



December 10, 2008

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)

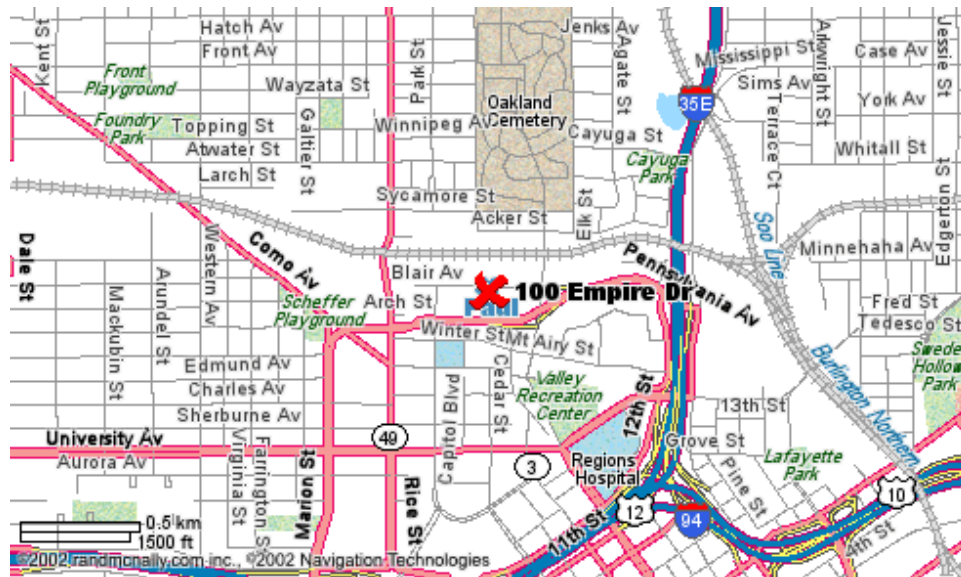
See directory in lobby for meeting room location

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March XX, 2008	
9. Adjourn	

Mission Statement: "....to expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area."

How to find the MCIT Building:

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Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Board Room
September 17, 2008

1. CALL TO ORDER

Chairperson Brown called the meeting to order at 12:35 p.m.. Larry Charboneau, the newest member of the Committee who is with NCompass Technologies formerly known as The Lawrence Group, was asked to introduce himself. Chairperson Brown commented that Charboneau will be filling the GIS Consultant representative vacancy created when Terese Rowekamp resigned prior to the June meeting.

Members Present: *Academics:* Jeff Matson for Will Craig (U of M); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul), Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* Pete Henschel (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), Gosh Gumm for Jim Bunning (Scott); and Jane Harper (Washington); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *State:* David Arbeit (GDA/LMIC) and Joella Givens (MN/DOT).

Members Absent: *Business Geographics:* (Vacant); *Counties:* John Slusarczyk (Anoka), David Claypool (Ramsey), *Federal:* Ron Wencil (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), *State:* Tim Loesch (DNR); *Special Expertise:* Brad Henry (URS Corp.), *Utilities:* Allan Radke (Xcel Energy); and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson and Jonathan Blake (MetroGIS staff support team)

Visitors: Mark Kotz (Metropolitan Council and member of the Technical Leadership Workgroup) and David Brandt (Washington County and Chair of the Technical Advisory Team)

2. ACCEPT AGENDA

Member Knippel moved and Member Wakefield seconded to approve the agenda, as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Member Wakefield moved and Member Knippel seconded to approve the June 18, 2008 meeting summary, as submitted. Motion carried, ayes all.

4. SUMMARY OF JULY POLICY BOARD MEETING

Chairperson Brown asked if there were any questions about the summary provided in the agenda packet. No questions or comments were offered.

5. ACTION AND DISCUSSION ITEMS

a) Shared Application Needs – Phase II Progress Update

Mark Kotz, Chairperson of the Technical Leadership Workgroup, provided an overview of the charges to the workgroup and its preparations for a November 20 Forum to define shared application needs. He stated that the Workgroup's goal is to present recommendations for specific shared application opportunities to the Committee for its consideration at the December meeting. Kotz's talking points, which were handed out at the meeting, are presented in Attachment A.

b) Use of Uncommitted 2008 Regional GIS Project Funding

Staff Coordinator Johnson summarized the reason for this agenda item – only \$23,500 of the \$25,000 budgeted were allocated by the Policy Board at its July meeting and that the Board had requested the

Committee to offer recommendations for how to best use the remaining \$1,500. He noted that the Board had also asked the Committee to consider the appropriateness of using these uncommitted funds to increase funding for the Geocoder service project as suggested by the project manager at the Board meeting. Johnson stated that the source of the subject funding is the Metropolitan Council and, therefore, the Council's procurement rules must be followed. In this case, this means there is a cap of \$1,400 (10 percent) in additional funding permitted to be used for the Geocoder service project without triggering the need to reauthorize the project.

Member Read, the project manager, explained the programming modifications that the project team had discovered the need for when testing the beta version of the service, for which the additional funds had been requested.

During the Committee's discussion of the request, Member Knippel asked for clarification of the statement made by the Staff Coordinator that if the Committee views the programming modifications as "enhancements", as opposed to critical to achieving the originally proposed functionality, that additional funding from the original project funder – the Council - should not be authorized. The Staff Coordinator went on to explain that the Council's initial investment was made, in part, to test the notion that open source application development will attract additional investor contributions to enhance functionality of such applications once they are placed into operation. He also noted that this project is one of a couple of open source pilots that are in progress, which he hopes will help shape business rules for deciding such matters down the road. Knippel offered that during this testing/education process that the idea should be considered that government investments in software should always result in open source licensure.

Member Knippel moved and Member Givens seconded to recommend that the Committee:

- 1) Concur that 2008 Regional GIS Project program funds should be used to rectify unanticipated programming issues encountered during development of the 2007 Geocoder Service Project.
- 2) Concur that rectification of the unanticipated programming issues is critical to proper functioning of the Regional Geocoding Service with regional datasets as originally conceived (a requirement of authorizing additional funding under Council procurement rules).
- 3) Recommend the maximum of \$1,400 to be used this propose, with the understanding that any additional modification of the Regional Geocoding Service must be treated as an "enhancement" and subject to confirmation that funds needed in addition to the subject \$1,400 have, in fact, been secured.
- 4) Assign responsibly to the Staff Coordinator to recommend policy and associated guidelines to guide decision making for funding requests from MetroGIS to enhance products developed with MetroGIS resources, in particular, open source products. Said policy must be in place prior to considering a specific request.

Motion carried, ayes all.

c) Exploring Shared Needs with Non Government Interests

The Staff Coordinator summarized the proposal, as outlined in the agenda report, in particular the request of the Committee to offer examples of partnership possibilities, such as a regional land information system which would support queries of data provided by multiple, cross-sector producers.

Chairperson Brown questioned why a county representative had not been included in the list of candidate participants for the Phase I meeting of policy makers and senior non-government managers. He raised this concern from the position that as producers interest among counties in partnering must be confirmed. After some discussion, the group concurred that the focus should remain, as suggested, on partnering opportunities needed to achieve functionality enhancements that are supported by a range of data types and not limited to opportunities that rely upon existing endorsed regional datasets (e.g., parcel data).

Member Knippel continued by stating that in addition to the suggested land information model theme that the time is also ripe to explore partnering possibilities related to the theme of emergency preparedness. This comment led to a broad discussion about how best to stimulate the discussion at

the Phase I forum - who should be invited to participate (e.g., utilities), need to structure the conversation to ensure the focus is on collaborative objectives, and potential outcomes if partnering is successful.

Knippel offered the label of “current, accurate, virtual models of the community” as a means to better relate to the private sector’s business needs. He also concurred that the proposal to create a private sector coordinating committee would be a good way to test willingness on the part of non-government interests to engage and contribute to collaborative solutions with government interests.

Chinander offered the option of limiting the discussion initially to an emergency management focus as a way to engage the utilities, real estate, banking interests and possibly others, who possess information valuable to partnerships, but who have not elected to share data previously due the sensitivity of their data.

It was agreed that the methods and facilitation questions should drive toward the following outcomes and in terms that an executive can related to:

- Missed opportunities if there is no change in current geospatial environment
- High level business needs that the private sector shares with government. How can we do _____ better through partnering. Business function, NOT a data focus. The more concrete the better
- Contributions the private sector is willing to make to catalyze collaborative solutions (what does the private sector have that the public sector needs?)
- What does the private sector need to get in return to consider partnering with the public sector (e.g., non-disclosure agreements)?”

Read suggested that the Phase I meeting should be targeted to one of the two major themes discussed at this meeting - **land information system or emergency management** - and that both options should be shared with the **Policy Board to decide among them**, with the understanding that the participants will be different. The Committee members concurred. The group also concurred that the **outcome(s) needs be more clearly defined** (e.g., 4-5 pilot projects to demonstrate the value cross-sector partnering and which resolve policy obstacles such as those presented with current non-disclosure requirements.)

Read then called attention to the statement made by the Staff Coordinator in the agenda report that if partnering with the private sector is demonstrated to be viable that MetroGIS’s current government-centric organizational would likely have to change to sustain cross-sector partnering. She asked staff to elaborate. The Staff Coordinator shared the major organizational/governance changes that he believed would be needed, including: securing legal standing, expanding the policy board to include non-government voting members, and implementing a mechanism that does not currently exist to nest regional organizations, such as MetroGIS, within a statewide structure for Minnesota, and ultimately within a national structure. He went on to note that the National Geospatial Advisory Committee (NGAC) has recognized exactly the same need and tasked one of its working groups, which he is a member, to investigate options to, in effect, reinvent the way we currently work across organizational lines to support core functions of the NSDI (e.g., regional parcel dataset that is interoperable with parcel data produced by adjoining jurisdictions).

Read asked if any work had been initiated to investigate specific organizational structure options. Johnson commented that this need had been shared with faculty at the University of Minnesota and that an NGAC colleague is also looking into other options to help frame the issues that will need to be addressed. In all cases, the axiom of form follows function would drive the evaluation. More specifically, once specific shared application needs are defined and partnering is demonstrated to be viable, the investigation will shift to evaluating specific organizational options appropriate for the desired partnership(s). The concept of an Information Utility, cited in the agenda report, was offered as an example of an idea that has been offered for further investigation. There was no further comment on this topic.

d) Leadership Development Plan

Jonathan Blake, lead author formerly with Richardson, Richter Associates, and the Staff Coordinator introduced this item. They reiterated that the purpose of requesting direction on the suggested and partially defined key elements proposed for the plan is to ensure that time is not wasted on topics/strategies that the Committee does believe to be relevant or which it does not agree.

Blake then led a conversation with the Committee to corroborate key ideas proposed for the detailed plan. Key points made in the discussion were as follows:

Item 4 - Development of a Leadership Development Structure: The group concurred that this proposal makes sense and expressed a desire to test and refine the proposed structure elements with the process to hire a Technical Coordinator, assuming permission is received to create and fill this position.

Item #6 - Address Volunteer Burnout: Concurred that a listing of current projects and participants should be provided on the website in a conspicuous location. The group also concurred that as next steps in the development of this Plan and the related Outreach Plan are pursued that the potential should be looked into to: a) add a mechanism to the website to support regular (daily updates?) postings of specific needs – technical and other - to keep stakeholders and potential participants aware of needs and opportunities to contribute, and b) support a means for potential contributors to identify themselves and explain how their skills/knowledge align with stated needs. (Editor's Note: this functionality is similar to that previously identified as part of a "portal")

Item #7 Substitutes/Surrogates: Concurred that encouraging members to arrange for alternates to attend meetings in their absence would serve an important educational purpose, that is, the alternate will generally learn more than they will be able contribute but would work toward developing broader understanding and interest among stakeholders needed to successfully transition to new leadership.

Item 8: Outreach Materials: Concurred with Member Harper's suggestion that a summary of what MetroGIS does, its current activities, etc. should be posted on the website for stakeholders to use when they train in new staff/policy makers about MetroGIS. All agreed that this material should be posted and available for the transition in Policy Board Chair anticipated to occur in April 2009.

Item #9 Bimonthly Meetings: Concurred that the concept of creating an executive committee should be investigated as an option to the Committee meeting more often. The Staff Coordinator also commented that in terms of making more progress on work objectives, a greater need exists for workgroups to frame and address issues and opportunities than for the Committee to meet. Read offered two other reasons to create an Executive Committee; to take some of the load of the Committee for administrative items as well as provide valuable leadership during transitions of key staff and committee leadership. Harper also suggested that the concept of an Executive Committee should be explored in conjunction with modifications to the existing "e-vote" authority to allow the committee to take action on non-administrative items under specified circumstances.

General:

- 1) The Chair suggested that a search should be conducted to determine how other organizations deal with transitions in key leadership before a workgroup is formed to expand upon the preliminary direction suggested to achieve the ten key elements. Blake commented that the references cited in the Reference Section of the agenda report provide a good starting place for such proven practices.
- 2) At Gelbmann's suggestion, the group concurred that a priority should be added to document Standard Operating Procedures as a component of preparing for transitions in key leadership (e.g., meeting preparations, hosting forums, data sharing practices, out sourcing/Request for Bids). It was agreed that staff and Committee leadership should share this recommendation with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

Committee concluded its consideration by postponing the creation of a workgroup to a later time, deferring to staff to offer suggested courses of action concerning refinement of ten key plan elements.

Chairperson Brown called for a ten minute break at 2:10 p.m. He also suggested that Agenda Items 5h and 5i be considered before Item 5g. The members concurred.

e) 2009 Major Work Program Objectives - Finalize

The Staff Coordinator summarized the proposed work objectives for 2009 as presented in the agenda report. He noted that the proposal includes objectives shown in *italics* that cannot be fully accomplished without the addition of a Technical Coordinator to the staff support team. They have been included to demonstrate the impact of the additional resource. He then asked the Committee members to offer suggestions as to any objectives that were missing or which should have less or more priority.

Vander Schaaf suggested, and the group concurred, that the results of Item 4 “Define Shared Application Needs” are expected to play a large role in demonstrating the value to the Council of investing in the Technical Coordinator position and, therefore, should be listed as the #2 in priority.

Charboneau asked why the Council is being looked to fund the Technical Coordinator position. The Staff Coordinator responded that there are two reasons: 1) a dilemma exists in that until shared application needs are defined, there is little basis upon which to begin to look beyond the Council for staff support and 2) in January, Council leadership recognized that the Council would benefit from investing in this position but that the subsequent imposition of a hiring freeze has complicated the position creation process. This response lead to a conversation about whether there is adequate potential for the Council to add the Technical Coordinator in order to continue to plan on it, as opposed to the need to put effort into developing a contingency plan in the event this position is not filled by the Council. Gelbmann and Vander Schaaf commented that there is hope that the results of the applications needs definition process will play a large role in providing the justification needed moving ahead despite the current hiring freeze. They also commented that a funded position exists but has not been able to be filled due to the hiring freeze. Chairperson Brown stated that MetroGIS is a child of the Council and as such he is looking to the Council for leadership to address this support need. No other staffing options were offered for consideration.

Knippel commented that there is a history of securing voluntary participation where value is perceived. This comment prompted a response by the Staff Coordinator that Technical Leadership Workgroup had concluded that a Technical Coordinator is needed to effectively support project management activities important to effectively utilizing volunteers and that continued use of a workgroup to serve as a surrogate coordinator is not workable in the long term.

The discussion than returned to the proposed 2009 objectives. Read suggested that the priority of Item 7 “Update Performance Measurement Plan” is to too high, offering that the emphasis should be on technical solutions (data and applications).

Harper suggested incorporating the concept of “stretch objectives” into the format in which the objectives are listed to help the Policy Board understand the core proposal and those items that we will attempt to accomplish time and resources permitting. She concurred with Member Read that Performance Measures Plan Update should be a lower priority than #7.

Charboneau asked if two additional columns could be added to the table that explains the proposed 2009 objectives – Who and Timeframe. This comment lead to a brief discussion of the need for the services of a Technical Coordinator to effectively define these dimensions for the actual projects. The Staff Coordinator acknowledged that some information about these two aspects could be provided but that it would be in the form of a high level deliverable, such as, defining who should be responsible for the detailed project plan and a general statement of the outcomes sought.

Given the number of suggested modifications and the announcement in Item 5a of the proposed November 20th forum to define shared application needs, the Staff Coordinator suggested postponing action on the 2009 program objectives until the Committee’s December meeting. The Committee agreed.

The Staff Coordinator agreed to work with the Technical Leadership Workshop to modify the format, in which the 2009 objectives are presented, to incorporate the ideas suggested by the Committee.

f) 2009 “Foster Collaboration” Budget - Finalize

The Committee concurred this item should be tabled until the agreement is reached in the major programs objectives for 2009 (see Item e, above) but also encouraged the Staff Coordinator to proceed with a process(es) to capture funds identified in the agenda report that will not likely be able to be used in 2008 for carry over to 2009.

The Staff Coordinator agreed to work with the Technical Leadership Workshop to prioritize use of funds if able to be carried over to 2009.

h) GIS Demonstration for October Policy Board meeting

The Staff Coordinator explained efforts that had been made to secure availability of presenters and that a presentation from Dick Carlstrom of TIES about how school districts are using the regional parcel dataset is recommended for the October meeting. Member Carlstrom briefly commented on the key points that he proposed to make to the Board. The Committee accepted Carlstrom’s offer to present to the Board at its October 22nd meeting.

i) Change December Meeting Date

It was explained that the originally proposed date of December 17 conflicts with the State IT Symposium. The members agreed to change the December meeting date to the Wednesday the 10th.

g) Mn Drive to Excellence: State Agency Coordination Update

The Staff Coordinator introduced this item by noting that Chairperson Reinhardt has asked for an update at the October 22 Policy Board meeting on the anticipated recommendations from the Mn Drive to Excellence: State Agency Coordination project. David Arbeit, member of the project team, explained the objectives and timeline for the project to the Committee but was only able to share generalities about the forthcoming recommendations, as the details had not been shared with the project team for consideration.

Harper suggested, and the Committee concurred, that when Arbeit appears before the Policy Board he should stress those recommendations which relate to interaction with non-state agency stakeholders and provide a summary of what they heard the non-state agency stakeholders say they needed from the state.

Vice Chairperson Wakefield acknowledged the importance of achieving better coordination among state agencies but encouraged Arbeit not to focus his comments to the Policy Board on recommendations to accomplish state agency coordination but rather that he emphasize those recommendations designed to accomplish coordination among state agencies and the remainder of the stakeholder community

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

The meeting adjourned at 3:40 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

ATTACHMENT A

Handout Agenda Item 5a

Technical Leadership Workgroup Charge

1. To define a process to identify and prioritize commonly needed geospatial web services and applications
2. To identify issues and solutions related to trusting and using web services
3. To define a more fully fledged mechanism – a broker – to discover and acquire or use geospatial data, web services, applications and other resources.

Additional Tasks

4. Encourage the development of rapid prototypes and examples.
 5. Inventory existing services and applications (populate Geoservices Finder)
 6. Promote and champion the concept of shared web services and applications.
-

1. Commonly Needed for Geospatial Web Services and Applications

Planning a Needs Assessment with these Deliverables:

- List of high priority applications and web services for the MetroGIS community
 - This means there is consensus that they are very important and would be of benefit to many organizations
- Definition of who wants them, by organization type/sector
 - Who's business needs do they support?
- Description of how we benefit from these high priorities
 - What do they leverage?
 - What processes can take advantage of them?
- Expert recommendations from the TLW as to what MetroGIS should focus on in the next year and why (expert interpretation of the results)
- An evaluation of the needs assessment and prioritization process with the possibility of it being something we repeat periodically (e.g. annually) to reassess as technology and priorities change

We hope to hold the forum in 2008

We expect to invite about 30 people to represent MetroGIS stakeholders.

