



September 13, 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

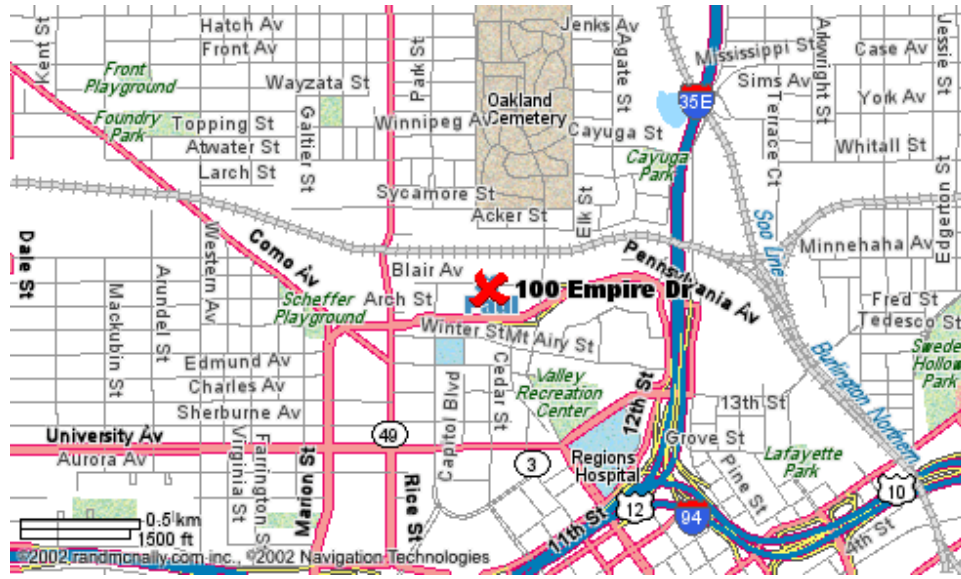
	<u>Page</u>
1. Call to Order	
2. Approve Agenda	<i>action</i>
3. Approve Meeting Summary	
a) June 28, 2006	<i>action</i> 1
4. Summary of July 19 Policy Board Meeting	9
5. Action and Discussion Items:	
a) Strategic Directions Workshop Preparations	<i>action</i> 10
b) 2007 Budget and Major Program Objectives	<i>action</i> 18
c) Regional Emergency Preparedness Solution – Evaluation Plan	<i>action</i> 27
d) GIS Demonstration for October Policy Board meeting	<i>action</i> 28
e) TAT Review – Federal Enterprise Architecture, Geospatial Profile V1.1	30
6. Project Updates:	31
a) Business Plan Update (Phase II “Beyond Government Users” input initiative)	
b) 2006 Regional GIS Projects	
c) MetroGIS DataFinder Café – Upgrade Project	
d) Quarterly Performance Measures Anomaly Report	
e) Priority Business Information Need Solutions and User Satisfaction Forums	
f) County Data Producer Workgroup Activities	
7. Information Sharing:	37
a) Testimonial – U of M	
b) Presentations / Outreach / Studies	
c) Metro and State Geospatial Initiatives Update	
d) Federal/National Geospatial Initiatives Update (Blue Book)	
e) Other News	
8. Next Meeting	
December 13, 2006 (Election of Officers)	
9. Adjourn	

Mission Statement

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

How to find the MCIT Building:

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



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

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

If you are traveling on I-35E Northbound -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Southbound -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the left.

See www.mcit.org for more information

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Board Room
June 28, 2006

1. CALL TO ORDER

Chairperson Read called the meeting to order at 1:05 p.m.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Steve Lorbach (AMM: core cities - City of St. Paul); *Counties:* John Slusarczyk (Anoka), Scott Simmer (Hennepin), David Claypool (Ramsey), and Jane Harper (Washington); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* David Bitner (Metropolitan Airports Commission); Gordon Chinander (Metropolitan Emergency Services Board), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota and Jessica Horning (Greater Minneapolis Day Care Assoc.); *Special Expertise:* Brad Henry (URS Corp.); *State:* David Arbeit (LMIC), Joella Givens (MN/DOT) and Robert Maki (DNR); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics:* Chet Harrison (CB Richard Ellis); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Dave Drealan (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), Jim Hentges (Scott); *Schools:* Dick Carlstrom (TIES); *Utilities:* Al Laumeyer (CenterPoint Energy).

Visitor: Fred Logman (LMIC & Governor's Council on Geographic Information and (XXX intern with MAC)

Support Staff: Randall Johnson and Polly Townes (MetroGIS Staff Support Team) and Mark Kotz (Metropolitan Council)

2. ACCEPT AGENDA

Givens moved and Simmer seconded to approve the agenda. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Arbeit moved and Maki seconded to approve the summary for the Committee's March 29, 2006 meeting, as submitted. Motion carried, ayes all.

4. Policy Board Meeting:

Vander Schaaf briefly commented on the process that the Council has engaged in over the past 15 months or so to evaluate MetroGIS's value to the Council and that the conclusion of the workgroup charged with the evaluation is that MetroGIS is a cost effective mechanism to obtain data it needs from others and that its existence is providing value to the entire community. Vander Schaaf explained that the specifics of the evaluation and the proposed recommendations were shared with the Policy Board at the April 19th meeting. The Board fully accepted the recommendations, the two most prominent being that the Council adopt a resolution ratifying continuing support of MetroGIS and that Council leadership communicate with state agencies the Council's preference that collaborative environment sustained via MetroGIS also be pursued statewide. He concluded his comments by stating full Council approval of the recommendation was scheduled for that afternoon. (Editor's note: The full

Metropolitan Council unanimously approved its workgroup's recommendations as proposed. To review the agenda packet [click here](#))

Chairperson Read commented that by Professor Shashi Skekar's Technology Demonstration, in which he demonstrated how he used utilized GIS technology to automate emergency preparedness planning, was outstanding and encouraged the members to review the presentation slides that are linked to from the meeting summary.

5. ACTION AND DISCUSSION ITEMS

a) 2006 Regional GIS Project Proposals – Final Review

Chairperson Read explained that Hennepin County had decided to withdraw their proposal leaving two proposals for the Committee's consideration. Reminded the Committee that its role is to offer advice to the Metropolitan Council, which funds the Regional GIS Project Program, regarding each project's merit in terms of addressing a regional geospatial need and to the extent possible a funding strategy that maximizes the benefit from the funds available. She then invited a representative from each proposal team to summarize their proposals and to address questions that the Proposal Review Workgroup had posed to them.

Project B – Architecture to support an “Application Finder”

Bitner made an introductory statement to explain that, in accordance with the Committee's comments and suggestions offered at last March's meeting, the proposal has become more focused and that LMIC has agreed to serve as the custodian for the proposed tool to enable sharing of web-based services and related technology. Arbeit then summarized the proposal as outlined in the information provided in the agenda packet.

Arbeit noted that LMIC stepped forward to play a key role in this project because it aligned well with a vision which has been endorsed by the Governor's Council on Geographic for a Minnesota Geospatial Architecture that is service-oriented. The goal is to enable services created and hosted by a variety of organizations to be located and utilized on an ongoing basis by other organizations in their day to day operations. To accomplish this vision, a “broker” is required, which would “certify” “best of breed” service availability and through both manual and automated means link available services with users desiring a particular service. The current proposal seeks to develop this “brokering” mechanism. Arbeit noted that the current proposal is more aligned with the vision for a statewide MN service-oriented architecture than the initial concept offered by Bitner but explained that adjustments have been made to the previously defined vision to provide the functionality outlined by the concept proposal and, in general, needs important to the MetroGIS community. He then explained the specific functions as stated in the proposal, noting that the goal is that the broker mechanism is to include at least two operational services in addition to an image service that has been developed by LMIC, and explained that the requested \$20,000 in funding would leverage around \$30,000 in resources from others.

Arbeit concluded his comments by emphasizing that the project team views this project as a valuable demonstration for a strategic component of the statewide vision for a services oriented geospatial architecture

Chairperson Read thanked the proposers for their comments and then asked for clarification as to who will manage/construct the “broker” mechanism. Arbeit commented that LMIC will manage the project and Bitner will be a main contact for insuring that the MetroGIS community's needs are clearly understood and a means of regular feedback is sustained. He

also commented that regular reporting to the Committee will be a priority. He also emphasized that for the broker mechanism to be successful, stakeholder participation is essential, just as stakeholder participation has been essential to the success of DataFinder and the state's geospatial data clearinghouse.

In response to a question from Vander Schaaf, regarding the need for relevance to the MetroGIS community for the web services that would be supported, Arbeit explained that this proposal involves development of the service discovery and access mechanism and not the services themselves. The Staff Coordinator offered a suggestion that if the "broker" mechanism is created, an activity of MetroGIS, possibly for discussion at the Strategic Directions Workshop, could be to foster web services that run in conjunction with endorsed regional datasets to address priority common information needs yet to be fully addressed. Maki concurred noting that the goal is to create an environment to enable leveraging of existing resources in a robust way that does currently exist in the application world and that builds upon the successes that MetroGIS has had to date in the data sharing world. He concluded his comments by stating he is excited about this opportunity for MetroGIS to play a substantive role in the evolution of a statewide service-oriented architecture given the mature collaborative environment that exists in the MetroGIS community.

