives of improved consistency and access to current, complete address data. As address data are also key components to the solutions of several of MetroGIS's priority information needs, MetroGIS should consider providing funding to leverage and supplement the

911 Board's resources, as necessary, to address-related needs of the broader MetroGIS community. ***Discussion topic as the issues and opportunities are better understood.***

- Enhancements to the currently endorsed regional Street Centerline Dataset (see 3rd bullet under Item 1): Discussions with key stakeholders were initiated on December 2nd to more clearly define the needs, principally to address needs of the E911 community and to identify desired enhancements to existing data resources. ***Discussion topic as the issues and opportunities are better understood.***
- Socioeconomic Data at the Address/Unit Level: The Phase II Socioeconomic Information Need was postponed until the Address Workgroup completes its work. Once a database management solution is agreed upon to capture and manage data at the address level, this group will reengage to evaluate the practicality of maintaining socioeconomic data at the household level. For instance, a solution might involve acquisition of data from non-government sources that could involve a fee. If such a solution is found to be in the best interests of MetroGIS's participants, funds to pilot and/or foster a cost-sharing effort with others should be among the options considered. ***Discussion topic as the issues and opportunities are better understood***
- DataFinder: Depending on the results of an evaluation in progress by the Governor's Council on Geographic Information, MetroGIS may want to consider enhancements to DataFinder to support web service technology. ***Discussion topic as the issues and opportunities are better understood.***

ATTACHMENT A

MetroGIS Detailed 2005 Budget Allocation Proposal

	A	B	C	E	F	G
1	(Estimates do not include staff support costs. Projects supported entirely by staff-only expenses are not included.)					
2	See the adopted work plans for all proposed activities.)					
3						
4	Several explanatory Notes, by cell, are provided following the table					
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2003	2004	2005
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
7						
8	I. MISSION CRITICAL					
9		1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations				
10			a) Support Teams, Committees and Board			
11			i. Copying, postage, local travel, room rental, etc.			
12			ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	\$15,000	\$15,000	\$20,000
13			b) Participant appreciation function	N/A	N/A	N/A
14			c) Outreach			
15			i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	\$3,000	\$500	\$2,000
16			ii. Communications Outsourcing/Supplemental Staff Support	\$2,500	\$3,000	\$3,500
17			iii. Copying, postage, local travel			See I-1(a)I
18		2. Facilitate data sharing agreements and licensing among MetroGIS stakeholders (assist with custodian roles and enhancements to data quality and access) and fund enhancements to regional datasets				
19			a) Establish long-term partnerships with producers of data important to addressing priority common information needs (data and applications) of the MetroGIS community for the purpose of collaboratively enhancing the quality of these data and improving access to them consistent with broad stakeholder needs. If MetroGIS's efforts expand to address a broader range of priority information needs, principles adopted by the Policy Board (October 29, 2003) will be used to decide the allocation of funds among the variety of data producers critical to sustaining regionally endorsed solutions and to finance enhancements to regionally endorsed datasets. Per 2004-2008 data sharing agreement with the counties: In 2004 - \$49,000 to be paid to the counties for improvements to the Regional Parcel Dataset. For 2005-2008 - \$28,000/annually to the counties to support the Regional Parcel Dataset. The \$22,000 remainder in 2005 is dedicated to funding Regional GIS Projects, per October 2003 guidelines	\$50,000	\$50,000	\$50,000
20		3. Provide a directory of data within the regional and a mechanism for search and retrieval of GIS data. (The goal is to provide a single access point with information on how to search for sources of data.)				

