



Thursday, March 18, 2010

Minnesota Counties Insurance Trust (MCIT) Building

100 Empire Dr., St. Paul, MN

(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)

1:00 to 3:30 p.m. (extend if needed)

See directory in lobby for meeting room location

AGENDA

		<u>Page</u>
1. Call to Order		
2. Approve Agenda	<i>action</i>	
3. Approve Meeting Summary		
a) December 17, 2009	<i>action</i>	<i>1</i>
4. Summary of January Policy Board Meeting		<i>7</i>
5. Action and Discussion Items:		
a) Regional Address Point Dataset –Phase I Plan and Interim Policy Statement	<i>action</i>	<i>9</i>
b) Geo Applications Contest (<i>Technical Project Manager</i>)	<i>action</i>	<i>23</i>
c) Glossary of GIS and Geospatial Terms	<i>action</i>	<i>41</i>
d) Preliminary 2011 Program Objectives and Partnering Opportunities	<i>action</i>	<i>51</i>
e) GIS Technology Demonstrations for Policy Board meetings	<i>action</i>	<i>57</i>
f) Revise June and September Committee Meeting Dates	<i>action</i>	<i>69</i>
6. Next Meeting		
June XX, 2010		
7. Adjourn		

***** [Following Reports on MetroGIS Website](#) *****

Major Project Updates:

- a) Authorized Regional Projects: *Address Editing Tool: Proximity Finder, Best Imager Service*
- b) Regional Address Point Dataset – Liability Waiver
- c) Next-Generation Regional Street Centerline Agreement
- d) Regional Policy Statement – MetroGIS Geocoder Service
- e) Performance Metrics – Phase II Developing Metrics
- f) Geospatial Commons –Benefits of Participation and Effective Governance Structure

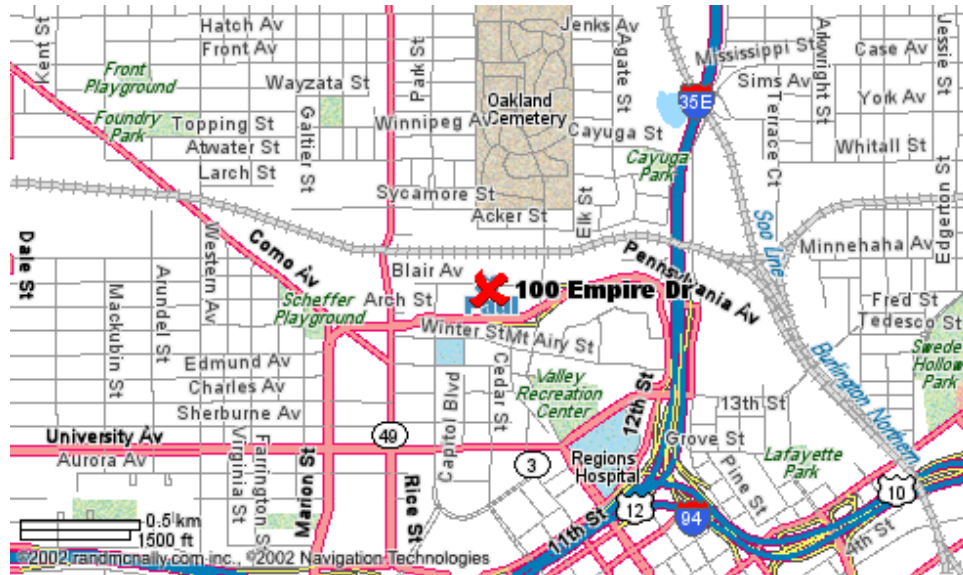
Information Sharing:

- a) 2010 NSDI CAP Grant Application - MetroGIS Proposal Status
- b) National Geospatial Advisory Committee: March 24-25 Meeting
- c) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates
- d) Presentations / Outreach / Studies

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

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**Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg.
December 17, 2009**

1. CALL TO ORDER

Chairperson Wakefield called the meeting to order at 1:08 p.m. and asked the others in attendance to introduce themselves.

Members Present: *Academics:* Jeff Matson (U of M); *Cities:* Bob O'Neill for Hal Busch (AMM: suburban cities - City of Bloomington); *Counties:* Chad Riley for Peter Henschel (Carver), Jim Bunning (Scott); John Slusarczyk (Anoka), Randy Knippel (Dakota); Mike Fiebiger (Ramsey), and David Brandt (Washington); *Federal:* Ron Wencil (USGS); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Special Expertise:* Brad Henry (URS Corp.) and Ben Verbick (LOGIS), *State:* David Arbeit (MnGeo), Joella Givens (MN/DOT) and Tim Loesch (DNR); and *Utilities:* Allan Radke (Xcel Energy).

Members Absent: *Business Geographics:* (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *Counties:* Bill Brown (Hennepin), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *Schools:* Dick Carlstrom; and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator Team

Visitors: Policy Board Chairman Terry Schneider, Mark Kotz, Chair of the Address and Technical Leadership Workgroups, and Francis Harvey, University of Minnesota.

2. ACCEPT AGENDA

Member Read moved and Member Bitner seconded to approve the agenda, as suggested submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Member Read moved and Member Bitner seconded to approve the September 10, 2009 meeting summary, as submitted. Motion carried, ayes all.

4. SUMMARY OF APRIL POLICY BOARD MEETING

The Staff Coordinator summarized the information presented in the agenda packet. There was no discussion.

5. ACTION AND DISCUSSION ITEMS

a) Election of Officers

Chairperson Wakefield commented that she and Vice Chair Henschel are willing to continue to serve as the Committee's officers in 2010 if the Committee so wishes.

Committee Chairperson: Chairperson Wakefield then asked for nominations for individuals to serve as Chairperson in 2010. Member Brandt nominated Sally Wakefield to serve as Chairperson for 2010. Chairperson Wakefield called for nominations two more times. Member Brandt moved and Member Givens seconded to close the nominations and elect Sally Wakefield as Committee Chairperson for 2010. Motion carried, ayes all.

Committee Vice Chairperson: Chairperson Wakefield then asked for nominations for individuals to serve as Vice Chairperson in 2010. Member Bitner nominated Peter Henschel to serve as Chairperson for 2010. Chairperson Wakefield called for nominations two more times. Member Read moved and

Member Henry seconded to close the nominations and elect Peter Henschel as Committee Vice Chairperson for 2010. Motion carried, ayes all.

b) 2009 Accomplishments

The Staff Coordinator Johnson summarized the information provided in the agenda report. Comments beyond the information presented in the reported were as follows:

- (1) No contractors had responded to the request for quotes published in October. Johnson informed the Committee that work is in progress to apply for a federal CAP grant that, if awarded, would have relevance to the subject Performance Measures project. He suggested, and there was no objection, postponing republishing of the Request for Quotes until the fate of the proposed grant application is known.
- (2) The next-generation contract with NCompass for access to the Regional Street Centerline Dataset is for only one year. As such, Johnson recommended, and there was no objection, to adding as a 2010 work objective achieving a contract for 2011 and beyond as discussed in Agenda Item 5c.
- (3) The Committee asked that the forum hosted by MetroGIS in January 2009 - to identify shared needs related to web services and applications - be added to the list of accomplishments for 2009 listed in the agenda report to the Board. (*Editor's note: after the meeting records were checked and the referenced forum was hosted in November 2008.*)

c) 2010 Work Program and Budget - Final

The Staff Coordinator summarized the information provided in the agenda report reiterating the need to add to the 2010 work plan as a high priority a contract to secure Regional Street Centerline Dataset add for 2011 and beyond. There was no objection to doing so.

In response to questions about funding proposed for specific line items, Staff explained that an attempt has been made to allocate funds consistent with direction received from the Board at the October meeting, noting that modifications are possible as better information becomes available, for instance, any chances that might be desirable if grant funds are received as discussed in Item 5b(1), above.

Motion: Member Brandt moved and Member Verbick seconded to approve the work plan and budget as presented in the agenda materials with the addition of an objective to secure a Regional Street Centerline Dataset agreement for 2011 and beyond, with the understanding that staff will provide an update on the budget at the March meeting.

d) GIS Demonstration for January 2010 Policy Board Meeting

The results of the survey of Policy Board and Coordinating Committee members conducted in November at the direction of the Policy Board were summarized by the Staff Coordinator. Due to a low number of responds, the members decided that the survey should be re-administered. Staff was also encouraged to include a question about any previous presentations that should be revisited.

After some discussion, it was agreed that the topic for the January Board meeting should be Shared Web Services, using the newly developed Regional Geocoding Service and related applications developed by Scott County, Metropolitan Mosquito Control District, and DNR to help the Policy Board members understand the benefits that can be realized from use of these tools. The Committee emphasized that the presentation needs to focus on benefits that can be realized from using these tools and NOT the workings of the tools themselves.

Members Read, Loesch and Bunning agreed to collaborate on this presentation for the January Policy Board meeting.

e) Geocoder Enhancement Projects – Final Report

Member Read summarized enhancements recently made to the Regional Geocoder Service with MetroGIS funding as summarized in the final project reports presented in the agenda packet for this item. (See URL for the presentation slides.) In addition to describing the Geocoding Service, Read also commented on the substantial operational efficiencies that her organization, the Metropolitan Mosquito Control District, has experienced from using this service, noting that an 80 percent ROI has been realized. In other discussion that followed this presentation, the following topics were touched on:

- a) A testbed that Matt McGuire of the Council's GIS Unit is investigating to use crowd sourcing to populate a Landmark database,
- b) Member Arbeit mentioned that NSGIC's investigation of issues and opportunities related to crowd-sourcing may be of value to McGuire's investigation,
- c) There was general agreement that issues involving long-term data maintenance need to be resolved,
- d) Member Loesch noted that the Landmarks dataset design has promise to be used to locate rural properties using the E911 address number assigned to each property.
- e) Member Arbeit noted that the Geocoder Service has been moved to the OET service array which is supported 24/7 with backups, providing for service continuity than has not been previously possible.

Motion: Member Arbeit moved and Member Givens seconded to accept the final project reports (Landmark extension and Enhancements to Improve Operation with Local Data), as presented in the agenda packet. Motion carried, ayes all.

f) GIS Web Applications Contest

Member Loesch summarized the information presented in the agenda report and the supplemental recommendation distributed to the Committee prior to the meeting (*Editor's note – the same as the recommendation acted on below*). He also thanked Alison Slaats and Chairperson Wakefield for their considerable work over the past several months to foster support for the proposed contest.

Member Vander Schaaf cautioned that allowing non-geospatial data to be utilized could result in outcome that is inconsistent with the objectives of the contest. This comment lead to an acknowledgment that winning applications must have something to do with geography. Member Loesch noted that he does not anticipate an openness to non-spatial data to present a problem because the only data that will be available on the registry to which contestants will be pointed will only contain spatial data. Contestants will need to find non-spatial data on their own.

Kotz added that the current thinking is that the awards would recognize applications, which leverage services available via the portal, again to encourage organizations to publish their data as web services via this portal.

Members Bitner, Loesch, and Givens volunteered to join Chairperson Wakefield to continue to refine the contest charter and seek out a technical project manager. Member Read asked if it possible to pay for the services of a technical project manager. All agreed that a paid position should be investigated as part of the Workgroup's recommendation to Committee at the March 2010 meeting. Chairperson Wakefield commented that a potential conflict of interest needs to be taken into account for individuals who may want to submit a proposal who also possess the skills to serve as the Technical Project Manager.

Motion: Member Bitner moved and Member Bryant seconded to:

- (1) Retask the Web Application Contest Workgroup, created in September 2009, to carry out the following activities and report its findings and recommendations for consideration at the March 2010 Committee meeting:
 - a) Refine the high-level project outcomes defined at the December 1 meeting and create a draft project charter. Also, more clearly define the project leader/manager (2-3, two-hour meeting January and early February)
 - b) Solicit and secure a commitment from a willing and qualified individual to serve as project leader/manager (February to March)
- (2) Set a deadline of the March 2010 Committee meeting to secure a project leader/manager to proceed with the proposal, as defined in the Agenda Report.

Motion carried, ayes all.

The Committee also asked staff to survey all Coordinating Committee and Technical Advisory Team members as to their interest in serving as the technical project manager or to identify others who should be contacted.

Member Loesch commented that although he and his colleagues at DNR do not have the resources to volunteer to serve in a capacity of Technical Project Manager, he is willing to participate on the Contest Workgroup between now and the March Committee meeting to accomplish the tasks outlined in the recommendation.

g) Suggestions for Action by MnGeo Statewide Coordinating Council

The Staff Coordinator summarized the information presented in the agenda report. Member Arbeit, the State GIO, commented that the first meeting of the MnGeo Statewide Coordinating Council is set for 1 p.m. on January 7, 2010. He also mentioned that he encourages recommendation and advice on ideas that this Council should consider and the role it should play, as outlined in the agenda report. Specifically, he mentioned that Item 1- geospatial broker, Item 2 - web services contest (he sees as a marketing tool for the broker), and Item 4 – statewide geocoder service as topics that are definitely appropriate for this Council’s consideration. He commented that time will be provided on the January 7 meeting agenda to identify these and other suggested topics for the Council’s consideration.

A comment about the appropriateness of Item 3 – Access to licensed data by first responders - led to a broader conversation about how the workgroups that reported to the now retired Governor’s Council on Geographic Information (GCGI) will communicate with the new MnGeo organization. Arbeit stated that all of the workgroups remain intact and that all continue to work on the projects that were in progress when the change to MnGeo occurred; the only difference being they now report to him as opposed to the GCGI.

h) Glossary of Terms for Policy Board

Due to time constraints there was no discussion of this item. Chairperson Wakefield asked for a volunteer to recommend how to resolve duplicative definitions that are highlighted in the agenda report. Members Givens and Fiebiger volunteered to prepare a recommendation for the March Committee meeting.

i and j) Fill Vacant Academic Representative Committee Seat AND Fill Vacant Non-Profit Representative Committee Seat

These items were heard as a single topic. Both nominees were invited to comment on their interest in serving on the committee - Francis Harvey as the academic community’s representative and Jeff Matson as a representative of the non-profit community. Following their comments both were asked to leave the room while the Committee considered their nominations.

Motion: Member Bitner moved and Member Charboneau seconded to appoint:

- 1) Francis Harvey as the academic community’s representative to replace Will Craig who retired from the committee in September.
- 2) Jeff Matson as the second representative of the non-profit community (in addition to Chairperson Wakefield).

Motioned carried, ayes all.

k) 2010 Meeting Schedule

Givens moved and Harvey seconded to set the following schedule for meetings in 2010: March 18, June 24, September 23, and December 16. Motion carried, ayes all.

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 3:35 p.m.

Prepared by,

Randall Johnson, AICP, MetroGIS Staff Coordinator

DRAFT



TO: Coordinating Committee

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

SUBJECT: January 2010 Policy Board Meeting Highlights

DATE: March 5, 2010
(For the Mar 18th Meeting)

The following **major** topics were considered / acted on by the Policy Board on January 27th. Refer to the meeting [minutes](#) at for information about each item and other topics considered by the Board.

