

**September 12, 2007****Minnesota Counties Insurance Trust (MCIT) Building****100 Empire Dr., St. Paul, MN***(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)***12:30 to 3:30 p.m. (extend if needed)*****See directory in lobby for meeting room location***

	<u>Page</u>
<b>1. Call to Order</b>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
a) June 27, 2007	<i>action</i> <b>1</b>
<b>4. Summary of July 25 Policy Board Meeting</b>	<b>8</b>
<b>5. Action and Discussion Items:</b>	
a) 2008-2011 MetroGIS Business Plan – Final Recommendations	<i>action</i> <b>14</b>
(1) Chapter 8: 2008-09 Work Program and Operational Implications ( <i>Proposed Actions and Resources</i> )	
(2) Chapter 4: Policy Foundation ( <i>Suggested Refinement of Mission Statement</i> )	
(3) Executive Summary ( <i>Does the Committee Have Any Suggested Modifications?</i> )	
b) Applications/Technical Leadership Workgroup	<i>action</i> <b>35</b>
c) Regional Address Point Database – Next Steps	<i>action</i> <b>37</b>
d) 2006 Regional GIS Project Update: Service Broker Project	<b>43</b>
e) GIS Demonstration for October 2007 Policy Board meeting	<i>action</i> <b>51</b>
f) Committee Vice-Chairperson Vacancy	<i>action</i> <b>53</b>
g) Anomaly Report – Quarterly Performance Measurement Report	<i>action</i> <b>56</b>
h) Should a Description of MetroGIS be Added to Wikipedia?	<i>action</i> <b>58</b>
i) Debriefing on GIS Involvement in Response to I-35W Bridge Collapse	<i>action</i> <b>59</b>
<b>6. Presentation (Tentative) – Example of Partnering Opportunity to Leverage Related Efforts</b>	<b>60</b>
<b>7. Project Updates:</b>	
a) 2006 and 2007 Regional GIS Projects	<b>62</b>
b) Priority Business Information Need Solutions and User Satisfaction Forums	
c) County Data Producer Workgroup Activities	
<b>8. Information Sharing:</b>	<b>64</b>
a) Status Report - Filling Board and Committee Vacancies	
b) Carver County Committee Member Change	
c) Presentations / Outreach / Studies	
d) Metro and State Geospatial Initiatives Update	
e) Federal Geospatial Initiatives Update	
<b>9. Next Meeting</b>	
December 5, 2007	
<b>10. Adjourn</b>	

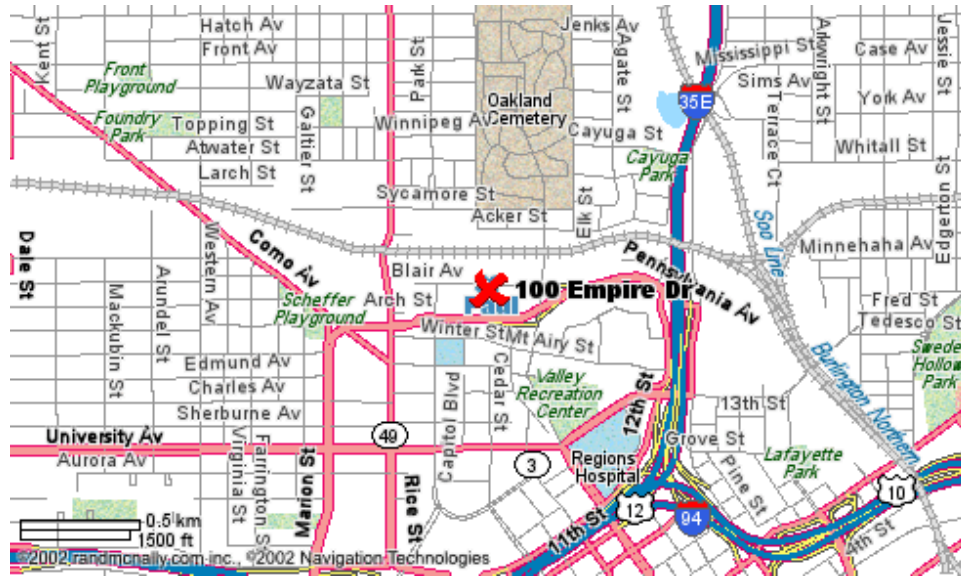
**Mission Statement**

***“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.”***

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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**Ramsey County Public Works Building – Arden Hills**  
**June 27, 2007**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 1:15 p.m. He began by asking the Committee members and audience to introduce themselves, asking them to provide any general announcements of interest.

Gelbmann shared with the group that the Metropolitan Council is preparing a launch a new Maps website. Vice Chairperson Ned Phillips announced that he had accepted a new position not affiliated with water management and as such commented that this would be his last Committee meeting. Members were asked to offer suggestions for appointment of new vice chairperson to Chairperson Brown before the next meeting. Phillips commented that he had contacted the Metro Chapter of the Minnesota Association of Watershed Districts to begin the process of appointing a new representative to the Committee.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Jim Engfer for Steve Lorbach (AMM: core cities - City of St. Paul), *Counties:* David Claypool (Ramsey); Jim Bunning for Jim Hentges (Scott), Bill Brown (Hennepin); *Federal:* Ron Wencil (USGS); *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); *Utilities:* Allan Radke (CenterPoint Energy); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Dave Drealan (Carver), Randy Knippel (Dakota), Jane Harper (Washington), *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Gordon Chinander (Metropolitan Emergency Services Board); *Schools:* Dick Carlstrom (TIES); *State:* Tim Loesch (DNR) and David Arbeit (GDA/LMIC).

Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team); Jonathan Blake (Richardson, Richter and Associates – Member of the MetroGIS Staff Support Team).

Visitors: Brian Huberty (U.S. Fish and Wildlife Services), Mark Kotz and Matt McGuire (Metropolitan Council), and Fred Logman (LMIC).

**2. ACCEPT AGENDA**

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

**3. ACCEPT MEETING SUMMARY**

Craig moved and Henry seconded to approve the March 28, 2007 meeting summary, as submitted. Motion carried, ayes all.

**4. POLICY BOARD MEETING:**

Staff Coordinator provided an overview of the April 25, 2007 Policy Board meeting, elaborating on their discussion regarding county revenue for parcel data transactions and approval of a works ion progress policy foundation for MetroGIS.

In response to suggestion made by Policy Board Member Schneider at the April Board meeting, Chairperson Brown pointed out that there currently is no difference between what could be considered as certified or uncertified data. The Staff Coordinator commented that the Board's expectation is that the County Data Producer's Workgroup will offer a recommended course of action concerning the direction requested by the Board.

Henry inquired about the vacant Association of Metropolitan Municipalities (Large Cities) seat on the Policy Board and if there had been any candidates proposed. The Staff Coordinator replied that no candidates had been offered, but the possibility for filling the vacant position with a person from the LOGIS organization is under consideration by AMM.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) 2007 Regional GIS Project – Final Review**

Chairperson Brown introduced the agenda item, requesting that Read provide an overview of project proposal and request for a budget increase of \$4,000 to \$14,000. She noted that while the project can be completed for less than \$14,000 the additionally requested allowance of \$4,000 would permit the project to include additional features, not included in the concept proposal.

Craig asked about integration of the entire TLG data (22 counties) and the geocoding engine being used – would it be proprietary or could it be used on other systems? Read replied that the system would be designed to be portable, and is currently proposed to be hosted at LMIC in general, but any organization would be able to install it in-house for mass geocoding. She agreed to look into the question about the geographic extent of the TLG dataset, as that question had not previously arisen.

Vander Schaaf asked if the subject geocoder would be capable of exporting its results to a desktop GIS system. Read replied that the geocoder would be a web-based service, but as most desktop GIS systems, such as ArcGIS, it will have the ability to integrate with web services, no problem should be encountered for desktop users in addition to web-based users. Though she noted that this service will not be designed to support batch geocoding.

The Staff Coordinator asked if a final, definitive budget would be available soon and whether Read expected the project to come in below the revised \$14,000. Read replied that the geocoding application will be finished for less than \$14,000; the additional funds are requested as a buffer for any potential cost overruns, such as paying for hosting or add-ons.

Henry asked if this service could be added to the Metropolitan Council's new GIS site. Gelbmann replied that he would be interested in exploring the addition of geocoding functionality to the Council's new "Maps" website and that it would make no difference where the service is hosted.

**Motion:** Henry moved and Craig seconded that the Coordinating Committee recommend that the Policy Board endorse for funding, not to exceed \$14,000, as the 2007 Regional GIS Project, the project entitled "Geocoding Service and Application Code based on TLG Streets and/or Parcel Data" as described in the final application, dated June 19, 2007. Motion carried, ayes all.

### **b) Amended 2007 MetroGIS Budget for Fostering Collaboration**

The Staff Coordinator introduced and provided an overview of the proposed amendment to the "fostering collaboration" component of MetroGIS's 2007 budget, explaining that the amendment involves reallocation of the funds to a new line item for use to support

“applications” related needs; the top priority cited at the February 8<sup>th</sup> Strategic Directions Workshop.

The group concluded that it should table action on this proposal until it had considered Agenda Item 5e –2006 Regional GIS Project Status Reports – Web Editing Application.

**e) 2006 Regional GIS Projects – Status Reports**

Chairperson Brown introduced the topic, calling on the project directors to offer summaries and commentary.

1) Web Editing Application: Matt McGuire of the Metropolitan Council and manager of the Web Editing Application Assessment Project provided progress update. He noted that broad support has been documented for all levels of government in the Metropolitan Area to proceed with development of the proposed application, also noting that some obstacles will need to be addressed regarding PSAPs that serve Washington and Hennepin Counties. McGuire suggested that MetroGIS consider building relationships with law enforcement agencies and PSAPs. A draft of the final report from URS, the consultant retained to conduct the feasibility assessment is due on June 28. The plan is to forward the report to the Address Workgroup for review and if possible submit a recommendation for the Committee’s consideration at the September meeting. Mark Kotz, lead staff to the Address Workgroup, offered a brief overview of the deliverable that will include recommended technical specifications for the application and associated database, as well as custodial roles and responsibilities involved in the use and support of the application.

Read asked if the Address Workgroup has the resources needed to develop a recommendation for next steps to implement the proposed Web Editing Application for the Committee consideration in September; the point being to be in a position to redirect and capture unused 2007 funding to apply towards those next steps, if the opportunity presents itself. McGuire and Kotz clarified that no additional funds are needed to complete the Web Editing Application Viability Assessment project but did acknowledge that resource needs for the development phase are the focus of the Address Workgroup’s pending recommendation to the Committee.

Bunning commented that three counties have recently decided to develop such an application, therefore, it should be assumed that this application is a good idea and should be pursued and that there is role for MetroGIS to foster a collaborative approach to leverage resources.

No comments were offered by the Committee regarding the specifics of the project deliverables other than to encourage the project to move to conclusion as soon as practical.

2) Service Broker: Fred Logman of LMIC and manager of the Service Broker Project provided an overview of the progress. The project is currently at the stage of defining metadata criteria and that no work has progressed since March.

Bunning asked if there was a way to expedite the project by bringing in additional staff support to work on the technical aspects as opposed to continuing to postpone until policy related matters can be addressed. Logman commented that he does not believe that work on the technical matters would effectively expedite the project, noting that the pending results of a related effort by the Mn Office of Enterprise Technology’s ongoing security update process should be taken into consideration. Logman commented that work on the “catalogue” is in progress but that development of the “library” of services requires resolution of security concerns which involves a policy element.

Logman commented that he anticipates the Service Broker Project will be complete in October 2007. The Staff Coordinator commented that the earlier the recommendations can be made the better in particular if additional funding resources will be needed to implement the “service broker – ApplicationFinder” concept.

**b) Continued - Amended 2007 MetroGIS Budget for Fostering Collaboration –**

The Staff Coordinator commented that the primary purpose of the requested action is to obtain Committee agreement that use of the subject 2007 funding to address application-related needs would be a better use than for which they were originally allocated.

Craig acknowledged that the proposed amendment is desirable given “applications” is the number 1 priority defined by the MetroGIS community but he asked why the suggested new budget line item is named “Shared Application Policies/Plan” which appears to limit expenditure of the subject \$22,250 to \$26,250 in funding to defining policy and not permit these funds to be used for technology solutions.

Gelbmann commented that defining MetroGIS’s overall role and shared applications-related opportunities should take precedence over funding specific solutions without first reaching agreement on an overall strategy.

Givens concurred with staff’s proposal to assemble the subject funds but suggested moving them to the existing Professional Services/Special Project budget line item to provide maximum flexibility.

Staff explained that this compromise is workable as the current action is simply to assemble funds for application related purposes, noting that the second action requested is to create an Applications Workgroup to recommend how the funds will actually be expended. Gelbmann concurred with Staff’s proposal to create an Applications Workgroup and to begin the process of developing a funding proposal for consideration by the Committee at the September meeting to insure available funding is formally encumbered if not spent by year end.

**Motion:** Read moved and Craig seconded that the Coordinating Committee recommend that the Policy Board amend the 2007 MetroGIS budget to:

- 1) Reallocate between \$22,250 and \$26,250 from the originally approved MetroGIS line item budget for the “fostering collaboration” function, as illustrated in the Committee’s agenda packet, to the Professional Services/Special Projects line item for applications-related uses consistent with the priorities defined in the Next Generation Business Planning process, and
- 2) Authorize the Board Chair to authorize minor adjustments up to \$5,000 to the approved budget.

Motion carried, ayes all.

**Motion:** Craig moved and Givens seconded that the Coordinating Committee:

- 1) Create an Applications Workgroup.
- 2) Authorize the Coordinating Committee Chair to appoint a chair and co-chair of the new Applications Workgroup.

Motion carried, ayes all.

**c) GIS Demonstration for July Policy Board Meeting**

Chairperson Brown introduced the agenda item, asking the committee for recommendations for the GIS demonstration. Henry recommended that Read present the mapping software recently demonstrated by the Metropolitan Mosquito Control District (MMCD) on Channel 4 television. The group also agreed that the Metropolitan Council's new "Maps" website would be a good option. The Staff Coordinator and Chairman Brown agreed to share both ideas with Policy Board Chairperson Reinhardt.

**Motion:** Henry moved and Craig seconded that the Coordinating Committee recommend dual-topic proposal of the MMCD's Mapping Application and the Metropolitan Council's new "Maps" as a GIS Technology demonstration for the July 2007 Policy Board Meeting. Motion carried, ayes all.

**d) Reschedule September 2007 Meeting**

The Staff Coordinator proposed moving the September 12, 2007 Coordinating Committee meeting to either the week of September 18 or the week of September 25 to permit more time for the Business Planning Process. After a brief discussion, the Committee decided to retain the existing September 12<sup>th</sup> meeting date. No further discussion or action occurred.

**f) Anomaly Report – Quarterly Performance Measurement Report**

No discussion of this item occurred due to lack of time.

(Editor's note: Following the meeting, Craig commented that the two peaks of data downloading activity illustrated on chart included in the agenda report correspond to fall and spring college semesters. He offered that given the robust data holding available via DataFinder, that class projects may be a contributor to these spikes. This comment will be incorporated into the annual report.)

**g) MetroGIS 2008-2011 Business Plan – Preliminary Acceptance of Proposed Strategies**

Chairperson Brown introduced the topic. The Staff Coordinator explained that five members of the Business Planning Oversight Team had accepted responsibility for Challenges and Strategies that comprise each of the eight major activity areas previously identified for inclusion in the Business Plan and, noting that the primary source of the draft strategies in large part came from direction provided by the February 8, 2007 Strategic Directions Workshop.

The Business Planning Oversight Team's idea of breaking into small groups to discuss the proposed challenges and strategies was explained. Committee members decided that they would prefer to discuss the strategies as a large group, focusing on the top three major activity areas given insufficient time to concern all eight areas at this meeting. By way of a show of hands the three major activity areas that were of most interest to the Committee members were as follows: 1) Facilitate Better Data Sharing, 2) Expand Regional Solutions to Include Support and Development of Application Services, and 3) Expand of MetroGIS Stakeholders. A summary of the discussion and suggested modifications for each of these three activity areas follows:

**1. Facilitate Better Data Sharing**

Read, Chairperson of Business Planning Oversight Team, provided an overview of the preliminary "Challenge" and "Strategy" statements for this activity area.

Craig and Logman commented that the idea of fostering data catalogues (in addition to data libraries such as DataFinder) should be investigated, whereby, producers are encouraged to

describe their data holdings in a format simpler than conventional metadata (e.g., datafile name with contact information). These abbreviated descriptions would be posted on a catalogue, searchable via the Internet. The members agreed that implementing this concept would be a first step to achieving broader participation by small producers and agreed it should be included in the Next Generation Plan. Logman emphasized that the information maintained in the catalogue must be kept up to date or it will not achieve and maintain status as a trusted resource. He offered that this concept is promoted by the National States Geographic Information Councils (NSGIC) under the name RAMONA ([http://www.nsgic.org/events/2005annual\\_presentation/monday/275,2,RAMONA](http://www.nsgic.org/events/2005annual_presentation/monday/275,2,RAMONA)).