2. Trusting Web Services

3. A Broker for Web Services, Data and Other Geospatial Resources

- Formed a Geospatial Architecture Subgroup
- Defined a list of Quality of Service factors for web services
- Forming a vision for roles and responsibilities related to trust issues (central authority, service provider, service user)
- Defining the pieces of functionality for a fully fledged broker. Categories:
 - Search, Discovery, Inform, Administration



TO: Coordinating Committee

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

SUBJECT: October 2008 Policy Board Meeting Highlights

DATE: November 24, 2008
(For the Dec 10th Meeting)

The following **major** topics were considered / acted on by the Policy Board on October 23. Refer to the meeting minutes at http://www.metrogis.org/teams/pb/meetings/08_1022/08_01022m_draft.pdf for information about each item and other topics considered by the Board.

1. Data Sharing / GIS Coordination Experience During the RNC:

In response to comments about data access constraints that were encountered by several organizations charged with supporting the RNC, the Board directed the Coordinating Committee to recommend a course of action to resolve these issues, specifically considering, but not limited to, the following outcomes (all options on the table):

- Creation of a 2-tier scheme in which emergency preparedness and response authorities have expedited access,
- Streamlining processes to obtain authority to access as well as physical access to the data,
- Consider a legislative solution that would provide the producers (e.g., counties for parcel data) with the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law,
- Investigate if there is a more efficient means than the current licensure process to achieve the protections needed by the producers from government in non-emergencies and non-government entities.

See the Committee's Agenda Item 5e.

2. Use of Uncommitted 2008 Regional GIS Project Funds

An additional \$1,400 in 2008 Regional GIS Project program funds were authorized to rectify unanticipated programming issues encountered during development of the 2007 funded Geocoder Service Project.

3. Exploring Shared Needs with Non-Government Interests

The Board accepted the strategy endorsed by the Committee at its September meeting. See the agenda report beginning on page 8 of the document at http://www.metrogis.org/teams/cc/meetings/08_0917/08_0917packet.pdf. This strategy will be implemented once the Committee decides next steps proposed following the November 20 Shared Information Need Forum. See the Committee's Agenda Item 5d for more information about potential application proposals.

4. Leadership Development Plan

The Board approved the ten key elements recommended by the Committee upon which to develop a Leadership Development Plan. See the Committee's Agenda Item 6c for information about a Request for Bids to develop the actual Plan.

5. Mn Drive to Excellence: State Agency GIS Coordination

The members agreed that this topic should be an action item at the January Policy Board meeting, at which time the Board expects to consider a recommendation concerning the proposed legislation. See the Committee's Agenda Item 5f for more information.



TO: Coordinating Committee

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

SUBJECT: Election of Officers

DATE: November 24, 2008
(For the Dec. 10 Mtg.)

REQUEST

The Committee is respectfully requested to elect a chair and vice-chair to serve the Committee during 2009.

BACKGROUND

1. William Brown, Hennepin County, is completing his second term as Chair of the Committee having been reelected to serve in this capacity at the December 2007 meeting.
2. Sally Wakefield, 1000 Friends of Minnesota, is completing her first term as Vice Chairperson of the Committee, having been elected to serve in this capacity at the Committee's December 2007 meeting.
3. Operating Guidelines:
 - a. A roster of the current Committee members is attached along with a table of liaison assignments. A listing of past officers is also attached.
 - b. Article III; Section 6 states "The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected."
 - c. 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."
 - d. The Operating Guidelines state that the Committee's officers are limited to two consecutive terms, unless no one else is willing to serve.

RECOMMENDATION

Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2009.

COORDINATING COMMITTEE MEMBERSHIP

(As of November 24, 2008)

Name	Organization	Organization Type
Will Craig/Jeff Matson	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
<i>vacant</i>	<i>(Resigned September 2008)</i>	Private Sector (Business Geographics)
Larry Charboneau	NCompass Technologies/TLG	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)
Jim Engfer	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
Peter Henschel	Carver County	Public - County
Jane Harper	Washington County	Public - County
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
Mark Doneux	Capital Region Watershed District	Public - Watershed. District

Past Coordinating Committee Officers

Terms	Chair	Vice- Chair
1996 - 1997	David Arbeit	Brad Henry (1997) <i>(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 - 2008	William Brown	Ned Phillips (resigned June 2007) / Sally Wakefield (2008)

COMMITTEE LIAISONS

Last updated – November 24, 2008

Special Purpose Workgroups	Coordinating Committee Liaison
Technical Leadership /Shared Application Needs	Nancy Read
Address Points	Nancy Read
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness (<i>Joint effort with GCGI</i>)	Randy Knippel
E911-Compatible Street Centerlines (<i>Not active</i>)	Gordon Chinander
Technical Advisory Team	Ron Wencil, Rick Gelbmann



TO: Coordinating Committee

FROM: Geocoder Project Manager, Nancy Read (Metropolitan Mosquito Control District)
MetroGIS Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Regional Geocoding Application –Final Report

DATE: November 25, 2008
(For the Dec 10th Meeting)

INTRODUCTION

The purpose of this agenda item is to share the final report (separate document) for the Regional Geocoder Project with the Committee for its information and comment. In addition, the project manager, Nancy Read (MMCD), has been asked to share issues that had to be resolved along the way, that is, what worked and what didn't throughout the process of developing the Regional Geocoder Service.

The other members of the Geocoder Project Team, in addition to Nancy Read, were: Dave Bitner (MAC), Mark Kotz (Metropolitan Council), Jim Maxwell (TLG), Gordy Chinander (MESB), Chris Cialek, Jim Dickerson, and Pete Olson (LMIC), Bob Basquez (St. Paul), and Kent Treichel (MN Dept. of Revenue).

DELIVERABLE

Many web-based mapping applications use an address look-up (geocoder). In this project, a group of MetroGIS participants identified a common need for a service that could take a request from an application and return a set of likely matching addresses and locations, using both address information in the Regional Parcel Dataset (and/or eventually the Address Points Dataset) and address ranges in the TLG Street Centerlines dataset.

After identifying requirements and sending out an RFP, the group chose to fund modifying the Postal Address GeoCoder ("PAGC"), an open-source geocoding application used for batch geocoding. Walter Sinclair, developer of PAGC, made the extensive changes required and wrote documentation for installation and use of the service, and LMIC staff installed the service and related data. The service was then put into production by projects at MMCD (see example in site at <http://www.mmcd.org/treatentripage.htm>) and MN-DNR and also used by Scott Co. and Met. Council staff. After the first month of use some revisions were requested, which are now in place and documented. The team worked with Metropolitan Council staff to set up an informational web site on the Geocoder, with links to the web service, general instructions, and full documentation (see <http://www.metrogis.org/data/apps/geocoder/>).

The service is fully functional for both street address and intersection look-up in the Metropolitan area, and is in active use. It returns not only x,y coordinates (latitude-longitude) and a standardized situs address and mailing city, but also parcel ID (if a parcel match was found). (See web site above for test form, or use in the application at MMCD link cited above.) The Team has updated the street and parcel data referenced by the geocoder and is working on automating those updates, aiming for weekly update of street data and (at least) quarterly update for parcels (parcel data update limited by pre-processing requirements at counties and Metropolitan Council). Tools and examples are available to help those wishing to use the service, including a SOAP wrapper for .NET programming, and an ArcTools extension to use the service in a desktop mapping environment.

Presentations about the geocoder were made at MN GIS/LIS meetings in 2007 and 2008, and an article was published in the fall 2008 issue of the MN GIS/LIS newsletter.

The Team hopes that other organizations needing address look-up functionality will use the service or code, and save many hours of programming and data maintenance.

The Final Report (separate document) contains a description the project, steps taken to develop it, examples of current uses of the finished product, plans for continuing work, lessons learned, and recommendations. Report attachments include the project definition, a technical description of how the geocoder works, and references.

DIRECTION REQUESTED

A few topics presented in the final report are offered here for Coordinating Committee consideration and direction:

- **Data content quality** – When we started using the Parcel data in an application like this, small discrepancies in content format (or sometimes actual content errors) became stumbling blocks to producing consistent results. MetroGIS and data producers will need to discuss this issue at some point.
- **Licensing** – Having Open Source licensing has made it easy to handle distribution, and does not seem to have caused any problems (except for some initial questions from the Metropolitan Council’s legal department).
- **Hosting** – This project would not have been possible without an organization willing to host the service. We appreciate LMIC’s contribution. Having hosting capability available will be a key component in expanding jointly-developed services.
- **Project “Commons”** – This project currently uses the MetroGIS web site as its main information-sharing tool. It is becoming evident that we need a place for developers and users of a particular service to share news, tools, suggestions and questions. This will have to be further explored (especially in the context of an Open Source package that may be used anywhere in the world).

PROJECT BACKGROUND

The project was recommended for funding by the Policy Board in July 2007 as a 2007 Regional GIS Project entitled **Geocoding Service and Application Code based on TLG Streets and/or Parcel Data**. Subsequently, an Interagency Agreement, between the Metropolitan Council and the Metropolitan Mosquito Control District (MMCD), was executed in December 2007. This agreement provided \$14,000 for development of the geocoding service. The Policy Board also approved \$1,400 in additional project funding at its October 2008 meeting to address unexpected programming issues critical to the functioning of the proposed service, bringing the total project funding from MetroGIS to \$15,400. An amended agreement was executed in late October for the additional \$1,400. Final payment (\$4,000 from the base agreement and the approved additional \$1,400) is scheduled to be paid following the Committee’s consideration of the final report. The agreement and amendment expire December 31, 2008. The MMCD has served as the lead agency. The approved scope of work is presented in Attachment A.

RECOMMENDATION

That the Committee provide direction regarding any:

- 1) Topic(s) that it believes should be added to or further discussed in the final report (separate document).
- 2) Desired next steps or enhancements to Version 1 of the Regional Geocoder Application.

ATTACHMENT A

Scope of Work

MetroGIS - 2007 Regional GIS Projects

Project Proposal:

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

Objective:

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

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

Activities Proposed:

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

Participants:

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

Funding Requested:

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

Benefits:

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



TO: Coordinating Committee

FROM: Peter Henschel (Carver County), Project Manager
MetroGIS Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Regional Address Point Repository Synchronization Pilot –Final Project Report

DATE: November 28, 2008
(For the Dec 10th Meeting)

INTRODUCTION

The purpose of this agenda item is to share the findings from the Regional Address Point Repository Synchronization Pilot with the Coordinating Committee for its information and comment. The project manager, Peter Henschel (Carver County), will present the report and talk about what worked and what didn't throughout the development process and offer suggested next steps.

As several counties are planning to host the subject synchronization mechanism on their systems, a preliminary final project report is scheduled to be shared with county officials at a briefing on December 9. At the briefing, a demonstration will be given on how to install and use this tool. Since, there is a possibility that comments will be received at this meeting that should be included in the final project report, the final report is not attached. It will be handed out at the Committee meeting.

Peter was assisted on this project by Nicole Roepke, Carver County Database Administrator, and Brad Rupert, Carver County Business Analyst.

DELIVERABLE

The Address Point Synchronization project produced a set of tools that created a process for counties and cities to upload their address point data to a regional dataset. The synchronization process takes the changes from an address point feature class, standardizes the records to conform to a XML Schema that meets the MetroGIS Address Point Specifications and loads them onto a regional FTP server. A job on the Regional Address Point Repository server will scan the FTP location for files, validate the schema of the file, import the data to the repository and send an email confirmation.

Counties or cities who maintain address point data can implement the synchronization. Carver County utilized Microsoft SQL Server and Visual Basic .NET to build the repository, but this does not limit other systems from implementing the synchronization, a solution could be built using the methodology within Carver County's process to produce the same XML file that is posted to the regional FTP server.

The final report will include procedures, standards, explanation of functionality developed, hardware specifications, software specifications, installation procedures, target users, guidance on implementing in different software and development environments, and lessons learned.

Unresolved Issues/Next Steps:

- The synchronization process has been tested within Carver County's environment, but currently there is no regional host identified. In order for cities and counties to use the synchronization, a regional host must be created.
- A regional address point editing application is needed to collect address information from addressing authorities. For Carver County this is the next step to allow our cities to maintain their own address information and use the synchronization process to push the changes to the regional repository.

PROJECT FINANCING

This project was recommended for funding by the Policy Board in July 2007 as a 2007 Regional GIS Project entitled **Regional Address Point Repository Synchronization Pilot**. This project was funded by MetroGIS because without this tool the vision of the Regional Address Point Database can not be realized. (See agenda Item 6a for an update on the other critical component – web based address editing tool.). The approved scope of work is provided in Attachment A. Subsequently, an Interagency Agreement, between the Metropolitan Council and the Carver County was executed. This agreement provided \$10,000 for this project. Payment has been made, as the agreement expired November 30, 2008. Notwithstanding, Peter has agreed to modify the tool and/or the final report to address concerns/suggestions that may be offered by county representatives at a meeting on December 9th or by the Committee at its meeting on December 10. Carver County has served as the lead agency.

RECOMMENDATION

That the Committee provide direction regarding any:

- 1) Topic(s) that it believes should be added to or further discussed in the final project report.
- 2) Desired next steps or enhancements to Version 1 of the Regional Address Point Repository Synchronization Tool.

ATTACHMENT A

SCOPE OF WORK REGIONAL ADDRESS POINT REPOSITORY SYNCHRONIZATION PILOT

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. The synchronization table will be multi-functional, allowing potential Address Authorities to use the 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 XML output will be stored into a file that will be named using the date and a unique code for the Address Authority (GNIS 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 with the Address Workgroup 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 (or another pilot location if the regional custodian is not yet determined), and 5 hours of support for each County within MetroGIS that wishes to implement the synchronizer, 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.

Final Project Deliverables

- (1) The report described in Section 1.01(b);
- (2) Uncompiled VB.NET solution code files;
- (3) Raw T-SQL database object scripts;
- (4) Compiled VB.NET application code with a distributable setup package;
- (5) Transactional database schema scripts; and
- (6) Written installation instructions describing how to run the setup package and deploy the database scripts in SQL Server and Windows environment.

The uncompiled VB.NET and T-SQL database object scripts will be readable with either simple tools like Notepad or Visual Studio and SQL Sever toolsets. Each county will receive each of these items. Any custom changes to the code will be the responsibility of the editor to test, compile and implement.



TO: Coordinating Committee

FROM: Mark Kotz, Technical Leadership Workgroup Chair
MetroGIS Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Addressing Shared Application Needs – Recommended Next Steps

DATE: December 1, 2008
(For the Dec 10th Meeting)

INTRODUCTION

The purposes of this agenda item are to:

- share with the Committee the findings of the November 20th *Geospatial Applications and Web Services Needs Forum*, hosted by the Technical Leadership Workgroup (TLW)
- present the analysis and recommendations of the TLW for the Committee’s consideration and direction.

The members of the Technical Leadership Workgroup are: Chair Mark Kotz (Met. Council), Chris Cialek (LMIC), Nancy Read (MMCD), John Carpenter (Excensus), Jim Maxwell (NCompass Technologies), David Bitner (MAC), Bob Basques (St. Paul), and Robert Taylor (Carver Co.)

FINDINGS – NOVEMBER 20 FORUM

Summary of Forum: The purpose of the forum was to “Develop a prioritized list of commonly needed geospatial applications and web services.” 23 subject matter experts participated in the forum representing the breadth of MetroGIS stakeholders. Participants were asked to brainstorm on ideas for needed geospatial applications and web services. 42 unique ideas were identified. Each idea was discussed in the group to reach a common understanding of the idea. Then a prioritization exercise was held to find out who would use such an application or web service and who would consider it a high priority. In general forum participants reported they found the meeting effective, fun, and a great way to make contacts and share ideas.

Results and Analysis: A Forum turnaround document can be found at www.metrogis.org/teams/workgroups/shared_app/forum_11-20-08/Forum_Turnaround_Document.pdf It includes a list of attendees, a description of each idea and rankings from the prioritization exercise. For example, the top eight ideas based on “total dots” were

- | | |
|-------------------------------|---|
| • Free parcel WFS | • Feature services for all data |
| • USPS address verifier | • Critical infrastructure data services |
| • Statewide geocoding service | • Jurisdictions at a point |
| • Best image service | • Government service finder |

However, **further analysis of the results is critical to providing useful recommendations.** After the forum, the Technical Leadership Workgroup held two, three-hour meetings to review and analyze the results and develop recommendations. The second meeting had not happened at the time of this report. The actual results and analysis, beyond the turnaround document, will be presented at the Coordinating Committee meeting.

RECOMMENDATION

That the Committee:

- 1) Accept the Turnaround Document for the November 20, 2008 forum, entitled *MetroGIS Geospatial Applications and Web Services Needs*. (As presented at the web address cited above.)
- 2) Comment on next steps recommendations provided by the Workgroup at the meeting.

Background

1. When the 2008-2011 MetroGIS Business Plan was adopted, MetroGIS leaders concurred that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:
 - Expand solutions to shared geographic information needs beyond data-centric solutions to include **applications** and, if necessary, related infrastructure.
 - When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the **jurisdictions that adjoin** the Twin Cities metropolitan area.
 - Seek opportunities to **partner with more non-government interests** to collaboratively address information needs they share with government interests.
2. Two workshops (see Items 3 and 4, below) have been hosted by MetroGIS in 2008 to act on the direction received to pursue solutions to shared application needs; the most recent being the subject of this report. Although both workshops focused on applications, they have also provided a valuable catalyst to investigating partnering opportunities with non-government interests. See Agenda Item 6e for more information.
3. The first MetroGIS shared application-related workshop was held on January 24, 2008. It was entitled “*Meeting Shared Needs Beyond Data*”. The primary focus was to define the appropriate roles for MetroGIS to pursue concerning solutions to shared application needs. On April 23, the Policy Board endorsed the following four roles as appropriate for MetroGIS as it pursues collaborative solutions to shared needs for applications and web services:
 - Leadership,
 - Coordination,
 - Policy direction, and
 - Testbed funding to leverage the GIS resources possessed in the metropolitan region

The complete forum summary document can viewed at

www.metrogis.org/teams/workgroups/shared_app/forum_1-24-08/08_0527%20Workshop%20Summary.pdf

4. The second forum and subject of this report was held on November 20th and was called “*MetroGIS Geospatial Applications and Web Services Needs Forum*”. The forum turnaround document can be found at www.metrogis.org/teams/workgroups/shared_app/forum_11-20-08/Forum_Turnaround_Document.pdf



TO: Coordinating Committee
FROM: MetroGIS Staff Coordinator
Contact: Randall Johnson (651-602-1638)
SUBJECT: Streamlining Data Access for Emergency Responders
DATE: November 26, 2008
(For Dec 10th Meeting)

INTRODUCTION

The Policy Board has requested a recommendation from the Committee that addresses data access issues incurred by organizations with responsibility for support of public safety operations during the Republican National Convention (RNC) held in the St. Paul this past September.