In response to a question from Chinander whether fees will be involved in accessing the services, Arbeit clarified that the individual web services will remain the property of the organizations that create them and that they will retain control over access rights and policies, just as data producers currently maintain control over access rights for geospatial data for which metadata are posted on DataFinder and other data clearinghouse/distribution mechanisms. All interests which produce geospatial web service will be welcome to advertise their services via the proposed broker, as is the current policy regarding data searchable via DataFinder. As for the "broker" mechanism itself, Arbeit stated there will be no fees for searching or obtaining access to service through it. LMIC, serving in its role as the "broker" custodian, will also encourage no charge for services.

Chairperson Read commented that at last November's forum non-government interests were excited to learn they could publish data via DataFinder. She offered that extension of this policy to the proposed "broker" mechanism will be another important step towards fostering partnering opportunities valuable to addressing common information needs not yet addressed.

Chinander asked if the project team had a sense of the number of interests that use the "broker". Five of the Committee members indicated they each currently have services that they would contribute. Arbeit briefly summarized a survey that is in progress to define the current landscape of services and to document those underdeveloped and planned. Chairperson Read commented that the proposal is consistent with "big ideas" heard at the June 1 forum and commented that the existence of the proposed broker is necessary to realize the possibilities shared at the forum. The group concurred.

Motion: Chinander moved and Givens seconded to recommend that the Policy Board find that his project has merit as a Regional GIS project, satisfies each of the established criteria, and that the requested \$20,000 is reasonable and justified. Motion carried, ayes all.

Project D –Needs Assessment for Regional Occupiable Units Web Editing Application

Mark Kotz, lead staff for the Address Workgroup, began his comments by noting that the vision for a regional occupiable units database was adopted by the Policy Board in April 2005 and that since that time the Workgroup has facilitated the development of addressing standards consistent with the emerging national standards. A pilot was conducted to test the effort needed to convert stakeholder address databases to standards proposed for the regional database and the results showed the process is sustainable. The issue is what about the smaller communities which do have the support resources of the larger communities? Kotz stated it is these communities that are the focus of the this proposal, as the Workgroup has recognized that a key challenge to realizing the vision will be to establish a cost-efficient means to capture address data at the time of its creation by these smaller communities.

Kotz noted the Workgroup’s current thinking is that a direct (web-based) data capture tool is the most promising option but the Workgroup would prefer to conduct an analysis to clearly define functionality that would be valuable to the producer to incentivize their participation. Kotz provided an example that many of the smaller communities often do not have the capacity to create and maintain address maps so they outsource or rely upon paper working maps maintained individually by multiple departments. He noted that if the proposed web based data capture application included a utility to easily create address maps and other products they identify in the proposed study, that the smaller communities would elect to integrate the proposed tool into their daily operations.

Kotz then commented on the application itself and the questions posed by the Application Review Workgroup:

- \$21,000 is requested to hire a consultant; the methods would be defined by the consultant in collaboration with the Address Workgroup,
- Value of leveraged resources is difficult to estimate because many interests will contribute and/or benefit – time contributed by 21 workgroup members, staff time, time contributed by individuals involved in the formulation of the National Address Standards, organizational efficiencies gained as the result of the application one implemented, etc.
- Compliance with the regional address standard will ensure that data captured by means other than the subject web-based application will be interoperable with address data captured via the proposed application.

Harper suggested, and the Committee concurred, that the deliverable should be expected to suggest other options to capture address data from small communities if the proposed web-based application is determined to be unrealistic.

Harper also asked if it would be viable to skip the proposed needs assessment and go directly to application development. After some discussion, the group concurred with Maki’s comment that a “needs assessment” is important to identifying the benefits important to the business case and to establishing a viable project scope. The group also concurred that some form of prototyping was desirable to demonstrate capability and facilitate identification of additional functions desired by small communities. It was agreed that the demonstrating of capability is important and that the evaluation should include some form of visualization mechanism but not necessarily a functioning web interface.

Harper and Rowekamp encouraged the project team to utilize the proposed assessment as an outreach opportunity to build enthusiasm for the product but also cautioned not to build false expectations. Harper noted that the focus is on “inputs” and asked if the user’s needs are understood. Kotz responded that the user’s needs were the focus of the standards development process.

The term “needs assessment” was questioned by Arbeit given that a “vision statement” has been adopted. The group concurred that the proposed web-based tool is a means to achieving the vision and that the need for the specific tool is the focus, not the general vision, for a regional occupiable unit address database.

Wakefield spoke in favor of the needs assessment proposal, noting that from her experience working with small communities, that even with limited staff if the benefit/internal need (e.g., public safety) is well understood, time will be made to participate.

Motion: Craig moved and Givens seconded to recommend that the Policy Board find that his project has merit as a Regional GIS project, satisfies each of the established criteria, and that the requested \$21,000 is reasonable and justified. Motion carried, ayes all.

b) MetroGIS Major Program Objectives: June-December 2006

The Staff Coordinator summarized the listing of projects presented in the agenda materials. He commented that a formal 2006 work plan has not been adopted for MetroGIS and that the Policy Board had agreed last fall that projects in process should be the focus until the Metropolitan Council concluded its evaluation of the value of MetroGIS to its operations. He further noted that this listing of projects for the remainder of 2006 is before the Committee for ratification with the assumption that the Metropolitan Council will adopt that afternoon a recommendation before it to continue supporting MetroGIS with no change to the funding or organization structure currently in place.

Claypool asked about the status of securing staff support for Item 7- Performance Measurement Program. Vander Schaaf commented that the Council is in the process of filling the position that will support this activity and is hopeful that the individual will be on staff by late July, early August.

Motion: Bitner moved and Henry seconded to recommend that the Policy Board ratify the work program activities presented in Attachment A as major priorities for the remainder of 2006 or until the Strategic Directions Workshop, if they are modified at that time. Motion carried, ayes all.

c) Strategic Directions Workshop Preparations

Chairperson Read commented that two important activities in preparation for the Strategic Directions Workshop have been essentially completed (June 1 Possibilities Forum and November 15, 2005 Non Government Interests Forum) and that attention now can shift to refining the objectives and logistics for the Workshop. The discussion then focused on reflecting on the June 1 forum and establishing workgroups to complete the preparations

June 1 Forum Wrap Up: In response to a question from Chairperson Read, the members concurred that they thought the June 1 Imagining Possibilities Forum was a success. Chairperson Read commented that she is glad to see that this community will be closer to

realizing several of the “possibilities” shared at the forum if the two Regional GIS Projects discussed at this meeting are successful.

Craig commented that Michael Liebhold has authorized one copy of his presentation to be downloaded provided it is posted on the Internet. He suggested, and the Committee concurred, that the Staff Coordinator download it, send it in its entirety to the members for their internal use, and obtain permission from Liebhold to use a few of the slides in the summary document. Craig also encouraged the other members to submit their notes to staff on any “big ideas” they heard at the June 1 forum that have not been sufficiently captured in the draft summary document.

Non-Government Perspective Forum

The Staff Coordinator reported that now that the June 1 Forum is completed, the final phase of the process begun with November 15, 2005 can begin. The next phase will involve scoping out the details and implementation strategies for several of the 45 partnership ideas identified at the November 15 forum. Staff informed the Committee that 10 or so of the forum participants indicated interest in serving on a workgroup to accomplish this task. The expectation is that this task can be completed by mid September.

Strategic Directions Workshop Preparation Workgroup

Chairperson Read called for volunteers to serve on a workgroup to refine the objectives and logistics for the pending Workshop. Harper suggested that the members should represent as many perspectives as possible – user/producer as well as the various government types and sectors. The following members volunteered: Vander Schaaf, Harper, Arbeit, Read, and Gelbmann. Chairperson Read noted that those from sectors not yet represented may receive an invitation to participate as the effort moves forward.

d) Modification of Operating Guidelines – Decisions Between Meetings

Chairperson Read briefly summarized the history of the proposed changes, the most recent being a request from Chairperson Reinhardt to investigate options that are consistent with conventional quorum requirements as defined by Robert’s Rule of Order.

Craig and Givens spoke in favor of the proposed two-step voting process – appropriateness then substance. The only modification suggested to the language presented in the agenda materials was to convert from a specified number to a percentage for the threshold that determines whether a topic is appropriate or not for an E-vote. The consensus was to replace the “2-member” requirement with “10 percent or more” of the membership in the fourth bullet.

Motion: Harper moved and Givens seconded to recommend that the Policy Board amend the MetroGIS Operating Guidelines to authorize decisions between meetings via E-voting, as stated in the proposal dated June 12, subject to changing “2-member” threshold for determining whether an E-vote is appropriate to state “ten (10) percent or more of the membership”. Motion carried, ayes all.

e) Technology Demonstration – July Policy Board Meeting

As options for the July Board meeting, the group discussed demonstrating the Pictometry product (and its relationship to orthoimagery and GIS technology in general) or an explanation of MN Geospatial Architecture Plan. It was agreed the MN Geospatial Architecture Plan would be the most appropriate at the July meeting, given its relevance to a

Regional GIS Project proposal, the Metropolitan Council's affirmation of MetroGIS's value and directive to speak with state agencies about fostering collaborative opportunities with the state, and the request by Chisago County to join the collaborative environment created by MetroGIS, each of which is an agenda topic at the July Board meeting. Arbeit and Maki agreed to the Committee's request to make a presentation about the Governor's Council on Geographic Information Geospatial Architecture Plan for MN at the July 19 Policy Board meeting.

