



June 28, 2006

**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 p.m. (extend if needed)

See directory in lobby for meeting room location.

Page

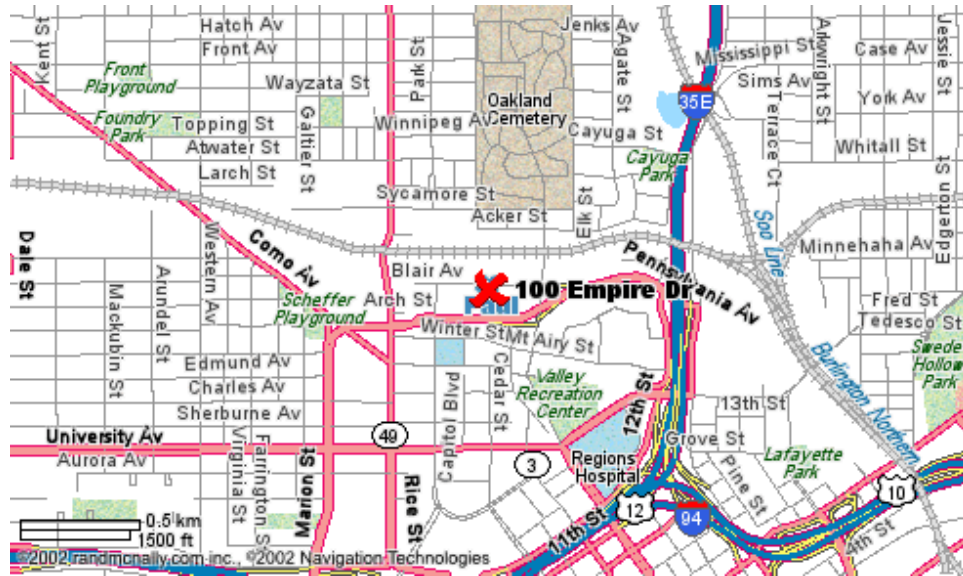
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|---|---------------|-----------|
| 1. Call to Order | | |
| 2. Approve Agenda | <i>action</i> | |
| 3. Approve Meeting Summary | | |
| a) March 29, 2006 | <i>action</i> | |
| 4. Summary of April 19 Policy Board Meeting | | |
| 5. Action and Discussion Items: | | |
| a) 2006 Regional GIS Project Proposals – Final Review | <i>action</i> | 1 |
| b) MetroGIS Major Program Objectives: June – December 2006 | <i>action</i> | 24 |
| c) Strategic Directions Workshop Preparations | <i>action</i> | 28 |
| • June 1 st Forum Summary Document | | |
| • Non-Government Perspective – Phase II | | |
| • Define Objectives and Logistics | | |
| d) Modification of Operating Guidelines – Decisions Between Meetings | <i>action</i> | 34 |
| e) GIS Demonstration for July Policy Board meeting | <i>action</i> | 44 |
| f) Chisago County – Request to Join MetroGIS | <i>action</i> | 46 |
| g) Federal Enterprise Architecture – Geospatial Profile Version 1.1 | | 47 |
| 6. Project Updates: | | 51 |
| a) June 1 Imagining Possibilities Forum | | |
| b) MetroGIS DataFinder Café – Upgrade Project | | |
| c) Priority Business Information Need Solutions and User Satisfaction Forums | | |
| d) County Data Producer Workgroup Activities | | |
| e) Quarterly Performance Measures Anomaly Report (<i>postpone due to lack of staff support</i>) | | |
| 7. Information Sharing: | | 57 |
| a) Metropolitan Council Evaluation of MetroGIS | | |
| b) MetroGIS 2005 Annual Report | | |
| c) Presentations / Outreach / Studies | | |
| d) Metro and State Geospatial Initiatives Update | | |
| e) Federal Geospatial Initiatives Update | | |
| f) Other News | | |
| 8. Next Meeting | | |
| September 13, 2006 | | |
| 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.



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See www.mcit.org for more information



TO: Coordinating Committee

FROM: Regional GIS Project Review Workgroup
Staff MetroGIS Contact: Randall Johnson (651-602-1638)

SUBJECT: 2006 Regional GIS Project Proposals

DATE: June 21, 2006
(For the Jun 28th Meeting)

INTRODUCTION

Three final Regional GIS Project Proposals have been received. The Metropolitan Council, as the funding authority, respectfully requests the Coordinating Committee and Policy Board to comment on these proposals, in particular, regarding their respective anticipated importance and value to the MetroGIS community relative to project cost. (The project narratives, both concept and final, are attached. An excerpt from the Committee’s March 29th discussion of the concept proposals is also included in the Reference Section.)

REGIONAL GIS PROJECT REVIEW WORKGROUP REVIEW AND QUESTIONS

A goal of the Project Review Workgroup is to facilitate discussion at the Committee meeting to ensure that each project is well understood in terms of its deliverables and how it will benefit the region. The Workgroup met on June 20 to identify questions to facilitate and focus discussion at the Committee meeting. Work on these questions was in progress at the time of this writing. These questions will be shared with the proposers before Committee meeting so they can prepare thorough responses. A representative for each proposal will be invited to summarize their respective proposal, including providing responses to the questions posed by the Workgroup. The Workgroup’s questions will be shared with the Committee at the meeting. Committee members will also be given an opportunity to ask questions of their own following each presentation.

FUNDING REQUESTED

The proposers are collectively requesting over \$80,000 in funding, whereas, a maximum of \$44,000 is available. The final funding decision will be made by Metropolitan Council management, following receipt of comments from the Policy Board. The final decision is anticipated to occur by early August.

<u>Project</u>	<u>Project Theme/Name</u>	<u>Contact</u>	<u>Funds Requested</u>
A	Multiple-Address Buildings Mapping	John Rogers, Hennepin County	\$44,000
B	Architecture to support an “Application Finder”	David Bitner, MAC & Mn Land Management Information Center	\$20,000 (est)
C	Enhancements to the Regional Street Centerline Dataset	Jim Maxwell, The Lawrence Group	N/A – Determined could be accommodated by other means
D	Needs Assessment for Regional Occupiable Units Web Editing Application	Mark Kotz, Lead Staff, MetroGIS Address Workgroup	\$21,000

DISCUSSION

Project B builds on an existing MetroGIS project concept (ApplicationFinder) and an enterprise architecture model developed by the Governors Council on Geographic Information (GCGI). From the information presented in the attached proposals, Project B would have the greatest funding-to-leveraged resources ratio. It will also provide benefit from both a regional perspective and integration with the emerging state architecture. That said, the topic is a lower priority than solutions related to achieving the endorsed vision for a regional address solution for occupiable units, the subject of the Proposals A and D.

Projects A and D continue to have potential for integration. The proposer of Project D was unsuccessful in seeking a cooperative proposal with the proposers of Project A. Therefore, the boundaries between the two efforts have not been clearly defined, as requested by the Committee at its March meeting. A limitation of Proposal A is that it will not result in recommended guidelines for securing addresses for units (suite, condominium, and apartment) within multiple occupancy buildings where a collection process does not currently exist. It is also not clear from the narrative whether Project A would produce guidelines and standards

for existing processes compatible with endorsed regional guidelines, as the focus appears to rely upon existing Hennepin County standards, with no mention of their relationship with emerging regional standards. Insuring portability of procedures and standards relevant to the needs of data producers beyond Hennepin County is critical to achieving the adopted vision for a regional occupiable unit database.

Project D addresses critical needs that would not be addressed by Project A relative to achieving the adopted vision for the next-generation street centerline database. These needs are to define widely accepted strategies to capture: a) addresses for all occupiable units and b) the locations and names of new streets at the time of creation by communities of all sizes.

RECOMMENDATION

That the Coordinating Committee:

- 1) Engage in a discussion with the proposer(s) of each Regional GIS Project to ensure clear understanding of the proposed deliverables, how each project is consistent with needs identified by the MetroGIS community, and how each project will move the community towards a viable regional solution to a community need.
- 2) Recommend a strategy for Policy Board consideration to allocate 2006 Regional GIS Project funds among the three proposals received that maximizes value to the community.

REFERENCE SECTION

1. Excerpt – March 29th Coordinating Committee Meeting

(2006 Regional GIS Project Proposals – Concept Review)

Chairperson Read summarized the purpose of this program and the role of the Committee in the review of the project proposals, as outlined in the agenda report. She emphasized that this is the concept review phase and, as such, some of the program specifics are not expected to be well developed until next phase of review...

Proposal A: Multiple-Address Building Mapping - Hennepin County –

John Rogers, member of the Hennepin County project team, explained that the Hennepin County proposal seeks to develop capacity to maintain an occupiable unit address database. The proposed pilot project would focus on priorities for emergency managers – dense commercial development (malls, etc.) – and seek to enhance an existing database through improved coordinating with cities. The ultimate goal is to attain a sustainable database that meets the specifications for use of the 3D Analyst tool.

Chinander noted that the current proposal to focus on commercial addresses would provide a good start but that the E911 community needs all occupiable units as called for in the adopted regional vision statement. He then inquired whether the address points to be received from the cities would be compliant with E911 needs. The proposers stated that E911 compliance is not currently anticipated. Chinander invited the Hennepin County team to join the MetroGIS Address Workgroup.

Vander Schaaf inquired whether local government partners are supportive of the proposal. The proposers responded by recognizing the need to develop appropriate inter-organizational processes, as well as, the address database.

Maki asked how the proposers envision the results of the pilot project expanding to the other counties. The response was that the project will focus on development of procedures that should be portable.

Harper spoke in favor of using a pilot process similar to those used in the past where the lead sponsor encourages the involvement of other stakeholders during the development of the product/procedures by other stakeholders and then host a peer review forum to vet the results for discussion among content experts affiliated with the broader community to insure it/they can be replicated – the goal of a regionally-funded project.

Arbeit asked if the resulting database could be made available as a web service that is accessible by others. Brown commented that the project team has not considered the implications of a web service environment but is willing to do so as the concept of sharing is consistent with current thought.

Knippel inquired how the proposed project would integrate with Minneapolis's current activities in this area relative to Emergency Services. Brown commented that the group needs to be mindful that a critical mass is needed to move forward but that not all parties may be on board when the project launches.

Craig commented that he would like to hear about the other Occupiable Unit Address related proposal to better understand how the two proposals might be blended and or aligned with one another.

Motion: Craig moved and Givens seconded that: a) pursuance of Project A would have value to the MetroGIS community, b) Project A's similarity with Project D requires a clear delineation of the boundaries and linkages of each, c) Project A leadership needs to join the MetroGIS Address Workgroup to work out details of coordination and include an outline of them in their final proposal. Motion carried, ayes all.

Proposal B: Architecture to Support an "ApplicationFinder"

.....Logman (visitor with LMIC & Governor's Council on Geographic Information) spoke in favor of the proposal as a valuable initiative to help define an efficient path as the community moves beyond collaboration to address common data needs. Maki concurred, noting that he is excited to see this proposal, as there is clear need for prototypes to move the community forward in the realm of collaboration on tools/applications of common need.

Craig commented that he supports the proposal at a conceptual level but is concerned that the proposer is at a disadvantage because he was unable to obtain feedback from the Committee at this meeting. He also argued that if

this proposal is to be favorably considered at the next phase of review, the proposer will need to seek out feedback from committee members on his own and define who will be involved and who will do the work.

Motion:

Craig moved and Chinander seconded to find that pursuance of Project B would have value to the MetroGIS community but that to receive favorable consideration at the next phase of review the proposer must seek out comment on the concept proposal from Committee members on his own and clearly define who would be involved and who would do the work. Motion carried, ayes all.

Proposal D: Needs Assessment for Regional Occupiable Units Web Editing Application - Address Workgroup

.. The key objective is to better understand what is needed to motivate local producers of address data to participate in the ongoing maintenance of data that are assembled into a regional occupiable unit database. The proposal may include development of examples of web interface options to help prospective local government participants articulate their needs. Gelbmann concurred that this proposal and the proposal from Hennepin County appear to be complementary and should fit together nicely.

Brandt (member of Address Workgroup) encouraged the proposer of Project A to utilize/test the address standards that have been defined by the Address Workgroup. Gelbmann expanded upon this thought by noting that an evaluation of the workability of these standards by the custodian organization is also important. Harper further commented that different producer/custodian models will likely be needed to support updating of the resulting dataset as communities have different support capabilities. Chinander commented that testing and refining the custodian roles and responsibilities needed to attain the regional vision should be a component of both of these address related proposals but acknowledged that the envisioned regional solutions are likely to be broader than the either of the proposed pilots.

General discussion ensued about the relationship between Proposals A and D (above).

The group concurred that both proposals (A and D, above) have merit to move to the next phase but that each of their defining characteristics should be documented and that potential connections/overlaps between them need to be defined. It was agreed that they should not be consolidated but that the line between them needs to be clear to both groups. Both proposers agreed that maintaining and active liaison relationship is in both of their best interests. The Hennepin County representatives concurred with the Committee's suggestion to include representatives from the other counties in their deliberations to improve the chances that the procedures developed for Hennepin County can be used by others. Hennepin County officials also agreed to consider the viability of incorporating web service technology in their design. Both parties agreed to use the Address Workgroup as a means to facilitate knowledge transfer.

Finally, Claypool mentioned that Ramsey County has a contractual relationship with Century College to collect address points. He noted that this work may be relevant and useful to the proposed pilots and agreed to introduce the parties.

Motion: Givens moved and Wencl seconded to find that pursuance of Project D would have value to the MetroGIS community and that its similarities with Project A require a clear delineation of the boundaries of each and a need for ongoing coordination (as above). The projected cost also needs to be more specific. Motion carried, ayes all.

2. 2006 Regional GIS Project Proposal Guidelines

See the attached "Call for Proposals" (Attachment E) for answers to the following questions:

- What Projects are Eligible for Funding?
- What Criteria Will Be Used To Decide Which Project(s) Are Funded?
- Who Will Decide and When?
- Who is Eligible to Submit a Proposal?

ATTACHMENTS A-D

PROPOSALS (CONCEPT AND FINAL)

The following proposals are attached on the following pages:

<u>Candidate</u>	<u>Project Theme/Name</u>	<u>Contact</u>
A	Multiple-Address Buildings Mapping	John Rogers, Hennepin County
B	Architecture to support an “Application Finder”	David Bitner, MAC & MN Land Management Information Center (LMIC)
C	Enhancements to the Regional Street Centerline Dataset	<i>N/A – determined could be achieved via other means</i>
D	Needs Assessment for Regional Occupiable Units Web Editing Application	Mark Kotz, Lead Staff, MetroGIS Occupiable Unit Address Workgroup

No order of importance or priority is intended.

Proposal A

(Concept)

March 20, 2006

MetroGIS
C/O Randall Johnson
230 East 5th Street
Saint Paul, MN 55101

Multiple-Address Buildings Mapping

Purpose:

The objective of this project is to spearhead the development of a regional dataset that accurately conveys the essential information required to map and identify multiple-address buildings as well as information pertinent to mapping and identifying high risk buildings and structures.

Abstract:

A current and accurate dataset of multiple-address properties is proving to be an increasing importance, if not a necessity, of several departments within Hennepin County and other external agencies. There is however limited in-house effort and funding to develop such a dataset and resource for geolocation. With this being said, an external driving force such as MetroGIS would provide the incentive and resources necessary to initiate the task.

The scope of the data development will be focused on properties in Hennepin County that are deemed by Emergency Service professionals and other government officials to have an elevated-risk and/or higher propensity for emergency calls. Enhanced data collection processes will be discussed and implemented within several divisions of Hennepin County to ensure the currency and accuracy of the dataset. This could include improved data collection strategies initiated between Hennepin County and its cities to on-site visits by Hennepin County staff to ensure the accuracy of multiple-address buildings. Admittedly, narrowing the scope would not provide an all-encompassing dataset. On the other hand, it would ensure that a solid data foundation would be developed within a timeframe of six to nine months and adhere to any monetary constraints.

A complete awarding of funds associated with the 2006 Regional GIS Projects proposal would guarantee a comprehensive and accurate dataset for multiple-address and high risk buildings. A partial funding scenario would offset the amount of hours spent on data development tasks and could result in an incomplete dataset.