1. Geocoder Service Enhancements – Accept Final Reports

The final project reports for enhancements to the MetroGIS Geocoder Service, involving improves its use with local data and addition of a Landmark search component, were accepted by the Policy Board. Both enhancements were explained in the GIS Technology Demonstration that preceded this item “*How Use of Shared Web Services is Improving Organizational Efficiencies*”. (A Regional Policy Statement to govern management of this service is under development and is expected to be presented to the Committee for consideration at the June meeting.)

In addition to the Member Read explaining the value of the regional geocoder service as part of the preceding demonstration, Member Bunning demonstrated a crime mapping application developed by Scott County that utilized web service technology and Member Loesch provided a general overview of how web services are an essential component of DNR’s geospatial technology enterprise; greatly improving efficiencies related to data acquisition and management.

2. Accomplishments in 2009

Prior to sharing major accomplishments during 2009, Staff Coordinator Johnson took this opportunity to reacquaint the Board members with the big picture of MetroGIS’s purpose, major functions, and major accomplishments. [Click here](#) for Johnson’s slide presentation.

3. Budget/Objectives for 2010

The Policy Board unanimously:

- a) Approved the 2010 program objectives presented in Attachment A of the agenda report
- b) Approved the 2010 “Foster Collaboration” budget presented in Attachment B of the agenda report.
- c) Agreed to the Committees suggestion to reevaluate the 2010 budget and work plan by mid-year if dedicated supplemental technical support resources, consistent with the work program needs, had not been secured.

4. Regional Policy Statement – Socioeconomic Web Resources Page

The Policy Board unanimously approved modifications of the Regional Policy Statement for this web resources page, as recommended by the Committee and explained in the agenda report.

5. Minnesota Geospatial Advisory Council (MGAC) – Summary 1st Meeting

Chairperson Schneider invited David Arbeit, state GIO, to share highlights of his introductory comments to the MGAC with Board members who did not attend the first meeting. The members of the Policy Board, who are also members of MN State Geospatial Advisory Council, then reflected on the first meeting of the state council.

Chairperson Schneider closed the discussion with a comment that believes the progress can be made to effective deal with geospatial coordination issues and opportunities issues for three major reasons:

- There is a better understanding of the need to and value of collaborating
- Advancements in technology

- Evolution of understanding in the Legislature of the value what can be accomplished with geospatial technology.

6. Suggestions for Consideration by MGAC/MnGeo

Five topics were agreed upon to share with the MGAC for consideration as statewide issues. It was also agreed that the Board members, who are also members of the MGAC, would share these topics for consideration by the MGAC as the opportunity arises. These topics are as follows:

- a) Encourage MnGeo to take an active leadership role in the development of a state geospatial broker and portal site as is being defined by the joint MetroGIS/GCGI Geospatial Architecture Workgroup.
- b) Encourage MnGeo to take an active role in support of the proposed Minnesota Geo Applications Contest, as a partner to MetroGIS, because of the great benefit it would bring the MN geospatial community in terms of the availability of more web services.
- c) Access to licensed data (publically and privately produced) by emergency responders)
- d) State-wide geocoder service – *Reaffirm prior commitment (transition from GCGI to MnGeo)*
- e) Storm and surface water tracing tool - *Reaffirm prior commitment (transition from GCGI to MnGeo)*



TO: Coordinating Committee

FROM: Address Workgroup
Chairperson: Mark Kotz, Metropolitan Council
Staff Contact: Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: Regional Address Point Dataset –Phase I Plan and Interim Policy Statement

DATE: March 3, 2010
(For Mar 18th Meeting)

REQUEST

The Address Workgroup is ready to begin preliminary “Phase 1” distribution of address points data. The Workgroup respectfully requests the Committee’s:

- 1) **Approval** of its work plan for Phase 1 (*Attachment A*)

- 2) **Acceptance** of its proposed:
 - a) Modified interim policy statement (*Attachment B*) to govern the creation and initial operation of the proposed Regional Address Points Dataset.
 - b) Interim liability waiver (*Attachment C*) for organizations who elect to contribute address point data as part of Phase 1.
 - c) Database specifications (*Attachment D*)

Policy Board approval of a formal regional policy statement and data specifications will not be sought until Phase 1 is operational and the Workgroup has had an opportunity to evaluate for desired improvement and refine specifications, procedures and policies accordingly. (See Attachment F for a chronology of decision making and direction to date.)

PHASE 1 WORK PLAN – DATASET DEVELOPMENT

The Address Workgroup proposes to begin outreach efforts following acceptance by the Policy Board of the attached policy statement at its April meeting. The purpose of the outreach will be to seek contributions of existing address point data beyond Workgroup member organizations.

The Phase 1 dataset will be posted on DataFinder. To simplify Phase 1, only data which is authorized to be freely accessible will be distributed. The Phase 1 dataset is expected to include only a small portion of the metro area. The Workgroup proposes to use a liability disclaimer (*Attachment C*) developed by the MN League of Cities Insurance Trust to govern access to these early contributions until a final version is approved by the Policy Board. The Metropolitan Council has agreed to serve as regional custodian for Phase 1. (See Attachment B for the roles and responsibilities of the regional custodian.)

This Phase 1 distribution process will provide valuable experience from which to refine methods and policies.

RECOMMENDATION

That the Coordinating Committee:

- 1) Approve the Phase 1 work plan

- 2) Accept the proposed:
 - d) Modified interim policy statement.
 - e) Interim liability waiver
 - f) Database specifications

ATTACHMENT A

2009-2010 Work Plan *Updated based on the January 27, 2010 Workgroup meeting*

Phase 1 - Steps to get to Initial Data Distribution: Simple Open Access FTP Distribution

Step		Description	Status
1	✓	Have a willing preliminary distributor	Met Council is willing to distribute via FTP
2	✓	Finalize draft data specifications and publish (to be reviewed once National Standard is approved)	Revisions approved at February meeting
3	✓	Have interim liability disclaimer	Approved at January meeting
4	✓	Have preliminary registry of address authorities that are contributing data	Draft exists. Will modify once address authorities begin participating
5	✓	Have accurate metadata for dataset as a whole, with link to contact info for each authority or their designated data maintainer (info in registry)	Revised draft approved at January meeting
6		Have address authorities contributing data for distribution	Build it and they will come
7		Ensure that address authorities verify their ability to provide data for Open Access distribution as to not violate existing data license agreements	Counties and cities working on this.
8		Distribute data on DataFinder	

Phase 2: Steps to get to fully implementing the MetroGIS Vision: Phase 2

Step		Description	Status
1		Have a regional custodian organization	Metropolitan Council is a willing volunteer.
2		Have MetroGIS approved disclaimer language	PB Chair Schneider and CC member Ben Verbick working on this with LMCIT
3		Get approval from CC and Policy Board to distribute data, at least for data providers that want the open access option	Draft policy statement for dataset exists, pending completion of some of the details in this list of steps.
4		Evaluate possibility of distributing in different formats (e.g. KML) and web services	
5		Have synchronizer operational between 1 or more counties and regional custodian	
6		Have online web editing application operational	
7		Counties may need it get board approval to make a subset of their address points starter kit data feely available to cities with the ability to freely redistribute.	
8		Have legal issues with limited access distribution finalized (if option is wanted)	
9		Have clearly documented conditions for when a city's address points data is or is not bound by the parcel data licenses	
10		Have an outreach effort to encourage address authorities to participate	

REGIONAL ADDRESS POINTS DATASET BUSINESS INFORMATION NEED POLICY SUMMARY

Preamble:

Official Address Authorities (primary custodians) are responsible for providing only the address points data and attributes that they maintain for their own internal business purposes and which can be retrieved and provided to the regional custodian without an excessive level of effort. A guiding principle of MetroGIS is that no organization will be asked to perform a task for the MetroGIS community for which it does not have an internal business need. Within these bounds, it is expected that each primary custodian will work toward providing the most complete dataset practical. Intermediate aggregators must not alter data submitted by the primary custodians unless authorized to do so by the primary custodian. ~~Intermediate aggregators and~~ regional custodians must not alter data submitted by the primary custodians ~~or intermediate aggregator to the regional dataset.~~ Gaps may continue to exist between defined data needs and available data. MetroGIS will work to identify solutions that bridge these gaps for the broad MetroGIS community.

Approval is required from the Policy Board prior to modifying any component of this policy summary.

Address Points – Regional Data Specifications

REGIONAL ADDRESS POINTS DATASET - OVERVIEW

This dataset comprises address point data that are standardized and integrated across the seven-county, Minneapolis-St. Paul metropolitan area, complete with geographic coordinates and a unique identifier for each address point.

These data are to include the officially assigned address for each residential and non-residential occupiable unit in the region and any other addresses assigned to infrastructure or other geographic features by the Official Address Authority¹ for a given area. Ideally, this dataset will be updated by local address authorities as soon as a new address is created or modified (e.g. building permit is issued).

County, regional and state government entities may act as intermediate, regional or state aggregators of the data. MetroGIS will designate a regional custodian that will combine the multiple point datasets into a single regional dataset and provide access to it in accordance with approved data access policies.

DESIRED DATA CONTENT

The MetroGIS Regional Address Points data specifications are presented in Exhibit 1 and are part of this official policy summary. To increase interoperability both within and beyond MetroGIS, these data specifications are intended to be interoperable with the National Address Data Standard once it is officially adopted (in draft form on August 11, 2009). MetroGIS's address points data specifications are preliminary until the national standard is adopted, at which time, refinements to the MetroGIS specifications may be needed.

Official Address Authorities that contribute to the Regional Address Points Dataset are free to utilize any hardware, software or database design they choose, provided they are able to export their data into the MetroGIS transfer format.

¹ Official Address Authority means the government organization authorized to create or assign addresses for a particular jurisdiction.

Address Points – Roles and Responsibilities

A. Primary Custodian

Responsibility for the primary (source) data and its maintenance shall remain with each official address authority (city or county). These primary custodians shall be the single source of address points for the area within their jurisdiction.

Multiple methods to input address data to the regional dataset are available for use by local address authorities (e.g., web-based application, FTP). Varying levels of spatial accuracy are acceptable provided the method of data creation is documented in accordance with the data specifications.

Responsibilities

1. Update the primary address points dataset on a continuous basis.
2. Make the address points dataset available to an intermediate aggregator or the regional custodian, preferably on a daily basis, and in conformance to the MetroGIS address points data specifications. Such specifications include, data file schema (field name, length and type). *It is understood that optional attribute fields will be populated at each address authority's discretion.*
3. Provide and periodically update information about the content and completeness of the data (metadata).
4. Provide a contact person for the dataset.

B. Intermediate Aggregator

With the consent of the primary custodians involved, some organizations may choose to serve in the role of intermediate aggregator which may consist of one or more of the following functions:

- Assist multiple primary custodians with their responsibilities to varying degrees
- Compile data from multiple primary custodians for submission to the regional custodian
- Act as a technical resource to primary custodians
- Accept the role of editing organization when authorized by primary address authority
- Host an online address points maintenance application that can be used by addressing authorities.

C. Regional Custodian

(A regional custodian has yet to be determined. The Project Plan will provide for the possibility of an interim custodian role to initiate development.

Responsibilities

1. Host an online address points maintenance application that can be used by addressing authorities.²
2. Accepting data from primary custodians (official address authorities) and intermediate aggregators on a daily basis.³ **Note:** *As a matter of MetroGIS policy, the regional custodian shall **not** change the address points data received from the address authorities. The primary custodians, shall be the only entities authorized to modify address point data as it pertains to the regional dataset.*
3. Host an automated process to compile daily changes to the local address point data into the regional dataset, including, but not limited to, the following procedures:

² Some counties may also host such an application for their local address authorities. This may involve some user support such as setting up accounts and helping users to get started. This also will likely include some administrative work related to adjustments when annexations occur and affected point records change jurisdiction to a different address authority. MetroGIS is in the process of contracting for the development of a prototype application.)

³ Several counties expect to aggregate the address points dataset for all cities within their border. The desire is for the regional custodian to be able to accept changes from any authorized source in an automated way on a daily basis. (MetroGIS has partnered with Carver County to create an automated data synchronization process.)

- a) Adding and testing uniqueness of regional unique identifier
 - b) Testing the dataset to see that it meets these aspects of the regional dataset specifications
 - * ~~(schema structure (field name, width, type and order) and valid code testing).~~
 - * Uniqueness of unique IDs
 - * Address Authority field contains valid entries
 - ~~b)c) Inform the primary custodian where a primary dataset does not meet these data specifications and request a corrected datasets. differs from a MetroGIS-endorsed standard.~~
 - e)d) Compile and publish metadata for the regional dataset, including contact information for each primary custodian.
 - ~~d) Periodically test to verify that unique identifiers for address points are in fact unique metro wide.~~
4. Provide for data archive, backup, retrieval, and disaster recovery.
 5. Provide for distribution of the dataset to authorized users. Exact distribution methods are yet to be determined. It is thought that both FTP and a web mapping services (WMS/WFS) will be needed.
 6. Support distribution of one annual version of the address points dataset for each year, as determined by MetroGIS, as an annual archive along with appropriate metadata.
 7. Support a distribution process which distinguishes between the two access types (see below) and which allows all users to access the data via the same mechanism.
 8. In collaboration with MetroGIS, foster coordination among address authorities concerning contributing address data they produce to the regional dataset.
 9. Participate in a MetroGIS Data Users Forums on a schedule decided by the Coordinating Committee to obtain feedback from the MetroGIS community as to desired enhancements to the dataset and any associated data access, content, documentation and/or distribution policy(ies).

D. Governance

The number of organizations expected to assume one or more of the custodial responsibilities is unprecedented. To ensure that timely communication occurs among the many participating organizations and that problem solving occurs in a timely manner, a proactive governance and communication mechanism is needed. It should include the following characteristics:

- The Address Workgroup serves as an advisor to the regional custodian regarding the full range of topics that arise in the course of supporting this regional database.
- All primary custodians and intermediate aggregators are able to readily pass along to the regional custodian concerns and suggestions that arise during day-to-day operations.
- The regional custodian quickly decides if the issue or opportunity involves policy, requiring action by MetroGIS, or is limited to operational refinement.
- Primary and intermediate custodians are regularly kept apprised by the regional custodian of refinements in operational requirements and policies.
- MetroGIS leadership is kept apprised of issues and opportunities in a timely manner.

Address Points – Access / Distribution Policies

Rules associated with access to the Regional Address Points Dataset, or any portion thereof, and the process to define these rules shall be approved by the MetroGIS Policy Board. The Board's objective is to secure participation by all official address authorities that serve the seven-county, Minneapolis-St. Paul metropolitan area and, thereby, achieve and maintain complete coverage of the entire metropolitan area. To maximize participation, two policy options are offered regarding data access.

1. Open access distribution: Data is freely available to anyone who agrees to the terms of an online liability disclaimer.
2. Limited access distribution: Data are made available only to: 1) organizations that qualify to receive parcel and street centerline data without fee (government and academic organizations) and 2) organizations that serve as official first responders (e.g., ambulance providers). Such

organizations must first agree to the terms of a liability disclaimer. These authorized users may utilize these data in public facing, Internet-based applications they host, provided the user of the application cannot download the source data in a format other than an image (view-only access).