## 2. Expand Regional Solutions to Include Support and Development of Application Services

Gelbmann provided an overview of the Expand Regional Solutions to Include Support and Development of Application Services.

Craig commented that he would prefer to see more emphasis on the “GeoWeb” and inclusion of strategies to take advantage of these technologies. He also suggested that more emphasis should be placed on seeking application partnership opportunities with interests that have not been actively involved in the past –e.g., cities and non-government.

Vander Schaaf commented that an attempt should be made to provide better definitions of terms such as providing a clearer distinction between applications and web services. Staff commented that such an attempt is made in another section of the new Plan and that a Glossary will also be included in the new Plan. The group agreed that provision of the definitions in a section of the Plan that precedes the Challenges and Strategies Section is sufficient.

## 3. Expand of MetroGIS Stakeholders

In the absence of member Harper, who had authored the strategies in this section, the Staff Coordinator explained the drafted strategies, requesting feedback on the proposed actions therein.

Craig commented that the Plan should expand focus on cities, which he believes are currently underserved and underrepresented in MetroGIS. Craig also commented the title “system enhancer” should be eliminated, which the Staff Coordinator confirmed had been accomplished in another section of the Next-Generation Plan. The Staff Coordinator offered to share the new version of stakeholder interest definition with Craig and the Team. All commented that they were comforted that the concern was being addressed.

Claypool offered that MetroGIS should strive to incorporate various interests of county and city government, such as public works and law enforcement that are not currently engaged. Givens agreed, indicating that most organizations have more than one professional/service interest perspective that are important to achieving the community-focused outcomes desired for MetroGIS’s efforts. These comments resulted in agreeing to add a new subsection “d” to the Challenge section of this activity area and accompanying strategies targeted at engaging non-traditional interests.

In addition, Chairperson Brown raised a concern about the inclusion of the term “taxpayer” in the major activity area entitled: “**Have funding policies that get the most efficient and effective use out of taxpayer money**”. He argued that “taxpayer” was too narrow and should be replaced with “revenue and resources”. This matter was differed to the Business Planning

Oversight Team for consideration. *(Editor's note: The Team concurred with the Chairperson Brown and highlighted the suggested title modification in the version of the strategies posted for electronic comment via SharePoint beginning on July 3, 2007. The Team considered suggesting that this activity area statement should be converted to status of a guiding principle, as it applies to all decision making and is not an activity area per se. In the end, the Team decided to leave it as an activity area for the time being until the Committee had commented on the appropriateness of associated strategies. Maintaining a focus on the strategies was felt to be a more important matter than naming of the activity area.)*

There was not discussion of the draft Chapter 8: Operation Implications.

The group discussed the option of meeting in a special session prior to the July Policy Board meeting to review the draft strategies not considered at this meeting. Following a statement by Givens, the general consensus was that the draft strategies were sound and appropriate but that their readability needed improvement. The Staff Coordinator conceded that a through editing is needed but due to time constraints no attempt had been made to unify the styles of the five authors of the current version. Staff agreed to perform this edit before requesting further comment.

The members concluded that additional comments on the preliminary strategies should be sought via electronic means (i.e., SharePoint), given the general acceptability of the strategies and difficulty of achieving a face-to-face meeting prior to July 13 (deadline for feedback to include in the report to the Policy Board for the July 25<sup>th</sup> meeting).

Business Planning Oversight Team members confirmed that a Team meeting was scheduled for that coming Friday (June 29) at which time the modifications requested by the Committee (see above) would be incorporated into the next draft Challenges and Strategies Section of the Business Plan.

## **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 Givens seconded to adjourn the meeting at 3:45 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator  
*and*

Chris Kline  
MetroGIS Administrative Technician



**TO:** Coordinating Committee

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

**SUBJECT:** Summary of April 2007 Policy Board Meeting

**DATE:** August 21, 2007  
(For the Sept 12<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on April 25<sup>th</sup>. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/07\\_0725/07\\_0725m.pdf](http://www.metrogis.org/teams/pb/meetings/07_0725/07_0725m.pdf) for the discussion points.

### **1. GIS Technology Demonstration: The New “Maps” at the Metropolitan Council**

A similar version of the presentation made to the Coordinating Committee at its June meeting was made at the Policy Board meeting. In questions following the presentation, Board members raised questions about the possibility of adding detailed data to the Council’s site typically produced by cities and counties to make it easy for the user to find most if not all of what they need from one site. This discussion led to short and productive conversation about the need for policies to guide MetroGIS’s efforts in the area of shared application needs and the need for general adherence to data standards to support applications designed to provide the user with information for multiple jurisdictions. This presentation provided an outstanding platform from which to segue to the request for direction on a number of strategies options under consideration as part of the development of the Next Generation Business Plan.

### **2. 2007 Regional GIS Projects – Final Policy Board Endorsement**

The Policy Board found that the “**Geocoding Service and Application Code based on TLG Streets and/or Parcel Data**” project proposal as reviewed by the Committee represented a prudent use of Regional GIS Project funding and recommended that the Metropolitan Council fund the project. (Note, as of this writing, negotiations are in progress on the Agreement with the Metropolitan Mosquito Control District (MMCD) to transfer the funds to the MMCD.)

### **3. Amended 2007 MetroGIS Budget for Fostering Collaboration**

The Policy Board amend the 2007 MetroGIS budget to:

- a) Move between \$22,250 and \$26,250 to the Professional Services/Special Projects from several other line items, with the final amount to be determined by the final allocation for the 2007 Regional GIS Project, as recommended by the Committee.
- b) Authorize the Chairperson to authorize an RFP to pursue consultant services for Shared Applications Plan if needed before the October Policy Board meeting.

### **4. Next-Generation MetroGIS Business Plan**

Direction was sought from the Policy Board concerning 13 strategy areas/tactics that were called out by Committee members as in need of policy direction in the survey administered in July. Direction was provided in all 13 cases. (See the attached excerpt from the meeting summary for the specifics.)

Editors Note: Following the Board meeting, staff revised Chapters 4 (Policy Foundation) and 7 (Challenges, Strategies and Tactics) of the Next-Generation Business Plan accordingly. Subsequently, the Business Planning Oversight Team accepted the updated chapters for incorporation into the Business Plan.

### **5. Vacant City Representative Seat on the Policy Board**

Member Schneider commented that AMM is considering inviting LOGIS to fill the open city representative seat on the Policy Board. The option of seeking a GIS professional to serve as an alternate for a policy maker and attend on a regular basis was left to the discretion of AMM.

**EXCERPT**  
**JULY 2007 POLICY BOARD**  
**MEETING SUMMARY**

**6a) Next-Generation MetroGIS Business Plan**

Chairperson Reinhardt introduced this agenda item, providing an overview of the process that would be used at this meeting to review the items for which the Coordinating Committee had requested direction from the Policy Board. She emphasized that while there are only thirteen items presented for Board direction by the Committee, the Committee has reached agreement on over seventy other strategies that it intends to include in the Next-Generation Business Plan. She then introduced William Brown, Chairperson of the Coordinating Committee, and Nancy Read, Chairperson of the Business Planning Oversight Team to present the Committee's concerns and suggestions for Board direction.

Brown started the presentation by providing a review of the actions taken by the Board at the April Board meeting. Next he shared the proposed Business Planning development schedule with the Board, which calls for adoption at the Board's October meeting. He then began the consideration of each of the thirteen subject areas.

*[Editor's Note: The items below are listed in the chronological order as reviewed by the Policy Board. They are numbered using the method in the July 25, 2007 Policy Board Agenda Packet.]*

**Activity Area 1- Strategy "a". Use Outreach To Promote Standards And Best Practices**

Member Schneider suggested removing the reference encouraging the Governor's Council on Geographic Information to take a leadership role to bring all affected parties together to define a policy for internet distribution.

He commented that he believes that MetroGIS should approach interests that serve areas adjoining the seven county, Metropolitan Area, such as the collar counties, directly instead of relying on the Governor's Council on Geographic Information to take the lead in establishing standards for interoperability. Schneider believes that relying upon the State will take more time than necessary which could result in MetroGIS losing credibility by not being proactive. He emphasized that MetroGIS should approach prospective partners in a diplomatic way to promote standards and with an emphasis on removing barriers to data sharing. An approach of bartering, for example, would be useful: ask the partner to adopt standards, in exchange for access to the benefits of having access to services supported by MetroGIS.

**Motion:** Member Egan moved and Member Pistilli seconded that the Policy Board direct the Business Planning Oversight Committee to include this strategy, with the following modifications in the 2008-2011 MetroGIS Business Plan:

- Modify to remove reference to deferring to Governor's Council on Geographic Information (GCGI) to take the lead in establishing standards and policies necessary to achieve data interoperability with interests adjoining the seven county Metropolitan Area.
- Promote adoption of standards with interests beyond the Metropolitan Area (regional, state, or federal) via case-by -case negotiations with the goals in mind of eventual applicability statewide of policies and commitments to knowledge sharing and removing barriers to sharing/leveraging geospatial resources.
- Directly approach prospective partners beyond the Metro Area instead of relying on the GCGI to establish statewide standards, sharing what is learned with the GCGI.

Motion carried, ayes all.

**Activity Area 1- Strategy "c". Secure Technical Leadership (Solutions to Shared Information Needs)**

Member Pistilli commented that this and other desired new directions for MetroGIS are dependent upon obtaining additional technical leadership and coordination. He stated that he would prefer not to wait

until 2009, as is suggested by the language of the currently proposed strategy. He commented that he would be in favor of the Council providing the additional support for a year until the details of longer term arrangement could be worked out and the relative value to other organizations can be established. Pistilli asked Mark Vander Schaaf to investigate the potential of the Council providing such support, beginning in 2008.

**Motion:** Member Kordiak moved and Member Schneider seconded that the Policy Board direct the Business Planning Oversight Committee to pursue proposed strategy (secure Technical Leadership/Coordination support) immediately, as opposed to postponing to 2009, subject to:

- Support Councilmember Pistilli's idea that the Metropolitan Council consider funding of the desired MetroGIS Technical Coordinator responsibilities in their 2008 budget, with the understanding that options to share the cost of this support be given consideration once the value of such support is realized.
- Accelerate securing an individual(s) to provide the subject Technical Leadership/ Coordination responsibilities so other strategies from the Business Plan can be implemented with expedience, instead of delaying these projects to the 2009 fiscal year.
- Integrate the solution for this need for additional Technical leadership with the goal to expand MetroGIS's stakeholder community to include private sector partners (next item).

Motion carried, ayes all.

#### **Activity Area 2- Strategy "a". Identify Public/Private Partnership Opportunities**

Member Schneider recommended creation of a private sector version of the Coordinating Committee, which would offer partnering proposals directly address their geospatial needs, as MetroGIS staff do not have the time or resources to effectively seek out partnerships on their own. The new committee would provide a focused means for non-government interests to share their wishes and recommendations with the Policy Board for consideration. This comment led to an acknowledgment that there will be a need to create a method(s) to assign a relative value to proposals but all concurred that these methods should evolve as specific opportunities are considered.

Alternate Member O'Rourke commented that there could be legal implications, such as bidding and contractual issues, from having the Policy Board approve proposals from a Private Sector Coordinating Committee. She recommended caution and more research into the issue before implementation. Member Schneider commented that although Member O'Rourke's concerns are well taken, they are subordinate to the concept of exploring interest in creating a means for cross sector coordination to address hared needs. He also affirmed that proposal must comprise a win-win solution which is more valuable than it costs government or it should not be considered.

Member Egan concurred that there may not be interest in the private sector for such a committee overall, and recommended that a workgroup be created to investigate possibilities.

**Motion:** Member Lake moved and Member Egan seconded that the Policy Board direct the Coordinating Committee to create a Workgroup, as soon as possible, to investigate interest from non-government entities in pursuing collaborative opportunities with government to address shared geographic information needs, as well as, the creation of private sector coordinating committee that would have representation in MetroGIS's decision making.

Motion carried, ayes all.

#### **Activity Area 2- Strategy "b". Develop Plan for Shared Applications**

Nancy Read, Chair of the Business Planning Oversight Team, introduced this topic, indicating that the first part of the proposed direction had been adopted through the Policy Board's previous action on Item 1-c. (Technical Leadership)

A brief general discussion ensued, where the members of the Policy Board agreed that plans for coordination with other organizations and fostering interdependencies should be addressed as they arise.

**Motion:** Member Pistilli moved and Member Lake seconded that the Policy Board direct the Business Planning Oversight Committee to continue developing a plan for shared applications, with the understanding that:

- Supplemental Technical Leadership/Coordination is needed in order for this strategy to be successful.
- The Plan should focus on the Board’s general preference to foster interdependencies and cooperation, without attempting to establish a formal process or policy to guide these decisions at this time. The decision rules are best developed on a case-by-case basis.

Motion carried, ayes all.

**Activity Area 7 - Strategy “d”. Foster a Marketplace for Geospatial Resources**

The members engaged in a brief conversation regarding the viability of this idea noting that it has possibilities but that the policy implications should be refined before there is any further consideration.

**Direction:** This concept should be resubmitted for Board consideration once the policy implications are better understood.

**Activity Area 4- Strategy “a”. Expand Support Resources**

The Policy Board concurred this item had been in effect dealt with the direction provided for “Activity Area 1- Strategy “c”. Secure Technical Leadership”

**Direction:** Not further direction appropriate at this time.

**Activity Area 5-Strategy “b”. Encourage Leadership to Assume Advocacy Roles**

Brown introduced the topic, commenting that Policy Board members have previously advocated for MetroGIS’s objectives on several occasions and through their service on the Board. Member Schneider concurred that advocacy from Board and Committee members among their peers is important to sustaining MetroGIS’s relevance and support among stakeholders but he also believes that advocacy from Board members should be understood to be general and high level for the purpose of fostering opportunities for those with stronger understanding of the issues to move forward. He added that all MetroGIS participants should take any opportunity to discuss and inform potentially interested parties when possible. David Claypool, a visitor and member of the Coordinating Committee, added that in many cases Coordinating Committee members do take an advocacy position at conferences, meetings, and other functions that they take part in – but encouraging everyone to do so is important.

**Motion:** Member Pistilli moved and Member Lake seconded that the Policy Board direct the Business Planning Oversight Committee to incorporate include as a strategy advocacy of the benefits of MetroGIS efforts by participates at all levels as opportunities present themselves.

**Activity Area 5- Strategy “a”. Develop an Outreach and Marketing Plan**

The Policy Board agreed to defer discussion of this strategy until the marketing “message” is clarified which can not be fully accomplished until the Plan for Shared Applications is complete.

**Direction:** Revisit this strategy once a suggested marketing “message” is available for Board consideration, the target audience(s) has been identified, and an estimate of cost to develop the marketing component is available. It was agreed that professional “marketing” staff affiliated with participating organizations should be leveraged to extent possible to work on this strategy as opposed to outsourcing.

**Activity Area 5- Strategy “b”. Secure Dedicated Support - Marketing**

As a continuation of the previous item, Member Pistilli commented that there are likely existing marketing resources available in participating organizations that can be captured.

All concurred the topic is premature until the message is defined.

**Direction Provided:** Defer consideration until the specifics of a marketing plan (previous item) are presented for the Board’s consideration.

**Activity Area 6- Strategy a. Periodically Evaluate Board and Committee Membership**

The consensus of the Board was that as a routine course of business, the Board will review its membership when it feels the need to do so, such as when prompted by additional counties or organizations participating in MetroGIS. There is no need to specify this action as a strategy.

**Motion:** Member Schneider moved and Member Kordiak seconded to strike this strategy from the draft Business Plan. Motion carried, ayes all.

**Activity Area 7- Strategy a. Promote the Greater Regional Importance**

The members engaged in a brief dialogue regarding “Greater Regional Importance” and the implications for MetroGIS and concurred that current practice exceeds policy and should be modified as suggested. Member Schneider commented that as MetroGIS has grown and matured, the need to operate by consensus may be subsiding, but also emphasized that inclusion of opt-out clauses remains important to maintain trust. He also offered that the suggested statement of principle represents a slight shift in philosophy, noting that stating it this way earlier on could have raised concerns by that as a matter of practice MetroGIS has operated in this manner. He believes and the other members concurred that it is now acceptable and prudent to state the philosophy in this manner.

**Direction Provided:** The Policy Board recommended that the Business Planning Oversight Team convert this statement from a strategy to a guiding principle for inclusion in the 2008-2001 Business Plan as explained in the agenda report.

**Activity Area 7- Strategy “b”. Foster A Common Philosophy Regarding GIS Return On Investment**

Member Kordiak opened by asking what would be the harm of allowing data to be available free to anyone who wishes access, noting that if GIS services are important to government’s work they should be funded as a cost of doing business and not hampered by reliance upon cost recovery based support. Member Pistilli agreed. Following a several brief comments about how the funds raised are currently used to support services and the anticipated impact if this revenue is lost, there was general agreement that consideration of a broad range of impacts should be taken into consideration when setting these policies; that is, impacts that go beyond those of the particular data producer. The consensus was this broader perspective is necessary to achieve collaborative-based policies that seek to leverage existing investments. Board members also concurred that inward looking cost recovery policies, which consider only the producing organization's perspective, are “old school”. Egan commented that this issue is bigger than MetroGIS. Cost recovery is another type of fee that needs to be occasionally evaluated to insure it is reasonable. He also commented that fees for public services should be given serious reconsideration if their existence results in/forces duplicative efforts elsewhere.