Other requirements include:

- An initial meeting between officials of the MetroGIS Address Workgroup and the Hennepin County Survey Division to establish a timeline for the project, ascertain the mutual benefits and scope of the data being produced for all parties involved, establish a working relationship between the key players in both organizations.
- A final meeting to unveil the final product highlighting its key features and functionality.
- Discussion regarding deployment strategies, licensing and future avenues for project enhancements.

Upon completion, multiple-address data would be of great benefit to Hennepin County, MetroGIS and other metropolitan counties as well, not limited to the following:

- Emergency services would be able to accurately locate emergency calls in apartments, nursing homes, shopping malls, and other buildings of interest.
- Adhering to the MetroGIS Address Workgroup Work Plan, and specifically addressing Task 10, this project offers an avenue to address this issue in creating a standardized multiple address dataset.
- Hennepin County would be able to perform more detailed analyses which may result in better business decisions.
- In the future, Hennepin County and MetroGIS could provide emergency preparedness agencies and the public with geographic information in real-to-life detail by employing this dataset in ESRI 3D Analyst. The use of 3D Analyst would provide an innovative means of illustrating the most accurate and up-to-date data available for such things as disaster contingency plans and relief efforts utilized by emergency preparedness agencies.

Proposal A

(Final)

June 07, 2006

MetroGIS
C/O Randall Johnson
230 East 5th Street
Saint Paul, MN 55101

Multiple-Address Buildings Mapping

Purpose:

The objective of this project is to spearhead the development of a regional address point dataset that includes multiple-address buildings and high-risk properties by creating a portable model that provides an easily accessible interface and efficient flow of information.

Abstract:

An accurate, complete, and current dataset of multiple-address properties is proving to be an increasing importance if not a necessity of several Hennepin County departments and other external agencies. There is however limited in-house effort and funding to develop such a dataset and resource for geolocation and other various analyses. This having been said, an external driving force such as MetroGIS would provide the incentive and resources necessary to initiate the task.

The scope of the data development will be focused on multiple-address properties and those buildings in Hennepin County that are deemed by Emergency Service professionals and other government officials to have an elevated-risk and/or higher propensity for emergency calls. Enhanced data collection processes will be discussed and implemented within several divisions of Hennepin County to ensure the currentness, completeness, and accuracy of the dataset. This could include improved data collection strategies initiated between Hennepin County and its municipalities to on-site visits by Hennepin County staff.

Admittedly, narrowing the scope would not provide an all-encompassing dataset. On the other hand, it would ensure that a solid data foundation and collection process be developed within a timeframe of six to nine months and adhere to any monetary constraints.

Similarities and Contrasts:

In relation to Proposal D, Needs Assessment for Regional Occupiable Units Web Editing Application, Hennepin County's proposal contrasts significantly in that a working model and web-based utility will be created. Additionally, some of the integral tools involved in the project's development already exist but are in use for other endeavors. These may require customizations specific to multiple-address processing. The consolidation of these tools with those yet to be developed will provide a tangible utility that can be duplicated and deployed by other organizations.

An additional contrast is this proposal's focus on multiple-addresses, where there is a collection process currently in place. Subsequently, the resulting dataset will exclude suite, condo, and apartment numbers.

Similar to Proposal D, this project may potentially serve as a model of collecting all occupiable units, and will provide municipalities not equipped with or well-versed in GIS a web-based utility of uploading geographic data into a regional depository.

Figure 1 and Figure 2 illustrate the vision and organizational structure of this proposal.

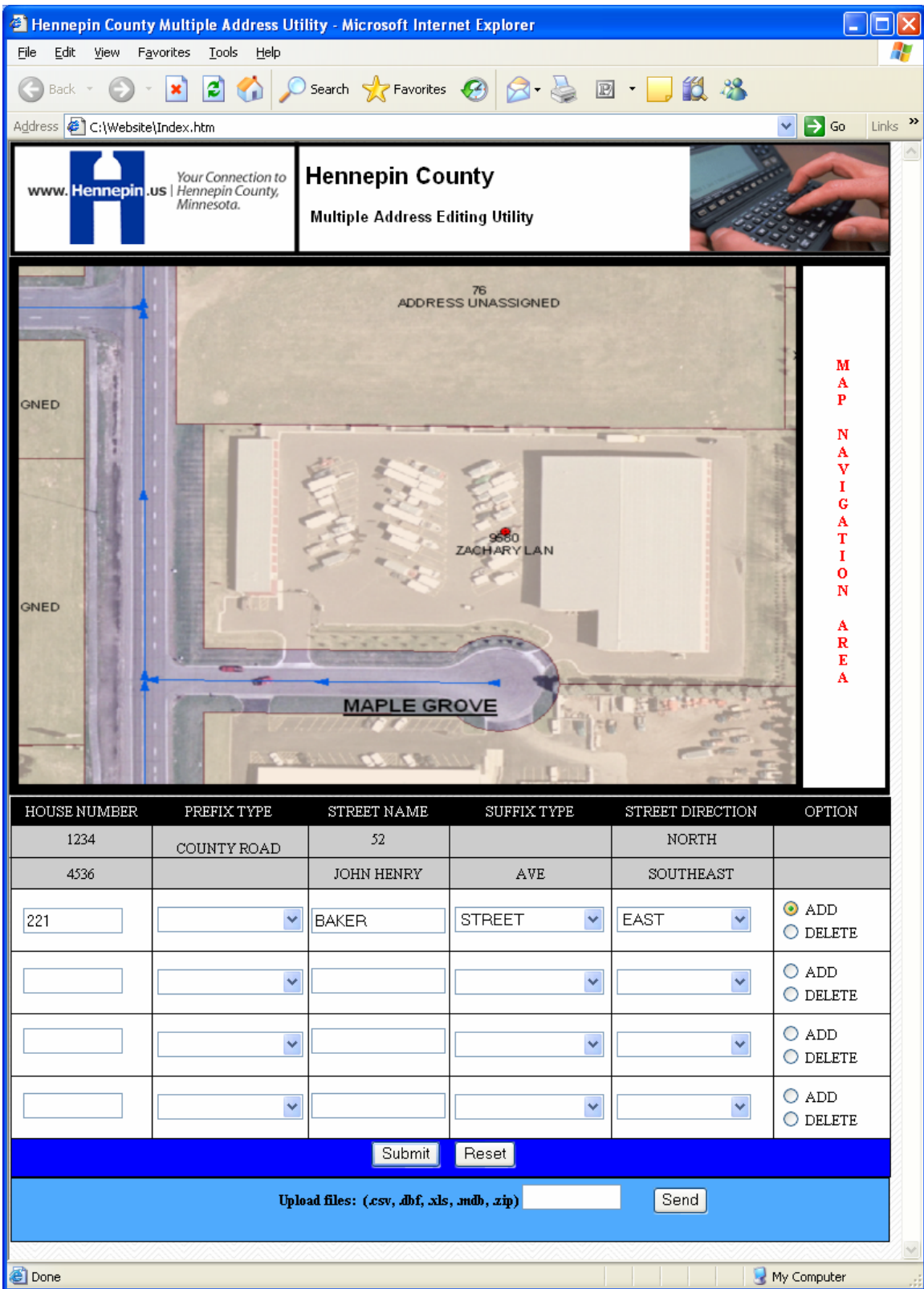


Figure 1 – Prototype Web-based Multiple Address Editing Utility

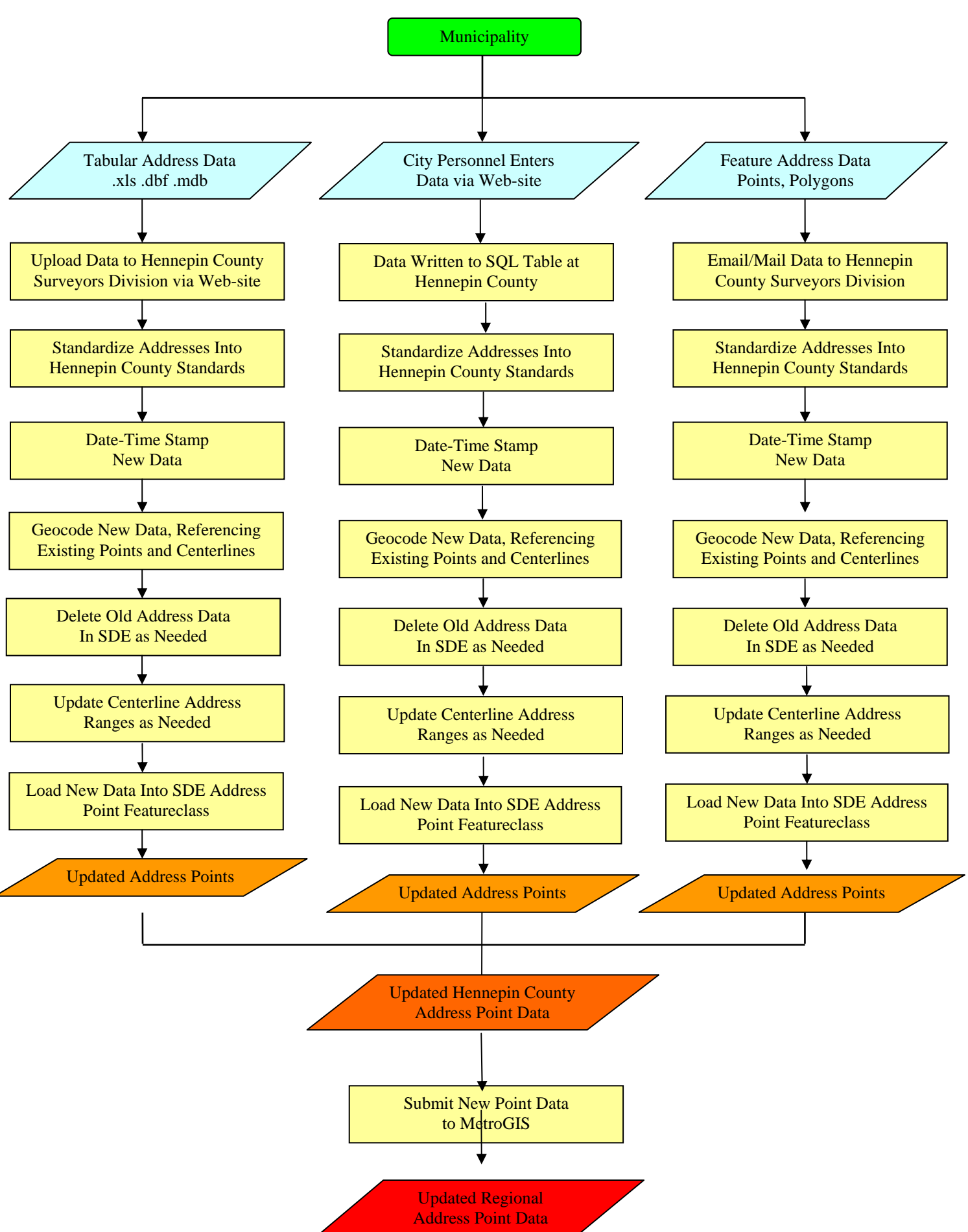


Figure 2 – Proposed Organizational Structure

Cost:

A complete awarding of funds associated with the 2006 Regional GIS Projects proposal would guarantee a comprehensive and accurate dataset for multiple-address and high-risk buildings. A partial funding scenario would offset the amount of hours spent on data collection tasks and could result in an incomplete dataset.

The following is a breakdown of the project into each component of its development. The dollar amounts are derived from time-expenditure estimates (percent of total), and assumes a receipt of full funding. The expenditures toward any phase may vary once the project is underway.

- Data Collection: 50% – \$22,000
Technicians of the Surveyor's Division establish communication with primary contacts of each municipality and procure data via email, ftp, mail, web interface, and/or site visits. Identifying data resources and organizing the efficient flow of information will be the primary focus of this component.
- ArcIMS/Web Development: 20% – \$8,800
Members of the Hennepin County GIS and Survey Division will join efforts to develop a web-based data uploading utility. Municipalities will have the option of manually entering a new address and creating its corresponding point location, or uploading a table of addresses that in turn will be geocoded by a technician.
- Address Standardizer Development: 10% – \$4,400
Based on the premise that municipalities may use naming standards that differ from Hennepin County's **General Rules For Street Name Format**, and submit addresses in concatenated form, it is imperative that each record is parsed correctly. Developing a custom address standardizer will increase the number of matches during geolocation and will ensure Hennepin County, and potentially, regional E911 naming standards are adhered to.
- Geoprocessing Model Development: 8% – \$3,520
A technician of the Surveyor's Division will develop a utility that will automate much of the manual address processing and updating tasks. This will integrate address standardizers, SQL calculations and queries, and point feature deletion and creation.
- General Operations: 12% – \$5,280
Routine operations, drive-time, and other duties not covered in the above are included here. Resources will be allocated from this fund towards other components if needed.

Additional Requests:

It is also beneficial for the project members, stakeholders, and colleagues to satisfy the following:

- An initial meeting between officials of the MetroGIS Address Workgroup and the Hennepin County Survey and GIS Divisions to establish a timeline for the project, ascertain the mutual benefits and scope of the data being produced for all parties involved, establish a working relationship between the key players in both organizations.
- Periodic status reports of the project and a conveyance of findings to stakeholders and colleagues.
- A final meeting to unveil the final product highlighting its key features and functionality.
- A discussion regarding deployment strategies, licensing, and future avenues for project enhancements.

Upon its completion, the project would be of great benefit to Hennepin County, MetroGIS, and other metropolitan counties as well, not limited to the following:

- The process could be duplicated and utilized by MetroGIS and its members.
- Emergency services would be able to accurately locate emergency calls in duplexes, shopping malls, and other buildings of interest.
- Adhering to the MetroGIS Address Workgroup Work Plan, and specifically addressing Task 10, the project offers an avenue to address this issue in creating a standardized multiple address dataset.
- Hennepin County would be able to perform more detailed analyses which may result in better business decisions.
- In the future, Hennepin County and MetroGIS could provide emergency preparedness agencies and the public with geographic information in real-to-life detail by employing this dataset in ESRI 3D Analyst. The use of 3D Analyst would provide an innovative means of illustrating the most accurate and up-to-date data available for such things as disaster contingency plans and relief efforts utilized by emergency preparedness agencies.

Proposal B (Concept)

TO: MetroGIS
FROM: David Bitner, Metropolitan Airports Commission
SUBJECT: 2006 Regional GIS Projects Proposal
DATE: March 15, 2006

This document lays out the concept for an “Application Finder” as the next logical step to the “DataFinder” already in use by MetroGIS. This concept strives to create a forum for the technical users of MetroGIS datasets by providing a repository of applications and services (software code) that utilize MetroGIS endorsed datasets in order to reduce duplication of effort across the Metro area.

This concept is made up of three parts that can be incrementally implemented in order.

1. Create a centralized repository of code.
 - a. Create a standard for metadata and documentation for code to allow for easier reuse.
 - b. Setup an area to store code (i.e. FTP server)
 - c. Setup index to code/metadata (i.e. Web Site)
2. Create running instances of code on central server.
 - a. Setup server to host services/applications.
 - b. Setup all prerequisite data/software for services/applications.
 - c. Create catalog of services/applications.
 - d. Create framework for secured/limited access data services.
3. Create infrastructure for collaborative development of code.
 - a. Setup versioning system (i.e. CVS or Subversion).
 - b. Create rules for write access to different pieces of code.

The importance of having both numbers 1 and 2 is that for many services/applications that become part of a workflow, speed can be very important and it is much better to run a piece of software locally. On the other hand, when speed is not important or infrastructure is lacking, it may be desirable to access a service/application from a central location.

Code written in any language for any platform will be accepted into the repository. Services, however, will necessarily be limited to those that work off of infrastructure that is already available or could be made available to the service host.

This concept could plug into other broader initiatives. This concept could act as a host for the recently awarded FGDC grant awarded to a multi-state group including several members of MetroGIS. This concept could act as a test bed for the service model being put forth by the Governor’s Council on GIS Geospatial Architecture Committee.

Following are responses to criteria to be used for this funding.