Any data contributed by an address authority to the regional dataset under this option shall be made available to qualifying organizations free of charge, but under terms and conditions that prohibit the redistribution of the data in a form other than an image format. The terms and conditions must also give authority to aggregators or regional custodians to withhold the data from unauthorized users.

EXHIBIT 1

ADDRESS POINTS DATABASE SPECIFICATIONS

Attach here the database specifications (currently found at http://www.metrogis.org/data/info_needs/street_addresses/MetroGIS_Address_Points_Database_Specifications.pdf) prior to seeking official approval from the Policy Board, with the understanding that MetroGIS's address point database specifications will be reviewed and possibly revised when and if a national address standard is adopted. ~~are preliminary until the~~

EXHIBIT 2

Operational/Procedural Clarifications

Business Rules for Address Points Dataset

Regional Custodian Data Validation:

As defined at the 12/17/2009 Address Workgroup meeting:

Level 1: Regional custodian will test incoming data for the following:

1. Valid schema (field name, type, width and order matches MetroGIS specifications)
2. Unique IDs – All records have a unique IDs and all IDs are unique (no duplicates)
3. Valid address authority – the address authority is populated and valid for all records

If any of these three validation tests fail, the data **will not** be accepted and the contributor will be notified and asked to resubmit the data.

Level 2: Regional custodian will test incoming data for the following:

4. county and municipal codes are valid
5. no two records have the same complete address (all address fields combined)

If either of these two validation tests fail, the data **will** be accepted, but the contributor will be notified of the invalid data.

ATTACHMENT C

Proposed Interim Liability Waiver

A draft notice was prepared by the Mn League of Cities, with input from the City of Minnetonka, LOGIS, the Address Workgroup Chair and MetroGIS staff. As of this writing, the notice language had evolved to the following, which is acceptable to the MetroGIS support team.

NOTICE:

By accessing these geographic information system (GIS) data, you agree to be bound by the terms and conditions provided below. These GIS data is made available as a public service. The data have been compiled using information received from Data Contributors including cities and counties. Data Contributors are not obligated to provide updates to data when newer versions become available. Although reasonable efforts have been made to ensure the accuracy of these data, no guarantee is given or implied.

Maps and data are to be used for reference purposes only. All users are strongly urged to independently verify these data before relying on such data. The use of these data is at the sole risk of the party using such data. Data Contributors may make changes or corrections to the data and to these conditions at any time without notice.

Data Contributors, and their officials, employees and agents, supplying these data cannot be held liable for any improper or incorrect use of the information. They assume no responsibility for any use of the information. They will not be liable for any direct, indirect, incidental, special, exemplary, or consequential damages however caused and on any theory of liability arising in any way out of the use of these data. All information is provided "as-is" without any warranty of any kind. All warranties of any kind, express or implied, such as merchantability and fitness for a particular purpose, are specifically disclaimed.

User agrees to defend, indemnify, and hold harmless, the Data Contributors, and their officials, employees and agents from and against all claims and expenses, including attorneys' fees, arising out of the use of these data.

This agreement is governed by the law of Minnesota, and any lawsuits involving this agreement or use of these data must take place in Minnesota. This agreement is the exclusive statement of the agreement between the parties and may be modified only by a written agreement.

By using these data, the user acknowledges that the above conditions have been read and that the user is bound by them.

ATTACHMENT D

Database Specifications

Overview provided here. Detailed specifications available at http://www.datafinder.org/metadata/MetroGIS_Address_Points_Database_Specifications.pdf

MetroGIS Address Points Database Specifications

Approved by the MetroGIS Address Workgroup: 02/24/2010

Address Points Database Standards

In February 2010 a new draft of the national standard was published and submitted to the Federal Geographic Data Committee as a proposed national standard.

<http://www.urisa.org/about/initiatives/addressstandard>. It is expected that the FGDC will have a formal public review period for this standard. The intention of the MetroGIS Address Workgroup is to review these specifications for possible modifications when and if a final national address data standard is approved.

The database format for the MetroGIS Address Points Dataset is derived primarily from the November 2005 published draft national standard and the February 2010 published draft national standard, as well as the combined thought and experience of the MetroGIS Address Workgroup.

In 2006 the Workgroup conducted a data pilot project to test a preliminary set of data specifications with real data in cities and counties. The results of that pilot suggested some modest changes to the data specifications, mainly with optional items, and also provided some comments on suggested changes and clarifications to the draft national standard. The specifications were modified again after the publishing of the 2010 draft national standard.

At this time, the MetroGIS specifications focus on the ability to encode address point data into a fairly simple, flat database file format (e.g. shapefile). For some database elements additional work will need to be done to specify how these elements convert to the more complex XML format of the draft national standard. A simplified XML schema will be used until a national standard is approved.

The MetroGIS Address Points Dataset will consist of a geospatial points (e.g. a point shapefile) with the following attribute fields. All fields are required to be in the dataset. Those listed as optional are not required to be populated.

All other fields are required to be populated where they apply to the address. For example, many addresses do not have occupancy types and thus occupancy type would not apply to those addresses.

Database Fields

Draft National Standard Element	Element Name	Database Field Name	XML Tag from Draft National Standard	Field Type	Field Width	Optional
2.4.1.1	National Address Unique Identifier	ADD_ID_NAT	<AddressID>	Text	60	
2.4.1.1	Local Address Unique Identifier	ADD_ID_LOC	<MNAddressIDLocal>	Text	50	
2.2.1.1	Address Number Prefix	ANUMBERPRE	<AddressNumberPrefix>	Text	6	
2.2.1.22	Address Number	ANUMBER	<AddressNumber>	Integer	10	
2.2.1.3	Address Number Suffix	ANUMBERSUF	<AddressNumberSuffix>	Text	6	
2.2.1.4	Separator Element	ANUMBERSEP	<Separator>	Text	1	
2.2.2.1	Street Name Pre Modifier	ST_PRE_MOD	<StreetNamePreModifier>	Text	10	
2.2.2.2	Street Name Pre Directional	ST_PRE_DIR	<StreetNamePreDirectional>	Text	9	
2.2.2.3	Street Name Pre Type	ST_PRE_TYP	<StreetNamePreType>	Text	24	
2.2.2.4	Street Name	ST_NAME	<StreetName>	Text	42	
2.2.2.5	Street Name Post Type	ST_POS_TYP	<StreetNamePostType>	Text	12	
2.2.2.6	Street Name Post Directional	ST_POS_DIR	<StreetNamePostDirectional>	Text	9	
2.2.2.7	Street Name Post Modifier	ST_POS_MOD	<StreetNamePostModifier>	Text	12	
2.2.3.1	Subaddress Type 1	SUB_TYPE1	<SubaddressType>	Text	12	
2.2.3.2	Subaddress Identifier 1	SUB_ID1	<SubaddressIdentifier>	Text	12	
2.2.3.1	Subaddress Type 2	SUB_TYPE2	<SubaddressType>	Text	12	
2.2.3.2	Subaddress Identifier 2	SUB_ID2	<SubaddressIdentifier>	Text	12	
Multi	Municipal Jurisdiction Name	MUNI_NAME	<MNMuniJurisdictionName>	Text	30	
None	Municipal Jurisdiction Code	MUNI_CODE	<MNMuniJurisdictionCode >	Text	8	
Multi	USPS Place Name	USPS_PLACE	<MNUSPSPlaceName>	Text	30	Optional
None	County Code	CO_CODE	<MNCountyCode>	Text	3	
Multi	County Name	CO_NAME	<MNCountyName>	Text	20	
2.2.5.3	State Code	STATE_CODE	<StateName>	Text	2	
2.2.5.4	ZIP Code	ZIP	<ZIPCode>	Text	5	
2.2.5.5	ZIP Plus 4	ZIP4	<ZIPPlus4>	Text	4	Optional
2.4.6.8	Location Description	LOC_DESC	<LocationDescription>	Text	40	Optional
2.2.4.1	Landmark Name	LANDMARK	<LandmarkName>	Text	40	Optional
None	Residence	RESIDENCE	<MNResidence>	Text	10	Optional
2.4.6.9	Mailable Address	MAILABLE	<MailableAddress>	Text	10	Optional
2.4.6.3	Lifecycle Status	STATUS	<AddressLifecycleStatus>	Text	1	Optional
2.4.3.2	Parcel Unique Identifier	PIN	<AddressParcelIdentifier>	Text	17	Optional
2.4.2.3	Longitude	LONGITUDE	<AddressLongitude>	Real	double	
2.4.2.4	Latitude	LATITUDE	<AddressLatitude>	Real	double	
None	Positional Accuracy Indicator	POSI_ACCU	<MNPositionalAccuracy>	Integer	2	Optional
None	Address Direct Source	ADIRSOURCE	<MNDirectSource>	Text	40	Optional
2.4.1.2	Address Authority	AAUTHORITY	<AddressAuthority>	Text	40	
None	Editing Organization	EDIT_ORG	<MNEditingOrganization>	Text	40	Optional
None	Update Date	UPDATEDATE	<MNUpdateDate>	Date	8	
None	Comments	COMMENTS	<MNComments>	Text	255	Optional

ATTACHMENT E

Chronology of Prior Direction and Status of Prerequisite Projects MetroGIS Regional Address Points Dataset

PRIOR DIRECTION AND COMMUNICATION - POLICY BOARD AND COORDINATING COMMITTEE

- 1) **Policy Board-July 22, 2009:** The Board provided direction regarding its desired data access policy for the Regional Address Points Dataset in response to questions posed by the Coordinating Committee at its June 2009 meeting. (The specifics of direction received from the Policy Board are explained in the Reference Section and have been incorporated into the version of the Regional Policy Statement presented in Attachment A). The Board also directed the Committee to continue to refine this policy, which is one of the purposes of the action requested in this report. S

Specifically, the Policy Board granted concept approval to several foundation elements for this address points dataset policy and directed the Coordinating Committee to develop a detailed policy statement and an outreach plan to advocate for widespread acceptance among leadership of “official address authorities” (Agenda Item 5a at

http://www.metrogis.org/teams/pb/meetings/09_0722/09_0722m_V3%20draft.pdf).

The statements on the following page were endorsed by the Policy Board as foundational principals for a detailed policy statement to guide MetroGIS’s efforts related to development of a regional Address Points Dataset and its distribution.

Foundation Element 1: Offer the options of either open or limited access to encourage broad participation by data producers:

Assume that cities will generally want to make their data freely available to anyone requesting⁴ it, but for those instances where the data producer would prefer to restrict access offer a limited access⁵ option as well, provided support overhead is not excessive.

If the restricted access option is desired by a data producer, then the following rules would apply (the users would access the data via the same mechanism which could distinguish between the access types):

- Provide full access to government and all other organizations that serve as first responders (e.g., ambulance providers) via a password protected mechanism.
- Provide “view-only” access for all other interests to ensure transparency and understanding of the resource’s existence

Foundation Element 2: Each user would be required to acknowledge a liability disclaimer (data provided “as is”). The exact method (e.g., shrink wrap) to accomplish this is to be determined.

Foundation Element 3: Some form of agreement will be needed between the address authorities who produce the data and the organization(s) that is responsible for overseeing the distribution mechanism to ensure that the distributing agent authorized (has sufficient legal foundation) to withhold access from non-qualifying interests. Strive for a simple, automated process to distinguish between authorized and unauthorized users to ensure minimal support overhead.

Foundation Element 4: Don’t use the term “license”, as it is a loaded term with a range of meanings. Use the term “available with these restrictions”

⁴ Open access distribution. Address authorities contribute data that is freely available to anyone who agrees online to a liability disclaimer.

⁵ Limited access distribution (like parcel data). MetroGIS creates a terms and conditions document patterned after the parcel data agreement that allows MetroGIS to distribute the data only to licensed government and academic entities. MetroGIS would not expect all address authorities to participate. Data contributed under the terms and conditions would be available via a password protected FTP site and possibly a secure web service.

In addition to providing direction for desired access/ distribution policy, the Board also directed the Committee to:

“...propose an outreach plan that builds upon Chairperson Schneider’s and Member Elkins’ willingness to advocate among city leadership for the proposed Regional Address Points Dataset and related access/distribution policy proposed and endorsed by MetroGIS.”

In so doing, the Board also acknowledged three key organizations (League of Cities, Metro Cities, and LOGIS) that will need to endorse the proposed policy if contributions to the Regional Address Points Dataset are to become widespread. Chairperson Schneider and Member Elkins, as the city representatives to the Policy Board, also agreed to advocate among the leadership of these organizations for the proposed Regional Address Points Dataset and acceptance of access/distribution policy proposed and endorsed by MetroGIS.

The Board also concurred that once the desired policy components are well articulated and agreed upon they should be shared that with Mn Information Policy Office (IPO) officials for comment.

2) **Coordinating Committee:**

December 17, 2009: Staff reported to the Committee that in response to an invitation from Policy Board Chair Schneider, Mayor of Minnetonka, and Ben Verbick, GIS Manager for LOGIS, Mn League of Cities officials had agreed to lead development of the subject disclaimer language. As of this writing, a time frame is not yet known.

It was also reported that the Metropolitan Council management had authorized the Council’s GIS Unit to serve in the capacity of regional custodian and that the Address Workgroup would be offering an interim policy statement for Committee acceptance at the March meeting.

September 10, 2009: The Coordinating Committee tabled consideration of a draft Regional Policy Statement for the Regional Address Points Dataset, dated August 18, to investigate whether the Mn League of Cities could lend a hand with the standard liability disclaimer language.

March 26, 2009 the Committee provided feedback (see complete Attachment F for more information), on a data access policy concept suggested by the Address Workgroup and authorized the concept to be shared with the Policy Board for further direction (occurred July 22, 2009), subject to compliance with the following conditions:

- a) Explore existing statute. What rules currently exist that pertain to access to address point data and does any entity(ies) currently have a salutatory mandate to collect address point data.

Status: Response to inquiry to Mn Governor’s Council on Geographic Information – no knowledge of existing laws specific to address data. No response to an inquiry to the Mn Office of Information Policy to assist in this investigation.)

- b) Present the topics to the Board as issues and opportunities, not as recommendations at this juncture.

Status: In preparation for consideration by the July Policy Board meeting, the Staff Coordinator and Mark Kotz, Chair of the Address Workgroup, met on June 3 with Policy Board Chair Schneider and Member Elkins, the city representatives to the Policy Board. The purposes of this meeting were to: 1) share concept data access policy for the pending Regional Address Points Dataset suggested by the Coordinating Committee for refinement prior to sharing it with the full Policy Board, 2) seek advice concerning presenting the concept to the Board and 3) seek buy-in to advocate for agreement on a workable policy among address authorities (generally cities). A concept policy framework was agreed upon which they agreed to take the lead on to share with the Board at the July meeting for additional comment. A concept outreach strategy was also agreed upon through which to obtain widespread buy-in among cities, again to share with the Board for comment at the July meeting.

- c) Explain how the proposed web application will work with existing address creation operations. Share an expectation for how will the initial dataset will be populated.