The Board generally agreed that the matter of setting/revising existing cost recovery policy is a matter that should be left to the producing organizations, in the case of parcel data, the counties. It was also agreed that if the counties want to leverage MetroGIS’s resources to aid in addressing this matter, they may but otherwise this matter is not within MetroGIS’s purview to pursue.

Schneider commented that this policy debate also should not be framed in terms of “Should the counties be asked to give up revenue for the common good”, but rather if a proposal is made to the counties that promises to benefit the community as well as the counties, he would expect them to be open to considering it, assuming a case-by-case consideration of the specifics.

Brown commented that he believes the central policy question is “does the existence of cost recovery fees inhibiting collaboration/data sharing?” He stated that a study of the impacts (tangible and/or intangible) of cost recovery fees would be helpful to the discussion. If a negative impact is demonstrated, which he did not believe to be the case, consideration should be given to adjusting these policies.

**Direction Provided:** The Policy Board concurred that:

- a) The matter of setting/revising existing cost recovery policy should be left to the producing organizations, in the case of parcel data, the counties.
- b) If data producing organizations (in this case – counties) want to leverage MetroGIS’s resources to aid in evaluating cost recovery policy, they may but otherwise this matter is not within MetroGIS’s purview to pursue.
- c) MetroGIS should assist with obtaining any existing creditable research findings relevant to assessing impacts (tangible and/or intangible) of cost recovery fees on data sharing and collaboration to address shared geospatial needs.

**Activity Area 7- Strategy “c”. Seek Legislative Initiatives To Coordinate GIS Investment**

Chairperson Reinhardt questioned if this strategy would involve MetroGIS creating proposals for legislation, or supporting existing legislation proposed by others. The Staff Coordinator clarified that the strategy could involve either of both aspects, dependant upon the Board’s preferences. Chairperson Reinhardt commented that her preference would be that the Board support existing initiatives, but it would be up to the local units of government to lobby themselves unless they wanted MetroGIS to take a leadership role, and further that MetroGIS should not expect to serve as a clearinghouse for geospatial legislative initiatives pertaining to the Metropolitan Area. Board members concurred.

Member Kordiak added that multiple voices addressing the Legislature are often more effective than a single voice, and MetroGIS’s ability to align numerous interests presents a huge unifying opportunity to achieve objectives that require legislative action.

**Direction Provided:** The Policy Board concluded that on a case-by-case basis, MetroGIS should consider assuming a legislative advocacy role:

- When its stakeholder organizations ask it to do so.
- For its own initiatives, as appropriate.



**TO:** Coordinating Committee  
**FROM:** Business Planning Oversight Team  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** 2008-2011 MetroGIS Business Plan – Final Recommendations  
**DATE:** September 5, 2007  
(For the Sept 12<sup>th</sup> meeting)

### **INTRODUCTION**

The Business Planning Oversight Team respectfully requests Coordinating Committee endorsement of the following final components of the Next-Generation MetroGIS Business Plan:

- a) Operations Plan (Chapter 8) - *Attachment A*
- b) Refined Mission Statement (*below*)
- c) Executive Summary - *Attachments B*
- d) Remainder of the Business Plan document (Context Setting Chapters 1-6 and appendices). (*Available at [http://www.metrogis.org/teams/cc/meetings/07\\_0912/index.sht](http://www.metrogis.org/teams/cc/meetings/07_0912/index.sht). You should have received an email on August 31 inviting you to review this document.*)
- e) 2008 MetroGIS “Fostering Collaboration” Budget

The goal is to seek Policy Board approval of the complete Next-Generation Business Plan at the Board’s October 17<sup>th</sup> meeting.

The target audience for this Plan is MetroGIS leadership and support staff . It is not intended to be read by the general public. Outreach and marketing materials that exist or that will be updated are intended to serve the latter purpose.

### **SUMMARY OF PRIORITY PREFERENCES FOR WORK PROGRAMMING**

The Policy Board adopted as a “work in progress” Chapter 4 (Policy Foundation) at its April meeting. Then, the Coordinating Committee at its June meeting and via a subsequent survey in July, provided comment that assisted the Business Planning Oversight Team develop Chapter 7 (Challenges and Strategies), which was subsequently accepted for inclusion in the Plan document. The current version the Plan document that can be viewed at the URL identified above.

Subsequently, the strategies and tactics presented in Chapter 7 were used to create a survey of work planning preferences that was administered Committee members in early August. Fifteen members participated in that survey. The resulting composite importance rankings for the 34 candidate activities are summarized in Attachment C. Comments offered by the respondents are also included in Attachment C.

### **BUSINESS PLANNING OVERSIGHT TEAM CONSIDERATION**

On August 24, the Business Planning Oversight Team reviewed the August survey results and agreed on the 2008 and 2009 work plan designations presented in Attachment C. These activities have, in turn, been incorporated into the proposed Chapter 8 (Operational Plan) of the Business Plan (Attachment A).

The Team placed strong weight on the survey results but also concurred that some organizational activities that had been rated lower on the list of candidates must also be accomplished to effectively achieve the desired outcomes of several of the higher-rated activities. This is the reason the work activities proposed for 2008 include activities throughout the ranked listing.

The Team also concurred that Chapters 1-6 of the proposed Plan, along with the accompanying Appendices, should be provided to Committee members at least a week before the September meeting (this directive was carried out August 31). The Team asked staff to inform the members that since these materials are factual (provide context and background information important to understanding the next –generation strategies and operational implications but do not involve matters of policy themselves) that they will not discussed at the September Committee meeting unless a member(s) raises a question or offers a suggested modification. In other words, the Team is willing to accept responsibility for the accuracy and completeness of these context-setting components of the Plan, if the Committee so wishes.

## **PROPOSED OPERATIONAL PLAN – CHAPTER 8**

In Chapter 8 of the Next-Generation Business Plan (Attachment A), an evaluation of operational implications is offered related to carrying out key strategies identified in Chapter 7, in particular those affiliated with the work priorities proposed for 2008. A revised 2008 budget is also proposed. The total non-staff funding remains as requested last April at \$86,000 but the allocation among line items has been adjusted to reflect the priorities defined since that time.

Key to the Team's suggested actions are its conclusions that:

- 1) Expanded technical leadership/coordination is required to fully address six of the sixteen activities proposed for the 2008 work plan, and
- 2) The nature of the technical leadership needed can not be fully understood until MetroGIS defines its role relative to shared application needs.

As such, the Team unanimously concluded that a special purpose workgroup should be created immediately to define MetroGIS role related to shared-application needs. (See Agenda Item 5b for more about this proposed workgroup and its charge.)

The Business Planning Oversight Team is seeking comment from the Committee as to whether the draft Chapter 8 covers all of the topics that it believes should be covered in the Operational Plan component of the Business plan and whether the substance of the various topics is acceptable to the Committee.

## **REFINEMENT OF MISSION STATEMENT**

An updated MetroGIS mission statement was adopted by the Policy Board in April as "work in progress" with the understanding that further modification may be warranted as the Business planning process progressed.

In discussions with Professor Bryson in May and June, he suggested adding a clause about partnering/leveraging resources to insure that each of MetroGIS's core functions / major activity areas can be "mapped" to /have adequate foundation in the statement. (The language proposed to be added is underlined and the language to be ~~deleted is crossed out~~)

*"The mission of MetroGIS is to expand stakeholders' capacity to address shared geographic information technology needs and leverage available resources through widespread collaboration of organizations that serve the Twin Cities Metropolitan Area."*

Upon further reflection, the Business Planning Oversight Team offers the following modification for the Committee's review and comment:

*"The mission of MetroGIS is to expand stakeholders' capacity to address shared geographic information technology needs through leveraging of available resources and widespread collaboration of organizations that serve the Twin Cities Metropolitan Area."*

This statement is intended to describe the benefit to society or the public value created through MetroGIS's efforts. The philosophy endorsed by the Board when it adopted the updated statement in April was that the following high level, "community-focused" outcomes are intended to be achieved through the result of stakeholder actions as they carry out their particular responsibilities. MetroGIS's role is that of enhancing stakeholder capacities and, therefore, is not directly accountable for these outcomes.

Desired "community-focused" outcomes from MetroGIS's efforts identified at the Workshop were:

- Solve Real World Problems
- Better Decisions Being Made
- Stronger Local Economy
- More Informed Citizens
- Achieve Community Goals
- Improve Quality Of Life

## **EXECUTIVE SUMMARY**

The goal of the Executive Summary is to provide a short, high-level overview of the major elements that comprise the complete Business Plan (e.g., desired outcomes of MetroGIS's efforts, major strategies to accomplish outcomes, and next steps.)

The Business Planning Oversight Team is seeking comment from the Committee as to whether the draft Executive Summary (Attachment B) sufficiently addresses the topics the Committee believes should be addressed. The audience to which the document is directed is MetroGIS's leadership and those organizations that wish to understand the philosophy that underlies MetroGIS's efforts.

### **2008 "FOSTERING COLLABORATION" BUDGET**

In 2006, during its review of the benefits of MetroGIS's efforts to its operations, the Metropolitan Council agreed to continued support of MetroGIS at the 2006 level until the subject Business Plan was adopted. As such, the Council's 2008 budget includes support for MetroGIS at the same level as provided in 2007: \$86,000 in non-staff funding and 1.80 FTE.

These resources have been allocated to accomplish the activity priorities identified in Attachment C. Refer to Attachment D for line item budget information.

### **RECOMMENDATION**

That the Coordinating Committee:

1) Offer any desired additions or modifications to the following components of the Next-Generation MetroGIS Business Plan:

- Operational Plan - Chapter 8 (*Attachment A*)
- Modified Mission Statement, as suggested above
- Executive Summary (*Attachment B*)
- Context Setting Components - Chapters 1-6 and Appendices – (*Attachment C*)
- 2008 "Fostering Collaboration" Budget (*Attachment D*)

2) Authorize the Business Planning Oversight Team to:

- Compile the approved components of the 2008-2011 MetroGIS Business Plan into a complete document, including completion of incomplete appendices and adding missing facts in the context chapters where placeholders have been embedded in the text.
- Offer suggested definitions for terms not as yet defined in the Glossary for comment by the Committee via web-based SharePoint before submitting the final plan to the Policy Board for approval.
- Edit the complete document to improve clarity and correct any formatting inconsistencies, grammar flaws, or other non-content related modifications, as the Team deems appropriate.
- **Present the "final" Plan, including recommended 2008 budget allocations, to the Policy Board for consideration at the Board's next meeting (October 17, 2007).**
- Develop a strategy to achieve buy-in of the adopted plan from key stakeholders.

## REFERENCE SECTION

### **1. Previous Actions**

The policy foundation for the next-generation of MetroGIS's efforts, essentially as recommended by the Committee at its March meeting, was approved by the Policy Board on April 25<sup>th</sup> as a "work in progress". The April Board action also included acceptance, also as "works in progress", of six Activity or Program Areas through which to achieve the outcome desired of MetroGIS's efforts.

At its July meeting, the Board expanded the major activity areas to the eight that were expressively defined at the February 8<sup>th</sup> Strategic Directions Workshop. The six previously approved areas represented an attempt to combine/simplify activity areas that had comprised the eight originally defined at the February Strategic Directions Workshop. Direction was also received from the Board on twelve specific policy topics in response to a survey of Committee members in July. Following receipt of this direction from the Policy Board, modifications were made to strategies and tactics set forth in Chapter 7 (Challenges and Strategies), under the guidance of the Business Planning Oversight Team. The resulting "finalized" strategies were the subjects of an on-line survey administered to the Coordinating Committee and Technical Advisory Team in early August. The purpose of the August survey was to gain an understanding of work programming preferences; the results of which are a subject of this report. (See Chapter 8 discussion in the main body of the report.)

### **2. Business Planning Oversight Team Members**

William Brown, Chair, MetroGIS Coordinating Committee (Hennepin County)

Rick Gelbmann, Metropolitan Council

Randy Knippel, Dakota County

Nancy Read, Metropolitan Mosquito Control District

Jane Harper, Washington County

Mark Vander Schaaf, Metropolitan Council

David Arbeit, Liaison with Strategic Planning Committee, Governor's Council on Geographic Information

Staff Support: Randall Johnson, MetroGIS Staff Coordinator; Jonathan Blake, RRA and member of MetroGIS staff support team; and Christopher Kline, MetroGIS Administrative Technician.

# ATTACHMENT A

## DRAFT Next-Generation Business Plan Chapter 8 – Operational Plan

*The material provided in this Attachment is an excerpt from the draft Next Generation Business Plan. Committee comment is requested to insure expectations are clearly understood and that all options are given due consideration.*

### 8.0 Operational Plan

#### 8.1 Background and General Assumptions

This Chapter outlines MetroGIS's 2008-2011 operational plan and the implications of adopting and implementing that plan. General assumptions relating to MetroGIS operations and funding are also outlined.

The assumptions are as follows:

##### A. Need for Collaboration

- The need for regional collaboration to address shared geographic information needs will continue and, with the potential future involvement with adjoining jurisdictions and private entities, the role of MetroGIS in fostering that collaboration will be more critical than ever.
- Expanding MetroGIS's scope of services as defined in this Plan (e.g., expand regional solutions to include applications, partner with non-government entities, and improve interoperability of geospatial data with entities adjoining the Twin Cities Metropolitan Area) is necessary to maintain relevancy to stakeholder needs and thus critical to long term sustainability.
- MetroGIS will seek out opportunities to improve data interoperability with entities adjoining the Twin Cities Metropolitan Area, on a project-by-project basis, and share the results and lessons learned with the Governor's Council on Geographic Information to foster enactment of statewide policies necessary to achieve inter region/statewide interoperability of data related to addressing shared geospatial information needs.
- Accomplishments made via MetroGIS's efforts (regional solutions to shared information needs and a one-stop shop for data discovery and retrieval, support of knowledge sharing, and documentation of benefits through collaboration) are and will continue to result in substantial stakeholder efficiencies.

##### B Stakeholder Involvement

- The Metropolitan Council will continue to serve as the primary sponsor of MetroGIS's "foster collaboration" function, as outlined in Chapter to 2.7.
- Organizations that have accepted custodian roles for endorsed regional solutions will continue to support those roles.

- Inter-organizational and cross-organizational partnerships, or cost-sharing models, will continue to be sought for pilot projects and solutions to shared geographic information needs.
- MetroGIS will continue to rely on its stakeholder organizations for development of geographic data and related infrastructure and, therefore, the pace of development will be set largely by the contributing participants.

#### C. Dedicated Staff Support

- Staff support, of not less than currently provided (see Chapter 2.7), is required to continue to effectively support MetroGIS's primary functions that were in place prior to adoption of this Business Plan.
- Consulting services will continue to play important role to fill staffing needs.
- Desired scope expansions (e.g., expand regional solutions to include applications, partner with non-government entities, and improve interoperability of geospatial data with entities adjoining the Twin Cities Metropolitan Area) can not be effectively accomplished at the current level of staffing and will require additional technical leadership/coordination.
- Sought after additional Technical Leadership / Coordination support involves several categories of skills that may best be provided via multiple means e.g., Leadership (strategic visioning, project management), Technical Assistance, Technical Facilitator, Programmer, Technical Writer, and Communications/Outreach.
- Dedicated support resources can not effective without the active participation of stakeholder representatives, with appropriate skills.

#### D. MetroGIS Organizational Structure

- The MetroGIS Policy Board continues to provide valuable policy guidance and leadership for MetroGIS and will be a key guiding entity in order to meet next generation objectives.
- The Coordinating Committee continues to offer valuable advisement to the Policy Board on matters concerning the operations of MetroGIS.
- No organizational restructuring is advisable at this time. That being said, as MetroGIS carries out the activities called for in this Business Plan, in particularly “expanding stakeholder participation”, MetroGIS’s organizational structure should be modified, as needed, to insure all relevant and affected parties are appropriately represented.

### **8.2 Top Priority Need – Expand Regional Solutions to Include Shared Application Needs**

Throughout the process of developing this Business Plan, MetroGIS stakeholders identified the need to expand regional solutions to include applications as the most critical shared need facing the MetroGIS community.

Pursuing a solution(s) to this top priority need requires technical leadership and coordination support resources not currently available. And, until MetroGIS defines its role related to “shared application needs”, the extent of technical leadership needed long-term can not be fully defined. Hence, an interim solution is needed to insure that momentum is not lost, that is, progress is made on the top priority need while the technical leadership needs are also being defined. The following recommendations are offered to accomplish these interrelated objectives:

- Policy Board endorsement of an action plan must occur not later than April 2008 to insure incorporation into 2009 budget proposals.
- Create a Technical Leadership Steering Workgroup charged with recommending, by not later than March 2008, the roles and tasks appropriate for MetroGIS to begin the process of implementing solutions to shared application needs. This Workgroup, which would be comprised of individuals with strong technical expertise relevant to achieving the objectives, is viewed as the most prudent means of moving forward on this critical need in the absence of dedicated a technical leadership resource.
- The focal point of the Workgroup's process would involve a facilitated one- day forum through which key stakeholder representatives would define an initial framework for addressing shared application needs, including a detailed assessment of needed and existing organizational competencies.
- Emphasis would be, by design, on a minimizing the planning aspects of the solution (e.g., the planning phase rapidly giving way to implementing solutions to priority shared needs) to insure that available funds are used to the maximum extent possible to achieve solutions to shared needs.