1. Statement of project objective and why the requested funding is needed.

The objective of this project is to create a repository for applications which add value to the work and datasets of MetroGIS. Funding is requested to jumpstart this process and provide for the staff time and resources necessary to create this repository.

2. How the proposed project conforms with a Regional GIS Project objective(s).

This project seeks to enhance the utility of existing and future MetroGIS endorsed datasets.

3. Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).

This project seeks to reduce the efforts across the region in creating applications to interact with common data used across the region.

4. Activities necessary to achieve the project objective and relationship of the requested funds.
Create standards for code documentation/metadata.
Create server space for hosting code.
Create catalog to assist in finding code.
Create server space to run code as services.
Create catalog to assist in finding services.
Create collaborative development infrastructure.
5. Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.

This project would be ready to fund immediately upon identification of suitable host.

6. Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.

Application developers will be able to pick and choose components that have already been created to dramatically reduce development time.

7. Total value and description of required resources that would be leveraged if funding is awarded.

To be determined upon full scope of project

8. Effect of receiving funding approval if for less than the full amount requested.

Reduced ability to provide running examples of services

9. Time frame for project completion.

Setup should begin as soon as suitable host is found. Maintenance would be ongoing.

Proposal B
(Final)

GEOSPATIAL SERVICES DIRECTORY AND BROKER
A Proposal to MetroGIS

Submitted by: Land Management Information Center

Project Sponsors: David Arbeit, MN Office of Geographic and Demographic Analysis
David Bitner, Metropolitan Airports Commission

Project Summary

LMIC proposes to develop and implement a directory of shared geospatial web services and software components and tools for MetroGIS members to search that directory for those shared resources. It also will demonstrate the effectiveness of a broker function that can directly link GIS applications to “best of breed” geospatial services offered from a single hosted location.

The project will implement many of the functions proposed for the MetroGIS Applications Finder in 2004 and will support the GIS Enterprise Architecture design developed with participation of MetroGIS stakeholders and endorsed by the Governor’s Council on Geographic Information (GCGI) for the state. At least one shared application will be supported, LMIC’s open source web service that provides imagery directly to GIS applications. LMIC also proposes to provide application hosting and download services for MetroGIS shared applications, including those resulting from the FGDC CAP grant to the North Dakota - Minnesota Application Development Collaboration that involves several MetroGIS members.

LMIC is requesting \$20,000 for this project, which will leverage more than \$30,000 from LMIC supporting related activities of the Minnesota Geographic Data Clearinghouse and a statewide Shared GeoSpatial Services survey for the GCGI. David Bitner of the Metropolitan Airports Commission and other MetroGIS stakeholders also will contribute time and expertise to the project.

1. Project Objective and Need for Funding. The principal purpose of this project is to develop first-generation versions of services directory and brokering functions described in the GCGI Conceptual Enterprise Architecture model for the state, focusing specifically upon objectives of the MetroGIS Application Finder described in 2004. Funding is needed at this time to extend the scope of a more limited current effort to identify opportunities for shared services. Without additional funds, this project will identify shared service opportunities for a statewide GIS strategy, but will not directly address MetroGIS needs. The funding will provide:

- **A Catalog of Geospatial Services.** The catalog will be initialized with data produced from the GCGI Shared Geospatial Services survey.
- **Catalog Maintenance, Query and Search Tools.** A user interface that provides catalog maintenance, query, and search functions similar to those developed for the MN Geographic Data Clearinghouse.
- **Shared Service Use Demonstration.** An application broker that demonstrates the interactive use of LMIC’s OGC-compliant WMS Imager Server as an example of a hosted shared service that directly supports applications meeting MetroGIS business needs.
- **Geospatial Toolkit Library.** An on-line repository for applications and software code that is available to MetroGIS member organizations.

2. Regional GIS Project Objectives. This project extends the historical focus of a “Regional GIS Project” by providing enhanced access to shared geospatial services and applications, not just enhanced access to data. Extending benefits to shared applications has been informally supported by the MetroGIS Policy Board, although “Regional GIS Project” has not been redefined. The project will provide direct access to a LMIC service that provides efficient access to imagery data from a shared server.

3. Implementing a Sustainable Solution to a Priority Need. The MetroGIS Coordinating Committee has identified application sharing as an important “next step” for several years, expressed in 2004 as ApplicationFinder. This project will implement much of ApplicationFinder’s core functionality, but within the context of a “Services Broker” as a critical piece of a GeoSpatial Enterprise Architecture. As an important element of the state’s Enterprise Architecture framework, LMIC advocates implementing the Broker as a core Clearinghouse service funded by the state.

4. Activities to Achieve Project Objective and Relationship of Requested Funds. The total funds needed to complete this project is \$20,000. In addition, an estimated \$30,000 in LMIC resources will be devoted to administration, infrastructure maintenance, and technical services related to the project. Project activities and estimates of MetroGIS funds needed for the activities are provided below.

A. Complete Initial Design of GeoSpatial Services Inventory	\$0
B. Design and Implement Editing Module	\$2,500
C. Design and Implement Query and Reporting Modules	\$2,500
D. Training/Support for Documentation for Shared Services and Applications	\$2,500
E. Implement Application Hosting Environment	\$2,500
F. Develop, Test and Implement Services Broker Capability	\$6,000
G. Test and Implement Functioning Application-to-Application Service Connector	\$3,000
H. Project Documentation	\$1,000

5. Readiness. LMIC maintains staff and computer facilities required to implement this project, is authorized to receive funds from other government entities, and has extensive experience managing complex projects on behalf of Minnesota’s GIS community.

6. Benefit to MetroGIS Community. This project will allow MetroGIS member application developers to identify geospatial services and applications developed by others, determine applicability to their needs, and select shared components that have been created, tested and implemented. Benefits included reduced applications development time, improved standardization among developers, increased knowledge, and enhanced software reliability. Over time, the public will see improved and expanded functionality and greater uniformity among MetroGIS organizations. This project will help MetroGIS members meet the growing demand for geospatial services without a corresponding increase in resources.

7. Total Value and Description of Leveraged Resources. The “Shared Services”, “Web Toolkit” and “Image Service” projects that will be leveraged have a combined value conservatively estimated to be greater than \$75,000. The long-term value to MetroGIS will be considerable higher. This project is estimated to require 500 to 600 dedicated staff hours to complete. LMIC anticipates contributing more than half of these hours as in-kind services. In addition, all hardware, software, networking, and system support costs will be absorbed by LMIC as part of its Clearinghouse functions.

8. Impact of Partial Funding. Unless other sources of funding can be found, some project elements would be scaled back or eliminated. The searchable catalog and the brokering function are considered the highest priorities, but any adjustments to scope will be made in consultation with MetroGIS stakeholders.

9. Project Time Frame. Most project deliverables can be completed, tested, and implemented by March 2007. The project could begin in August or September 2006 and would be fully completed by the end of April 2007. Loading of products of the Web Toolkit Project into the repository cannot be completed until that project has finished its work, which should be in March 2007.

Proposal D (Concept)

MetroGIS Regional GIS Project Proposal

Needs Assessment for Regional Occupiable Units Web Editing Application

Proposed by:

Mark Kotz, Metropolitan Council

With support of the MetroGIS Address Workgroup

03/15/2006

Revised 3/21/2006

Project Description

The MetroGIS Policy Board has endorsed the vision of a regional occupiable units address dataset that would be created by local addressing authorities. This dataset is widely needed by government agencies at many levels in the metro area, including emergency responders, school districts, counties, cities and regional agencies that currently have no spatial data at the occupiable unit level. The vision calls for creating a standardized, single official source for this data to meet this need and to avoid redundant data development efforts. The detailed MetroGIS Regional Occupiable Units Address Dataset Vision document calls for the development of an online editing application to help facilitate the development of a regional dataset. (p. 19)

http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf

Perhaps the largest roadblock to the creation of local occupiable units point datasets is the fact that many cities simply do not have in-house resources, specifically staff time, GIS software and expertise, to be able to maintain their own dataset.

The Workgroup is recommending the creation of a secure online application that addressing authorities could use to create and maintain their own occupiable units point dataset.

...the workgroup is further recommending that additional features be included with the application that would be designed to meet some of the other business needs of the local addressing authorities

The next step is to clearly define the benefits that those data producers will receive from participating in an occupiable units information system by maintaining the data for all to use. Defining those benefits requires a close examination of the data producers needs. This project proposes a needs assessment to more specifically determine the requirements and viability of such an online editing application for cities that do not have their own GIS with which to maintain this type of data. The needs assessment would answer three key questions:

1. What functionality is necessary for city staff to create and maintain the occupiable units data in a way that would meet the MetroGIS regional dataset needs?
2. What incentives would increase the likelihood that local address authorities would use this application to contribute to the regional dataset, and what additional functionality within the editing application would provide that incentive (e.g. ability to print certain types of address maps)?
3. How many local address authorities are likely to use this application, given the specific functionality?

The needs assessment may include mockups or depictions (existing examples) of what such an application might look like and how it might be used so that the city staff being interviewed will understand what is being asked of them. The results of the needs assessment should include descriptions of the functionality and interface needs of city staff that would use this application. If the needs assessment indicates that many cities would truly use the application, the next step would be to create a proof-of-concept that can be tested in the MetroGIS community.

Cost

The project is very roughly estimated to cost between \$10,000 and \$25,000 depending on the methods used. Development of a proof-of-concept application would require additional cost and/or Metropolitan Council staff resources.

Responses to Evaluation Criteria

1. Project Objectives and Need for Funding

Project objectives are outlined above. Funding would be used to hire a consultant to define the needs of key occupiable units data producers. The needs would be defined through a needs assessment process.

2. Conformance with Regional GIS Project Objectives

The project would take the next step in refining the vision to develop a regional dataset to address a Policy Board-endorsed priority common information need (addresses and occupiable units). It would supplement the work and vision of the MetroGIS Address Workgroup. The MetroGIS community would benefit by having a clear understanding of the needs for this application/information system, which will facilitate its development. The application itself would then facilitate the development of occupiable units data. These project funds would not be used to develop the applications, but to focus on completing a needs assessment. Decisions about software, hardware and licensing would come later. The goal is to ultimately have an editing application that any metro address authority could use free of charge.

3. Importance to a Sustainable Solution to a Priority Need

The Address Workgroup believes that such an editing application is critical to the creation and maintenance of a regional occupiable units dataset. This needs assessment would objectively evaluate that belief and provide the details necessary to make decisions about how or if the application should be built.

4. Activities and Relationship of Funds

A consultant would be hired to conduct the needs assessment and prepare a report. This would include interviews with a representative number of address authorities in the region. The requested funding would be used to pay for the consultant.

5. Readiness for Funding and Prerequisites

The Address Workgroup has a clearly documented vision for the occupiable units dataset. It defines the need for the editing application. No prerequisites exist. The project is ready to proceed pending staff time to manage the project.

6. Benefit to MetroGIS Community

This needs assessment is a prerequisite to creating a successful online editing application. That application is believed to be a prerequisite to the creation of the regional occupiable units dataset. It is believed that nearly all MetroGIS participants would benefit from such a regional dataset. Organizations that have expressed the most interest in the dataset include regional government organizations, counties and the emergency services community. Many cities have also expressed interest in using such a regional dataset. The regional dataset is believed to be unattainable without the editing application.

7. Value and Description of Resources Leveraged

If the funding is awarded, Metropolitan Council staff time would be leveraged to manage the project.

8. Effect of Partial Funding

With partial funding, the needs assessment could be scaled back to answer one or two of the three key question areas, but that is not anticipated to be a significant cost savings.

9. Time Frame

Assuming the funding is approved in August of 2006, it is anticipated that the project could be completed by the end of 2006. This will dovetail with a pilot project to assess the issues with creating a regional dataset from the data of cities that do have their own GIS data creation capabilities. The pilot project will attempt to pull data from those cities into a regional database format, defining and attempting to resolve any issue that arise from the effort.

Proposal D

(Final)

MetroGIS Regional GIS Project Proposal

Needs Assessment for Regional Occupiable Units Web Editing Application

Proposed by:

Mark Kotz, Metropolitan Council

With support of the MetroGIS Address Workgroup

03/15/2006

Revised 03/21/2006

Final Proposal 06/06/2006

Project Description

The MetroGIS Policy Board has endorsed the vision of a regional occupiable units address dataset that would be created by local addressing authorities. This dataset is widely needed by government agencies at many levels in the metro area, including emergency responders, school districts, counties, cities and regional agencies that currently have no spatial data at the occupiable unit level. The vision calls for creating a standardized, single official source for this data to meet this need and to avoid redundant data development efforts. The detailed MetroGIS Regional Occupiable Units Address Dataset Vision document calls for the development of an online editing application to help facilitate the development of a regional dataset. (p. 19 http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf)

Perhaps the largest roadblock to the creation of local occupiable units point datasets is the fact that many cities simply do not have in-house resources, specifically staff time, GIS software and expertise, to be able to maintain their own dataset.

The Workgroup is recommending the creation of a secure online application that addressing authorities could use to create and maintain their own occupiable units point dataset.

...the workgroup is further recommending that additional features be included with the application that would be designed to meet some of the other business needs of the local addressing authorities

Before MetroGIS can move forward with an occupiable unit web editing application, an assessment must be made as to how viable such an application would be – in essence to validate the assumptions of the Workgroup. Would the application be useful to many cities or only a few? What functionality or features would make it the most useful?

This project proposes a needs assessment to more specifically determine the requirements and viability of such an online editing application for cities that do not have their own GIS with which to maintain this type of data. The needs assessment would analyze the business needs and practices of potential users related to occupiable unit address data and answer four key questions:

1. What benefits would address authorities receive from participating in an occupiable units information system by maintaining the data for all to use?
2. What functionality in a web editing application is necessary for city staff to create and maintain the occupiable units data in a way that would meet the MetroGIS regional dataset needs?
3. What incentives would increase the likelihood that local address authorities would use this application to contribute to the regional dataset, and what additional functionality within the editing application would provide that incentive (e.g. ability to print certain types of address maps)?
4. How many local address authorities are likely to use this application, given the specific functionality?

The results of the needs assessment should include descriptions of the functionality and interface needs of city staff that would use this application. A key outcome of the project would be a conceptual design for such an occupiable units web editing application, assuming it is determined to be viable.

Cost:

The project is roughly estimated to cost \$21,000. This could vary depending on the interview methods used. A breakdown of the estimated costs is provided below. An RFP process is anticipated to determine the actual methods and costs of the project.

Estimated Cost Breakdown

Task	Estimated Hours	Max Est. Cost per Hour	Cost
Develop and test survey/interview procedures and methods	40	150	6000
Interview 15 cities	60	150	9000
Analysis and report	40	150	6000
			\$21,000

Development of a preliminary proof-of-concept application, or an actual production application would require additional cost and/or Metropolitan Council staff resources that are not included here.

Relationship to Other MetroGIS Efforts**MetroGIS Address Workgroup**

This project is endorsed by the MetroGIS Address Workgroup and is directly inline with its workplan and vision. A draft database standard has been created by the Workgroup and is being tested in a pilot project to be completed in July. The proposed project would assume using the database elements defined by the workgroup in its assessment of the viability of a web editing application.

Relationship to Hennepin County Regional Project Proposal

One important difference between the two proposals is that they target different groups of address authorities. The Hennepin County proposal appears to be focused on counties and cities with significant existing internal GIS capabilities. This proposal focuses on those address authorities that do not have such expertise and resources. In this way the two proposals are very complementary.

It is agreed that communication and coordination among the two projects and the MetroGIS Address Workgroup is important.

Responses to Evaluation Criteria**1. Project Objectives and Need for Funding**

Project objectives are outlined above. Funding would be used to hire a consultant to define the needs of key occupiable units data producers. The needs would be defined through a needs assessment process.

2. Conformance with Regional GIS Project Objectives

The project would take the next step in refining the vision to develop a regional dataset to address a Policy Board-endorsed priority common information need (addresses and occupiable units). It would supplement the work and vision of the MetroGIS Address Workgroup. The MetroGIS community would benefit by having a clear understanding of the needs for this application/information system, which will facilitate its development. The application itself would then facilitate the development of occupiable units data. These project funds would not be used to develop the applications, but to focus on completing a needs assessment. Decisions about software, hardware and licensing would come later. The goal is to ultimately have an editing application that any metro address authority could use free of charge.