The Staff Coordinator was directed to contact Dakota County, which has an operational Pictrometry capacity, and ask if they would be interested in demonstrating this capability at the October Policy Board meeting. Craig commented that Knippel submitted an article for the GIS/LIS Consortium newsletter that provides a nice description of benefits associated with the Pictrometry product.

f) Chisago County – Request to Join MetroGIS

Chinander summarized the material in the agenda materials with regard to Chisago County's interest in leveraging/joining MetroGIS's collaborative environment, which raises the general question of how best to address accommodating data sharing with jurisdictions that border the seven county area. This matter has arisen because Chisago County will mostly likely be joining the Metropolitan Emergency Services Board.

The Staff Coordinator commented that sharing of data, knowledge and related geospatial resources with collar counties has been a goal for sometime but that this goal can be accomplished without modifying MetroGIS governance structure (adding voting members) or expanding the parties to formal agreements. This comment led to a short discussion about the role of the Governor's Council on Geographic Information to foster equity among standards and policies so that jurisdictions within the various geographic areas of the state can interact with one another with the need to expand already complex multi-party agreements.

Harper commented, and the group agreed, that this topic appears to be an appropriate discussion topic for the Strategic Directions Workshop. Givens concurred with Harper, noting that in a service-based architecture climate it will be increasingly important to look beyond the boundaries of the seven metro area counties to achieve the broader goal of MetroGIS being a component of coordinated statewide geospatial infrastructure. Vander Schaaf noted that the Metropolitan Council recognized that cooperation is needed with the adjoining counties because the issues surrounding its core functions extend beyond the Metro Area.

All agreed that dialogue to clarify Chisago County's needs and an evaluation of the pro and cons of meeting those needs is the appropriate first step to responding to this request. The Staff Coordinator was directed to develop a listing of responses to the question "What does it mean to be a member of MetroGIS (e.g., willingness to agree to common fee structures and access policies, honor the requirements of formal agreements and licenses - Regional Parcel and Regional Street Centerline datasets, actively participate in studies and activities designed to identify sustainable regional solutions to common information needs, maintain support custodial roles and responsibilities consistent with adopted regional policy)?

The Staff Coordinator was also directed to initiate a dialogue with Chisago County, in conjunction with Chinander, to clarify needs and preferences of Chisago County and to list these preferences accompanied by a statement of the current MetroGIS norm.

g) Federal Enterprise Architecture – Geospatial Profile Version 1.1

The group concurred with staff's suggestion to request the Technical Advisory Team to evaluate the subject document and offer a recommendation for consideration by the Committee at the September meeting as to what, if any, action MetroGIS should take in response to the policies and direction set forth in this document, in particular any issues/opportunities that are likely to be discussion points at the pending Strategic Directions Workshop.

6) PROJECT UPDATES

Chairperson Read called attention to two items – DataFinder Café Improvement Project and policy recommendations pending by of the County Data Producers Workgroup. It was agreed that the Updated Café should be demonstrated at the September meeting. Harper, Craig and Read summarized the Workgroup's progress on several policy amendments that are progress:

- Parcel data related:

- Allow publication of parcel data summarized to the block group or larger level of resolution,
- Allow no-cost license access to parcel data by non-profit interests,
- Allow view-only access to all components of the regional parcel dataset.
- Reject a request from the media to obtain free access via classification as an academic or a non-profit interest.

- Watershed District Jurisdictional Boundaries – Regional Solution

Harper briefly commented on BSWR hesitancy to serve as the regional custodian for this dataset. She and workgroup will be reviewing other options and hopefully will be in a position to make a recommendation to the Committee at the September meeting.

7) INFORMATION SHARING

There was no discussion of the items presented in the agenda materials.

8) ADJOURN

Henry moved and Givens seconded to adjourn at 3:10 pm.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator



TO: Coordinating Committee

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

SUBJECT: Summary of July 2006 Policy Board Meeting

DATE: August 24, 2006
(For the Sept 13 Meeting)

The following **major** topics were considered / acted on by the Policy Board on July 19. Refer to the meeting minutes at http://www.metrogis.org/teams/pb/meetings/06_0719/06_0719m.pdf for the discussion points.

GIS TECHNOLOGY DEMONSTRATION - What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?

Robert Maki and Fred Logman, members of the committee of the Governor's Council on Geographic Information (CGI) provided an overview of the Mn State GIS Enterprise Model. The presentation raised the need to clarify for the Board how the objectives of state geospatial initiatives compare with and relate to MetroGIS's. Board members were confused by the presentation and follow-up conversations have occurred to address the confusion. The good news is that it was very clear that the Policy Board has ownership in MetroGIS's accomplishments and objectives, demonstrating political legitimacy needed for long-term success.

Major Program Objectives - Remainder 2006

The Policy Board ratified the major work priorities for the remainder of 2006, as recommended by the Committee at its June 28th meeting.

Regional GIS Projects - Funding Recommendation

The Board recommended funding of both projects as described in the agenda materials as recommended for approval by the Coordinating Committee.

Time Extension - Policy for Unlicensed, View-Only Access to Regional Parcel Dataset

The Board affirmed its July 28, 2004 finding that a policy of unlicensed, view-only access to parcel data has merit for further consideration as a regional best practice and extended to July 19, 2007, its sunset provision to achieve county affirmation that the subject proposal is consistent with their respective requirements and needs.



TO: Coordinating Committee

FROM: Strategic Directions Workshop Oversight Team
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: MetroGIS Strategic Directions Workshop Preparations

DATE: September 1, 2006, 2006
(For the Sept. 13th Meeting)

INTRODUCTION

The Strategic Directions Workshop Oversight Team respectfully requests Coordinating Committee comment on the proposed strategy outlined below for hosting the pending Strategic Directions Workshop.

ROLE OF STRATEGIC DIRECTIONS WORKSHOP

The Strategic Directions Workshop is proposed to set clear direction for the Business Plan Update process, which is scheduled to begin immediately following the Workshop. The goal is to complete the Business Plan Update by April 2007 to enable folding of the recommendations into 2008 budget deliberations. Following the Business Plan Update project, the proposed 2007 Work Plan (Agenda Item 5d) also proposes a project to update the MetroGIS's Performance Measurement Plan to insure it is in lock step with the new Business Plan. The goal is to finalize the Plan and begin its implementation by October 2007.

SUGGESTED COMPONENTS - STRATEGIC DIRECTIONS WORKSHOP

• **OBJECTIVES:**

- Affirmation/suggested updates of MetroGIS guiding principles
- Provide clear direction for the Business Plan Update process concerning preferred priority activities for MetroGIS over the next 3-5 years, including identifying known obstacles that will need to be resolved to accomplish them. (See Attachment C for the challenges identified in the 2003-2005 Business Plan.)
- - Improved understanding of what stakeholders need to obtain from MetroGIS and are able to contribute to MetroGIS.
- **WHO:** 25-30 individuals. Members of Policy Board and Coordinating Committee supplemented by individuals with perspectives not sufficiently represented by the standing members.
- **WHEN:** November 2006
- **INPUTS:** See the Reference Section for information on November 15, 2005 "Beyond Government Users" Forum and June 1, 2006 "Imagining Possibilities" Forums.
- **PROCESS:** Facilitated and policy-maker friendly – with focus on the "What" and "Why" (collaborative opportunities) and "Should dos" (community priorities), not the "How". (The "How" "Who", and "When" will be the focus of the subsequent Business Planning process.)
- **FACILITATOR:** Strong facilitation skills. GIS expertise is not important. The objective is to achieve a very clear focus on strategic, policy level direction. Prefer minimal technical GIS expertise. Ability to distinguish between the "What" and "How" and when the "What" has been sufficiently defined.
- **SCOPING THEMES:** Several policy themes have been identified by the current and previous Oversight Teams as having strategic importance to MetroGIS identity and perceived value. They are as follows in suggested relative order of importance:
 - Guiding philosophy (What changes, if any, are desired to the MetroGIS's underpinning principles?)
 - Are we done? Do we just maintain what we have in place or are there more opportunities to explore?
 - Regional geospatial data solutions to common needs (Should solutions continue to be pursued for unresolved common information needs?)
 - Beyond regional data solutions (Should MetroGIS identify applications and opportunities that should be addressed in the Business Plan? Should MetroGIS foster collaborative solutions to common application/web services needs?)

- Competencies (What resources are needed to maintain the status quo? To go beyond the status quo?)
- Stakeholders and Non-traditional users (What interests should MetroGIS serve? What deliverables are needed by stakeholders to remain engaged? What are stakeholders able to contribute to MetroGIS? What role should MetroGIS play in [serving?] policy making regarding information access by (a) interests other than local and regional government, i.e. non-profits and/or private sector and/or state or federal government; (b) users in fields beyond community development and environmental services; and (c) less technically-inclined users, who are increasingly able to utilize GIS due to improvements in technical tools?)
- Do we need to change how we do business, how we get things done?
- Geographic extent (How should MetroGIS work with interests beyond the seven county Metropolitan Area (e.g., collar counties) – directly or by promoting needed collaboration policies through Mn Governors Council on Geographic Information and other relevant institutions?)
- Intellectual/Digital Property Rights (What role should MetroGIS play to set standardized best practices/ intellectual rights policy related to derivative datasets, access to data and information via the Internet, etc?)