ATTACHMENT A

MetroGIS Detailed 2005 Budget Allocation Proposal

	A	B	C	E	F	G
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2003	2004	2005
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
21			a) Project Funds to enhance DataFinder functionality <i>Expand geographic search capability, develop applications/scripts, etc. to enhance & improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software), etc.</i> <i>An additional \$15,000 in funding has been received from a NSDI Web Mapping Service Grant program for GML enhancements to DataFinder Cafe. Staff is investigating whether a partnership with LMIC to host DataFinder Cafe on the state's system and share cost of improvements and ongoing maintenance is a practical solution for the MetroGIS community.</i>	\$12,750	\$10,000	\$7,500
22			b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	\$12,000	\$2,500	\$1,000
23		4. Identify unmet GIS needs with regional significance and act on these needs				
24			a) MetroGIS data users forums and Business Information Need Peer Review Forums	\$1,000	\$500	\$500
25			b) Participant satisfaction survey	\$0	\$1,000	\$500
26			c) Seed \$'s for regionally significant projects	(See I-2)	(See I-2)	(See I-2)
27			d) Identify Second Generation Business Information Need Priorities		\$500	\$500
28		5) Develop and endorse standards for GIS content, data documentation, and data management for regional data sets. (In addition to normal operating expenses covered as committee expenses).			[Refer to III 1(a)]	[Refer to III 1(a)]
29			a) Negotiate agreements	(See I-2)	(See I-2)	(See I-2)
30			b) Facilitate compliance (training sessions, sharing best practices, etc)	(See II-3a)	(See II-3a)	(See II-3a)
31			SUBTOTAL (Does not include staff expenses)	\$96,250	\$83,000	\$85,500
32						
33	II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL					
34		1. Maintain MetroGIS world wide web site (not DataFinder)		\$0	\$0	\$0
35		2. Promote collaborative funding of pilot projects that meet regional needs		See I-2 and I-3(a)	See I-2 and I-3(a)	See I-2 and I-3(a)
36		3. Fill gaps in metadata based on identified priorities				
37			a) Promote/facilitate development and maintenance of metadata & posting with DataFinder (including education forums and one-on-one contact)	\$0	\$250	See II-5 (c)
38		4. Maintain liaison relationships with committees/organizations with similar objectives to MetroGIS (e.g., Governor's Council on GI, county GIS user groups, MACO, NACO). See 6b for NSDI/GDA expenses.				
39		5. Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities				

ATTACHMENT A

MetroGIS Detailed 2005 Budget Allocation Proposal

	A	B	C	E	F	G
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2003	2004	2005
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
40			a) Workshops for managers/policy makers to prepare for upcoming legislative session, training related to endorsed regional data solutions, etc.	N/A	N/A	N/A
41			b) Assist County User Groups with special functions that promote the principles of MetroGIS	\$0	See II-5 (c)	See II-5 (c)
42			c) Facilitate regionwide users groups/forums for knowledge sharing	\$2,500	\$2,000	\$500
43		6. Advocate for MetroGIS needs and desires with state and federal policy makers				
44			a) Pursue authorities (legislation)/policies necessary to achieve MetroGIS objectives (organizational/data access & privacy/long term financing/etc.) (Decision in 1998 to rely upon in-house legal staff/grants)		N/A	N/A
45			b) Participate in non-local Workshops/Activities			
46			i) GDA Membership Dues (authorized by Board July 11, 2001)	\$250	\$0	\$0
47			ii) NSDI / I-Team etc. related activities not paid by host.	\$1,500	\$750	\$0
48			SUBTOTAL (Does not include staff expenses)	\$4,250	\$3,000	\$500
49						
50	III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE					
51		1. Create and maintain datasets for MetroGIS based upon identified priorities (i.e., to address 13 priority information needs endorsed by the Policy Board 5/97 as having regional significance. (All expenses covered in I-2. See work plans for specifics)				
52			a) Develop regional data sets	See Assumption	See Assumption	See Assumption
53			Business Plan Assumption: MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures			
54			b) Maintenance of Regional Datasets	See Assumption	See Assumption	See Assumption
55			Business Plan Assumption: Maintained by org/partnership with business need			
56		2. Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs		See I-2 and I-3(a)	See I-2 and I-3(a)	See I-2 and I-3(a)
57			SUBTOTAL (Does not include staff expenses)	\$0	\$0	\$0
58						
59	IV. CASE BY CASE					
60		1. Develop master contracts for regional GIS projects, when appropriate		[See I(1), I(2) & I(3)]	[See I(1), I(2) & I(3)]	[See I(1) and I(2)]
61		2. Endorse standards for telecommunication protocol and networks (AKA: create guidelines for getting electronic access to the information that is being shared)		\$0	\$0	\$0
62		3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS		(Staff function) See II(3) & (5)	(Staff function) See II(3) & (5)	(Staff function)