DIRECTION FROM POLICY BOARD

On October 22, the Policy Board received a briefing about how the Twin Cities GIS community aided with support of the RNC. The briefing was provided by Gordon Chinander, GIS Coordinator with the Metropolitan Emergency Services Board. In addition to complimenting the community for coming together to provide outstanding support, Chinander also identified several data access issues, which although were eventually overcome, took several weeks to do so – time that is not available in emergency situations. Chinander noted that the subject data is superior to national data sources otherwise available to the subject support organizations with a “need to know” and which they greatly benefited from and appreciated once they gained access. (See Attachment A for an excerpt of the meeting summary.)

In response to Chinander’s comments, the Policy Board unanimously requested that the Coordinating Committee recommend “a course of action to resolve data access issues that arose in preparation for the RNC, specifically considering but not limited to the following outcomes (all options on the table):

- Creation of a 2-tier scheme in which emergency preparedness and response authorities have expedited access,
- Streamlining processes to obtain authority to access, as well as, physical access to these data,
- Consider a legislative solution that would provide the producers (e.g., counties for parcel data) with the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law,
- Investigate if there is a more efficient means than the current licensure process to achieve the protections needed by the producers from government in non-emergencies and non-government entities.”

MEETING WITH REPRESENTATIVE OF MN OFFICE OF INFORMATION POLICY

On October 23, the Staff Coordinator met with Laurie Beyer-Kropuenske, with the Mn Office of Information Policy. John Hoshal, LMIC and member Emergency Management Committee of the Governors Council on Geographic Information, also attended. During our conversation, a high-level strategy was conceived to investigate the potential of a legislative solution that, in the time of declared emergencies, would provide the liability protections secured through the current licensure process without the often lengthy approval process. It was agreed that the concept should be initially limited to the Twin Cities and that champions must be secured from all affected government umbrella organizations (e.g., Metro Cities, Mn Association of Counties, Emergency Managers). Ms. Beyer-Kropuenske expressed interest in assisting with the investigation but, as of this writing, had not confirmed her participation.

RECOMMENDATION

That the Coordinating Committee appoint one or more of its members to oversee projects to:

- 1) Document, as specifically as possible, the data access issues that arose during support of the RNC (e.g., data themes, procedures, organizations)
- 2) Secure acceptance from the existing GCGI and/or MetroGIS emergency preparedness workgroups or establish a workgroup charged with crafting the recommendation requested by the Policy Board at its October 22 meeting.
- 3) Present a solution by not later than May 1, 2009.
- 4) If legislation is involved, secure the necessary sponsors for presentation during the 2010 session.

ATTACHMENT A

Excerpt from the October 22 Policy Board Meeting Summary

5. Data Sharing / GIS Coordination Experience During the RNC

Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board and member of the MetroGIS Coordinating Committee, was invited by Chairperson Reinhardt to talk about the GIS community's experience at the RNC. He began his comments by stating that this was the first time that local GIS capabilities had been invited by the federal establishment to participate in the on-site management of a major event of this type and that the commanders were so impressed that GIS related procedures implemented for support of the RNC will be used for future such events. MetroGIS's efforts were complemented in terms of: 1) establishing regional datasets – interoperability is critical; 2) fostering an environment where data sharing is valued and the norm; 3) establishment of communication links, establishment of a standard metro area coordinate system. (The slide presentation can be viewed at http://www.metrogis.org/teams/pb/meetings/08_1022/5_slidesPolicyBoardRNC.ppt.)

Chinander commented that data licensing requirements required significant effort over a period of several weeks to work through; the point being that in times of emergencies the time horizon is minutes not weeks. He suggested that establishment of a 2-tier access scheme whereby emergency access is differentiated from other forms of access as strategy to resolve this problem. Chinander also commented on two other items for which this community could improve: 1) establish a better communication tree to make sure that everyone with a need to know is contacted and 2) improve the currency of framework emergency preparedness datasets. In response to comment from Vice-Chairperson Kordiak that the licensing concerns raised are within the purview of the counties to resolve, the members agreed that the Coordinating Committee should be asked to propose a recommended course of action. Others also concurred that the Committee should work with the Governor's Council on Geographic Information on this recommendation and that emergency managers from all forms of government should be involved in the evaluation of options and eventual recommendation.

Member Schneider also encouraged the Committee to investigate a legislative solution wherein the counties would receive the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law.

Motion: Pistilli moved and Vice-Chairperson Kordiak seconded to direct the Coordinating Committee to recommend a course of action to resolve data access issues that arose in preparation for the RNC, specifically considering but not limited to the following outcomes (all options on the table):

- Creation of a 2-tier scheme in which emergency preparedness and response authorities have expedited access,
- Streamlining processes to obtain authority to access as well as physical access to the data,
- Consider a legislative solution that would provide the producers (e.g., counties for parcel data) with the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law,
- Investigate if there is a more efficient means than the current licensure process to achieve the protections needed by the producers from government in non-emergencies and non-government entities.

Motion carried, ayes all.



TO: Coordinating Committee
FROM: MetroGIS Staff Coordinator
Contact: Randall Johnson (651-602-1638)
SUBJECT: Mn Drive to Excellence: State Agency GIS Coordination Update
DATE: December 1, 2008
(For Dec 10th Meeting)

INTRODUCTION

In preparation for the January Policy Board meeting, the Coordinating Committee has been asked to comment on recommendations of the State Agency GIS Coordination Initiative, which is underway as a Drive to Excellence project. As of this writing, the recommendations had not been shared with MetroGIS but they are expected to be available before the Committee's meeting and will be forwarded, if possible before the meeting. In particular, comment is requested from the Committee as to how the recommended courses of action might catalyze or otherwise impact MetroGIS's ability to achieve its objectives.

The principal purpose of the Drive to Excellence initiative is to recommend a mechanism to ensure that State Agencies coordinate on matters related to use of GIS technology. To read more about the project visit <http://www.gis.state.mn.us/committe/MSDI/dte.htm>.

SUMMARY OF OCTOBER POLICY BOARD PRESENTATION

At its October meeting, the Policy Board received a progress update about this Drive to Excellent project from Fred Logman, a member of the project support team. Logman noted that a legislative proposal was under development to achieve the desired coordination, a principal component being assignment of cabinet level responsibility to ensure the desired coordinating. He commented that the proposal was expected to be available for review in late November and that the plan is to seek Legislature consideration during the 2009 session. Logman also shared results of a workshop held in June 2007 at which input was obtained from non-state agency stakeholders that will be incorporated into the proposal (see http://www.gis.state.mn.us/committee/MSDI/dte/D2E_stakeholder_nonstate_turnaround.pdf for the complete report).

During the Policy Board's conversation with Mr. Logman, members asked if the intent is for the proposed legislation to build upon accomplishments of MetroGIS to which Chairperson Reinhardt, a member of the project's non-state-agency steering committee, stated that she personally has ensured that MetroGIS experience has been taken into consideration.

Logman closed by agreeing to contact MetroGIS leadership when the pending legislative proposal is available for comment. The Board members concurred that this topic should be an action item at the January meeting.

CONTEXT - DRIVE TO EXCELLENCE: STATE AGENCY GIS COORDINATION INITIATIVE

In 2005, Governor Tim Pawlenty launched the State of Minnesota's *Drive to Excellence (DTE)*, beginning a process of refocusing state government as an enterprise serving all citizens, rather than an amalgamation of independent entities serving individual constituencies.

No agency is currently responsible for coordinating GIS within state government, although LMIC and other organizations somewhat fill this void. The purpose of this project is to develop, recommend and implement an organizational and governance framework to coordinate and support GIS as an "enterprise" activity of state government. The principal project focus is state government, with the understanding that local and regional governments and other stakeholders are partners and customers.

RECOMMENDATION

That the Coordinating Committee offer advice for consideration by the Policy Board as to how the recommended courses of action might catalyze or other impact MetroGIS's ability to achieve its objectives.



TO: Coordinating Committee

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

SUBJECT: 2009 Major Program Objectives

DATE: November 26, 2008
(For the Dec. 10th Meeting)

INTRODUCTION

Committee approval is requested for major program objectives that it wants to strive to accomplish in 2009. The Committee's recommendation will be forwarded in January to the Policy Board for acceptance.

The proposed listing of work objectives provided in Attachment C includes changes previously requested by the Committee in its review of the preliminary proposal in September (see the Reference Section for the changes requested). These objectives also comprise the foundation upon which the proposed 2009 "Fostering Collaboration" budget was developed (see agenda Item 5h).

SUPPORT LIMITATIONS - LESS PROGRESS IN 2008 THAN HOPED FOR

Several objectives set for 2008 are proposed to be carried over to 2009. (See Attachment A for an explanation of progress made and not made for each of the 2008 objectives.)

When the program objectives for 2008 were adopted in October 2007 there was hope that adding a Technical Coordinator to the MetroGIS staff support team was achievable by summer 2008. An agreement-in-principal had been received from Council leadership in late January that addition of this position would benefit the Council and a business case had been submitted to Council management to actually create the position. Unfortunately, due to a hiring freeze enacted last spring and a currently projected major state budget deficit, the likelihood of filling this position with Metropolitan Council resources remains an unknown, although work continue with Human Resources to develop the position description.

Further, when the 2008 objectives were set there was no indication that MetroGIS's Administrative-Technical support position would be lost, which occurred when the incumbent left mid-winter. That position was subsequently incorporated into the proposal to create the Technical Coordinator position. Consequently, several of the responsibilities of administrative-technical position are not currently supported, most notably capturing and formatting of performance measurement reporting metrics.

On the positive side, the impact of the support limitations on progress able to be made in 2008 could have been much worse had the members of the Technical Leadership Workgroup (Reference Section) not volunteered to serve in the role of a quasi Technical Coordinator. In so doing, the workgroup ensured that significant progress has been made to address MetroGIS's top 2008 priority initiative -- define shared application needs. These individuals deserve special recognition and a big thank you. A thank you is also in order to the Metropolitan Council's GIS Unit for permitting Mark Kotz to assume a lead staff support role for this important workgroup.

PROPOSED 2009 PROGRAM OBJECTIVES

The proposed program objectives for 2009 offer an ambitious slate of activities. Rather than pare back 2009 program expectations, staff believes it important to present the Policy Board with an optimistic picture of the mix of outcomes likely if the proposed supplemental support resources (below) can be secured. **Key objectives** suggested include:

- Continuing to make progress, not only to define shared application needs, but also to begin to implement solutions,
- Continuing efforts to enhance regional solutions that are in place.
- Continuing to make progress to implement a Regional Address Points Dataset.

- Pursuing partnerships with non-government entities to address shared geospatial needs.
- Implementing a plan to ensure known obstacles to data sharing do not materialize.
- Reinstating an effective performance measurement program.
- Implementing an effective Leadership Development Plan to ensure sustainability.

MAJOR ASSUMPTIONS – 2009 PROGRAM OBJECTIVES

1. MetroGIS’s 2009 “Foster Collaboration” function budget request (Agenda Item 5h) will be approved by the Metropolitan Council.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on several application related priority objectives.
3. An agreement will be executed by January 1, 2009 between the Metropolitan Council and the seven counties authorizing continued access to the regional parcel dataset, without fee, by government and academic interests.
4. The agreement with The Lawrence Group authorizing access, without fee, to government and academic interests to their Street Centerline Dataset will be renewed before January 1, 2009.
5. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
6. Representatives from key stakeholder organization will continue to actively participate in MetroGIS’s efforts to define and implement sustainable solutions to shared geospatial needs.
7. Creditable proposals will be submitted in response to a Request for Bids to assist MetroGIS develop a Leadership Development Plan and the 2008 funding for this project will be permitted to be carried over for use in 2009.
8. Creditable proposals will be submitted in response to a Request for Bids to assist MetroGIS develop a update its Performance Measurement Plan to align with the objectives set forth in the 2008-2011 Business Plan and the 2008 funding for this project will be permitted to be carried over for use in 2009.

SUPPORT IMPLICATIONS

As is the case in 2008, completion of several of the proposed 2009 objectives will not be possible unless the responsibilities of the proposed Technical Coordinator position are fulfilled, at least on an interim basis. (These activities are identified in Attachment C, shown in *italics*, preceded by “**”.)

Professional service contracts, to supplement staff support, appear to be the best option to ensure continued progress is made on initiatives important to keeping up with changing stakeholder needs. As such, and in accordance with a request from Chairperson Reinhardt to ensure that budgeted funds are not lost, two Requests for Bids were published the week of November 24 to provide support assistance for two high priority projects – Leadership Development Plan and Update of the Performance measurement Plan. If credible bids are received and one or both of these projects is able to move forward with 2008 funds, 2009 funds will be freed up for use on other priority needs.

RECOMMENDATION

That the Coordinating Committee:

- 1) Modify the suggested 2009 program objectives presented in Attachment C, as it deemed appropriate.
- 2) Request the Policy Board to adopt the Committee’s recommended major 2009 program objectives.

REFERENCE SECTION

1. Excerpt from the Committee's September 17, 2008 Meeting Summary:

5e) 2009 Major Work Program Objectives - Finalize

The Staff Coordinator summarized the proposed work objectives for 2009, as presented in the agenda report. He noted that the proposal includes objectives shown in *italics* that cannot be fully accomplished without the addition of a Technical Coordinator to the staff support team. They have been included to demonstrate the impact of the additional resource....

...Vander Schaaf suggested, and the group concurred, that the results of **Item 4 “Define Shared Application Needs”** are expected to play a large role in demonstrating the value to the Council of investing in the Technical Coordinator position and, therefore, **should be listed as the #2 in priority.**

Charboneau asked why the Council is being looked to fund the Technical Coordinator position. The Staff Coordinator responded that there are two reasons: 1) a dilemma exists in that until shared application needs are defined, there is little basis upon which to begin to look beyond the Council for staff support and 2) in January, Council leadership recognized that the Council would benefit from investing in this position but that the subsequent imposition of a hiring freeze has complicated the position creation process. This response led to a conversation about whether there is adequate potential for the Council to add the Technical Coordinator in order to continue to plan on it, as opposed to the need to put effort into developing a contingency plan in the event this position is not filled by the Council. Gelbmann and Vander Schaaf commented that there is hope that the results of the applications needs definition process will play a large role in providing the justification needed moving ahead despite the current hiring freeze. They also commented that a funded position exists but has not been able to be filled due to the hiring freeze. Chairperson Brown stated that MetroGIS is a child of the Council and as such he is looking to the Council for leadership to address this support need. No other staffing options were offered for consideration.

Knippel commented that there is a history of securing voluntary participation where value is perceived. This comment prompted a response by the Staff Coordinator that Technical Leadership Workgroup had concluded that a Technical Coordinator is needed to effectively support project management activities important to effectively utilizing volunteers and that continued use of a workgroup to serve as a surrogate coordinator is not workable in the long term.

The discussion then returned to the proposed 2009 objectives. Read suggested that the priority of **Item 7 “Update Performance Measurement Plan” is too high**, offering that the emphasis should be on technical solutions (data and applications).

Harper suggested incorporating the concept of “**stretch objectives**” into the format in which the objectives are listed to help the Policy Board understand the core proposal and those items that we will attempt to accomplish time and resources permitting. She concurred with Member Read that Performance Measures Plan Update should be a lower priority than #7.

Charboneau asked if **two additional columns** could be added to the table that explains the proposed 2009 objectives – **Who and Timeframe**. This comment led to a brief discussion of the need for the services of a Technical Coordinator to effectively define these dimensions for the actual projects. The Staff Coordinator acknowledged that some information about these two aspects could be provided but that it would be in the form of a high-level deliverable, such as, defining who should be responsible for the detailed project plan and a general statement of the outcomes sought.

Given the number of suggested modifications and the announcement in Item 5a of the proposed November 20th forum to define shared application needs, the Staff Coordinator suggested postponing action on the 2009 program objectives until the Committee's December meeting. The Committee agreed. The Staff Coordinator agreed to work with the Technical Leadership Workshop to modify the format, in which the 2009 objectives are presented, and to incorporate the ideas suggested by the Committee.

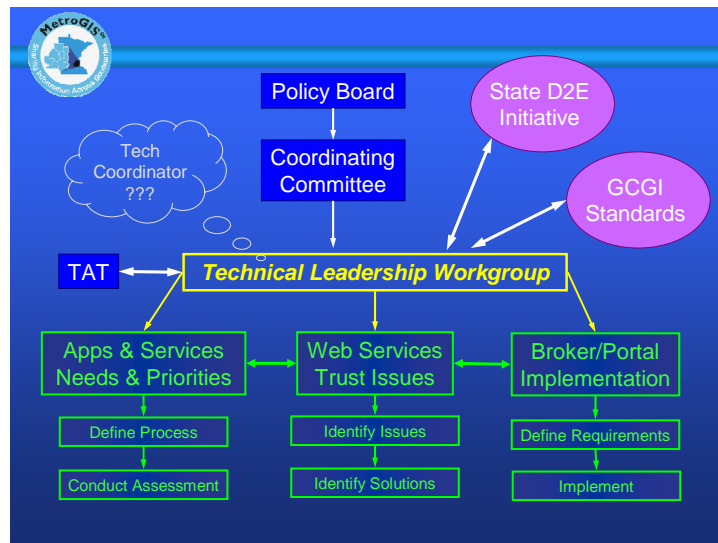
2. Technical Leadership Workgroup

The Coordinating Committee authorized creation of this workgroup in March 2008. At its June meeting, The Committee authorized the Workgroup to proceed with a more integrated process of defining and addressing shared application and web service needs than had been originally anticipated when the workgroup was created by the Committee in March.

Specifically, the workgroup received direction to work on four charges (Steps 2-5 listed in the table below) as an integrated project in accordance with the organizational structure illustrated below. The Committee's original direction to the workgroup was limited to addressing Step 2.

Except from the Table presented on the table on page 50 of the Committee's agenda packet:

Next Step	Priority	Strategy Remainder 2008-
1. Define a strategy to secure a Technical Coordinator and initiate negotiations	Very High	Establish dedicated staff position to work with Staff Coordinator and hire as soon as possible; Technical Leadership Steering Workgroup or mobility assignments cover tasks until hire.
2. Define and prioritize specific shared application and service needs. (Investigate do along with 2 nd -generation definition of priority shared data/information needs)	Very High	Timing and strategy will depend upon whether Technical Coordinator is secured Begin immediately, if possible, with oversight from the Technical Leadership Steering Workgroup.
3. Populate metadata for GeoServices Finder, including the creation of template to promote standardization	High	Use original project workgroup plus related state workgroups to define a strategy – <i>candidate 2008 Regional GIS Project?</i> Timing and strategy may depend upon whether Technical Coordinator is secured
4. Define a more fully developed geographic data, applications and services broker based on needs outlined by the forum, the state conceptual geospatial architecture plan and the GeoServices Finder project.	High	Develop a more mature, MetroGIS specific vision of what a full geo data and services finder and broker would be, what resources would be needed to support it, and candidate implementation scenarios. Begin to champion the concept. Leverage the state Broker project workgroup.
5. Explore methods for establishing trust in the reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate role(s) for MetroGIS in establishing that trust	High	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Technical Advisory Team and/or special workgroup. Leverage the delivery of the Geocoder service as a test bed for developing documentation for custodial roles and responsibilities, in particular in the form of a Service Level Agreement that build on the current practice of documenting these aspects via Regional Solution Policy Statements.



