

**March 28, 2007**

**Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN**

(North of Capitol Building about ½-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

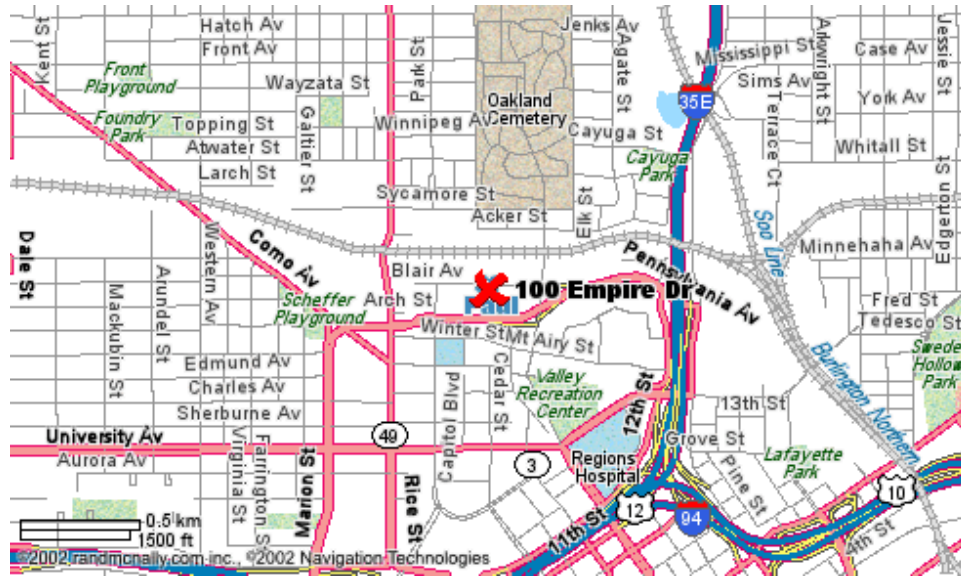
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June 27, 2007	
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Mission Statement

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

How to find the MCIT Building:

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



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See www.mcit.org for more information

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Board Room
December 21, 2006

1. CALL TO ORDER

Chairperson Read called the meeting to order at 1:05 p.m. She introduced Harold Busch, who replaced Bob Cockriel as the representative from the City of Bloomington. Chairperson Read then introduced Tim Loesch, who joined the Coordinating Committee as the representative from the Minnesota Department of Natural Resources, replacing Robert Maki.

Chairperson Read also presented a Certificate of Appreciation to Al Laumeyer who was resigning from the Committee as the Utility Representative. Mr. Laumeyer thanked the Committee for the opportunity to serve.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); Steve Lorbach (AMM: core cities - City of St. Paul), *Business Geographics:* Chet Harrison (CB Richard Ellis); *Counties:* Dave Drealan (Carver), Randy Knippel (Dakota), Bill Brown and Scott Simmer (Hennepin) and Jane Harper (Washington); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Special Expertise:* Brad Henry (URS Corp.); *State:* Joella Givens (MN/DOT) and Tim Loesch (DNR); *Utilities:* Al Laumeyer (CenterPoint Energy); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Counties:* David Claypool (Ramsey); Jim Hentges (Scott) and John Slusarczyk (Anoka), *Metropolitan:* David Bitner (Metropolitan Airports Commission); Gordon Chinander (Metropolitan Emergency Services Board); *Schools:* Dick Carlstrom (TIES) and *State:* David Arbeit (GDA/LMIC).

Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team)

2. ACCEPT AGENDA

Simmer moved and Laumeyer seconded to approve the agenda as submitted. Motion carried, ayes all.

(Editor's Note: Due to late arrivals of some Committee members, Agenda Items D and F were considered last. The order below reflects the actual order the items were addressed.)

3. ACCEPT MEETING SUMMARY

Harper moved and Knippel seconded to approve the summary for the Committee's September 13, 2006 meeting, subject to showing Will Craig as having been present. Motion carried, ayes all.

4. POLICY BOARD MEETING:

Chairperson Read commented on the M3D presentation that was provided to the Policy Board during their October 18, 2006 meeting. No further discussion of the Board meeting occurred.

5. ACTION AND DISCUSSION ITEMS

a) Election of Officers

Chairperson Read commented that it has been a pleasure to serve as the Committee Chair for the past two years. She then requested nominations for the position of Chairperson of the Coordinating Committee. Knippel nominated Bill Brown, seconded by Drealan. No further nominations were received in response to three calls for additional nominations by the Chair.

Motion: Drealan moved and Knippel seconded to elect Bill Brown as the 2007 Chairperson of the Coordinating Committee. Motion carried, ayes all.

Chairperson Read then requested nominations for the position of Vice Chair of the Coordinating Committee. Loesch nominated Ned Phillips; the nomination was seconded by Givens. No further nominations were received in response to three calls for additional nominations by the Chair.

Motion: Loesch moved and Givens seconded to elect Ned Phillips as the 2007 Vice Chairperson of the Coordinating Committee. Motion carried, ayes all.

b) 2007 Meeting Schedule

Chairperson Read requested comments on the proposed meeting schedule for 2007 presented in the agenda packet. She suggested changing the proposed December 12, 2007 date to December 5, 2007 to avoid conflicts with Annual State IT Symposium.

Motion: Harper moved and Wakefield seconded that the Coordinating Committee to adopt a 2007 Meeting Schedule of March 28, 2007, June 27, 2007, September 12, 2007, and December 5, 2007. Motion carried, ayes all.

c) Non-Profit Representative Seat on Coordinating Committee

Chairperson Read summarized the situation outlined in the agenda report. Two options were offered for discussion: 1) eliminate the second non-profit seat on the Committee that was added earlier in the year, or 2) initiate the process to appoint a new non-profit representative.

Harper remarked that it would be best to appoint another non-profit representative, since the second seat was added to accommodate a different viewpoint from a diverse community. She suggested that a replacement be sought who has possesses a “non-traditional GIS user” She recommended appointing someone with a social services, public health, or public safety background noting they would bring valuable perspective to the Committee’s deliberations. Wakefield added that the viewpoint possessed by someone in the mentioned fields would be different than the viewpoint she provides as the current non-profit representative. Harrison also suggested seeking out someone from the epidemiology community.

The group then discussed whether this new representative should be affiliated with a “community-based” interest similar to the new Hennepin County policy concerning eligibility for no-fee access to parcel data. After some discussion, the group concluded that it should be not rule out other perspectives to give itself flexibility but that preference should be given to interests that are “community-based”, in other words have an active role in the Twin Cities community. Knippel added that he supports the idea of seeking out a new member from “non-traditional users” of GIS technology because these interests represent potential market and partnering opportunities.

Loesch suggested reviewing the attendance listings for the both the June 2006 Imagining Possibilities and November 2005 Beyond Government Users forums for prospective candidates. It was agreed that work on recruiting a new member should not be begin until following the

February 8, 2006 Strategic Directions Workshop in the event something related arises at the Workshop.

Motion: Harper moved and Brown seconded that the Coordinating Committee retain the two non-profit seats on the committee and seek to fill the current opening with a person who social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization. Motion carried, ayes all.

e) 2006 Accomplishments and Annual Report Theme

The Staff Coordinator commented that he believes that receiving endorsement from the Metropolitan Council of MetroGIS's value to the community and the upgrading of DataFinder Café were the top two accomplishments in 2006. He then requested feedback on the proposed list of accomplishments presented in the staff report.

The following modifications were agreed upon:

- 1) Move reference to the June 21 forum closer to the top of the list and make a stronger statement about its positive impact. Craig stated that this was the best event he has attended in 10 years and that it has had significant impact.
- 2) "Change "corroboration" in the first bullet to "endorsement".
- 3) Modify the fifth bullet to read "Fostered discussion among county officials to investigate the possibility of permitting licensed access to parcel data, without fee, by specified non-profit interests on a county-by-county basis." Item Iii(2) in the detailed report also to be modified accordingly.
- 4) In the 6th bullet change "documentation" to "identification" and add reference to discussions with non-profit and for-profit interests to identify opportunities common with the public sector.
- 5) In the ninth bullet add who funded the projects and who received the funding.
- 6) Add that a bullet noting that Washington County concluded a pilot project for MetroGIS regarding development of a regional solution for water management organization jurisdictional boundary data. The pilot involved documenting suggested custodian roles and responsibilities and data standards needed to support a regional data solution. The proposal was submitted to BWSR in October along with a request that BWSR consider serving as the area integrator.
- 7) Knippel agreed to submit a revised statement to summarize the efforts of the Emergency Preparedness Workgroup

Chairperson Read and the Staff Coordinator asked members to submit any other suggested modifications to the detailed report by January 6, 2006 so the report could be modified accordingly for inclusion in the January 17th MetroGIS Policy Board agenda packet.

Chairperson Read asked if any of the members had any suggested modifications to the suggested theme for the 2006 Annual Report outlined in the staff report. None were offered.

g) GIS Technology Demonstration for January 2007 Policy Board Meeting

Chairperson Read introduced this item and suggested that a demonstration of the new DataFinder Café be used to illustrate both this impressive tool and the data that are available to the public. A general discussion of the differences between the DataFinder Café and online tools such as Google Earth occurred next, ending with a consensus that online services such as Google Earth are dependent upon GIS technology.

Henry and Knippel commented that the previous suggestion to compare Pictometry (ortho-oblique imagery) to GIS was too narrow and probably should be recast as an overview of “neo-geography” tools in general, including Google Earth, Live.com, etc. This comment led to a brief discussion that these neo-geography tools are essentially visualization tools and do not have the analytic capabilities that are the heart and sole of GIS technology.

Knippel then offered that the value of “place” is rapidly increasing and that he believes it would be valuable to help policy makers understand not only the visualization tools but also the added value that can be attained using GIS tools. A demonstration at the January Board meeting that touches on where we have been (emphasis primary on solutions to common data needs by traditional users) and where the community is likely headed would provide a good foundation for the February 8th Workshop.

Wakefield commented that at 1000 Friends they are using data and WMSs obtained from DataFinder, converting it for use on Google Earth, and training communities to use these tools to better understand policy implications and in so doing are extending the reach of GIS technology to non-traditional users.

Brown and Craig commented and the group concurred that a focus of the demonstration should be to demonstrate how these tools are improving effectiveness using actual case studies. We did this and the result was this. Knippel added that the mainstreaming of technology that is occurring through the Google Earths and Live.coms and the growing importance of the concept of place are important to understand for the process to define a vision for the next 3-5 years. In other words as the public becomes more in tune with these capabilities there will be increased demand for public services to keep pace.

Harrison commented that the private sector can not effectively generate or maintain parcel data. Given the many local government interests involved, a standards body is needed. This is the role of MetroGIS.

In Harrison and Loesch both stated that their organizations are each obtaining web services from DataFinder to conduct their daily business and have realized substantive improved efficiencies as a result. Both agreed to provide quotes to this effect.

The following demonstration concept was conceived:

- 1) Harrison and Loesch agreed to provide an overview of DataFinder’s capabilities with an emphasis on how this tool is assisting organizations improve efficiencies. Highlights of benefits that can be received from use Google Earth, Live.com will also be touched on.

It was agreed that this segment should include a briefing to help policy makers understand on how use of WMS (and like technology) are expanding upon the efficiencies already gained through implementation of regional data solutions (e.g., regional solutions are interoperable and because standardized across the region require little manual preparation before putting to use whereas these efficiencies are expanded by the ability to access the data in an automated fashion totally eliminating manual access processes as well as providing the more current data available more efficiently than could be done manually).

It was also agreed that Committee members, as opposed to staff, should make the presentation as comments from users will carry a stronger message.

- 2) Wakefield will provide a link to reality by demonstrating how the data and web services available through data finder are being used by a host of traditional and non-traditional users alike in community-based decision-making processes.

Finally, Craig suggested and the group agreed that the Board members should be provided with a hand out that lists the data available through DataFinder.

Motion: Givens moved and Harrison seconded that the Coordinating Committee endorse the topic of organizational benefits that can be received from use of MetroGIS DataFinder and visualization tools such as Google Earth as the GIS Demonstration topic for the January 17, 2007 Policy Board meeting. Motion carried, ayes all.