ATTACHMENT A

MetroGIS Detailed 2005 Budget Allocation Proposal

	A	B	C	E	F	G
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2003	2004	2005
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
63		4. Undertake research to meet common regional GIS needs		(See I-4)	(See I-4)	(See I-4)
64			a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures)	See I(1)(a)(ii) & I(4)	See I(1)(a)(ii) & I(4)	[See I(1)(a)(ii)]
65			SUBTOTAL (Does not include staff expenses)	\$0	\$0	\$0
66						
67	V. LOW PRIORITY					
68		1. Identify GIS training and continuing education needs and encourage participation		(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)
69		2. Provide a repository of GIS human resources information (centralized job posting/position descriptions)		(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)
70		3. Actively Market MetroGIS data and products. <i>(Low priority ranking is a result of year 2000 survey when still in the midst of building functionality)</i>		(See I-1)	(See I-1)	(See I-1 and note)
71			SUBTOTAL (Does not include staff expenses)	\$0	\$0	\$0
72						
73		ADMINISTRATIVE				
74			a) GIS/Professional Development Conferences	N/A	N/A	N/A
75			b) Performance Measures Reporting	I-1a(ii)	I-1a(ii)	I-1a(ii)
76			SUBTOTAL (Does not include staff expenses)	\$0	\$0	\$0
77						
78			YEAR	2003	2004	2005
79						
80			METROPOLITAN COUNCIL			
81			NON-STAFF - EXCEPT DATA/ACCESS ENHANCEMENTS	\$25,750	\$23,500	\$27,500
82			DATA QUALITY & ACCESS ENHANCEMENTS [1-2]	\$50,000	\$50,000	\$50,000
83			DATAFINDER ENHANCEMENTS/SUPPORT	\$24,750	\$12,500	\$8,500
84			TOTAL NON-STAFF	\$100,500	\$86,000	\$86,000
85			STAFF (3.0 FTE Dedicated to MetroGIS)*	\$213,000	\$202,000	\$204,000
86			SUBTOTAL	\$313,500	\$288,000	\$290,000
87						
88			OTHER FUNDING SOURCES			
89			NSDI Web Services Grant (Total award \$18,700)		\$15,000	
90			Custodial fund - Unused funds		\$1,000	
91			GRAND TOTAL			
92				\$313,500	\$304,000	\$290,000
93						
			<i>*2005 Staff salaries assume 2004 actual plus a 1 percent increase</i>			



TO: Coordinating Committee
FROM: MetroGIS Staff
Contact: Randall Johnson (651-602-1638)
SUBJECT: GIS Technology Demonstration – January 2005 Policy Board Meeting
DATE: December 1, 2004
(For Dec 15th Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the January 26, 2005 Policy Board meeting.

PAST CONSIDERATION

At its September 2004 meeting, the Committee agreed that the soon-to-debut Regional Mailing Label Application would be an appropriate demonstration topic for the Policy Board's January 2005 meeting, assuming that the Next-Generation Parcel Data Sharing Agreement is in effect by that time. (*As of this writing, all parties are expected to approve the agreement on or before December 15th.*)

Staff proposes to demonstrate this application to the Committee at the December 15th meeting to both educate the Committee about the specifics of the application and to provide the Committee with an opportunity to identify specific aspects of the application that it would like emphasized to the Policy Board. On November 18th, the Technical Advisory Team was given a similar opportunity, at which the application was very well received.

DISCUSSION

The MetroGIS Regional Mailing Label Application is proposed to debut in January 2005. Once the Next Generation Regional Parcel Data Sharing Agreement is executed, notice will be sent to former licensees of the Regional Parcel Dataset to inform them that they may apply for relicensure to once again access and use the Regional Parcel Dataset. They will also be informed that as soon as they are licensed, they will be able to use the subject Regional Mailing Label Application.

As a contingency, in case the data sharing agreement is not in place, staff suggests that the Committee identify a backup presentation. To ensure that there is no wasted effort, the backup selection for the January meeting should be used for the April Policy Board, if not needed for the January meeting. A timely candidate backup selection might include a presentation from a watershed district to follow up on the Riley-Purgatory-Bluff Creek Watershed District testimonial (<http://www.metrogis.org/benefits/testimonials/rpbcwd.pdf>). Each of the other organizations that have provided a testimonial to the benefits realized from MetroGIS's efforts has previously presented their account to the Policy Board.