Status:: Accomplished in the July 22, 2009 presentation to the Policy Board- Item 5d at http://www.metrogis.org/teams/pb/meetings/09_0722/09_0722m_V3%20draft.pdf)

- d) Arrange for local address authorities to participate in the presentation and state why they believe the proposed regional solution will be value to them.

Status: Ben Verbick, LOGIS, and Joel Koepp, City of Roseville, participated in the July presentation to the Policy Board.

STATUS OF PREREQUISITE PROJECTS (MARCH 3, 2010)

- Needs Assessment: A Needs Assessment was completed in June 2007, which demonstrated that Address Authorities are interested in contributing data to the proposed regional dataset. The final report can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/web_editing_%20app_viability_assessment_final.pdf.
- Data Synchronization Mechanism: Development of this was successfully completed in December 2008. This project was managed by Carver County and funded by MetroGIS.
- Address Point Editing Tool: At the time of this writing (March 2010), contract negotiations were in progress to retain Applied Geographics to create a prototype web-based address points editing tool for a fee of \$13,500. This tool is expected to be available by July 2010. Once the prototype is developed, outreach efforts are anticipated to begin to secure use of the application by local address authorities. The Metropolitan Council will serve as the contracting authority. The current expectation is that the tool could be available as early as July 2010. (scope of work available upon request.)

ATTACHMENT F

EXCERPT

MARCH 26, 2009 COORDINATING COMMITTEE MEETING SUMMARY

5b) Regional Address Point Dataset – Access Policy Preferences

Mark Kotz, Chairperson of the Technical Leadership Workgroup, began his presentation with a summary of the work to date to evolve the schema for a regional address points dataset. He then commented that it is now time to agree on the **rules for access** to this proposed database before actually creating it and offered a recommendation from the Address Workgroup that suggested **two options** be made available to the producers/owners of the address point data - open access and licensing similar to the policies currently in place for parcel data.

1. License distribute (like parcel data). MetroGIS creates a license agreement patterned after the parcel data agreement that allows MetroGIS to distribute the data only to licensed government and academic users. MetroGIS would **not** attempt to get all address authorities to agree to the language of the license agreement and would **not** expect all address authorities to participate. Data contributed under this license would be available via a password protected FTP site and possibly a secure web service.
2. Open distribution. Address authorities contribute data that is freely available to anyone who agrees online to a liability disclaimer (exact method to be determined).

Additionally, the Address Workgroup's recommendation was that MetroGIS may wish to consider a method of charging for the protected (limited access) data and providing a portion of all sales to all participant organizations in a manner proportional to the amount of data they contribute. The idea to sell data is not a consensus view of the Address Workgroup, but many view it as a good idea. The workgroup wishes to stress that it is very important to approach the potential selling of data separately from the proposal of the two scenarios above, or that effort will be significantly delayed.

(Kotz's presentation slides can be viewed at

http://www.metrogis.org/teams/cc/meetings/09_0326/5b_Distribution%20Policy%20Recommendation.ppt
.)

The group **concurred with the proposed one-size-will-not-fit-all approach**. ... a wide ranging discussion ensued that touched on data ownership, authoritative source, trusted stewards, intellectual property rights, need to investigate current statute to determine if statutory authority currently applies to this data type. Several of the specific comments were as follows:

Gelbmann expressed **concern about modeling** the licensure option proposal **after the paper-based licensing protocol** currently in place for parcel data. Brown stated that Hennepin County is in the midst

of developing a "check the box" online liability waiver process that is expected to greatly expedite the current licensing process. Read emphasized that cities want the **ability to review address data produced** by adjoining cities to ensure consistency, so at a minimum the default address point data license needs to be something like that used for parcel data whereby government organizations are able to have access to **the entire geographic extent of the region**. The question the workgroup focused on was how to make it possible for those cities who want to offer access beyond the minimum protocol, hence the proposed option to formally allow for open access in a standardized manner....

Chinander cautioned that **not all emergency responders are government entities** and encouraged the modification of the draft policy to ensure access by all entities engaged in emergency response activities. Wencl concurred that effectively addressing emergency response needs should be priority for the proposed access policy, noting that federal agencies are looking for address-based data, not parcel data. Claypool added that as the National Grid is more widely used, the importance of address-based data also increases.

Slusarczyk asked how compliance with standards, specifically **data completeness and currency**, would be policed. Kotz commented that the reason for seeking active participation by address authorities to serve as the official source is that they have a business need for these data and, as such, compliance is not expected to be a problem. Several county members of Committee, who currently oversee similar operations, concurred. In response to the proposal that County involvement be optional, Slusarczyk added that he would **prefer that the counties have a role to oversee quality control**. Arbeit concurred that he believes that involving the counties in a quality control oversight role/some form of filter even if no formal authority is involved to require change, will be important to ensure consistency, in particular, if this model catalyzes interest beyond the metro area.

In response to a question from Chairperson Wakefield, a short discussion ensued during which county representatives shared that if the local address authorities were to participate, as proposed, their **county operations would benefit** by having to do less work to aggregate address data they are currently receiving from cities.

The members concurred that before the workgroup's recommendation is shared with the Policy Board for comment, the following actions should be accomplished (*Status – Reference Section*):

1. Explore existing statute. What rules currently exist that pertain to access to address point data and does any entity(ies) currently have a salutatory mandate to collect address point data. Present the topics to the Board as issues and opportunities, not as recommendations at this juncture
2. Present the topics to the Board as issues and opportunities, not as recommendations at this juncture.
3. Explain how the proposed web application will work with existing address creation operations. Share an expectation for how will the initial dataset will be populated
4. Arrange for local address authorities to participate in the presentation and state why they believe the proposed regional solution will be value to them



TO: Coordinating Committee

FROM: Geo Applications Contest Workgroup
Workgroup Contact: Joella Givens (MnDOT)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Geo Applications Contest

DATE: March 1, 2010
(For March 18th Meeting)

INTRODUCTION

The Committee is respectfully requested to set funding and support milestones that must be satisfied to move forward with the proposed Geo Applications Contest, as approved by the Committee at its December meeting.

DIRECTION FROM COMMITTEE AT DECEMBER 2009 MEETING

The Committee agreed at its December 2009 meeting that by the time of its March 2010 meeting a project leader/manager should to be secured to ensure that all prerequisites can be accomplished for a project launch late winter-spring 2011. (See Items 3 and 4 in the Reference Section.)

DECISION TO PURSUING HIRING OF A PROJECT MANAGER

The Workgroup concluded in mid-January that the only realistic means to provide adequate support and successfully host the proposed contest would be to hire a consultant to serve in this capacity. This decision was heavily influenced in that no responses were received from the contest interest survey conducted on January 4 (Item 5. Reference Section). Subsequently, a project charter and Solicitation for Statements of Interest to serve as Technical Project Manager was created (see Attachment B). The solicitation was published on March 1. Responses are due by noon, Thursday, March 18 so that the results can be shared with the Committee at the March meeting.

PRELIMINARY COST ESTIMATE

The preliminary estimate for hosting the contest is estimated to be \$65,000, excluding awards:

- | | |
|--|-----------------|
| • <u>Technical Project Manager</u> | \$24,000 |
| • <u>Contest Administrator</u> – (cost for Wash D.C. Apps for Democracy) | \$30,000 |
| • <u>Assistance with development of Metadata for Mapping Services</u> | \$10,000 |
| • <u>Misc Support (travel, supplies, advertisement, etc)</u> | \$1,000 |
| • <u>Awards/Prizes</u> (assume provided by sponsors? E.g., \$1,000 per award?) | \$ 0 (Partners) |
| | \$65,000 |

DISCUSSION

Support for this project, in terms individuals willing to assume roles and responsibilities and funding commitments, have not materialized as was anticipated when the concept was initially conceived. To date, MetroGIS is the only committed partner with \$18,500 pledged in the 2010 budget - \$15,000 for contest administration and \$3,500 to describe map services. Other partner funding commitments are required to launch the contest. Timing is also becoming a concern. Hiring of a Technical Project Manager should occur no later than June 1 and hiring of a Contest

Administrator no later than July to ensure that the various support tasks can be accomplished in a timely manner. Although several individuals have previously volunteered to serve as subcommittee leaders (Attachment C), their interest should be reaffirmed and additional volunteers need to commit to working on the various subcommittees before a contract is executed to retain the Technical Project Manager.

RECOMMENDATION

To ensure prudent use of limited MetroGIS resources, the Committee is requested to set the following conditions/milestones for the proposed Geo Applications Contest:

- 1) Before the Technical Project Manager is hired:
 - a) Funding commitments are in place for at least \$65,000
 - b) Interest among individuals who previously agreed to serve in key volunteer roles is reaffirmed
- 2) A qualified individual/entity is retained by June 1 to serve as Technical Project Manager.
- 3) A RFP to retain a contest administrator is published by June Coordinating Committee meeting.
- 4) If condition 2 or 3 is not satisfied, the Coordinating Committee will decide at its June meeting if an alternate program should be pursued, including, but not limited to, a modified program for which the main focus continues to be to stand up web services.

REFERENCE SECTION

1) Contest Idea Endorsed: The Policy Board and Coordinating Committee have agreed at their September and October meetings, respectfully, to pursue hosting a contest to stimulate publishing of and use of web features services. The Board and Committee both recognized that this concept, while strong, needed to be refined to be accomplishable. In addition, it was recognized that the idea should be larger than the MetroGIS community and it tasked the ad hoc group with reaching out to other possible organizations and sponsors. The ad hoc workgroup was tasked with reporting at the December Coordinating Committee meeting on their progress on two items 1) outreach to other organizations, and 2) a refined purpose statement and plan for the contest.

2) Outreach To Other Organizations: Following acceptance of the concept by the Policy Board, Sally Wakefield and Alison Slaats, from 1000 Friends of Minnesota, made presentations to the following organizations about the contest idea to encourage participation and gauge support:

a) TCMUG (Twin Cities Mapserver User Group)

Wakefield and Slaats presented the contest idea at the Fall TC MUG meeting, which is not limited to the Mapserver users, but serves a larger Open Source community. The contest idea was well received by the group and we gained volunteers for the workgroup. The TC MUG group has requested an update on the contest plan at its December 8th meeting.

b) GIS/LIS Consortium Board

Wakefield and Slaats presented the contest idea at the September 18th GIS/LIS Board meeting. The contest idea was well received by the GIS/LIS Board and we gained volunteers for the workgroup. In addition, GIS/LIS Board members had two suggestions for the GIS/LIS conference: 1) A Birds of a Feather (BOF) session (subsequently set up by Kari Geurts, DNR and GIS/LIS Board Member), and 2) A lightning round presentation.

c) GIS/LIS Conference

The contest was promoted at the GIS/LIS October Conference in two ways:

(1) A lightning round presentation.

The lightning round presentation was a short presentation given by Sally Wakefield at the opening of the conference immediately before the Keynote address. The lightning round presentation spurred a lot of interest and the keynote speaker, Peter Batty, even referenced it as a good idea in his speech.

(2) Birds of a Feather (BOF) session

The BOF drew 14 people and a brief discussion resulted in a list of people who wanted to either volunteer for the workgroup or stay informed on the issue.

d) MN DNR

Wakefield and Slaats presented the contest idea to DNR Staff, Robert Maki, Tim Loesch and Steve Lime. The contest idea was well received by the DNR and was seen to align with some of DNR's strategic goals. DNR staff offered to help with refining the contest idea.

e) MnGeo

Wakefield and Slaats presented the contest idea to MnGeo Staff, David Arbeit, John Hoshal, Chris Cialek and Nancy Rader in October 2009. MnGeo staff had good questions about the practicality of the contest and scope that underlined the need for an improved contest plan, as the Policy Board had requested. MnGeo agreed to support the contest idea by providing meeting space and logistical help with meetings.

The outreach completed by Wakefield and Slaats resulted in expanding the list of interested organizations and participants needed to work on a refined contest plan. In late November 2009, a subset of this group met to draft a more detailed contest plan. The participants were Sally Wakefield, Alison Slaats, 1000 Friends of Minnesota, Mark Kotz, Metropolitan Council, Tim Loesch, DNR and MetroGIS staff, Randall Johnson. They agreed on a high level contest plan and an agenda to discuss it with a larger group.

3) December 1 Forum - Refined Contest Plan

A larger group of those interested in the contest idea met on December 1st. Those present at the meeting were: Bob Basques, City of St. Paul; Brad Neuhauser, MN Secretary of State; David Arbeit, MnGeo; Jesse Adams, JSA GIS Services (via phone); Jim Klassen, City of St. Paul; Jim Maxwell, NCompass; Kari Geurts, DNR; Leanne Knott, City of Red Wing; Mark Kotz, Metropolitan Council; Nancy Rader, MnGeo;

Rick Gelbmann, Metropolitan Council; Robert Maki, DNR; Alison Slaats, 1000 Friends of Minnesota; Sally Wakefield, 1000 Friends of Minnesota; Tim Loesch, DNR.

A consensus was reached that a contest should be pursued. The group agreed that the contest is enabled by the Service Catalog, which for many participating organizations would be where the corporate value is. It was noted that the Service Catalog is a necessary step towards hosting the contest, but is the focus of another workgroup. During the contest planning meeting the following outcomes, scope, timeline, roles and funding were presented in draft format and while they need expanding, the group agreed to them in principal and there was consensus that a contest should take place.

a) Purpose and Outcomes

1. Promote the availability and use of spatial web services
2. Engage emerging and new developers and the user community
3. New applications available to government and citizens
4. Promotes innovation and new uses of existing data
5. Promotes and exemplifies transparency and open government

b) Scope

- Original intent: focus on spatial web services
- Non-spatial services welcome, not main focus.
- Minnesota
 - Not just metro
 - Not multi-state

c) Timeline

2010:

- Set the ground work for the contest
- Establish & fill roles to guide/manage project
- Establish rules and processes
- Engage data producers
- GIS/LIS conference – advertise & educate
- MN geospatial broker/commons available?

2011:

- Contest launch
- Awards at 2011 GIS/LIS Conference

d) Roles

There would be several project roles: Project Manager(s), Steering/Advisory Team, Contest Administrator, High Level Champions/Advocates, Data Producers, Bush Beaters, Contest Participants.

Project Managers:

- Administrative Manager
 - MetroGIS staff (Randy)
 - As much as ¼ FTE is possible
 - Schedule meetings and coordinate resources
 - Manage budgets and contracts
- Technical Project Manager & Leader
 - Lead the project
 - Develop project scope and work plan
 - Chair Steering/Advisory Team

Additional Critical Roles:

- Steering/Advisory Team
 - Provide oversight & guidance to project managers
 - Assist with ad-hoc project needs
 - Promote and educate
- Contest Administrator
 - A hired consultant/vendor
 - Organizing & conducting actual contest
 - Make final rules, accept submissions, oversee judging
- High Level Champions/Advocates
 - Multiple – state, regional, county, city, etc.