Rowekamp asked of this and other GIS Technology Demonstration could be made or the Committee, as well as to the Policy Board. Read commented that in the past an effort was made to have the Committee preview presentations before they are made to the Board but for a number of reasons this practice was not successful. She noted that if the demonstrators are okay with the idea, their January presentation to the Board could be offered before or after the next Committee meeting. She deferred to the incoming Chair to look into options.

h) Policy for Decisions Between Meetings

Chairperson Read introduced the topic, explaining that during the October 18, 2006 Policy Board direction was given to staff to determine if the Open Meetings Law pertains to MetroGIS. She also noted that if the Board is of the opinion that e-voting is not permitted based upon a finding of the Association of Metropolitan Municipalities. Read commented that the finding was although the Open Meeting Law does not pertain to MetroGIS, MetroGIS holds itself to that standard given the Board is comprised of elected officials. .

Harper commented that the Coordinating Committee should be treated differently from the Policy Board since it is comprised of staff, who are not subject to the Open Meetings Law. General discussion followed, with an end result being the Committee wishes to utilize the e-voting procedures it recommended for enactment at its September 2006 meeting unless the Policy Board objects.

Chairperson Read agreed to share the Committee's position with Chairperson Reinhardt as they prepare for the January Policy Board meeting.

d) 2006 Annual Performance Measurement Report

The Staff Coordinator introduced the topic, requesting feedback on the draft 2006 Annual Performance Measurement Report. Harper asked if the number of Land Cover dataset downloads could be included in the next report. Loesch confirmed that Department of Natural Resources (DNR) now possess the ability to separate the Land Cover download activity for the seven county area from that for the remainder of the state and can provide it in the future. Harper commented that increased outreach activity should be pursued in 2007 in an attempt to increase the number of produces using DataFinder as the rate of growth has been flat. Staff concurred noting that outreach resources had been limited in 2006, in larger part due to the evaluation of MetroGIS conducted by the Council, and that more time for outreach is expected to be available in 2007. Loesch also suggested adding server activity as a potential measure. Staff commented that the Performance Measurement Plan is scheduled to be updated in 2007 and that this suggestion could be looked in to at that time.

A general discussion of the necessity of creating empirical performance measurement targets ensued. The group acknowledged that when the Performance Measurement Plan is updated in 2007 this is topic that should be given further consideration but the consensus at this time is that setting performance targets is premature at best.

That said, all agreed that the metrics currently captured are valuable for evaluating trends and identifying where changes are occurring so that adjustments can be made to rectify problems and support good outcomes. Some of the members expressed concern that the process of setting targets is an arbitrary exercise that would takes time away for the value that can be received from simply evaluating reasons for trends. Brown added that MetroGIS should continue to use the existing data to analyze trends and determine where to focus its efforts.

f) Preparation for Strategic Directions Workshop

Chairperson Read provided an overview of the efforts thus far to prepare for the February 8th Strategic Directions Workshop. She noted that in an effort to make the best use of the limited time available at the Workshop, the Workshop Planning Team wants to identify current philosophy and practices that all members agree should continue. These items will not be a topic of further discussion unless circumstances change during the course of the Workshop.

Chairperson Read then asked the Committee members to split into small groups to comment on the listing of current philosophy and practices provided in the agenda packet and answer the question “If _____ does not happen as a result of the Workshop, I will be disappointed.” Each of the members of the Workshop Planning Team facilitated discussion in the small groups. The results of each small group discussion are listed in Attachment A. The group was informed that this information would be consolidated and shared with the Policy Board for consideration at its January 17th meeting. Each member was also asked to share the information in Attachment A with the leadership in their respective organizations in preparation for their participation in the Feb 8th Workshop.

6. PROJECT UPDATES

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

7. INFORMATION SHARING

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

8. ADJOURN

Henry moved and Laumeier seconded to adjourn at 3:05 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Chris Kline
MetroGIS Administrative Technician

ATTACHMENT A

REVIEW OF CURRENT GUIDING PHILOSOPHY AND PRACTICES

(The following comments are listed by focus group under the name of the group facilitator.)

I. If _____ Doesn't Happen at the MetroGIS Strategic Directions Workshop, I will be disappointed...

Harper

If we don't gain consensus on the 2 or 3 most pressing issues that need to be focused on.

We need to focus on relevance, not theory.

We need to get to the guts of the issues - don't gloss over things. We need to have a good deal of candor to get to the heart of the issues.

We need a follow up activity that revisits the common needs.

Vander Schaaf

Preparation - Participant Expectations ("If _____ does not happen at the Workshop, I would be disappointed.")

Diverse opinions are considered

A well-defined and organized path is set

Current objectives are strengthened without wandering from the path

Read

Want to hear from a diverse group

Want to review unmet info needs and consider their continued relevance

Want substantive discussion (not just review of history)

II. Current Desired Outcomes

1. Improved participant operations.
2. Improved stakeholder effectiveness in achieving liveable community goals, enhancing their constituents' quality of life, and improving their economic competitiveness.
3. Reduced participant costs.

Harper

Are we achieving these outcomes? Maybe some examples of our successes related to each outcome should be part of the Setting the Stage. Our performance measurements should focus on measuring whether or not we are achieving these outcomes.

Vander Schaaf

All seem pretty obvious - maybe don't require discussion

#2, however, seemed wordy and not applicable to everyone (e.g., "achieving livable community goals") - maybe could be combined with #1.

Maybe could be simplified to Improved Effectiveness (more achieved with same input) and Improved Efficiency (Reduced costs for same achievement)

Read

All three items were agreed upon.

III. Potential New Desired Outcomes

4. Enhanced capacity resulting from partnering
5. Improved capacity for cross-jurisdictional decision making

Harper

No comments provided

Vander Schaaf

No comments provided

Read

We thought these were part of it already; only new thing is perhaps the word "capacity", which there were some questions about what it meant.

IV. Current Guiding Philosophies and Principles

1. Build Once, Sharing Many Times
2. Secure Champions
3. Have Broad Support of Vision and Expectations
4. Have Active Involvement of Policy Makers to Set Policy Direction
5. Rely on Consensus on Policy Decisions Fundamental to Long Term Success
6. Represent Diverse Perspectives
7. Maintain Focus on Common Business Information Needs
8. Focus on Stakeholder Benefits
9. Involve all relevant and affected parties, dominated by none
10. Acknowledge Fair-Share Contribution in several forms (data, people, equipment, and/or funds)
11. Share Investments Made By One Government Entity With Other Government Entities
12. Rely on Voluntary Compliance With Endorsed Standards and Procedures
13. Align with Internal Business Needs
14. 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
15. Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs
16. Encourage adding value to public sector assets provided it does not detract from the public sector objective
17. Rely upon willing stakeholders with adequate capacity to voluntarily support components of endorsed regional solutions to common information needs
18. Rely on Metropolitan Council to support MetroGIS "foster collaboration" function

Harper

General Comments: There should be at least one activity for each of the philosophies. The overriding philosophy is that we cannot work as an island.

Specific Comments:

1 and 11 should be combined. Possibility: Share investments made by one government entity with other government entities, i.e. build once share many times.

2-5. Agreement

6-8. Okay with principles but need to focus on how do we do it? Need more work on how to measure our success with these principles.

9. & 10. Okay

12. Okay with this. Want to expand it, or add another principle, that recognizes the need to align with the state and with LIS/GIS. There was a lot of discussion about how there is no GIS champion at the state and how LIS/GIS has floundered in recent years. We feel that in order for MetroGIS to be as strong as it could be the state needs to be strong. We need to figure out how we can both be strong together and to empower each other. This relationship seemed to be there before the state started to dismantle LMIC.

13. Okay with the principle but suggested rewording to specify what is being aligned and for whose business needs. Suggest something like: Align roles and responsibilities for regional solutions with stakeholder business needs.

14-16. We couldn't agree or disagree because we couldn't figure out what these principles were saying. They need to be greatly simplified.

14. Could just say "Collaborative solutions will be pursued when it is more efficient than pursuing the solution on one's own." However, this may miss the mark. We wondered if the thrust of this was getting at the concept that the collective benefit is of a higher order of importance than the individual needs of organizations.

17. Okay but shorten. Suggest: "Rely upon willing stakeholders to support components of endorsed regional solutions.

18. We had some discussion on this one but came to no conclusion as to whether we could live with the statement or not. We weren't sure if it should be included in the list of guiding principles. Maybe it should be combined with #10, so that one principle focuses on where MetroGIS gets its resources.

Vander Schaaf

Again, most seem pretty obvious - especially #1, #11 and #13

Some concern about #2: Secure Champions - not sure if that is legitimate and/or should be rewritten to say something like "Promote GIS awareness and appreciation"

Read

3. Wording seemed awkward; we thought what it meant was vision and expectations needed to have broad support (i.e., to be adopted by group)

9. Thought that was a worthy goal, even if it doesn't always happen that way

12. We agreed that because of cross-jurisdictional nature we were stuck with "voluntary" compliance with standards

13. Just checking - the internal business needs are those of the participants (not the Council, right?)

14. Only one of us (me) seemed to have trouble with the word "equity" as sounding too much like "equal"; others figured rest of statement clarified that it's up to participants to decide what is appropriate

15. We interpreted this as "nobody is strong-armed to contribute"

16. Agreed; interpreted as allowing private for-profit use of public data (given caveat)

17. Agree, if possible - but we wondered if there was no willing stakeholder with adequate capacity, then what?

All others all fine, no comments.

Gelbmann

People agreed with 1, 2, 4, 5, 6, 8, 12, 13.

Comments on #3 needs further discussion, Hard to maintain, needs structure

Comments on #7 have to consider the diversity of needs (PSAPs and Emergency Services).

These may not be "common needs" but they are important to all.

Comments on #9 Work on the intended goal, clarify.

Comments on #10 – should this be dropped?

Comments on #11 – Does this cover #10?

Comments #14-17 are wordy. Clarify make them shorter, explain why they are core.

V. Current Activities

1. Develop and maintain regional solutions to previously identified common information needs
2. Develop standards for GIS content, data documentation, and data management for regional solutions to MetroGIS-endorsed common information needs
3. Operate an Internet-based tool (DataFinder) for discovering and retrieving geographic data
4. Provide a forum for knowledge sharing
5. Collaborate to fund regional GIS research and development projects
6. Facilitate data sharing agreements among MetroGIS stakeholders
7. Foster wide-spread data sharing
8. Maintain liaison relationships with interests that have similar objectives
9. Secure broad support for vision and policies
10. Secure elected officials as policy makers and advocates for MetroGIS
11. Support a metro-wide, structure that effectively represents all key stakeholder interests
12. Waive cost recovery for data development expenses
13. Advocate for MetroGIS needs and desires to State and Federal policy makers
14. Document Stakeholder Benefits
15. Promote Understanding (*among policy makers*)
16. Maintain an Institutional Memory
17. Connect with other Spatial Data Infrastructure Initiatives with similar objectives

Harper

5. We are okay with this activity but want some discussion on how the activity is administered and how the decision is made. We think the recommendation on what gets funded should be made by a work group with broad representation - one state, one county, one regional and one non-profit organization. We don't like that they final decision is made solely by the Met Council. This is contrary to the nature of MetroGIS as a collaborative group. It goes against many of the principles, specifically #6, #8, #9.

12. We need to expand this activity to include raising awareness and buy in that GIS cannot be justified by a direct return in terms of revenue generated; it needs to be seen as a cost of doing business in today's world with today's technology; it is part of the internal business infrastructure.

20. See comments above regarding the relationship with the state and LIS/GIS. We aren't sure that the solution is to create a statewide equivalent to MetroGIS. The activity should be written in such a way as to not presume the solution.

Vander Schaaf

These should be the focus of some debate - most are genuinely debatable.
#16 may be so obvious as to not be proposed for debate.

Read

No comments on these except for:

15. We agreed policy makers important, but also include others?

18. Wanted to expand to "Evaluate need and review relevance of current" as well as add more.

19. Info as infrastructure is a good one, DNR is pushing this now too.

Others look fine.

Gelbmann

People agreed with all except 5, 15, 17

Comments #5 Need to talk about this one. People may not know or understand this.