RECOMMENDATION

That the Coordinating Committee:

- 1) Affirm its conclusion in September that the new Regional Mailing Label Application should be the GIS Demonstration topic for the Policy Board's January 26, 2005 meeting.
- 2) Identify a contingency presentation

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- Oct. 2004 Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004 City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004 Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAP's
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Follow-up with the Riley-Purgatory-Bluff Creek MetroGIS benefits testimonial (<http://www.metrogis.org/benefits/testimonials/index.shtml>) and request a presentation from the perspective of watershed districts.
2. During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting. Since then, a presentation Scott County has made by Dakota and Scott Counties.
3. Demonstration of the MetroGIS Emergency Preparedness Website. This demonstration option was identified as a demonstration candidate at the June 2004 Committee meeting. However, it would be premature to demonstrate the site until the organizational components are agreed upon, which is anticipated to occur by March 2005.



TO: Coordinating Committee

FROM: Existing Land Use Information Needs Workgroup
Staff Contact: Paul E. Hanson

SUBJECT: Existing Land Use Information Need: Version 1 Solution

DATE: December 3, 2004
(For the Dec. 15, 2004 Meeting)

INTRODUCTION

The Existing Land Use Information Need Workgroup respectfully requests that the Coordinating Committee accept the accompanying summary report (separate document) and approve the following recommendations to:

- 1) Create a Version I regional land use data set that implements the American Planning Association's Land-Based Classification Standard relational database model and make this data available to the MetroGIS community in 2006 through a web-based application that will be maintained by the Metropolitan Council. (The specifics are explained in the accompanying report.)
- 2) Nearing completion and distribution of the Version 1 Data Set, establish an Outreach Strategy workgroup to:
 - a) Outline outreach strategies to encourage communities, having the local expertise and enhanced data, to complete, correct or modify information based on better, more accurate data; and
 - b) Define the final data-distribution and data-collection mechanisms of the web-based application to track data access, survey intended data uses, upload community enhancements, and aggregate submitted data.
- 3) Immediately (2005) establish a Phase II Existing Land Use "Best Practices" initiative to address more complex land-based information needs (i.e. "where is land available for redevelopment?") that cannot be addressed by the Version I solution (see General Findings and Conclusions below for more specifics).

The workgroup's purpose was to find ways of meeting most, if not all, of the existing land use information needs of the MetroGIS community using the best available data in a standardize classification system – coding scheme / database model. The attached report summarizes the group's tasks, membership, methods used to clarify common existing land use information needs, sources of existing land use data, classification systems and database models to serve up data, any deficiencies with existing sources or classification systems, and issues for further discussion by other MetroGIS workgroups or policy makers.

Paul E. Hanson, who served as lead staff to the workgroup, will attend the Committee's December 15th meeting to explain the specifics of the workgroup's recommendations.

GENERAL FINDINGS AND CONCLUSIONS

A significant portion of the existing land use information needs that have been defined by the MetroGIS community will be met with the proposed Version I solution.

Version I would establish the American Planning Association's (APA) Land-Based Classification Standard (LBCS) database model as an integral component of MetroGIS's solution to the Existing Land Use common information need. Through LBCS, the APA has worked to articulate and disseminate the differences of land-based information in the expanding lexicon of land planning: land-cover, land-use, and land-rights. The LBCS model is an attempt to standardize the broad variety of land-based data

currently being collected and stored at varying administrative levels in a variety of formats and classification systems under the general description of “land use.” The principal purpose of LBCS is to ensure that such data is more compatible and, thus, more easily transferable between jurisdictions, agencies, and institutions both horizontally, from geographic area to geographic area, and vertically, between local, regional, state, and national jurisdictions.

Since it is MetroGIS policy not to ask organizations to do anything that isn’t within their own internal business need or practice for the benefit of the broader community, and anticipating that a regional existing land use solution consisting of a database model with no data would find limited support, Version I implements the LBCS model with the best, readily available data that fulfills a current Metropolitan Council business need. Additionally, the Council is willing to build and support Version I of the solution for a 2-3 year test period, during which MetroGIS will implement outreach strategies to educate, encourage, and support development of a Version II database that ideally will be a permanent, community-built and maintained solution.

It is important to note that none of the Phase I solution can be accomplished without the proposed MetroGIS Regional Parcel Data Sharing Agreement signed and in place.