RECOMMENDATION

That the Coordinating Committee comment on the suggested strategy to prepare for the pending Strategic Directions Workshop.

REFERENCE SECTION

A) Strategic Directions Workshop – Oversight Team

On June 28, 2006, the Workshop Planning Team was created by the Coordinating Committee. The following members volunteered to participate: Nancy Read, Jane Harper, David Arbeit, Mark Vander Schaaf, Rick Gelbmann.

B) Preliminary/Preparation Events

- 1) June 1 *Imagining Possibilities Forum*: The final summary of the forum is available at http://www.metrogis.org/specialevents/techpossibilities/Draft_Summary_Report.pdf. The “big ideas” shared at this forum will be used to facilitate discussion of strategic initiative that MetroGIS should pursue over the next few years.
- 2) Beyond Government Users - Partnering Opportunities. The Phase II Workgroup began its efforts on August 8. The goal is to complete the Phase II complete by early fall. The group’s objective is to develop a proposal to the Coordinating Committee for several “most promising, achievable” partnering opportunities. The group is charged with maturing ideas identified at the forum on November 15, 2005 at which 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 summary document can be viewed at

http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf.)

The MetroGIS Policy Board endorsed the following principles at its January 2006 meeting for the prospective partnership idea proposals:

- 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.

C) 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-generation plan, the Coordinating Committee created a workgroup in March 2004 to oversee the process. That group had 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 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 the benefits of MetroGIS to its needs. 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. (Editor’s note: the Council completed its internal evaluation with the adoption of a Resolution on June 28, 2006 that is supportive of MetroGIS and its current structure. For more information see

http://www.metrogis.org/about/affiliations/index.shtml#met_council .)

MetroGIS's leadership also encouraged (in February 2005) 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/workshop 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/workshop 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):

- a) Implement regional solutions for priority common information needs (e.g., data, web services and applications),
- b) Support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and
- c) 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 12 2004 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?)

ATTACHMENT C

Summary of Challenges Most Recent MetroGIS Business Plan (2003-2005)

Challenges Related to Ongoing work

1. *To ensure that common information needs continue to be accurately identified and appropriately met.*
2. *To continue to develop, maintain, and promote regionally endorsed data that meet the priority common information needs of stakeholders.*
3. *To engage data producers in determining efficient and effective ways to fully utilize existing data discovery and distribution tools developed through MetroGIS (i.e. DataFinder).*
4. *To continue to address data producer issues and user preferences so that barriers and impediments to effective distribution of data are minimized.*
5. *To maintain a high level of involvement in regional data sharing activities that accomplish the MetroGIS mission.*
6. *To work effectively with organizations within and outside the seven-county region, including surrounding counties, and state and national organizations, to develop and promote common policy and technical issues of mutual benefit.*

Related to Emerging Issues

1. *To determine effective solutions to meet non-profit and private sector needs for parcel data in a way that benefits both data producers and users.*
2. *To determine whether MetroGIS should expand its role to include fostering the sharing and/or development of geodata applications that respond to common user needs and that reduce support costs for data producers.*



TO: Coordinating Committee

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

SUBJECT: Preliminary 2007 MetroGIS Budget and Major Program Objectives

DATE: August 23, 2006
(For the Sept 13 Meeting)

INTRODUCTION

Preliminary Major Program Objectives and a Preliminary 2007 Budget for MetroGIS’s “Foster Collaboration” Function are attached for the Committee’s review and comment. Both proposals reflect a carry over of the status quo from the second half of 2006 until the Business Plan Update project is complete. At that time, adjustments would be pursued as needed.

The proposed preliminary 2007 major program objectives comprise a mix of business and strategic planning for the next five years, updating the Performance Measurement Plan, making substantive progress on regional solutions for several priority common information needs, regional policy-making related to enhance sharing of geospatial resources, and outreach.

Staff suggests that the Committee share its preliminary thinking with the Policy Board at the October Board meeting for comment and then submit more detailed workplan and budget recommendations to the Board for consideration at its January 2007 meeting.

CURRENT (2006) BUDGET AND PROGRAM OBJECTIVES

1. At its January 2006 meeting, the Policy Board was informed by the Metropolitan Council that its request for funding of MetroGIS’s “fostering collaboration” function in 2006 had been approved as requested by the Board: \$86,000 in project funding and around 1.75 FTEs of the staff support.

(Note: MetroGIS relies upon its partners to willingly support agreed upon roles and responsibilities pertaining to endorsed regional solutions and therefore these costs are not reflected in the budget. See Attachment C for a listing of the current custodial responsibilities.)

2. At its July 19 meeting, the Policy Board accepted the listing of program objectives presented in Attachment A for the remainder of the 2006.

MAJOR ASSUMPTIONS

1. The pending Strategic Directions Workshop is held in the 2006.
2. An agreement remains in place with each of the seven counties and the Council to provide access to the regional parcel dataset, without fee, by government and academic interests.
3. 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.

RECOMMENDATION

That the Coordinating Committee, offer a preliminary recommendation to the Policy Board concerning:

- 1) Preliminary 2007 major work program priorities (Attachment B)
- 2) Preliminary 2007 Budget for MetroGIS’s “Foster Collaboration” Function (Attachments C - E)

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*)
- 3) Regional Solutions to Common Information Needs Projects (workgroups)
 - Make substantive progress to achieve the April 2004 vision for the Next-Generation Regional Street Centerlines dataset (foundation for next-generation agreement with TLG)
 - Make substantive progress to achieve April 2004 vision for Addresses of Occupiable Units
 - Complete Jurisdictional Boundaries – Water Management Organizations
 - Emergency Preparedness Solution (Document Lessons Learned –Agree on a next steps plan)
 - Peer Review Forums - none.
- 4) Access Policies Related To Regional Parcel Dataset – (*County Data Producers Workgroup*)
Conclude recommendations for 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.)
- 5) Regional GIS Projects (*Lead support – as defined in the proposals*)
(Authorize projects that meet funding criteria and provide oversight/direction as appropriate.)
- 6) 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.)
- 7) Benefits Testimonial (*Lead support – Staff Coordinator*)
(Seek out 1-2 additional stakeholder testimonials to the benefits of MetroGIS’s efforts.)
- 8) 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.)
- 9) Business Plan Update Project – (*To begin immediately following the Strategic Directions Workshop*)

Attachment B

Preliminary Major MetroGIS Program Objectives 2007

- 1) Business Plan Update Initiative (*Workgroup, Lead support - Staff Coordinator*)
- 2) Performance Measurement Plan Update Initiative (*Workgroup, Lead support - Staff Coordinator*)
(*Begin immediately following adoption of the Business Plan Update project*)
- 3) Regional Solutions to Common Information Needs Projects (*Workgroups*)
 - Make substantive progress to achieve April 2004 vision for Next-generation Street Centerlines dataset
 - Make substantive progress to achieve April 2004 vision for Addresses of Occupiable Units dataset
 - Jurisdictional Boundaries - Water Management Organizations
 - Emergency Preparedness – Implement next steps to refine preliminary solution
 - Peer Review Forums – Existing Land Use, Socioeconomic Web Resources Page, Hydrology).
- 4) Access Policies Related To Regional Parcel Dataset – (*County Data Producers Workgroup*)
(*If not completed in 2006 - Conclude evaluations and decide regional policies concerning:*
 - “View-only” access via Internet to general public,
 - Non-profit interests access without fee other than as a 3rd party,
 - Redistribution of parcel data summarized to larger geography, and
 - Definition of “derivative” products and related digital rights.
- 5) Performance Measurement Reporting Program (*Lead support – MetroGIS staff*)
(*Produce quarterly anomaly reports and an annual report*)
- 6) DataFinder Enhancements– Phase II (*Lead support – MetroGIS DataFinder Manager*)
(*Investigate adding a security capability to support licensed data distribution via Café and modifications to the statistics reporting to restore capabilities lost when migration was made from code developed by Syncline.*)
- 7) Regional GIS Projects (*Lead support – as defined in the proposals*)
(*Invite and fund projects that meet funding criteria*)
- 8) Benefit Testimonials (*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.*)