Comments #12 Strongly agree

Comments #15 – Same as 9 & 10

Comments # 17 Same as #8

VI. Potential New Activities:

18. Add more items to the list of MetroGIS-endorsed common information needs

19. Advance idea that data is infrastructure (key asset)

20. Advocate for the creation of a Statewide equivalent of MetroGIS

21. Develop standards and processes for developing and sharing commonly needed GIS programs, applications and services.

22. Make available a comprehensive set of applications running on MetroGIS-endorsed regional datasets

23. Engage non-traditional users

24. Provide for users to contribute data directly to MetroGIS endorsed regional datasets

25. Pursue public-private partnerships to address common information needs

26. Pursue technology interdependencies (shared services) among organizations

27. Work with adjacent counties (beyond 7-county area) to ensure that their data is readily available and compatible with that endorsed by MetroGIS



TO: Coordinating Committee

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

SUBJECT: Summary of January 2007 Policy Board Meeting

DATE: March 16, 2007
(For the March 28th Meeting)

The following **major** topics were considered / acted on by the Policy Board on January 17th. Refer to the meeting minutes at http://www.metrogis.org/teams/pb/meetings/07_0117/07_0117mf.pdf for the discussion points.

GIS Technology Demonstration -Effective Decisions Through Effective Data Distribution

Chet Harrison, Senior Associate with CB Richard Ellis and a Member of the Coordinating Committee, presented the first of two demonstrations.

Harrison presented a case study, which earlier that day had been awarded the Land Transaction of the Year Award for the Twin Cities. Through a series of slides he illustrated how he had used various data obtained via MetroGIS DataFinder and a “subtractive methodology” to locate a developable parcel for a major land development client of at least 230 contiguous acres located as close as possible to center of population for the Twin Cities. The regional (standardized) Planned Land Use and Parcel datasets were in particular cited as extremely valuable to his efforts. Board members asked a number of questions that implied they understood the utility of GIS technology and the value of standardized data across multiple jurisdictions.

Sally Wakefield, GIS Coordinator with the 1000 Friends of Minnesota and Member of the Coordinating Committee, was the second presenter. Her presentation focused on how 1000 Friends uses GIS technologies, including Google Earth, to assist citizen planners visualize their community’s resources, development constraints, and evaluate alternative development scenarios. As a result she believes the citizen planners are better positioned as they participate in comprehensive planning and respond to development proposals.

2006 Annual Performance Measurement Report

The report was approved as recommended by the Committee.

Modification of MetroGIS’s Operating Guidelines (Bylaws)

The Board unanimously agreed to amend the MetroGIS’s Operating Guidelines, as presented in agenda report to authorize: a) creation of an Executive Committee of the Policy Board and b) use of E-voting by the Coordinating Committee to decide urgent, non-policy matters between meetings, subject to changing the proposed amendment language to require a unanimous decision for motions to be approved by the Executive Committee, that is, all three members must vote in favor to approve a motion. The amended guidelines can be viewed at http://www.metrogis.org/about/history/ops_guidelines.pdf

Beyond Government Users – Partnering Opportunities

Following an overview of the five partnering opportunities outlined in the agenda report, Vice Chairperson Kordiak initiated a discussion that resulted in the members concurring that it may be time to revisit current cost recovery policy regarding parcel data. To prepare for that discussion, the Staff Coordinator was asked to draft a request for Chairperson Reinhardt’s signature to send to the seven county representatives to the Coordinating Committee requesting an estimate of how much revenue is

received annually from data sales (not including any added value by staff to produce derivative products), together with an estimate and how much it costs to support the data sales procedures.

Member Pistilli agreed with Vice Chairperson Kordiak, that the subject parcel data were developed for a public purpose and that the taxpayer might benefit more from value added to the data by others and economic development resulting from use of the data if it were more widely available. Member Pistilli concluded the discussion with the rhetorical comment “where is the harm in offering the private sector access to data that they can utilize to enrich their businesses?”

Preparations for Strategic Directions Workshop (held on February 8th)

Outcomes desired from the Workshop were shared with the Board for comment, as were the “starter kit” statements that had been the subject of discussion at the Committee’s December meeting. No modifications were suggested to either.

Member Pistilli asked if cost recovery policy questions surrounding parcel data should addressed before the Strategic Directions Workshop is held. The Staff Coordinator commented that the purpose of the Workshop is to raise key issues and provide general direction top guide the evaluation of options. He also noted that parcel data is one of many data needs. Board members were also encouraged to share at the Workshop what they are running into in terms of information and application needs and in their participation other boards and commissions regarding data and technology needs that may be appropriate for MetroGIS to address.



TO: Coordinating Committee
FROM: Business Planning Oversight Team
Staff Contact: Randall Johnson (651-602-1638)
SUBJECT: MetroGIS Business Plan Update Project
DATE: March 15, 2007
(For the March 28th meeting)

INTRODUCTION

The Business Planning Oversight Team is requesting the following actions from the Coordinating Committee:

- 1) Offer any desired additions or modifications to the draft summary of the Strategic Directions Workshop. See http://www.metrogis.org/about/business_planning/sdw.shtml to view and download the document.
- 2) Confirm adequacy of general direction received concerning several key policy issues.
- 3) Approve of a suggested process and general schedule for next steps.

SUMMARY DOCUMENT – STRATEGIC DIRECTIONS WORKSHOP

A draft summary of the February 8th Strategic Directions Workshop was made available for comment on March 15th. Each of the 32 Workshop participants, 20 of whom are also members of the Coordinating Committee, were invited to offer additions and modifications to the summary. Committee members are encouraged to critically read this document and submit regarding any substantive deficits in accuracy or completeness, as once finalized it will provide the platform from which to shape policy for the next 3-5 years. Any suggested modifications involving substantive changes will be brought to the Committee for discussion. (See the Reference Section for a summary of refinements made to the “Concept Maps” by the support team following the Workshop.)

WORKSHOP EFFECTIVENESS AND IDENTIFIED PRIORITIES

Workshop Effectiveness: A key design criterion for this Workshop was to execute a process through which to effectively generate ideas and obtain consensus on the direction desired for MetroGIS for the next 3 to 5 years from individuals representing each of the organizational interests important to the long-term success of MetroGIS. The Workshop Support Team believes this criterion was achieved. The participants also indicated their satisfaction with the Workshop to the extent understood at the end of the day. On a scale of 1 to 5, with a 5 meaning “outstanding”, the effectiveness evaluation ratings from the participants for the core workshop components ranged from 4.25 to 4.72, with an overall average of 4.44.

Priorities Established: The following listings are arranged in order of votes received. (See the Workshop Summary document for more information). The setting of final relative priorities is suggested to be function of critical dependencies, as opposed to relying entirely upon the votes received at the Workshop.

Priority outcomes agreed upon to guide MetroGIS’s efforts over the next 3-5 years are:

- Solve Real World Problems
- GIS Recognized as an Essential Activity/Service
- More Efficient/Effective Government
- Expanded Resource Availability Through Partnering
- Improved Reliability and Availability of Geospatial Services Through Partnering
- Better Decisions Being Made
- Broaden Participation
- Achieve Common Funding Strategies

Priority activities (strategies) identified to pursue over the next 3-5 years are as follows (see the attached article submitted for the Spring GIS/LIS newsletter for more information about each of these topics.).

- Support And Develop Applications/Services

- Develop Regional Data Solutions To Common Information Needs (*Current Core Function*)
- Provide A Forum For Knowledge Sharing (*Current Core Function*)
- Build Infrastructure/Promote And Develop Technology Enhancements (*includes DataFinder – Current Core Function*)
- Expand And Diversify MetroGIS Stakeholders
- Improve Marketing And Advocacy
- Funding Priorities To Get The Most Efficient And Effective Use Of Taxpayer’s Money

CONSIDERATION BY BUSINESS PLANNING OVERSIGHT TEAM

On March 14th, the Business Planning Oversight Team met to work on a strategy for next steps in the Business planning process to guide MetroGIS for the next 3-5 years.

General conclusions reached by the Team were as follows:

1) The **direction** received during the workshop concerning several **key cross-cutting policy issues** is sufficient **to move forward**. These issues are listed in the order that the Oversight Team believes is most to least critical:

- Information Needs – *Direction Received*: Broaden the current scoping policy of pursuing only those needs which are common to the core stakeholder community to also encourage efforts involving collaborative solutions to needs that are critical to a significant contingent of MetroGIS’s participants.
- Geographic Reach – *Direction Received*: The geographic scope of MetroGIS extends beyond the seven-county metropolitan region, as needed, to address issues and provide or enhance services important to its members.
- Critical Infrastructure – *Direction Received*: Investigate how best to interface with/promote Information Systems infrastructure important to MetroGIS’s ability to achieve its goals but beyond the scope of GIS technology
- Stakeholders, Participants, and Partners – *Direction Received*: There is a need to establish terminology, whether using these or other words, which clearly communicates those who contribute to and benefit from MetroGIS’s efforts as well as clearly define expectations for participation. The key is to be clear on expectations for support roles and other means of contributing to MetroGIS’s efforts; as such, the Oversight Team believes this definitional need is best addressed as a component of defining strategies to achieve priority needs and not as a separate exercise - form to follow function.

2) The **priority outcomes and activities** (strategies) as **established at the Workshop** (above) should **drive the Business Plan Update** process. Stated another way, the Oversight Team does not believe a survey of the broad community is necessary to set priorities, given the breadth of perspectives involved in the Strategic Directions Workshop exercises, including both policy makers and managers, and the maturity of MetroGIS’s philosophies since the survey of stakeholders was administered in 1999 to establish MetroGIS’s initial priority functions. The Oversight Team members did, however, concur that a survey could be useful later in the process as we get further into projects concerning updating of information needs and/or identifying real world problems facing participants.

3) A **workgroup-based process methodology**, similar to that used the past, should be utilized to evaluate options and formulate recommendations for desired courses of action to address priority needs.

The current Business Planning Oversight Team would continue to provide oversight and assist the support team with project management matters. Staff support would be provided for each workgroup. Scheduling of special meetings of the Coordinating Committee is suggested for April, May, and August to insure continual dialogue so as not to lose momentum.

The following responsibility assignments are suggested to initiate the process; with others follow as priorities for subsequent efforts are set, and resources and volunteers are assembled:

Topic	Responsible Entity	Begin	Completed
1. Next Generation Mission, Guiding Principles and Operating Standards	Business Planning Oversight Team	March 28, 2007	
<i>Direction: Recommend policy modifications that incorporate direction received at the Workshop</i>			
2. Support and Develop Applications and Services	Team to Created	TBD	
<i>Direction: Evaluate options and recommendation a sources of action to address the top priority activity (strategy) for the next 3-5 years. It should be noted that at the March meeting of the Technical Advisory Team (TAT), as a result of an unrelated discussion, the members were asked to consider volunteering to serve on a workgroup that would have essentially the same charge. A combination of Coordinating Committee, TAT and others with valuable expertise is suggested.</i>			

SUGGESTED BUSINESS PLAN UPDATE PROJECT SCHEDULE

- March 28 - Coordinating Committee Meeting (see the Introduction for actions suggested).
- Week of April XX: Tentative Special Meeting of CC – provide direction for workgroups and Business Plan document.
- April 25 - Policy Board meeting: Update/Provide direction as appropriate
- Week of May XX: Tentative Special Meeting of CC – provide direction for workgroups and Business Plan document. Tentatively workgroups present draft findings/recommendations.
- June (tentatively): GCGI Strategic Planning Workshop (*coordinate on areas of common interest*)
- June 27 - Coordinating Committee Meeting: Workgroups present draft findings/recommendations
- July 25 - Policy Board Meeting: Provide direction, adopt positions.
- July or August – Begin Performance Measurement Plan Update process
- Week of August XX: Tentative Special Meeting of CC – Firm up Business Plan document. Provide direction for performance measures.
- September 12 - Coordinating Committee Meeting – Recommend Approval of Business Plan Update
- October 17 Policy Board meeting - Target adoption of Business Plan Update
- January XX Policy Board meeting - Target adoption Performance Measurement Plan Update

RECOMMENDATION

That the Coordinating Committee:

- 1) Offer any desired additions or modifications to the Workshop Summary Document that the members deems necessary to accurately and completely document both the process and results of the Workshop.
- 2) Add to or modify the listing of key cross over policy issues recognized at the Workshop
- 3) Concur with the conclusions of the Business Planning Oversight Team that sufficient direction has been received regarding all key cross over policy issues desired before proceeding with next steps.
- 4) Add to or modify the suggested general strategy and schedule for next steps recommended by the Business Planning Oversight Team

REFERENCE SECTION

1) Refinements to Concept Maps

Immediately following the February 8th Workshop, Chris Kline captured the “concept map” information developed at the workshop using specialized software. The workshop support team, including the three small group facilitators, then met to add “best estimate” causal relationships between activity and related outcome statements identified by the three individual workgroups and for those not identified on the combined concept map created at the front of the room on February 8. On March 22, the workshop support team will meet with Professor Bryson. He offered constructive criticism regarding the updated “concept maps” to insure the information accurately depicted the conclusions reached on February 8th.