The Phase II Existing Land Use “Best Practices” Workgroup is proposed to address more complex land-based questions that go beyond “what is the use?” and focus on more supplemental ideas of land. In conjunction with LBCS, APA illustrates how supplemental land information such as qualitative or quantitative evaluations of land or any prescriptive descriptors that focus on remedial or target planning goals can be further met through relational databases and expanded models. The Phase II Workgroup would evaluate the range of options appropriate to address these more complex land-based questions and propose any desired next steps.

RECOMMENDATIONS

That the Coordinating Committee:

- 1) Recommend that the Policy Board approve the Phase I regional solution that includes:
 - a) The development and distribution of a Version I database and classification system through a Metropolitan Council maintained web-based application, contingent upon the completion of the Regional Parcel Data Sharing Agreement.
 - b) The creation of an Outreach Strategy Workgroup to educate users of Version I, monitor data access, and encourage communities to enhance data in an effort to create and maintain a community-based Version II database.
- 2) Create a Phase II workgroup to define “best practices” in meeting complex land-based information needs beginning in 2005.



TO: Coordinating Committee

FROM: MetroGIS Staff
Contact: Mark Kotz (651-602-1644)

SUBJECT: Search Mechanism for Geospatial Applications: Concept Approval

DATE: November 30, 2004
(For the Dec. 15th Mtg.)

REQUEST

Coordinating Committee endorsement is respectfully requested for a concept proposal that entails developing a one-stop, Internet-based mechanism through which the MetroGIS community could search for geospatial applications. This mechanism will focus, in particular, on applications for business needs that rely upon regionally-endorsed data solutions. Staff is requesting that the Committee create a workgroup to propose business rules to guide further maturing of the concept.

BACKGROUND

Early in its organizational development, MetroGIS defined as one of its central purposes the task of providing solutions to common information needs of the MetroGIS community. Until this time, those solutions have focused primarily on geospatial data. However, as regional data solutions have been developed and shared, MetroGIS has recognized that an emphasis must also be placed on geospatial applications to fully respond to the community's priority information needs. This recognition was formalized in the 2003-2005 MetroGIS Business Plan, which recognizes that the MetroGIS community often requires a combination of data and an application(s) to manipulate the data in some way to arrive at an answer to an information need. The first MetroGIS applications were placed into service in 2004 – the Regional Mailing Label and the prototype Emergency Preparedness applications.

Many other metro area governments have created their own geospatial applications that have been meeting information needs for several years. Some of these are well known and others are not. This is a proposal to provide a search mechanism for these useful applications, much like DataFinder has been used to search for geospatial data of importance to the Twin Cities Metropolitan Area.

To this end, MetroGIS staff have developed a preliminary concept for an "ApplicationFinder" mechanism. The final product is intended to be similar to DataFinder, but would focus on geospatial applications as opposed to data.

TECHNICAL ADVISORY TEAM CONSIDERATION

On November 18th, the Technical Advisory Team unanimously endorsed the proposed concept. A summary of the Team's discussion can be viewed at http://www.metrogis.org/teams/ta/index.shtml#agendas_minutes. This summary also includes a link to the presentation that Kotz will repeat for the Committee's discussion. Members Maeder and Richardson volunteered to serve on the proposed workgroup to oversee this project.

RECOMMENDATION

That the Coordinating Committee:

- 1) Endorse the concept of providing the MetroGIS community with a one-stop tool to locate existing geospatial applications.
- 2) Endorse inclusion of the ApplicationFinder project in the MetroGIS 2005 Workplan.
- 3) Endorse the creation of a workgroup to recommend business and scope rules for ApplicationFinder.



TO: Coordinating Committee

FROM: MetroGIS Staff
Contact: Randall Johnson (651-602-1638)

SUBJECT: Election of officers

DATE: November 30, 2004
(For the Dec. 15 Mtg.)

REQUEST

The Committee is respectfully requested to elect a chair and vice-chair to succeed Jane Harper and Dave Drealan, who were reelected to their second consecutive terms as chair and vice-chair, respectively, at the Committee's December 2003 meeting. The Operating Guidelines state that the Committee's officers are limited to two consecutive terms, unless no one else is willing to serve.

BACKGROUND

1. A roster of the current Committee members is attached along with a table of liaison assignments. A listing of past officers is also attached.
2. Article III; Section 6 states "The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected."
3. Article III; Section 7 states "The Coordinating Committee shall annually elect a Vice-Chairperson from its membership. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected."

RECOMMENDATION

Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2005.