Technical Leadership Workgroup Members:

Marl Kotz, Metropolitan Council – Chairperson

Bob Basques, City of St. Paul

David Bitner, MAC

John Carpenter, Excensus

Chris Cialek, LMIC

Jim Maxwell, The Lawrence Group (TLG)

Robert Taylor, Carver County

Nancy Read, Metropolitan Mosquito Control District

ATTACHMENT A

Progress on MetroGIS's 2008 Program Objectives

(** Indicates an activity at least in part dependent upon securing additional technical leadership and coordination resources).

Objective	Sub-objective	Progress in 2008
1. Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan and addition of Technical Coordinator	N/A	<u>In progress</u> . State hiring freeze major impediment to creating Technical Coordinator position. Technical Leadership Workgroup filled role to the extent possible
2. Sustain traditional "foster collaboration" support activities ⁽¹⁾	N/A	<u>Ongoing</u> . Not aware of any issues with support for accepted custodial roles and responsibilities. However, monitoring for user satisfaction concerns is a role of the performance measurement program that has not been available in 2008.
3. Execute the Next-Generation Parcel Data Sharing Agreement, including clarification of rules pertaining to "view-only" access via Internet applications without prior licensure)	N/A	<u>In progress</u> Adoption by all seven counties in process and anticipated to be completed by December 31, 2008.
4. ** Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and begin implementation in accordance with this role(s)	N/A	<u>In progress</u> Major roles for MetroGIS defined via January 24 th workshop and adopted by the Policy Board at April meeting. November 20 forum hosted to identify specific application/ web services. Defining specific applications is taking longer than anticipated as a result of not having the support of a full time Technical Coordinator. Carry over to 2009
5. Complete in-progress initiatives, including:		
	a. **Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution	<u>In progress</u> : - Data synchronization pilot complete 12/08 - Consultant selected for Web-editing prototype. Development expected to begin in 01/09. Carry over to 2009
	b. **Define a strategy to address shared Emergency Preparedness information needs	<u>In progress</u> : - Joint venture with GCGI Committee - CAP Grant received to test MetroGIS model
	c. Geocoding Pilot Project	<u>Complete</u> .
6. ** Define outcomes desired for a more fully developed geographic data, applications and service broker	N/A	<u>In progress</u> . Defined as a Technical Leadership Workgroup responsibility in June. Carry over to 2009
7. **Populate metadata for GeoServices Finder, including creation of a template to promote standardization	N/A	<u>Not begun</u> . Defined as a Technical Leadership Workgroup responsibility in June. Carry over to 2009

8. <i>**Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</i>	N/A	<u>Initiated</u> . Two counties contacted by phone only due to limited resources. Agreed to further talks but no substantive progress. Carry over to 2009
9. Adopt a plan to achieve an orderly succession of leadership (Leadership Development Plan)	N/A	<u>In progress</u> . The Policy Board adopted 10 key elements for the plan on 10/22/08. A request for bids was published on 11/24 for consulting services to assist with development of the actual plan. Carry over to 2009
10. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	N/A	<u>Postponed</u> . Committee deferred until shared application need priorities are defined. Carry over to 2009
11. Initiate development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities	N/A	<u>Not begun</u> . Loss of Technical Administrative support, specialist at RRA who worked n 2008-2011 Business Plan, and no Technical Coordinator are all contributing factors. Carry over to 2009 or later

⁽¹⁾ Traditional activities that comprise the MetroGIS "foster collaboration" function include:

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
- Advocating for MetroGIS's efforts in development of statewide geospatial policies (*ongoing*)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
- Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts (*ongoing*)
- Documenting benefits associated with MetroGIS's efforts via stakeholder testimonials (ongoing, 1-2 per year)

ATTACHMENT B

Suggested Modifications to Preliminary 2009 Major Program Objectives – Adopted April 2008 (Marked-Up Version – Presented to the Committee for Comment on September 17, 2008)

(** Indicates an activity that is at least in part dependent upon securing additional technical leadership and coordination resources).
("Priority" – means as agreed upon by the Coordinating Committee in March 2008 when it recommended the preliminary 2009 work program)

Preliminary Objective (Numbers intended to designate relative importance))	Proposed Modified Objective	Priority for 2009 / Comments
1. Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan and addition of Technical Coordinator	<u>Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team sufficient to carry out the 2009 program objectives defined herein</u>	Very High. <u>Partial carry over from 2008.</u> Until a person is hired, rely upon the Technical Leadership Workgroup to continue to fill the Technical Coordinator role to the extent possible.
2. Sustain traditional "foster collaboration" support activities ⁽¹⁾	No change	Very High
3 Execute the Next-Generation Street Centerline Data Access Agreement	No change	Very High
4. ** Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and begin implementation in accordance with this role(s)	** Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and pursue implementation in accordance with this role(s)	Very High. <u>Partial carry over from 2008.</u> Complete the prioritization process and begin implementation. (Combine with the following task that had initially been scheduled for 2009. This objective is the principal means to act upon the Business Plan directive to seek out partnering opportunities with non-government interests. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (This #4, and #8, #9 and #10 below). The processes used to define the shared needs will seek broad input to expand understanding of MetroGIS efforts.
5. **Leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	**Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	High- Proposed Very High. <u>Partial carry over from 2008</u> and combine with preliminary 2009 task to begin leveraging these working relationships. Increased importance because a scope enhancement specifically called for in Business Plan.
5. **Pursue implementation of solutions to specific shared needs for applications and web services.	Combined with the above task	High
	<u>6. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.</u>	Proposed Very High Board approval of key elements to be addressed in the Leadership Development Plan is anticipated in Oct 2008. Committee postponement of action at the March and June meetings resulted in not being able to complete this item in 2008 as had been originally proposed. Development

Preliminary Objective (Numbers intended to designate relative importance))	Proposed Modified Objective	Priority for 2009 / Comments
		of strategies to attain the deliverables called for in the key elements is schedule to begin in Nov 2008, with completion winter 2009.
7. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	No change	High. Proposed Very High Without effective performance measurement, there is no way to know if strategies are working. Dependent upon availability of supplemental technical and administrative support. Postpone until priorities for applications identified.
8. **Define outcomes desired for a more fully developed geographic data, applications and service broker	**Define outcomes desired for a more fully developed geographic data, applications and service broker and pursue implementation of a more fully developed geographic data, applications and service broker	High. Partial carry over from 2008. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, this #8, #9 above and #10 below).
9. **Explore methods for Enhancing Trust in reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate roles for MetroGIS in establishing that trust.	No Change	Medium. Proposed High. This topic was elevated in prominence when it was assigned to the Technical Leadership Workgroup in June 2008 as 1 of 4 tasks associated with addressing sharing application needs (#4, #5, above, this #9 and #10).
10. **Populate metadata for GeoServices Finder, including creation of a template to promote standardization	No change	High. Carry over from 2008. Related to and potential testbed component for Item 5. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, #8, #9 above, and this #10).
11. **Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution	No change	High. Partial carry over from 2008. This activity is expected to serve as a prototype to assist with the outcomes defined in Item 9 (Enhancing trust)
12. Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities	Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	High. Partial carry over from 2008. The original 2009 objective called for completing this plan. However, completion is unlikely unless current support resource deficiencies (loss of Technical Administrative support, specialist at RRA who worked n 2008-2011 Business Plan, and no Technical Coordinator) are resolved.
13. Investigate need for creation of a new organizational/governance structure to address priority shared geospatial needs	Investigate need for creation of a new organizational/governance structure to address priority shared geospatial needs (in conjunction with Item #4 – to extent necessary to achieve goal of partnering with non-government interests.)	Low. Proposed High. An initiative launched fall 2008 to explore partnering opportunities with non-government interests (#4 above) is expected to bring this topic to the table.
**Pursue implementation of a more fully developed geographic data, applications and service broker	Combined with the above task	High.
14. **Conduct Peer Review Forums for endorsed regional solutions to shared information needs	No change	High. Dependent upon availability of supplemental technical and administrative support.
15. Refresh design of MetroGIS website	Need identified during Regional GIS Project discussions	New Proposal – not previously ranked

Preliminary Objective (Numbers intended to designate relative importance))	Proposed Modified Objective	Priority for 2009 / Comments
16. <i>**Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 11, above)</i>	No change	<u>High. Propose Medium.</u> If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to “Prepare a support Plan for DataFinder”. Otherwise, consolidate with a plan for the replacement application.
17. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	No change	<u>High. Propose Medium.</u> Carry over from 2008. Initiate once shared application need priorities are defined (Item #4). The processes used to achieve Item #4 will be broadly participatory, addressing the intent of the call for an updated outreach plan.
18. <i>**Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset</i>	No Change	<u>Medium.</u> Postpone until Peer Review Forum hosted for current TLG Street Centerline Dataset
19. <i>**Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services</i>	No Change	<u>Medium. Propose Low.</u> Premature use of limited resources until work completed to identify priorities for shared application needs.
20. <i>**Explore Geospatial Marketplace – (Collaboration Registry/Portal)</i>	No Change	<u>High. Propose Low.</u> The TAT considered this idea at its April 17, 2008 meeting (Agenda Item 4c) and did believe it to be a good use of resources, given other higher priorities at this time.
21. Expand Outreach Plan to include a marketing component	No Change	<u>Medium. Propose Low</u>
22. Investigate impact of cost recovery on ability to achieve desired data sharing	No Change	<u>Low</u>

⁽¹⁾ Traditional activities that comprise the MetroGIS “foster collaboration” function include:

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (ongoing)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (ongoing)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (ongoing)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (ongoing)
- Advocating for MetroGIS’s efforts in development of statewide geospatial policies (ongoing)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (ongoing)
- Fostering awareness of MetroGIS’s accomplishments and the public value created via its efforts (ongoing)
- Documenting benefits associated with MetroGIS’s efforts via stakeholder testimonials (ongoing, 1-2 per year)

ATTACHMENT C

2009 Major Program Objectives – Version 2

Separate Legal-Sized Document

ATTACHMENT C

Proposed 2009 Major Program Objectives – Version 2

(Clean Version – See Attachment B for Marked-Up Version)

(Modifications suggested by the Coordinating Committee in its Preliminary Review on September 17, 2008 are illustrated in *bolded Italics*)

(** Indicates an activity that is at least in part dependent upon securing additional technical leadership and coordination resources).

Proposed Objective (Numbers intended to designate relative importance)	Priority for 2009	Comments (Objectives shown in <i>italics</i> and preceded with “**” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility	Timeframe
1. Sustain traditional “foster collaboration” support activities ⁽¹⁾	Very High	<u>Ongoing</u> . Directive set forth in the 2008-2011 Business Plan	<i>Designated Custodians and Staff Coordinator</i>	<i>Ongoing</i>
24 . ** Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and pursue implementation in accordance with this role(s)	Very High	<u>Partial carry over from 2008</u> . Complete the prioritization process and begin implementation. (Combine with the task 5 that had initially been scheduled for 2009. This objective is the principal means to act upon the Business Plan directive to seek out partnering opportunities with non-government interests. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008 (This #4, #8, #9 and #10). The processes used to define the shared needs will also seek broad input to expand understanding and awareness of MetroGIS services	<i>Technical Leadership Workgroup - Mark Kotz, Chair</i>	<i>In progress. Initial recommendations pending December 10, 2008 for Committee direction</i>
32 . Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team sufficient to carry out the 2009 program objectives defined herein	Very High	<u>Partial carry over from 2008</u> . Until a person is hired to serve in the capacity of Technical Coordinator, the Technical Leadership Workgroup will continue to fill this role to the extent possible.	<i>Gelbmann and Vander Schaaf, assuming the position provided by the Council</i>	<i>December 2008</i>
43 Execute the Next-Generation Street Centerline Data Access Agreement	Very High		<i>Staff Coordinator</i>	<i>Begin talks in January 2009</i>
5. ** Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	Very High	<u>Partial carry over from 2008</u> and combine with preliminary 2009 task to begin leveraging these working relationships. Increased importance because a scope enhancement specifically called for in Business Plan.	<i>Staff Coordinator and Technical Coordinator</i>	<i>Begin once shared application needs are defined (Item2)</i>
6. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	Very High	<u>Partial carry over from 2008</u> . Development of strategies to attain the deliverables called for in the key elements is schedule to begin in Nov 2008, with completion winter 2009.	<i>Staff Coordinator and TBD created Workgroup</i>	<i>Jan. to Aug. 2009 (Assumes qualifying bid received Dec. 2008)</i>
78 . ** Define outcomes desired for a more fully developed geographic data, applications and service broker and pursue implementation of a more fully developed geographic data, applications and service broker	High	<u>Partial carry over from 2008</u> . 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, #this 8, #9 and #10).	<i>Technical Leadership Workgroup - Mark Kotz, Chair</i>	<i>Jul. 2008 to mid-2009</i>
89 . ** Explore methods for Enhancing Trust in reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate roles for MetroGIS in establishing that trust.	High	This topic was elevated in prominence when it was assigned to the Technical Leadership Workgroup in June 2008 as 1 of 4 tasks associated with addressing sharing application needs (#4, #8, this #9 and #10).	<i>Technical Leadership Workgroup - Mark Kotz, Chair</i>	<i>Jul. 2008 to mid-2009</i>

Proposed Objective (Numbers intended to designate relative importance)	Priority for 2009	Comments (Objectives shown in <i>italics</i> and preceded with “***” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility	Timeframe
944. <i>***Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution</i>	High	<i>Partial carry over from 2008.</i> This activity is expected to serve as a prototype to assist with the outcomes defined in Item 9 (Enhancing trust)	Address Workgroup <i>Mark Kotz, Chair</i>	Phase I: Development of Web based Address Editing Tool. Jan-Aug 2009 Phase II: Est. begin dataset development late summer 2009
107. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	Very High	Without effective performance measurement there is no way to know if strategies are working. Dependent upon availability of supplemental technical and administrative support. Postpone until priorities for shared applications are identified.	Staff Coordinator and TBD created Workgroup	Jan. to Aug. 2009 (Assumes qualifying bid received Dec. 2008)
1142. Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see 01/24/08 workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	High	<i>Partial carry over from 2008.</i> The originally proposed 2009 objective called for completing this plan. However, completion is unlikely unless current support resource limitations (loss of Technical Administrative support, loss of specialist at RRA who worked n 2008-2011 Business Plan, and no Technical Coordinator) are resolved.	Staff Coordinator and consultant TBD. Bid Requests proposed to be published 01/09	TBD as part of consultant contract negotiations
NEW . Streamline Data Access for Emergency Responders	Very High?	Per Policy Board direction on 10/17/08. See Agenda Item 5e, 12/10/08 Committee meeting.	Staff Coordinator and Workgroup to be created	Jan-May 09
<i>Stretch Objectives – Time and Resources Permitting</i>				
1240. <i>***Populate metadata for GeoServices Finder, including creation of a template to promote standardization</i>	High	<i>Carry over from 2008.</i> Related to and potential a testbed component for Item 7. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, #8, #9 and this #10).		
13. Investigate need for creation of a new organizational/ governance structure to address priority shared geospatial needs (in conjunction with Item #4 – to extent necessary to achieve goal of partnering with non-government interests.)	High	A related initiative to explore partnering opportunities with non-government interests (#4 above), planned to launch fall 2008, is expected to provide the context for this activity.		
14. <i>***Conduct Peer Review Forums for endorsed regional solutions to shared information needs</i>	High	Dependent upon availability of supplemental technical and administrative support.		
15. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	Medium	<i>Carry over from 2008.</i> Initiate once shared application need priorities are defined (Item #4). The processes used to accomplish Item #4 will be broadly participatory, addressing the intent of the call for an updated outreach plan.		
16. <i>***Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 11, above)</i>	Medium	If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to “Prepare a support Plan for DataFinder”. Otherwise, consolidate with a plan for the replacement application		

Proposed Objective (Numbers intended to designate relative importance)	Priority for 2009	Comments (Objectives shown in <i>italics</i> and preceded with “***” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility	Timeframe
17. <i>**Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset</i>	Medium	Postpone until Peer Review Forum hosted for current TLG Street Centerline Dataset		
18. Refresh design of MetroGIS website	Medium	New Proposal – not previously ranked. Submitted as a candidate for 2008 Regional GIS Project funded. Decided should be workplan item		
19. <i>**Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.</i>	Low	Premature use of limited resources until work completed to identify priorities for shared application needs.		
20. <i>**Explore Geospatial Marketplace – (Collaboration Registry/Portal)</i>	Low	The TAT considered this idea at its April 17, 2008 meeting (Item 4c) and did believe it to be a good use of resources, given other higher priorities at this time.		
21. Expand Outreach Plan to include a marketing component	Low	Policy Board directive July 2007 distinguishes marketing from outreach		
22. Investigate impact of cost recovery on ability to achieve desired data sharing	Low	Identified as a need in Appendix K to the 2008-2011 Business Plan		

(1) Traditional activities that comprise the MetroGIS “foster collaboration” function include:

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
- Advocating for MetroGIS’s efforts in development of statewide geospatial policies (*ongoing*)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
- Fostering awareness of MetroGIS’s accomplishments and the public value created via its efforts (*ongoing*)
- Documenting benefits associated with MetroGIS’s efforts via stakeholder testimonials (*ongoing, 1-2 per year*)



TO: Coordinating Committee

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

SUBJECT: 2009 MetroGIS “Foster Collaboration” Budget

DATE: December 1, 2008
(For the Dec. 10th Meeting)

REQUEST

A proposed final 2009 budget for MetroGIS’s “foster collaboration” function is attached for the Committee consideration and approval. Several modifications are proposed to the preliminary 2009 budget adopted by the Policy Board last April and presented in Exhibit 1. The proposed modifications are based upon the 2009 program objectives presented in Agenda Item 5g, Attachment C.

The Committee’s recommendation will be forwarded to the Policy Board for its consideration at the January 28 Board meeting.

ATTEMPT TO CAPTURE 2008 FUNDS FOR USE IN 2009

Continuing to make measurable progress on priority needs is necessary to engage the best and brightest in MetroGIS’s initiatives, a prerequisite for maintaining relevance with changing stakeholder needs. Support provided by a Technical Coordinator has been found to be important to MetroGIS’s ability to maintain relevance. Unfortunately, our inability to add a Technical Coordinator to the MetroGIS support team and loss of other support resources, as explained in Agenda Item 5g, combined to result in less progress made than anticipated when the 2008 work plan and budget were adopted. As of November 21st, over \$20,000 of the \$86,000 in 2008 project funding remained to unencumbered or spent by year end. In accordance with direction received from Chairperson Reinhardt to pursue alternative uses for these funds, two Requests for Proposals were published the week of November 24 seeking consultant assistance for two projects that had originally been slated for funding in 2009 - Leadership Development Plan and Performance Measurement Plan Update. A \$10,000 budget was authorized for each project. If creditable bids are received for one or both of these projects and contracts can be secured by year end, funding that had been slated for 2009 for these projects can used for other purposes. The deadline for submittal of bid proposals is December 19, 2008.

FUNDING AND SUPPORT – “FOSTER COLLABORATION” FUNCTION

The total of \$86,000 in new project funding is proposed for 2009, the same as preliminarily accepted by the Policy Board in April 2008 and subsequently included in the Metropolitan Council 2009 budget. As in the past, the source of funding for MetroGIS’s “foster collaboration” function is the Metropolitan Council. Adoption by the full Metropolitan Council is anticipated in December.