Any changes agreed upon at the March 22 meeting will be incorporated into the “concept maps” included in the Workshop Summary document. No additional changes are anticipated for purposes of documenting the results of the Workshop. These “maps” are then intended to serve as the starting point for crafting recommendations to achieve individual priority outcomes and related activities. Illustrating the detailed structure or related activities associated with each outcome will insure none of related ideas is lost and establish a starting point analysis of options for the particular priority topic areas.

2) Article Submitted to GIS/LIS

The following news article was drafted by Jeanne Landkamer, MetroGIS Communications Consultant, and submitted to GIS/LIS to publish in its Spring 2007b Newsletter.

“By day’s end, the group had identified seven priority outcomes for MetroGIS as it moves ahead. The proposed outcomes will serve as guideposts for a team of MetroGIS partners who will write a new draft business plan during spring 2007.

Support and develop applications. MetroGIS has a solid track record of creating and sharing regional datasets, such as parcel data. Many of the workshop participants endorsed the idea of moving into developing and sharing applications.

“It’s frustrating for some of us to watch organizations shelling out money for the same thing,” said Nancy Read, director of technical services for the Metropolitan Mosquito Control District. “It’s a good sign of the growth of MetroGIS that we’re moving in this direction, and it’s good for the taxpayers of the region.”

Expand (diversify) MetroGIS stakeholders. It’s time to more fully engage cities in MetroGIS, said Ben Verbick of LOGIS, a consortium of Minnesota cities. When MetroGIS was founded, the primary stakeholders were the Metropolitan Council, the seven counties and a handful of other regional-level agencies. Cities were seen as secondary participants because they were not generally contributors of data. With a new focus on applications – which cities routinely develop and use – cities become primary stakeholders.

Involving the private sector will be critical if MetroGIS wants to support and develop applications, said Will Craig, Associate Director of the Center for Urban and Regional Affairs at the U of M. “The private sector is chomping at the bit to write applications based on the parcel data,” Craig said. “They’re even willing to share the profits. But they need lower up-front costs to make the effort viable.”

Participants at the workshop also spoke about the need to expand collaboration beyond the seven-county area. Whether this means expanding the policy board geographically or supporting other regional GIS groups is an open question.

Improve marketing and advocacy. Policymakers need to better understand the role that GIS plays in helping to solve problems and serve customers. More demonstrations of what the data and technology can do are needed. MetroGIS may need to be “rebranded” so that people can better understand what it does and to accurately reflect its geographic scope, should that be expanded.

Develop regional data solutions. MetroGIS should continue this important work, and may need to identify a second generation of common information needs. Participants also suggested a need to work with utility companies to share data back and forth. More data standards need to be developed as well.

A new concept that emerged was that an organization may decide to be custodian for a dataset even if it isn't critical to its own internal business needs, if it meets a larger identified regional need. "Our common motivation has got to be more efficient and effective government across the region," Knippel said. "Ultimately it's for the public, the regional economy. We've got to focus on the common good, assign responsibilities where it makes sense and work together to find the necessary resources."

Achieve common funding strategies. The Metropolitan Council in 2006 affirmed the importance of MetroGIS to its business needs and affirmed its continued support. Workshop participants said that it is also in the state's interest to fund local GIS initiatives that ultimately support state programs. In addition, more can be done to leverage the buying power of MetroGIS participants.

Advance the infrastructure. MetroGIS partners will not be able to rely on each other to support mission-critical activities like responding to a metro-wide emergency until the GIS environment is completely reliable on a 24/7 basis, said David Arbeit, director of the Office of Geographic and Demographic Analysis at the Minnesota Department of Administration. That means building security and redundancy into the infrastructure.

"As we continue to build a network of partnerships among organizations that each have areas of expertise – be they data or services – we have to be confident that those services will be available all the time," Arbeit said. "We need to consider housing our servers in secure buildings with generator power and 24-hour staffing to provide continuity of service for critical functions. We may also need off-site locations for data and 'hot sites' that can be used in case of emergencies. Most GIS organizations do not have these capabilities today."

Other participants expressed concern that many cities lack access to high-speed data transmission. Some cities and school districts are already working together to build capacity through the development of fiber networks. Jane Harper, principal planner for Washington County, suggested that MetroGIS could serve a crucial coordination function to evaluate where infrastructure exists now and where it needs to be expanded.

Continue to provide a forum for knowledge sharing. Knowledge sharing has always been highly valued by participants in MetroGIS, said Craig. User groups were very important to building a culture of data sharing in MetroGIS.

Building on that legacy and bringing in new participants is important, participants agreed. Ideas for expanding knowledge sharing included blogs, an online forum, a demonstration project with a collar county and new, active work groups with a specific purpose. MetroGIS can also increase its participation at events held by other groups, such as the Minnesota Chapter of the American Planning Association."



TO: Coordinating Committee

FROM: Application Screening Team - Regional GIS Project Program
Staff MetroGIS Contact: Randall Johnson (651-602-1638)

SUBJECT: 2007 Regional GIS Project Proposals

DATE: March 20, 2007
(For the Mar 28th Meeting)

INTRODUCTION

Three concept Regional GIS Project Proposals were submitted for 2007 funding. One-page summaries for each are provided in Attachments A-C. Comment from the Coordinating Committee and Policy Board is requested as to whether these proposals warrant funding and how they might be improved prior to submittal of a final proposal.

BACKGROUND

See Attachment D for the Call for 2007 Proposals, which includes the program guidelines and review schedule. A total of \$22,000 in funding is available for the 2007 round of proposals. This funding has been provided by the Metropolitan Council as part of its commitment to supporting MetroGIS's "fostering collaboration" function. Acceptable concept proposals will move to the next phase of application development to address required information in more detail. The final funding decision will be made by Council management following the July Policy Board meeting. The Application Screening Team, comprised of the Coordinating Committee Chair and the Staff Coordinator, met on March 19 to review the three proposals that had been submitted.

PROPOSALS RECEIVED

Each of the three proposals received would address a need that has been recognized as a priority by the MetroGIS community for a collaborative solution and complies with Regional GIS Project requirements.

<u>Candidate</u>	<u>Project Theme/Name</u>	<u>Contact</u>
A	Data Collection Assessment	Brad Henry, URS
B	Geocoder Viability Assessment'	Brad Henry, URS
C	Geocoding Service and Application Code	Nancy Read, Metropolitan Mosquito Control District

No order of importance or priority is intended.

However, for the reasons outlined below, the Application Screening Team suggests that only Candidate C should be granted concept approval at this time.

Candidate A - Geocoder Viability Assessment. This idea is a component of the broader proposal outlined in Candidate C. The deliverables from the Candidate C would go beyond the assessment phase suggested in Candidate A to address such items as defining functional requirements, custodial roles and responsibilities, and any organizational issues, etc. As such, the Application Screening Team suggests that Candidate A should be rolled into the Candidate C proposal.

Candidate B: Data Collection Assessment: The Application Screening Team believes that consideration of this proposal is premature until two related projects that are in process by Hennepin County (related to a 2006 Regional GIS Project) and the MetroGIS Address Workgroup (2006 Regional GIS Project) are completed and the results are considered by the Coordinating Committee. Deliverables from these two in progress projects will include documentation of issues and opportunities (organizational and technical) and recommendations for next steps. These deliverables are expected to define specific needs

(organizational and technical) and provide focus for addressing any further assessment needs, political support needs, and functional requirements required for development of actual tools. The results of these projects are not expected for several months. As such, the Application Screening Team suggests that funding of any related assessment work is premature until that time.

APPLICATIONS WORKGROUP – ALTERNATIVE USE OF UNALLOCATED PROJECT FUNDS

If the Committee agrees with the Screening Team’s suggestions to grant concept approval to only Candidate C, a balance or at least \$12,000 in project funds will exist. Given the close relationship between the purpose of the Regional GIS Project program and the top priority desired actively for the next 3-5 years to address common application needs, the Staff Coordinator cleared with Council management the idea of using the \$12,000 in unallocated project funds to hire a well-qualified consultant to aid MetroGIS define its role in the world of applications and services, including clear definition of next steps/projects.

This consultant would work with the Applications Workgroup proposed to be created [Agenda Item 5(a)(3)] at the March 28th meeting. The Staff Coordinator spoke briefly with the leadership of the Candidate C project and they believe that definition of clear policies/procedures for how MetroGIS should collaborate to address commonly needed applications/services would be useful to the work of the Candidate C project workgroup.

RECOMMENDATION

That the Coordinating Committee:

- 1) Concur with the Application Screening Team’s suggestion to grant concept approval to only the Candidate C project at this time and offer ideas about how this proposal might be improved before the applicant begins work on finalizing their proposal.
- 2) Endorse the idea of utilizing unallocated 2007 Regional GIS Project funding to hire a well-qualified consultant to assist the newly created MetroGIS Applications Workgroup clearly define MetroGIS’s role in the world of applications and services, including clear definition of next steps/projects.

REFERENCE SECTION

1. See the attached “Call for Proposals” (Attachment D) for answers to the following questions:
 - What Projects are Eligible for Funding?
 - What Criteria Will Be Used To Decide Which Project(s) Are Funded?
 - Who Will Decide and When?
 - Who is Eligible to Submit a Proposal?
2. Refer to Exhibit 1 of the Call for Proposals (Attachment D) for the project review schedule, which began with an initial review meeting on March 19th to prepare for consideration at the March 28th Coordinating Committee meeting.

3. The Call for Proposals was March 2nd as follows:
“Members of MetroGIS committees and workgroups:

The purpose of this message is to announce a call for 2007 Regional GIS Project Proposals. \$22,000 is available. These funds are intended to provide a catalyst for research and development important to addressing priority needs of the MetroGIS community. The deadline to submit a concept proposal (1 page) is **Friday, March 16, 2007**.

The attached document explains the eligibility requirements, schedule, and submission requirements. If you have any questions, please call Randall Johnson at 651-602-1638.”

The Call was emailed to the members of the following MetroGIS groups:
Policy Board; Coordinating Committee; Address Workgroup; E911 Street Centerline Workgroup (2006); and Technical Advisory Team.

ATTACHMENT A

CALL FOR PROPOSALS: 2007 REGIONAL GIS PROJECTS (Regional Occupiable Units Data Collection Assessment)

- 1) **Statement of project objective and why the requested funding is needed:** The objective of the proposed 'Regional Occupiable Units Data Collection Assessment' project is to assess the time and effort to collect the regional address and point data envisioned by the MetroGIS Occupiable Units project in order to determine where the MetroGIS community is today regarding collecting the data to achieve the goal of the Occupiable Units project, how long it will take to achieve that goal and strategies to speed up achievement of that goal.

MetroGIS has a project to assess the need for a Regional Occupiable Units Web Editing Application. The project is an outgrowth of an excellent body of work done by the MetroGIS Address Workgroup. The project identifies the vision, the goal, the need, the value, the support for and potential strategies for a metro-wide occupiable units database.

What is currently missing is an objective assessment of 'how close are we to achieving' the goal, when will we reach our goal and, if that data is unsatisfactory, what are strategies to speed up achievement of the goal,

The objective is based upon two facts: 1) In every discussion of the occupiable units project, the importance of 'currentness' of data arises; and 2) the metropolitan region has approximately 900,000 parcels and 2.8 million people. Therefore to make the Occupiable Units project viable, it is incumbent upon project members to know how to reach the data acquisition goal and when it will be reached.

- 2) **How the proposed project conforms with a Regional GIS Project objective(s).** The data collection assessment fits with the current Regional Occupiable Assessment by helping to clarify and confirm the data collection effort.
- 3) **Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).** Maintaining momentum is possibly the most important part of any project. The first large-scale GIS project in the metropolitan area was building the original parcel basemaps. The vision for creating the first map was relatively quickly established. The initial actual map construction proceeded relatively slowly, until a way was identified to assess the progress of the map, to calculate a tentative completion date and to create a way to speed up the completion date. It is possible that without that effort, the GIS parcel mapping in the metro area may have happened much later.
- 4) **Activities necessary to achieve the project objective and relationship of the requested funds.** In order to complete the Data Collection Assessment, a determination will be made of how many 'occupiable units' exist in the MetroGIS community. They will be grouped as per the categories already identified by the Address Workgroup, that is parcels, condos, and multi-family units (duplexes, triplexes and apartment units) and commercial. The assessment will be performed for every county and ideally for every city, as a cross-check. More likely a representative cross section of large, medium and small cities will be checked.