3. Importance to a Sustainable Solution to a Priority Need

The Address Workgroup believes that such an editing application is critical to the creation and maintenance of a regional occupiable units dataset. This needs assessment would objectively evaluate that belief and provide the details necessary to make decisions about how or if the application should be built.

4. Activities and Relationship of Funds

A consultant would be hired to conduct the needs assessment and prepare a report. This would include interviews with a representative number of address authorities in the region. The requested funding would be used to pay for the consultant.

5. Readiness for Funding and Prerequisites

The Address Workgroup has a clearly documented vision for the occupiable units dataset. It defines the need for the editing application. No prerequisites exist. The project is ready to proceed pending staff time to manage the project.

6. Benefit to MetroGIS Community

This needs assessment is a prerequisite to creating a successful online editing application. That application is believed to be a prerequisite to the creation of the regional occupiable units dataset. It is believed that nearly all MetroGIS participants would benefit from such a regional dataset. Organizations that have expressed the most interest in the dataset include regional government organizations, counties and the emergency services community. Many cities have also expressed interest in using such a regional dataset. The regional dataset is believed to be unattainable without the editing application.

7. Value and Description of Resources Leveraged

If the funding is awarded, Metropolitan Council staff time would be leveraged to manage the project.

8. Effect of Partial Funding

With partial funding, the needs assessment could be scaled back to answer one or two of the three key question areas, but that is not anticipated to be a significant cost savings. Additionally, a smaller number of cities could be interviewed, which may reduce costs somewhat.

9. Time Frame

Assuming the funding is approved in August of 2006, it is anticipated that the project could be completed by the end of 2006. This will dovetail with a pilot project to assess the issues with creating a regional dataset from the data of cities that do have their own GIS data creation capabilities. The pilot project will attempt to pull data from those cities into a regional database format, defining and attempting to resolve any issue that arise from the effort.

ATTACHMENT E

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



CALL FOR PROPOSALS -2006 REGIONAL GIS PROJECTS-

Introduction

The 2006 MetroGIS budget includes \$44,000 for Regional GIS Projects. This program is not intended to be a competition but rather a process by which ideas, which have promise as solutions to geospatial needs and opportunities of regional importance, are matured.

The source of these funds is the Metropolitan Council. The Council is, therefore, the final decision-maker as to whether a proposed project is funded and for how much, as it is accountable for the appropriate use of these funds. MetroGIS's role is to advise the Council as to whether a candidate project merits funding. The deadline for submittal of a one-page concept description is **Wednesday, March 15, 2006**.

What Projects are Eligible for Funding?

Only those projects which satisfy all of the following criteria are eligible for consideration:

1) Each proposal must be consistent with one or more objectives of a Regional GIS Project, which are defined as:

"... a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board-endorsed priority common information need, or develop or enhance a geospatial application¹ that enhances access to data that addresses a priority information need endorsed by MetroGIS."

- 2) The proposed project must supplement activity that is a component of authorized MetroGIS activity or a MetroGIS-defined common priority need.
- 3) The proposal must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization must be able to recognize a benefit to itself, which depending upon the nature of the proposal may be tangible and/or intangible. (e.g., the Metropolitan Council, as the funding organization in 2006, is especially interested in geospatial technology projects that would help local communities prepare for comprehensive plan updates due in 2008²)
- 4) For projects that involve development of software (applications and/or services), whether stand-alone or an extension:
 - a) Such projects must include an objective which promotes interoperability with other existing or anticipated system architectures/platforms. Projects that promote a similar user experience for metro-area users are preferred.
 - b) Although the funding organization would own the product, it must be open-source or licensed so that other MetroGIS participants can access and modify the source code without additional fees.

Note: The above-stated criteria are intended to supplement, not supersede, the guidelines which established this program (Attachment B).

¹ The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

² For example, the Metropolitan Council intends to create a web-based interactive map that provides communities throughout the region with information about Council systems and activities relevant to local comprehensive planning. The Council would be interested in applications that enable communities to add their local data to the map.

What Criteria Will Be Used To Decide Which Project(s) Are Funded?

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project warrants funding. (The concept description should not exceed one (1) page. The full submission should not exceed two pages, less any supplemental material.)

- 1) Statement of project objective and why the requested funding is needed.
- 2) How the proposed project conforms with a Regional GIS Project objective(s).
- 3) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).
- 4) Activities necessary to achieve the project objective and relationship of the requested funds.
- 5) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.
- 6) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.
- 7) Total value and description of required resources that would be leveraged if funding is awarded.
- 8) Effect of receiving funding approval if for less than the full amount requested.
- 9) Time frame for project completion.

Who Will Decide and When?

The MetroGIS Coordinating Committee will select project priorities, work with project proposers to make any adjustments, and forward a prioritized list to the MetroGIS Policy Board for review. The Policy Board then forwards recommendations to the Metropolitan Council, which will make the final decision and administer award of funds. Refer to Attachment A for the schedule and a brief description of the entity responsible and the desired outcome for each element of the process.

Who is Eligible to Submit a Proposal?

Any individual(s) affiliated with an authorized MetroGIS project, committee and workgroup.

What is the Deadline for Submission of a Concept Proposal?

Applications must be received by **Wednesday, March 15, 2006**. Proposals should be submitted to the Staff Coordinator at randy.johnson@metc.state.mn.us .

Questions

Contact Randall Johnson, MetroGIS Staff Coordinator (651-602-1638), or Nancy Read, MetroGIS Coordinating Committee Chairperson (651-643-8386), with any questions.

EXHIBIT 1
(ATTACHMENT E)

Proposed 2006 Program Schedule

1. Call for Concept Proposals: February 27, 2006
2. Concept Proposal Submission Deadline: March 15, 2006
3. Workgroup and Council Screening: March 16 or 17, 2006
The Workgroup will review the concepts for gaps in procedures and for missing information. The Council will decide if a concept is out of scope for funding under this program. If such a finding is made, this finding will be shared with the Coordinating Committee. The Workgroup will also consider desired changes to the suggested rules for the 2006 program based upon review of concept proposals.
4. Initial Coordinating Committee Consideration: March 29, 2006
Review concept proposals relative to the suggested program guidelines and comment on potential benefit to cost. In addition, identify any desired additional information and/or project modifications that would improve the proposal(s). (If necessary, the Committee would create a workgroup to assist applicants address outstanding questions and, in general, make the proposal(s) the best it/they can be.)
5. Initial Policy Board Consideration: April 19, 2006
Review the proposals from the perspectives of: appropriate use of public funding and importance of policy issues involved. Identify any desired additional information.
6. Final Proposal Submission: June 9, 2006
7. Coordinating Committee Consideration: June 28, 2006
(Same criteria as identified in Step 4, above.)
8. Policy Board Consideration: July 19, 2006
(Same criteria as identified in Step 5, above.) The Policy Board forwards its advice, along with that of the Coordinating Committee, to the Council.
9. Metropolitan Council Decision: August 4, 2006
Initiate Council procurement requirements, required agreements, etc.

EXHIBIT 2
(ATTACHMENT E)

**Principles for Allocating
MetroGIS's Data Quality and Access Enhancement Funds
(Adopted October 29, 2003)**

Introduction

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g., counties related to parcel data). They are intended to supplement and expand upon, not supersede, the more general principles³ that have governed MetroGIS's efforts for some time.

Data Quality and Access Enhancement Funding Principles

The following principles are assumed to be part of the annual MetroGIS budget, and be approved as part of the budget approval process. Currently the only such recipients of these enhancement project funds are the counties, though it is anticipated that other organizations will serve in similar capacities for regional data solutions that have not as yet been defined.

- 1) Receipt of these funds by a data producer is not a payment for data but rather for services performed of importance to the broad MetroGIS community.
- 2) Funding can also be for specific data enhancements, which are to be identified through a forum of data users and producers, in a manner that is consistent with past, broadly participatory, MetroGIS processes.
- 3) The purpose of this funding is four-fold:
 - To recognize the importance to the MetroGIS community of participation by producers of data that are critical components to regional solutions (e.g., parcel data produced by the seven metro area counties).
 - To assist data producers in performing primary custodial responsibilities, which have been endorsed by the Policy Board and exceed internal business functions, including extracting, documenting, manipulating, and delivering these data to the regional custodian.
 - To finance data quality and access enhancements, defined through MetroGIS's processes.
 - To assist data producers with costs associated with sharing of information about what was learned and the outcome of data enhancement projects in accordance with a MetroGIS core function to foster sharing of knowledge.
- 4) Data producers have the option of pooling funds allocated to other data producers for purposes of conducting projects that will have mutual benefit to the producers and to data users.

Note: On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the third generation parcel data sharing agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition being as follows:

"Regional GIS Project" means a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."

³ The following principles govern MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

- a) No organization will be asked to perform a task for the collaborative that they do not have an internal need to perform.
- b) Build once, share many times (data and applications).
- c) Investments made by one government interest ought to be leverageable by other government interests.
- d) All relevant and affected interests participate, dominated by none.
- e) Widespread sharing of the data improves data quality and ultimately decision support.
- f) Cost recovery of data development expenses stifles sharing of commonly needed data.

MetroGIS

Agenda Item 5b

Cooperation, Coordination, Sharing Geographic Data



TO: Coordinating Committee

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

SUBJECT: MetroGIS Major Program Objectives: June – December 2006

DATE: June 7, 2006
(For the Jun 28th Meeting)

INTRODUCTION

The Coordinating Committee is respectfully requested to recommend that the Policy Board ratify its earlier direction to maintain support for all projects in process until the pending Strategic Directions Workshop is held. A listing of these projects is provided in Attachment A.

BACKGROUND

Last October, the MetroGIS Policy Board concluded that MetroGIS's 2006 workplan should be limited to projects that were in process until the Metropolitan Council has completed its evaluation of MetroGIS.

On June 19, the Council's Community Development Committee (CDC) recommended that the full Metropolitan Council approve the resolution in Attachment B. Full Council consideration is scheduled for the afternoon of June 28. This resolution memorializes the Council's conclusion that MetroGIS is an effective means of obtaining geospatial data it needs from others and that MetroGIS is benefiting the community as a whole. (See Agenda Item 7a for more information about the evaluation). No changes are proposed to level of support provided by the Council prior to the advent of the evaluation. Additionally, no changes are proposed to the budget approved last December by the Metropolitan Council for support of MetroGIS activities. The recommendation also directs Council management to "inform appropriate State agencies about MetroGIS and to encourage ongoing communication and long term collaboration with the State".

MAJOR ASSUMPTIONS

1. An agreement will remain 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.
2. 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.
3. No unforeseen serious software issues will arise during the conversion of DataFinder Café to the new GeoCortex platform.

PROPOSED PROGRAM OBJECTIVES FOR THE REMAINDER OF 2006

A listing of suggested MetroGIS work priorities for the remainder of 2006 is provided in Attachment A, dated June 7. These topics comprise a mix of completing regional solutions for several priority common information needs, completing the update of DataFinder Café, business and strategic planning for the next five years, outreach, and regional policy making.

RECOMMENDATION

That the Coordinating Committee, recommend that the Policy Board ratify the major work priorities presented in Attachment A for the remainder of 2006 or until the Strategic Directions Workshop, if the current priorities are modified.

Attachment A

Major MetroGIS Program Objectives June – December 2006

Note to the reader: Items 1-4 are all of similar high priority and are intended to be worked on simultaneously, to the extent that support resources are available.

- 1) Strategic Directions Workshop (*Lead support - Staff Coordinator*)
 - Prepare summary for the June 1 “Imagining Possibilities” Forum. Workgroup (*Document the “big ideas”/opportunities cited that are relevant to the needs of the MetroGIS community.*)
 - Complete Non-Government Collaboration Opportunities Project initiated on November 15th. Workgroup (*Identify best possibilities for collaboration with non-government interests from candidates identified at the initial forum.*)
 - Define desired outcomes and logistics for the actual workshop. Workgroup (e.g., workshop format, data and place, facilitation needs and options, participants of the event planning workgroup, need for any pre-event surveys, etc.)
- 2) Complete DataFinder Café Upgrade (*Lead support- Alison Slaats*)
(*Must be completed by July 30th to qualify for remainder of federal grant funds in our account- \$941*)
- 3) Regional Solutions to Common Information Needs Projects (workgroups)
 - Achieve April 2004 vision for Next generation Street Centerlines (foundation for next-generation agreement with TLG)
 - Achieve April 2004 vision for Addresses of Occupiable Units
 - Jurisdictional Boundaries - Water Management Organizations
 - Emergency Preparedness – Document Lessons Learned –Agree on a next steps plan
 - Peer Review Forums – none.
- 4) Next-Generation Agreement with TLG Project (*Lead support - Staff Coordinator*)
(*Data content requirements and custodial capabilities to be defined by the Street Centerline Workgroup. Goal to reach an agreement-in-principle by August*)
- 5) Access Policies Related To Regional Parcel Dataset – (*County Data Producers Workgroup*)
(*Conclude evaluations and decide regional policies concerning: 1) “view-only” access via Internet to general public and 2) whether non-profit interests can have access other than as a 3rd party.*)
- 6) Regional GIS Projects (*Lead support – as defined in the proposals*)
(*By August 4th, authorize projects that meet funding criteria and provide oversight/direction as appropriate.*)
- 7) Performance Measures Program (*Lead support – MetroGIS staff*)
(*Reinstate as soon as possible. A quarterly report has not been produced since December 2005 as a result of Steve Fester leaving. Many components to the data assembly and analysis processes. Need a permanent support person before reinstating.*)
- 8) Benefits Testimonial (*Lead support – Staff Coordinator*)
(*Seek out 1-2 additional stakeholder testimonials to the benefits of MetroGIS’s efforts.*)
- 9) Outreach (*Lead support – Staff Coordinator*)
(*Continue to provide a liaison function with a variety of local, regional, state, national, and international interests that have similar objectives to MetroGIS.*)
- 10) Business Plan Update Project – (*To begin immediately following the Strategic Directions Workshop*)

Attachment B
(Clarifications accepted by CDC on June 19, 2006)

METROPOLITAN COUNCIL
390 North Robert Street · Saint Paul, Minnesota 55101

RESOLUTION NO. 2006-__

**RECONFIRMING THE METROPOLITAN COUNCIL'S COMMITMENT TO PARTICIPATING IN THE
METROGIS INITIATIVE AND STATING ITS EXPECTATIONS REGARDING ONGOING PARTICIPATION
IN METROGIS ACTIVITIES**

WHEREAS, the Metropolitan Council's Community Development Division in 2005 requested that the Council's Program Evaluation and Audit Department perform a program evaluation of the Council's involvement in MetroGIS; and

WHEREAS, the *MetroGIS Program Evaluation and Audit Report* (the *Report*) was completed and issued on October 17, 2005; and

WHEREAS, Council staff presented the findings and recommendations of the *Report* to the Council's Audit Committee and to its Community Development Committee which accepted the *Report*; and

WHEREAS, the *Report* presented five scenarios regarding the future of MetroGIS: (1) maintain the current structure with no major changes; (2) cost sharing; (3) the withdrawal of Council funding; (4) the Policy Board as advisory to the Council; and (5) create a fee structure; and

WHEREAS, the *Report* presented four recommendations, which were endorsed by Council management: (1) The Council should assess the positive and negative attributes of the options presented and determine the optimal placements of MetroGIS and its relationship and reportability to the Council; (2) Financial accountability measures for MetroGIS should be established and practiced; (3) The Council should continue to evaluate the role, products and cost-effectiveness of MetroGIS on an ongoing basis; and (4) A clear delineation of roles and responsibilities among the Council, the MetroGIS Policy Board, Liaison, and Coordinating Committee should be developed to support communication and coordination and ensure that all parties have a clear idea of their role in the MetroGIS program; and

WHEREAS, in order to address the *Report* recommendations, the Community Development Committee created a workgroup consisting of Council Members Annette Meeks (Chair), Tony Pistilli (Vice Chair), Kris Sanda, and Julius Smith; and Ramsey County Commissioner Victoria Reinhardt, Chair of the MetroGIS Policy Board; and

WHEREAS, the workgroup met five times during the period, February through May, 2006, and identified numerous issues under the topics of Funding, Governance and Accountability; and

WHEREAS, the workgroup concluded that MetroGIS provides clear benefit to the Council, and that the current funding and governance arrangements are fundamentally sound; but that these arrangements would benefit from a formal action by the Council stating the Council's desire to continue participating in the MetroGIS initiative, and that certain accountability measures should be implemented; and

WHEREAS, MetroGIS is a voluntary organization which lacks legal standing, cannot mandate compliance with any of its agreed upon policies or procedures, lacks authority to receive, manage, or spend funds, and cannot own data or property; and

WHEREAS, MetroGIS has provided a cost-effective way to develop and manage GIS data in accordance with standards which have been accepted by all relevant parties and provides a valuable forum for those parties to plan collaboratively to take advantage of future developments in GIS and related technologies.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Council designate a Council Member as a representative on the MetroGIS Policy Board, and direct the Regional Administrator to assign senior Council management representation on the MetroGIS Coordinating Committee.
2. The Council continue to provide staff and physical resources to help foster MetroGIS collaboration.
3. Council management shall indicate annually to the MetroGIS Policy Board what services the Council can provide to foster such collaboration, and how the Council and MetroGIS should be mutually accountable to ensure that agreed-upon services meet their needs.
4. The Council will examine, at least annually, proposals for Council involvement as a MetroGIS participant, to fund or otherwise provide resources to support specific projects and priorities above and beyond the Council's responsibility to foster collaboration.
5. Senior Council management will coordinate with the Council's member-representative to the MetroGIS Policy Board, to ensure that the Council's position on relevant MetroGIS issues is consistently and accurately represented.
6. The Council expects that the MetroGIS Operating Guidelines, Strategic Plans, Business Plans and related materials will be kept current and will be provided to the Council and other stakeholders.
7. The Council expects that, as a primary funding sponsor and as a major source of staff support and technical overhead, all plans, programs, staff, and overhead resources funded by the Council will be reviewed and approved by the Council at least annually through the Council's budget preparation, review and approval process.
8. Assignment and direction of Council personnel for MetroGIS activities shall rest exclusively with Council management as authorized by the Regional Administrator, determined, in large part, through participation in MetroGIS's collaborative business and work planning processes.
9. Adopted this __ day of May, 2006.