- Advocate for contest at high level
 - Encourage involvement of peer organizations
 - Advocate for funding
 - Bush Beaters
 - Contact, encourage & assist potential data providers
 - Help document data and put in service format
 - Data Producers
 - Stand up services
 - Participants
 - Application developers
 - Create and submit applications
 - Gain fame, glory and money
 - Give Minnesota awesome apps
- e) **Funding**
- MetroGIS has offered some \$ and staff time
 - \$15k earmarked in preliminary 2010 budget
 - MetroGIS Coordinator up to ¼ time?
 - Prize sponsors
 - E.g. \$1000 prize + \$1000 admin support
 - CURA, 1000 Friends, Others
 - More funding will be needed
- f) **Next Steps – Hosting Contest**
- The next steps in the process are to:
- a) Finalize list of participants and roles
 - b) Set up meetings to work on a charter and more detailed work plan
 - c) Secure individuals to support each of the above stated Project Manager roles.

4) DECEMBER 17, 2009 COMMITTEE MEETING SUMMARY EXCERPT: ITEM 5F-GIS WEB

APPLICATIONS CONTEST

Member Loesch summarized the information presented in the agenda report and the supplemental recommendation distributed to the Committee prior to the meeting ... He also thanked Alison Slaats and Chairperson Wakefield for their considerable work over the past several months to foster support for the proposed contest.

Member Vander Schaaf cautioned that allowing non-geospatial data to be utilized could result in outcome that is inconsistent with the objectives of the contest. This comment lead to an acknowledgment that winning applications must have something to do with geography.... Contestants will need to find non-spatial data on their own.

Kotz added that the current thinking is that the awards would recognize applications, which leverage services available via the portal, again to encourage organizations to publish their data as web services via this portal.

Members Bitner, Loesch, and Givens volunteered to join Chairperson Wakefield to continue to refine the contest charter and seek out a technical project manager. Member Read asked if it possible to pay for the services of a technical project manager. All agreed that a paid position should be investigated as part of the Workgroup's recommendation to Committee at the March 2010 meeting. Chairperson Wakefield commented that a potential conflict of interest needs to be taken into account for individuals who may want to submit a proposal who also possess the skills to serve as the Technical Project Manager.

Motion: Member Bitner moved and Member Bryant seconded to:

- (1) Retask the Web Application Contest Workgroup, created in September 2009, to carry out the following activities and report its findings and recommendations for consideration at the March 2010 Committee meeting:

- a) Refine the high-level project outcomes defined at the December 1 meeting and create a draft project charter. Also, more clearly define the project leader/manager (2-3, two-hour meeting January and early February)
 - b) Solicit and secure a commitment from a willing and qualified individual to serve as project leader/manager (February to March)
- (2) Set a deadline of the March 2010 Committee meeting to secure a project leader/manager to proceed with the proposal, as defined in the Agenda Report.

Motion carried, ayes all.

The Committee also asked staff to survey all Coordinating Committee and Technical Advisory Team members as to their interest in serving as the technical project manager or to identify others who should be contacted (*See Item 5, below*).

Member Loesch commented that although he and his colleagues at DNR do not have the resources to volunteer to serve in a capacity of Technical Project Manager, he is willing to participate on the Contest Workgroup between now and the March Committee meeting to accomplish the tasks outlined in the recommendation.

5) SURVEY OF COMMITTEE AND TECHNICAL ADVISORY TEAM MEMBERS

As directed by the Committee at its December 17, 2009 meeting, staff surveyed the members of the Committee and Technical Advisory Team to identify individuals willing to join the contest workgroup. A copy of the survey is presented in Attachment A. It was sent by email on January 5. No responses were received.

ATTACHMENT A

Survey for Interest in Joining Geo-Application Contest Workgroup (Sent January 4, 2010)

Coordinating Committee and Technical Advisory Team (TAT) members:

At its December meeting, the Coordinating Committee asked me to survey Committee and TAT members for volunteers to develop a recommendation for consideration at the March Committee meeting concerning hosting a GIS Web Application Contest. The key components of this recommendation would be:

- 1) Refined charter and role of the project leader/manager for the contest (estimated time involvement: 2-3, two-hour meetings, beginning mid-January)
- 2) Identification of a willing and qualified individual to serve as project leader/manager.

___ **I would like to volunteer to serve on this Workgroup** to prepare a recommendation for the March 2010 Coordinating Committee meeting. (Please do so by responding to this email with your name and contact information.)

___ **I would like to volunteer to serve as the project leader/manager** (Please do so by responding to this email with your name and contact information.)

Please pass this notice along to others whom you believe would be interested in serving on this workgroup or serving in the capacity of project leader/manager.

As noted above, the goal is for the Workgroup to begin meeting the week of January 18, so please **respond by Monday, Jan 11**. The workgroup members will define the meeting schedule.

Respectfully,
Randy

Randall L. Johnson, AICP
MetroGIS Staff Coordinator
Phone: 651-602-1638
website-general: www.metrogis.org
website-data: www.datafinder.org

ATTACHMENT B



Published - March 1, 2010

Solicitation Statement of Interest *Technical Project Leader – Geo Applications Contest*

Introduction: Several organizations that serve the Twin Cities and greater Minnesota and which understand the power of using geospatial technology in conjunction with the Internet propose to host a Geo Applications Contest modeled after the [Apps for Democracy](http://www.appsfordemocracy.org/) contest hosted by Washington D. C. (<http://www.appsfordemocracy.org/>) The key outcomes sought by hosting of this contest are as follows:

- Significantly increase the number of organizations that are publishing geospatial web services (includes published documentation for each new service)
- Engage the growing community of internet-related application developers that are outside the typical Minnesota GIS community.
- Spur the creation of new and innovative applications that are based on our services and are of value to our customers and stakeholders.
- Demonstrate public value that can be created through data sharing and use of web services technology.

To effectively accomplish these outcomes and move this idea from concept to reality, a qualified Technical Project Leader is needed. The purpose of this Statement of Interest solicitation is to determine if there are any individuals, with the desired expertise, who are willing to serve in this capacity as a paid contractor. The project particulars are explained in detail in Exhibit 1 and the desired roles and qualifications of the Technical Project Leader are outlined in Exhibit 2.

Statements of Interest Requested: Interested Individuals, possessing the requisite skills defined herein are encouraged to reply to this request for Statements of Interest. The successful proposer would be retained as a professional services consultant and would work under the general direction of the Geo Applications Project Team. The form of the professional services contract will be determined once the organizational affiliation of the desired contractor is identified. The funding authority for this contract is anticipated to be the Metropolitan Council via MetroGIS and at least one other public interest. The goal is to have the individual hired by April 30, 2010.

Proposals will be judged based upon:

- 1) Proposer Statement of Interest in serving as the Technical Project Leader for the proposed Geo Applications Contest
- 2) Proposer qualifications
- 3) Cost

Questions about this solicitation for Statements of Interest must be submitted by close of business Monday, **March 8**, 2010 to be eligible for response. Answers to any and all questions submitted will then be shared on Wednesday, **March 10**, 2010 with all interests who request, and all who have responded to this solicitation of interest. For proposals to qualify for consideration, they must be received by email by the noon, Thursday, **March 18**, 2010. Please submit questions and final proposals (need not exceed 2-3 pages) to Randall Johnson, MetroGIS Staff Coordinator, randy.johnson@metc.state.mn.us – **subject line: Technical Project Manager -Geo Applications Contest.**

EXHIBIT 1

PROJECT CHARTER / BUSINESS CASE

<u>I. Audiences</u>			
Prospective:			
<ul style="list-style-type: none"> • Technical Project Manager • Project Partners • Contest Award Sponsors • Volunteers for Variety of Task-Based Support Roles 			
<u>II. Project Identification</u>			
<u>1. PROJECT NAME:</u>	<u>Geo Applications Contest</u>		
<u>2. COMMITTED FUNDING/ SUPPORT PARTNERS:</u>	<u>MetroGIS, Metropolitan Council</u>		
<u>3. INITIATION DATE:</u>	<u>December 17, 2009 (Coordinating Committee Direction)</u>		
<u>4. Project Managers:</u>	Name	Phone #	E-mail Address
<u>TECHNICAL</u>	TBD		
<u>ADMINISTRATIVE</u>	Randall Johnson	651-602-1638	randy.johnson@metc.state.mn.us
<u>5. BUSINESS NEED OR OPPORTUNITY</u>			
<p>Use of geospatial web services has potential to drastically improve organizational efficiencies for both producers and users of geospatial data. A contest is proposed as a catalyst to promote creation, publishing and use of geospatial web services. Prizes would be offered for specified types of web application development as well as a general category covering all applications. Principal outcomes sought include:</p> <ul style="list-style-type: none"> • Significantly increase the number of organizations that are publishing geospatial web services (includes metadata developed for each new service) • Engage the growing community of internet-related application developers that are outside the typical Minnesota GIS community. • Spur the creation of new and innovative applications that are based on our services and are of value to our customers and stakeholders. • Demonstrate public value that can be created through data sharing and use of web services technology. 			
<u>III. Project Definition</u>			
<u>1A. BUSINESS OBJECTIVES</u>			
<ul style="list-style-type: none"> • Promote the creation, publishing and use of geospatial web services, for consumption by public agencies and others • Promote a centralized location for publishing information about geospatial services • Engage emerging and new application developers and the user community • Create public value with new applications available to government and citizens • Promote innovation and new uses of existing geospatial data • Promote and exemplify transparency and open government • Identify cross-sector partnering opportunities to address shared information needs (MetroGIS outcome) • Demonstrate that public value can be created when publicly-produced geospatial data are utilized in web applications developed by non-government interests (MetroGIS outcome) 			
<u>1b. Agency: Intentions, Values, or Services Impacted by this Project</u>			
<ul style="list-style-type: none"> • Low risk way to evaluate new technology/applications using existing data • Identify new users of data and new ways to use existing data • Provide better support to internal and external users by using applications developed via the contest <p>Defining shared application needs and catalyzing collaborative solutions to those needs, is MetroGIS's top priority for 2010. \$18,500 and a portion of the Staff Coordinator's time have been allocated to addressing this need.</p>			
<u>2. PROJECT VALUES</u>			

- Minnesota government agencies and other organizations have a significant opportunity to increase efficiency by sharing businesses data and processes through web services.
- Focus - geospatial web services
- Non-spatial services welcome, but not main focus.
- Geographic extent - Minnesota
- Increased public awareness of the govt./agency resources (especially datasets) - leading to more efficiencies and more members of the community taking advantage of those efforts

3. PROJECT SUPPORT/PARTICIPATION ROLES

a) Project Managers:

- Administrative Manager
 - MetroGIS Staff Coordinator – Estimate 1/8th to 1/4 FTE over 6+ months (125-260 hours)
 - Schedule meetings and coordinate resources
 - Manage budgets and contracts
- Technical Project Manager & Manager - Estimate 1/8th to 1/4 FTE over 6+ months (125-260 hours)
 - Lead the project
 - Develop project scope and work plan
 - Chair Steering/Advisory Team

b) Task-Based Support Roles

- Steering/Advisory Team (*Technical Project Manager to Chair*)
 - Provide oversight & guidance to project managers
 - Assist with ad-hoc project needs
 - Promote and educate
- Contest Administrator
 - A hired consultant/vendor
 - Organizing & conducting actual contest
 - Make final rules, accept submissions, oversee judging
- High Level Champions/Advocates
 - Multiple – state, regional, county, city, etc.
 - Advocate for contest at high level
 - Encourage involvement of peer organizations
 - Advocate for funding
- Bush Beaters
 - Contact, encourage & assist potential data providers
 - Help document data and put in service format
- Data Producers
 - Stand up services

c) Participants – Develop awesome new apps

4. FOCUS

BREADTH

Any business process that relies upon use of geospatial data can theoretically make use of geospatial web services. The breadth of applicability of the proposed contest is limited only by the application developers' imagination of how to utilize web mapping services and the extent to which the producer-organizations elect to convert their data to services and make them available to others.

DEPTH

The application must utilize at least one GIS map service containing spatial data that falls within the state of Minnesota.

OTHER

Sponsors of specific awards may have input on the type of application that can win that award.

5. CONTEXT

DEFINITIONS

Definitions are provided here in the MetroGIS Glossary for 2010.



ASSUMPTIONS

- If more organizations were to publish their data via web services, significant improvements in organizational efficiencies would result. (Less duplication of effort and more leveraging of finite resources)
- Once web services are made available, the owners will recognize the value to themselves and others and continue to maintain them.
- The contest will be announced at the 2010 Mn GIS/LIS fall conference to engage producers to publish their data via web services in preparation for the contest and encourage application developers to begin to think about participating.
- Greatly expanded availability of data via web services, sufficient to provide the incentive to web application developers to participate in the proposed contest, will be available by early 2011 when the contest begins.
- Hosting a contest presents a low-cost, low risk way to catalyze innovation across all sectors regarding creation of web applications; some of which are expected to create public value important to the producers of the web services at no cost to them. This model was demonstrated to be effective in 2008 by Washington D.C with its Apps for America Contest.¹
- The benefits of the proposed contest are compelling enough to attract:
 - A number of volunteers who are willing to serve in a variety of leadership roles
 - Several organizations that are willing to contribute funding for a qualified contest administrator and other staff roles that may not be able to be effectively supported by volunteers.
 - Several organizations that are willing to sponsor awards
 - Numerous application developers who are willing to participate.

¹ In 2008, in Washington DC, the Office of the Chief Technology Officer had the goal of making DC.gov's Data Catalog useful for the citizens, visitors, businesses and government agencies of Washington, DC. The solution created was "[Apps for Democracy](#)" – a contest that cost Washington, DC \$50,000 and returned 47 iPhone, Facebook and web applications with an estimated value in excess of \$2,600,000 to the city. The first program was so successful it was followed by Apps for America 2 that was hosted last summer (<http://sunlightlabs.com/contests/appsforamerica2/>).

CONSTRAINTS / FREEDOMS

- A thorough project proposal must be developed by volunteers and volunteers must also solicit interest among candidates for serving in the critical role of Technical Project Manager. This process takes time, at the expense of losing valuable project momentum.
- The role of Technical Project Manager may be found to be too time-consuming to expect a volunteer to accept it. If this is the case, additional fund raising will be needed to retain a qualified individual. A thorough project proposal must be developed by volunteers and volunteers must also solicit interest among candidates to serve in this capacity. The workgroup strongly believes that a pure volunteer for managing the project is unrealistic.
- A firm/person qualified to administer the contest may not be able to be retained for the available funding.
- A Technical Project Manager needs to be secured before a detailed support plan and related budget can be finalized to give the Project Manager an opportunity to oversee and take ownership of these efforts. Potential sponsoring organizations will likely want to review the project budget before they authorize funding.
- Best practices for contest rules have been developed and tested by others which can be leveraged.
- It was widely agreed that this project will require sponsorship dollars in order to succeed. How much influence those sponsors have on defining the desired judging criteria was discussed and some degree of control on that needs to take place.

RISKS / OPPORTUNITIES

- If a Technical Project Manager is not secured by May 2010, it will be difficult to influence 2011 budgets of potential sponsoring organizations.
- The window of opportunity for this novel web application contest idea may be not be as viable later this year as it was last year when the idea was conceived.