ATTACHMENT C

Last Updated
August 22, 2006

Funding Balance Sheet				
MetroGIS's Foster Collaboration Function				
Revenue Sources		2005	2006	2007
		Approved	Approved	Proposed
Metropolitan Council Resources				
Dedicated Staff (1.65 FTE) ¹		\$112,000	\$113,100	\$114,800
Non-Staff Funds		\$86,750	\$86,000	\$86,000
Subtotal		\$198,750	\$199,100	\$200,800
Grant Funds:				
Awarded NSDI CAP Grant - Web Services Enhancements ⁽²⁾			\$15,941	
Proposed 2007 NSDI CAP Grant Application - Performance Measurement Plan Update ⁽³⁾				"?"
Subtotal		\$0	\$15,941	\$0
Other:				
Funds donated to MetroGIS from stakeholder data sales ⁽⁴⁾			\$700	
Subtotal		\$0	\$700	\$0
GRAND TOTAL		\$198,750	\$215,741	\$200,800
Notes:				
⁽¹⁾ "Dedicated Staff" refers to the MetroGIS Staff Coordinator (1 FTE) and the Technical Administrative Assist (about .65 FTE). In mid- 2006, an improved staff time coding system was implemented to improve tracking of time spent supporting MetroGIS activities. The Council's intent is to continue to provide the same level of support for this function as in 2006 but the FTE allocation may fluctuate slightly from the 1.65 FTE that has been estimated to be the level of support provided for past few years. Approved general salary increases of 1.5% for 2006 and 2007 are included.				
⁽²⁾ Grant received by MetroGIS to enhance DataFinder to support the Web Feature Service (WFS) Capabilities				
⁽³⁾ The announcement will be made on October 20, 2006. At that time, a decision will be made if the intended use and funding available consistent with MetroGIS's needs. If so, the application deadline is January 2007 with project awards being made in March 2007.				
⁽⁴⁾ As of July 31, 2006 a balance of approximately \$2000 in funds donated to MetroGIS existed. Policy Board permission is needed to spend these funds and the Metropolitan Council serves as the custodian for MetroGIS. Board permission has been granted to use up to \$700 for box lunches/facility rental in support of the pending Strategic Directions Workshop planned for late fall 2006 and to front end of up to \$2000 for reservation/downpayment expenses related to hosting the June 1 Imagining Possibilities Forum.				
Currently, there are no uses under consideration for a 2007 project, thus they are cited as a 2007 revenue source.				

ATTACHMENT D

<i>Last Updated: August 24, 2006</i>						
Preliminary Estimate for 2007 Expenses						
MetroGIS's Fostering Collaboration Function						
	2004		2005		2006	2007
Expense Category	Approved	Actual	Approved	Actual	Approved	Proposed
Dedicated Staff Salary and Benefits ⁽¹⁾	\$110,800	\$110,800	\$112,000	\$112,000	\$113,100	\$114,800
Non-Staff						
Professional Services/Special Projects	\$18,000	\$25,776	\$23,500	\$4,506	\$23,500	\$21,000
Data Quality/Access Enhancements	\$1,000	\$0	\$22,000	\$7,000	\$22,000	\$35,000
Data Sharing Agreement ⁽²⁾	\$49,000	\$49,000	\$28,000	\$28,000	\$28,000	\$28,000
Other Non-Staff Operating Costs	\$18,000	\$2,856	\$13,250	\$1,563	\$12,500	\$2,000
Total	\$196,800	\$188,432	\$198,750	\$153,069	\$199,100	\$200,800
<i>Non staff</i>	\$86,000	\$77,632	\$86,750	\$41,069	\$86,000	\$86,000
Notes:						
⁽¹⁾ Salary expenses are estimates and include 1.5% annual increases. Mid 2006, the Council implemented a new time coding scheme that is expected to provide better information about actual support needed to provide agreed upon deliverables.						
⁽²⁾ Compensate producers with roles and responsibilities for regionally endorsed data/applications and support data/application enhancements of significance to the MetroGIS community.						
Explanatory Comments:						
2004: Professional services expenses were higher than budgeted due to extended negotiations for Regional Parcel Data Sharing Agreement						
2005: Overall expenses lower than budgeted because Business Planning was postponed while the Council evaluated benefits received from MetroGIS.						
2006: The Council agreed to a continuation of the 2005 approved budget for 2006 while it was evaluating the benefits of MetroGIS. The interim 2006 budget was left intact following conclusion of the evaluation on June 28, 2006.						

ATTACHMENT E

MetroGIS Detailed 2007 Preliminary Expense Allocations

	A	B	C	E	F	G	H	I	J
1	(Estimates do not include staff support costs. Projects supported entirely by staff-only expenses are not included.)								
2	See the adopted work plans for all proposed activities.)								
3									
4	Several explanatory Notes, by cell, are provided following the table								
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2004		2005		2006	2007
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Actual Spent	Approved	Preliminary Request
7									
8	I. MISSION CRITICAL								
9		1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations							
10			a) Support Teams, Committees and Board						
11			i. Copying, postage, local travel, room rental, etc.						\$800
12			ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	\$15,000	\$22,276	\$20,000	\$1,751	\$20,000	\$21,000
13			b) Outreach						
14			i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	\$500	\$0	\$2,000	\$1,523	\$500	\$200
15			ii. Outsourcing of Content Development	\$3,000	\$3,500	\$3,500	\$2,755	\$3,500	\$0
16			iii. Copying, postage, local travel			See I-1(a)		See I-1(a)	See I-1(a)
17		2. Facilitate data sharing agreements and licensing among MetroGIS stakeholders (assist with custodian roles and enhancements to data quality and access) and fund enhancements to regional datasets	Establish long-term partnerships with producers of data important to addressing priority common information needs (data and applications) of the MetroGIS community for the purpose of collaboratively enhancing the quality of these data and improving access to them consistent with broad stakeholder needs.						
18			a) Regional Parcel Data Sharing Agreement (2004-2008)	\$49,000	\$49,000	\$28,000	\$28,000	\$28,000	\$28,000
19			b) Regional GIS Projects - that address a broad range of priority information needs. The Regional GIS Project principles adopted by the Policy Board (October 29, 2003) will be used to decide the allocation of funds among the variety of data producers and candidate projects critical to sustaining regionally endorsed solutions and to finance enhancements to regionally endorsed datasets.	\$1,000	\$0	\$22,000		\$22,000	\$22,000
20		3. Provide a directory of data within the regional and a mechanism for search and retrieval of GIS data. (The goal is to provide a single access point with information on how to search for sources of data.)							
21			a) Project Funds to enhance DataFinder functionality (Expand geographic search capability, develop applications/scripts, etc. to enhance & improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software), etc. Major redesign in Spring 2006. Supplemental needs that remain - security module to expand beyond FTP for parcels, extract of attributes, and user defined polygon extract.	\$10,000	\$0	\$8,500	\$7,000	\$10,000	\$13,000

ATTACHMENT E

MetroGIS Detailed 2007 Preliminary Expense Allocations

	A	B	C	E	F	G	H	I	J
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2004		2005		2006	2007
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Actual Spent	Approved	Preliminary Request
22			b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	\$2,500	\$2,800	\$0	\$0	\$0	\$0
23		4. Identify unmet GIS needs with regional significance and act on these needs							
24			a) MetroGIS data users forums and Business Information Need Peer Review Forums	\$500	\$0	\$500	\$0	\$500	\$500
25			b) Participant satisfaction survey	\$1,000	\$0	\$500	\$0	\$500	\$0
26			c) Seed \$'s for regionally significant projects	(See I-2)	(See I-2)	(See I-2)	\$0	(See I-2)	(See I-2)
27			d) Identify Second Generation Business Information Need Priorities	\$500	\$0	\$500	\$0	\$500	\$0
28		5) Develop and endorse standards for GIS content, data documentation, and data management for regional data sets. (In addition to normal operating expenses covered as committee expenses).		[Refer to III 1(a)]		[Refer to III 1(a)]		[Refer to III 1(a)]	[Refer to III 1(a)]
29			a) Negotiate agreements	(See I-2)	(See I-2)	(See I-2)		(See I-2)	(See I-2)
30			b) Facilitate compliance (training sessions, sharing best practices, etc)	(See II-3a)	(See II-3a)	(See II-3a)		(See II-3a)	(See II-3a)
31			SUBTOTAL (Does not include staff expenses)	\$83,000	\$77,576	\$85,500	\$41,029	\$85,500	\$85,500
32									
33	II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL								
34		1. Maintain MetroGIS world wide web site (not DataFinder)		\$0	\$16	\$0		\$0	\$0
35		2. Promote collaborative funding of pilot projects that meet regional needs		See I-2 and I-3(a)	and I-3(a)	See I-2 and I-3(a)		See I-2 and I-3(a)	See I-2 and I-3(a)
36		3. Fill gaps in metadata based on identified priorities							
37			a) Promote/facilitate development and maintenance of metadata & posting with DataFinder (including education forums and one-on-one contact)	\$250	\$0	See II-5 (c)		See II-5 (c)	See II-5 (c)
38		4. Maintain liaison relationships with committees/organizations with similar objectives to MetroGIS (e.g., Governor's Council on GI, county GIS user groups, MACO, NACO). See 6b for NSDI/GDA expenses.							
39		5. Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities							
40			a) Workshops for managers/policy makers to prepare for upcoming legislative session, training related to endorsed regional data solutions, etc.	N/A	N/A	N/A		N/A	N/A
41			b) Facilitate regionwide users groups/forums for knowledge sharing	\$2,000	\$40	\$500	\$40	\$500	\$500
42		6. Advocate for MetroGIS needs and desires with state and federal policy makers							