Peter Bell, Chair

Pat Curtiss, Recording Secretary



TO: Coordinating Committee
FROM: MetroGIS Staff Coordinator
Contact: Randall Johnson (651-602-1638)
SUBJECT: MetroGIS Strategic Directions Workshop – Preparations
DATE: June 15, 2006
(For the Jun 28th Meeting)

INTRODUCTION

The Coordinating Committee is respectfully requested to:

- 1) Reestablish a workgroup to guide preparations for the pending MetroGIS Strategic Directions Workshop and provide general direction for desired focuses/outcomes.
- 2) Provide feedback on the “big ideas” that should be taken away from the June 1 “Imagining Possibilities” Forum.

WORKSHOP OBJECTIVES AND LOGISTICS - REESTABLISH OVERSIGHT WORKGROUP

Desired outcomes for the pending Workshop should be defined by mid-summer to preserve as many options as possible for facilitators, with appropriate competencies, and facilities compatible with the need. The previous workgroup (see Reference Section) began the planning process over two ago in the context of issues and concerns facing the MetroGIS community at that time. At that time, a major emphasis was to better understand what each stakeholder needs to receive to remain engaged in MetroGIS’s efforts. Given the recent experience of the Metropolitan Council’s evaluation of the costs and benefits attributable of MetroGIS, is a benefits focus still necessary? Or, should the focus be placed on affirming/updating the guiding principles, clarifying current common needs, and identifying options for addressing them?

MAJOR STRATEGIC DIRECTIONS DISCUSSION INPUTS

Two, one-day forums have been hosted by MetroGIS to obtain information important to the success of the pending Strategic Directions Workshop and subsequent Business Plan Update project. These forums were hosted in an attempt to insure that the forthcoming business planning has direct relevance to common stakeholder needs.

- 1) Non-Government Perspective – Partnering Opportunities. On November 15, 2005, MetroGIS hosted a forum to better understand possible partnering opportunities with non-government interests. The summary document lists 45 collaboration/partnering ideas, organized into three major categories. (See the Reference Section for the URL to access the summary document. Criteria are listed that were adopted by the Policy Board pertaining to the evaluation of candidate ideas.) The immediate **next step** in this process involves creating a workgroup of the November 15 forum participants to decide which of the 45 identified ideas have the most promise, define in detail the top priority candidate opportunities, and document the results.
- 2) Imagining Possibilities: Related to Geospatial Technology: On June 1, MetroGIS co-sponsored a forum entitled “Imagining Possibilities: The Next Frontier for Geographic Information Technology”. The purpose of this forum was to identify several “big ideas” / opportunities related to geospatial technology that will be available to our community within the next five years. A draft summary report has been prepared. The document can be downloaded at (http://www.metrogis.org/specialevents/techpossibilities/Draft_Summary_Report.pdf). The **next step** involves obtaining comment from the Committee, in particular relating to “big ideas” that should be documented for further consideration during the upcoming Strategic Direction Workshop.

RECOMMENDATION

That the Coordinating Committee reestablish a Strategic Directions Workshop workgroup, provide general direction for desired Workshop outcomes, and identify “big ideas” that should be highlighted in the summary for the June 1 forum.

REFERENCE SECTION

Forum - Partnering Opportunities with Non-Government Entities: On November 15, 2005, in preparation for the 2006-2007 MetroGIS business planning effort, MetroGIS hosted a forum to investigate partnering opportunities with non-government entities to achieve priorities of local and regional government that serve the seven county, metropolitan area. The forum was entitled "Beyond Government Users: Further Directions for MetroGIS". The final report can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf.

In summary, forty-five candidate ideas for potential collaboration between government and non-government interests were identified in three broad topical areas:

- How can we work together to reduce costs?
- What innovations can we work together to develop?
- How can we promote a statewide GIS cooperative effort?

The next step will be to define and execute a process to decide which of the 45 identified ideas have the most promise, define in more detail top priority candidate opportunities, and pursue implementation. To guide these discussions, the MetroGIS Policy Board endorsed the following principles at its January 2006 meeting:

- Value added to public sector assets is encouraged provided it does not detract from the public sector objective.
- Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- Contributions can be comprised of funds, data, equipment and/or people.
- Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

STRATEGIC DIRECTIONS WORKSHOP – PREVIOUS PREPARATIONS

1) Chronology: The time frame for the current MetroGIS Business Plan is 2003-2005. In preparation for launching preparation for the next plan, the Coordinating Committee created a workgroup in March 2004 to oversee the process. That group met a few times when it became apparent that negotiations for a new parcel data agreement between the seven counties and Council would require more time than had been anticipated. All agreed that the new agreement needed to be in place before the Strategic Directions Workshop was held, so Workshop preparations were suspended spring 2004. The new agreement was not executed until December 2004.

Work on the Strategic Directions Workshop resumed in late fall 2004, at which time, agreement was also reached with Professor John Bryson with the University of Minnesota on a scope of work to facilitate the Workshop. A tentative target date was also set for February 2005. In early February, senior Metropolitan Council management requested delaying the Workshop until they had completed an internal evaluation of MetroGIS. They noted they preferred more time to properly prepare their representatives to the Workshop and make sure they were clear on the Council's expectations relative to its relationship with MetroGIS. MetroGIS leadership complied with Council management's request.

MetroGIS leadership also encouraged each of the other stakeholder representatives to MetroGIS to likewise identify what their respective organizations need from MetroGIS to remain engaged. The following questions were suggested by Professor John Bryson, who had been retained to facilitate the Workshop, and were distributed to the Coordinating Committee on February 18, 2005 in a message noting that the Workshop was being postponed:

- *What are the benefits of collaborating on common GIS needs and opportunities? Or, what is the public value we are trying to create (e.g., making it easier for publicly useful or important work. Non-government interests to do likewise?)
- *What are the costs involved in achieving the desired collaboration?
- *How are/might these costs be covered?
- *In light of the potential benefits and costs, what is our own bottom line?
- *How open are we to hearing from others about their views concerning benefits, costs, and bottom lines? (Having participants be clear about their own benefits, costs, and bottom lines is important, but it is also important for participants to be willing to change or modify their views based on new information or insights.)

2) Previous Workgroup Members:

David Bitner; Rick Gelbmann; Jane Harper (Coordinating Committee Chairperson at that time); Chet Harrison; Randy Knippel; Robert Maki and Nancy Read

3) Previous Work on Workshop Objectives and Logistics

See Attachment A for the scope of work agreed upon in January 2005 with Professor John Bryson, who had agreed to facilitate the workshop, and Attachment B for a summary of workshop objectives identified by the previous workgroup in April 2004.

ATTACHMENT A

Strategic Directions Workshop Scope of Work (January 2005)

Excerpt from a February 2005 memorandum drafted by Randall Johnson, MetroGIS Staff Coordinator:

...The need for a retreat of MetroGIS leadership was recognized over a year ago. The Coordinating Committee wants to be clear on goals and major objectives before attempting to update the tactical plans outlined in the 2003-2005 Business Plan. Core philosophy that underpins MetroGIS has not been comprehensively reviewed since the initial Business Plan was developed over six years ago.

Beginning September 2003, the Coordinating Committee began identifying issues that it wanted explored in the Business Planning Update process. Prominent among these topics is whether MetroGIS should maintain the status quo or pursue new objectives. One county representative has suggested maintaining the status quo while several other members have stated that MetroGIS has “built a railroad and now has a railroad to run”. The title for the retreat, set by the Coordinating Committee, reflects this dichotomy – “Are We Done?”

With these topics in mind, I have reached agreement with Professor John Bryson on a scope of work and deliverables for facilitation of a retreat of MetroGIS’s leadership and representatives of core stakeholders. This agreement with Professor Bryson is predicated upon the Retreat Planning Workgroup concurring with my recommendation to retain him. The workgroup is scheduled to meet with Professor Bryson on February 10th for this purpose. Trudy Richter, with RRA, has agreed to use funds in her contract with the Council for this purpose.

The objectives of the retreat are summarized as follows:

1) Affirm/Modify Ultimate Goals – (Component of Aspirations/Goals/Competencies)

- Improve participant operations
- Reduce costs
- Support cross-jurisdictional decision making

“The mission of MetroGIS is to 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. The desired outcomes of MetroGIS include (3 listed above):”

2) Affirm/Modify Current Guiding Maxims:

- a) Build once, share many times (data and applications).
- b) Investments made by one government interest ought to be leverageable by other government interests.
- c) All relevant and affected interests, dominated by none.
- d) Funding is not the only way to contribute - data, equipment and people are also valuable assets.
- e) Roles for “regional” solutions voluntarily performed by willing stakeholders with adequate capacity.
- f) Widespread sharing of the data improves data quality and ultimately decision support.
- g) Cost recovery of data development expenses stifles sharing of commonly needed data.
- h) Secure broad support for vision and policies - engage knowledgeable and respected participants
- i) Active involvement of elected officials– public policy reality check
- j) Participation in related state and national initiatives results in valuable knowledge sharing and partnership opportunities.

3) Affirm/Modify Core Functions - (Component of Aspirations/Goals/Competencies):

- k) Implement regional solutions for priority common information needs (e.g., data, web services and applications),
- l) Support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and
- m) Support a forum for knowledge sharing.

4) Affirm/Modify Supporting Functions - (Component of Aspirations/Goals/Competencies):

- a) Promote voluntary policies which foster coordination of GIS among the region's organizations
- b) Facilitate data sharing agreements among MetroGIS stakeholders
- c) Identify unmet GIS needs with regional significance, research options, and act on those needs
- d) Develop and endorse standards for GIS content, data documentation, and data management for regional datasets
- e) Maintain MetroGIS general website
- f) Promote collective funding of pilot projects that meet regional needs
- g) Fill gaps in metadata based upon identified priorities
- h) Maintain liaison relationships with organizations that have similar objectives (GCGI, county GIS user groups, NSDI)
- i) Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities
- j) Advocate for MetroGIS needs and desires with state and federal policy makers
- k) Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs
- l) Actively market MetroGIS data and products
- m) Develop master contracts for regional GIS projects, when appropriate

(1 - 4: What is working/successes, What is not and why, Opportunities next 3-5 yrs)

5) Affirm/Modify MetroGIS's Essential Stakeholders – Those organizations which provide (or will provide) resources (funding, people, data, or equipment) necessary to implement and sustain regional solution(s) to geospatial needs. A listing of current regional solutions together with the associated primary and regional custodians is attached.

6) Affirm/Modify Substantial Beneficiaries of MetroGIS's Efforts - Those organizations whose participation substantively improves their internal efficiencies (e.g., school districts, watershed districts, and metropolitan government) and, consequently, are primary candidates for resource partnerships.

7) Identify "Critical Success Factors" For Essential Stakeholders – To remain engaged what does each such organization need?

8) Identify Existing And Needed Competencies AND Distinctive Competencies Achieved Through MetroGIS's Efforts (*Note: competencies include a range of resources not just skills*):

- a) Clear identification of competencies required to maintain the status quo
- b) Clear identification of existing and needed competencies required to go beyond the status quo

9) Next Steps – General acknowledgement of key topics and their relative priorities that need tactical solutions defined in the Business Plan Update

ATTACHMENT B

FALL 2004 COORDINATING COMMITTEE WORKSHOP DISCUSSION TOPICS

(Updated Following Workgroup's April 12th Meeting)

ISSUES TO BE ADDRESSED AT JUNE AND SEPTEMBER COMMITTEE MEETINGS

1. **Review vision**– multiple components – whose needs are we trying to meet, appropriate functions, organizational topics, desire to evolve from data to applications/integrated business functions. [Per 3/31 Committee direction]
2. **??Add a statement to address need for broader outreach** – encourage use of data, best practices, DataFinder... by non-traditional users - (Is this a component of whose needs are we trying to meet?) [Per 3/31 Committee direction]
3. **Applications, in combination with implementation of a regional dataset(s), often are needed to totally satisfy an information need.** Workshop discussion: how should work on applications be prioritized in relation to other MetroGIS objectives?

ISSUES TO BE ADDRESSED AT THE FALL WORKSHOP -

1. Priority Common Information Needs and Related Data: (Original Items 1-4 converted to 1a-1d)
 - a) **No activity has been initiated for two endorsed priority information needs – Land Regulations and Rights to Property.** Workshop discussion: what should be done about that, if anything?
 - b) **Work on solutions to several priority common information needs is stalled or moving ahead very slowly.** Workshop discussion: what should be done about that, if anything?
 - c) **Other common information needs may be appropriate for regional solutions in addition to those identified in 1997.** Workshop discussion: should we add to the common information needs list?

(merge d & c?)
 - d) **Some information needs, although not common to all five organizational types represented on the MetroGIS Board, may be important enough to consider for regional solutions, assuming that an organization with a related business need is willing to shepherd the process of defining a desired regional solution.** Workshop discussion: Should MetroGIS include these in its scope of work?
2. **Testimonials, other anecdotal evidence, and performance measures indicate that MetroGIS's accomplishments are benefiting the community but the cost/benefit ratio to the key participants is not well documented.** Workshop discussion: how can we come to consensus on the cost/benefit ratio of MetroGIS participation?
3. (Added 4/12 meeting) **Data Access Services (Direct to Producer Data) – Standards for “brokered” access.** (The workgroup needs to agree on a discussion statement that captures the intent this topic. Also, how does this topic compare and contrast with #3 in the above listing?)

Is the information desired from the U of M Database Professor needed to plan the workshop discussion? That is, is it more appropriate for the individuals who will actually engage in discussion to set policy?



TO: Coordinating Committee
FROM: MetroGIS Staff
Contact: Randall Johnson (651-602-1638)
SUBJECT: Modification to Operating Guidelines – Decision Making Between Meetings
DATE: June 12, 2006
(For Jun 28 Meeting)

INTRODUCTION

An amendment to MetroGIS’s Operating Guidelines is attached for the Committee’s consideration. (The attached version is the same as that emailed the Committee on June 12 to comply with the 15-day notice requirement. As of this writing, no comments had been received.)