6. BUDGET

• <u>Technical Project Manager</u>	\$24,000
• <u>Contest Administrator</u> – (use Wash D.C. Apps for Democracy as a guide?)	\$30,000
• <u>Assistance with development of Metadata for Mapping Services</u>	\$10,000
• <u>Misc Support</u> (travel, supplies, advertisement, etc)	\$1,000
• <u>Awards/Prizes</u> (assume provided by sponsors? E.g., \$1,000 per award?)	\$ 0? (<i>Partners</i>)
	<u>\$65,000</u>

7. PARTNERS (COMMITTED TO DATE)

- MetroGIS / Metropolitan Council (2010 budget)
 - a) \$15,000 for contest administration expenses,
 - b) Approximately a quarter time FTE for project/contest administration
 - c) 3,500 for metadata development to incentivize existing public interests to document and publish their existing geospatial data via web mapping services.

IV. Proposed Solution and Desirability

I. GENERAL DESCRIPTION OF PROPOSED SOLUTION

December 2009-March 2010:

- Create workgroup to lead effort until Technical Project Manager can be secured
- Clarify objectives, refine project plan (project charter)
- Clarify responsibilities of the Technical Project Manager and Administrative Project Manager
- Identify and secure agency(ies)/organization(s) partner commitments needed to host the contest
- Identify candidates/procurement method to fill Technical Project Manager role
- Create plan to expand number of map services available

March-April 2010:

- Secure Technical Project Manager
- Launch procurement process to secure contest administrator
- Obtain commitments for all other support roles

April– December 2010:

- Set the ground work for the contest (pre-contest preparations)
- Engage data producers and expand number of web services available
- Establish contest rules and processes
- Identify possible award sponsors and secure commitments (set categories during rules creation)
- GIS/LIS conference (October 13-15) – advertise & educate, announce that the contest will begin in early 2011 and encourage data producers to participate by publishing their data as services and encourage application developers to be thinking about applications they could submit. .
- MN geospatial broker/commons (check availability of broker)

2011:

- Contest runs approximately March through June
- Judging of entries in July and August
- Awards at 2011 GIS/LIS Conference in October

2. BENEFITS

IMPROVED SERVICE

- Catalyzing of cross-sector sharing of data is expected to result in better data to support decision making and improved service delivery.
- Increased sharing of geospatial data, in the form of web mapping services, has been shown in other areas to catalyze development of applications that create public value and which are useful to the producer (e.g., BART, Washington D.C.), at no expense to the producers.

REDUCED COST

- Changing an organization's business model to increasingly rely upon use of web mapping services as a means to make data available to others has the potential to greatly reduce costs in comparison with supporting data access requests manually.
- Use of web mapping services by the data user can greatly improve productivity over manually accessing data produced by others. The most recent version of the data is automatically received; saving time and effort because no need to manually update and store locally.

3. FEASIBILITY

Explanation: Three critical elements must be in place for a successful project, most likely by early spring 2010, to enable launching of the contest at the fall 2010 Mn GIS/LIS conference:

- Technical project manager
- Partner commitments (funding and/or support commitments)
- Contest sponsors (awards)

These commitments must be secured by volunteers who have limited time to dedicate to this project.

4. SUSTAINABILITY

Explanation:

- **For the contest itself**, sustainability is not an issue as this contest is intended to be a onetime event.
- **For the Geo Applications** developed for this contest, the Technical Project Manager will oversee the development of contest criteria. Sustainability is anticipated to be one of several topics that will be discussed as candidates for judging criteria, along with usefulness and creativity.
- **Partnerships** will be identified to host web applications that provide public value and address shared information needs that cross sectors and agencies. These partnerships will be sustained as the applications are able to meet business needs.

5. ALTERNATE SOLUTIONS CONSIDERED, WITH ASSESSMENT

MetroGIS hosted two forums (January 2008 and November 2008) designed to define shared mapping services/web application needs for action by the MetroGIS community. The January forum produced a consensus on the roles that the MetroGIS should play regarding the definition of define priority shared

application needs and seeking collaborative solutions to them. At the December 2008 forum, several shared web service needs were defined and a solution to each has been implemented (e.g., geocoding service) or has been authorized (e.g., proximity finder and best image service). However, these forums and the resulting web services have not accomplished the objective of wide spread publication of web mapping services nor resulted in development of web applications that take advantage of them.

The proposed contest is viewed as a low-risk, low cost means to **accomplish the above-defined objectives** and **demonstrate tangible benefits** possible through expanded use of web services in a manner that **policy makers can compare and contrast to their existing business practices**.

EXHIBIT 2

RESPONSIBILITIES AND QUALIFICATIONS – TECHNICAL PROJECT LEADER – GEO APPLICATIONS CONTEST

Responsibilities of Technical Project Leader:

Project Leader will:

- Lead monthly meeting with advisory group
- Lead monthly meeting with other groups, as needed
- Lead development of fundraising strategy
- Define target participants/groups
- Lead development of bush-beating strategy
- Define conceptual judging strategies and preliminary criteria
- Facilitate a project definition meeting with stakeholders
- Develop a draft project plan to be approved by advisory group

The plan should include: fundraising strategy, understandable project charter with all benefits clearly defined, RFP for contest administrator, defined requirements framework for the contest, defined prizes and prize categories, outline for general judging criteria (what is important to us), contest timeline, defined criteria for providing code for applications submitted.

Qualifications of Technical Project Leader

Has strong conceptual understanding of geospatial data, geospatial services and applications.

Has understanding of the collaborative environment that has been cultivated in the Twin Cities metropolitan area and across greater Minnesota to widely leverage geospatial related investments that have been made by the various stakeholders.

Has demonstrated experience serving in the capacity of a project manager, in particular, for projects that entail multiple participant organizations.

Has statement from employer that they support the candidate serving in this capacity.

ATTACHMENT C

Roles & Volunteers for Web Apps Contest

Role	Description	Volunteers
Administrative Manager	<ul style="list-style-type: none"> • As much as ¼ FTE possible • Schedule meetings and coordinate resources • Manage budgets and contracts 	<ul style="list-style-type: none"> • MetroGIS staff (Randy Johnson)
Technical Project Manager & Leader [may need new name]	<ul style="list-style-type: none"> • Lead the project • Develop project scope and work plan • Chair Steering/Advisory Team 	N/A – a hired consultant
Steering/Advisory Team	<ul style="list-style-type: none"> • Provide oversight & guidance to project managers • Assist with ad-hoc project needs • Promote and educate 	<ul style="list-style-type: none"> • Gelbmann (or other Met Council Staff) • Klassen (City of St. Paul) • Loesch (or other DNR staff) • Basques (City of St. Paul) • Wakefield (or other 1000 FOM Staff) • Knott (City of Red Wing) • Maxwell (NCompass) • Givens (MnDOT)
Contest Administrator	<ul style="list-style-type: none"> • A hired consultant/vendor • Organizing & conducting actual contest • Make final rules, accept submissions, oversee judging 	N/A – a hired consultant
High Level Champions/Advocates	<ul style="list-style-type: none"> • Multiple – state, regional, county, city, etc. • Advocate for contest at high level • Encourage involvement of peer organizations • Advocate for funding 	<ul style="list-style-type: none"> • Arbeit (MnGeo) • Maki (DNR) • Wakefield (1000 FOM) • Knott (City of Red Wing)
Bush Beaters	<ul style="list-style-type: none"> • Contact, encourage & assist potential data providers • Help document data and put in service format 	<ul style="list-style-type: none"> • Basques (City of St. Paul) • Rader (MnGeo) • Wakefield (1000 FOM) • Maxwell (NCompass) • Adams (JSA GIS Services)

Role	Description	Volunteers
Data Producers	<ul style="list-style-type: none"> • Stand up services • Document services 	<ul style="list-style-type: none"> • Gelbmann (or other Met Council Staff) • Klassen (City of St. Paul) • Loesch & Maki (or other DNR staff) • Basques (City of St. Paul) • Rader (MnGeo) • Neuhauser (SOS)
Participants	<ul style="list-style-type: none"> • Application developers • Create and submit applications • Gain fame, glory and money • Give Minnesota awesome apps 	<ul style="list-style-type: none"> • Adams (JSA GIS Services)



TO: Coordinating Committee

FROM: Joella Givens, Committee Member (MnDOT)
Michael Fiebiger, Committee Member (Ramsey County)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Glossary of Geospatial and GIS Terms

DATE: August 7, 2009
(For the Sept 10th Mtg.) (*Postponed to December and March Meetings*)

REQUEST

Policy Board Chairperson Schneider has requested a glossary of GIS-related terms to share with Board members to help them better understand proposals that the Board is asked to consider.

PREVIOUS COMMITTEE CONSIDERATION

Due to lack of time at the December meeting, Chairperson Wakefield asked for volunteers to refine the draft listing of terms presented in the Agenda report, dated August 7, 2009. Members Fiebiger and Givens agreed to both add to and recommend among multiple options for several terms in a draft listing provided by staff.

The members concurred that the document should be viewed as a living document to be updated as the need arises.

RECOMMENDATION

That the Committee:

- 1) Offer any suggested, deletions, additions, and modifications to the listing of terms and their respective definitions presented in Attachment A
- 2) Forward the glossary to the Policy Board for acceptance and direction as to where the members would like it posted for their ongoing reference.

ATTACHMENT A

GLOSSARY OF GEOSPATIAL AND GIS TERMINOLOGY

Annotation: Descriptive text used to label geographic features on a map. This text is used for display rather than analysis.

Application: A program (software) or web mapping service designed to perform a specific task. Examples include word processing software, database programs, and mapping tools.

GIS applications can be used to solve problems, automate tasks, and generate information within a specific field of interest. They can also be used to search, analyze, and map data to answer particular questions.

Arc: An ordered string of vertices (x, y coordinate pairs) that begin at one location and end at another. Connecting the arc's vertices creates a line. The vertices at each endpoint of an arc called nodes.

ArcGIS: A collection of software products developed by ESRI. This includes ArcView, ArcEditor, and ArcInfo levels of functionality as well as the main applications of ArcMap, ArcCatalog, and ArcToolbox.

Attribute: Descriptive information about a geographic feature or location that is usually stored in a table. Examples include ownership of a parcel of land, the population of a neighborhood, or the speed limit or name of a road.

Basemap: A map containing geographic features used for locational reference. Roads are commonly found on basemaps.

Best Practice or Best Management Practice: A recognized technique, method, or process related to developing, documenting, managing, sharing, distributing, or utilizing geographic data or applications which promotes consistency and compatibility of the data. It is a reflection of what the GIS community has found to work most efficiently and effectively. Best practices or guidelines may evolve into standards when officially adopted and mandated.

Broker: A searchable catalog or directory of datasets and services that provide information about resource availability and accessibility. This is similar to conducting a Google search, then following a link to the information of interest.

The broker function facilitates enforcement of requisite standards and protocols, as well as possibly providing authentication (security) services. Examples include the Federal Geographic Data Committee (FGDC) Clearinghouse and Geospatial One-Stop (Geodata.gov) sites. The Clearinghouse provides a single point of contact regarding available resources while at the same time tracking data accessibility. Geodata.gov provides access to maps, data and other geospatial services.

Buffer: A zone of a specified distance around coverage features, useful for proximity analysis.

Business Information Need: Data needed to accomplish a business task. For example, needing to know the owner of a parcel of property in order to contact them, needing to know which community a particular property is located, or finding the drainage outlet for a particular wetland.

Cadastre: An official record of dimensions, land value, and ownership used to calculate taxes.

Cadastral Survey: A boundary survey taken for the purposes of ownership and taxation.

Cartography: The art and science of making maps.

Catalog: A collection of data or metadata that is searchable and often organized by category, to assist the discovery and retrieval of datasets or services.

Catalog Entry: An item in the list of contents of a catalog that is searchable by keyword or category for example.

Clearinghouse: A central institution or agency for the collection, maintenance, and distribution of information, metadata, and data. A clearinghouse provides widespread access to information and is generally thought of as reaching or existing outside organizational boundaries.

Clip: The spatial extraction of those features from one map layer that reside entirely within a boundary defined by features in another map layer, much like a cookie cutter.

Coordinate: A set of numbers (x, y values) that designate location in a given reference system (coordinate system). Coordinates represent locations on the Earth's surface relative to other locations.

Consensus: General agreement or accord about a particular decision. This is the preferred means of decision-making by MetroGIS.

DataFinder: A one-stop-shop for finding geospatial data pertaining to the seven county Twin Cities metropolitan area. Its primary function is to facilitate sharing of GIS data among organizations and provides metadata describing GIS datasets, which can be directly downloaded or used via web services.

DataFinder Café: An interactive tool for viewing and downloading GIS datasets. It allows users to download datasets by user defined geographic extents or selections. The Café also allows users to browse GIS datasets, print maps, and save mapping sessions for later use or for sharing with others.

Data Standard: An approved model of what data should be recorded, how data should be recorded, and how data should be supported by a system in order to retain its full meaning.

A standard should be a well defined set of properties or specifications for measuring acceptability, quality, and accuracy for a specific type of data which is accepted as correct by custom, consent, or authority that facilitates the creation, use, or dissemination of such data.

Dataset: A collection of related data, which is grouped or stored together.

Datum: The reference location from which measurements of the Earth are made. A datum defines the size and shape of the Earth and the origin and orientation of the coordinate systems used to map the Earth. Knowing the datum is important because referencing the wrong datum can result in significant error.

Endorsed Regional Solution: Specifications for geospatial data that benefit the user community which have been approved by a regional entity such as MetroGIS. The endorsement of a regional dataset involves guidelines for access, content, and distribution in order to provide a consistent dataset across the region's jurisdictions.

Field: In a database, another term for column.

Geocoding: A GIS process for converting street addresses, intersections or named locations into spatial data that can be displayed or mapped. For example, the geographic location for an address may be found by comparing it to reference data, such as address points, street centerlines or zip code boundaries. Reverse geocoding is the opposite, for example finding attribute information from a point on a map.

Geocoding Service (Address Locator): A service that allows the user to geocode non-spatial data using a web or desktop application.

Geographic Data (Geospatial Data): Data having two components: spatial and attribute. The spatial component is the location of the feature data in map coordinates. The attribute component is the data that describes the feature.

Examples of spatial data:

- point: fire hydrant
- line: street
- polygon: parcel boundary
- raster: aerial photography or shaded relief

Examples of attributes data:

- fire hydrant: diameter of pipe
- street: street name
- parcel: property owner name
- shaded relief: elevation

Geographic Information System (GIS): An organized collection of computer hardware, software, geographic data, and personnel designed to collect, store, update, manipulate, analyze and display geographic information. GIS is the merging of database technology and cartography.

Georeferencing: A process for aligning geographic data to a known coordinate system so it can be used with other geographic data. Georeferencing may involve shifting,

rotating, scaling, and rubber sheeting (stretching) the data or image. This method is not as precise as orthorectification.

Geospatial Web (GeoWeb): A relatively new term that reflects a blending of geographic (location-based) information with information from the Internet. This has created an environment where searches can be based on location as well as keywords.

The GeoWeb is currently characterized by geo-browsers such as Google Earth, Google Maps, Bing Maps, and Yahoo Maps.