### **8.3 2008 and 2009 Work Program Objectives**

During the development of this Plan, numerous candidate tactical and strategic actions were identified. The candidates were narrowed to those presented in Chapter 7 and rated according their relative importance. The results, presented in Appendix L are intended to guide work programming in 2008 and beyond, as well as, decisions related to resource needs. As noted in Section 8.2 above, the top priority need – expand regional solutions to include shared applications - requires technical leadership and coordination support resources beyond those currently available.

***Complete once the Committee decides at the September 2007 Meeting***

### **8.4 Expanded Technical Leadership / Coordination Support Options**

For purposes of this analysis, continued maintenance of MetroGIS's accomplishments and services that are in place is assumed as a given, as agreed upon at the February 2007 Strategic Directions Workshop. No additional funding resources are required to maintain the services that are in place. The Metropolitan Council has also included this level of support (staff and project funds) in its 2008 budget.

The supplemental support options outlined below each relate to securing the additional dedicated, technical leadership / coordination resources required to accomplish these desired scope expansions, including the top priority need - including “expand regional solutions to include applications”.

In the remainder of this Section, the pros and cons of three supplemental support options are documented with regard to achieving the desired scope expansions.

**Option 1: Workgroup(s) Comprised of Volunteers Facilitated by Existing Support**

Pros:

- Viable option for maintaining momentum in the short term (e.g., to define roles and general framework for next steps related to shared application needs).

Cons:

- Lacks the benefit of having a single dedicated staff member fully engaged in the development of a vision and process for solutions to shared technical needs.

Comment: The Business Planning Oversight Team has concluded that relying short-term on such a workgroup is workable to define the initial strategy for MetroGIS's role related to MetroGIS's role concerning shared applications. However, the Team has also concurred that relying long-term upon volunteers is not workable to provide ongoing Technical Leadership / Coordination needed to support the desired scope expansions, in particular, application related project management needs.

- Workgroup members would be called on to offer some level of research, logistical and leadership support to supplement skill sets processed by the Staff Coordinator. This expectation is likely to result in a lack of volunteers and or burnout of those you choose to participate.

Comment: The Business Planning Oversight Team believes this level of effort is doable if the assignment is finite. Support of technical workgroup(s) by volunteers to define, seek necessary approvals, and oversee implement strategies has generally not provided timely or sufficient results in the past. In particular, reliance on this strategy has not produced a firm action plan for MetroGIS's role in applications since identified as a need in the previous Business Plan.

- The current level of staff support is insufficient to achieve expanded roles defined in this Plan regarding pursuit of outreach/marketing.

Comment: These activities will not be performed as proactively or widespread as needed to achieve the desired growth in MetroGIS stakeholders/participation. Volunteers can not be expected to donate the time needed to effectively establish working relationships with jurisdictions beyond the Twin Cities Metropolitan Area or with non-government entities within the Metropolitan Area. To be successful these efforts need to be carried out on a continuing basis, in appropriate for workgroup members.

**Option 2. "Technical Leadership" Provided Via Mobility-Type Assignment by Stakeholder(s)**

Pros:

- Improvement over Option 1 concerning resources for visioning and facilitation of processes for solutions to shared technical needs.

Comment: Consistent with an organizational competency that has been a major factor in MetroGIS's past accomplishments (provide logistical support and leadership for

workgroups to free up the members to provide advice and think creatively), which, in turn, would likely lead to more individuals willing to participate.

- Improvement over Option 1 for addressing technical-related outreach and marketing problems.

Comment: “Technical Leadership” involved in ongoing operations of MetroGIS would provide an opportunity for technical-related outreach not practical with current support resources or via volunteer workgroup members.

- Could reduce reliance upon outsourcing for technical assistance and the attendant limitations on thoroughness and loss of institutional memory that remains with the consultants.
- Improved ability to support monitoring of effectiveness and proactive management of the technical components of regional solutions resulting in a better chance of making timely changes needed to sustain relevance with stakeholder needs.

Cons:

- Not as effective of an option as Option 3 for supporting workgroups because of limited time commitment. Volunteers would be expected to place the needs of their home organization about those of the collaborative.
- Not as effective of an option as Option 3 for outreach and marketing as retaining dedicated support because will not be involved in the day-to-day operations.
- Not as effective of an option as Option 3 for monitoring and managing technical components of regional solutions because not involved in the day-to-day operations.
- Coordination of the volunteer technical leaders would have to be supported but someone involved in the day-to-day operations. An option includes upgrading the Administrative Technical position to support this need. Some of the administrative functions may also need to be delegated to another person.
- To be counted on, “official authorization” should be provided by the “volunteers’ ” home organizations in the form of time (e.g., 5 percent) set aside in their individual work programs.
- With current budget constrains, although there are likely number of talented individuals within the community, with appropriate skill sets, who are willing and could serve in this role, it is unlikely that their home organizations would be in a position to authorize what would in effect constitute a substantive partial mobility assignment on an ongoing basis.

**Option 3. Support to Include a “Technical Coordinator” Resource Dedicated to MetroGIS**

Pros:

- Addresses technical-related workgroup support concerns associated with Options 1 and 2.

Comment: This option is the most consistent with an organizational competency that has been a major factor in MetroGIS’s past accomplishments (providing logistical support and

leadership for workgroups to free up the members to provide advice and think creatively), which, in turn, would likely lead to more individuals willing to participate.

- Addresses technical-related outreach and marketing problems associated with Options 1 and 2.

Comment: In addition to more widespread outreach, also more comprehensive and current technical related outreach possible due to the Technical Coordinator's involvement in day-to-day operations of MetroGIS, as opposed to more general and less frequent outreach possible with volunteers.

- Could reduce reliance upon consulting services for technical assistance and the attendant limitations on thoroughness and loss of institutional memory that remains with the consultants to a greater extent possible with Options 1 and 2.
- Ability to support ongoing monitoring of effectiveness and proactive management of the technical components of regional solutions resulting in a better chance of making timely changes needed to sustain relevance with stakeholder needs than anticipated possible with Options 1 and 2.
- With the presence of a dedicated Technical Coordinator this a stronger likelihood that more progress could be made than with Option 2B on the key long-term goal of assessing and pursuing strategic public / private partnerships.
- With the presence of a dedicated Technical Coordinator this a stronger likelihood that special purpose workgroups could make more timely progress at identifying and addressing shared information needs and assist the Technical Advisory Committee better achieve its purpose as a knowledge sharing entity.
- The responsibilities of the Technical Leadership/Coordinator resource may be able to be shared among one or more stakeholders if emphasis placed on defining responsibilities as opposed to a classical job description.

Cons:

- Additional funding resources would be needed to accomplish the responsibilities of a "Technical Coordinator", whether shared by one or more organizations.
- If arrangements can be made to carry out the desired responsibilities of a "Technical Coordinator", the funding may not be available until January 2009, requiring dependence upon an interim solution(s) until that time so as to limit loss of momentum gained at the February 2007 Strategic Directions Workshop.

### **8.5 MetroGIS "Foster Collaboration" Budget**

The following support resources and non-staff expenses are included in the Metropolitan Council's 2008 budget that has been accepted for public hearing. Final adoption by the full Metropolitan Council is scheduled for December 2007. These resources are sufficient to maintain the status quo for MetroGIS's efforts (in 2007 dollars). Retaining a dedicated "Technical Coordinator" would be the expense option to achieve the supplemental technical leadership support called out in Section 8.4. The cost to do so is estimated to be \$85,500 more than supporting the status quo, assuming no other changes to the

program. The current “Technical Project Lead expense of around \$4,500 would be replaced by the “Technical Coordinator” cost of around \$90,000, depending in the actual responsibilities defined for this resource.

**Table 1. Maintain Status Quo - Support for MetroGIS “Fostering Collaboration” Function**

<b><u>SUPPORT RESOURCE</u></b>	<b>FTEs</b>	<b>Expense (Salary + Benefits) or Non-Staff Funds</b>	<b>Custodian Organization</b>
Staff/Policy Coordinator	1.00 (dedicated)	\$90,000	Metropolitan Council
Administrative Technician ( <i>temporarily 0.50 while incumbent in graduate school</i> )	.75 (dedicated)	\$41,250	Metropolitan Council
Technical Project Leads	.05 (as needed)	\$4,500	Metropolitan Council
Non-Staff Project Funding	<i>N/A</i>	\$86,000**	Metropolitan Council
<b>Total</b>	<b>1.80</b>	<b>\$221,750</b>	

\*\*See Appendix XX for line item expenditures. (For purposes of the Committee’s 9/12/07 review, see Attachment D)

**Table 2. Add Supplemental Technical Leadership – Anticipated Maximum Expense in 2007 dollars**

<b><u>SUPPORT RESOURCE</u></b>	<b>FTEs</b>	<b>Expense (Salary + Benefits) or Funds</b>	<b>Custodian Organization</b>
Staff/Policy Coordinator	1.00 (dedicated)	\$90,000	Metropolitan Council
<i>Technical Leadership / Coordination</i>	<i>1.00 (Estimate)**</i>	<i>\$90,000+ Est. **</i>	<i>TBD</i>
Administrative Technician	.75 (dedicated)	\$41,250	Metropolitan Council
Technical Project Leads ( <i>replaced by technical Coordinator</i> )	<i>N/A</i>	<i>N/A</i>	
Non-Staff Project Funding	<i>N/A</i>	\$86,000	Metropolitan Council
<b>Total</b>	<b>1.80</b>	<b>\$307,250+</b>	

\*\* Specific responsibilities can not be fully defined until the MetroGIS’s related to shared applications is defined.

## 8.6 Conclusion and Next Steps

Throughout the development of this Plan, the MetroGIS leadership, representing the stakeholder community, has corroborated the substantial benefits that have been realized through MetroGIS’s efforts to date. As importantly, leadership has also concurred on a preference for MetroGIS to broaden its scope and take on new and demanding roles. The unanimous top priority preference for an expansion of MetroGIS’s scope is to “expand regional solutions to include applications”. Other priority expansions, as discussed in Chapter 7, include broadening participation in MetroGIS by pursuing strategic public/private partnerships. In particular, partnerships with non government entities to address shared information needs (data and applications) and data interoperability with jurisdictions that adjoin the Twin Cities Metropolitan Area are priority preferences. Several options are offered in Section 8.3, with varying levels of time and resource commitments, to address the need for additional technical leadership required to accomplish the desired scope expansions,

The first step in addressing desired scope expansions, while maintaining services that are in place, is to clearly define MetroGIS’s role in the world of applications and beginning launching projects in accordance with the agreed upon role. Defining this shared applications role will also lay the groundwork for pursuing

the technical leadership and coordination resources needed for MetroGIS to deliver on the key objectives set forth in this Business Plan.

So as to minimize any loss of momentum gained at the February 2007 Strategic Directions Workshop, work should be immediately, relying upon a short-term workgroup, comprised of individuals with strong technical understanding of geospatial applications, supported by existing dedicated staff and charged with recommending: 1) MetroGIS's initial role related to shared application needs and 2) specifications for the additional technical leadership resources needed to carry out the objectives set forth in this Plan. To insure that the process to identify MetroGIS's initial role related to shared application needs is, in fact, short term, the process should be centered on a one-day facilitated forum through which essentially all of the dialogue and information needed for stakeholders to agree on the initial direction occurs.

Once answers to these two outstanding questions are understood and their related resource needs are addressed, substantive progress on the remaining priority activities summarized in Section 8.3 is expected to rapidly fall into place. In the mean time, current services will continue to be supported, providing public value through widespread improved capacity among stakeholder organizations to more effectively support the services they are charged to deliver.

# ATTACHMENT B

## DRAFT Executive Summary

*The material provided in this Attachment is an excerpt from the draft Next Generation Business Plan. Committee comment is requested to insure expectations are clearly understood and that all options are given due consideration.*

### 3.0 Executive Summary

#### 3.1 Business Planning Background

Through MetroGIS's efforts over the past ten years, considerable progress has been made to achieve sustainable solutions to geographic information needs shared by a diverse group of organizations that serve Twin Cities metropolitan area residents. MetroGIS has also served its stakeholders by reducing redundancies of effort to discover and access existing geospatial data, providing a forum for knowledge sharing and enhancing its stakeholders' capacities to better understand the region and improve service delivery. In the beginning of the process that resulted in this Business Plan, a strong consensus was reached by key MetroGIS stakeholders that MetroGIS continues provide a valuable public service.

The business planning process that culminated in this document effectively began on February 8, 2007, when 32 MetroGIS leaders within the stakeholder community participated in an all-day workshop. The goal of the Workshop was to provide policy direction to guide MetroGIS's operations for the next 3 to 5 years. These key stakeholders, representing a diverse range of organizations and areas of expertise, collectively identified emerging opportunities and MetroGIS's key goals and strategies. The ideas and strategies offered at the February Workshop guided the subsequent business planning by the Policy Board, Coordinating Committee, and Business Planning Oversight Team, and ultimately guided the development of this 2008-2011 Business Plan.

#### 3.2 Challenges for 2008 and Beyond

Through the business planning process, MetroGIS leadership concurred that activities that have been the focus of MetroGIS's efforts in past years are working well and should continue. Three new challenges have also been identified for MetroGIS to address to insure continued relevance to changing stakeholder needs:

- Expanding solutions to shared geographic information needs beyond data-centric solutions to include applications, and possibly related infrastructure.
- Broadening participation organizationally and geographically, to include more users, contributors, as well as jurisdictions that adjoin the Twin Cities Metropolitan Area.
- Seeking out opportunities to partner with non-government interests to collaboratively address information needs they share with government interests.

- Enhancing understanding by policy makers that use of GIS technology is a cost effective way to conduct business in today's high-tech world and that cross-organization collaboration is necessary to fully realize these capabilities

### **3.3 Recommendations**

Throughout the business planning process, it was clear that the development and support of applications is MetroGIS's most critical need for 2008 and beyond. To that end, many of the recommendations of this Business Plan relate to securing technical leadership and support services to meet that need. Additionally, these recommendations reflect the recognition that MetroGIS's role has changed since its inception in 1996. The consensus that emerged during this process is that MetroGIS should continue filling roles played in the past but, as importantly, also take on additional roles and responsibilities to meet the changing needs of its stakeholders.

The highest priority recommendations are as follows:

- Define MetroGIS's role in application development and support and pursue projects consistent with that role as soon as possible;
- Obtain technical leadership and support needed to meet the changing needs of MetroGIS stakeholders
- When appropriate and on a project-by-project basis, MetroGIS should expand its scope beyond the seven-county Twin Cities Metropolitan area; and
- MetroGIS should identify and pursue strategic public/private partnership opportunities.

### **3.4 Activity Areas**

Strategies that respond to identified challenges and ways to implement these strategies are recommended in this Plan. They are categorized according to eight major activity areas that align with outcomes that are also defined in this Plan for MetroGIS's efforts. These activity areas and the strategies defined within them also serve as the foundation for annual work programming to insure that MetroGIS's key objectives are achieved:

1. Develop and Maintain Regional Data Solutions to Identified Shared Information Needs.
2. Expand Regional Solutions to Include Support and Development of Application Services.
3. Facilitate Better Data Sharing.
4. Promote a Forum for Knowledge Sharing.
5. Build Advocacy and Awareness.
6. Expand MetroGIS Stakeholders.
7. Maintain Funding Policies That Get the Most Efficient and Effective Use Out of Available Resources and Revenue for System-Wide Benefit.
8. Optimize MetroGIS Organization.

### **3.5 Conclusion**

A key finding of the business planning process is that as the GIS world evolves, MetroGIS's stakeholders want MetroGIS to expand beyond its previous role, particularly in the areas of technical leadership and

shared application needs. As a demonstration of MetroGIS's evolving role, stakeholders developed new Vision and Mission statements to guide MetroGIS's efforts over the next 3-5 years. The 2008-2011 Business Plan is intended to solidify MetroGIS's longstanding role as a capacity-building organization while acknowledging and meeting the growing needs of its stakeholders.