The proposed amendment addresses issues with previously proposed quorum requirements relating to decision making between meetings, which were called attention to by Chairperson Reinhardt following the Committee’s recommended changes to the Guidelines at its March meeting.

PREVIOUS CONSIDERATION BY COORDINATING COMMITTEE

The Coordinating Committee has considered rules for decision making between meetings at its past two meetings. (See the Reference Section for the specifics of the Committee’s recommendations made at each meeting.)

At the March meeting, in addition to restricting use of “between meeting decision-making authority” to decisions related to operations, the Committee also decided that a quorum for E-voting should comprise the entire Committee membership, as opposed to 50 percent, plus one member. The idea was that we are in a “wired world” and that members should be able to participate within the response period, even if out of the area.

POLICY BOARD CONSIDERATION POSTPONED

At the agenda setting meeting for the April Policy Board meeting, Committee Chairperson Read shared the Committee’s quorum recommendation for between meeting decision making. Chairperson Reinhardt asked if Robert’s Rules of Order had been consulted, which they had not. As such, Chairperson Reinhardt decided that the matter was premature to forward to the Policy Board and asked Staff and the Committee to investigate if the proposed amendment is consistent with Robert’s Rules of Order. She also informed Chairperson Read and the Staff Coordinator that if Robert’s Rules do not address the topic that she would prefer the quorum rules to remain as the standard protocol (50 percent plus one member) but that she would be fine with an increase in the minimum votes in favor, if the Committee wishes a higher-than-standard approval threshold.

Commissioner Reinhardt noted that she prefers to maintain consistency with quorum norms to safeguard MetroGIS’s reputation as a trusted and legitimate decision-making entity.

REVIEW OF ROBERT’S RULES OF ORDER AND RELATED ARTICLES

The Staff Coordinator reviewed Robert’s Rules of Order and several scholarly papers relating to the topic of voting by email (e-voting). See the Reference Section for a detailed explanation of the findings.

The concerns that Member Brown called attention to prior to the March Committee meeting that “voting by email limits the opportunity for spontaneous conversation that I believe is necessary for consensus” are echoed in the documents reviewed. That said, these concerns appear to be sufficiently mitigated in the proposed amendment when viewed in the context of Committee’s proposal to use E-voting only for urgent operational matters, that Committee has a defined membership, and the safeguards that have been included in the proposed amendment designed to balance the desire to decide an urgent matter as well as maintain a deliberative and representative decision process.

DISCUSSION AND SUGGESTED GUIDELINE MODIFICATIONS

Quorum: Chairperson Reinhardt's sense that the Committee's proposed rule that a quorum for E-voting be its entire membership would be overly restrictive was borne out in the literature and Robert's Rules of Order. There is no precedent for this restrictive of a quorum. In all of the documents reviewed, a quorum for E-voting was defined as a simple majority of the entire membership and that the number of votes cast determines if a quorum is satisfied. As such, in accordance with direction received from Chairperson Reinhardt, the attached proposed amendment (Attachment B) modifies the provision approved by the Committee at its March meeting to align with the established norm for a quorum – a simple majority or 50 percent, plus one member. In addition, to address the Committee's concern that more than ¼ of the membership should support a motion (simple majority of quorum), the proposed amendment calls for 75 percent of the votes to be in favor of a motion voted on via E-voting. In Coordinating Committee's case, which currently has 27 members, an E-vote quorum would require at least 14 votes, with a minimum of 11 in favor.

Two-Step E-voting Procedure: The Committee's decision to limit "between meeting decision making" to decisions related to urgent operational (non-policy) matters goes a long way to mitigate concerns raised in the literature and Robert's Rules of Order concerning E-voting. The addition, a two-step process for E-voting, which was gleaned from the research requested by Chairperson Reinhardt, is also suggested to mitigate any remaining concerns with the need to balance expediency through E-voting with dialogue to resolve any differences. The proposed two-step process for E-votes would begin by asking if the topic is suitable for an E-vote and, if so, a vote on the main motion. The threshold for determining whether the topic is inappropriate should be small (e.g., 2 members). If more than two members declare the topic to be inappropriate for an E-vote, then it is tabled to the next meeting.

Ratification: The E-vote decision could be acted on immediately following the conclusion of the vote. For purposes of properly documenting the action, the decision would be listed as a consent item for ratification at the next regular or special meeting of the Committee.

RECOMMENDATION

That the Coordinating Committee grant an amended final reading to the attached amendment, dated June 12, 2006 (Attachment B) to MetroGIS's Operating Guidelines pertaining to rules that govern decision making between meetings via E-voting.

REFERENCE SECTION

MAJOR RESEARCH RESULTS - ON VOTING BY EMAIL AND QUORUMS (SPRING 2006)

The following excerpts from documents researched in response to Chairperson's request into the matter of what others are doing with respect to electronic voting are offered for the Committee's consideration:

1. Robert's Rules of Order – Page xx, 10th Edition....“the opportunity for simultaneous aural communication among all participants is central to the deliberative character of a meeting. It recognizes, therefore, that meetings may be conducted by videoconference or teleconference, when authorized by the bylaws and when regulated by appropriate special rules of order and standing rules specifying such things as how recognition is to be sought and the floor obtained. On the other hand, it warns that although e-mail or faxes may provide a suitable substitute for postal mail in the issuance of calls for meetings or the conduct of mail voting, **they are not suited for the conduct of the deliberative process under the precedents and procedures common to parliamentary law.**” (*Staff comment:* This is the reason that voting would be limited to urgent operational matters, policy matters would not be permitted.)
2. Opinion of a Parliamentarian written in 2002 (<http://archiver.rootsweb.com/th/read/APG/2002-09/1031638174>). In his comments, the author, Bobbi King, raises concerns about the use of e-voting and lists 5 concerns about e-voting.
 - a. How to assure all members have an opportunity to vote within the time frame required (Sam is on vacation, and doesn't read his email for a month).
 - b. Is secrecy required? (You can't cast a "secret" vote on a group email.) Sometimes a secret, ballot vote is deemed necessary by a member, on the spot as a situation arises; you would lose that option on e-voting. (A vote involving money, a candidate for office).
 - c. Intimidation by seeing results too soon (an overwhelming majority votes Yes, but you want to vote No, but you don't want to be the odd person).
 - d. How do you know this is the actual person? (Spouse? Child? who has access to family email?).
 - e. Can a vote be changed after filing an email message, or is it "set in stone"?

None of these concerns appears to be a substantive concern for the issue at hand for MetroGIS when viewed in the context of Committee's proposal to use e-voting only for urgent operational matters, that Committee has a defined membership, and the safeguards that have been included in the proposed amendment to balance the need to decide a matter and maintain a deliberative and representative process.

3. Electronic Meetings, National Association of Parliamentarians – <http://www.parliamentaryprocedure.org/pdf/AIPemeet5.PDF>. This document contains six reprinted articles, dated 2000-2003, that address various aspects of E-voting. Valuable insight gleaned from these articles, includes:

- Page 6: Recognizes concerns raised in Robert's Rules of Order, 10th Version concerning E-voting but also encourages parliamentarians to remain abreast of technological advancements and to remain open to new ways of conducting business.
- Pages 10-25: A detailed point by point argument is made that e-meetings can be designed to comply with Robert's Rules of Order.
- Page 5: Committee members may initiate an electronic vote by the process Chairperson should have the authority to declare out of order – deferring to a regular of special meeting - as they would be able to in a face to face meeting.
- Page 5: A limited opportunity may be provide for comment on the language/provisions of a motion presented for E-vote. Once this period is over, no changes are permitted to the motion.
- Page 5: A quorum is defined as 51 percent of total members. The number of votes cast, including abstentions, determines verification of a quorum.
- Page 16: At least one officer must participate (in our case the Chairperson or Vice Chairperson)
- Page 17: the Chairperson or Vice Chairperson is the gatekeeper (receives e-votes and verifies authentic and within required time frame)
- Page 22: Comments/discussion on the motion must be copied to all members.

- Page 22: Seconds are not required and a motion to adjourn is out of order until the specified time period expires.

3. Article V, Section 5, Faculty Senate Bylaws, University of Texas San Antonio

(www.utsa.edu/senate/fsbylaws/ArticleVo4.htm) (Approximately 80 senators comprise the Senate .)

“Voting will follow Robert’s Rules of Order. electronic voting shall follow a two-tiered process: (1) senators will be asked if they vote for or against electronic voting on the case at hand (2) senators will be asked to vote in the case at hand. If a minimum of 5 senators vote against electronic voting the vote will be tabled until the next regular or special meeting of the Senate. A quorum for the electronic vote will be established by receipt of votes from 50 percent of the Faculty Senate Membership.”

3. Part 2, Article 8, Section 2, Constitution and By-Laws of the Smoky Mountain Chapter of the American Meteorological Society (<http://www.ametsoc.org/chapters/smokymnt/constitution.html>)

A simple majority of the quorum is required for matters other than constitutional reform. Voting may take place by one of two methods:

- If a quorum is present at a meeting, voting may take place at that time.
- If a quorum is not present at a meeting, then all matters that require voting will be subject to electronic voting. Electronic voting will take place one week after the minutes for the previous meeting have been made available. After the one week waiting period, the president (or the president's designee) will post the question to all active members via electronic mail. Voting will take place within a one week window beginning with the day the question is posted. This will ensure the vote will be completed by the next meeting. Votes will be made via electronic mail directly to the president (or the president's designee). Members without electronic mail capability will have their vote forwarded by a member who does. Results of the vote will be announced at the next meeting, and by electronic mail to all active members.
- If electronic mail vote is authorized, then the President or a designee of the President shall retain copies of all electronic mail ballots for a period of one year.
- If a quorum is not met via electronic voting, the matter shall be tabled until the next meeting....”

PAST COORDINATING COMMITTEE CONSIDERATION

- At its September 21, 2005 meeting, the Committee:
 - Concurred that the Operating Guidelines should be modified to permit the Committee to make decisions between meetings subject to conditions (See Item 5c page 3 of meeting summary).
 - Directed staff and Chairperson to propose amendment language to accomplish the desired modification.
- At its December 2005 Meeting, the Committee took the following action as its first reading.

“...After a brief discussion, the group elected to modify the proposed language to allow the possibility of a either the Chair or the Vice Chair appointing a designee if they will be out of the touch who can act in their behalf to initiate and act on proposals for decision-making between meetings.

Motion: Claypool moved and Givens seconded to grant first reading to the modify MetroGIS’s Operating Guidelines and authorize “between meeting decision-making”, as set forth in the amendment dated November 27, 2005, subject to modifying the first bullet in Article II, Section 5b and Article III, Section 9b as follows: The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent. Motion carried, ayes all.”

- At its March 29, 2006 meeting the Committee unanimously approved “the draft modified language presented in the agenda packet dated March 21, 2006, subject to replacing reference to Section 8 in the fourth bullet with the statement that a quorum for purposes of e-voting is defined as the entire membership.

COMMENT FROM WILLIAM BROWN – MARCH 15TH AND COMMITTEE RESPONSES TO MODIFICATIONS

a) Comment from Brown: “ For the sake of discussion I have a few comments to offer prior to our meeting on the 29th. I already feel inundated with email that I have to deal with on a daily basis and this proposal could potentially increase the amount of time that I spend on incidental tasks. I am concerned that the amendment will take the business of the Coordinating Committee out of the framework of scheduled meetings and drop it directly into my daily routine. The proposition also limits the opportunity for spontaneous conversation that I

believe is necessary for consensus. Based on past business (I became involved with MetroGIS in 2000), I just haven't seen the emergence of many urgent needs.

b) Response to Staff's Suggested Language Modification - Harper: "I would take out the reference to decisions that are important to the long-term success and just reference decisions that are operational rather than policy. They way you have attempted to describe the nature of the types of decisions that would be made using E-vote makes operational issues seem unimportant to the organization's future success. I don't think we should go down the path of making a judgment on which decisions are critical to the future success and which ones are not."

c) Response to Staff's Suggested Language Modification – Maki: "I agree with Jane. This all started simply because it became apparent that, on occasion, the committee needs to resolve certain time-sensitive, non-controversial issues between meeting dates. My experience with the committee leadership is that they have been respectful of protocol and quick to recognize when an issue needs to be deferred for discussion at a full committee meeting.

I, for one, see this as a mechanism for improving the *nimbleness* of the committee, and one that can easily withdrawn should the committee members feel that it is working at cross-purposes with their intentions."

COMMENT FROM CHAIRPERSON REINHARDT FOLLOWING DECEMBER 2005 COMMITTEE MEETING

Except from December report to the Committee:"She (Chairperson Reinhardt) concurred that establishing procedures for "between meeting decisions" is a good idea not only for the Committee but also for the Policy Board. She noted that as the Board chair, she would also prefer to have the option of conducting business for an urgent item via e-mail as opposed to having to call a special meeting and find a date where a quorum of the Board is able to attend.

The proposed conditions of a minimum response period and support by both the chairperson and co-chairperson were suggested to maintain internal consistency with the other provisions of the Guidelines. Note that following the conversation with Chairperson Reinhardt, the initially suggested minimum proposed response period was increased from three to five days. This change recognizes that the three-day minimum was set for calling a special meeting. Chairperson Reinhardt felt that a couple of additional days should be provided to allow time to think about a substantive decision before voting. She also suggested that only the Chair and Vice/Co-Chair should be eligible to initiate an E-vote. The version of the proposal attached to this report contains the modifications suggested by Chairperson Reinhardt."

INFORMATION SHARED WITH POLICY BOARD IN JANUARY 2006 AGENDA MATERIALS

The following information was provided to the Policy Board at its January meeting in the Project Update Report. There was no discussion of this item or any of the project update items due to lack of time at the meeting. Board members were encouraged to contact staff if they had any concerns. No comments were received.

6A) MODIFICATION OF OPERATING GUIDELINES – BETWEEN MEETING DECISION PROCEDURES

The Coordinating Committee granted first reading to a proposed amendment to MetroGIS's Operating Guidelines to authorize between-meeting decision making by the Committee as well as the Policy Board when the "Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent". Second reading is scheduled for the Committee's March 2006 meeting."

ATTACHMENT A
(Proposed Amendment Shared with Chairperson Reinhardt
During Agenda Setting for April Policy Board Meeting)

Lasted Modified:
[*December 15, 2005*](#)
[March 21, 2006](#)

PREVIOUSLY PROPOSED MODIFICATIONS

March 2006

MetroGIS Operating Guidelines
(Rules for Decision Making Between Meetings)

(~~Language crossed out to be deleted and~~ language underlined to be added)

Article II
Policy Board

Section 5. Voting and Decision Making

a) At Meetings: Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Policy Board may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.~~The Chairperson and Vice-chairperson both conclude that the situation is urgent.~~
- The call for a vote is made via email and the subject line states “E-Vote Requested – Urgent MetroGIS Business”
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee’s quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.
- This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting must be called for such decisions between regularly scheduled meetings.

Section 7. Quorum

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

Article III Coordinating Committee

Section 8. Quorum

A quorum shall be present to act on a business item. A quorum shall consist of fifty percent of the full voting membership, plus one member. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

Section 9. Voting and Decision Making

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

a) At Meetings

a)(1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.

b)(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.~~The Chairperson and Co-chairperson both conclude that the situation is urgent.~~
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.
- *This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting must be called for such decisions between regularly scheduled meetings.*

Section 11. Meetings

The Coordinating Committee shall meet as necessary to carry out its duties. The time and place of the meetings shall be at the discretion of the Committee membership.

Written notice (mail, facsimile, email) of the regular meetings of the Coordinating Committee shall be given to each member at least five (5) days prior to such meetings, and shall comply with the provisions of the open meeting law. Special meetings of the Coordinating Committee may be called by the Chair, provided that at least three (3) days written notice is given to each member and otherwise comply with the provisions of the open meeting law.