For example, Minneapolis has 125,000 parcels, 380,000 population, 75,000 single family homes, 100,000 living units, and 10,000 commercial units. In order to estimate the magnitude of the MetroGIS address data collection task, these numbers will be compared to counts across the metro area. Then an assessment will be made as to how long the data collection effort will be metrowide by a strictly voluntary effort and if techniques are available to speed up the effort.

- 5) **Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.** Upon approval by MetroGIS, the project could begin immediately.
- 6) **Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.** The benefit to MetroGIS is that by establishing a measurable timeframe for the occupiable address project, the Data Collection Assessment project will enhance the probability of the current occupiable address project.
- 7) **Total value and description of required resources that would be leveraged if funding is awarded.** The effort will be geared to the budget.
- 8) **Effect of receiving funding approval if for less than the full amount requested.** A representative, but lesser number of governmental agencies will be contacted.
- 9) **Time frame for project completion.** It is estimated that the project will be completed within six months.

ATTACHMENT B

CALL FOR PROPOSALS: 2007 REGIONAL GIS PROJECTS Regional Occupiable Units Geocoder Viability Assessment and Pilot Project

- 1) **Statement of project objective and why the requested funding is needed:** The objective of the proposed ‘Regional Occupiable Units Geocoder Viability Assessment’ project is to assess the time and effort to build a cascading geocoder that accurately works against MetroGIS data, including the ‘Occupiable Units’ dataset of addressable addresses and coordinates.

The project will first investigate geocoders that are available to the MetroGIS community and the secondly test the ‘robustness’ of the geocoders against MetroGIS address data, which will include parcels, discrete address points and coordinates collected in the MetroGIS Occupiable Units project. To test that robustness, a pilot project use all the available geocoders against a variety of sample address datasets.

The results of the pilot project will be presented to the MetroGIS community before all of the address data is collected metrowide in order to validate the data collection formats and the geocoders to be used on those datasets early enough to validate the ‘Occupiable Units’ data collection format and methods.

- 2) **How the proposed project conforms with a Regional GIS Project objective(s).** The geocoder assessment fits with the current Regional Occupiable Assessment by helping to clarify and confirm the format of the data collection portion.
- 3) **Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).** MetroGIS is built on a foundation of sharing among participants. By potentially sharing geocoders across the metro area, it reinforces the concept of MetroGIS. Also by testing the geocoders against the proposed address datasets, early in the address data collection process, corrections can be identified early in the process to minimize wasteful duplication of effort, or potentially having to start the data collection effort over.

By implementing this proposal chances will be improved of developing a viable data set and a geocoder.

- 4) **Activities necessary to achieve the project objective and relationship of the requested funds.** In order to complete geocoder viability assessment, members of the MetroGIS community will have to agree to participate in the project. The project funds will be spent on staff time to assemble and perform the pilot project, and potentially for limited development to the geocoder.
- 5) **Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.** Upon approval by MetroGIS, the project could begin immediately.
- 6) **Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.** The benefit to the MetroGIS community is that by testing the geocoder against address data early in the process, the probability of success in the overall occupiable units process will be increased.
- 7) **Total value and description of required resources that would be leveraged if funding is awarded.** The effort will be geared to the budget. The project can also potentially be performed in conjunction with the Data Collection Assessment project.
- 8) **Effect of receiving funding approval if for less than the full amount requested.** A representative, but lesser number of governmental agencies with geocoders will be contacted.
- 9) **Time frame for project completion.** It is estimated that the project will be completed within six months.

ATTACHMENT C

MetroGIS - 2007 Regional GIS Projects

Project Proposal:

Geocoding Service and Application Code based on TLG Streets and/or Parcel Data

Objective:

Many participants in MetroGIS, both governmental and private, are building web-based mapping applications to help citizens or staff find data related to an address. An address look-up (geocoder) is often the first step for access to these sites. A clear need exists for a service that could take a request from a web or desktop application and return a set of likely matching addresses and locations, based on address ranges in the TLG Street Centerlines dataset, and possibly also using the Regional Parcel Dataset and eventually the proposed Occupiable Units Address Points Dataset. This project would do two things:

1. Define requirements for a geocoding service that would address needs of MetroGIS participants, including functional requirements, data and support implications, and standards for data and the service itself, and determine priorities and feasibility.
2. Create and deploy an on-line geocoding service that would meet these requirements.

Activities Proposed:

- define functional requirements of a geocoding service for the MetroGIS community and decide scope of current project (e.g., single requests and/or batch, open or access-limited)
- define support issues, including data currentness, maintenance, and licensing, and host/service uptime and capacity needs
- assess relationship to applicable standards (National Street Address Standard, OGC location standard, SOAP)
- evaluate existing geocoding code offered by MAC, assess changes needed to meet MetroGIS community needs, and use funding for programming to make those changes and/or develop new code as needed.
- find an organization willing to host the service
- set up procedures for maintaining the referenced TLG street data and other data used
- explore use of the MetroGIS Regional Parcel Dataset or Occupiable Units Point Dataset (as available) as a resource to improve hit rate and accuracy
- add street intersection look-up (if there is sufficient interest)
- develop documentation for those planning to build applications that use the service or those wishing to use the geocoder code, either in open-source or ArcIMS environments

Participants:

An ad-hoc “geocoding workgroup” from the MetroGIS Technical Advisory Team has expressed interest in being involved with this project, including Jim Maxwell (TLG), Matt McGuire and Mark Kotz (Metro Council), Gordy Chinander (Metro Emergency Services Board), Bob Basques (City of St. Paul), Chris Cialek (LMIC), Dave Bitner (MAC) and Nancy Read (MMCD, contact for proposal correspondence, nancread@mmcd.org, 651-643-8386). This group gives good representation of likely organizations involved and skills/resources needed.

Funding Requested:

\$10,000 for programming and set-up, to be completed within 6 months of receiving funding. All code developed would be open-source and available freely after the project is completed. The geocoding service would also be freely available for public or private use (if/as arranged with TLG and Parcel license). If less funding is available the project would take longer to occur as it would have to be done with in-house resources by participants.

Benefits:

Any organization building a web site with address look-up in the metro could use the service or code and save many hours of programming and testing time, as well as saving on long-term maintenance of the underlying data.



**CALL FOR PROPOSALS
-2007 REGIONAL GIS PROJECTS-**

Introduction

The 2007 MetroGIS budget includes \$22,000 as a catalyst for Regional GIS Projects. This program is not intended to be a competition but rather a process by which ideas, which have promise as solutions to geospatial needs and opportunities of regional importance, are matured.

The source of the \$22,000 in funding for 2007 is the Metropolitan Council. The Council is, therefore, the final decision-maker as to whether a proposed project is to receive these funds, as it is accountable for their appropriate use. MetroGIS's role is to advise the Council and any other partner organizations as to whether a candidate project merits funding. The deadline for submittal of a one-page concept description is **Friday, March 16, 2007**.

What Projects are Eligible for Funding?

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

1) Consistency with one or more objectives of a Regional GIS Project, which are defined as:

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

...or a project that investigates a priority outcome defined at the February 8, 2007 MetroGIS Strategic Directions Workshop². The following four such outcomes were identified:

- *Project with one or more adjoining counties that fosters interoperability and sharing of data important to addressing priority common information needs,*
- *Project with a non-government interest that fosters partnering and or access to data important to the government community and/or resources important to a geospatial application(s) and infrastructure related to addressing a priority business information need(s) of the MetroGIS government community.*
- *Project that focuses on developing an application that addresses a common priority information need.*
- *Project that focuses on a means to resolve an infrastructure obstacle to broad use of the Internet by all MetroGIS stakeholders.*

2) The proposed project must supplement activity that is a component of authorized MetroGIS activity or a MetroGIS-defined common priority need.

3) The proposal must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization(s) must be able to recognize a benefit to themselves, which depending upon the nature of the proposal may be tangible and/or intangible.

4) For projects that involve development of software (applications and/or services), whether stand-alone or an extension:

a) Such projects must include an objective which promotes interoperability with other existing or anticipated system architectures/platforms. Projects that promote a similar user experience for metro-area users are preferred.

b) Although the funding organization(s) would own the product, it must be open-source or licensed so that other MetroGIS participants can access and modify the source code without additional fees.

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

² The MetroGIS Policy Board added this criterion at its October 2006 meeting.

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

What Criteria Will Be Used To Decide Which Project(s) Are to be Recommended for Funding?

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project warrants funding. (The concept description should not exceed one (1) page. The full submission should not exceed two (2) pages, less any supplemental material.)

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

Who Will Decide and When?

The MetroGIS Coordinating Committee will select project priorities, work with project proposers to make any adjustments, and forward a prioritized list to the MetroGIS Policy Board for review. The Policy Board will then forward its recommendation to the Metropolitan Council and any other funding organization, which will make their final decision and administer award of their funds. Refer to Attachment A for the schedule and a brief description of the entity responsible and the desired outcome for each element of the process. The processes utilized to finance the selected project(s) must comply with the accounting, contracting, and other fiduciary responsibilities of the funding agency.

Who is Eligible to Submit a Proposal?

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

What is the Deadline for Submission of a Concept Proposal?

Applications must be received by **Friday, March 16, 2006**. Proposals should be submitted to the Staff Coordinator at randy.johnson@metc.state.mn.us .

Questions

Contact Randall Johnson, MetroGIS Staff Coordinator (651-602-1638), or William Brown, MetroGIS Coordinating Committee Chairperson (612-348-3143), with any questions.

Attachment A

2007 Program Schedule

1. Call for Concept Proposals: March 2, 2007
2. **Concept Proposal Submission Deadline: March 16, 2007**
3. Screening: March 19 or 20, 2007
A Workgroup will review the concepts received for gaps in procedures and for missing information. The Metropolitan Council (administration) will decide if any of the concept proposals is out of scope for funding under this program. If such a finding is made, this finding will be shared with the Coordinating Committee.
4. Initial Coordinating Committee Consideration: March 28, 2007
Review concept proposals relative to the suggested program guidelines and comment on potential benefit to cost. In addition, identify any desired additional information and/or project modifications that would improve the proposal(s). (If necessary, the Committee would create a workgroup to assist applicants address outstanding questions and, in general, make the proposal(s) the best it/they can be.)
5. Initial Policy Board Consideration: April 25, 2007
Review the proposals from the perspectives of: appropriate use of public funding and importance of policy issues involved. Identify any desired additional information.
6. **Final Proposal Submission: June 8, 2007**
7. Coordinating Committee Consideration: June 27, 2007
(Same criteria as identified in Step 4, above.)
8. Policy Board Consideration: July 18, 2007
(Same criteria as identified in Step 5, above.) The Policy Board forwards its advice, along with that of the Coordinating Committee, to the entities providing funding or other resources.
9. Metropolitan Council Decision (Administration): August 3, 2007
Initiate Council procurement requirements, required agreements, etc.

Attachment B

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

Introduction

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

Data Quality and Access Enhancement Funding Principles

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

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

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

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

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

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



TO: Coordinating Committee
FROM: MetroGIS Staff Coordinator
Contact: Randall Johnson (651-602-1638)
SUBJECT: 2006 Regional GIS Projects Update
DATE: March 16, 2007
(For March 28th Meeting)

INTRODUCTION

The purposes of this report are to provide an opportunity for the Coordinating Committee to:

- 1) Learn about progress that has been made regarding each of the Regional GIS Projects funded in 2006.
- 2) Offer options to address any obstacles that may have been encountered with either or the projects.

A representative of each project will present their respective updates to the Committee at the March 28th meeting. The approved scope and deliverables for each project are summarized in the Attachments.

PROJECTS

See Attachments A and B for the update information submitted by the project manager.

Attachment A: Web Editing Application Viability Assessment Project –
Oversight Group: MetroGIS Address Workgroup

Attachment B: Service Broker
Oversight Group: Created for this project – see report

RECOMMENDATION

Provide direction to the project managers, as deemed appropriate.

ATTACHMENT A

Web Editing Application Viability Assessment Project Update (Regional Occupiable Units Database)

Submitted by Matt McGuire, Project Manager

1. Members of the project team and their responsibilities.

Matt McGuire – Project Lead

Mark Kotz – Address Workgroup Chair

Brad Henry, URS – Consultant

2. Progress

Survey/Prospective user input methodology:

We plan on hosting several (two or three) workshops for addressing authorities throughout the metro area. In these workshops we will present the vision of the database, including the value from several perspectives using speakers from different use communities (i.e. Emergency Response and County Government). Then we are going to survey the participants. The content of the survey has not yet been determined.