The Council’s approval generally applies only to the total amount; the Policy Board is looked to decide the specific uses for these funds. Proposed line item allocations for 2008 and 2009 are provided in Exhibit 1. Suggested modifications to the allocations approved by the Policy Board in April 2008 are as follows:

Carryover of 2008 Budgeted “Foster Collaboration” Function Funds For Use In 2009:

Over \$20,000 would have been lost if not encumbered by December 31. These two projects were well defined and among high priorities for attention. Technical project options were not yet well developed enough to pursue with these funds:

- Special Projects, Item “d” – Leadership Development Plan: A Request for Bids was published the week of November 24. A \$10,000 project is authorized pending receipt of creditable bids.
- Special Projects, Item “h – Update Performance Measurement Plan” A Request for Bids was published the week of November 24. A \$10,000 project is authorized pending receipt of creditable bids.

2009 “Foster Collaboration” Function Budget

Modifications to the 2009 budget preliminarily approved by the Policy Board in April 2008 as follows. (refer to the detailed table in Exhibit 1).

- Special Projects, Item “e” – Share Application Needs: Increase from \$33,000 to \$35,000. .
- Special Projects, Item “i” – Develop Outreach Plan: Add \$3,000. This project was not previously budgeted for 2009, but was not able to be accomplished in 2008 awaiting identification of shared application needs.
- Special Projects, Item “j” –Design New Outreach Materials and Refresh Website Design: A) Add \$3,000 for design of materials. This project was not able to be accomplished in 2008. B) Add \$5,000 for Website Redesign.
- Outreach. Reduce from \$6,600 to \$1,600 and postpone printing of new outreach materials until 2010.

Resources Provided by Other Organizations

Maintenance of implemented regional solutions (eight regional dataset and DataFinder) is principally a function of sustaining commitments from ten organizations which have accepted 23 custodial roles related to these solutions (Exhibit 2). As such, the costs associated with these commitments are not included in the “foster collaboration” function budget but are nevertheless critical to MetroGIS’s ability to achieve desired outcomes. See the Reference Section for more information.

MAJOR ASSUMPTIONS

1. MetroGIS’s 2009 “Foster Collaboration” function budget request will be approved by the Metropolitan Council.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator, providing support needed to continue to move forward on a range of priority objectives.
3. An agreement will be executed by January 1, 2009 between the Metropolitan Council and the seven Metro Area counties authorizing continued access to the regional parcel dataset, without fee, by government and academic interests.
4. The agreement with The Lawrence Group to access their Street Centerline Dataset will be renewed before January 1, 2009 to continue to provide access, without fee, to government and academic interests.
5. Agreed-upon custodial roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by ten stakeholder organizations, will continue to be performed in accordance with expectations.
6. Credible bids will be received to enable 2008 funds to be captured to fund projects conducted in 2009.
7. Although some organizations have in the past expressed a willingness to contribute to the funding of the “fostering collaborative” function, their procurement processes will continue to restrict their participation to only those projects involving tangible deliverables (e.g., aerial imagery, a particular dataset improvement, a particular application). In other words, partnering to fund on-going costs related to the process of defining solutions, which are not easily and directly associated with tangible deliverables, may require a new governance/organizational structure to accomplish.

RECOMMENDATION

That the Coordinating Committee:

- 1) Agree on any desired modifications to the 2009 “foster collaboration” function budgets presented in Exhibit 1.
- 2) Recommend that the Policy Board adopt the modified 2009 “foster collaboration” function budgets presented in Exhibit 1, with the understanding that a contract(s) must be executed by year-end to the capture 2008 funds for use on projects conducted in 2009.

REFERENCE SECTION

MetroGIS Staff Support Team

- 1) Need for Technical Coordinator: When the Policy Board adopted the 2008 work program, the following statement in the agenda report was acknowledged -

“...The proposed 2008 budget is sufficient to sustain past “fostering collaboration” practices and to achieve non-technical activities proposed for 2008. Some progress could also be made on desired scope expansions defined in the 2008-2011 MetroGIS Business Plan. However, as discussed with the Policy Board at its July (2007) meeting, **little progress can be made on the top priority desired new direction** (as set forth in the 2008-2011 MetroGIS Business Plan) – **expand regional solutions to shared information needs include applications – until additional technical leadership and coordination resources are secured.**”

- 2) Dedicated Staff Support Is, At This Time, An Unknown.

Over the past several years, the Metropolitan Council has dedicated a minimum of 1.80 FTE to the support of MetroGIS’s “foster collaboration” function:

- Staff Coordinator – 1.0 FTE,
- Administrative-Technician - 0.7 FTE,
- Technical specialists - a minimum of 0.5 FTE

In addition, along with nine other organizations, the Council has also accepted responsibility for support of 22 other responsibilities critical to addressing shared geospatial needs. In the Council’s case, components of several regional data solutions and DataFinder.

In 2008, when the incumbent vacated the Technical Administrative support position, this resource was incorporated into a proposal to Council management to create two new positions - Technical Coordinator and GIS Web Applications Developer – that together would provide a minimum of 1.0 FTE for support of MetroGIS activities. Unfortunately, due to a hiring freeze spring 2008 and a currently projected major state budget deficit, the likelihood of filling these positions remains an unknown. Hence, the current proposal above to seek supplement consultant assistance, at least on a short term basis, until the fate of the two proposed positions can be decided.

- 3) Partnering Options Investigated – Foster Collaboration Function

Since MetroGIS’s inception, both the Council and MetroGIS leadership have asked for investigation of funding options, beyond the Council, for support of MetroGIS’s “foster collaboration” function. MetroGIS’s leadership encouraged this investigation in hopes of creating the most stable organization possible. The Council encouraged this investigation from the perspective of ensuring funding equity.

These directives were formally investigated during the first two MetroGIS Business Planning efforts, with concurrence that Council funding of MetroGIS’s “foster collaboration” function was appropriate given it is the largest beneficiary and the effort aligned with its mission. Additionally, as the operational side of the regional solutions matured (see Exhibit 2 for a listing of the ten organizations that share 23 distinct operational roles), it became clear to Council leadership that substantial resources were being provided by other stakeholders, addressing the previous question of funding equity.

Another finding as an outcome of the earlier investigations was that although some organizations acknowledged a willingness to contribute to collaborative solutions, their procurement processes restricted participation to projects involving only those with tangible deliverables (e.g., aerial imagery, a particular dataset improvement, a particular application). In other words, assisting with the on-going costs related to the process of “fostering collaboration” was found not to be a viable option. This later situation, to staff’s knowledge, has not changed in the five years since the last time the topic was investigated. As such, efforts to accomplish cost sharing have focused on tangible products and expanding the number of the organizations participating in the operational side of agreed upon regional solutions.

EXHIBIT 1

Final 2009 Budget Request MetroGIS “Foster Collaboration” Function

(See Next Page

Final 2009
MetroGIS "Foster Collaboration" Function Budget
(Funding provided by the Metropolitan Council)

Main Activity	Sub-Activity	2008		2009*	2009	
		Approved 4/23/2008	Expect to Spend/Commit by 12/31/08	*Proposed Capture of 2008 Funds	Preliminary Accepted 4/23/08 ⁽¹⁾	Revised 2009 Proposal
Professional Services/Special Projects		\$56,000	\$36,138	\$20,000	\$51,000	\$56,000
	a. Next-Generation Parcel Data Sharing Agreement (negotiations to implement by 12/31/08)	\$5,000	\$6,147			
	b. 2008 Regional GIS Projects - Research and Development (Web Editing Tool-Addresses, Mailing Label Service, Landmark Extension to Geocoder. Plus \$1,400 increase of 2007 Geocoder Service project)	\$25,000	\$24,900			
	c. 2009 Regional GIS Projects ⁽²⁾				(see "e" below)	(see "e" below)
	d. Define MetroGIS's:	\$5,000				
	- Appropriate Roles for Shared Application solutions ⁽³⁾		\$2,740			
	- Leadership Succession/Development Plan (define key elements on 2008 and develop full Plan 2009)		\$2,351	\$10,000		
	- Technical Leadership Plan (no out of pocket expenses incurred)					
	-Update Outreach Plan (3)-(4)-					
	e. Conduct Process to Define Specific Shared Application Needs / Implement Solutions [e.g., blending of DataFinder and GeoServices Finder, refinement of Service Broker Concept, adding metadata to the GeoService Finder Application for metro area, creating GeoServices Finder metadata template, and define plan and maintain trusted services (multi-nodal, Service Level Agreements, etc.) and hosting activities to explore shared needs with prospective non-government partners.]	\$10,000	\$0		\$33,000	\$27,000 \$35,000
	f. Develop Plan to Ensure Obstacles to Sharing do not Materialize (E.G., Security, Licensing, Budgets, etc.). This activity includes developing a Livelihood Scheme / Defining Organizational Competencies. ⁽⁵⁾	\$2,000	\$0		\$5,000	\$7,000
	g. Define Organizational Competencies (combined with item "f" above)					
	h. Update Performance Measurement Plan ⁽⁶⁾		\$0	\$10,000	\$10,000	\$10,000
	i. Develop new Communications/Outreach Plan	\$3,000	\$0		\$0	\$3,000
	j. Design New Outreach Materials and Refresh Website Design (may include Web Site upgrades & tools, printed or other materials) (See below for printing) ⁽⁷⁾	\$3,000	\$0		\$0	\$8,000
	k. DataFinder - Contingency Fund for Unexpected Repairs	\$3,000	\$0		\$3,000	\$3,000
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (contract payments to counties) ⁽⁸⁾	\$28,000	\$28,000		\$28,000	\$28,000
Outreach		\$1,600	\$420		\$6,600	\$1,600
	Printing of new Outreach Materials (e.g., Information Brochure) - Defer to 2010. Move 2009 funds to "j" under Special Projects.	\$0	\$0		\$5,000	\$0
	Advocacy/Networking Mileage (200 m/mo x \$.48/mile = \$1,152) ^{(9) (10)}	\$1,200	\$420		\$1,200	\$1,200
	Annual Report/Informational Brochure (see above)					
	• Postage - 800 postcards (\$0.30=\$240) in addition to 1500+ via email)	\$300	\$0		\$300	\$300
	• Minimal for other communications	\$100	\$0		\$100	\$100
Misc Office		\$400	\$40		\$400	\$400
	Website Domain registration (www.metrogis and www.datafinder - \$20/ea)	\$40	\$40		\$40	\$40
	Specialty Team/Forum Support Materials	\$360	\$0		\$360	\$360
	TOTAL NON-STAFF PROJECT FUNDS	\$86,000	\$64,598		\$86,000	\$86,000
	Estimated Amount Unable to Used		\$21,403	\$1,403		
Dedicated Staff Support ⁽¹⁰⁾		\$124,485			TBD	TBD
	Grand Total	\$210,485			TBD	TBD
NOTES:			42			

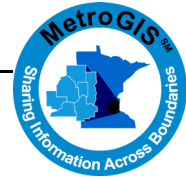
Final 2009
MetroGIS "Foster Collaboration" Function Budget
(Funding provided by the Metropolitan Council)

(1) Individual line items represent preliminary estimates for purposes of submitting a 2009 funding request to the Metropolitan Council. Modifications among the individual line item amounts were expected to occur as expectations were refined.					
(2) October Board 2007 decision - USE ENTIRE \$25,000 ALLOTMENT TO DEFINE / IMPLEMENT SPECIFIC SHARED APPLICATION NEEDS					
(3) \$2,740 from 2008 funds and \$5,000 from 2007 funds to define of Shared Application roles. No out of pocket expenses to define plan to secure additional Technical Coordination support.					
(4) Update of the Outreach Plan is tentatively scheduled as a late 2008 activity, depending upon progress made to define specific shared application needs.					
(5) Premature until shared application needs defined.					
(6) Update of the Performance Measurement Plan, awaiting defining of shared application needs.					
(7) Outreach materials to follow Outreach Plan Update. See footnote #4. The website refresh project is premature until Alison Slaat's position filled to serve as project manager. Will not occur in time to encumber 2008 funds.					
(8) 2009-2011 agreement to maintain status quo of \$28,000 Current agreement expires 12/31/08.					
(9) Travel by participants is paid by the participant's organization					
(10) Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.					
(10) \$124,485 was correct March 1, 2008 and reflected 1.8 FTE (Staff Coordinator 1.0, Admin-Tech .75 and Technical Leadership .05). On March 1, the Admin-Tech position was vacated. 0.7 of the 0.75 FTE position was incorporated into creation of a new Technical Coordinator position, as recommended by the Policy Board on April 23, 2008. But due a hiring freeze, no action had been taken to create the new position as of 11/28/08					

EXHIBIT 2

MetroGIS		
<i>Leveraging Resources Through Partnerships</i>		
Who & Major Responsibilities		
Function	Lead Partner	Other Partner(s)
Policy Direction & Best Practices	Metropolitan Council: Lead support for business planning, policy coordination, performance measurement, communication, outreach, and advocacy. <i>(In 2004, 1.75 FTE)</i>	City, county, school and watershed district, regional, state and federal government; academic; and non-government interests: Participate in decision-making to establish policies and best practices that are politically and financially sustainable. <i>In 2004, the person hours contributed equated to about .5 FTE.</i>
DataFinder (www.datafinder.org)	Metropolitan Council: Lead support to maintain DataFinder application. <i>(In 2004, .3 FTE)</i>	Regional custodians and other participating stakeholders: Provide metadata, in appropriate format, for each dataset to be searchable and accessible via DataFinder. <i>(Estimate support expense not currently available)</i>
Endorsed Regional Data Solutions		
Census Geography	Metropolitan Council: Created 1990 and 2000 datasets that align with streets and parcels	None
County/City Boundaries	Metropolitan Council: Reassemble updated data quarterly into regional dataset	7 metro area counties: Submit updated source data on a quarterly basis.
Parcels	Metropolitan Council: Reassemble updated data quarterly into regional dataset and manage licensing per agreement with counties.	7 metro area counties: Submit updated source data on a quarterly basis per agreement
Planned Land Use	Metropolitan Council: Update dataset quarterly with approved Land Use Plan Amendments	Cities and counties: Submit maps illustrating proposed Land Use map changes (paper or electronic)
Land Cover	Department of Natural Resources: Reassemble dataset as new or updated data submitted.	Nearly 30 government and non-government interests
Street Centerlines	Metropolitan Council: Manage licensing and distribution of quarterly updates per agreement with TLG (data owner)	Cities and counties: Submit correction and updated information to TLG as information changes
Socioeconomic Characteristics <i>Web-based Search Resource</i>	University of Minnesota	Numerous local, state, and federal interests
	<i>In 2004, Total Estimated FTE to Support Regional Solutions: Council: 0.9 - Other Partners: 19.7</i>	
Other Datasets	N/A	Not including Regional Solutions, 16 local, regional, state and federal organizations are distributing 124 datasets via DataFinder

Last Updated:
March 10, 2005



TO: Coordinating Committee
FROM: MetroGIS Staff Coordinator
Contact: Randall Johnson (651-602-1638)
SUBJECT: GIS Technology Demonstration – January 2009 Policy Board Meeting
DATE: December 1, 2008
(For Dec 10th Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic for the Policy Board's January 28, 2009 meeting and a person(s) to present that topic.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Data Practices Law- Relationship to MetroGIS Objectives: At its July 2008 meeting, the Policy Board asked that invitation be extended to Don Gimberling or an individual with similar knowledge of these laws for a presentation in the near future. Of particular interest is the impact that these laws may have on the solutions to streamline access to licensed data via "view-only" Web-based applications (e.g., queries that involve the regional parcel dataset). An invitation has been submitted, as of this writing no response had been received. At its October meeting, the Board directed the Committee to propose a recommended course of action to streamline data access for emergency managers. The Staff Coordinator met with Laurie Beyer-Kropuenske, a representative of the Mn Office of Information Policy, on October 23 to follow up on the Board's requests. She expressed interest in investigation options to streamline data access for emergency managers. Staff followed up on November 25th but as of this writing had not received a response.
2. University's Safe Road Map Project (<http://www.saferoadmaps.org/home/index.htm>): In July 2008, Policy Board member Elkins suggested adding this project to the list of candidates. He believes it demonstrates the concept of "mashup" in a way that would be helpful to assist Board members understand how relatively independent application components/web services can be mixed and matched to create a complete online application.
3. Collaborative Application Development Among Counties: Invite Jim Bunning to present the presentation that he gave at the January 24th "Beyond Data" workshop on the Scott/Carver/Dakota cooperation to develop and maintain applications for which they share a need.
4. Council and Counties Coordinated Data Management via Internet - Water quality systems approach to sharing data Council and 2 counties (see Attachment A)
5. 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.
6. University's Historical Census Mapping: 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 U.S. 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.

DISCUSSION

At its July 2008 meeting, the Policy Board affirmed its interest in receiving a presentation about the Twin Cities Economic Development Website project. Prior to the Committee's September meeting, leadership of the website project agreed to make a presentation at the January 2009 Board meeting. Janna King or Todd Klingel, President of the Regional Chamber of Commerce, will make the presentation. Confirmation of their availability was received in November 25.

RECOMMENDATION

That the Coordinating Committee:

1. Agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the October 22nd Policy Board meeting.
2. Decide if any of the cited options should be removed and or other options added.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- Oct. 2008 Regional Data Sets and Analysis of School District Housing Stock
- Jul. 2008: Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008: Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS's Role In Response to I-35W Bridge Collapse
- Oct. 2007: Metropolitan Mosquito Control District's Web Application
- 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.

ATTACHMENT A
(Excerpt May 8th Issue of Council Directions)

Council, counties partner in water quality data-sharing project
Public also will have easy access to info online

The Metropolitan Council is partnering with two metro counties on a pilot project to share water-quality data and make the information easily available to the public online.



Scott Schneider, a resource conservationist with the Scott County Soil and Water Conservation District, collects a stream sample.

Beginning in May, Scott and Dakota counties will be able to enter and manage their own data using the Council's water-quality database. And the Council will have access to wider and more detailed water-quality data collected by the two counties.

"The public also will benefit by having access to all this data through the Council's [online environmental monitoring warehouse](#)," said Steve Kloiber, senior environmental analyst with Metropolitan Council Environmental Services (MCES), who is coordinating the project.

"The partnership will save a lot of money, too," Kloiber said. "The counties could easily spend tens of thousands of dollars to develop and maintain their own databases. And the Council could spend that much or more if it were to expand its monitoring programs to collect the data the counties already have."

Water quality data is critical to protecting area waterways

MCES has long maintained a database of river, stream and lake monitoring data in the seven-country metro area. In fact, some river data goes back to the 1920s and 1930s, during the era which spawned the first wastewater treatment facility on the Mississippi in 1938.

In recent years, MCES created a suite of web-based data management tools for entering and reviewing water-quality data. But until now, these tools were only available to Council staff on internal computer systems.

With the new pilot project, the database system will now be available through a password-protected Internet site for Scott and Dakota County staffs. Data from both counties now can be uploaded into the Council's database, which in turn makes the information available to the public through the web.



A typical water quality monitoring station operated by the Scott County Soil and Water Conservation District is equipped with a datalogger, automated sampler, rain gauge, phone modem, solar panel, and stage sensor.

How is the information used?

Water monitoring data is used by Council staff and policymakers to identify water-related problems, establish goals and measure annual progress toward an overarching goal of protecting and improving regional water resources.

"If the pilot program is successful, we hope to develop a long-term service agreement with the counties to provide the technical support the system needs," Kloiber said. "We hope this project can serve as a model for using the Internet to improve our work. We've already had a number of inquiries from other local governments who are interested in using the new system."