# ATTACHMENT C

## **Survey Results** **2008-2009 Work Activity Preferences** *(Survey Administered July 30 to August 10, 2007)*



	<i>Strategies/Tactics - (Defined in 2008-2011 MetroGIS Business Plan)</i>	Rank	(1 very low-5 very high)		Suggested Work Program			Supplemental Support		Comments
			Priority	Participation	2008	2009	Later	Anticipated		
A2.T5	(Three <i>bolded-italicized</i> items - priorities of Policy Board for 2008) Pursue web-based "message board" to facilitate partnering on shared application need	16	3.7	2.7	?			5, 2	Should be pursued after or in conjunction with implementation of Application Finder- Activity 3a	
A5.S2	Develop briefing materials to support leadership advocacy for benefits of collaboration among peers. (Also Area 6)	17	3.7	2.7		X		9?		
A8.S4 & A8.T3	Develop a Leadership Succession Plan and insure adequate support.	18	3.7	2.7	X			9?	Retirement pending for mangement and political leadership	
A8.T1	Update Operating Guidelines to Align with Next Generation Business Plan (e.g., Definition of Participant)	19	3.7	2.7		X				
A1.S2	Achieve regional solution for jurisdictional boundaries – school districts and water management organizations	20	3.6	2.6		X				
A7.T1 & A8.T1	Update Performance Measurement Plan (measures of public value) to align with the Next-Generation Business Plan and Implement.	21	3.5	2.5		X		9	Assumes Applications related policies/roles decided	
A8.S2, S3, T4 & T5	Evaluate stakeholder participation relative to needs to achieve current regional objectives	22	3.5	2.5		X			After application's plan in place and Component of Activity 8d (#23)	
A8.T1, T4 & T5	Conduct Participant Satisfaction Survey	23	3.5	2.5		X				
A3.T1a	Develop a management and support plan for DataFinder, which incorporates tactics suggested in new Business Plan. (Also Area 6)	24	3.5	2.5		X		2, 3	After Activities 8d (#23) and 8e (#22)	
A7.S1 & A7.T1	Investigate creation of a partnership entity (e., joint powers body) to expedite cost sharing on shared data acquisition needs, application solutions, etc. (Also Area.6)	25	3.4	2.4		X		2, 4, 3		
A7.S3	Foster a community-focused philosophy regarding GIS return on Investment. (Also Area 5)	26	3.4	2.4		X	X		Moved to Guiding Principle - Ongoing.	
A8.S3 & A8.T1	Seek Formal Endorsement by Key all Stakeholder Organizations of Policies and Responsibilities Set Forth in the Next-Generation Business Plan	27	3.4	2.4		X			A key to sustaining support is to insure political acceptance with MetroGIS's objectives.	
A1.S3	<b>Investigate Partnering Opportunities with Non-Government Interests. (also Areas: 2, 3, and 7.)</b>	28	3.3	2.3	X			2?	<b>Top Priority of the Policy Board MOVE up to 2008.</b> Assume the Staff Coordinator will be the initial	
A8.S1 & T1 & A8.T6-12	Conduct an evaluation of "Organizational Competencies" once the Technical Leadership resource need is resolved and a Plan for MetroGIS's role regarding shared applications is in place.	29	3.3	2.3		X		9	Professor John Bryson, University of MN, was instrumental in bringing this management tool to MetroGIS's attention. His expertise should continue After Activity 3f (#24) and Activities 8d (#23) and 8e (#22), if a need is identified.	
A3.T1a	Investigate Enhancements To DataFinder. (Also Area 6.)	30	3.3	2.3		X*		3	Open source data model concept - ongoing as data models are considered	
A3.T2 & A7.T2	Explore creation of Geospatial Marketplace, including Metadata "lite" directory to supplement catalogue in DataFinder and investigation of the potential for an "open source data model". (Also Area.6)	31	3.3	2.3	X?	X		3, 2		
A1.T3	Conduct Peer Review Forums – (Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology and Street Centerlines.)	32	3.2	2.3		X	X	2, 4, 3		
A5.T1, A5.T5	Expand MetroGIS Outreach Plan to Include a Marketing Component and Begin Implementation. (Also Area 6).	33	3.1	2.1		X		9?	Assumes MetroGIS's role concerning applications has been decided. The Board's preference is that marketing	
A1.T5 & A3.T3	Investigate impact of cost recovery policies on ability to achieve desired data sharing (Also Area 6)	34	2.9	1.9			X			

#	Major Types of Support - "Foster Collaboration" Function <i>(Samples of major responsibilities by support Type)</i>	Current Resource
1	<u>Leadership - Policy/Organizational:</u> Clear understanding of MetroGIS's breadth of activities and objectives, understanding of stakeholder operations, strategic and business planning expertise, and skills to accomplish performance measurement, project management, outreach, achieve consensus, and clearly frame issues and offer appropriate courses of action	MetroGIS Staff Coordinator (Randall Johnson)
2	<u>Leadership-Technical:</u> Clear understanding of MetroGIS's breadth of activities and objectives, understanding of technical resources available in the community and coordinates their application to address shared needs, technical visioning, project management, effectively translate technical obstacles into appropriate courses of action	<i>Look to Community on a project basis</i>
3	<u>Technical Assistance:</u> Provides advice, research, develop standards, organize and define systems, etc. on a project basis,	<i>Look to Community on a project basis</i>
4	<u>Technical Facilitator:</u> Possesses technical knowledge and expertise to sufficient to facilitate agreement on technical options, explanation of issues one-on-one and in group settings.	<i>Look to Community on a project basis</i>
5	<u>Programmer:</u> write code, application development	<i>Look to Community on a project basis</i>
6	<u>Technical Writer:</u> Effectively organize, record and summarize technically-oriented group processes, research findings, and strategies agreed upon.	<i>Look to Community on a project basis</i>
7	<u>Communications-Outreach:</u> Prepares news releases, develops annual report, interviews stakeholders to document benefits, edits publications	Consultant - Jeanne Landkamer
7	<u>Administrative-Logistics:</u> Meeting logistics, distribution of meeting materials, meeting summaries, procurement, processing of payments, and expense tracking	MetroGIS Administrative Technician (Christopher Kline)
8	<u>Administrative-Technical:</u> Maintains currency of web site, captures performance measurement data in form appropriate for analysis, administers data licenses, leverage web and related office technologies	MetroGIS Administrative Technician (Christopher Kline)
9	<u>Consultant:</u> Specialized support to Supplement staff and resources in the community, as needed	<i>Request As Needed - Subject to Available Foster Collaboration Budget</i>
10	<u>Funding:</u> Resources to conduct research, develop and pilot projects, etc. (Non Consultant cost)	<i>Request As Needed - Subject to Available Foster Collaboration Budget</i>

**ATTACHMENT D**

**2008 MetroGIS “Fostering Collaboration” Budget**





**TO:** Coordinating Committee  
**FROM:** Business Planning Oversight Team  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Applications / Technical Leadership Workgroup  
**DATE:** August 31, 2007  
(For the Sept 12<sup>th</sup> meeting)

### INTRODUCTION

The Business Planning Oversight Team recommends that the Coordinating Committee create a workgroup to address the top two critical next steps defined in the new Business Plan (Agenda Item 5a):

- Define roles and tasks appropriate for MetroGIS to begin the process of implementing solutions to shared application needs.
- Define specifications for a Technical Leadership / Coordination resource(s) necessary to fully achieve desired expansions in MetroGIS's scope.

### POLICY BOARD AND BUSINESS PLANNING OVERSIGHT TEAM CONSIDERATION

1. At its July meeting the Policy Board:
  - Authorized Chairperson Reinhardt to authorize and RFP related to development of a policy framework to address shared information needs, if the need to move on the project occurred between Board meetings.
  - Acknowledged and corroborated the need for additional Technical Leadership / Coordination support as called for in the Next Generation Business Plan and directed the Coordinating Committee to offer a strategy at its October meeting to secure this resource not later than January 1, 2009.
  - Approved a budget amendment to authorize \$22,000 to \$26,000 in unallocated MetroGIS funding to be used for special projects related to addressing priorities set forth in the Next Generation Business Plan. The range is a function of the final cost for the Regional Geocoder project, which at this time appears to be at the maximum of \$14,000 resulting in \$22,000 available for projects such as proposed herein.
2. The Business Planning Oversight Team began development of responsibilities desired for this additional technical support resource and quickly recognized that this task could not be finalized until MetroGIS had defined its role relative the applications. The Team also concluded that a single workgroup should be charged with both tasks.

### PROPOSAL

The reminder of this report presents a concept proposal to accomplish these objectives based upon the assumptions that:

- Strong technical expertise relevant to achieving the objectives exists among key stakeholders.
  - Available funds must be used to the maximum extent possible to achieve solutions to shared needs (i.e., the planning phase needs to rapidly give way to implementing solutions to priority shared needs.)
  - Policy Board endorsement of the resulting action plans must occur not later than April 2008 to insure incorporation into 2009 budget proposals.
1. Create a Technical Leadership Steering Workgroup:
    - a. Charge: Both deliverables cited in the Introduction.
    - b. Members: 5-6 volunteers from stakeholder organizations which have strong technical understanding of geospatial applications.
    - c. Finite commitment: Sept 2007 to March 2008, 2-3 meetings per month

- d. Support: – MetroGIS Staff Coordinator to the extent possible. Members will be expected to conduct occasional research, as deemed necessary by the group, which is not appropriate for the Staff Coordinator.
  - e. Milestones – Workgroup members can leave or join at these points:
    - (1) Completion of RFP process to secure facilitator (see proposed process below)
    - (2) Facilitator selected
    - (3) Framework for addressing shared application defined
    - (4) Define long term Technical Leadership support needs
    - (5) Proposal for 2009 “foster collaboration” budget.
2. Suggested Process to Define *Initial* Framework For Addressing Shared Application (Steering Workgroup to Finalize)
- a. Host 1 Day Forum – results documented to serve as the initial plan:
    - (1) 2 hours dedicated to examples of sharing levels identified to date (e.g., joint development of applications, serving data – services oriented architecture, sharing functional applications.) Focus on problems, solutions and in general, lessons learned that would be valuable to others.
    - (2) Facilitated discussion (RFP for facilitator) of invited participants possessing desired expertise to accomplish the deliverables listed below
  - b. Outcomes/Deliverables. Agreement on:
    - (1) What is meant by “Applications/Services”.
    - (2) Universe of sharing levels related to applications / services
    - (3) Those sharing levels/options appropriate for MetroGIS to pursue
    - (4) Tactics, projects needed to accomplish each option appropriate for MetroGIS (haves and needs).
    - (5) Resources, roles, and or policies modifications needed to act on options appropriate for MetroGIS.
    - (6) Expected behaviors/expectations for each also agreed upon.
    - (7) Turn-Around Document in which each deliverable is captured in a manner than can be acted upon.
3. Funding:  
From the \$22,000 in unallocated funds in the 2007 “Foster Collaboration” budget set aside up to \$7,000 for securing a facilitator / documentation of the 1- day forum.
4. Timing:  
Begin immediately (at the September 12<sup>th</sup> Coordinating Committee meeting):
- Ask Committee member to volunteer and suggest names of prospective members
  - Work on the RFP to begin immediately following the meeting

### RECOMMENDATION

That the Coordinating Committee:

- 1) Create an Applications / Technical Leadership Workgroup
- 2) Offer any desired additions or modifications desired to the proposal outlined herein.
- 3) Direct the Workgroup to begin implement the proposal defined herein, beginning immediately and to share their efforts with the Policy Board at the October meeting



**TO:** Coordinating Committee  
**FROM:** Address Workgroup  
Staff Contacts: Mark Kotz and Randall Johnson (651-602-1638)  
**SUBJECT:** Regional Address Points (Occupiable Units) Dataset  
**DATE:** September 5, 2007  
(For Sept 12<sup>th</sup> Meeting)

### **INTRODUCTION**

The Address Workgroup respectfully requests endorsement from the Coordinating Committee to move forward with development and implementation of the Regional Address Points Dataset. This includes:

- Changing the name of the dataset from “occupiable units” to “address points”
- Continued development of data standards
- Continued development of custodian roles and responsibilities
- Development of an online maintenance application
- Development of a methodology to synchronize data between primary, intermediate and regional custodians, including funding of a project to develop a working example of a synchronization mechanism

### **BACKGROUND**

In 2005 the Policy Board adopted the vision statement (see Reference Section) for what was then called the “Occupiable Units Address Dataset”. This is a dataset with the official address and a point location for every occupiable unit and any other official addresses within the Twin Cities metro area. The vision calls for the data to be maintained by official address authorities (most cities and some counties). The Workgroup created a vision document/white paper which was presented at various venues, including county GIS user groups, the MN GIS/LIS Conference and the national Geospatial Integration for Public Safety Conference. The vision was well received in all instances.

The Workgroup developed a draft set of database specifications based on the draft National Street Address Standards. It then conducted an informal pilot project with several cities and counties to see if they could realistically put their address data into the draft data specifications. The specifications were generally deemed realistic, but some necessary modification came to light.

The Workgroup also focused on data collection methods. Specifically, the Policy Board funded a viability assessment, completed in July 2007, to determine how many local address authorities were likely to use a proposed online address point editing application. This project affirmed the need for such a tool and also generated more support for and understanding of the Address Points Dataset with local address authorities (see Item 6 in the Reference Section). Additionally, this project highlighted the fact that the name “occupiable units” was confusing to address authorities and that the name “address points” more clearly conveyed the content of the dataset.

### **PROPOSED COMPONENTS OF REGIONAL ADDRESS POINTS DATASET**

The proposed regional solution is outlined in the draft address points dataset policy summary. Highlights:

- Includes a point and official address for every occupiable unit
- May include points for other official addresses
- Is maintained by the official address authority (city or county) for each jurisdiction
- Has very responsive update cycle (daily is desired)
- Is available for free to government (licensed like parcel data)
- Makes use of a database standard based on the National Street Address Standard
- Makes use of an online maintenance application that any address authority could use to maintain the data
- Allows for counties (and potentially other organizations) to act as intermediate aggregators to coordinate some or all address points within county
- Requires a regional custodian capability that would make daily updates available to authorized users (via FTP and web mapping service)

## **CURRENT STATUS AND UNRESOLVED ISSUES**

- All seven counties and many cities have expressed interest in creating this dataset. Several have already begun.
- Carver, Scott and Hennepin Counties have discussed collaborating on the development of an online maintenance application. Carver has begun development work and has offered to share the application with others.
- A draft database standard is in place, but more modifications will be needed. It is based on the National Street Address Standard which is still in draft format, with no specific timeline for completion.
- A regional custodian has not been identified, although several candidates exist that may fill at least partial regional custodian roles (MESB, LMIC, Met. Council). The Metropolitan Council has agreed in principal to provide an interim partial regional custodian role that would be limited to compiling shape files from address authorities on a quarterly or perhaps monthly basis and making the data available to users via password protected FTP.
- Technical challenges exist related to synchronizing updates from address authorities to the regional dataset on a daily basis. It is not entirely clear how this would be done, and members of the Address Workgroup have insufficient technical knowledge to propose a solution. Before any organization could accept the regional custodian role, a technical method for achieving this synchronization must be identified and understood.

## **UNDERSTANDING THE SYNCHRONIZATION ISSUE**

The Address Workgroup is proposing a strategy for understanding the synchronization technical challenge; until these challenges are understood securing of a custodian(s) can not be achieved. The workgroup would like to leverage technical expertise at Carver County as well the County's familiarity with the online maintenance application to develop a working example of a synchronization mechanism. The attached proposal (Attachment A) outlines the scope of this project. Funding the project would provide these benefits to MetroGIS.

- Provides a working methodology to directly implement the synchronization in any organization with the same software environment (ArcGIS Server, SQL Server, Visual Basic .NET)
- Provides a methodology to implement synchronization that could be transferred to an organization with a different software environment (although the exact code would not transfer).
- Defines the XML inputs and outputs for the synchronization, based on the National Street Address Standard and the Address Workgroup's database standard.
- Provides a clear understanding of an elegant solution to the synchronization challenge, allowing MetroGIS to move forward with defining the roles and responsibilities of a regional custodian.

Note: Carver County is planning to do a portion of the proposed synchronization plan, but the data import and XML validation pieces (critical to the MetroGIS solution) would not happen without MetroGIS funding. There is currently \$22,000 available in MetroGIS's Special Project budget to support research and development projects with regional significance such as this.

## **RECOMMENDATION**

That the Coordinating Committee:

- 1) Endorse continued effort to implement a regional name "Occupiable Units" database, change the name from "Occupiable Units" to "Address Points", and further refine custodial roles and responsibilities.
- 2) Offer any desired modifications to the draft technical and organization components for a Regional Address Points Dataset.
- 3) Offer direction related to attracting one or more organizations to fulfill the regional custodian role.
- 4) Endorse the work by Carver, Scott and Hennepin Counties as a means to accomplish development of a first-generation shared Address Points Online Maintenance Tool.
- 5) Recommend that the Policy Board approve funding of \$10,000 from MetroGIS's Special Projects funds to supplement Carver County in developing a working example of a synchronization mechanism that works with the online maintenance application that is in development.