ATTACHMENT B
CURRENTLY PROPOSED MODIFICATIONS
MetroGIS Operating Guidelines
(Rules for Decision Making Between Meetings)
(June 12, 2006)

~~(Language crossed-out to be deleted and~~ language underlined to be added)

Article II
Policy Board

Section 5. Voting and Decision Making

c) At Meetings: Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.

d) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Policy Board may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states “E-Vote Requested – Urgent MetroGIS Business”.
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Section 7 in this Article, governing the Board’s quorum ~~and decision-making rules~~, shall be satisfied. *The number of votes cast shall be used to determine compliance with quorum requirements.*
- *Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If more than two members state the topic is inappropriate, the motion is tabled until the next regular or special meeting of the Board.*
- *Motions must be supported by a minimum of 75 percent of the votes cast to be approved.*
- The Board is apprised of the results and the course of action to follow, immediately following conclusion of the voting.
- This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting would need to be called for such decisions between regularly scheduled meetings.
- *The action is ratified at next regular or special meeting of the Board as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.*

Section 7. Quorum

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

Article III Coordinating Committee

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b)(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

b) Between Meetings

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Section 11. Meetings

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TO: Coordinating Committee
FROM: MetroGIS Staff Coordinator
Contact: Randall Johnson (651-602-1638)
SUBJECT: GIS Technology Demonstration – July 2006 Policy Board Meeting
DATE: June 7, 2006
(For Jun 28th 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 Policy Board’s July 19th meeting.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. County GIS activities: 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, Dakota and Scott Counties have made presentations.
2. GIS-related work at the U of M: At the September 2004 Coordinating Committee meeting, two projects were suggested. One, an application to assist with planning for evacuations, was presented to the Policy Board at its April 2006 meeting. The other, an NFS grant-funded project involving analysis of historic census data, remains a candidate.
3. Pictrometry: The Committee added this topic to the list of candidates at its September 2005 meeting.
4. M3D Internet Application. An updated and expanded version of this application was launched in April.

STATE GEOSPATIAL ARCHITECTURE: Robert Maki and Fred Logman presented this concept at a conference information technology conference last December. Several members of the Coordinating Committee have asked to see it. If the Committee believes the subject matter is suitable for the Policy Board, this topic should be added to the list of candidates.

RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the July 19, 2006 Policy Board meeting.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- Apr. 2006 Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006 *No presentation*
- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- 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 PSAPs
- 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.



TO: Coordinating Committee
FROM: MetroGIS Staff Coordinator
Contact: Randall Johnson (651-602-1638)
SUBJECT: Chisago County – Participate in MetroGIS?
DATE: June 8, 2006
(For Jun 28th Meeting)

INTRODUCTION

Chisago County recently became a member of Metropolitan Emergency Service Board (MESB). Gordon Chinander, GIS Coordinator for the MESB, has asked if Chisago County can be included in MetroGIS-related policies and guidelines that apply to the seven Metropolitan Area counties, which impact the operations of the MESB. Direction is requested from the Coordinating Committee policy implications raised by the request as outlined in the Discussion Section and any other topics that the Committee might identify.

BACKGROUND

The MetroGIS Policy Board and the Metropolitan Council have both expressed interest in fostering collaborative (data sharing) relationships with the counties that adjoin the seven county Metropolitan Area. Chisago County is also interested in data sharing but most likely limited to government interests. Data sharing from MetroGIS’s perspective would be straightforward, given the policies that are currently in place. Chisago County could also post data on MetroGIS DataFinder if it chose to do so, provided they support any related licensing/access requirements. Participation in the development of policy and agreements that govern MetroGIS is another matter, since Chisago County is not among the interests identified as a MetroGIS stakeholder.

DISCUSSION

Committee direction is sought as to how best to accomplish strong inter-organizational relationships with interests that border the metro area without negatively affecting the objectives of the broader Minnesota Spatial Data Infrastructure (MSDI). Should MetroGIS’s decision support structure continue to be open only to stakeholder interests? Is it appropriate for a non-metro area interest to distribute their data via DataFinder or should they be expected to utilize another MSDI mechanism? Should non-stakeholders be permitted to join into stakeholder agreements?

RECOMMENDATION

That the Coordinating Committee provide direction on how it would like to address Chisago County’s interest in developing a stronger working relationship on geospatial needs it has in common with metro area interests.



TO: Coordinating Committee
FROM: MetroGIS Staff Coordinator
Contact: Randall Johnson (651-602-1638)
SUBJECT: Federal Enterprise Architecture - Geospatial Profile Version 1.1
DATE: June 8, 2006
(For Jun 28th Meeting)

INTRODUCTION

The purpose of this report is to bring to the Committee's attention a document entitled "Federal Enterprise Architecture - Geospatial Profile Version 1.1". At the June 1 "Imagining Possibilities" Forum, Mark Reichardt, President of the Open Geospatial Consortium, commented that he believes this document would be a valuable resource for MetroGIS's efforts.

BACKGROUND

The document's Executive Summary and Table of Contents are attached. An article that provides a high level overview can be viewed at http://www.directionsmag.com/article.php?article_id=1966&trv=1.

The complete document (158 pages) can be reviewed and downloaded at http://colab.cim3.net/file/work/geocop/ProfileDocument/FEA_Geospatial_Profile_v1_1.pdf.

DISCUSSION

The Staff Coordinator has reviewed this document and concurs with Mark Reichardt that it contains concepts and information that appear to have relevance to MetroGIS's effort. The document's focus is on a clear definition of business needs served in the design of technology and data content aligns well with MetroGIS's foundation philosophies. It also provides a holistic view and associated guidelines that integrate GIS into the broader IT environment. They are the best that staff has seen to date. Finally, the document appears to have relevance to defining an architecture to effectively integrate the MetroGIS community into the state's community and the state's community into the national community. As such, a call has been put in to those who authored the document to inquire if a local in service/training opportunity might be possible.

Interestingly, there is no discussion (or acknowledgement) of the organizational requirements needed to actually implement and sustain operation.

RECOMMENDATION

That Coordinating Committee request the Technical Advisory Team to review and comment prior to the Committee's September meeting on the relevance to MetroGIS of the guidance provided in subject document, in particular any issues/opportunities that are likely to be discussion points at the pending Strategic Directions Workshop.

Executive Summary

(Federal Enterprise Architecture - Geospatial Profile Version 1.1)

Geospatial data and capabilities are integral to virtually all federal, state, local, and tribal government activities. Yet, many organizations cannot answer basic questions such as:

- How do geospatial data and technologies enhance the business processes that are essential for fulfilling agency missions?
- How do organizations identify and describe the geospatial data, capabilities, and needs within their enterprise architecture?
- How are these capabilities and needs more easily reflected and planned for within an organization's Information Technology infrastructure?

A Geospatial Profile in the Federal Enterprise Architecture provides agency personnel with approaches to gather answers to these questions and establish a framework to more effectively manage geospatial data and services. Additionally, the Profile can improve information exchange based on location, across and outside of federal government to address issues and identify solutions. .

Although linked to key elements of the FEA, the scope and relevance of the Geospatial Profile is applicable to any organization interested in developing a consistent geospatial capability. Recognizing the multi-jurisdictional and pervasive nature of geospatial capabilities, this Profile promotes broad use of common geospatial information and services among partners at all levels of government.

The Geospatial Profile has been organized to first introduce basic geospatial principles, provide context and scope, and identify the intended audience. Chapters 3-7 provide in-depth guidance on geospatial considerations in each of the FEA reference models (Performance, Business, Data, Service, and Technical). The FEA consists of a set of interrelated "reference models" designed to facilitate cross agency analysis and identification of duplicative investments, gaps and opportunities for collaboration. Collectively, the reference models comprise a framework for describing important elements of the FEA in a common and consistent way. Through the use of this common framework and vocabulary, IT portfolios can be better managed and leveraged across the federal government. This Geospatial Profile brings a geospatial perspective to each of the five FEA reference models.

The Performance Reference Model (PRM) focuses on setting targets for action and measuring the degree of transformation achieved. The PRM is of particular use to the development of fledgling geospatial programs across government because it provides a structure for analyzing inputs and outcomes.

Unlike the other FEA- profiled functions (records management and security), which are derived from demands of other activities, geospatial programs are mostly elective and opportunity-driven. The Geospatial PRM provides a tool for focusing scarce geospatial resources more effectively, and for communicating to those external to federal government the benefits of geospatial programs.

The Business Reference Model (BRM) provides a process and methodology for agencies to identify and describe their business activities. Place or location-based analysis are often not considered when modeling business processes, because enterprise architects and program managers do not recognize the importance of spatial interactions in addressing issues. The coupling of geospatial data, services and technology with conventional data and technologies offers significant improvements in decision making within business operations. The Geospatial BRM section provides program managers and enterprise architects with approaches to incorporate geospatial data, services and technology into business processes.

The Data Reference Model (DRM) provides a geospatial view of the elements of the FEA DRM and the mechanisms used by the geospatial community to implement the FEA DRM in practice. The DRM addresses categorization, exchange, and description of data. The Geospatial DRM addresses the components, interfaces and processes for implementing and managing an integrated, cohesive geospatial data policy. These components include data documentation, development and adoption of data sharing standards and protocols, and conceptual and logical design and modeling of the geospatial aspects of

business data. This section provides guidance to enterprise architecture authors regarding how to describe geospatial data and metadata, as well as explanations of how existing geospatial investments align with the FEA DRM.

The Service Component Reference Model (SRM) offers a baseline for categorizing and aligning federal business applications into common, reusable Service Components, which are categorized into appropriate service domains and service types. In line with this goal, the Geospatial SRM builds on and extends the FEA SRM by defining, classifying, categorizing and recommending common, reusable geospatial “building blocks” – Geospatial Service Components – for reuse in government computing environments. The section provides guidance to agencies on Geospatial SRM implementation and use; alignment with and leverage of existing federal guidance; FEA PMO and Federal CIO Council recommendations; and harmonization with other significant Federal interoperability and resource sharing initiatives, such as the National Information Exchange Model.

The Technical Reference Model (TRM) provides a view of technical services, protocols, and interfaces that primarily address implementation and service component. The Geospatial TRM provides the guidance necessary to help ensure that proposed IT solutions which have or desire geospatial components are in compliance with industry standards and therefore likely to integrate efficiently into a multi-agency information sharing and processing environment. Specifically, the Geospatial TRM describes elements of proposed solutions using a standard vocabulary and categorization scheme. This allows for comparison of elements, facilitating the identification of overlaps and gaps, and opportunities for sharing technical solutions and standards.

Conclusion

The Executive Office of the President will use the geospatial profile of the FEA to ensure that all organizations will *architect, invest, and implement* geospatial capabilities in a coordinated way that works for the Federal government, as well as other data sharing partners. Many organizations are looking for help in guiding their information technologists through the world of geospatial tools and capabilities. The Geospatial Profile will provide a much needed blueprint for them to follow in helping them invest and build together, ensuring data sharing and interoperability.

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(Federal Enterprise Architecture - Geospatial Profile Version 1.1)

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TO: Coordinating Committee

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

SUBJECT: Major Activity Updates

DATE: June 16, 2006
(For the Jun 28th meeting)

Information provided by persons other than the Staff Coordinator is noted.

A) JUNE 1 IMAGINING POSSIBILITIES FORUM – SUMMARY AND NEXT STEPS

A draft summary document is being compiled for the Committee's comment on June 28th. (See Agenda Item 5c.) Highlights, from the perspective of those who attended, indicate that the event achieved its objective – to paint a picture of what the geographic information technology landscape will look like in the next five years. 234 individuals attended. The preliminary numbers indicate that revenues slightly exceeded expenses, and the satisfaction ratings were outstanding. On a scale of 1 to 4, all aspects of the forum were rated in excess of 3, among the highest overall ratings for any event that MetroGIS has hosted. Michael Liebhold's keynote session received an unprecedented rating of 3.88.

B) METROGIS DATAFINDER CAFÉ – EXPANDED UPGRADE PROJECT UNDERWAY

Work is underway to upgrade DataFinder Café in cooperation with Latitude Geographics (British Columbia, Canada), the owners of GeoCortex software which will be the core of the new DataFinder Cafe. The current project is more robust than originally thought possible. In April, during the initial project coordination meetings, MetroGIS staff learned that Latitude Geographics was prepared to develop an off-the-shelf extension to GeoCortex that would include all of functionality sought in the project initial contract and for an additional \$1,250 (as opposed to the original \$4,350 bid cost) provide additional functionality that had been designated for a future phase when sufficient funding was available. All but \$231 of the additional expense will be covered by NSDI grant funds that had not been encumbered to that point. The remaining \$231 will come from funds allocated to MetroGIS by the Council.

A contract amendment was executed in May to participate in the development of the software extension in addition to other functionality sought in the initial project contract. The revised detailed specifications are provided in Attachment A. Project completion is anticipated in July. Alison Slaats is the Project Lead.

C) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

(1) Address (Occupiable Units) Workgroup

(Nancy Read, Metropolitan Mosquito Control District, Liaison to the Coordinating Committee)

The Workgroup last met in January to synchronize its pilot project database design with the draft national street address standard. Several workgroup members are currently testing the amount of effort needed to achieve compliance between local address authority organization (cities and some counties) databases and the national standards. The expectation is that this testing will be essentially complete by mid July. The group plans to meet once the pilot is complete. The major components of the regional vision endorsed by the Policy Board last April (e.g., rationale, need for local government

involvement and implementation concepts). The white paper can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

(2) Existing Land Use

Preparations for a user satisfaction forum remain on hold until following the Strategic Directions Workshop anticipated to occur in fall 2006. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

(3) Emergency Preparedness Workgroup

(Randy Knippel, Dakota County, Workgroup Chair)

No update information was submitted.

(4) Highway and Road Networks

(Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Liaison to Coordinating Committee)

(a) The “E911 Address and Street Centerline Workgroup” is scheduled to meet on June 30.

Preliminary specifications have been defined for a next-generation dataset. The workgroup is currently surveying potential data producers to see to what extent they can meet these specifications. At the next workgroup meeting, scheduled for June 30, the survey results will be reviewed and a set of final specifications defined.

More information on this workgroup’s efforts can be found at

http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml.

(b) There are currently 185 licenses issued to access and use The Lawrence Group’s (TLG) Street Centerline Dataset, MetroGIS’s currently endorsed regional solution for address matching. As of June 15th, the types of organizations licensed were as follows:

- Local gov’t: **99**
- Regional gov’t: **11**
- State/Federal gov’t: **23**
- Academic: **52**

The agreement between the Metropolitan Council and The Lawrence Group (TLG), through which the above licensees receive access to this dataset, expires at the end of this year. Council management have authorized MetroGIS/Council staff to negotiate a new agreement as a sole source procurement. Negotiations were initiated on March 9th at a meeting to clarify expectations and share the data content standards preferences that have been/will be defined by the “E911 Address and Street Centerline Workgroup”. Once the survey referenced in “(a)”, above, is complete, sufficient information should be available to move forward with the pending negotiations with TLG.

(c) The MetroGIS Roads & Highways Technical Workgroup

This Work group was established Fall 2004 to foster a partnership between MnDOT and MetroGIS, whereby MetroGIS would provide a mechanism for the local government community serving the seven-county, Twin Cities community to collectively test an application designed by MnDOT to integrate local datasets with Mn/DOT’s LDM. The lead staff for MetroGIS’s component of the partnership, Mike Dolbow, changed jobs Fall 2005 and staff support ceased at that time for this workgroup. Information about goals, expectations, and participant roles, agreed upon prior to Dolbow’s departure, can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml.

As far as progress on development of the actual application, Dan Ross, who heads up the project for MnDOT, provided the following information: “The vendor will provide what they

believe to be production ready software to Mn/DOT at the end of July 2006. Mn/DOT staff will be doing a "Proof of Concept" with the software against identified business flows on a representative sample of the Mn/DOT business data. Ratings of the software should be complete in September. At that point a decision will be made regarding how to move forward. The statewide data is also undergoing a major update at this time. The BaseMap data is being synchronized with the current Transportation Information System (TIS) and road status updates are being completed as well. Successful approval of the software and data updates are required to allow Mn/DOT to effectively share TIS data (*e.g. traffic volumes) with other organizations desiring to use their own roadway geometries."