TO: Coordinating Committee

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

SUBJECT: 2009 Committee Meeting Schedule

DATE: November 24, 2008
(For the Dec. 10 Meeting)

REQUEST

The Coordinating Committee is respectfully requested to set its meeting schedule for 2009.

POLICY BOARD SCHEDULE

On October 17th, the Policy Board adopted the following meeting schedule for 2009: January 28 (4th), April 29 (5th), July 29 (5th), and October 28 (4th), a mixture of 4th and 5th Wednesdays of the month.

DISCUSSION

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

<u>Suggested Meeting Dates</u> (Wednesdays)	<u>Anticipated Major Topics</u>
March 26, 2009	<ul style="list-style-type: none"> • Recommendation for Shared Application Possibilities with Non-Government • Streamlining Data Access for Emergency Managers • Recommendations on Projects to Address Shared Application Needs • 2010 Preliminary Program Objectives • 2010 Preliminary Budget
June 25	<ul style="list-style-type: none"> • Recommendation for Regional Address Point Database
September 10 or 17 (depending on NGAC meeting date – will know by February)	<ul style="list-style-type: none"> • Performance Measurement Plan Update • Next-Generation Regional Street Centerline Access Agreement (2010 - ?) • Leadership Development plan • 2010 Final Program Objectives • 2010 Final Budget
December 10 (Assumes MN IT Symposium the following week)	<ul style="list-style-type: none"> • Election of Officers • Annual Performance Measurement Report • Regional GIS Project Program – Call for Concept Proposals

RECOMMENDATION

That the Committee set its meeting schedule for 2009.



TO: Coordinating Committee

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

SUBJECT: Filling Vacant Seats on Committee – Business Geographics and Non-Profit

DATE: December 26, 2008
(For the Dec 10th mtg.)

REQUEST

Direction is requested from the Committee about how it wishes to proceed with filling two vacant seats on the Committee - Non-Profit and Business Geographics. See the Reference Section for current non-government members of the Committee.

A listing of candidates for the two open seats is provided in Table 1 of Attachment A for the Committee’s consideration. Note that candidate interests that the Committee has previously identified are included in this listing, though in some cases specific individuals have yet to be identified to represent these interests.

OPEN SEATS

1. Non-Profit: This seat has been open since Jessica Horning, with the Greater Minneapolis Day Care Association resigned from the Committee August 2006. At its December 2006 and September 2007 meetings (see Reference Section and Attachment B and C), the Committee decided to retain two non-profit seats and seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization but postpone appointment until more was known about the type of partnerships appropriate for MetroGIS to pursue.
2. Private Sector - Business Geographics: This seat has been open since September 2008 when Patrick Hamilton resigned. Mr. Hamilton had represented the real estate development firm of CB Richard Ellis.

CONTEXT - IMPORTANCE

Filling these vacant seats with qualified and passionate representatives will be important to successfully acting scope expansions defined in the 2008-2011 MetroGIS Business Plan, in particular, the directive to “**seek opportunities to partner with more non-government interests.**” These new representatives will be looked to, together with the other non-government representatives currently on the Committee, to play active roles in the dialogues to define shared application needs important to multiple sectors and foster cross-sector partnerships to address those needs.

RELATED INITIATIVE - SOLUTIONS TO CROSS SECTOR APPLICATION NEEDS

On October 22, the Policy Board approved a high-level strategy to investigate the potential of partnering with non-government interests to address shared application needs, as recommended by the Committee at its September meeting (see Attachment D). This strategy anticipates the creation of a “Non-Government Coordinating” Committee to define shared geospatial needs of non-government interests that serve the Twin Cities area that will, in turn, be used to identify needs that have potential for cross-sector solutions. The expectation is that this new committee will work in concert with the current MetroGIS Coordinating committee to define and implement the anticipated cross-sector solutions. A preliminary listing of suggested members is provided in Table 2 of Attachment A, although the membership will be left up the private sector to decide.

A mechanism to ensure coordination between the two committees has not been defined, other than to note there is an expectation that one or more of the current non-government representatives to the MetroGIS Coordinating Committee will elect to participate on both and that the staff for each group will be in regular communication.

RECOMMENDATION

That the Committee:

- 1) Decide if it wishes to pursue appointment of individuals to fill its two open seats.
- 2) If so, agree on candidates to encourage to apply for appointment or create a workgroup to do so.

REFERENCE SECTION

OPERATING GUIDELINES

MetroGIS's adopted Operating Guidelines establish the interests to be represented on Coordinating Committee. See Article 3, Section 2 at http://www.metrogis.org/about/history/ops_guidelines.pdf. Requirements of note are as follows:

- Persons representing academic, for-profit, and non-profit interests may **comprise up to thirty (30)** percent of the Committee's membership.
- Members of the Coordinating Committee shall include a variety of government, academic, **utility, non-profit, and private-sector perspectives**. Producers and users of geographic information and a diversity of operational areas important to the long-term success of MetroGIS shall be represented.
- The Policy Board shall approve the interest categories to be represented by the members of the Coordinating Committee. The approved interest categories shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, **nonprofit organizations that serve as adjunct resources for local government, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS.**

SCOPE EXPANSIONS DEFINED – 2008-2011 BUSINESS PLAN

With adoption of the 2008-2011 Business Plan on October 27, 2007, MetroGIS leaders concurred that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:

- Expand solutions to shared geographic information needs beyond data-centric solutions to include applications and, if necessary, related infrastructure.
- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.
- **Seek opportunities to partner with more non-government interests** to collaboratively address information needs they share with government interests.

These areas represent an expansion of the previous scope of MetroGIS. In the past, the organization's efforts had been limited to the data component of information needs, its extent had been limited to governmental organizations, and there had been no attempt to work directly with adjoining jurisdictions to improve data interoperability.

PAST COMMITTEE CONSIDERATION

1. December 2006: The Committee decided to retain two non-profit seats and seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization (see Attachment A).
2. September 2007: Staff spoke with the current non-profit (Sally Wakefield) and academic (Will Craig) representatives to the Committee concerning this matter. Their consensus was that no decision should be made to fill the vacant seat until the new 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 also commented that he would like to know more about the idea of pursuing epidemiologist offered by Member Harrison at the Committee's at December 2006 meeting (See Attachment B for an excerpt from the meeting summary.) The idea was offered but there was no discussion other than a comment that the medical industry is a non-traditional user that would likely bring valuable insight and potential public/private partnering opportunities to the Committee's considerations. He also mentioned that the United Way might be a good choice if they were more acquainted with GIS technology.

3. December 2007: During the work programming following adoption of the 2008-2011 Business Plan, it was agreed that work to update the Outreach Plan should not be scheduled to begin until MetroGIS has defined specific shared application needs and a strategy to address them (See Agenda Item 5d for the status of this project).
4. Current non-profit and for-profit members of the MetroGIS Coordinating Committee:

Will Craig/Jeff Matson	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
<i>vacant</i>	<i>(Open since August 2006)</i>	Non-Profit
Brad Henry	URS Corp. – formerly City of Mpls	Special Expertise
<i>vacant</i>	<i>(Open since September 2008)</i>	Private Sector (Business Geographics)
Larry Charboneau	NCompass Technologies/TLG	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)

ATTACHMENT A

Non-Profit And For-Profit Interests Candidates

TABLE 1: For Appointment to MetroGIS Coordinating Committee

Name	Candidate Interests	Sector
CB Richard Ellis?/Banking? Real estate development / investment	Applications – Cross-sector partnerships	Private Sector (Business Geographics)
Curt Carlson Regional MLS	Applications – Cross-sector partnerships	Private Sector (Business Geographics)
TBD	**social services - if possible, with a local community-based organization	Non-Profit / Special Expertise
?Eric Williams - National Marlow Donor Program	**public health - if possible, with a local community-based organization	Non-Profit / Special Expertise
TBD	** epidemiology - if possible, with a local community-based organization	Non-Profit / Special Expertise
TBD	**public safety - if possible, with a local community-based organization	Non-Profit / Special Expertise

** Preference defined by the Coordinating Committee at its December 2006 meeting (See Attachment B)

TABLE 2: For Appointment to Proposed “Non-Government Coordinating Committee”
(in addition to current members of MetroGIS Coordinating Committee)

Name	Candidate Interests	Sector
Karen Dewer? Urban Land Institute?	Cross-sector partnerships	Non-Profit - Community Development
Todd Klingel? Reg. Chamber of Commerce	Cross-sector partnerships	Non-Profit / Private Sector
Jim Ford Mpls. Housing Authority	Cross-sector partnerships	Non-Profit – Housing
Sashi Shekar, U of M	Application Development	Academic - Computer Science
John Carpenter Excensus	Applications – Cross-sector partnerships	Private Sector / Special Expertise re: land management information systems
? Great River Energy	Applications – Cross-sector partnerships	Private Sector (Utility)?
James O’Loughin Allied Information Systems	Cross-sector partnerships	Private Sector – Data Producer
? TeleAtlas	Cross-sector partnerships	Private Sector – Data Producer
? NavTec	Cross-sector partnerships	Private Sector – Data Producer
Pat Cummins ESRI	Cross-sector partnerships	Private Sector –Software Capabilities
TIER 3?	Cross-sector partnerships	Private Sector – Committee Facilitator
Imagery Firm(s)?	Cross-sector partnerships	Private Sector – Data Producer
?		
?		

ATTACHMENT B

Excerpt Summary December 2006 Committee Meeting

Non-Profit Representative Seat on Coordinating Committee

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

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

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

Loesch suggested reviewing the attendance listings for the both the June 2006 Imagining Possibilities and November 2005 Beyond Government Users forums for prospective candidates. It was agreed that work on recruiting a new member should not be begin until following the February 8, 2006 Strategic Directions Workshop in the event something related arises at the Workshop.

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

Motion carried, ayes all.

ATTACHMENT C

Excerpt

Summary

December 2007 Committee Meeting

5f) Proposed Modifications to Outreach Plan

Jonathan Blake, of Richardson, Richter, and Associates and a member of the MetroGIS Staff Support Team, introduced himself and summarized suggested modifications to the previously approved high-level MetroGIS Outreach Plan, as illustrated in the agenda report. He stated there two areas of focus are suggested: currently active participants and prospective participants. The first would involve outreach to persons and interests within member organizations not currently involved, while the second focus would be on non-participating government interests within the Twin Cities, adjacent jurisdictions, and non-governmental entities. Loesch suggested and the group concurred that contact with metropolitan counties located in Wisconsin should be included as well.

Craig commented that the draft document presented on the agenda report represents a good start but needs more specifics on the “hows” and the target audiences. Staff concurred, noting that the current version was intended to provide the general framework from which a more detailed plan would be developed. He also noted that the Policy Board had provided direction at its July 2007 meeting that it does not want to use MetroGIS funds to hire professional marketing assistance but rather leverage marketing expertise on staff with stakeholder organizations, for which direction was requested.

Read suggested that Coordinating Committee members should identify willing internal marketing/outreach/communication assets and forward them to the Staff Coordinator for evaluation of next steps at the next (March 2008) Coordinating Committee meeting. This comment resulted in discussion of priorities and available staff resources with the decision being that staff should not spend time on this matter until following the March Coordinating Committee Meeting.



Strategy

(Endorsed by Policy Board – October 22, 2008)

Investigating Possibilities Partnering with Private Sector to Address Shared Information Needs

OBJECTIVE

Establish a working relationship between the MetroGIS leadership, the MetroGIS Coordinating Committee and the private sector to identify and capitalize on mutually advantageous activities relating to sharing and utilizing geo-spatial information.

CONTEXT

Since its beginnings, MetroGIS has sought participation from non-government interests to define shared geospatial needs. However, it was not until 2005, that MetroGIS began to consider seeking out interest on the part of non-government interests to partner on solutions to shared needs. The investigation that began in 2005 resulted in an October 2007 directive of the MetroGIS Board to proactively seek out such partnering opportunities with non-government interests. The 2007 directive occurred with the adoption of the 2008-2011 MetroGIS Business Plan.

This proposal acts on the October 2007 scope expansion directive. (Refer to the Reference Sector for a timeline of actions and events that have led to this proposal.)

OUTCOME

Identify 4 to 5 pilot projects to demonstrate the value cross-sector partnering and through which to resolve policy obstacles (e.g., issues raised with current non-disclosure requirements).

CONCEPTUAL METHOD (to launch)

1) Phase I – Achieve Concept Buy-In – January 2009

MetroGIS to host a 2-3 hour forum at which 10-12 leaders of several key non-government interests would meet with 3-4 Policy Board members to investigate interest in working with MetroGIS to define shared information needs and collectively pursue solutions, as the needs dictate. The theme of the forum would focus on land information systems and/or emergency preparedness to catalyze discussion of possibilities. Buy-in will be sought that further investigation of potential collaborative solutions is warranted

Attendees – Phase I:

Policy Board Members: Councilmember Schneider, Councilmember Elkins, Councilmember Pistilli and Chairperson Reinhardt

Private Sector Leadership: 10-12 individuals TBD. (Note: To test receptiveness to this concept, the Staff Coordinator has spoken with several individuals, each of whom has been expressed interest in participating. These initial contacts were with individuals affiliated with the Mn High Tech Association, TIER 3 Consulting, Information Builders, Urban Land Institute-Mn, CB Richard Ellis, Excensus, and The Lawrence Group). Evaluating the potential for a cross-sector supported regional land management information system excited each as a possible collaborative endeavor.

Other candidate interests identified as potential participants, but not yet contacted, include the Regional Chamber of Commerce, Xcel Energy, Regional MLS, Minneapolis Star and Tribune,

Sears, U of M, Great River Energy, prominent Planning and Engineering Consultant, and a GIS vendor?

2) Phase II - Create Private Sector Coordinating Committee

If the buy-in sought in Phase I is accomplished, a key component of this proposal is the formation of a “private sector coordinating committee” to work with MetroGIS to jointly investigate opportunities for cross-sector solutions to specified shared information needs. This proposed Committee would be comprised of major private sector users of geospatial technology, which serve the Twin Cities metropolitan area. The Committee would be self-organizing, once key interests to the MetroGIS community are encouraged to participate. The Committee would also be principally supported by its member interests and have responsibility for:

- Defining shared needs among non-government interests
- Working collaboratively with MetroGIS leadership to define needs shared by both stakeholder groups -
- Working with MetroGIS leadership to refine the following principals of collaboration adopted by the Policy Board in January 2006, if necessary to achieve cross-sector collaboration solutions:
 - *Value added to public sector assets is encouraged provided it does not detract from the public sector objective.*
 - *Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.*
 - *Contributions can be comprised of funds, data, equipment and/or people.*
 - *Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.*
- Working in conjunction with MetroGIS leadership, build upon the recommendations set forth in the 2008-2011 Business Plan to define sustainable solutions to geospatial needs shared by both the government and non-government communities, including and not limited to, modifications in the current MetroGIS organizational structure. How can we work together to reduce costs? What innovations can we work together to develop? How can we promote a statewide cooperative GIS effort?
- To facilitate interaction between the MetroGIS Policy board and the Private Sector Coordinating Committee, MetroGIS Leadership will discuss having the chair of the Private Sector Coordinating Committee have a seat on the Policy Board along with the chair for the existing Coordinating Committee as a non-voting ex-officio member.

(Note: If this effort to seek a collaborative relationship with for-profit interests is successful, a similar effort would be undertaken for non-profit interests.)



TO: Coordinating Committee

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

SUBJECT: Major Activity Update

DATE: December 1, 2008
(For the Dec 10th mtg.)

Since the Committee last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet. Any information provided by persons other than the Staff Coordinator is noted.

A) REGIONAL GIS PROJECTS

- 1) The Policy Board approved three Regional GIS Projects in 2008, as recommended by the Committee at its July 23rd meeting. Funding agreements for each were being prepared at the time of this writing.
 - Address Editing Tool (Technical Leadership Workgroup, Project Lead)
Applied Geographics (Boston) has been selected to develop the proposed Address Editing Tool. This project, like the Data Synchronization Mechanism project (see Agenda Item 5e), is critical to achieving the vision of the proposed regional address points dataset. Both are required to engage local units of government, the primary producers of address data.
 - Landmark Names Extension to Geocoder Service (Metropolitan Mosquito Control District, Project Lead)
The project team has agreed to attempt to define the term “landmark”, as requested by the Policy Board. In response to another need identified by the Board - a sound source for the landmarks data - a request was made of Committee members to volunteer themselves or resources at their disposal to conduct a survey of existing landmark data holdings. Unfortunately, no volunteers came forward, so the matter remains on hold as it is out-of-the scope of the current project. See comment below regarding Open Source licensure.
 - Mailing Label Web Service (Dakota County, Project Lead)
See comment below regarding Open Source licensure.

Open source licensure: The Metropolitan Council’s legal counsel acknowledges that objectives of the Landmarks and Mailing Label Service pilot projects is to serve as testbeds to continue to work through technical advancement issues as well as organizational and policy needs. Of particular interest to counsel is a need clarify when it is appropriate to finance software/web service development for which Intellectual Property Rights (copyright) should be retained, as opposed to placing the product in the public domain as an open source (copyleft) product. Counsel also wants an assurance that these open source products will remain in the open source environment. In other words, that the license is properly written and executed so that the investor, in this case the Council, does not lose free access at some future time to the product they helped develop.

- 2) Two Regional GIS Projects were authorized in 2007: Regional Geocoder Service and Data Synchronization Mechanism. Both tools have been successfully developed. See Agenda Items 5d and 5e for the information about the final project reports.

B) NEXT-GENERATION PARCEL DATA SHARING AGREEMENT

The next-generation Regional Parcel Data Sharing Agreement, which will have a term of 2009-2011,

has been accepted by the administrations of all seven counties and is pending approval by the seven county boards. Adoption by the seven boards needs to occur before the end of the year to ensure that that is no gap in access by the over 175 current licensees.

To access the 2009 version of the dataset, each of the current licensees will need to execute a new license. The plan is to create a second FTP site from which to distribute the 2009 version of the regional parcel dataset, as well as all previous versions of the dataset. The current FTP site will remain active, as will the currently assigned passwords to that site, to ensure that all licensees will have continuous access to the 2008 version of the dataset while they are seeking the new license. Passwords will be assigned for the new FTP site as users apply for new licenses. Both FTP sites will be simultaneously available until the transition is complete. Current licensees will be notified of this process once all seven county boards have approved the agreement.

The major modifications that will go into effect with the new agreement include authorizing licensed users to offer view-only access to parcel data via applications they host; simplifying the licensing process and populating and normalizing additional attributes, the fields for which are part of the current regional dataset.

C) LEADERSHIP DEVELOPMENT PLAN

A Request for Bids was published on November 21st for consultant assistance with development of this plan. See Exhibit 1. The submission deadline is December 19. This request was made in response to Chairperson Reinhardt's direction to seek ways to utilize unused 2008 funding. If this project does not proceed, it is unlikely that the associated \$10,000 can be captured for any other purpose. See Agenda Items 5g and h for additional information about why these funds could not be used for the originally budgeted purposes.

D) PERFORMANCE MEASUREMENT PLAN UPDATE

A Request for Bids was published on November 24th for consultant assistance with this project this project. See Exhibit 2. The submission deadline is December 19. This request was made in response to Chairperson Reinhardt's direction to seek ways to utilize unused 2008 funding. If this project does not proceed, it is unlikely that the associated \$10,000 can be captured for any other purpose. See Agenda Items 5g and h for additional information about why these funds could not be used for the originally budgeted purposes.