Endorsements sought by key interests and progress:

We are in the process of getting MESB endorsement. Endorsement will be an action item at the MESB's next board meeting in April. We received the support of MESB's Technical Operations Committee on March 15th.

Identification of custodial roles and responsibilities needed to support the subject application locally and regionally:

We have not formally detailed any roles beyond the formerly discussed roles of Address Authority, Aggregator, and Regional Custodian.

Functional requirements needed to achieve buy in (including recommended and procedures and standards):

To be determined in the analysis of the survey results.

Viability to proceed to development:

To be determined in the analysis of the survey results.

3. Any issues/obstacles encountered and proposed solutions.

4. Unexpected benefits encountered

5. Updated schedule for completion

We are on schedule to present a report to the June Coordinating Committee meeting and the July Policy Board meeting

6. Outline for the Final Project Report

7. Any other comments you wish to make

Submitted by Brad Henry, Project Consultant

The Occupiable Units work project is underway. The purpose of the project is to assess the need and to build support for a metrowide database of discrete addresses and accurate points for every addressable occupiable unit in the metro seven County region.

1. Background:

As background, the MetroGIS Address Workgroup formed a team to study an address problem and to identify a potential solution. The problem is that whereas the MetroGIS community has access to unique parcel addresses and coordinates, via the metro parcel maps, and to block by block address ranges, via the Lawrence Group TLG files; MetroGIS lacks addresses and coordinates for individual units within multi-unit living and business facilities.

Examples of these existing facilities missing discrete addresses are strip malls, office complexes, apartment buildings, and mobile home parks. In addition, similar data are missing for points-of-interest, such as the Metrodome; and within new developments. By one estimate, new development in the Twin Cities area currently adds up to ‘five new streets per day’.

Lacking this data is inconvenient for governmental agencies, but it can be tragic for emergency services agencies, such as the metro 911 community. Without this data, governmental agencies are limited in contacting all living or business units within the community with notifications to public meetings. However, missing specific addresses can be life-threatening to the emergency services community, due to the failure to direct services to specific addresses in multi-unit facilities or in new developments.

Therefore, having created the vision for the metrowide ‘Occupiable Units Address Dataset’, MetroGIS has taken the initiative to study the potential benefit from a proposed occupiable unit address web-based editing application.

2. Status:

In order to help it complete of the vision, MetroGIS has selected URS to help the Council do a viability assessment. The initial step has been to discuss the issues and to identify a strategy and timetable to complete the project by summer 2007. The initial portion of the strategy is to build support for the project by seeking endorsements for the process from agencies with similar needs. These agencies include the Metropolitan Emergency Services Board (MESB), the County Sheriffs and individual Counties. The endorsement by the MESB has been recommended by the PSAP committee.

The next step in the strategy is to hold two workshops, with representatives from Metro addressing agencies. The two workshops will be held in May. The first workshop will be with addressing representatives from the eastern three counties of MetroGIS. The second workshop will be with addressing agencies from the southwesterly three counties. The workshops are in the planning stage and will consist of a presentation, a questionnaire, and a discussion of issues.

The presentation will identify the problem issues and a proposed solution. The questionnaire and discussion will try to identify an assessment of the impact of the solution on the attendees. The attendees are currently being identified and will be contacted shortly.

Following the workshops, the results will be summarized, reviewed and approved.

The MetroGIS project is coordinating closely with the local GIS community to track individual county initiatives to align the MetroGIS assessment with them and to identify 'lessons learned'. For example to be aware of individual county address data collection efforts, for example Scott County's, and issues that have been encountered and to track geocoder projects, for example Hennepin County's, and to see what issues they have encountered.

To build a viable addressable units data collection capability, MetroGIS will need to attempt to assess how long it will take to collect missing address and coordinate data, the willingness of agencies to collect the data, the ability to regularly keep address data current, and the usability of the data by industry standard or individual county geocoders.

3. Goal:

The goal of the project is to assess the need and the viability of a solution, over the next three months, and to present that solution and recommendation to the MetroGIS Coordinating Committee in June and to the Policy Board in July 2007.

Scope and Deliverables

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

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

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

ATTACHMENT B

Service Broker (Joint Project of LMIC and MAC)

Submitted by Fred Logman, Project Manager

The following is the March 2007 status report for the LMIC/MAC grant project as requested.

We are just starting work on this project. We have developed a project plan, established the LMIC project team and identified members of a Steering Committee. We are scheduling the first meeting of the Steering Committee for the morning of Monday, March 26, 2007.

1) Members of the LMIC project team and their responsibilities:

- Chris Cialek Project and LMIC Team Management
- Jim Dickerson Technical Infrastructure
- Andrew Koebrick Web Development
- Fred Logman Project Design and Management
- Brent Lund GIS Developer
- Pete Olson Technical Infrastructure
- Nancy Rader Metadata

Steering Committee:

- Bob Basques
- David Bitner
- Josh Gumm
- Alison Slaats
- Dakota County Representative
- Randy Johnson (liaison with MetroGIS policy and funding matters)

2) No progress has yet been made with respect to the following items as the project is just getting underway:

- Hardware/software specifications and development progress;
- Procedures and standards developed/recommended;
- Clarification of custodial roles and responsibilities needed to support the subject "broker" function, in particular receipt of applications/services produced by multiple organizations relating to business needs of local and regional government that serve the seven county, Minneapolis-St. Paul Metropolitan Area;
- Guidelines for organizations wishing to share an application/service via the "broker";
- Applications/services that will initially be included in the catalogue and accessible via the broker; and
- Testing of "broker" components and related procedures and policies to insure they are workable from the perspectives of all affected parties, using more than one service and at least one service from a local or regional government interest.

3) Any issues/obstacles encountered and proposed solutions. None encountered.

- 4) **Unexpected benefits encountered. Too early in the project to determine.**
- 5) **Updated schedule for completion. Project is targeted for completion by the end of summer 2007.**
- 6) **Outline for the Final Project Report. Too early in the +project to determine.**

Scope and Deliverables

Develop a first generation version of a web based services delivery and computerized “brokering” function building on the shared services survey/catalog developed by the Governor’s Council on Geographic Information. The “broker” function will consist of a web based catalog and a library of services populated with a few routines to act as a demonstration project to show the potential value of developing a more extensive library of shared services for MetroGIS.

Deliverables:

- Catalog of services (based on or an update of Council’s Shared Services Survey/Catalog) Additional catalog search tools
- Library of MetroGIS Services (repository and execution resource that will contain services like the North Dakota/Dakota County toolkit)
- Demonstration and training
- Project report

Assumptions:

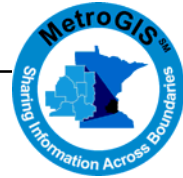
- Significant in-kind hours have been expended by LMIC prior to project start
- Additional in-kind LMIC hours may be added during project
- The Steering Committee will actively participate in several project tasks and their time will not be billed to project
- North Dakota/Dakota County project deliverable will be available when needed
- Project scope and deliverables will be adjusted to fit project funding and allocated in-kind services

Budget

\$20,000 in funding from MetroGIS; in-kind GDA services estimated at \$30,000.

Deadline

November 2007 or sooner, if possible (originally June 2007)



TO: Coordinating Committee
FROM: MetroGIS Staff Coordinator
Contact: Randall Johnson (651-602-1638)
SUBJECT: GIS Technology Demonstration – April 2007 Policy Board Meeting
DATE: March 16, 2007
(For March 28th Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board's April 25, 2007 meeting.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Metropolitan Council's Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS's efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
2. Intersection of IT and GIS A couple of the sessions at the State IT Symposium this past December appeared to be related to the "infrastructure" policy area identified that the February 8th Strategic Directions Workshop. Dan Falbo, ESRI, who was involved in with of these sessions, has agreed to share any information discussed at those sessions and present the material to the Policy Board is the Committee so wishes.
3. 2006 Upgrades DataFinder: This topic would include an overview of the variety data sets available, which are available as WMS, benefit of accessing date via WMS format, and what one can do with Café and who has access (public, non-profit, for-profit, local government, etc.). *(Note: The Committee considered this option at its December 2006 meeting but decided another option was better suited to preparing the Policy Board for the February 2007 Strategic Direction Workshop.)*
4. County GIS activities: 5-7 minute overviews from each county at a single Board meeting.
5. GIS-related work at the U of M:
 - a) NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical US Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.
 - b) "Bicyclist Commuter Behavior" project led by Kevin Krizek and Francis Harvey. They have been using GPS and questionnaires to analyze the behavior of bicyclists in South Minneapolis who commute to downtown Minneapolis or the University. They relied on street center line and orthophotos for the project. Tentative results suggest that bicyclists are not necessarily avoiding busy and less safe routes, but taking a speed advantage of those routes as the benefit that outweighs the perceived risks. The research is supported by Mn/DOT.

COMMENTS

It is suggested that the demonstrations at the April and July 2007 Board meetings relate, if possible, to priority policy/outcome priorities identified at the Strategic Directions Workshop. Candidates 1 and 2, above, would do so. The Metropolitan Council's Natural Resources Atlas is suggested as an option for the April meeting. In addition to addressing the themes listed above, demonstrating this project also provides an opportunity to talk about the problems DNR is having in its efforts to develop a similar tool for areas adjoining the Metro Area due to lack of standards and recognition of the benefits of data sharing.

RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the January 17, 2007 Policy Board meeting.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- 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 Coordinator
Contact: Randall Johnson (651-602-1638)
SUBJECT: RSS Capability Added to DataFinder
DATE: March 16, 2007
(For March 28th Meeting)

INTRODUCTION

The purpose of this report is to:

- 1) Inform Committee members that an RSS capability has been added to DataFinder, and
- 2) Provide Committee members with an opportunity to ask questions about this new capability.

A short presentation about the technology behind this capability will be presented at the meeting.

WHAT IS RSS

RSS (Really Simple Syndication) is a format for notifying website users of new content through a feed. DataFinder now has an RSS feed that provides notification of new or updated datasets or related news items. The primary benefit of RSS is that frequent users of DataFinder data can be alerted of data changes automatically. The RSS will automatically populate with information about data set updates and a new item will be added to the RSS whenever the DataFinder catalog and Cafe are updated with a new or updated dataset.

There are multiple clients that allow a user to subscribe to RSS feeds, including Google reader, Bloglines, My Yahoo, etc. If a user does not wish to subscribe to the RSS, they have the option to simply view the feed on the DataFinder website in a format consistent with the overall site using stylesheets (XSL) to format the RSS feed

HOW TO SUBSCRIBE

To subscribe to the RSS feed go to www.datafinder.org/rss/. Here, you can subscribe if you have an RSS reader set up, or view the feed on a web page if you don't have a reader.

BACKGROUND

Following the June 1, 2006 Imagining Possibilities forum, Randy Knippel, member of the Committee and GIS Manager for Dakota County, contacted the MetroGIS Staff Support Team and suggested that consideration be given to adding this capability to keep people up to date on new and updated datasets. This idea was brought to a DataFinder workgroup meeting in September 2006 and the consensus of the group was that it was a great idea. The DataFinder support staff researched the technical needs, secured the internal authorizations from the Council's IS managers and implemented the capability in January. The technical design was also shared with Technical Advisory Team at its meeting in February.

RECOMMENDATION

No action is requested.



TO: Coordinating Committee

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

SUBJECT: Major Activity Updates

DATE: March 20, 2007
(For the Mar 28th meeting)

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

A) PARCEL DATA COST RECOVERY POLICIES - ESTIMATE OF NET REVENUE RECEIVED

At its January 17th meeting, the Policy Board concluded that it may time to revisit policies related sale of parcel data (see Agenda Item 4). In accordance, a request was made of each County by Chairperson Reinhardt (Attachment A) to submit an estimate of total revenues received and the cost to support the collection of this revenue. A results of this survey are summarized in the following table. The complete statements received from each county are listed in Attachment B. This information is shared with the Committee for information. The Policy Board will consider what, if any, next-steps it may want to take at its April 25th meeting.