## REFERENCE SECTION

1. The need for addresses of all occupiable units (address points dataset) was established in 1996 as a priority common information need, a need that was also corroborated by the Phase I Socioeconomic and the Existing Land Use Workgroups. Creation of a Phase II Socioeconomic Workgroup is on hold until a regional solution to the occupiable unit need has been satisfactorily met.
2. The Committee created the Address Workgroup in March 2004. The Workgroup's purpose, membership, workplan, meeting agendas and summaries, findings of investigations, etc. can be viewed at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/add\\_wkgrp.shtml](http://www.metrogis.org/data/info_needs/street_addresses/add_wkgrp.shtml).
3. The Workgroup developed a vision statement to provide a conceptual framework from which to develop detailed technical and organizational specifications. This vision statement was adopted by the Policy Board at its April 2005 meeting. It contains 13 design preferences and can be viewed at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/05\\_0427\\_pbreport.pdf](http://www.metrogis.org/data/info_needs/street_addresses/05_0427_pbreport.pdf). The methodology used by the Workgroup to develop the components of the vision statement are detailed in item 5b(3) beginning on page 37 of the agenda report presented to the Coordinating Committee at its March 2005 meeting.
4. The workgroup also created a larger vision document to explain the vision in more detail, including the need for the data and the critical role of the local address authorities. The vision document can be viewed here [http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf).
5. The workgroup members who participated in the research and drafting of the vision statement also agreed to continue to participate in the process to refine the technical requirements and organizational roles and responsibilities necessary to support the solution as well as identify candidate organizations to carry out those roles.
6. At its July 2006 meeting, the Policy Board recommended funding of a viability assessment (MetroGIS Regional GIS Project) to evaluate the likelihood that a proposed online editing application would be used by local address authorities to contribute address data they produce to a regional dataset. The study, known as the Web Editing Application Viability Assessment, was completed in July 2007. See [http://www.metrogis.org/data/info\\_needs/street\\_addresses/web\\_editing\\_%20app\\_viability\\_assessment\\_final.pdf](http://www.metrogis.org/data/info_needs/street_addresses/web_editing_%20app_viability_assessment_final.pdf) The findings of this assessment are outlined in this report.
7. In the summer of 2006, the Workgroup conducted an informal pilot project with several cities and counties to see if they could realistically put their address data into the draft data specifications created by the workgroup. This specification was generally deemed realistic, but some necessary modification was highlighted.
8. Mark Kotz, GIS database administrator for the Metropolitan Council and member of the MetroGIS support team has provided lead staff support to this workgroup since it began.
- 9.

## ATTACHMENT A



Proposal:

Regional Address Point Repository Synchronization

Final Draft

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### **Purpose**

The purpose of this document is to provide an overview of the technical solution proposed to keep City and County Address Point information synchronized with the Regional Address Point Repository.

### **Overview**

Many counties and cities maintain or are in the process of building address point databases either incorporated within GIS or linked to GIS. This address information is useful within entities and to neighboring entities. In order to share address point information in a consistent and universal manner, an XML schema will be developed to represent the storage of address data within the Regional Address Point Repository. The XML Schema may include all of the National Street Address Standard fields. It may also include fields that are not used by each Address Authority.

Through this synchronization process, address point data will be collected in change sets, compiled to an XML file that fits the XML Schema, posted to an FTP location at the Regional Address Point Repository. A job on the Regional Address Point Repository server will scan the FTP location for files, import them to an internal archive location, validate each file against the schema, and finally import the address information into the Regional Address Point Repository Database. Email confirmations can be configured to be sent to those that want confirmation that their data was processed.

### **Foundation**

The ideas presented in this proposal are based on the assumption that Microsoft SQL Server, ESRI-Arc Products, and Visual Basic .Net will be used to build the repository. It is also assumed that these same tools will be used to build the local and county address point repositories. These technologies will be referenced in this document. However, the true basics of data transmission will rely on FTP and XML data files. Should an Address Authority wish to participate in the repository, they will be able to do so by using the tools mentioned above to use the standard implementation or by building their own solution that can produce and consume these low level technologies. As long as the correctly formed XML file can be generated and posted to the FTP site, that data can be included in the Regional Address Point Repository.

### **Synchronization Process**

The synchronization process will begin with the selection of records, at the source, that have been changed (included adds, changes, and deletions) since the last synchronization.

This dataset will be collected and output to XML (via a dynamic SQL statement generated by a user-defined function called by a stored procedure). The user-defined function will build the select statement from information configured to handle the data mapping and transformation. This table will have 5 columns: Destination, DestinationFieldName, DestinationDataType, DestinationTypeLength, and SourceField.

The Destination field will contain a name or brief description of the location where the data will be transferred. The purpose of this field is to allow this synchronization table to be multi-functional. Perhaps an Address Authority will wish to use this same process to send address change information in a different mapping schema to another destination. For example, Carver County will be sending data to the Regional Address Point Repository in XML, sending Excel information back to cities within Carver County, and transferring data between division databases at the county.

The DestinationFieldName will be the name or alias applied to the data field so that it can be identified and placed correctly within the destination's data structure. The DestinationDataType and DestinationTypeLength will be used to wrap each data element and better assure data compliance and quick validation. The SourceField will be filled with either the data table and field name or a function name and one or more field names.

Examples are shown below. This will make the mapping process clear, will offer some optimization while using the dynamic SQL, and will provide a mechanism to concatenate or calculate values.

Destination	Destination Field Name	Destination Data Type	Destination Type Length	Source Field
MetroGIS	AddressPointPrimaryKey	varchar	100	dbo.f_AddrMetroGISPK(t_adrPoint.AddrPointID)
MetroGIS	AddressNumberPreMod	varchar	4	t_adrPoint.AddrNumberPreMod
MetroGIS	AddressNumberPreType	varchar	20	t_adrPoint.AddrNumberPreType
...				
Manatron	Situs Address	varchar	255	dbo.f_AddrWholeSitus(t_adrPoint.AddrNumberPreMode, t_adrPoint.AddrNumberPreType, ...)
Manatron	City	varchar	255	t_adrPoint.City
...				

After the select statement is generated, it will produce XML output. The output will be stored into a file that will be named using the date and the Address Authority's GNIS code (replacement for FIPS code). A DTS package will move the file from the SQL Server to the FTP location at the Regional Address Point Repository.

A scheduled job on the SQL Server of the Regional Address Point Repository will scan the FTP location for files. When a file is detected, it will be copied to an archive location on the repository server. The archived file will be accessed to verify that it is a valid file. Then the original file from the FTP location will be moved to a processing directory on the repository server. The processing file will be opened and validated against the XML Schema.

Errors in schema validation will be logged and emailed to the configured contact at that Address Authority. In that situation, the processing file will be deleted from the processing directory. If the schema validation is successful, success will be logged and synchronization processing will begin.

Synchronization processing will involve importing of the data from the XML processing file into a preliminary processing table. From this table separate stored procedures will be used to update records, append records, and deactivate records – based on the unique primary key starting with the Address Authority's GNIS code.

This processing will occur within a transaction so that if one portion of the synchronization fails, all changes to the Address Authority's dataset will be rolled back. If there are no errors, the transaction will be committed. A synchronization success or fail SMTP email message will be sent to the Address Authority's configured contacts.

## Next Steps

Further design work will be included in the project to generate a data model, a detailed technical design specification, a project plan, and detailed task list. Design discussion will also be needed to review the

ideas surrounding definition of an Address Authority change and subsequent data transition options so that handling can be built into the overall design.

Field mapping between fields in the Carver County Address Point database and fields in the pilot repository will be furnished to each of the participating counties as a starting point for their mapping. This will be provided before project completion so that counties can prepare their mapping information for the implementation phase.

The implementation phase of the plan will include creation of all database objects by T-SQL script, testing of the system on a small-scale Carver County pilot repository, implementation of the solution at the Regional Host Location, and 5 hours of support for each County in the MetroGIS Council (or their representative) to configure the SQL Server at that level to transmit data. Additional support at a County level will not be included in this proposal.

Continued monitoring and maintenance of the synchronization system at the Regional Address Point Repository is not included in this proposal.

### **Estimate**

It is estimated that \$20,000 of effort will be required to accomplish the completion of the Regional Address Point Repository Synchronization. It is requested that \$10,000 of this project be supplemented through grant funds. Carver County will provide resources with in-house staff to accomplish the other half of the requirements.

Portions of this solution (the field mapping table) were already being considered as part of Carver County's Address Point solution as some distribution mechanism would be needed to transmit data to the City Address Authorities within Carver County. The import of data and XML validation would not have been part of Carver's original program and will not be built unless funding is available to supplement the effort.

Grant funds will be used by Carver County to augment staff in order to accomplish the objective of this proposal in a timely manner.



**TO:** Coordinating Committee

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

**SUBJECT:** 2006 Regional GIS Project Update: Service Broker Project

**DATE:** August 31, 2007  
(For the Sept 12<sup>th</sup> Meeting)

### INTRODUCTION

The Service Broker Project, authorized as a 2006 Regional GIS Project, is the subject of this report. The funding agreement calls for the project manager to provide updates to the Committee during the course of the project. The Committee's role is to aid with resolving any impasses or obstacles encountered.

A representative of the Project has been asked to provide a status report to the Committee in person in the event members have any questions. Refer to Attachment D for the written status report.

### PROJECT PURPOSE

The purpose of this project is to prototype a Internet-based search and access mechanism for applications and web services. The idea is to provide a convenient means to discover and leverage existing geospatial applications just as we are currently doing for existing data via DataFinder. See Attachment A for a detailed explanation of the agreed upon deliverables.

### BACKGROUND ON THE AUTHORIZING AGREEMENT

The project was recommended for funding by the Policy Board in July 2006. An Interagency Agreement, between the Metropolitan Council and the Mn Office of Geographic and Demographic Analysis, was executed in December 2006. Project completion was originally set for June 2007 but extended due to complications for support that arose during the 2007 Legislative session. The Agreement provides for a total payment of \$20,000 for development of the proposed Service Broker functionality and related deliverables. A payment of \$10,000 was made when the Agreement was executed, as called for by the Agreement. The Agreement expires in December 2007.

### PREVIOUS PROJECT UPDATES TO THE COMMITTEE:

March 2007: Fred Logman, the project manager explained "that the project had recently begun. Good progress has been made to define metadata requirements for describing web services that will be searchable via the service broker application". He reported that the steering committee was scheduled to meet on April 11<sup>th</sup>. No questions or comments were offered by the Committee. (See Attachment B for the progress report.)

June 2007: Due to competing priorities for support resources, Fred Logman reported that little progress had been made other than holding the Steering Committee meeting in April. The Coordinating Committee encouraged expediting of the project so that the results are available when budget proposals are considered this fall, particularly in the event that further funding via MetroGIS is determined to be an appropriate next-step for MetroGIS to consider. Logman agreed to a deadline of not later than November 2007 and stated that he would do what he can to complete the project earlier. (See Attachment C for the progress report.)

### RECOMMENDATION

That the Committee provide project direction, as deemed appropriate.

## ATTACHMENT A

### Approved Project Specifications

# GEOSPATIAL SERVICES DIRECTORY AND BROKER A Proposal to MetroGIS

Submitted by: Land Management Information Center

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

## Project Summary

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

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

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

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

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

**2. Regional GIS Project Objectives.** This project extends the historical focus of a “Regional GIS Project” by providing enhanced access to shared geospatial services and applications, not just enhanced access to data. Extending benefits to shared applications has been informally supported by the MetroGIS

Policy Board, although “Regional GIS Project” has not been redefined. The project will provide direct access to a LMIC service that provides efficient access to imagery data from a shared server.

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

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

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

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

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

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

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

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

## ATTACHMENT B

### Status Report March 2007 Service Broker – Regional GIS Project

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.

## ATTACHMENT C

### Status Report June 15, 2007 Service Broker - Regional GIS Project

#### Project Scope:

Develop a first generation version of a web-based geospatial 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)
- A browser-based catalog search capability
- Library of MetroGIS Services (repository and execution resource that will contain services like the North Dakota/Dakota County toolkit)
- Demonstration and training
- Final project report

#### Project team members:

1. Customer Steering Committee Members:
  - Bob Basques, City of St. Paul
  - David Bitner, Metropolitan Airports Commission
  - Josh Gumm, Scott County
  - Randy Johnson, MetroGIS
  - Randy Knippel, Dakota County
  - Alison Slaats, Metropolitan Council
2. LMIC Project Team:
  - Fred Logman, project management
  - Chris Cialek, project management and metadata
  - Jim Dickerson, data base administration and developer
  - Andrew Koebrick, web developer
  - Brent Lund, developer
  - Pete Olson, infrastructure design and implementation
  - Nancy Rader, metadata and documentation

#### Project Status:

1. Hardware/software specifications and development:  
*Hardware and software resources needed to host the catalog have been identified and the resources needed for the library have begun to be determined.*
2. Procedures and standards developed/recommended:  
*Research is underway in determining applicability of international metadata standards. Decisions on procedural developments will come out of working with the Steering Committee on populating the catalog and library.*
3. 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:  
*This is dependent on completion of the library function design, building the library component, modifying the catalog then populating them both. The experiences of the Steering Committee and LMIC staff will identify the functions and issues related to the roles and responsibilities of the hosting, contributing and using entities.*
4. Development of guidelines for organizations wishing to share an application/service via the “broker”:  
*Use guidelines will flow from the experiences gained during testing of the catalog and library functionality.*
5. Applications/services that will initially be included in the catalogue and accessible via the broker:

*Initial list will be identified by the LMIC project staff and the Steering Committee at a future meeting – possibly in July.*

6. 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:

*Will occur after changes have been made to the catalog and the library functionality has been built.*

**Issues/obstacles encountered with proposed solutions:**

Nothing unexpected has been encountered to date for this project.

**Unexpected benefits encountered:**

There is nothing to report at this time.

**Schedule updates proposed:**

The project deadline is November 2007, however, we will attempt to complete the project sooner as requested although a request to complete work by June 30 is not viable.

**Final project report outline:**

Not finalized at this time. Waiting to see what comes out of the development and testing phases of the project before developing an outline for the final report.

## ATTACHMENT D

### Status Report August 2007 Service Broker – Regional GIS Project

#### Project Scope:

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 demonstrate the value of developing a more extensive library of shared services for MetroGIS partners.

#### Deliverables per Agreement:

- 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 – “Open MNND”)
- Demonstration and training
- Project report

#### 2. Members of the project team and their responsibilities:

##### Customer Steering Committee Members:

- Bob Basques, City of St. Paul
- David Bitner, Metropolitan Airports Commission
- Joella Givens, MnDOT **NEW to Steering Committee**
- Josh Gumm, Scott County
- Randy Johnson, MetroGIS
- Randy Knippel, Dakota County
- Alison Slaats, Metropolitan Council

##### LMIC Project Team:

- Chris Cialek, project management and metadata
- Jim Dickerson, data base administration and developer
- Andrew Koebrick, web developer
- Fred Logman, project management
- Brent Lund, developer
- Pete Olson, infrastructure design and implementation
- Nancy Rader, metadata and documentation

#### 2) Progress made with respect to the following:

- Hardware/software specifications and development progress;  
The hardware and software resources needed to host the catalog and test/demonstration library have been identified. These are being documented along with suggestions for MetroGIS if they choose to host their own catalog and/or library.
- Procedures and standards developed/recommended;  
Identifying and documenting the administrative functions necessary to implement and maintain the catalog and library services has begun. We have found an international services metadata standard, ISO 19119, that is appropriate for this project and are in the process of incorporating portions of it into the design.
- 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;

At the last Steering Committee meeting there was discussion about the functionality options and their impact on the type and amount of administrative support needed to administer the catalog and library. The decisions made by the Steering Committee are being incorporated into the catalog and library functionality being provided. As we do testing, the various roles and responsibilities will be refined and clarified then documented. We will be asking the Steering Committee to provide for software for the catalog and library. This should provide software that is pertinent for organizations within the seven county metro area and experience listing, loading and using services.

- Guidelines for organizations wishing to share an application/service via the “broker”;

We have not yet started to generate guidelines for organizations wishing to share applications. The experience of the “Open MNND” development team has shown that software can be successfully developed and then shared. The “Open MNND” toolkit was developed with the intent of it being shared. Software that is developed for an organization to meet their own business needs may not, without some additional work, be something other organizations would want. Again as we do testing we will gain insight into what is appropriate and desirable for sharing as well as the opportunities and difficulties encountered.

- Applications/services that will initially be included in the catalogue and accessible via the broker; and

The “Open MNND” tool kit and other applications that the Steering Committee chooses to make available by listing in the catalog and/or including within the library will be included. In addition, there will be some services provided by LIMIC project staff.

- 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.

Initial testing of the catalog and library will be done separately. We anticipate being able to load and test some of the Library functionality prior to completing the development work on the Catalog. Once we test the catalog functionality, we will test them together.

3) Any issues/obstacles encountered and proposed solutions.

Nothing unexpected has been encountered to date for this project.

4) Unexpected benefits encountered.

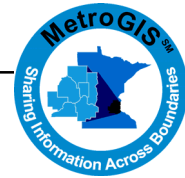
There is nothing to report at this time.

5) Updated schedule for completion.

The project deadline is November 2007, however, we are attempting to complete the project sooner as requested.

6) Outline for the Final Project Report.

We have not finalized an outline but have started to identify components that will be in the Final Project Report.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – October 2007 Policy Board Meeting  
**DATE:** August 21, 2007  
(For Sept 12<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic for the Policy Board's October 17, 2007 meeting and a person(s) to present that topic.

## PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Metropolitan Mosquito Control District's Web Application reported on by Channel 4 TV: This topic was identified by the Committee at its June 27, 2007 meeting as a candidate for the July Policy Board meeting, along with the Metropolitan Council's "Maps" website. Chairperson Reinhardt asked that these demonstrations be presented at separate meetings to insure they receive adequate consideration and asked for the Council's "Maps" program to be demonstrated at the July Board meeting.
2. County GIS activities: 5-7 minute overviews from each county at a single Board meeting.
3. 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 at the February 8<sup>th</sup> 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 if the Committee so wishes.
4. 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.
5. GIS-related work at the U of M: 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.
6. 2006 Upgrades DataFinder: This topic would include an overview of the variety datasets available, which are available as WMS, benefit of accessing data via WMS format, and what one can do with Café and who has access (public, non-profit, for-profit, local government, etc.).

## DISCUSSION

Unless a more timely option is identified, Chairperson Reinhardt has previously acknowledged the "Metropolitan Mosquito Control District's Web Application reported on by Channel 4 TV" topic as timely and appropriate.

## RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the October 17<sup>th</sup> Policy Board meeting.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Jul. 2007: Metropolitan Council's new "Maps" Web site
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- 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 Support Team  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Committee Vice Chairperson Vacancy

**DATE:** August 21, 2007  
(For the Sept 21 Mtg.)

## **REQUEST**

The Committee is respectfully requested to elect a vice-chair to serve out the remainder of Ned Phillip's term, who resigned from the Committee in June.

## **BACKGROUND**

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

## **DISCUSSION**

One of the following options is suggested for Committee action:

- 1) Elect a new Vice chairperson at the September meeting, with the understanding that if the members is willing they will be reelected at the December to also serve as Vice chairperson in 2008.
- 2) Forego the election of a replacement Vice chairperson until the December 2007 meeting, at which time elections will be held for the 2008 Chair and Vice-chair positions.

## **RECOMMENDATION**

That the Committee decide how it wants to handle the vacant vice-chairpersonship created by Ned Phillip's resignation from the Committee.

# COORDINATING COMMITTEE MEMBERSHIP

(As of August 21, 2007)

Name	Organization	Organization Type
Will Craig	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
<i>vacant</i>	<i>(need to decide if continue with 2 seats)</i>	Non-Profit
Brad Henry	URS Corp. – formerly City of Minneapolis	Special Expertise
Patrick Hamilton	CB Richard Ellis	Private Sector (Business Geographics)
Terese Rowekamp	Rowekamp Associates	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)
Jim Engfer (Alt. Steve Lorbach)	City of St. Paul (AMM-Large City)	Public - City
Harold (Hal) Busch	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Dave Drealan	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Hentges (Alt. Jim Bunning)	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencil	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
Mark Vander Schaaf	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Gordon Chinander	Metropolitan Emergency Services Board	Public - Metropolitan Gov.
Nancy Read	Metro Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Dick Carlstrom	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Tim Loesch	DNR	Public - State Agency
<i>vacant</i>		Public - Water Management Organizations

## Past Coordinating Committee Officers

Terms	Chair	Vice- Chair
1996 - 1997	David Arbeit	Brad Henry <i>(There was no vice chair in 1996)</i>
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan
2005 - 2006	Nancy Read	Randy Knippel
2007 - Present	William Brown	<i>Ned Phillips – resigned June 2006</i>

## COMMITTEE LIAISONS

Last updated – August 21, 2007

<b>Ad-hoc/Special Purpose Workgroups</b>	<b>Coordinating Committee Liaison</b>
Address Points	Nancy Read
Business Planning Oversight Team	All members* are also Committee Members
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness	<i>(Inactive until after Business Planning)</i>
Existing Land Use	<i>(Inactive until after Business Planning)</i>
Highway and Road Networks	Joella Givens <i>(Inactive until after Business Planning)</i>
Lakes and Wetlands	<i>(Inactive until after Business Planning)</i>
Socioeconomic – Phase II <i>(proposed to be authorized 12/17/03)</i>	<i>(Inactive until after Business Planning)</i>
School District Jurisdictional Boundaries (2004)	<i>(Inactive until after Business Planning)</i>
E911-Compatible Street Centerlines	Gordon Chinander
Watershed District Jurisdictional Boundaries	Jane Harper
Technical Advisory Team	Ron Wencl, Rick Gelbmann

\* William Brown, Rick Gelbmann, Jane Harper, Nancy Read, and Mark Vander Schaaf



**TO:** Coordinating Committee

**FROM:** MetroGIS Staff  
Contact: Chris Kline (651-602-1363)

**SUBJECT:** Quarterly Update Performance Measure Reporting – Anomaly Discussion

**DATE:** August 27, 2007  
(For the September 12<sup>th</sup> Meeting)

### INTRODUCTION

At each meeting, the Committee has asked staff to bring forward, for discussion, one or more anomalies associated with the previous quarter's performance measurement reporting results. The time period covered by this report is April 1, 2007 to June 30, 2007.

### SUMMARY

The number of **visits to the DataFinder site increased**, while general downloading activity decreased slightly. However, **downloads of Endorsed Regional Solutions increased** from the prior quarter, illustrated by the **significant increase of downloads in the Regional Parcel Dataset**.

Staff investigated the potential effects of map service usage on DataFinder activity, and found no inverse relationship between downloads and map services hits.

### PERFORMANCE REPORTING STATISTICS – Second Quarter 2007:

#### 1. Viewing DataFinder Catalog and DataFinder Café Web Pages

Visits to the DataFinder Catalog and DataFinder Café **increased 27.5 percent** from the previous quarter, and decreased 6.7 percent compared to the same quarter in 2006.

#### 2. Data Downloading Activity

**General:** Dataset downloads slightly **decreased 3.8 percent** from the previous quarter, from 2,661 to 2,559, and increased 112 percent from the same quarter in 2006. This decrease should not cause alarm, as it appears to be within the normal range of variation between quarters. The large percentage increase from the same quarter in 2006 can be attributed to low levels of download activity in Q2 2006 due to DataFinder reconstruction.

**Endorsed Regional Solutions:** The number of downloads of Endorsed Regional Solutions **decreased from the previous quarter by 14.7 percent**, from 804 to 686, the lowest level of quarterly downloads in over two years. A chart has been included in the Reference section detailing the download activity for Endorsed Regional Solutions.

**Regional Parcel Dataset:** Downloads of the Regional Parcel Dataset **increased 38.7 percent** from the previous quarter, and increased 12.2 percent compared to the same quarter in 2006. This increase could be attributed to the publication of new data at the end of March 2007.

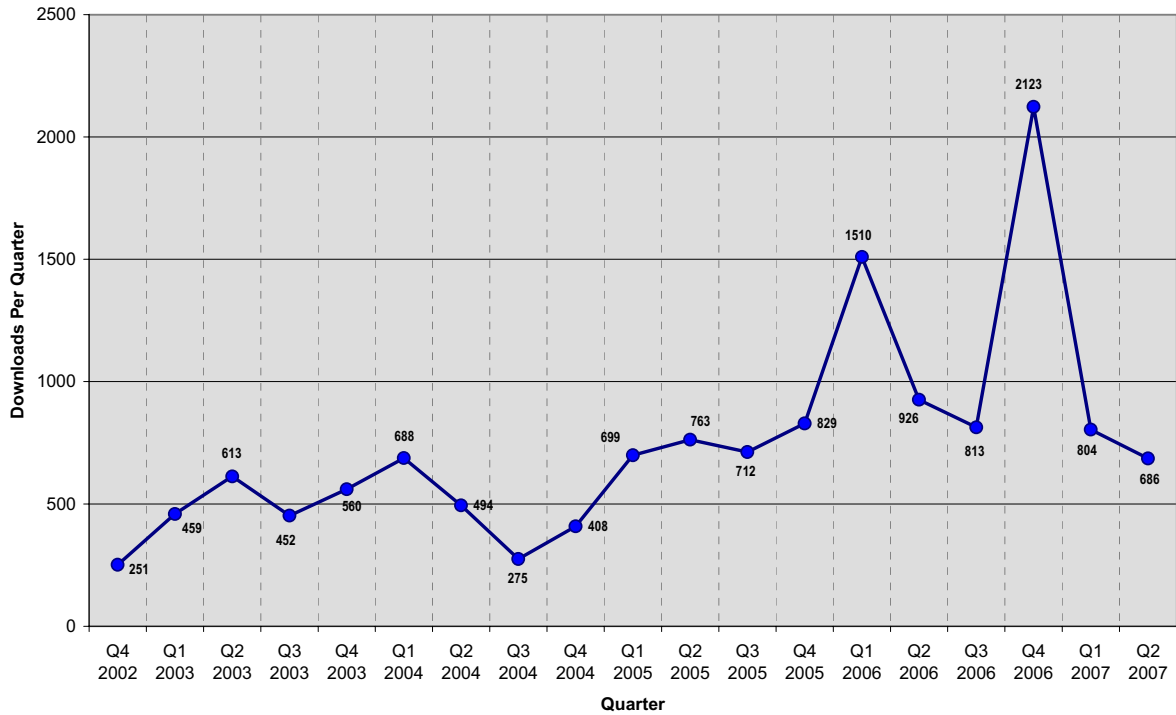
### RECOMMENDATION

That the Coordinating Committee comment on questions posed by staff as possible explanations to anomalies identified in the Second Quarter 2007 reporting period.

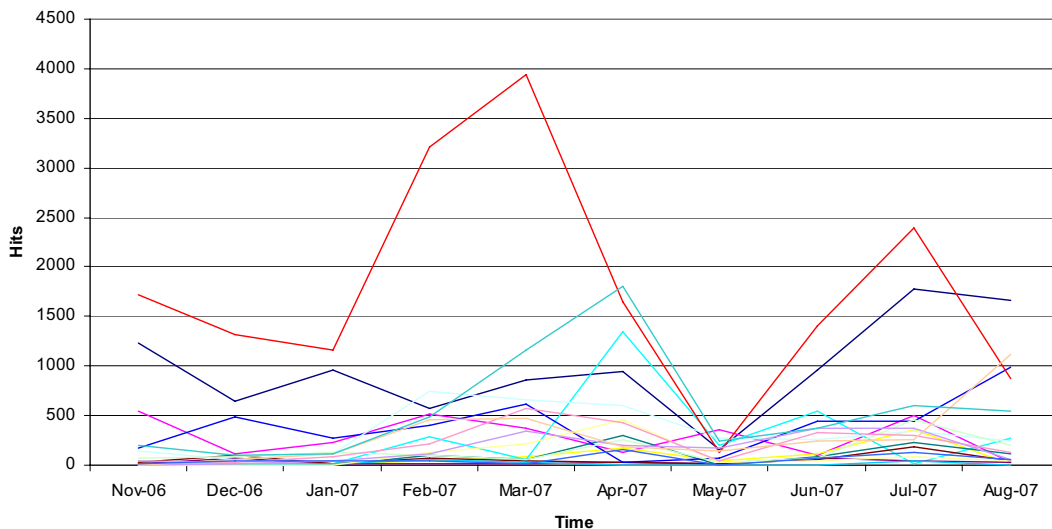
**REFERENCE**

1. Map service data continues to be collected; however, a viable method of reporting usage trends has not been developed at this time. Based on current data, usage of map services cannot be associated with any changes in download activity.

**Downloads of Endorsed Regional Datasets by Quarter**



**Map Service by Category**



Administrative and Political Boundaries	Planning and Development	Social, Justice and Emergency Services
Recreation and Tourism	Agriculture and Farming	Biology and Ecology
Environmental Monitoring and Modeling	Water Resources	Land Cover
Imagery and Photographs	Base Maps, Scanned Maps and Charts	Facilities, Buildings and Structures
Transportation	Utilities and Communication	Geology & Geophysics
Elevation	Business & Economics	Demographics



**TO:** Coordinating Committee

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

**SUBJECT:** Should a Description of MetroGIS be Added to Wikipedia?

**DATE:** August 21, 2007  
(For the September 12<sup>th</sup> meeting)

## **INTRODUCTION**

Member Gelbmann has suggested that a description of MetroGIS should be added to Wikipedia. Before doing so, the Staff Coordinator felt it important to obtain feedback from the Committee as to its thoughts regarding both the appropriateness of doing so and the desired message.

## **CONSISTENT WITH NEXT-GENERATION OUTCOMES**

Adding a description of MetroGIS to Wikipedia would be consistent with the Next-Generation desired outcomes for MetroGIS (Chapter 4 of the 2008-2011 Business Plan) which seek to: 1) expand MetroGIS's stakeholder base and 2) establish partnering opportunities with non-traditional participants.

Pursuit of outreach/marketing related actions, as the opportunity arises, also is not inconsistent with the decision to postpone, until 2009, expanding the current MetroGIS Outreach Plan to include a marketing component [Agenda Item 5a(1)], with the understanding that refinements to the Wikipedia entry may be in order following adoption of an updated Plan. The Policy Board has also asked to review the proposed message before authorizing adding a "marketing" focus to the current Outreach Plan. A marketing message cannot be fully developed until MetroGIS decides what its role will be concerning shared application needs. Hence, the proposal to postpone the marketing element until 2009.

## **SUGGESTED LANGUAGE – WIKIPEDIA ENTRY.**

The following language is offered for the Committee's consideration:

MetroGIS ([www.metrogis.org](http://www.metrogis.org)) is an award-winning geospatial collaborative organization serving the seven-county, Minneapolis-St. Paul (Minnesota) metropolitan area. Relying upon voluntary participation, MetroGIS's primary functions focus on fostering: a) development and implementation collaborative regional solutions to shared information needs (geospatial data, related applications, standards and best practices), b) widespread sharing of geospatial data, principally via its DataFinder.org web site, c) the value of geographic information system (GIS) technology as a core business tool, and d) knowledge sharing relevant to the advancement of GIS technology. Beneficiaries of MetroGIS's collaborative efforts include a wide variety of local and regional government interests, as well as, numerous state and federal government, academic institution, nonprofit organization and business interests.

## **RECOMMENDATION**

Provide direction as to the Committee's preferences regarding:

- 1) Should a description of MetroGIS be added to Wikipedia?
- 2) If so, what additions or modifications are desired to the suggested language above?



**TO:** Coordinating Committee

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

**SUBJECT:** Debriefing Session: GIS Technology Role in Response to I-35W Bridge Collapse

**DATE:** August 27, 2007  
(For the Sept 21 Mtg.)

## **REQUEST**

Member Read has suggested that the Committee consider setting up a debriefing session to talk about the role GIS technology played in the response to the I-35W bridge collapse.

## **DISCUSSION**

Defining a means more fully connect the GIS and the Emergency Response communities has recognized as a need at Committee meetings in the past. The suggested briefing session offers the added value of moving the discussion from the theoretical to the practical.

## **RECOMMENDATION**

That the Committee decide:

- 1) If it would like to host a debriefing session of to talk about the role GIS technology played in the response to the I-35W bridge collapse
- 2) When the suggested debriefing session should be held and who should be invited.



**TO:** Coordinating Committee

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

**SUBJECT:** Presentation – Proposed Twin Cities Regional Economic Development Website

**DATE:** August 21, 2007  
(For the September 12<sup>th</sup> meeting)

## INTRODUCTION

Direction is requested from the Committee as to whether there is sufficient potential of benefit to the MetroGIS community to warrant further investigation of a collaborative relationship with the proponents of Proposed Twin Cities Regional Economic Development Website.

## OVERVIEW OF PROPOSAL

A new website is under construction to promote economic development activity in the greater Twin Cities area (11 counties). Sponsored by the Minneapolis Regional Chamber of Commerce with assistance from the Minnesota Commercial Association of Realtors, the new comprehensive business-oriented website will provide information on the regional economy, workforce, development assets, and quality of life. The purpose of the website is to support office, industrial and commercial site location decisions.

All seven metro counties along with four adjacent counties--Chisago, Isanti, Sherburne, and Wright counties--have been invited to join the website group, along with the cities of Minneapolis, St. Paul, and Bloomington. The website is expected to be launched by the end of the year. Because the website will have a GIS platform, the contractor building the website, GIS Planners, is exploring ways to collaborate with MetroGIS as a source of data and a forum for ensuring that data meet agreed-upon standards.

The proposed website would include data on existing buildings, demographics, sites available for development (expansion and new construction), as well as approximately ten GIS layers, depending upon availability (e.g., existing land use, parcels, streets, planned land use, aerial imagery, etc.), to aid users in their analysis of prospective development sites.

The application developer, GIS Planning (<http://www.gisplanning.com>) has developed 140 of these sites around the county. The Milwaukee website (<http://www.milwaukeeprospector.com>) was cited as most similar to the site desired for the greater Twin Cities area. According to the developer, the focus is strictly on economic development, the user will only be able to obtain an image of the data (view-only) and there is no intent to package data viewable on the site for redistribution.

## RELEVANCE TO METROGIS

The MetroGIS Policy Board, through its work on the Next-Generation MetroGIS Business plan, has identified three goals for which this proposal provides a means to address at least in part. The three next-generation goals are:

- 1) Pursue opportunities to partner with non-government interests to address shared needs.
- 2) Pursue ways to improve data interoperability/sharing with jurisdictions that adjoin the seven county metropolitan area.
- 3) Expand the scope of regional solutions to include applications in addition to geospatial data that are needed to address shared information needs.