E) EXPLORING SHARED NEEDS WITH NON-GOVERNMENT INTERESTS

Two actions have occurred since the Committee last met to act on the Business Plan directive to seek out opportunities to collaborate with non-government interests to address shared application needs.

- 1) October 23: The Policy Board approved a strategy to investigate non-government interest in partnering with the government interests to achieve shared application needs. See Exhibit 3.
- 2) November 20: The Technical Leadership Workgroup hosted a forum, the purpose of which was to begin to define specific and tangible opportunities to collaborate on shared application and web service needs. See Agenda Item 5f for the results and recommended next steps. .

Although the Workgroup's principal charge was to define tangible shared application and web service needs, the participants included representatives from all sectors to simultaneously identify possibilities important to addressing two other directives set forth in the 2008-2011 MetroGIS Business Plan:

- Seek opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests.
- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.

Finally, another deliverable of this initiative, although not previously specified, involves documenting the process through which shared application needs are defined to enable the process to be replicated.

F) ADDING A TECHNICAL COORDINATOR POSITION TO STAFF SUPPORT TEAM

Although a general business case¹ was made last spring to Council management that financing the addition of a Technical Coordinator to MetroGIS's staff support team would benefit the Council, more specifics are needed to demonstrate the criticality of filling this position relative to other competing needs of the Council. The down turn in the economy that led to imposing a hiring freeze last spring is unlikely to be lifted in the foreseeable future, given a projected \$3-plus billion state budget shortfall that will face the 2009 Legislature.

As initially reported to the Committee at the September meeting, Rick Gelbmann, aided by Mark Vander Schaaf, plan to translate the results the November 20th forum (Item E) into several tangible benefits that would accrue to the Council and share with Council management yet this year to further make the case that creating and filling this position is warranted despite the hiring freeze.

Meanwhile, MetroGIS's [Technical Leadership Workgroup](#), under the leadership of Mark Kotz (Metropolitan Council) and Nancy Read (Metropolitan Mosquito Control District), continues to serve in the role of a quasi Technical Coordinator to enable progress to be made to identify tangible needs related to shared applications – the current top priority for MetroGIS's efforts. (See Agenda Item 5d.)

G) FOSTERING OF COLLABORATION WITH ADJOINING JURISDICTIONS

No additional progress since the September update due to limited support resources reported at that time.

H) MODIFICATIONS TO OUTREACH PLAN

On hold for 2009 Work Programming decision. The Coordinating Committee authorized creation of a workgroup to update MetroGIS's Outreach Plan once the specifics of shared needs for application and web services are defined. Limited work is proposed for the 2009 workplan due to limited support resources (see Agenda Item 5c).

I) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS

1) Solutions to Shared Application Needs (See Agenda Item 5d)

2) Regional Address Points Dataset: The "data synchronization" mechanism (Agenda Item 5e) that is in the final phase of development and the in-progress Address Editing Tool projects (Item A, above) are critical to achieving the vision of this dataset.

3) Regional Parcel Dataset: (See Item B, above.)

4) Jurisdictional Boundaries- School Districts

At the November 20 forum to define shared application needs, a representative of the Mn Department of Education expressed interest in renewing talks about the proposed regional dataset that were postponed when LMIC's funding was threatened. The Staff Coordinator will follow up.

5) Jurisdictional Boundaries- Watershed Districts

The need for an up-to-date watershed district boundary data layer was recently raised in July in response to an issue brought to the DataFinder support team by the Ramsey Washington Metro Watershed District. In the course of discussing their issue, mention was made of the proposal developed in 2006 by Washington County for support of a regional dataset and that Mn BSWR was identified as a candidate to serve as the regional custodian. The proposal did not proceed because BSWR perceived the role of regional custodian it would be too time consuming and that the data would be more detailed than they needed for their needs. In an attempt to reenergize action, the Metropolitan Council has offered to pilot a project to document the time and effort required to accomplish the regional custodian roles proposed by Washington County. This proposal was forwarded to the County Data Producers Workgroup on July 14 for consideration. As of this writing, no response had been received from the Workgroup.

¹ See Item 6a in the agenda packet at http://www.metrogis.org/teams/pb/meetings/08_0723/08_0723_packet.pdf.



EXHIBIT 1



November 21, 2008

Request for Bid Proposals
MetroGIS Leadership Development Plan

Introduction: MetroGIS is a regional geospatial organization that serves the seven-county, Minneapolis-St. Paul metropolitan area (see www.metrogis.org). Participants include representatives of local, county, regional, state, and federal government entities in the region, as well as private industries, utilities, non-profits, and educational institutions.

A current priority of MetroGIS is to implement a Leadership Development Plan to ensure orderly transitions among individuals who hold key leadership positions. Accordingly, the MetroGIS Policy Board has adopted ten key elements upon which it wishes this Plan to be founded. These ten elements are presented in Attachment A.

Bid Request: MetroGIS, via the Metropolitan Council's procurement procedures, is seeking a qualified consultant to work from a Purchase Order to:

- Provide lead support to create the above-referenced Leadership Development Plan and associated actionable strategies to accomplish the ten foundation elements defined by the Policy Board.
- Effectively incorporate the MetroGIS Leadership Development Workgroup into the evaluation of options throughout the plan development process. The members of Workgroup will be appointed by MetroGIS. The members will include representatives of the MetroGIS stakeholder organizations and the MetroGIS Staff Coordinator.
- Present a preliminary final Leadership Development Plan document to the Leadership Development Workgroup for its comment.
- Present a final Leadership Development Plan document to the Leadership Development Workgroup for its consideration.
- Be available for questions when the Workgroup's recommendation is presented to the MetroGIS Coordinating Committee and MetroGIS Policy Board for their respective considerations.

The Terms and Conditions for working from a purchase order are presented in Attachment B. Note that the Council does not sign terms and conditions of other parties.

Proposals will be judged based on:

- Experience and success of the consultant with similar projects and users (e.g., multi-participant organizations that rely upon volunteers to serve in key committee leadership roles and limited dedicated support resources).
- Demonstrated understanding of MetroGIS's culture and objectives.
- Evidence of availability of resources (staff skills) to achieve project goals within the proposed time frame. The final report and prototype are to be delivered no later than August 30, 2009.
- Cost of the proposal. The budget of up to \$10,000 has been authorized for this project.
- Appropriateness of the solution in the context of the MetroGIS's culture and capabilities.

To be considered, questions must be submitted by close of business Tuesday, December 9, 2008. Answers to all questions will then be shared on Friday, December 12, 2008 with all persons who requested, or who have been sent, the documentation for this request for bid proposals. To qualify for consideration, written bid proposals must be received by the close of business on Friday, December 19, 2008. Please submit questions and final proposals to Randall Johnson, MetroGIS Staff Coordinator, at randy.johnson@metc.state.mn.us - *subject*: MetroGIS Leadership Development Plan.

ATTACHMENT A

A. KEY ELEMENTS AND RECOMMENDATIONS – LEADERSHIP DEVELOPMENT PLAN

(As approved by the Policy Board – October 22, 2008)

B. PREAMBLE:

C. 1. Recognition of Challenges - Leadership Development Planning

Due to MetroGIS's unique organizational structure – which relies on the willful collaboration of staff and political leadership from numerous public entities – the MetroGIS Leadership Development Plan differs from most corporate, non-profit and governmental transitional plans. The following are unique challenges faced by MetroGIS in preparing for the transition from current to future leadership and staff:

- Political factors outside of MetroGIS control
 - Statewide election of Governor, affecting Metropolitan Council
 - Local elections, affecting composition of MetroGIS leadership and political support of MetroGIS
- Participant organization factors outside of MetroGIS control
 - Staffing decisions at individual counties, agencies and other entities may affect staff and technical resources available to MetroGIS
- Financial support outside of MetroGIS control
 - MetroGIS's "foster collaboration" function is funded by the Metropolitan Council. If the Council changes its financial priorities, or if Council membership changes significantly via a gubernatorial election or retirements, MetroGIS funding could be vulnerable.

2. Assumption: This Plan assumes that the Metropolitan Council will continue to serve as the lead custodian for MetroGIS's "foster collaboration" function in accordance with its role as MetroGIS's principle sponsor. This role includes provision of dedicated staff support and project funding to catalyze sustainable solutions to shared geospatial information needs.

D. PROPOSED KEY ELEMENTS - LEADERSHIP DEVELOPMENT PLAN

1. Statement of Purpose – The MetroGIS Leadership Development Plan provides direction for MetroGIS participants and staff as they prepare for the future retirement or other replacement of political leadership, key staff and technical support. This Plan provides MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the "next generation" of new leaders before vacancies occur.

Research Existing Models: The Coordinating Committee suggested that staff should investigate how other organizations deal with transitions in key leadership, in addition to the materials listed under "*Leadership Development Planning Resources*" in the Reference Section of the accompanying agenda report, before a workgroup is formed to expand upon the preliminary direction suggested herein to achieve the ten key elements. Blake commented that the references cited in the Reference Section of the agenda report provide a good starting place for such proven practices.

2. Identification of Key Leaders and Staff – The MetroGIS Leadership Development Plan specifically addresses the development (or succession) plans for, at a minimum, the following key individuals and positions:

- MetroGIS Policy Board and Coordinating Committee membership
- MetroGIS staff, particularly the Staff Coordinator position
- Key participant organization staff (e.g. county GIS managers, technical staff)
- Technical Advisory Team
- MetroGIS workgroup participants
- Champions and advocates within critical stakeholder organizations

3. Identification of Requisite Skills and Experience for Key Leaders and Staff – MetroGIS staff (or

designated workgroup) will develop thorough job descriptions and/or identification of skills needed to fill the positions listed above. This includes details on each position's general duties and obligations, expected time commitment and a description of any required technical expertise.

Document Standard Operating Procedures: As a complimentary project, the Coordinating Committee recommended that a priority should be added to document Standard Operating Procedures important to a seamless transition in leadership should be documented (e.g., meeting preparations, hosting forums, data sharing practices, out sourcing/Request for Bids). Staff was directed to speak with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

4. Development of a Leadership Development Structure – MetroGIS staff (or designated workgroup) should draft detailed procedures to be followed in the event of the retirement or other replacement of the individuals identified in #2 above. Delineation of key responsibilities – including the identification of potential successors and the development and implementation of training programs and materials – should be offered in the Plan.

In the case of dedicated MetroGIS staff, there should be a process for MetroGIS participant organizations to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff. The input and recommendations are intended to assist the Metropolitan Council in their decisions, not to supersede their decision-making role. In the case of workgroup participants, the process can be a less formal recruitment of interested and qualified staff from participant organizations.

The following elements should be included in the Leadership Development Planning Structure:

- Development of an Advisory Committee to provide input to the Metropolitan Council regarding their MetroGIS staff decisions (e.g. recruiting, interviewing, hiring)
- Drafting of a Recruitment Process for identifying potential new staff and Technical Support. MetroGIS staff will share a draft with the Metropolitan Council to seek guidance and input.
- Development of “performance measures” for reviewing the success of individual staff or leader transitions to gauge the success of the leadership development process
- Development of expected timelines to hire, train and fully integrate new staff into support responsibilities. In particular, authorization to offer an “overlap” period should be pursued during which a current and future Staff Coordinator can work together to make a seamless transition. Overlap period options (e.g., long: 4 - 6 weeks, short: 2 - 3 weeks) should be developed to provide guidance for the optimum timing (e.g., period covering preparations for a Coordinating Committee meeting and subsequent Policy Board meeting) and the topics to cover. As with all staffing decisions, the timeline is intended to provide informal input to the Metropolitan Council, which ultimately makes all decisions related to MetroGIS decisions.

Test and Refine: The Coordinating Committee recommends testing and refining the above-outlined structure, by applying it as a component of the process to hire a Technical Coordinator, assuming permission is received to create and fill this position.

5. Plan for Maintaining Political Legitimacy during Transitional Phases – MetroGIS's effectiveness is in large part due to the political support of its participating organizations. Without this support, much of the professional staff assistance MetroGIS needs – in implementing its programs, staffing its workgroups and maintaining the viability of DataFinder – would likely be unavailable. It is important to prepare MetroGIS to maintain this support and political legitimacy during transitional phases. Specific tactics for achieving this are discussed below. Staff was directed to speak with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

6. Address “Volunteer Burnout” – MetroGIS relies heavily on volunteers from participant organizations for technical assistance, workgroup participation and other key organizational activities. As discussed in the 2008-2011 MetroGIS Business Plan, the potential pool of participants for these activities has shrunk in recent years, largely due to volunteer burnout. MetroGIS should contain a variety of strategies for

growing participation in workgroups and reducing the burden on frequent volunteers to ensure the vitality of future volunteer projects. Possible strategies include:

- Institute regular newsletter (or listserv) communications with larger GIS community, including information on current and upcoming workgroup projects, technical needs and opportunities for participation and coordination. The mailing list should include GIS departments and specialists in adjoining counties, select private enterprises and other “non-traditional” potential MetroGIS participants.
- More active involvement of “next generation” surrogates to increase the potential pool of volunteers from current participant organizations (discussed in Recommendation #7 below).
- Consider creating an online forum at the MetroGIS website that allows current and potential participants to share opportunities for coordination and updates on current projects.
- Investigate potential to add a mechanism to the MetroGIS website capable of supporting regular (daily updates?) postings of specific needs – technical and other - to keep stakeholders and potential participants aware of needs and opportunities to contribute. (Comment: viewed as a component of both the Outreach and Leadership Development Plans.)
- Investigate potential to support a means for potential contributors to identify themselves and explain how their skills/knowledge align with stated needs. (Comment: This functionality is similar to that previously identified as part of a “portal”.)

7. Increase Involvement of “Next Generation” Substitutes/Surrogates – Members of the MetroGIS Policy Board, Coordinating Committee, Technical Advisory Team and workgroups will arrange for a designated substitute, or surrogate, to attend any meeting, workshop or key event to which a member is unable to attend. A key component to leadership development is the early and frequent involvement of the “next generation” of MetroGIS leaders and participants. Involvement of surrogates will allow future active participants to learn the MetroGIS organizational structure, build relationships with current participants, and develop a broader understanding and interest among stakeholders needed to successfully transition to new leadership. In addition, MetroGIS will regularly send pertinent meeting minutes and agendas to designated surrogates regardless of their involvement in a given meeting. This will allow surrogates to remain informed of MetroGIS’s activities on an ongoing basis.

8. Update Printed “Outreach” and Informational Materials – Printed outreach and information materials, including the MetroGIS Information Brochure, are important tools for both outreach and leadership development. From a leadership development perspective, these materials allow MetroGIS to more effectively communicate MetroGIS’s mission and key activities to surrogates and other interested parties. They also serve as a valuable educational tool for potential champions and advocates within current participant organizations.

Immediate Project: The Coordinating Committee recommends creating a one-page summary document of MetroGIS’s purpose, its current activities, who is involved, etc. and post on the website for stakeholders to use when they train in new staff/policy makers about MetroGIS. Share this summary with the Coordinating Committee and Policy Board Chairs for suggested modifications to assist them in the upcoming transition to their successors.

9. Consider Reinstating Bimonthly Coordinating Committee Meetings – As MetroGIS begins to take a more active role in the world of applications and services, there will be an increasing need for more frequent input and direction from the Coordinating Committee. While MetroGIS’s role relating to applications is still being defined, it appears clear that the organization will, at a minimum, have increased coordination responsibilities. Staff recommends that the Coordinating Committee consider holding meetings every two months instead of the current quarterly meeting schedule. Any change in schedule that has budget implications for MetroGIS will be discussed with Metropolitan Council staff prior to implementation.

Investigate Option: The Coordinating Committee recommends that the option of creating an Executive Committee should be investigated before moving to additional Committee meetings. In the investigation, acknowledge that to make more progress on work objectives, a greater need exists for

workgroups to frame and address issues and opportunities than for the Committee to meet. Also investigate if an Executive Committee could relieve the Coordinating Committee of administrative items and its usefulness to provide leadership during transitions of key staff and committee leadership. The investigation should also include exploring modifications to the existing “e-vote” authority to allow the Committee to take action on non-administrative items under specified circumstances.

10. Continue Utilizing Consultants to Assist in Business Planning, Strategic Planning Sessions and to “Fill Gaps” as Needed – Due to MetroGIS’s relatively limited dedicated staff resources, the organization has routinely utilized consultant services to help conduct key organizational activities, including business planning and strategic planning sessions. Input received at MetroGIS workshops and meetings, including the April 25, 2008 interview session with MetroGIS leadership and staff, suggest that the involvement of consultants has played a key role in achieving the organization’s goals.

ATTACHMENT B
PURCHASE ORDER TERMS AND CONDITIONS
(PROFESSIONAL/TECHNICAL SERVICES)
(Local Funding)



EXHIBIT 2



November 24, 2008

Request for Bid Proposals
MetroGIS Performance Measurement Plan Update Project

Introduction: MetroGIS is a regional geospatial collaborative organization that serves the seven-county, Minneapolis-St. Paul metropolitan area (see www.metrogis.org). Participants include representatives of the over 300 local, county, regional, state, and federal government entities in the region, as well as private industries, utilities, non-profits, and educational institutions.

A current priority of the MetroGIS organization is the updating of its Performance Measurement Plan, which was adopted in 2002.² A new Performance Measurement Plan is needed because MetroGIS adopted a new Business Plan in October 2007³ that includes objectives for which performance measurement has not been determined. Several performance indicators were, however, identified during the business planning process. They are illustrated as the unboxed, red statements on the “concept map” located at http://www.metrogis.org/about/business_planning/sdw/conceptmaps/concept_061507_b.pdf. These performance indicators are expected to form the foundation from which the next-generation of performance measures will evolve.

Bid Request: MetroGIS, via the Metropolitan Council’s procurement procedures, is seeking a qualified consultant to work from a Purchase Order to:

- 1) Provide lead support to develop a next-generation MetroGIS Performance Measurement Plan that when implemented will provide information that enables MetroGIS leadership and leadership of MetroGIS’s stakeholder organizations needed to clearly understand the public value created via MetroGIS’s efforts and accomplishments. The major contents of the proposed next-generation Plan must include:
 - A performance measure(s) for each of MetroGIS’s eight strategic goals (Chapter 3, page 26 of Business Plan - footnote 2).
 - Data sources for each measure.
 - Support roles and responsibilities related to capture, format, analyze, and report the data required to support each measure.
 - Performance measures defined in the current plan (footnote 1), to the extent practical, to provide some means for apples-to-apples comparisons with past reporting cycles.
- 2) Effectively incorporate the performance indicators that were identified during the recent MetroGIS business planning process into the next-generation Performance Measurement Plan.
- 3) To the extent practical, incorporate into the Plan for MetroGIS the performance measurement strategies promoted by Kate Lance (doctoral work) and her international colleagues for application in spatial data infrastructure (SDIs) environments, such as MetroGIS.
- 4) Effectively incorporate the MetroGIS Performance Measurement Workgroup into the evaluation of options throughout the plan development process. The members of Workgroup will be appointed by MetroGIS. The members will include representatives of the MetroGIS stakeholder organizations and the MetroGIS Staff Coordinator
- 5) Present a preliminary final Performance Plan document to the Performance Measurement Workgroup for its comment.