ATTACHMENT E

MetroGIS Detailed 2007 Preliminary Expense Allocations

	A	B	C	E	F	G	H	I	J
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2004		2005		2006	2007
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Actual Spent	Approved	Preliminary Request
43			a) Pursue authorities (legislation)/policies necessary to achieve MetroGIS objectives (organizational/data access & privacy/long term financing/etc.) (Decision in 1998 to rely upon in-house legal staff/grants)	N/A		N/A		N/A	N/A
44			b) Participate in non-local Workshops/Activities						
45			i) NSDI / I-Team etc. related activities not paid by host.	\$750	\$0	\$0	\$0	\$0	\$0
46			SUBTOTAL (Does not include staff expenses)	\$3,000	\$56	\$500	\$40	\$500	\$500
47									
48	III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE								
49		1. Create and maintain datasets for MetroGIS based upon identified priorities (i.e., to address 13 priority information needs endorsed by the Policy Board 5/97 as having regional significance. (All expenses covered in I-2. See work plans for specifics)							
50			a) Develop regional data sets	See Assumption		See Assumption		See Assumption	See Assumption
51			Business Plan Assumption: MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures						
52			b) Maintenance of Regional Datasets	See Assumption		See Assumption		See Assumption	See Assumption
53			Business Plan Assumption: Maintained by org/partnership with business need						
54		2. Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs		See I-2 and I-3(a)		See I-2 and I-3(a)		See I-2 and I-3(a)	See I-2 and I-3(a)
55			SUBTOTAL (Does not include staff expenses)	\$0	\$0	\$0	\$0	\$0	\$0
56									
57	IV. CASE BY CASE								
58		1. Develop master contracts for regional GIS projects, when appropriate		[See I(1), I(2) & I(3)]		[See I(1) and I(2)]		[See I(1) and I(2)]	[See I(1) and I(2)]
59		2. Endorse standards for telecommunication protocol and networks (AKA: create guidelines for getting electronic access to the information that is being shared)		\$0		\$0		\$0	\$0
60		3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS		(Staff function) See II(3) & (5)		(Staff function)		(Staff function)	(Staff function)
61		4. Undertake research to meet common regional GIS needs		(See I-4)		(See I-4)		(See I-4)	(See I-4)
62			a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures)	[See I(1)(a)(ii) & I(4)]		[See I(1)(a)(ii)]		[See I(1)(a)(ii)]	[See I(1)(a)(ii)]
63			SUBTOTAL (Does not include staff expenses)	\$0	\$0	\$0	\$0	\$0	\$0

Last Updated:
August 24, 2006

ATTACHMENT E

MetroGIS Detailed 2007 Preliminary Expense Allocations

	A	B	C	E	F	G	H	I	J
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2004		2005		2006	2007
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Actual Spent	Approved	Preliminary Request
64									
65	V. LOW PRIORITY								
66		1. Identify GIS training and continuing education needs and encourage participation		(Rely on other organizations)		(Rely on other organizations)		(Rely on other organizations)	(Rely on other organizations)
67		2. Provide a repository of GIS human resources information (centralized job posting/position descriptions)		(Rely on other organizations)		(Rely on other organizations)		(Rely on other organizations)	(Rely on other organizations)
68		3. Actively Market MetroGIS data and products. <i>(Low priority ranking is a result of year 2000 survey when still in the midst of building functionality)</i>		(See I-1)		(See I-1 and note)		(See I-1 and note)	(See I-1 and note)
69		SUBTOTAL (Does not include staff expenses)		\$0		\$0	\$0	\$0	\$0
70									
71		ADMINISTRATIVE							
72		a) GIS/Professional Development Conferences		N/A		N/A		N/A	N/A
73		b) Performance Measures Reporting		I-1a(ii)		I-1a(ii)		I-1a(ii)	I-1a(ii)
74		SUBTOTAL (Does not include staff expenses)		\$0	\$0	\$0	\$0	\$0	\$0
75									
76			YEAR	2004	2004	2005	2005	2006	2007
77				approved	actual	approved	actual	approved	requested
78			METROPOLITAN COUNCIL						
79			DATA QUALITY & ACCESS ENHANCEMENTS / REGIONAL GIS PROJECT	\$1,000	\$0	\$22,000	\$0	\$22,000	\$22,000
80			DATAFINDER ENHANCEMENTS/SUPPORT	\$12,500	\$2,800	\$8,500	\$7,000	\$10,000	\$13,000
81			DATA SHARING AGREEMENT	\$49,000	\$49,000	\$28,000	\$28,000	\$28,000	\$28,000
82			PROFESSIONAL SERVICES/CONTRACTS	\$18,000	\$25,776	\$23,500	\$4,506	\$23,500	\$21,000
83			OTHER NON-STAFF OPERATING EXPENSES	\$5,500	\$56	\$4,000	\$1,563	\$2,500	\$2,000
84			TOTAL NON-STAFF	\$86,000	\$77,632	\$86,000	\$41,069	\$86,000	\$86,000
85			TOTAL STAFF (1.75 FTE Dedicated to Fostering Coordination)*	\$110,800	\$110,800	\$112,000	\$112,000	\$113,100	\$114,797
86			SUBTOTAL	\$196,800	\$188,432	\$198,000	\$153,069	\$199,100	\$200,797
87									
88			OTHER FUNDING SOURCES						
89			NSDI Web Services Grant (Total award \$18,700 - Unused \$15,940)					\$15,940	
90			Custodial fund - Unused funds (Undesignated as 8/24/06 - \$3000)					\$2,750	
91			GRAND TOTAL						
92				\$196,800	\$188,432	\$198,000	\$153,069	\$217,790	\$200,797
93			*2006 Staff salaries include 1.5 percent COLA increase						
94									
95									



TO: Coordinating Committee

FROM: Emergency Preparedness Workgroup
Chairperson: Randy Knippel (952-891-7080)
Staff Contact: Randall Johnson

SUBJECT: Regional Emergency Preparedness Solution – Lessons Learned and Next Steps

DATE: August 24, 2006
(For the Sept 13 Meeting)

INTRODUCTION

The Emergency Preparedness Workgroup is seeking direction from the Committee as it prepares to devise a next steps plan concerning the testing and refinement of the interim regional Emergency Preparedness solution adopted by the Policy Board October 19, 2005. The interim vision can be viewed at http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf (16 pages). The Workgroup anticipates submitting its “next step” recommendation to the Committee for its consideration at the December meeting.

BACKGROUND

The Emergency Preparedness Workgroup has had limited success in its attempt to institutionalize the custodial roles and responsibilities set forth in the adopted interim vision statement. In response, the Workgroup proposes to:

- a) Identify obstacles that it has not been able to overcome and opportunities that it has not been able to take advantage of,
- b) Document lessons learned,
- c) Bring a recommendation for next steps to the Committee’s consideration at the December 13th meeting.

Committee Chairperson Knippel will share some of his thoughts on the obstacles and challenges that the Workgroup has encountered.

RECOMMENDATION

No action is requested other than to accept the Workgroup’s conclusion that the proposed evaluation is appropriate. Advice on conducting the pending evaluation is also welcomed.



TO: Coordinating Committee
FROM: MetroGIS Staff Coordinator
Contact: Randall Johnson (651-602-1638)
SUBJECT: GIS Technology Demonstration – October 2006 Policy Board Meeting
DATE: August 29, 2006
(For Sept 13th 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 October 18th meeting.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. M3D Internet Application. An updated and expanded version of this application was launched in April.
2. 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.
3. 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.
4. Pictrometry: The Committee added this topic to the list of candidates at its September 2005 meeting.

RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the October 18, 2006 Policy Board meeting.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- Jul. 2006 State Geospatial Architecture
- 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 Support Team
Contact: Randall Johnson (651-602-1638)

SUBJECT: TAT Review – Federal Enterprise Architecture Model, Geospatial Profile V1.1

DATE: August 29, 2006
(For the Sept 13 Meeting)

INTRODUCTION

Direction is requested from the Committee as to how it wishes to proceed with review of the Federal Enterprise Architecture Model, Geospatial Profile V1.1 document for any relevance it may have to MetroGIS's efforts.

BACKGROUND

At the Coordinating Committee's June 28th meeting, it was decided to ask the Technical Advisory Team (TAT) to review the subject Federal Enterprise Architecture Model, Geospatial Profile V1.1 document and report its findings and recommendations to the Committee at the September meeting.

The topic was an agenda item at the subsequent TAT meeting but as none of the TAT members assumed responsibility for leading the effort and as the topic is not perceived as a priority for the Metropolitan Council, which supplies the lead staff to the TAT, the document has not as yet been reviewed.

RECOMMENDATION

Offer suggestions for supplementing MetroGIS support resources to provide leadership for tasks that are not a high priority for the organization that provides the lead support for a particular workgroup or committee. Consider adding this topic to the list of discussion topics for the Strategic Directions Workshop.



TO: Coordinating Committee

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

SUBJECT: Major Activity Updates

DATE: September 1, 2006
(For the Sept. 13th meeting)

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

A) BUSINESS PLAN UPDATE PREPARATIONS

The pending Strategic Directions Workshop (Agenda Item 5a) is intended to define the major focuses of the business planning process. A component of preparing for the Workshop is completion of Phase II of the Beyond Government Users Forum. The Phase II workgroup began meeting on August 8. The target completion date for the next-generation MetroGIS Business Plan is April 2007 to coincide with budget development processes for 2008.

B) 2006 REGIONAL GIS PROJECTS

On July 28th, the Policy Board recommended funding of both projects as recommended by the Coordinating Committee on June 28th. Subsequently, Metropolitan Council management authorized funding of these projects. Negotiations will begin shortly with the Mn Land Management Information Center (LMIC) on a Memorandum of Understanding to guide funding decisions related to the “Service Broker” proposal and to draft a Request for Proposals for publication this fall for the Addresses of Occupiable Units Project.