(5) Jurisdictional Boundaries – Water Management Organizations

A regional solution recommendation is nearing completion and is expected to be submitted to the Coordinating Committee for consideration at the September 2006 meeting. Jane Harper, Principal Planner for Washington County and member of the Committee, is the project manager for a pilot project conducted on behalf of the MetroGIS community by Washington County. The recommendations will include data content standards as well as identification of organizations to serve in the roles of primary producer and regional custodian. Washington County conducted a similar pilot project in the late 1990's that led to adoption of the policies that govern the endorsed regional solution for the city/county jurisdictional boundary dataset.

(6) Lakes, Wetlands, etc.

(Nancy Read, Coordinating Committee Chairperson and Workgroup Member)

From an overall project management perspective, it appears to be time to reassess gaps between the hydrology-related information needs identified in 1997 and those that can be met with currently developed (or developing) data. The concept of hosting a strategy session will be vetted shortly among the workgroup members to determine if there is support to reaffirm the user needs and discuss a strategy(ies) to address any gaps relevant to defining a Regional solution.

(7) Land Cover

(Bart Richardson, MN DNR, Regional Custodian)

The extent of coverage is now up to 75 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another 5 percent in 2006. DNR, the regional custodian, is looking into creating tools to improve standardization of the data before delivery. DNR is tentatively planning on hosting a user forum later this year to identify desired improvements.

(8) Parcels *(Mark Kotz, Metropolitan Council, Regional Custodian)*

There are currently **81 licenses** issued to access and use the Regional Parcel Dataset. As of **June 15th**, the types of organizations licensed were as follows:

- Local gov't: **35**
- Regional gov't: **3**
- State/Federal gov't: **16**
- Academic: **27**

(9) Socioeconomic Characteristics of Areas *(Amy West, U of M Population Center, Regional Custodian)*

(a) West is looking at various ways to provide users with local access to HMDA data (data about home mortgages). Options seem to include the University of Minnesota, the Minneapolis Public Library, and the Federal Reserve Bank of Minneapolis. Along with acquiring the data, she is looking at data documentation with an eye to improving our description of this data source.

- (b) We have discovered DataPlace (<http://www.dataplace.org/>), a new comprehensive source of online socioeconomic data being developed by the Fannie Mae Foundation with significant input from the Urban Institute. Eventually data will be available at the tract level and will be useful to the MetroGIS community. We will continue to monitor this.
- c) Laura Smith at Macalester has been accessing and mapping property foreclosures in North Minneapolis. She has gotten this data in electronic form from both Hennepin and Ramsey counties. Craig will ask the County Data Producers Workgroup about foreclosure data from the other five counties. This could be a useful addition to DataFinder.
- d) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS, while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. **No update was submitted as to whether or not this proposal has been shared with the MN Department of Health for sanctioning.** For more information contact Tim Zimmerman at tim.zimmerman@co.hennepin.mn.us or 612-348-0307.

D) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES

(Submitted by Dave Drealan, Carver County, Workgroup Chair)

This Workgroup is scheduled to meet in June 22. The following items are scheduled to be among the items discussed:

(1) Hennepin County Pilot Project: Regional Parcel Dataset Policy Investigation - Access by Non-Profit Interests:

This issue has been one of the Workgroup's charges for quite some time. A pilot project has been in place at Hennepin County for some time. Will Craig & Bill Brown have agreed to report on its success (or failure) and will provide guidance for development of policy on this issue. This is an issue that needs to move forward as a number of people and organizations are quite interested in the resolution of this issue. While we (Workgroup) may not be able arrive at a resolution at this meeting, it is important that one is reached in the near future.

(2) Pilot Project: View-Only, Web-based Access Policy Investigated for Parcel Data

An agreement with the real estate industry and Hennepin County may have bearing on being able to move forward on this matter. In addition, a proposal by Nancy Read, Metropolitan Mosquito Control District, may aid in evaluation of policy implications regarding a community desire to view parcel boundaries and limited attribute data online without the ability to download the source data. The next step will be to move these agreements with Hennepin County through the other six Metro Area counties.

E) QUARTERLY PERFORMANCE MEASURES ANOMALY REPORT – POSTPONED

For each Coordinating Committee meeting, since mid 2002, the MetroGIS support team has prepared a quarterly report to the Committee highlighting anomalies (good and not so good) in the Performance Measure Reporting results for the previous quarter. Unfortunately, there were insufficient staff resources to support this activity this past quarter due to Steve Fester leaving MetroGIS. Support of this program will be among the top priorities of the individual selected to fill this position. Hopefully, this program can be reinstated by August 2006.

ATTACHMENT A

DRAFT SPECIFICATIONS DATAFINDER CAFÉ UPGRADE PROJECT MAY 2006

Requirements for MetroGIS Custom Work

Latitude Geographics understanding of MetroGIS's functional requirements includes the following additions to the Geocortex IMF. Items 1 and 2 are to be delivered as functionality in the Geocortex IMF Extraction Extension. MetroGIS has agreed with Latitude Geographics to pay 50% of the cost of the extension (\$1250 US) to 1) incorporate these features into the extension and 2) purchase the extension.

1. Bundle Downloading Tool development

Allow a user to select one or more individual layers for download (shapefile), subset the dataset by area, and then bundle all the extracted datasets into **one** ZIP file.

- Layers will be chosen individually from a list, or by the option 'include all visible layers'.
- User will define an area by which to subset the dataset(s) by one of the following methods:
 - Specify a rectangular bounding box or use the visible extent bounding box
 - Digitize an ad hoc polygon
 - Optionally use a polygon from an existing layer (This would be nice feature, if possible, but may be beyond the scope of this custom work. Also, extracting from complex layers using a complex polygon may not be feasible using the ArcIMS Extract Server).
- Individual features selected for download should **not** be clipped to the bounding box – rather the complete feature should be extracted.
- These individual extracted layers will then be zipped up together into one file for download by the user.
- Output data will be ESRI Shapefile format.
- Output data will be in the same projection as the data is stored in – **no** re-projection during download.
- The shapefile projection file (.PRJ file) for each layer should be included in the download bundle.
- Select by attribute would be nice but is out of scope for the first version.
- All output data to be included into one zip file for download as a single output file.

Mapservices:

- Data will be extracted direct from the ArcIMS extract server, **not** using Safe Software's SpatialDirect or ESRI Data Delivery Extension.
- The site has up to 200 layers of data available for download, which may be unreasonable to extract from one ArcIMS mapservice – so MetroGIS may choose to have the data be extracted from one or more different map services than the "viewable" map service, as is allowed by Geocortex IMF. If this is done, the resulting download bundle should only be one zip file – where all the selected layers for download are included in the bundle regardless of which map services they are extracted from.
- The input data for the map service(s) may come from shapefiles and/or SDE.

Extraction Extension

- This bundling capability will be included in the Geocortex IMF Extraction Extension and its future releases.

2. Append Metadata and other files to ZIP file bundle

During the download of the layer data additional files that are identified in a lookup table will be appended to the resultant ZIP file. The additional files may include, but are not limited to, metadata files, DBF, HTML, PDF, XLS or DOC files.

- Each layer may have zero, one or many files associated with it, and so this requires that the relationship between the layers and files must be defined and stored in a table or config file. It might be appropriate to store this in the layer-config.xml - perhaps another XML entity in the layer definition like <layer-download-uri> ... path ... </layer-download-uri>. If this is a file, start with 'file://', if a Web doc, use

'http://' etc. Whatever the storage method, it must be easy to update this in an automated manner by MetroGIS. For example, a stand alone XML file or database table would be best, because we could automate the generation of this without having to embed it within another file.

- The files for any given layer may contain various paths or locations. The files would be web accessible files - paths would likely be by path/folder on the same server as IMF for simplicity and to reduce traffic through the WebServer. These files would not be located in the IMF file structure.
- MetroGIS will build and populated the lookups, and Latitude Geographics will provide documentation on the proper syntax and requirements for the config files and/or the database table structure required.
- This will work in coordination with the bundling customization (1) listed above. If more than one layer is bundled into the zip file to be delivered, all the layers associated files will also be included in the zip file.

Note that other IMF users have expressed interest in this functionality. There is traffic about this in the Moxi Media Discussion Forum at

<http://www.moximedia.com/cgi-bin/discus/board-auth.cgi?file=/29/1511.html>

Extraction Extension

- This capability to append additional files into the zip file bundle will be included in the Geocortex IMF Extraction Extension and its future releases.

3. Geocortex Statistics Customization

This custom work is to expand the Geocortex Statistics Reports to include information about layers that are being extracted and downloaded by users. The specific requirements are:

- Configure Geocortex Statistics to provide information in a report about the layers that are being downloaded and bundled.
- These statistics will be made available in the same manner as the other statistics – providing layer name, download summary, summaries by month and date, etc.

Development and Delivery

All development will be done on Latitude Geographics Group Ltd. servers, and delivered to the client with instructions for installation and configuration. There will be no VPN access to the Minnesota servers.

Intellectual Property Rights

At the request of Alison Slaats, the developed functionality for bundled layer downloading and the appending of metadata and other files (items 1 and 2) will be made available to the core software for other licensees to take advantage of. This request is based on the understanding of the Latitude Geographics Group Ltd. open Intellectual Property model. MetroGIS are satisfied that this requirement will be met if the functionality is rolled into the Extraction Extension.

The customizations will be developed in such a manner that they will be compatible with future releases of Geocortex IMF, the Geocortex Extraction Extension and the GeoCortex Statistics ensuring that MetroGIS will not need additional custom work to maintain the functionality.



Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: June 14, 2006
(For the Jun 28 meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) METROPOLITAN COUNCIL EVALUATION OF METROGIS

The Workgroup of the Metropolitan Council charged with evaluating the cost-benefit and relevance of MetroGIS's efforts to the Council's needs has completed its review. Policy Board Chairperson Reinhardt and Policy Board Member Pistilli were both members of the five-person workgroup. The Workgroup's recommendations were considered by the Council's Community Development Committee the afternoon of June 19th. Full Council consideration is tentatively scheduled for the afternoon of June 28. The meeting begins at 4 p.m. The Committee's recommendation includes a resolution to memorialize the value of MetroGIS to the Council. No changes are currently recommended to MetroGIS's current organizational structure or operations. Copies of the Workgroup's report to the Council are available upon request by contacting Mark Vander Schaaf at 651-602-1441 or mark.vanderschaaf@metc.state.mn.us.

B) METROGIS 2005 ANNUAL REPORT

MetroGIS's 2005 Annual Report was distributed in April to upwards of 1900 individuals (600+ by mail and the remainder via the Internet). The report and the accompanying information brochure are available at http://www.metrogis.org/about/annual_reports/index.shtml.

C) PRESENTATIONS / OUTREACH / STUDIES *(not mentioned elsewhere)*

1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter

No articles were submitted for the Spring 2006 issue. However, an e-announcement for the June 1st forum, "Imagining Possibilities: The Next Frontier for Geographic Information Technology" was distributed via the GIS/LIS Consortium network.

2. Presentations

Mark Kotz, lead support to the MetroGIS Address Workgroup, was invited to provide a keynote address at a national Addressing Conference April 10-12th in Nashville, Tennessee. Professionals from many disciplines who utilize address data in their day-to-day decision making attend this annual conference. The entire conference is devoted to discussing ways to improve address data and related technology, in particular, for emergency response.

D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. MnDOT has launched a new web-based Interactive BaseMap. It can be accessed at <http://www.dot.state.mn.us/maps/gisweb/>. Contact Joella Givens at 651-582-1730 or joella.givens@dot.state.mn.us.

2. **\$75,000 National Spatial Infrastructure Grant (NSDI) Grant Awarded:** Project scope: This project aims at improving the ability of local government agencies to deliver enhanced public access to GIS data through the development of client applications providing a consistent look and feel across multiple agencies and jurisdictions. This will be accomplished through the use of an open source software model, which will make the development of specific web-based GIS applications very cost-effective.

The Project Collaborators are: Dakota County, Metropolitan Mosquito Control District, Metropolitan Airports Commission, State of North Dakota - Information Technology Department, Houston Engineering, Inc., Stephen Lime - MapServer Creator & Developer, Bob Basques - MapServer Integration Development, and Community GIS Technical Committee (Fargo-Moorhead Area GIS Collaborative). Richland County, ND will serve as the project administrator.

The MetroGIS Policy Board, at its January meeting, authorized Chairperson Reinhardt to sign a letter of support, on its behalf, for this project (see Attachment A). Thirteen other organizations also submitted letters of support, including Anoka, Carver and Washington Counties, Minnesota and North Dakota Associations of Assessing Officers, University of Minnesota College of Natural Resources and Institute of Technology, American Society for Photogrammetry & Remote Sensing, and several out state Minnesota counties.

3. **\$50,000 NSDI Grant Awarded:** Project Scope: This project is for strategic planning to define an appropriate organizational structure for the Minnesota Spatial Data Infrastructure (MSDI). The project is guided by the Strategy Planning Committee of the Governor's Council on Geographic Information. Fred Logman is the project manager.

E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. **Digital Elevation Model (DEM) Presentation at NACO National Conference**

Chairperson Reinhardt, in cooperation with David Claypool, Ramsey County Surveyor, made a presentation at the National Conference of the National Association of Counties. The title was "Partnerships in Action" and topic Minnesota's statewide DEM initiative. For more information and a copy of the presentation, contact David Claypool (651-266-7170 or david.claypool@co.ramsey.state.mn).

2. **2006 Doctoral Dissertation, entitled "Developing Geographic Information Infrastructures: The Role Of Information Policies":** The author, Bastiaan van Loenen, utilized MetroGIS as one of five international case studies to compare and contrast their respective efforts with regard the answering his research question "What role do access policies play in the development of a geographic information infrastructure?" The author concludes that geographic information infrastructures mature through a four phase process: Stand alone/initiation, Exchange/standardization, Intermediary, and Network. A rubric is provided that defines the characteristics associated with seven maturity "issues" (p. 300). MetroGIS's characteristics fall mostly into the "intermediate" phase, as its standing is not formalized in legislation. The author offers insight into the consequences of fee for access policies, alternative fee models that focus on value added approaches, and public value possible if all producers, public and non-public, could reach agreement to coordinate production of commonly needed data. The author's research appears to offer valuable food for thought for the MetroGIS next Business Plan Update process and possibly for the Council's evaluation of MetroGIS (Agenda Item 7a).

3. Draft National Street Address Data Standard in Second Review Phase

The MetroGIS Address Workgroup's efforts to define a data standard for a regional Occupiable Units Address Dataset has played a substantial role in the national street address data standard that is being developed through the URISA (Urban and Regional Information Systems Association) under the auspices of the FGDC (Federal Geographic Data Committee). Supporting organizations are NENA (National Emergency Numbers Association) and the U.S. Census Bureau. The national standard completed its second review period in January. Mark Kotz, staff to the MetroGIS Workgroup, has participated on the development team for the content portion of the national standard. Kotz monitored the national discussion and comments from the second review period. In conjunction with the Address Workgroup, Kotz proposed some minor modifications to the standard. These changes are being accepted and will be incorporated in the next draft.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The standard is expected to be formally submitted to the FGDC in May of 2006, after which it will be made available for a broader FGDC national review. This standard will be used with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset. Specific E-911 and USPS profiles of the standard are under consideration. *(Submitted by Mark Kotz)*

4. McMaster Appointed to National Research Council (NRC) Mapping Science Committee

Bob McMaster has been appointed to the Mapping Science Committee at the National Research Council, National Academy of Sciences. McMaster is chair of the Geography Department at the University of Minnesota and a frequent workshop instructor at GIS/LIS Conferences. His background is in cartography and he is a recognized leader on the topic of generalization. His current research is focused on providing online access to and analysis of historical Census data; the \$5 million NSF-funded National Historical Geographic Information System project. He has been active in UCGIS, the International Cartographic Association, and the Cartography and Geographic Information Society (CaGIS). For more information, see <http://www.geog.umn.edu/Faculty/McMaster.html>.

The Mapping Science Committee has the responsibility for furthering knowledge and advising the federal government on matters related to GIS. It has produced a series of useful reports that included establishing the NSDI and critiquing the "The National Map". McMaster joins Shashi Shekhar (Computer Science) as a second member from the University of Minnesota. This is quite unusual, since there are only 14 members and only half from academia. This large representation from Minnesota is testimony to the strength of GIS at our local institution.