² The 2002 MetroGIS Performance Measurement Plan can be viewed at http://www.metrogis.org/benefits/perf_measure/index.shtml

³ The 2007 MetroGIS Business Plan can be viewed at http://www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf

- 6) Present a final Performance Plan document to the Performance Measurement Workgroup for its consideration.
- 7) Be available for questions when the Workgroup's recommendation is presented to the MetroGIS Coordinating Committee and MetroGIS Policy Board for their respective considerations.

The Terms and Conditions for working from a purchase order are presented in Attachment A. Note that the Council does not sign terms and conditions of other parties.

Proposals will be judged based on:

- Experience and success of the consultant with similar projects and users (e.g., performance measurement for multi-participant geospatial collaborative organizations (spatial data infrastructures) that rely upon volunteers to serve in key committee leadership roles and possess limited dedicated support resources).
- Demonstrated understanding of MetroGIS's culture and objectives.
- Evidence of availability of resources (staff skills) to achieve project goals within the proposed time frame. The final report and prototype are to be delivered no later than August 30, 2009.
- Cost of the proposal. A budget of up to \$10,000 has been authorized for this project. If the project can not be completed within this budget, please specify what additional investment would be needed and how much of the project could be completed.
- Appropriateness of the solution in the context of the MetroGIS's culture and capabilities.

Questions and Submittal: To be considered, questions must be submitted by close of business Tuesday, December 9, 2008. Answers to all questions will then be shared on Friday, December 12, 2008 with all persons who requested, or who have been sent, the documentation for this request for bid proposals. To qualify for consideration, written bid proposals must be received by the close of business on Friday, December 19, 2008. Please submit questions and final proposals by email to Randall Johnson, MetroGIS Staff Coordinator, at randy.johnson@metc.state.mn.us - *subject:* MetroGIS Performance Measurement Plan Update.

ATTACHMENT A

PURCHASE ORDER TERMS AND CONDITIONS (PROFESSIONAL/TECHNICAL SERVICES) (Local Funding)

EXHIBIT 3

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



Strategy

(Approved by Policy Board – October 22, 2008)

Investigating Possibilities Partnering with Private Sector to Address Shared Information Needs

OBJECTIVE

Establish a working relationship between the MetroGIS leadership, the MetroGIS Coordinating Committee and the private sector to identify and capitalize on mutually advantageous activities relating to sharing and utilizing geo-spatial information.

CONTEXT

Since its beginnings, MetroGIS has sought participation from non-government interests to define shared geospatial needs. However, it was not until 2005, that MetroGIS began to consider seeking out interest on the part of non-government interests to partner on solutions to shared needs. The investigation that began in 2005 resulted in an October 2007 directive of the MetroGIS Board to proactively seek out such partnering opportunities with non-government interests. The 2007 directive occurred with the adoption of the 2008-2011 MetroGIS Business Plan.

This proposal acts on the October 2007 scope expansion directive. (Refer to the Reference Sector for a timeline of actions and events that have led to this proposal.)

OUTCOME

Identify 4 to 5 pilot projects to demonstrate the value cross-sector partnering and through which to resolve policy obstacles (e.g., issues raised with current non-disclosure requirements).

CONCEPTUAL METHOD (to launch)

1) Phase I – Achieve Concept Buy-In – January 2009

MetroGIS to host a 2-3 hour forum at which 10-12 leaders of several key non-government interests would meet with 3-4 Policy Board members to investigate interest in working with MetroGIS to define shared information needs and collectively pursue solutions, as the needs dictate. The theme of the forum would focus on land information systems and/or emergency preparedness to catalyze discussion of possibilities. Buy-in will be sought that further investigation of potential collaborative solutions is warranted

Attendees – Phase I:

Policy Board Members: Councilmember Schneider, Councilmember Elkins, Councilmember Pistilli and Chairperson Reinhardt

Private Sector Leadership: 10-12 individuals TBD. (Note: To test receptiveness to this concept, the Staff Coordinator has spoken with several individuals, each of whom has been expressed interest in participating. These initial contacts were with individuals affiliated with the Mn High Tech Association, TIER 3 Consulting, Information Builders, Urban Land Institute-Mn, CB Richard Ellis, Excensus, and The Lawrence Group). Evaluating the potential for a cross-sector supported regional land management information system excited each as a possible collaborative endeavor.

Other candidate interests identified as potential participants, but not yet contacted, include the Regional Chamber of Commerce, Xcel Energy, Regional MLS, Minneapolis Star and Tribune, Sears, U of M, Great River Energy, prominent Planning and Engineering Consultant, and a GIS vendor?

2) Phase II - Create Private Sector Coordinating Committee

If the buy-in sought in Phase I is accomplished, a key component of this proposal is the formation of a "private sector coordinating committee" to work with MetroGIS to jointly investigate opportunities for cross-sector solutions to specified shared information needs.

This proposed Committee would be comprised of major private sector users of geospatial technology, which serve the Twin Cities metropolitan area. The Committee would be self-organizing, once key interests to the MetroGIS community are encouraged to participate. The Committee would also be principally supported by its member interests and have responsibility for:

- Defining shared needs among non-government interests
- Working collaboratively with MetroGIS leadership to define needs shared by both stakeholder groups -
- Working with MetroGIS leadership to refine the following principals of collaboration adopted by the Policy Board in January 2006, if necessary to achieve cross-sector collaboration solutions:
 - *Value added to public sector assets is encouraged provided it does not detract from the public sector objective.*
 - *Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.*
 - *Contributions can be comprised of funds, data, equipment and/or people.*
 - *Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.*
- Working in conjunction with MetroGIS leadership, build upon the recommendations set forth in the 2008-2011 Business Plan to define sustainable solutions to geospatial needs shared by both the government and non-government communities, including and not limited to, modifications in the current MetroGIS organizational structure. How can we work together to reduce costs? What innovations can we work together to develop? How can we promote a statewide cooperative GIS effort?
- To facilitate interaction between the MetroGIS Policy board and the Private Sector Coordinating Committee, MetroGIS Leadership will discuss having the chair of the Private Sector Coordinating Committee have a seat on the Policy Board along with the chair for the existing Coordinating Committee as a non-voting ex-officio member.

(Note: If this effort to seek a collaborative relationship with for-profit interests is successful, a similar effort would be undertaken for non-profit interests.)



Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: December 1, 2008
(For the Dec 10th meeting)

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

A. NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC): OCTOBER 15-16 MEETING

The agenda for the October NGAC meeting is presented in Attachment A. Two items of note were the vision for a National Land Parcel Data solution and the Imagery for the Nation Program. The meeting a summary can be viewed at <http://www.fgdc.gov/ngac/meetings/october-2008/october-15-16-2008-ngac-meeting-summary.pdf>. A detailed synopsis of concerns and comments agreed upon by the NGAC has been requested.

The Staff Coordinator represented regional interests in a panel session that preceded the Committee's discussion of the vision for National Land Parcel Data. The success of MetroGIS's regional parcel dataset was among the reasons Johnson was asked to participate in this panel.

A detailed explanation of the Committee's charge and efforts, including a preliminary position statement on the IFTN program, can be viewed in an article published in the summer issue of ESRI's ArcNews at <http://apb.directionsmag.com/archives/4609-National-Geospatial-Advisory-Committee-Endorses-IFTN,-Looks-for-Input.html>.

B. HENNEPIN COUNTY COMMISSIONER JOHNSON'S RECOGNIZED AS GIS HERO

See the article at <http://www.esri.com/news/arcnews/spring08/articles/commissioner-randy.html> in which ESRI recognized Commissioner Johnson for his efforts to advance GIS technology. (Excerpt provided Attachment B.)

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

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

An article was submitted for the summer issue of the GIS/LIS Newsletter entitled "MetroGIS Moves to Address Shared Application Needs". It can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=69>

2. Presentations:

- October 30: The Staff Coordinator was interviewed by Professors Bryson about various aspects of leadership that has contributed to MetroGIS's successfulness. This interview follows up on two previous interviews of MetroGIS leadership in May and in August in preparation for a series of scholarly articles.
- Oct 2 - Mn State GIS/LIS Conferences: Mark Kotz give a presentation entitled "In Web Services We Trust" and served on a panel session "Addresses for State and Local Government".
- Oct 15: The Staff Coordinator presented on the MetroGIS Regional Parcel Dataset at the NGAC meeting (*see Item A, above*)

D. RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. DNR Use of Geocoder Service

Message from Tim Loesch, DNR GIS Manager, to fellow Coordinating Committee members:

“I wanted to let you know that the DNR has successfully integrated the MetroGIS Geocoder into our internal GIS Viewer called LandView and it is being distributed to DNR offices throughout the state. For those staff that are interested in doing address matching in the Metro Area this will be a very valuable system to use. Craig Perreault is the person who maintains the LandView program and he had no issues with interacting with the geocoder. LandView is a MapObjects Lite application written in VB6.”

2. Statewide Emergency Preparedness Data Project

John Hoshal, the project manager, briefed the Policy Board on April 23 about this project. An update has been requested to share at the December meeting.

E. RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. Regional Address Points Solution Influences National White Paper

Will Craig has asked that Mark Kotz, Gordy Chinander and the MetroGIS Address Work Group be recognized for their contributions to NSGIC's recently completed Address White Paper. NSGIC's recommended best practices pertaining to address point solutions can be viewed at http://www.nsgic.org/hottopics/Addresses_FTN_081808_FINAL.pdf. See http://www.nsgic.org/hottopics/addressing_coordination_issues.cfm for several links to materials drawn from to develop the recommended best practices. One of those documents is MetroGIS's Address Vision statement (http://www.nsgic.org/committees1/bestPractices/Occupiable_Units_Dataset_Vision.pdf).

2. MetroGIS DataFinder Map Services Featured

Comments from Alison Slaats, Former DataFinder Manager

With the release of ArcGIS version 9.3, ESRI is also announcing the “ArcGIS Desktop Resource Center”. The web site provides unified access to Web-based Help, online data, and key support services for ArcGIS Desktop.

In the Urban and Regional GIS Content section of the Resource Center, an ArcMap document providing MetroGIS DataFinder map services is featured as an example of free online GIS being served by urban and regional agencies.

The inclusion of DataFinder map services in this website shows that people beyond our region are interested in our work. In addition, it will provide another way for people to find out about DataFinder services and the MetroGIS organization.

5. Time to Set Our Data Free: Web - Now Government - 2.0?

Policy Board member Elkins called this article, by Neil Pierce to my attention as thought-provoking.

It can be viewed at <http://citiwire.net/post/34/>. Neil Pierce, who writes regular columns for the Washington Post and the weekly Nat'l League of Cities newspaper has started a new weekly e-column. Neil and our own Curt Johnson lead the "Citistates Group", a collective of regionalist consultants.

6. Where And How Is Policy And Governance Connecting To The Geospatial Community And What Are The Challenges??"

<http://vector1media.com/vectorone/?p=530>

ATTACHMENT A

National Geospatial Advisory Committee Meeting National Conservation Training Center Shepherdstown, WV, October 15-16, 2008

WEDNESDAY, October 15: NGAC Public Meeting

- 8:30 – 9:15** **Welcome & Opening** – *Anne Miglarese (Chair) & Steve Wallach (Vice Chair)*
- Roll call/introductions
 - Review of action items from June NGAC meeting
 - Review and adoption of minutes from June NGAC meeting
 - Brief summary/update on FGDC news & initiatives
 - Summary of key outreach/communications activities
 - Guidance from the FGDC Chair/DFO
- 9:15 – 10:15** **Changing Landscape White Paper** – *Dave Cowen/Team*
- Preparation: Read and review draft paper
 - Objective: Provide update & solicit feedback
 - Brief presentation
 - Discussion and feedback
 - Identify agreements, actions and next steps
- 10:15 – 10:30** **BREAK**
- 10:30 – 12:30** **Geospatial Transition Paper** – *Matt O'Connell/Team*
- Preparation: Read and review draft paper
 - Objective: Agree on geospatial priorities and approve recommendations to FGDC Chair
 - Brief presentation
 - Discussion and feedback
 - Identify agreements, actions/recommendations, and next steps
- 12:30 – 1:30** **LUNCH**
- 1:30 – 3:00** **National Land Parcel Data Study** – *Dave Cowen/Don Buhler (BLM)/Panelists*
- Preparation: Review NRC National Land Parcel Data Study
 - Objective: Identify practical short-term actions for FGDC and Federal agencies and endorse or comment on recommendations
 - NGAC panel discussion (Dittmar, Johnson, Mondello, Nagy, Nelson) – Analysis of recommendations
- 3:00 – 3:30** **BREAK**
- 3:30 – 4:30** **National Land Parcel Data Study** – *Open Discussion/Public Comment*
- Public comment period related to land parcel data issues
 - Discussion and Q & A
 - Identify agreements, actions/recommendations, and next steps
- 4:30 – 5:00** **Imagery for the Nation Update** – *Karen Siderelis*
- Summary of IFTN implementation plan status and overview of how NGAC-identified issues are being addressed
 - Objective: Provide an update on issues and implementation plan
- 5:00** **ADJOURN**

THURSDAY, October 16: NGAC Public Meeting

- 8:00 – 8:15** **Welcome, Summary of Day 1, Overview of Agenda** – *Chair/Vice-Chair*
- 8:15 – 9:00** **News and Notes Forum** – *NGAC Members*
Objective: Provide a forum for committee members to share information, report on geospatial community activities and apprise colleagues of emerging issues. Committee members who have information to share or report are asked to contact NGAC Chair & DFO prior to the meeting.
- 9:00 – 9:30** **Public Comment Period** – Sign up in advance
- 9:30 – 10:15** **Geospatial Line of Business Update** – *Ivan DeLoatch*
- Objective: Report status of SmartBuy initiative & A-16 revision process
 - Discussion and Q & A
- 10:15 – 10:430** **BREAK**
- 10:30 – 12:00** **NGAC Action Plan** – *Chair/Vice-Chair/Committee*
- Objective: Assess progress, review approach and roles, and make modifications to move forward
 - Working subcommittee reports
 - Approach, Assumptions, Issues, and Roles
 - Discussion and feedback
 - Formation of new subcommittees to address emerging issues or initiatives
 - Identify agreements, actions and next steps
- 12:00 – 1:00** **LUNCH**
- 1:00 – 2:00** **Geospatial Transition Paper** – *Chair/Vice-Chair/Committee*
- Review modifications
 - Action: Approve recommendations to FGDC Chair
- 2:00 – 2:30** **BREAK**
- 2:30 – 3:30** **National Land Parcel Data Study** – *Chair/Vice-Chair/Committee*
- Review modifications
 - Action: Approve recommendations to FGDC Chair
- 3:30 – 4:00** **Meeting Summary, Next Steps, Adjourn**

ATTACHMENT B

Commissioner Johnson Recognized As GIS Hero

Excerpt from [ArcNews Online](#):

Commissioner Randy Johnson Evangelizes Importance of GIS at Local and National Level

This article is part of an ongoing series honoring individuals who have made a difference in the world by applying a GIS solution to challenges or needs within conservation or their communities. Since these unique individuals have been selected for their innovations or special achievements in a particular field, the series is appropriately named GIS Heroes. ESRI recognizes Randy Johnson as a GIS hero.

Commissioner Randy Johnson of District Five in Hennepin County, Minnesota, recently became the longest serving commissioner in the history of the county, which dates back to 1852. His dedication to making a difference, however, reaches far beyond his local community. As an advocate of GIS technology, Johnson is dedicated to sharing his knowledge and enthusiasm about the power of GIS with his constituents, other elected officials, and members of the federal government. Every time he has an opportunity, Johnson tells others about GIS and how it can improve all areas of government and life in general.

"By definition, local governments are place based, and GIS fits into everything a local government does, especially counties," he says. "For more than 10 years, I have had a standing offer: If anyone can find anything that the county does that doesn't use GIS or couldn't be improved by using GIS, I will buy them lunch." So far, he hasn't had to pay up.

An employee once challenged him with the question, "I understand how GIS can help in stationing and routing ambulances for hospitals, but once a patient is admitted, what does GIS possibly have to do with that?"

Johnson quickly explained that every patient can have a wristband with GPS so staff could always know exactly where every patient is located. "GIS isn't just computerized mapping," he notes. "It's a whole organizing principle."

After graduating from the University of Minnesota Law School in 1974, Johnson began his career practicing corporate law and intellectual property law. After a few years, he went to Washington, D.C., to work as the assistant general counsel for the federal election commission. A year into that position, a seat opened up on the Hennepin County Board and he went home to run. Elected in 1978, that win began what has thus far been a 30-year tenure.

Motivated by his desire to make a difference in this long-running position, Johnson is also rewarded with variety in his work. "It's a great opportunity for somebody like me who has eclectic interests," he says.

Yet, GIS remains one of his constant interests, and that is reflected in Hennepin County's use of GIS. More than 30 years ago, in-house staff developed a GIS called Ulti-Maps that other local governments and some utilities began to use. The county has been a pioneer in using GIS for transportation, and GIS is also used extensively in managing property tax records, as well as ambulance routing and stationing.

In addition, Johnson promotes GIS as a resource to support better decision making. "Elected officials don't have time to read all of the material that comes before them. I

found out very early that it's not physically possible," he states. "Graphic representation can deliver a message much more effectively than a spreadsheet, so I've been encouraging our staff, as well as county staff throughout the country, to think of GIS as a decision maker's support tool."

There was a time, he notes, when people would say, "Here comes Randy with his computer maps again." But Johnson is now finding colleagues are increasingly insistent on seeing maps. This has been especially true as the Hennepin Regional Rail Authority considers combining rail corridors.

"Everybody wants to see the alternatives on maps, as well as maps that show potential ridership, potential growth, and potential housing development," he says. "They are beginning to expect to see information in a spatial, map-oriented form, and that's really good."

To spread the word about GIS throughout all levels of government, Johnson has taken leadership roles at local and national levels. In 1995, Johnson founded the National Association of Counties' (NACo) GIS subcommittee and is currently its chairman. He later went on to serve as NACo's president. He has been on the board of the Geospatial One-Stop since it began and was the first local member appointed to the Federal Geographic Data Committee.

According to Johnson, it is important to have good communication between local and federal government since counties historically manage granular geographic data, such as land records in the United States, and the federal government makes decisions about data standards and related matters. This approach allows all parties to work closely together to facilitate advances in the management of geospatial data, data sharing, and GIS development.

Eric Coleman, commissioner, Oakland County, Michigan, and president, NACo, says "When he was president of NACo, Randy Johnson urged counties to become 'global, digital, and sustainable.' He has always been a strong supporter of the use of geospatial technology, and our membership appreciates his continued leadership in the use of GIS to solve business problems. Randy has helped county leaders across America come to appreciate the critical role that GIS plays in service delivery."

In line with his work with the federal government, Johnson is a strong voice for the role of GIS in homeland security. "To me, it's very logical that GIS plays an important role in the planning and execution of defense and security initiatives," he comments. "When we had our very unfortunate bridge collapse here in Minneapolis, GIS technology played a role in helping the federal highway transportation commission reconstruct what happened. It also helped us reroute traffic and synchronize our traffic signals."

Clearly an evangelist for GIS, Johnson related, "I manage to work GIS into just about every single speech that I give and most conversations that I have with people, because I think it is an organizing principle of life. Spatial thinking is absolutely key to knowing what's going on around you."

Webster Guillory, assessor, Orange County, California, says, "Throughout the years, Randy Johnson has championed the implementation of geospatial solutions. Among county-elected officials, he distinguishes himself as a leader who has always understood the great possibilities of this technology."