Global Positioning System (GPS): A system of global navigation satellites used for determining location on the earth. A GPS can be very accurate, making it a useful tool for surveying and GIS as well as navigation.

Hydrography: The measurement and description of water bodies.

Infrastructure: The system of human-made physical structures that provide communication, transportation, utilities and other public services including hospitals, police and fire stations. This information is often included within a core set of GIS data. Also refers to the collection of computers, servers, other related hardware and connecting cables that allow a group of computer users to communicate and share information.

Interoperability: The capability of components or systems to exchange data with other components or systems, or to perform in multiple environments. For example, interoperability is required for a GIS user using software from one vendor to study data compiled with GIS software from a different provider.

Layer: A thematic set of spatial data, layers are organized by subject matter.

Legend: The reference area on a map that lists and explains the colors, symbols, line patterns, shadings and annotations used on the map; the symbol key to interpret the map.

Light Detection and Ranging (LIDAR): An optical remote sensing technique that uses laser pulses to determine elevation with high accuracy.

Line: A set of ordered coordinate pairs that represent a linear feature with no area, or with a shape too narrow to be displayed as a polygon.

Map: A graphic representation of geospatial data. A map displays data.

Map Projection: A mathematical model that transforms the locations of features on the Earth's surface (sphere) to locations on a two-dimensional surface (flat map).

Mashup: A mixture or combination of content, elements, or scripts from multiple sources or websites. For example, one could add schools information from the Department of Education and public transportation routes from MetroGIS to a Google Map.

Metadata: Information that describes the content, quality, condition, origin, and other characteristics of data. Metadata answers questions about how, when and where the data was collected. It can also provide information about origin, source, reliability and accuracy.

MetroGIS: A geospatial collaborative organization serving the Twin Cities metropolitan area. Its primary functions focus on: a) the development and implementation of a collaborative regional solution for sharing information needs (e.g., geospatial data, related applications, standards and best practices), b) widespread sharing of geospatial data via DataFinder.org website, c) the value of GIS technology as a core business tool, and d) sharing knowledge relevant to the advancement of GIS technology. Beneficiaries of these efforts include local and regional governments, as well as, state and federal government, academic institutions, nonprofit organizations and business interests.

Distinguishing Characteristics include:

- Unincorporated organization -*no mandate or legal standing*
- Cannot own data, receive, or spend funds-*rely on stakeholders*
- Elected officials comprise the Policy Board
- Consensus-based decisions on matters fundamental to success
- Voluntary compliance for endorsed policies/procedures
- Forum to foster collaboration on a breadth of shared geospatial program needs - *more than just data.*

Metropolitan Area: The seven county service area of the Metropolitan Council. Governments within Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties are represented on the MetroGIS Policy Board.

Metropolitan Council: A 17-member council that serves as a regional planning organization for the seven-county Twin Cities metropolitan area.

The council runs the regional bus and light rail system, collects and treats wastewater, manages regional water resources, plans regional parks, and administers funds that provide housing opportunities for low and moderate income individuals and families.

Minnesota Geospatial Information Office (MnGeo): Established in May 2009, this is the first state agency in Minnesota with legislatively defined responsibility for coordinating GIS within Minnesota. The organizational structure includes two advisory committees that make recommendations to the Chief Geospatial Information Officer (CGIO). These committees include a statewide geospatial advisory council and a state agency advisory council.

MrSID: MrSID is a compression format applied to raster data, most commonly aerial photos.

National Spatial Data Infrastructure (NSDI): The technologies, policies and people necessary to promote sharing of geospatial data throughout all levels of government, the private and non-profit sectors, and the academic community. The goal is to reduce duplication of effort among agencies, improve quality and reduce costs related to geographic information, to make geographic data more accessible to the public, to increase the benefits of using available data, and to establish key partnerships with

states, counties, cities, tribal nations, academia and the private sector to increase data availability.

Open Geospatial Consortium (OGC): The OGC is a non-profit, international, voluntary consensus standards organization that is leading the development of standards for geospatial and location based services.

Open Source Data Model: A standard that has members of the GIS user communities cooperatively working to correct and improve spatial data and attributes in exchange for less restrictive uses of the data.

Open Source Software: A program in which the source code is available to the user for their use and/or modification from its original design free of charge. Open source code is typically created as a collaborative effort in which programmers improve upon the code and share the changes within the community. The result of this collaboration is the fast and affordable development of high quality technologies and software products.

Orthophotography (Orthoimagery): An aerial photograph geometrically corrected so that the scale is uniform and distortion is corrected to remove camera tilt and/or ground relief. This is similar to georeferencing an aerial photo, but much more accurate.

Peer Review Forums: A facilitated event at which users of a particular regional solution are invited to share ideas on how to improve the solution, including but not limited to data content, access and custodial responsibilities.

Through these events, MetroGIS identifies ways to ensure that solutions maintain their relevance with changing user needs, and leverage resources that were not available when the solution was implemented.

Point: A single x, y coordinate point that represents a geographic feature.

Polygon: A representation of an area defined by lines that make up its boundary. For example, it may represent a building footprint, parcel, city limits, or country's boundary.

Projection: A mathematical model that transforms the locations of features on the Earth's surface (sphere) to locations on a two-dimensional surface (flat map).

Raster: A way of representing geographic features by dividing the world into discrete squares called cells. Aerial photos are a common example of raster data.

Remote Sensing: The process of acquiring information about an object without contacting it physically. Methods include aerial photography, radar, and satellite imaging.

Service Broker: A searchable catalog or directory of services that provides information about resource availability and accessibility.

Services: Reusable, self-contained collections of executable software components. They are software that can work in different operating systems, networks and

application frameworks. They are basic to creating highly integrated and distributed application systems. GIS data is often provided via a web service. Spatial data served out by one organization via a web service can be consumed by GIS users with access to the web and the software to consume the service.

Shapefile: A shapefile is a dataset that is associated with ESRI's GIS software products. Shapefiles contain spatial geometry (points, lines, polygons) in multiple files.

Shared Business Information Need: Information needed to carry out the business of more than one organization.

SOAP: Is an acronym for **SIMPLE OBJECT ACCESS PROTOCOL** which is a XML (defined below) based protocol developed for exchanging information between peers in a decentralized, diverse environment. **SOAP** allows programs on different computers to communicate regardless of operating system or platform; it is used in Web Services.

Spatial Data (Geospatial Data): Information about the locations and shapes of geographic features, which are often stored as coordinates and topology, data that can be mapped.

Spatial Data Infrastructure (SDI): A framework that facilitates access to geographic information using a minimum set of standard practices, protocols, and specifications.

Stakeholder: A person, group or organization with an existing or potential interest in MetroGIS. This includes both users of its services and contributors.

Succession Planning: Strategies to accomplish successful transitions in leadership roles critical to an organization's long term success (e.g., committees, staff support, and advocates within critical stakeholder organizations).

Topology: The spatial relationship between geographic objects. For example, topological information for a city boundary would include the names of adjacent cities.

Vector: A coordinate based data structure commonly used to representing geographic features as an ordered list of vertices.

"View only" Access: Data is displayed as a map, graphic or summary table. A user may print or save the displayed information, but cannot download or edit the data.

Web Coverage Service (WCS): An interface standard of the Open Geospatial Consortium (OGC) that provides geographical coverages (e.g. aerial photography, land cover data, digital elevation models) across the web using platform independent calls. The coverages are provided as objects that can be spatially analyzed by the end user.

Web Services: GIS Web Services are self-contained application components that can be published or accessed over the World Wide Web. Each performs a specific GIS function as part of a larger web site, portal or business application.

Web Feature Service (WFS): A Web Service that allows a user to request, create, update, delete and/or save geospatial data as if it were on the user's own computer or network.

Web Mapping Service (WMS): A Web Service that permits a user to request and obtain a *map image*, which can be viewed on its own or with other geospatial data. The image created by the WMS cannot be edited but it can be combined with other WMS data as well as locally stored data. A WMS is a virtual copy of the geospatial data, meaning that when the user's computer is shut off, the map image is no longer available.

WIKI: A website that allows the creation and editing of any number of interlinked web pages through a web browser. They are often used in an ongoing process of creation and collaboration that promotes meaningful discussion and teamwork across the web.

XML (eXtensible Markup Language): A standardized general purpose language for designing text formats that allows the interchange of data between computer applications. XML is designed for creating web documents such as the production of GIS metadata.

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TO: Coordinating Committee

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

SUBJECT: 2011 Major Program Objectives Requiring Partnering

DATE: March 4, 2010
(For the Mar 18th Meeting)

INTRODUCTION

The Committee is asked to comment on a preliminary listing of program objectives which are expected to require resources beyond those available from MetroGIS. The Committee is asked to do so to ensure that opportunities and needs for partnering are communicated and that prospective partners can plan and or budget accordingly.

As in the past, at the September meeting, the Committee will be asked to agree on a comprehensive work program for 2011. The Committee's comments will be forwarded to the Policy Board for its comment on April 21.

MAJOR ASSUMPTIONS FOR 2011 WORK PROGRAM

1. MetroGIS's 2011 "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. Individuals with stakeholder organizations and appropriate skills, will volunteer to serve in project support roles for agreed-upon high priority initiatives (e.g. broker/commons, geo applications contest, address points dataset) or shared funding for such roles will be accomplished (e.g. geo applications contest).
4. 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.
5. Representatives from key stakeholder organization will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

2010 WORK PLAN – FOUNDATION FOR 2011

The 2010 work plan is presented in Attachment A. It was adopted by the Policy Board on January 27. Several of the key projects are not expected to be completed in 2010 and therefore would also be priorities in 2011. Among these top priorities are three projects which will require resources beyond those available through MetroGIS to accomplish. Are there any others?

- Address Points Dataset (*Priority Item 4 - 2010*)
- Geo Application Contest (*Priority Item 5c - 2010*)
- Broker/Commons (*Priorities Item 12 and 13 - 2010*)

RECOMMENDATION

That the Coordinating Committee:

- 1) Acknowledge desired 2011 geospatial initiatives for which resources beyond those contributed by MetroGIS/Metropolitan Council will not be sufficient to accomplish them.
- 2) Acknowledge the stakeholders that would benefit most and advocate for allocation of resources to supplement those available from via MetroGIS sufficient to accomplish these priority initiatives.

1. Please describe the function of a geospatial or related technology that your organization recently implemented in ONE OR MORE of the following categories, which you think would be of interest to Policy Board members

	Response Percent	Response Count
Delivery of Services	16.70%	1
Public access to data/information	83.30%	5
<p>-Active Living Ramsey County Recreation Portal. -ArcGIS Server based Public Parcel Viewer (FLEX API technology) -maps.umn.edu, -LOGIS gGov - public facing interactive map offers information on city services, data, general geography, -New Public website. Foreclosure data is now online.</p>		
Communication for the public	16.70%	1
Decision support	0.00%	0
Sharing data/information resources with 'another internal work unit'	16.70%	1
<p>Parcel maintenance has moved from CAD to Geodatabase</p>		
Sharing data/information resources with 'another organization'	16.70%	1
<p>Scott / Dakota / Carver GIS Collaboration</p>		
	answered question	6
	skipped question	4
<p>I like the variety of demonstrations provided to MetroGIS. I am open to all suggestions.</p>		
<p>Crowd-sourcing, Open Street Map (OSM), opportunities to engage the public in developing and improving GIS data used by government or available as public domain. A global volunteer collaborative with OSM supporting response efforts to the Haiti earthquake is a prime example of what is possible. Government needs to find ways to sponsor such activities to lower costs, reduce redundant efforts, and improve publicly available data.</p>		
<p>At the University of Minnesota data is made available through a variety of approaches. A larger survey of other universities in Minnesota would likely also be insightful.</p>		
<p>Using the USNG for emergency response</p>		

	Not Important	Somewhat Important	Important	Very Important	Rating Average	Response Count
14. Jul. 2006:State Geospatial Architecture	0.0% (0)	0.0% (0)	33.3% (2)	66.7% (4)	3.67	6
1. Oct 2010:Red River Valley Flood Response	0.0% (0)	33.3% (1)	0.0% (0)	66.7 % (2)	3.33	3
8. Jan. 2008:GIS's Role In Response to I-35W Bridge Collapse	0.0% (0)	25.0% (1)	25.0% (1)	50.0% (2)	3.25	4
33. Jul. 2001:DataFinder And Functionality Sought Via	0.0% (0)	0.0% (0)	75.0% (3)	25% (1)	3.25	4
43. Jan. 1997:Benefits from GIS in general and uses being	0.0% (0)	25.0% (1)	25.0% (1)	50.0% (2)	3.25	4
12. Jan. 2007:Effective Decisions Through Effective Data	0.0% (0)	0.0% (0)	80.0% (4)	20.0 % (0)	3.20	5
22. Apr. 2004:Metro 911 Board initiative to integrate GIS	0.0% (0)	0.0% (0)	80.0% (4)	20% (1)	3.20	5
30. Mar. 2002:Presentations from each metro county GIS prog.	0.0% (0)	20.0% (1)	40.0% (2)	40.% (2)	3.20	5
2. Jul 2009:LOGIS –Improving Service Delivery through Collaborative GIS Programs	0.0% (0)	0.0% (0)	100.0% (3)	0.0 % (0)	3.00	3
6. Jul. 2008:TC Regional Parcel Data & Comm Revitalization	0.0% (0)	20.0% (1)	60.0% (3)	20.0% (1)	3.00	5
9. Oct. 2007:Metro Mosquito Control District's Web App	0.0% (0)	0.0% (0)	100.0% (3)	0.0% (0)	3.00	3
17. Jul. 2005:RamseyCounty GIS User Group's Internet(IMS)	0.0% (0)	0.0% (0)	100.0% (3)	0.00%	3.00	3
20. Oct. 2004:Improving Operational Effectiveness w/GIS	0.0% (0)	0.0% (0)	100.0% (5)	0.00%	3.00	5
23. Jan 2004:Scott County's Use of GIS technology to improve	0.0% (0)	0.0% (0)	100.0% (2)	0.00%	3.00	2
26. Apr. 2003:Metro Mosquito Control Dist. use GIS	0.0% (0)	0.0% (0)	100.0% (3)	0.00%	3.00	3
27. Jan. 2003:Emergency Management Response app devel.	0.0% (0)	0.0% (0)	100.0% (4)	0.00%	3.00	4
28. Oct. 2002:Metro Airports Commission use of GIS	0.0% (0)	33.3% (1)	33.3% (1)	33.3% (1)	3.00	3
29. Jul. 2002:MetroGIS DataFinder Café Rollout	0.0% (0)	50.0% (1)	0.0% (0)	50.0% (1)	3.00	2
31. Jan. 2002: GIS's Role In Responding To The World Trade	0.0% (0)	33.3% (1)	33.3% (1)	33.3% (1)	3.00	3
36. Oct. 2000: North Metro I-35W Corridor Coalition's	0.0% (0)	0.0% (0)	100.0% (3)	0.00%	3.00	3
37. Jul. 2000:DataFinder and Council's Internet-based	0.0% (0)	0.0% (0)	100.0% (3)	0.00%	3.00	3
38. Apr. 2000:Regional Parcel Dataset (Version 1)	0.0% (0)	0.0% (0)	100.0% (4)	0.00%	3.00	4
7. Apr. 2008:Mapping Minn. Emergency Response Structures:	0.0% (0)	33.3% (2)	50.0% (3)	16.7% (0)	2.83	6
19. Jan. 2005:Regional Mailing Application	0.0% (0)	20.0% (1)	80.0% (4)	0.00%	2.80	5
35. Jan. 2001:Regional Census Geography and Legislative	0.0% (0)	40.0% (2)	40.0% (2)	20.0% (1)	2.80	5
5. Oct. 2008:Regional Data Sets & Analysis School Dist	0.0% (0)	25.0% (1)	75.0% (3)	0.0% (0)	2.75	4