C) METROGIS DATAFINDER CAFÉ UPDATE

Work is nearing completion to upgrade DataFinder Café in cooperation with Latitude Geographics (British Columbia, Canada), the owners of GeoCortex software which will be the core of the improved application. The deliverable is more robust than originally thought possible. In April, during the initial project coordination meetings, MetroGIS staff learned that Latitude Geographics was preparing to develop an off-the-shelf extension to GeoCortex that would include all of functionality sought in the initial Café project contract and for an additional \$1,250 (as opposed to the original \$4,350 bid cost) also provide functionality that had been designated for a future phase of Café when sufficient funding became available. All but \$231 of the additional expense has been covered by NSDI grant funds that had not yet been encumbered. The remaining \$231 was charged to budgeted funds allocated to MetroGIS from the Metropolitan Council. The final detailed specifications are available upon request. Project completion is anticipated by late August. The plan is to demonstrate the new functionality to the Coordinating Committee at its December meeting. Alison Slaats is the Project Lead.

D) PERFORMANCE MEASUREMENT – QUARTERLY ANOMALY REPORT

A quarterly performance measures report was not produced due to lack of staff support. The position responsible for gathering the data had not been filled as of this writing. Once this position is filled, the top priority activity will be to reinstate MetroGIS’s Performance Measurement Program.

E) 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 has agreed on desired regional standards that are compliant with the emerging national street address standard. Several workgroup members are also nearing completion of 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 September 1. The group then plans to meet once the testing is complete. The major components of the regional vision endorsed by the Policy Board in April 2005 (e.g., rationale, need for local government involvement and implementation concepts) are explained in a white paper which 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 pending Strategic Directions Workshop. 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)
See Agenda Item 5a

(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”** met on June 30. Preliminary specifications were agreed upon for a next-generation regional dataset. Major producers of the source data were asked to respond by September 1, 2006, as to whether or not they can meet the desired new specifications and, if so, by what date.

From the group’s discussion on June 30, it is unlikely that any of the major public producers will be able to gear up and maintain street centerline data compliant with the desired specifications by December 31, 2006, the date that the current agreement with The Lawrence Group (TLG) expires. Negotiations to extend the current agreement with TLG are underway. Council management has authorized MetroGIS/Council staff to negotiate a new agreement as a sole source procurement.

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 **183 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 **August 21st**, the types of organizations licensed were as follows:

- Local gov’t: **100**
- Regional gov’t: **8**
- State/Federal gov’t: **23**
- Academic: **52**

(c) The **MetroGIS Roads & Highways Technical Workgroup**

This workgroup 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 provided what they believe to be production ready software to Mn/DOT at the end of July 2006. Mn/DOT staff is currently performing 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

The proposed custodian roles and responsibilities, as defined via the Washington County Pilot Project have been shared with each of the recommended candidate custodian interests (counties and Mn Board of Soil and Water Resources [BSWR]). Further talks with the BWSR, county taxation officials, and possibly watershed districts themselves, are needed to finalize a recommendation.

BWSR is interested in further talks about the possibility of serving in the capacity of the regional custodian even though the data would be more accurate than it needs. BWSR recognizes that the proposed procedures could result in less effort than they are currently expending to obtain less robust data and they also understand that this dataset needs to be interoperable with street and parcel data to effectively use it in the Internet environment, which they plan to pursue.

None of the other members of the County Data Producers Workgroup has recognized a need for the procedures developed via the Washington County pilot project, though the group acknowledges that those responsible for property taxation may have a more well aligned business need.

(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 which can be met with currently developed (or developing) data. The concept of hosting a strategy session should be investigated 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 LMCR has recently funded a project to complete MLCCS coverage in the next year and half for Hennepin, Carver, Scott and Washington Counties. Counting the already completed Dakota and Anoka counties, 95% of the metro area will be inventoried by the spring of 2008. Ramsey County will then be the only incomplete county. Also this year, the National Park Service has funded a project to inventory the St. Croix River from Taylors Falls to Prescott and to update the MLCCS data in the Mississippi National River and Recreation Area. For both of these projects, the DNR is coordinating data quality standards and is acting as the data host.

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

There are currently **85 licenses** issued to access and use the Regional Parcel Dataset. As of **August 21st**, the types of organizations licensed were as follows:

- Local gov't: **38**
- Regional gov't: **3**
- State/Federal gov't: **16**
- Academic: **28**

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

- (a) Progress is being made on all fronts. Amy West is making progress looking into 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 also 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 has been received 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.

F) MODIFICATION TO OPERATING GUIDELINES – DECISIONS BETWEEN MEETINGS

The Coordinating Committee unanimously agreed on recommended changes to the Operating Guidelines at its June 28th meeting concerning rules for decision-making between meetings. Due to the July 4th holiday, the required 15-day notice of the proposed amendment could not be met. The proposal will be forwarded to the Policy Board for consideration at its October meeting, with notice scheduled to be sent to the Board members on September 14. Staff will be out of the office the last week in September when the notice would normally be sent.

G) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES - PARCEL DATA ACCESS POLICY
(*Submitted by Dave Drealan, Carver County, Workgroup Chair*)

The following agreements have been reached by the workgroup members and they are in the process of vetting these matters among their respective administrations. The concept of including examples/explanations in the metadata/policy statement for the regional parcel dataset was also discussed as a way to inform the data user of these policy clarifications. The expectation is that formal acknowledgement of these policies will occur at the December Coordinating Committee and January Policy Board meetings.

(1) Regional Parcel Dataset Policy Investigation - Access by Non-Profit Interests:

Ten criteria (attached) been implemented by Hennepin County to determine whether a particular non-profit institution qualifies to receive access to parcel data without fee. The other counties have agreed to vet the idea internally and if possible adopt the same criteria. The underlying concept is that non-profits that promote and foster economic development activity as an adjunct of government should qualify for a fee waiver. Implementation will be on a county-by-county basis.

(2) Authorize Redistribution of Parcel Data Summarized to a Larger Geography

It was agreed that summarizing parcel attribute data and reporting it as higher level geographies (block groups, tracts, etc.) does not constitute redistribution of the source parcel data and, therefore, is not covered by the license agreement which prohibits redistribution of parcel data in the form received.

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

It was agreed that viewing of data via Internet-based applications does not constitute redistribution of data and, therefore, is subject to the license agreement. The owner of the application will be required to obtain a license to offer view-only access to insure that approved methods are used to preclude downloading of the source data.

Note, as part of the negotiations between the Metropolitan Council and The Lawrence Group (TLG) to extend the MetroGIS community's access to the TLG Street Centerline dataset (see Item 4a, above), an agreement-in-principle has been reached with TLG to allow the TLG Street Centerline dataset also to be widely viewed via Internet applications, without prior licensure. As for Internet applications that include parcel data, the owner of an Internet application who wishes to offer view-only access to the TLG Street Centerline dataset will be required to obtain a license (Web Application Development) from TLG. Additionally, the goal is to create a single set of rules for protection of parcel and the TLG Street Centerline data to streamline the web application license approval process for the application developer.

ATTACHMENT A

NO-FEE ACCESS TO PARCEL DATA FOR NON-PROFIT ORGANIZATIONS

Hennepin County and CURA worked together to develop a set of criteria to be used to determine if access to the Hennepin County parcel data set would be provided to a non-profit organization on a no-fee basis. It should be noted that a non-profit can always purchase the dataset.

The criteria have been distributed to the other Metro Counties for their consideration. At this point there is no consensus that this specific set of criteria will be used by all of the counties. The following criteria were distributed at the June 22nd Producers Workgroup meeting.

PROPOSED POLICY FOR NO-FEE ACCESS TO PARCEL DATA FOR NON-PROFIT ORGANIZATIONS

Last Updated: February 8, 2005

Hennepin County may provide no-fee access to that portion of the current MetroGIS Regional Parcel Dataset, contained within county boundaries to non-profit and community development organizations for individual projects with specific design and purpose subject to the following conditions.

1. The party requesting the data must meet the legal requirements of a non-profit organization under Minnesota law and must have a public purpose or public benefit mission.
2. The organization must have a current data license agreement with Hennepin County which is subject to annual renewal.
3. The organization must make its request in writing and provide a description for the use of the data.
4. The Board of Directors of the organization is composed of community members whose mission and goals are aligned with local government.
5. The organization serves the purpose of promoting jobs, economic development, affordable housing, environmental improvements, or community development.
6. Hennepin County will evaluate each request and approve or deny the request based on a case-by-case basis. The decision whether to approve or deny any request will be within the sole discretion of Hennepin County.
7. Data will be used only for officially approved uses related to the organization's non-profit mission and purpose.
8. Data will not be used for private purposes or financial gain.
9. Direct access will be limited to designated staff and leaders of the organization. Each organization will have data privacy and data security guidelines specific to the organization's programs and applications.
10. Access will be password protected.



TO: Policy Board

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

SUBJECT: Information Sharing

DATE: August 29, 2006
(For the Sept 13th meeting)

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

A) TESTIMONIAL – U OF M

Prof. Shashi Shekhar with the Computer Sciences Department at the University of Minnesota, noted during his presentation to the Policy Board in April that access to standardized data for the region, made available through MetroGIS's efforts, is very important to reaping the full benefit from the use of the emergency management application that he demonstrated to the Board. In response, staff followed up with him about participating in a testimonial to this effect, which he has agreed to do. Jeanne Landkamer, who has conducted each of the other testimonial interviews for MetroGIS, is scheduled to interview Prof. Shekhar the week of September 11.