County	Estimated Gross Revenue from Parcel Data Sales	Estimated Cost to Support Revenue Collection	Estimated Net Proceeds from Sale of Parcel Data
Anoka	\$15,000	\$500	\$14,500
Carver	\$8,147	\$1,000 to \$2,000	\$6,147 to \$7,147
Dakota	\$7,000	Negligible	\$7,000
Hennepin	\$79,500	Negligible	\$79,500
Ramsey			
Scott	\$2,424	\$650	\$1,774
Washington	\$9,997	\$2,550	\$7,447

B) VACANT NON-PROFIT SEAT ON COORDINATING COMMITTEE– STATUS REPORT

The Staff Coordinator has not had an opportunity to initiate this process. At the Committee’s December meeting, it was agreed that work to fill this vacancy should not begin until following the February 8th Strategic Directions Workshop in the event any related preferences or ideas would arise from the discussion that day. Summarizing the February 8th Workshop and preparing for the March Committee meeting have been higher priorities. Staff intends to pursue the suggestion of seeking out a person with epidemiological background, as suggested at the December Committee meeting. Other suggestions are also welcome.

C) PERFORMANCE MEASUREMENT

Testing new statistics reporting capabilities procedures with the updated DataFinder software

D) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS (ACTIVITY SINCE LAST UPDATE)

a. Addresses (of Occupiable Units)

Work is proceeding to evaluate whether local addressing authorities (generally cities) will be willing to participate in the regional solution, as currently defined. See Agenda Item 5c for more information about the MetroGIS sponsored project. Hennepin County is also involved in a related project, the goal of which is to develop a standardized county-wide database of addresses at the unit level.

b. Highways and Roads:

- A three-year, annually renewable agreement was reached in late December between the Metropolitan Council and The Lawrence Group (TLG). This agreement makes the TLG street centerline database available to government and academic interests at no free to them. It also authorizes licensed users of the TLG Street Centerline dataset to incorporate this dataset into web-based applications they host, provided access by non-licensed users is restricted to view-only. This “view-only” access provision is the first of its kind and represents a major step forward toward policy innovations needed to balance of intellectual property rights with the desire to utilize licensed data in web-based applications. At the time of this writing, Metropolitan Council and TLG had reached agreement on the technical provisions to achieve the view-only requirement in the GeoCortex IMS environment utilized by the Council. Once the application license agreement is in place, agreement on technical specifics for other platforms are intended to be pursued.
- The Staff Coordinator has been notified that MnDOT’s Anchor-Segment Project has been indefinitely suspended because the software required to management the system could not be migrated to a production mode.
- Notice of the availability of most recent quarterly update of the TLG Street Centerline dataset was send to licensed users on March 15th. Two new attributes were added to hold the new federal standard unique ID for cities and townships. That is the GNIS_R and GNIS_L. This is the same code that we call CTU_ID.

c. Jurisdictional Boundaries

- Watershed District Boundaries. The results of Washington County pilot project were conveyed in October 2006 to representatives of the Mn Board on Soil and Water Resources BSWR. A recommendation of the Washington County pilot was that BWSR is the most logical entity to serve in the roles of Regional Custodian. As of this writing, BWSR had not yet responded to the proposal.
- School District Boundaries: No work has been initiated to identify an appropriate regional custodian due to pending budget cuts and reorganization of LMIC. LMIC had been identified as the most logical custodial option given their as contractor relationship with the Department of Education

d. Land Cover

- The extent of coverage is nearing 90 percent. A map of the coverage status can be viewed at http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf. In addition, a technical forum for current users was held on December 16 to share new coding and systems criteria.
- At the December Committee meeting, Tim Loesch with DNR agreed to supply download statistic data for the seven county metro portion of the Land Cover dataset. The protocol to support integrate this information into MetroGIS’s Performance Measurement Program on ongoing basis is under development.

e. Parcels:

Notice was sent in January to all licensed users stating that the fourth quarter 2006 update was available.

f. Socioeconomic Characteristics of Areas

The custodian, University of Minnesota Population Center, added several new data sources to MetroGIS Socioeconomic Resources Page (http://www.datafinder.org/mg/socioeconomic_resources/index.asp).

Update submitted by Will Craig: One of the key indicators of urban problems is property foreclosure. Thanks to the Minnesota 3D program at the Center for Urban and Regional Affairs (www.cura.umn.edu/M3D.php), we now have contact information to obtain that data in the Twin

Cities region. Unfortunately, most counties still provide copies of only the paper forms. Hennepin County is the leader, providing critical information (including address) in Excel format. Contact and other information is provided for all counties.

In the Socioeconomic Data Source section of DataFinder (www.datafinder.org/mg/socioeconomic_resources/), look at Property Foreclosure and search under Data Source (County Sheriff Department) or Data Category (Housing). Most of the foreclosures are on housing, but the data sources cover everything.

E) REGIONAL MAILING LABEL APPLICATION RETIRED

In late January, Alison Slaats, member of the MetroGIS support team and manager of DataFinder, became aware that an access breach concerning the regional mailing label application had occurred. The application was immediately removed from service. After considering options, the application was retired, as explained in Attachment C. For reasons not fully understood, the application had only been utilized by six parties in the past year. Those six parties were informed of the incident and reasons for the decision to remove the application from service. No one expressed opposition to the decision, given the circumstances.

This experience points out the need to clearly define user needs before expending resources to develop a tool. This application was developed as a means to help the Policy Board better understand the distinction between providing access to geospatial data and actually addressing a common information need (i.e., I need to know the address of a property and how to get in touch with the resident?) The tool achieved its purpose but the application failed because it was not being used.

ATTACHMENT A

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



February 9, 2007

Name – Separate letter to Each County Representatives to MetroGIS Coordinating Committee

Address

Address

Address

RE: Cost Recovery Practices Pertaining to Parcel Data Development Expenses

REQUEST

That each of the seven metropolitan area counties provides the MetroGIS Policy Board with a summary of the amount of net revenue it receives annually from charging a cost recovery fee to for access to parcel data.

POLICY BOARD DIRECTION

At its January 17th meeting, the topic of cost recovery policies related to parcel data came up in Policy Board discussions on three occasions. (Refer to the Attachment for excerpts from the summary for the January 17, 2007 meeting.)

During consideration of Agenda Item 5c – “Beyond Government Users – Partnering Opportunities” Policy Board members talked about the possibility of counties reevaluating their current cost recovery practices. The Board expressed interest in investigating whether greater benefit might be obtained if parcel data were to be more broadly accessible than is currently possible.

TYPE OF INFORMATION REQUESTED

The Policy Board is requesting the following information from each county:

- 1) Estimate of amount of cost recovery revenue received annually from parcel data sales, not including any added value by staff to produce derivative products.
- 2) Estimate of annual cost to support parcel data cost recovery policies.

Although, the Policy Board’s request did not specifically differentiate between parcel boundary data (surveyor managed) and parcel attribute data (assessor managed), for purposes of this request it would be appreciated if you could make this distinction. Further, it would be appreciated if you would include only data components that are part of the regional parcel dataset. Cost recovery fees for data components that are not part of the regional parcel dataset are out of scope for this request because MetroGIS’s interest applies only to those data that are components of regionally endorsed parcel dataset.

If you have any questions, do not hesitate to contact either Randall Johnson, MetroGIS Staff Coordinator, who can be reached at 651-602-1638 or randy.johnson@metc.state.mn.us. or me (651-266-8363).

Please submit the requested information to Randall Johnson. It will be utilized during the pending Business Plan Update process. As such, it would be greatly appreciated if you could submit it by February 23, 2007, if at all possible.

Sincerely,

Victoria Reinhardt,
Policy Board Chairperson *and*
Ramsey County Commissioner

EXHIBIT

Excerpt from January 17, 2007 Policy Board Meeting Summary

5a) 2006 Accomplishments

Coordinating Committee Member Read introduced the topic and informed the Policy Board that the Coordinating Committee had accepted the listing of major accomplishments for 2006

Chairperson Reinhardt called for any revisions or comments regarding the listing of accomplishments.

Member Pistilli asked for more information about progress made to grant non-profit interests access to licensed parcel data, without fee...

Member Pistilli, commented that he would like more information about the rationale behind the current practice of charging a data development cost recovery fee to non-government interests for access to parcel data, noting the development project used as case study in the GIS Technology Demonstration (Agenda Item 4) opens the question whether free access would not be a better policy as amount of revenue received through cost recovery may be substantially less than the economic and social benefits of allowing free access.

5c) Beyond Government Users – Partnering Opportunities

The Staff Coordinatorsummarized each of the five suggested partnering opportunities that had been identified by the (Beyond Government Users) Workgroup, as outlined in the agenda packet.

In response to a comment by Vice Chairperson Kordiak inquiring as the amount of revenue involved from data sales, the members agreed that it would be helpful to know the extent the counties are currently relying upon revenues gained from cost recovery of parcel data development costs. The members also concurred that it may be time to revisit current cost recovery policy. Member Pistilli agreed with Vice Chairperson Kordiak, that these data were developed for a public purpose and that the tax payer might benefit more from value added to the data by others and economic development resulting from use of the data if it were more widely available. Member Pistilli concluded the discussion with the rhetorical comment “where is the harm in offering the private sector access to data that they can utilize to enrich their businesses?”

The Staff Coordinator agreed to draft a request for Chairperson Reinhardt’s signature to send to the county representatives to the Coordinating Committee with a copy to the Policy Board requesting an estimate of how much revenue is received annually from data sales (not including any added value by staff to produce derivative products) together with an estimate and how much it costs to support the data sales procedures.

5d) Preparations for Strategic Directions Workshop

Chairperson Reinhardtencouraged the members to speak with staff and colleagues at their respective organizations before the workshop about the “starter kit statements” listed in Attachment C of the agenda packet to make sure any issues or concerns are identified at the Workshop.

Member Pistilli asked if cost recovery policy questions surrounding parcel data, raised previously in the meeting, should be addressed before the Strategic Directions Workshop..... He encouraged the members to offer general direction at the Workshop for the appropriateness of MetroGIS engaging and, if so, provide general direction as to the desired outcome but there is no need to attempt to decide any specifics at the Workshop.

ATTACHMENT B

Excerpt From Responses Submitted By County Representatives

Question 1: Estimate of amount of cost recovery revenue received annually from parcel data sales, *not including* any added value by staff to produce derivative products.

Question 2: Estimate of annual cost to support parcel data cost recovery policies.

Anoka County

1. Between selling complete county-wide data parcel datasets and smaller subsets, I'd estimate our recovery cost to be \$15,000. That includes data sold to the public and yearly licensing fees from the cities.
2. I'd estimate about \$500 worth of time is spent yearly on data cost recovery policies. Of course, if parcel data was free and downloadable from an FTP site then our time spend taking calls and processing data requests would also be much less.

Carver County

1. Last year we collected \$8,147 in parcel revenue.
2. The cost now is low in providing this information to our customers. We have setup up processes that export the data out weekly to a website where the data can be downloadable with a username and password. If there are any custom requests for parcel data we bill out our time to complete the task in our setup fee. There is still the maintenance of these scripts, web server, logins, etc. that take staff time. If I had to put a cost on setting this up it would be \$1000 - \$2000 in staff time last year. We currently offer a yearly subscription to our repeating users for a low cost and this provides them access to a downloadable website where they can get new data weekly, they just need to buy the whole county once. We currently only have 5 subscribers, but this is very low maintenance on our side. The parcel dataset comes with the same attributes we send to MetroGIS quarterly.

Dakota County

1. Dakota County received about \$7,000 in revenue from the sale of parcel data in 2006. All parcel data is delivered in the same format as that provided to MetroGIS. Sale of other GIS data generated an additional \$17,000 in revenue (*not included in this survey*). All revenue from the sale of GIS data is placed in an enterprise fund that can only be used to help offset annual GIS database maintenance costs for the county and its GIS partners, including the cities and Dakota Electric Association.
2. Dakota County operating costs directly associated with parcel data sales are negligible, especially since parcel data is usually either bundled with the sale of other GIS data or delivered as a subscription service using automated procedures. Any operating costs are charged directly to customers as a service fee on top of the data costs.

However, at times over the past 10 years, we have had instances where the County Attorney's Office needed to be involved in developing, modifying, or defending the GIS data license agreement. While this governs all GIS data, it has been recently driven primarily by discussions with other metro counties and the Metro Council for providing consistent data to MetroGIS and its constituents. These instances have been very time consuming for our attorneys and, although those costs have not been paid from GIS data sales revenue, they likely offset any revenue generated from the sale of parcel data alone. (*MetroGIS Staff Note: Attorneys from Dakota County and Hennepin County represented counties in the negotiations that resulted in the current Parcel Data Sharing Agreement.*)

Hennepin County

1. Hennepin County's Electronic Proprietary Data Base (EPDB) comprises: attribute data related to land, attribute data related to property owners, and property map information. Although the attribute and parcel mapping data are available in many forms, to accommodate our users, they are all licensed under a single agreement and (if sold) conform to a single pricing schedule. They are not

differentiated (for sale or distribution) based on where they originate or where development/maintenance occurs.