COORDINATING COMMITTEE MEMBERSHIP

(As of November 12, 2004)

Name	Organization	Organization Type
Will Craig	University of Minnesota	Academic
<i>(vacant)</i>	<i>(vacant)</i>	Non-Profit
Brad Henry	URS/BRW – formerly City of Minneapolis	Special Expertise
Chet Harrison	CB Richard Ellis	Private Sector (Business Geographics)
Larry Charboneau	The Lawrence Group	Private Sector (GIS Consultant)
Al Laumeyer & Allan Radke	CenterPoint Energy Minnegasco & Xcel Energy (<i>Share a seat on a rotating basis</i>)	Private Sector (Utility Company)
Karen Johnson	City of St. Paul (AMM-Large City)	Public - City
Bob Cockriel	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Dave Drealan	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Hentges	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencl	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Nancy Pollock	Metropolitan 911 Board	Public - Metropolitan Gov.
Nancy Read	Metro. Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Lee Whitcraft	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Robert Maki	DNR	Public - State Agency
Ned Phillips	Rice Creek Watershed District (MAWD)	Public - Watershed. District

Current Ad-hoc/Special Purpose Workgroups	Coordinating Committee Liaison
Addresses	Nancy Read
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness	Randy Knippel and Rick Gelbmann
Existing Land Use	David Arbeit
Highway and Road Networks	Joella Givens
Lakes and Wetlands	Robert Maki
Socioeconomic – Phase I (<i>evaluate satisfaction only</i>)	Will Craig
Socioeconomic – Phase II (<i>launch date TBD</i>)	<i>TBD</i>
School District Jurisdictional Boundaries (2004?)	Jane Harper, David Arbeit
Watershed District Jurisdictional Boundaries (2004?)	Jane Harper
Technical Advisory Team	Ron Wencl, Rick Gelbmann (others?)

Past Coordinating Committee Officers

Terms	Chair	Vice- Chair
1996 - 1997	David Arbeit	Brad Henry (<i>There was no vice chair in 1996</i>)
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan



TO: Coordinating Committee

FROM: MetroGIS Staff
Contact: Randall Johnson (651-602-1638)

SUBJECT: 2005 Committee Meeting Schedule

DATE: November 30, 2004
(For the Dec. 15 Meeting)

REQUEST

The Coordinating Committee is respectfully requested to set its meeting schedule for 2005.

POLICY BOARD SCHEDULE

On October 27, the Policy Board adopted the following meeting schedule for 2005: January 26, April 20, July 27, and October 19. A mixture of the 3rd and 4th Wednesdays of the month were accepted in an attempt to avoid known meeting conflicts.

DISCUSSION

The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Wednesday or Thursday starting at 1:00 p.m. at the Minnesota Counties Insurance Trust (MCIT) building. To provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board, staff would prefer the Committee to meet 3-4 weeks prior to the Board's meetings.

<u>Suggested Meeting Date</u>	<u>Anticipated Major Topics</u>
March 30, 2005 <i>5th Wednesday</i>	<ul style="list-style-type: none">• Solution for Addressing Information Need• Solution for Emergency Preparedness Information Need• Priorities for 2005 Regional GIS Projects (<i>Data Enhancement and Related Applications</i>)• Retreat to Launch Business Plan Update Initiative• DataFinder Café Maintenance and Enhancement Strategy
June 29, 2005 <i>5th Wednesday</i>	<ul style="list-style-type: none">• Solution for Highway and Road Network Information Need• Solutions for Watershed District Jurisdictional Boundary Information Need• Strategy for how to best support Web Mapping/ Feature/Coverage services
Sept. 21, 2005 <i>3rd Wednesday</i>	<ul style="list-style-type: none">• Solution for Hydrology Information Need• Solutions for School Jurisdictional Boundary Information Need• Initiative to Improve Effectiveness of Collaborative Distribution Policies/Mechanism for Regional Parcel Dataset (<i>Private Sector and Non-Profit Version</i>)
Dec 14, 2005 <i>2nd Wednesday</i>	<ul style="list-style-type: none">• Adoption of 2006-? Business Plan Update• Priorities for 2006 Regional GIS Projects (<i>Data Enhancement and Related Applications</i>) Election of officers• 2006 Workplan and Budget• Election of Officers

RECOMMENDATION

That the Committee set its meeting schedule for 2005.