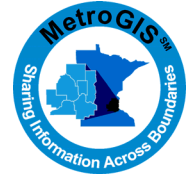
## DISCUSSION

The economic development theme is among, if not, the most likely candidate for MetroGIS to discover potential opportunities to partner with non-government interests. When the Staff Coordinator became aware

of this proposal, contact was made with Russ Riblett who is the project manager for development of the proposed website. He expressed interest in exploring a collaborative relationship with MetroGIS for data access and maintenance and agreed that a presentation to the Committee would be a good way to begin to explore shared interests. He also commented that case studies have been developed for several of their installations which call out various policy and technical obstacles that have been overcome, which may be of value food for thought for the MetroGIS community.

**RECOMMENDATION**

Provide direction as to whether there is sufficient potential of benefit to the MetroGIS community to warrant further investigation of a collaborative relationship with the proponents of the subject website.



**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Updates

**DATE:** August 21, 2007  
(For the Sept 12<sup>th</sup> meeting)

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

### A) Business Plan Update

Primary focus of activity since the last Committee meeting. (See Agenda Item 5a)

### B) 2006 and 2007 Regional GIS Project Updates

1. 2006 Project: Viability Assessment - Address Data Web Editing Application (Completed)

The project was completed in July and the final report was presented to the Address Workgroup on July 24<sup>th</sup>. See Agenda Item 6b for a summary of the positive results and the description of recommended next steps to pursue development of a regional address points dataset.

Matt McGuire, with the Metropolitan Council's GIS Unit, served as the project manager. He was assisted by Mark Kotz also with the Council's GIS Unit and Brad Henry, with URS, who served as the project consultant.

2. 2006 Project: Service Broker  
(See Agenda Item 6f)

3. 2007 Project: Regional Geocoder

The Policy Board recommended approval to fund this project (see Agenda Item 4, Item 2). The funding agreement between the Metropolitan Council and Metropolitan Mosquito Control District is under negotiation.

### C) Priority Business Information Needs Solutions (activity Since last Update)

1. Address Points (of Occupiable Units)  
(See Item 6b)

2. Highways and Roads:

Efforts to reach agreement are nearly complete on a license document through which licensed users of the TLG Street Centerline dataset will be authorized 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. Once the application license agreement is in place for the Council's GeoCortex platform, agreement on technical specifics for other platforms will be pursued. .

3. Jurisdictional Boundaries

- Watershed District Boundaries. No response has been received from the Mn Board on Soil and Water Resources (BSWR) in response to a proposal to serve as regional custodian for a

regional watershed boundary dataset. The results of Washington County pilot project were conveyed in October 2006 to representatives of BWSR. A recommendation of the Washington County pilot was that BWSR is the most logical entity to serve in the roles of Regional Custodian. As BWSR has not responded to the proposal, no further action will be pursued until such time an organization volunteers to assume a leadership role to aggregate the source data produced by the seven counties.

- *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 but uncertainty of LMIC's budget has delayed pursuing next steps.

#### 4 Land Cover

The extent of coverage is nearing 95 percent. A map of the coverage status can be viewed at [http://www.metrogis.org/data/datasets/land\\_cover/mlccs\\_metro\\_progress\\_planned.pdf](http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf).

#### **D) County Data Producer Users Group**

Member Drealan has chaired this workgroup since established in 2000. He will be resigning from the Coordinating Committee and Workgroup effective September 2007. A new workgroup chair person is being sought

*(No other activity to report)*



**TO:** Coordinating Committee

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

**SUBJECT:** Information Sharing

**DATE:** August 21, 2007  
(For the Sept 12<sup>th</sup> meeting)

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

**A) STATUS REPORT - FILLING BOARD AND COMMITTEE VACANCIES**

**1. Non-Profit Representative Seat On Coordinating Committee**

Staff spoke with the current non-profit (Sally Wakefield) and academic (Will Craig) representatives to the Committee concerning this matter. The consensus was that no decision should be made to fill the vacant seat until the Business Planning is adopted and strategies have been agreed upon to expand the stakeholder base, which could involve city, non-profit, or private sector interests. Craig commented that he would like to know more about the idea of pursuing epidemiologist that was offered by the Committee at its December 2006 meeting. He also mentioned that the United Way might be a good choice if they were more acquainted with GIS technology.

**2. Water Management Representative Seat on Coordinating Committee**

At the Committee's June meeting, Vice-Chairperson Phillips resigned from the Committee, noting that he was leaving the Rice Creek Watershed District. Following the meeting, the Staff Coordinator contacted Roger Lake, the Policy Board's representative from the Metro Chapter of the Minnesota Association of Watershed Districts, and asked him to begin the process to appoint a person to replace Ned Phillips on the Coordinating Committee as a representative of water management organization interests.

**3. City Representative Seat on Policy Board**

Policy Board member Schneider has informed the Policy Board that the Association of Metropolitan Municipalities (AMM) is in the process of inviting a representative from LOGIS to fill this role. See Agenda Item 4, Item 5 for more information.

**B) CHANGE IN CARVER COUNTY'S REPRESENTATIVE TO COMMITTEE**

Dave Drealan, who has been a member of the Coordinating Committee since its inception in January 1996, has decided to retire from the Committee effective September 2007. He has hand over Carver County's representation on the Committee to Peter Henschel, Carver County GIS Manager. Peter has been active in several MetroGIS initiatives, the most recent being a member of the Address Workgroup and a key participant in the Web Editing Application Viability Assessment (Agenda Item 6b). Welcome aboard Peter and best wishes Dave in your new duties at the County.

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

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

An article was submitted to explain the status of the Next-Generation Business Planning process. The article can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=218>

**2. Presentations:**

(a) The Staff Coordinator and Member Knippel met with the Minnesota Twin Cities Regional Broad Band Task Force on August 28<sup>th</sup>. Washington County Deputy Administrator Molly O'Rouke, who serves as Washington County's alternate representative to the MetroGIS Policy Board, invited the

Staff Coordinator to speak with Task Force members about MetroGIS's organizational aspects as the task Force is attempting to forge a similar alliance to address shared communication infrastructure needs. They were particularly interested in developing a GIS data layer that includes the locations of fiber installed throughout the Metro Area.

(b) 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 geospatial data development initiatives."

#### **D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

##### **1. 2007 Mid-Career Polaris Leadership Awards**

The Mn GIS/LIS Consortium selected Randall Johnson (MetroGIS), Ben Verbick (LOGIS and member of MetroGIS workgroups representing cities), and Sally Wakefield (1000 Friends of Minnesota and member of the MetroGIS Coordinating Committee) as the 2007 recipients of the Consortium's the mid-career Polaris Leadership Award. The recipients will be recognized at the 2007 State GIS/LIS Conference in October.

According to a description provided on the Mn GIS/LIS Consortium website, "The Polaris Leadership award has been established to recognize mid-career GIS professionals who demonstrate a beacon of energy and creativity that inspires and guides the rest of us." See the Consortium's website at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=65> for more information about the Polaris Leadership Award and the 2007 recipients.

##### **2. M3D Celebrates Project Completion – by Kris Nelson**

On Thursday, September 20<sup>th</sup> from 2:30 to 4:30 pm CURA is hosting an event to celebrate completion of the M3D project and future plans. The event will held in the Wilkins Room, 2nd floor of the Humphrey Center, 301 19th Avenue South, Minneapolis (directions: <http://www.cura.umn.edu/HHH-directions.php>).

Over the last three years the project team has worked hard, with help from a large number of public agencies and community partners, to build a fantastic application to support community development and planning in Twin Cities region.

Please contact [cura@umn.edu](mailto:cura@umn.edu) for more information.

##### **3. Strategic Planning Retreat - Governor's Council on Geographic Information**

A Strategic Planning Retreat was held on June 25<sup>th</sup> to move beyond the policy platform outlined in the "Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure", which can be viewed at <http://server.admin.state.mn.us/resource.html?Id=9084>. Members of the workgroup who oversaw preparations for the retreat that are also affiliated with MetroGIS include David Arbeit (Mn Office

GDA), Rick Gelbmann (Metropolitan Council), and the MetroGIS Staff Coordinator. See <http://www.gis.state.mn.us/committe/MSDI/> for a summary of the June 25<sup>th</sup> workshop.

**4. New Funding Source for Land Data - by Will Craig**

Many counties are using a new source of funds to speed the conversion of parcel data to digital form and for other land related activities. The new source is an increase of \$11/document fee counties charged for recording deeds or other documents added as a result of a change in State Statute beginning in 2005. For more information about the fund source and examples of how four counties are using those funds to improve their land record systems how see the article at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=237> .

State law calls these “unallocated” funds and allows the funds to be used to fund related improvements to the land records system, including GIS. “This money is available as authorized by the Board of County Commissioners for supporting enhancements to the recording process, including electronic recording, to fund compliance efforts ... and for use in undertaking data integration and aggregation projects. ... This money must not be used to supplant the normal operating expenses for the office of county recorder or registrar of titles.” (MS357.182, Subd. 7)

Counties got the \$11 bump in recording fees in 2005 when the fee was raised from \$35 to \$46. The major focus of this increase was to improve *compliance* in the recording and returning of documents. State law set the goal of 15 days for this process. In 2007 a county is in compliance with this requirement if 60% of documents are processed in this period. By 2010, 90% of documents must meet the 15-day rule. In 2011, the timeframe is reduced to 10 days and 90% compliance is required. It is not clear if these funds will be available after 2011.

This fund should not be confused with the *Technology Fund*, described in section 4 of MS357.18. That fund is enhanced by \$10 per instrument and is a separate component of the \$46 fee. The purpose of the Technology Fund is “...obtaining, maintaining, and updating current technology and equipment to provide services from the record system.” Is it spent at the discretion of the Recorder. The *Compliance Fund* is a separate \$11 component and is spent at the discretion of the county board.

To access the state law, go to <http://www.leg.state.mn.us/leg/statutes.asp>. For information on the Recorder fee, retrieve sections 357.18 and 357.182.

**5. New Parcel Study Released – by Will Craig, University of Minnesota**

The National Research Council released its 2007 parcel study in time for the ESRI conference in mid-June. The study envisions a distributed system of land parcel data that is housed with appropriate data stewards but accessible through a central web-based interface. Counties and other units of government that maintain parcel data for their own purposes would publish a critical portion of that data to the distributed system.

*National Land Parcel Data: A Vision for the Future* is the look at parcels since the 1980s when it started with *The Need for a Multipurpose Cadastre*. Like the earlier report, the 2007 study identified the value to the nation of wall-to-wall parcel data. Like the earlier report, it calls for national funding to assist local governments and state efforts to coordinate and provide assistance.

Things have changed a lot since 1980. Hurricane Katrina and attacks on the World Trade Center have increased awareness of the value of parcel data. Technical changes have increased capabilities and decreased costs of land information systems. Most of the big counties have completed systems, but basic development work remains for the smaller counties. The web has made it easier to access data and encouraged use of information in decision-making.

The report contains nine recommendations:

1. A panel should decide whether BLM can be the lead federal agency.
2. FGDC should consider the parcel as a basic resource for various OMB A-16 mandated data themes.
3. A Federal Land Parcel Coordinator should be empowered to develop and maintain a single database of land parcels owned or managed by the federal government.

4. A National Land Parcel Coordinator should be established to develop and oversee a land parcel data business plan for the nation including federal, local, state, and tribal partners.
5. An Indian Lands Parcel Coordinator should be established by the Office of Special Trustee for Tribal Lands.
6. Congress and the Census Bureau should explore modifying Title 13 so that building addresses and coordinates can be made public.
7. State Coordinators should be established in each state to develop plans and relationships with local government. The goal of these efforts is to achieve border-to-border parcel coverage for all publicly and privately owned property within the state.
8. The National Land Parcel Coordinator should develop an intergovernmental funding program for the development and maintenance of parcel data, including incentives to participate for those counties with fully-developed systems and financial support for those who do not.
9. Local government is expected to put into the public domain both parcel geometry and a very limited set of attributes. This should become a minimum requirement to receive federal funds directly associated with property, such as disaster relief.

The full report is available online at [http://books.nap.edu/catalog.php?record\\_id=11978](http://books.nap.edu/catalog.php?record_id=11978).

## **E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

### **1. Appointments Sought to New National Geospatial Advisory Committee (NGAC)**

Applications for appointment to serve on the newly created National Geospatial Advisory Committee (NGAC) were submitted by Randall Johnson, MetroGIS Staff Coordinator, and David Claypool, charter member of the Coordinating Committee. The selection process is anticipated to be completed in September. More about the applicants:

a) Claypool applied to serve as a representative of the County Government and the Cadastral, Surveying and Mapping Community. His statement of qualifications was accompanied by endorsements from:

- Don Buhler, Chief Cadastral Surveyor of the US, Co-Chair, FGDC Cadastral Subcommittee
- Bob Ader, National GCDB Coordinator, FGDC Cadastral Subcommittee Co-Chair
- Randy Johnson, Hennepin County Commissioner, Chair NACO GIS Committee
- Victoria Reinhardt, Ramsey County Commissioner, Chair, MetroGIS Policy Board, member of Minnesota GIS Council, vice chair of the NACO Environment, Energy and Land Use Committee, and member NACO IT Committee
- Kenton C Ward, President, National Association of County Surveyors, Hamilton, IN County Surveyor
- Minnesota's Governor's Council on Geographic Information

b) Johnson applied to serve as a representative of the Regional Government Stakeholder Group. His statement of qualifications was accompanied by endorsements from:

- Kari Craun, Director, National Geospatial Technical Operations Center, U.S. Geological Survey.
- Mark Reichardt, President, Open Geographic Consortium (OGC)
- Ian Masser, President, Global Spatial Data Association 2002-4, President, European Umbrella Organisation for Geographic Information 1999-2003.
- Victoria Reinhardt, MetroGIS Policy Board Chair, Ramsey County Commissioner, and member of the Minnesota Governor's Council and Geographic Information.
- Minnesota Governor's Council on Geographic Information.

### **2. Lawsuit Settled for Now *by Will Craig***

The MAPPS case against the federal government for its contacting practices was dismissed by the US District Court in Alexandria VA on June 14. "The federal court's rejection of the MAPPS lawsuit in this ruling will help ensure that all qualified professionals in the mapping and GIS

communities can fairly compete for government contracts," said Douglas Richardson, executive director of the AAG.

AAG, URISA, UCGIS, and others had filed an amicus brief in support of the government. According to AAG, an adverse outcome would have effectively excluded everyone but licensed architects, engineers and surveyors from federal government contracts for "mapping" services of every sort and description - not just those mapping services traditionally performed by surveyors. The case was described in the Spring issue of this newsletter.

MAPPS views the decision as based entirely on process and failing to address the legal merits and policy issues. Judge T.S. Ellis' summary judgment in favor of the government was based on the MAPPS plaintiffs' failure to "establish that an injury in fact was suffered by the individual surveyors or their firms." MAPPS public statement says, "The game is not over," but falls short of outlining next steps.

For more information see <http://www.aag.org/help/links.html>, <http://www.urisa.org/policy>, and <http://www.mapps.org/newsroom.asp>.

T. S. Ellis, III  
United States District Judge  
June 14, 2007

The full decision is posted online for your review: <http://www.urisa.org/policy>."

#### **F) OTHER NEWS – AUSTRALIAN COURT DECISION**

**From:** "George.Cho" <George.Cho@canberra.edu.au>  
**To:** <[legal-econ@lists.gsdi.org](mailto:legal-econ@lists.gsdi.org)>  
**Date:** 9/6/07 12:39AM  
**Subject:** [GSDI Legal Econ] Surveyors own copyright in Maps and Plans in Australia

##### **Aussie Court decides surveyors own copyright in maps and plans.**

Surveyors own the copyright in the maps and plans they create, the Australian Full Federal Court decided on 5 June 2007. The court rejected a claim by the New South Wales Government that it owned the copyright in the plans surveyors created and registered. Copyright Agency Limited (CAL) Chief Executive Jim Alexander said it was a landmark win for surveyors to have their copyright claim acknowledged.

The court found none of the plans were made under the direction and control of the State of NSW, or first published by the State. Copyright Agency Limited, whose members include surveyors, made an application to the Australian Copyright Tribunal for a determination under ss 183 and 183A of the Copyright Act and it was then referred for a legal decision to the Federal Court. However, the court also decided that the State was authorised to use the registered plans under the statutory and regulatory framework without remuneration for surveyors. It said the entering of data in survey plans on to the States Digital Cadastral Database (DCDB) did not entail a reproduction in the 'copyright' sense.

Therefore any supply electronically by the State of NSW of any part of the DCDB was not a reproduction of the surveyors' copyright. "We are disappointed that despite acknowledging the copyright owned by our surveyor members, the court has implied there is a licence by the government to use the surveyors' works without compensation," Mr Alexander said. "CAL is considering the decision and will decide on our next move in the next few weeks," he said.

Interested readers may download a .pdf from the following site.

<http://www.copyright.com.au/FC%20Judgment%20Lindgren%20Emmett%20Finkelstein%20CAL%20v%20NSW.pdf>