These figures pertain to FY 2006

Sale of parcel attribute and mapping data: \$79,500

Sale of aerial photography (annual average for recent two year contract.)

\$35,261 *(Not included in the results of this survey)*

Annual Total \$114,750

2. The licensing process does present an obstacle to first time users and consumes the time of county staff from several departments. The need to administer hand signed copies of contracts by multiple agencies and departments could be streamlined and it is our hope to do so in the near future. The same does not apply to the sale of data however, that is a separate issue. Data sales enabled by 13.03 Sub. 3 (d), may or may not pertain to licensed data. Cost recovery for aerial photography and GIS data is a point of sale activity and doesn't appreciably increase expense to the county.

Cashiering, fee schedules, and financial reporting systems are in place for multiple purposes across the county, most of which unrelated to GIS or parcel data.

Ramsey County

Scott County

1. Here is our information pertaining to the request for parcel data sales for Scott County.

Sale of parcel data for 2006 \$2,424

2. Annual cost to support parcel data cost recovery..... ..\$650

The annual cost is based on the number of hours for a technician to fulfill parcel data information requests. This time only considers the time spent on an actual sale. We also have a number of hours that are tied to inquiries and potential sales that ultimately do not occur for one reason or another.

Like Hennepin County, we have billing, receipting and other financial processes in place for many County functions that are unrelated to parcel data sales and are not significant in this process.

Washington County

The county sells two parcel data sets.

1. The Surveyor Division sells parcel data to customers in AutoCAD and ArcView Shapefile format with full attribute information (I don't believe this data set includes the Assessor's data). 2006 revenue from this data was \$5,997.30. It took 102 hours to prepare the data (assume \$25/hour) or \$2,550.

The GIS Support Unit prepares and distributes the MetroGIS Version of the parcel data dataset - an ArcView Shapefile format with limited parcel attribute information but with complete attributes as prescribed by MetroGIS. Revenue from sales in 2006 was approximately \$4000.

In the past 11 months the county took in \$34,000 in revenue from aerial photos. *(Not included in the results of this survey)*

ATTACHMENT C

From: Mark Kotz, Metropolitan Council GIS
To: MetroGIS Coordinating Committee Members
Date: 2/15/07 9:08A.M.
Subject: MetroGIS Mailing Label Application Retired

Hello Coordinating Committee Members,

I wanted to let you all know that the Metropolitan Council as retired the MetroGIS Mailing Label Application that was running on the DataFinder site and which used the regional parcel dataset. This application was released in January, 2005 and has been available only to licensed users of the parcel data. Recently we discovered that the application had been accessed by unauthorized users who took advantage of an SQL security vulnerability to basically trick the application into accepting a bogus user and password. Logs of the application activity show that no mailing labels were actually created by the unauthorized users, and most of these logins were on one day. This seems to have been someone testing this bogus login trick and not someone trying to actually use the application. There is no direct access to the parcel data from this application.

The application was removed from the server on January 17th when we discovered the problem.

After assessing our options, we have decided to retire the application for three reasons:

1. Application logs show very little use of the mailing label application. In 2006, there were only two repeat user organizations.
2. A significant investment in staff time would be required to make the login secure.
3. The purchase of new web software (Geocortex IMF) provides an alternative client in which to develop a next generation application with improved security features.

Please let me know if you have any questions or concerns about this.

Mark

CC: Technical Advisory Team



TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: March 20, 2007
(For the Mar 28th meeting)

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

A) 2006 ANNUAL REPORT

The 2006 MetroGIS Annual report was distributed the week of March 19th to around 1550 individuals. Approximately 800 individuals who serve as a chief elected or chief administrative official with government organizations that serve the seven county, Minneapolis St. Paul Metropolitan Area were mailed a postcard informing them that the report was available and encouraged them to access it via the MetroGIS website. Another 750 individual, including the members of the Coordinating Committee, who have asked to be kept advised of MetroGIS's activities and for whom, MetroGIS has an email address on file were sent an email notice that the report is available. The report and the accompanying informational brochure can be viewed at http://www.metrogis.org/about/annual_reports/index.shtml

B) LETTER OF SUPPORT TO PRESERVE FUNDING FOR LMIC

MetroGIS received a request to submit a letter of support to preserve LMIC's budget after the MetroGIS Policy Board had met in January. As such, Chairperson Reinhardt elected to send a letter of support on Ramsey County's letterhead to key legislative contacts which included MetroGIS's perspective, essentially as had been stated in the 2005 letter submitted for the same purpose. The letter submitted by Chairperson Reinhardt is presented in Attachment A.

C) MEETING SUMMARY – MARCH 2007 TECHNICAL ADVISORY TEAM (TAT)

The meeting summary for the TAT's March 2007 meeting can be viewed at http://www.metrogis.org/teams/ta/index.shtml#agendas_sum.

D) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

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

An article was submitted about the results of the February 8, 2007 MetroGIS Strategic Directions Workshop. The article will be able to be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=189>.

2. Presentations

Mark Kotz, Lead Staff to the MetroGIS Addresses of Occupiable Units Workgroup, presented an update to a gathering of Twin Cities Researchers on MetroGIS's efforts to pursue creation of a Regional Addresses of Occupiable Units database. The following is text from the flier introducing Kotz's presentation:

“The MetroGIS community has good data for roads and for property parcels -- but what about spatial data for buildings and even individual occupiable units (apartments, office suites, stores in a strip mall)? How can this type of data be developed and maintained in a standardized format for the Twin Cities region?”

A MetroGIS workgroup, with members from 15 municipal, county and regional organizations, has prepared a white paper outlining the needs for this type of geographic information, requirements for creating and maintaining it, and a roadmap for the eventual implementation of a shared, metro-wide occupiable units point dataset.

The occupiable units initiative is a work-in-progress; its ultimate success dependent on the business case, resources, planning and metro-wide cooperation. Mark Kotz's presentation is a case study of the work thus far -- and offers lessons for future geodata development initiatives.”

E) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

F) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

U of M Joins National Neighborhood Indicators Partnership

Submitted By Will Craig, CURA, University of Minnesota

Minneapolis is now officially part of the National Neighborhood Indicators Partnership. NNIP is a collaborative effort by the Urban Institute and local partners to further the development and use of neighborhood-level information systems in local policymaking and community building. Some two dozen were local partners. Minneapolis and New York City were added in January 2007.

Minneapolis is represented by the Center for Urban and Regional Affairs (CURA) at the University of Minnesota. CURA has been helping neighborhoods take advantage of GIS for more than a decade. As a result, we were invited to apply. Members need to demonstrate a mission of:

- (1) Building and operating an advanced information system with integrated and recurrently updated information on neighborhood conditions in its city;
- (2) Facilitating and promoting the direct practical use of data by community and city leaders in community building and local policymaking; and
- (3) Giving emphasis to using information to build the capacities of institutions and residents in distressed neighborhoods.

For more information on NNIP and CURA's activities, see <http://www2.urban.org/nnip/>

ATTACHMENT A

RAMSEY COUNTY LETTER HEAD

February 2, 2007

Representative Steve Sviggum
Speaker of the House
463 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155-1206

(ALSO TO THE OTHERS – LIST FROM ARBEIT)

MN Land Management Information Center - Letter of Support

Dear Speaker Sviggum:

This letter is in regard to the 75 percent reduction that has been proposed by the Governor in the Department of Administration's budget for the Land Management Information Center (LMIC). I am sending this letter to you to make certain you are aware of the value LMIC has brought to the seven-county, Metropolitan Area and the important services that would be lost if the proposed budget cut were to become reality.

By way of introduction, I am a Ramsey County Commissioner and I serve as the Chairperson of the MetroGIS Policy Board, a voluntary regional geographic information systems collaborative that serves the seven-county, Minneapolis-St. Paul Metropolitan Area. MetroGIS's Policy Board is comprised of 10 locally elected officials and a member of the Metropolitan Council. The Board members represent cities, counties, school districts, watershed districts and regional government interests. MetroGIS has been providing a regional forum to promote and facilitate widespread sharing of geospatial (GIS) data since 1995. Its primary focus is to foster collaborative solutions to information needs common to local and regional government that serve the seven county metropolitan area. In addition to its core stakeholders, MetroGIS also seeks partnerships with state and federal government, academic institutions, nonprofit organizations and businesses to accomplish its mission.

I would also like to take this opportunity to share with you six examples of how LMIC has or is assisting MetroGIS's efforts in the seven-county, Minneapolis-St. Paul Metropolitan Area. Each illustrates the value of coordinating efforts to save resources and help government operate more efficiently:

1. Foster Statewide Coordination of Geospatial Policy. The benefits of collaboration within the seven-county, Metropolitan Area that have been facilitated through MetroGIS's efforts to foster collaboration are many fold. However, a higher order goal and the primary reason for this letter, is that without coherent statewide policies, MetroGIS's stakeholders will not be able to effectively share data or leverage existing investments with those local, regional and state government interests which have jurisdictions adjoining the seven-county Metropolitan Area. Over the past several years, through LMIC's guidance and support, this goal of workable and sustainable statewide policies to accomplish the desired data sharing and leveraging of existing investments is beginning to take shape. A Strategic Plan (*Foundations for Coordinated GIS*) was adopted last year by the Governor's Council on Geographic Information. It identifies several critical next steps. If the funding cut that has been proposed for LMIC becomes reality, this important work to foster coordination would cease, as there is no other organization responsible for this important work.
2. MN Geographic Data Clearinghouse. LMIC's investment and ongoing counsel made it possible for the MetroGIS community to implement a state-of-art, Internet-based data discovery and distribution

tool. MetroGIS DataFinder (www.datafinder.org) works seamlessly with the state's clearinghouse and offers the customization needed for easy discovery and access to geospatial data particular to the metropolitan area. LMIC developed and supports the GeoGateway solution to linking organizations that offer geospatial data through web services. LMIC GeoGateway services include providing incubator host sites for other organizations until they are ready to support them on their own. LMIC continues to host the MetroGIS DataFinder GeoGateway site.

3. Federal Agency Coordination. Effective data sharing and leveraging of existing geospatial data and related support infrastructure investments have been hot topics across the nation for over two decades. National interests recognize that much of the data they need is produced by local government, yet without an effective means to access and integrate the locally produced data, much duplication in data development has resulted. The vision of the National Spatial Data Infrastructure (NSDI) was borne in the early 1990s in an attempt to define the organizational and technical components needed to achieve widespread sharing of existing investments in these framework geospatial data. LMIC's advocacy with its federal counterparts is important to MetroGIS's ability to work effectively with federal interests needed to effectively implement partnerships that are equally important to local and regional government as they are to federal interests. All parties seek the same outcome - improve efficiencies and service delivery.
4. Standards Development. LMIC's staff support, which ultimately resulted in the adoption of standards for metadata content and format, are fundamental to MetroGIS's efforts. Without metadata, MetroGIS DataFinder could not function. Without DataFinder, the goal of efficient and easy access to geospatial data, when needed in the format needed, could not have been achieved. Similarly, support from LMIC assisted with development of the Unique Parcel Identification standard that made possible a Regional Parcel Dataset for the seven-county, Metropolitan Area.
5. Tools and Training that Support Best Practices. LMIC efforts to provide training and tools to streamline capture of the information that comprises metadata records and documentation of geospatial data accuracy have been of substantive value to the many organizations that comprise the MetroGIS community – ultimately saving them time, resources, and effort.
6. Launch of MetroGIS. LMIC played a key role in the early years of the effort to launch an unprecedented regional initiative, which became known as MetroGIS. MetroGIS is widely recognized as the most successful regional geospatial collaborative in the country.

The six examples noted above are the most prominent. Loss of the referenced resources would have a substantive negative impact on the local and regional government interests that comprise MetroGIS. From our perspective, it goes without saying that LMIC's activities are useful and productive, most of which are not provided by any other organization in the state. There is clear need for the inter-organizational –local, regional, state, federal interests at minimum - communication vehicle that LMIC provides. Effectively collaboration to address common needs and leverage limited resources can not occur without this communication.

Feel free to contact me (651-266-8363) if you would like to discuss this issue.

Sincerely yours,
Victoria Reinhardt,
Chair, MetroGIS Policy Board and
Ramsey County Commissioner