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

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

An article about the June 1 Imagining Possibilities Forum ("Imagining Possibilities" Forum Generates "Big Ideas") was submitted to GIS/LIS for their fall newsletter. Readers were encouraged to review the forum summary document at <http://www.metrogis.org/specialevents/techpossibilities/index.shtml>.

2. Presentations

None

C) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. 2006 Polaris Award Recipients Have Made Contributions to MetroGIS

Chris Cialek (LMIC), Joella Givens (MnDOT and member of Coordinating Committee), and Steve Lime (DNR) have been selected to receive the mid-career Polaris Leadership Awards at the 2006 State GIS/LIS Conference in October:

Marvin Bauer will also be achieving the Lifetime Achievement Award. She has worked with the Metropolitan Council on land cover mapping. The Governor's Council Award will be also be presented to projects entitled "Firewise in the Classroom" and "Historic Plat Map Preservation".

See the GIS/LIS Newsletter at

<http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=69> for more information about the projects and awards.

2. FGDC Funds Local Mapping Efforts

(Submitted by Randy Knippel, Dakota County)

The Federal Geographic Data Committee awarded a \$75,000 grant to a collaborative represented by Richland County, North Dakota, the State of North Dakota, Dakota County, Minnesota, and the Metropolitan Mosquito Control District of Minnesota. The scope of 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.

These development efforts center on providing public users greater access to data from multiple agencies without the need for learning new Graphical User Interfaces (GUI) or presentation techniques. Also contained within the scope of this project, the development of client-side interactive mapping tools delivering operational and functional consistency between multiple sites making it easier for the general public to understand and use framework data. Further aims of this project include designing and constructing a software architecture that allows for ease of future development and integration of additional specific GIS applications, providing increased use of Framework data. Finally the scope of this project aims at collaboratively designing and developing client-side code for MapServer to provide local governments a cost-effect method to share cadastral framework data and use WFS data services.

Perhaps the greatest benefit of collaborative client application development comes in the form of cost savings. Costs of developing entity specific web-based GIS applications diminish greatly when leveraging the power of the open source model and the collaborative commitments of multiple jurisdictions and agencies at all levels. Also, costs to the end-user diminish when product design and development occurs through the collective efforts of others utilizing the Open Source model, freely distributed to all.

Please visit our project website for more information: <http://www.openmnnd.org/>

3. Minnesota Uses Grant to Further Develop GIS Strategic Plan

(Submitted by Fred Logman, Office of Geographic and Demographic Analysis)

Minnesota has received a \$50,000 grant from the Federal Geographic Data Committee to assist the state with developing a strategic and business plan in support of the National Spatial Data Infrastructure (NSDI) Future Directions Fifty States Initiative. The National States Geographic Information Council (NSGIC) has partnered with the FGDC in this program and provides a brochure describing the program and what is needed in each state for success: http://www.nsgic.org/hottopics/50states_initiative_handout.pdf. Ten other states received similar grants: Connecticut, Louisiana, Maryland, New Hampshire, North Carolina, Oklahoma, Texas, West Virginia, Wisconsin, and Wyoming.

The Minnesota geospatial community has a long tradition of cooperation, reflected in more than thirty years of accomplishments involving the development, distribution, and dissemination of digital geospatial data based upon common needs and adopted standards that support the NSDI. In 2004, Minnesota formally adopted [Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure](#), a plan for coordinating GI technology to support organizations working within the state. The 2004 plan included recommendations addressing policies, procedures and governance issues that support enterprise solutions.

This project supports the next steps required to develop a sustainable Minnesota Spatial Data Infrastructure (MSDI), strengthening coordination within the state while supporting the national goals of the NSDI. The goal of this project is to generate a strategic plan for state geospatial services focusing on organizational and operational recommendations. While focusing on Minnesota's executive branch agencies, the plan will also ensure that the needs of the larger Minnesota geospatial community are addressed.

Several areas that will be examined include: establishing a state "geospatial authority," creating an enterprise geospatial organizational structure and governance model, identifying sustainable funding, updating framework data plans, as well as better integrating state geospatial and traditional IT technologies. The plan and project recommendations will be based on information acquired from interviews, studies and facilitated sessions with stakeholders.

The Land Management Information Center (LMIC) is conducting the project, and the project leader is Fred Logman, who has been active in the Minnesota IT and geospatial community for many years. The Governor's Council on Geographic Information, through its Strategic Plan Committee, will actively participate in the one-year project that started in March.

For further information, please contact Fred Logman at: fred.logman@state.mn.us or 651-201-2495.

D) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. 2007 NSDI CAP Funding Program

Announcement for the 2007 program is tentatively proposed to be posted at www.grants.org on October 20, 2006. The application deadline is tentatively proposed for January 19, 2007 with announcement of awards on March 1, 2007. Staff is considering submitting an application under a new category entitled "Geospatial Line of Business" to pursue updating of MetroGIS's Performance Measurement Plan. MetroGIS's current Plan has been recognized as being among the best in a recent study conducted by Kate Lance who is a PhD candidate at a University in the Netherlands (see Item E1, below, for more information on this study). Ms. Lance is interested in collaborating with MetroGIS on the grant proposal.

2 Blue Book – NSDI Build Out

At the June 1 Imagining Possibilities Forum, Clint Brown, Director of New Product Release for ESRI [Environmental Systems Research Institute], encouraged MetroGIS to review the "Blue Book" on building out the NSDI. The URL is http://gos2.geodata.gov/wps/portal/gos/kcxml/04_Sj9SPykssy0xPLMnMz0vM0Y_QjzKL9443sfQA_SYGyfpb6kehCFhhCJpZeEDFHC1N9X4_83FR9b_0A_YLc0NCIckdFAEzL9Gs!/delta/base64xml/L3dJdyEvUUd3QndNQSEvNEIVRS82X0tfQTg1. The document contains several hundred pages divided into several sections: Introduction, six case studies, 13 data-specific theme chapters, design pattern and data-theme specifications, and Summary and Recommendations. The Introduction focused on technical aspects of collaboration but is essentially silent on organizational structure needed to actually achieve and sustain collaborative support of required custodial roles and responsibilities. The Staff Coordinator intends to review the entire document for relevance to MetroGIS's needs over the next several weeks.

3. NSGIC Promotes Fifty States Initiative

NSGIC (National States Geographic Information Councils) is holding its annual meeting in Little Rock, October 1-5. Big issue continues to be its "Fifty States Initiative" wherein each state has a strong coordination office. Federal agencies would be required to communicate with that office regarding GIS activities within the state. Minnesota has some of the necessary elements, but no designated office.

4. DHS Contracts With ESRI for First Responder Training

The Department of Homeland Security (DHS) has entered into a contract with ESRI to provide geographic information system (GIS) software and training to first responders through the Commercial Equipment Direct Acquisition Program (CEDAP). The intent of the CEDAP program is to provide necessary equipment to rural or smaller first responder agencies including law enforcement agencies, fire, and other emergency responders who demonstrate in their application that the equipment will be used to improve their ability and capacity to respond to a major critical incident or improve their ability to work with other first responders. ESRI's CEDAP GIS software and training package consists of two products: ArcGIS ArcView 9.x, ArcGIS Spatial Analyst, and two related Virtual Campus training courses.

5. 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 have been adopted by the FGDC by the time the Committee meets in September, 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*)

E) OTHER INFORMATION

1. MetroGIS Performance Measurement Plan Recognized

Kate Lance, who is a PhD candidate at the International Institute for Geo-Information Sciences and Earth Observation (ITC) and Wageningen University in the Netherlands, has recognized MetroGIS's Performance Measurement Plan in research that she conducted as an exemplar example among the an international field of Spatial Data Infrastructure programs. Several concepts presented in her paper from other programs and related research are also worth considering as potential enhancements of MetroGIS's current measurement criteria.

MetroGIS's proposed 2007 Workplan (Agenda Item 5d) calls of updating of MetroGIS's Performance Measurement Plan following the update of the Business Plan to insure that Performance Measurement Plan reflects policies set forth in the new Business Plan. Staff has extended an invitation to Ms. Lance to participate in the process and she has expressed interest in doing so.

2. Ian Masser and MetroGIS Staff Coordinator Collaborate on Article

Following the June 1 "Imagining Possibilities" Forum, at which Ian Masser served as one of the keynote speakers, he invited the MetroGIS Staff Coordinator to co-author an article about MetroGIS. The article was submitted to the European GeoInformatics Magazine (<http://www.geoinformatics.com/asp/default.asp?language=1>) in July.

Quote from Ian Masser to the editor of the GeoInformatics Magazine after returning from the June 1 Forum – "...I found the MetroGIS collaborative SDI (Spatial Data Infrastructure) set up quite fascinating and think that it deserves more exposure to a European audience. During my visit I was fortunate in having the opportunity to talk at some length to the politicians who have backed this project for its last ten years and also to other participants in this initiative which has won several awards in the US." Masser was particularly interested in learning about the leadership role elected officials on the Policy Board have played in providing a political reality check and establishing political legitimacy for MetroGIS's efforts.