15. Apr. 2006:EvacPlanning for Homeland Defenseâ€”UofM Research	0.0% (0)	25.0% (1)	75.0% (3)	0.0% (0)	2.75	4
16. Oct. 2005:Natural Resources Atlas Made Possible Via DS	0.0% (0)	25.0% (1)	75.0% (3)	0.00%	2.75	4
41. Nov. 1998:Orthoimagery and its Uses	0.0% (0)	25.0% (1)	75.0% (3)	0.00%	2.75	4
4. Jan. 2009:Twin Cities Economic Development Website	0.0% (0)	33.3% (1)	66.7% (2)	0.0% (0)	2.67	3
10. Jul. 2007:Metropolitan Council’s new “Maps” Web site	0.0% (0)	33.3% (1)	66.7% (2)	0.0% (0)	2.67	3
11. Apr. 2007:Efficiencies Realized-Coord.App Devel OpenMNND	0.0% (0)	33.3% (1)	66.7% (2)	0.0% (0)	2.67	3
13. Oct. 2006:M3D Internet Application	0.0% (0)	33.3% (1)	66.7% (2)	0.0% (0)	2.67	3
18. Apr. 2005:How Watershed Districts are Benefiting	0.0% (0)	33.3% (1)	66.7% (2)	0.00%	2.67	3
32. Oct. 2001:TIES â€” Benefits to School Districts MetroGIS	0.0% (0)	33.3% (1)	66.7% (2)	0.00%	2.67	3
34. Apr. 2001:LMICâ€™s Metro viewer software: A Mapping Tool	0.0% (0)	33.3% (1)	66.7% (2)	0.00%	2.67	3
39. Jul. 1999:Presentation to House of Rep on June 9th	0.0% (0)	33.3% (1)	66.7% (2)	0.00%	2.67	3
2. Sep. 1998:DataFinder and Dakota Cntyâ€™s Parcel Query App	0.0% (0)	33.3% (1)	66.7% (2)	0.00%	2.67	3
21. Jul. 2004:City of Rosevilleâ€™s Combined Use of	0.0% (0)	50.0% (1)	50.0% (1)	0.00%	2.50	2
24. Oct. 2003:GASB34 â€” GIS Technologyâ€™s Relevance	0.0% (0)	50.0% (2)	50.0% (2)	0.00%	2.50	4
25. Jul. 2003:Mpls Neighborhood Information System GIS	0.0% (0)	50.0% (2)	50.0% (2)	0.00%	2.50	4
3. Apr. 2009:Safe Road Map Project – U of M Connection	0.0% (0)	66.7% (2)	33.3% (1)	0.0% (0)	2.33	3
40. Apr. 1999:North Metro I-35W Corridor Coalition GIS	0.0% (0)	66.7% (2)	33.3% (1)	0.00%	2.33	3
	Other Suggestions	2				

Based on my conversation with Commissioner Kordiak, he seemed to enjoy the presentations that showed how GIS can be used to save time, money and even lives during major events or catastrophe. He specifically mentioned the 35W bridge collapse, Red River Valley flooding and the RNC. Obviously, he understands that these GIS uses are event driven but in general I think he likes the presentations with more of a WOW factor and less technical stuff.

GIS for Emergency Response/ GIS in SEOC
Crowd Sourcing
NSDI

answered question 8

skipped question 2

Please identify a geospatial or related technologies that you would like to learn more about:

Response Count 6

Again, I am open to any geospatial or related technology presentations. Sharing information and

seeing the technology being applied to inform our decisions is the critical point from my perspective.
Shared Enterprise Gis DB management and Maintenance
Internet mappng applications from google,Microsoft, Yahoo and others. Where are they headed in the next 2-5 years? How should government leverage them and position its GIS activities to not duplicate effort or compete?
Data fusion and newer conflation techniques and approaches
Crowd Sourcing
Election Map

answered
question 6
skipped
question 4

Response
Count 3

Neography
OpenStreetMap
What impact does crowd-sourcing have on MetroGIS?

answerea
question 3
skipped
question 7

Response
Count 1

PDF based map sharing, displayin and editing PDF map layers, MAP2PDF

answered
question 1
skipped
question 9



Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee
FROM: MetroGIS Staff Coordinator
 Contact: Randall Johnson (651-602-1638)
SUBJECT: GIS Technology Demonstration Topic – April 2010 Policy Board Meeting
DATE: March 2, 2010
 (For Mar 18th Meeting)

INTRODUCTION

The Committee is asked to agree on a GIS Technology Demonstration topic for the Policy Board’s April meeting and a person(s) to present it.

SURVEY REQUESTED BY THE POLICY BOARD

At its October 2009 meeting, the Policy Board asked for a survey of Policy Board and Coordinating Committee members to identify candidate topics for these quarterly demonstrations of GIS-related technology. Two surveys were conducted. One by email initiated on November 12 for which 5 responses were received. When the results were shared with the Committee at its December 2009 meeting, staff was asked to repeat it in hopes that more members would participate. The follow-up survey was initiated on February 3. Ten members responded. There is no way to know if the 15 responses are from different members or if some members responded to both surveys.

CANDIDATE DEMONSTRATION TOPICS

Several outstanding new ideas for demonstration topics have been identified. They are listed below alphabetically along with previously identified candidate topics. The results of a ranking exercise distributed on March 4 will be shared with the Committee at its March 18 meeting. It is suggested that top ranked topic be pursued for the April Board meeting and that the remainder of the ideas be shared with the Board at April meeting for comment. (See the Reference Section for more information about some topics.)

<u>CANDIDATE DEMONSTRATION TOPICS</u> <i>(Bold means topics were identified in the November or February survey)</i>	<u>RANKING</u>
▪ Active Living Ramsey County Recreation Portal	
▪ ArcGIS Server based Public Parcel Viewer (FLEX API technology)	
▪ Base map web service developed by the Metropolitan Council	
▪ Collaborative Application Development Among Counties (general)	
▪ Coordinated Data Management via Internet - Council and Counties	
▪ Crowd-sourcing, Open Street Map (OSM), opportunities to engage the public in developing and improving GIS data used by government or available as public domain¹.	
▪ Cyclopath	
▪ Data Practices Law- Relationship to MetroGIS Objectives	
▪ Emergency response maps consistent across jurisdictions, based on U.S. National Grid	
▪ Historical Census Mapping - U of M	
▪ LOGIS gGov - public facing interactive map offers information on city services, data, general geography	
▪ maps.umn.edu	
▪ Multi-county collaboration for public access property information application	
▪ Natural Resources Digital Atlas- Metropolitan Council	
▪ New Public website. Foreclosure data is now online	
▪ Preliminary Development for Active Living Recreational Web Portal	
▪ Regional Base Map Service – North St. Paul Testimonial	
▪ Parcel maintenance has moved from CAD to Geodatabase	
▪ Scott / Dakota / Carver GIS Collaboration	
▪ Using the USNG for emergency response	

¹ A global volunteer collaborative with OSM supporting response efforts to the Haiti earthquake is a prime example of what is possible. Government needs to find ways to sponsor such activities to lower costs, reduce redundant efforts, and improve publicly available data

COMMENTS CONCERNING DEMONSTRATION PREFERENCES

- 1) “Based on my conversation with Commissioner Kordiak, he seemed to enjoy the presentations that showed how GIS can be used to save time, money and even lives during major events or catastrophe. He specifically mentioned the 35W bridge collapse, Red River Valley flooding and the RNC. Obviously, he understands that these GIS uses are event driven but in general I think he likes the presentations with more of a WOW factor and less technical stuff.”
- 2) “I am open to any geospatial or related technology presentations. Sharing information and seeing the technology being applied to inform our decisions is the critical point from my perspective.”

RESEARCH QUESTIONS

- 1) Internet mapping applications from Google, Microsoft, Yahoo and others. Where are they headed in the next 2-5 years? How should government leverage them and position its GIS activities to not duplicate effort or compete?
- 2) “What impact does crowd-sourcing have on MetroGIS?”

TOPICS FOR WHICH MEMBERS WOULD LIKE TO LEARN MORE ABOUT

The following ideas were offered by Committee members (no ranking intended):

1) November 2009 Survey:

- Common Data Model for Recreational Facilities
- More emphasis on authoritative data sources, such as parcel, DEM, imagery, multi-modal transportation. Better organization, utilization and dissemination of “framework data sets”.
- Multi-Modal Transportation routing models, which include motorized and non-motorized forms.
- Open Street Map & other public participation GIS (PPGIS), Web 2.0, crowd sourcing
- Unify Address Collection, i.e. Local, Regional, State, Federal

2) February 2010 Survey:

- GIS for Emergency Response/ GIS in SEOC
- Crowd Sourcing
- NSDI
- Shared Enterprise GIS DB management and maintenance
- Data fusion and newer conflation techniques and approaches
- Crowd Sourcing
- Election Map
- Neography
- OpenStreetMap
- PDF based map sharing, displaying and editing PDF map layers, MAP2PDF

RANKING OF PREVIOUS DEMONSTRATION TOPICS TO REPEAT

Of the ten survey respondents, no more than six ranked any particular option. Given such a low response rate and the presence of a significant number of new options, none of the previous demonstration topics has been included the ranking exercise referenced on the previous page. The actual results are listed in Attachment C.

RECOMMENDATION

That the Coordinating Committee:

- 1) Agree on a GIS Technology Demonstration topic for the April 2010 Policy Board meeting.
- 2) Offer options for how to effectively address the two research questions listed above.
- 3) Recommend that the Technical Advisory Team offer a plan for how the best to provide information about the topics listed above for which more information is desired.

REFERENCE SECTION

1. SURVEY RESPONSES – QUESTION 1

The survey form that was distributed on November 12th is presented in Attachment A. The detailed responses to results to Question 1 “**Please describe the function of a geospatial or related technology that your organization recently implemented..., which you think would be of interest to Policy Board members**” were as follows:

- Carver County has released a new web mapping crime application with some analysis tools for citizens to access incident data maintained by the Sheriff’s Office. (**Public access to data/information**)
- Multi-county collaboration to develop a common public access property information application. (**Public access to data/information**)
- Preliminary Development for Active Living Recreational Web Portal (**Communication for the public**)
- Emergency response maps / map books consistent across jurisdictions, based on the U.S. National Grid (printed maps - a low-tech GIS counter-revolution...) (**Decision support**)
- The base map web service developed by the Metropolitan Council by itself or in conjunction with how the Council is outputting bus stop data for use in Google Maps. MnGeo image server could also be added for a suite of examples of useful, existing shared web services. This type of demo would be good at a meeting where we later talk about web services/broker etc. (**Sharing data/information resources with another organization**)

2. PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Cyclopath: The Cyclopath (http://cyclopath.org/wiki/Main_Page), project for which a grant was received spring 2009 was suggested at the July Policy Board meeting as a potential demonstration topic. (See Attachment A for further information.)
2. Collaborative Application Development Among Counties: Invite a representative of the collaboration among metropolitan area counties to develop and maintain applications for which they share a need.
3. Regional Geocoder Service: At the January 2009 Policy Board meeting members expressed interest in learning about how the Regional Geocoder Service operates. Impromptu examples provided during the meeting did not appear to fully satisfy their curiosity. Do members have any suggestions to help Board members better understand the utility of this important service as well as help them better grasp the concept of web services generally?
4. Data Practices Law- Relationship to MetroGIS Objectives: At its July 2008 meeting, the Policy Board asked that invitation be extended an individual with knowledge about these laws similar to Don Gimberling for a presentation to the Board. Of particular interest was 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). At its October 2008 meeting, the Board asked the Committee to propose a recommended course of action to streamline data access for emergency managers. Laurie Beyer-Kropuenske, a representative of the Mn Office of Information Policy, was the contact for both of the Board’s requests. She has agreed to participate on the workgroup charged with recommending options to streamline data access for emergency managers. She is also willing to assist the Board better understand the data practices laws. She would prefer as much information as possible on aspects of the law that would be important to the Board. **This option remains premature** until the Workgroup is prepared to recommend a course(s) of actions.
5. Council and Counties Coordinated Data Management via Internet - Water quality systems approach to sharing data among the Council and two counties (see Attachment B)
6. 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.
7. 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.

ATTACHMENT A

Cycloplan Project Underway

The Metropolitan Council is partnering with Focus Lens, a group associated with the University of Minnesota, to develop a web based bicycle planning application. This application will allow planners to share spatial and attribute information about bike trails in the 7 county region. The application will use a Geo-wiki which allows registered users (bikeway planners) to enter and edit spatial and attribute information about bike trails much as other wikis allow users to share and edit text and images on the web. Cycloplan builds on an existing Geo-wiki called Cyclopath – <http://cyclopath.org> – (developed by Focus Lens) which is used by bikers create, edit and annotate regional bikeway information, as well as plan and rate their personal bike routes. The combination of Cycloplan and Cyclopath will permit planners to have access to the public user data in order to better inform them of how the system is being used and which enhancements would be most valuable when developing trails.

The Cycloplan project will test the use of another kind of web application (geo-wiki) as a means to share geographic information in the region. The project will also test methods for collaboratively collecting linear data just as the address points pilot project tests collaboratively collecting point data. Future geo-wikis could be used to gather information on other linear features such as functional class roadways.

ATTACHMENT B

(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-county 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.”

ATTACHMENT C

**RESULTS OF
FEBRUARY 2010
GIS DEMONSTRATION TOPIC SURVEY**

(See Next Page)

Proposed Objective (Numbers intended to designate relative importance)	Proposed Priority	Comments	Lead Responsibility
11. Investigate organizational/governance structure changes necessary to effectively address priority shared geospatial needs	Very High	<u>Carry over from 2009.</u> A related initiative to explore partnering opportunities with non-government interests. The idea was explored with several local content experts who possess desired expertise. Although interest was expressed, no substantive progress was made. As this topic is also a high priority of the National Geospatial Advisory Committee, in particular its Governance Subcommittee, the Staff Coordinator elected to integrate MetroGIS's experience and needs into a white paper developed by the Governance Subcommittee and endorsed by the full National Geospatial Advisory Committee (NGAC) on 12/2/09.	Staff Coordinator
12. ** Pursue implementation of a more fully developed geographic data, applications and service broker	High	<u>2009 objective postponed to 2010</u> per Policy Board decision on July 22, 2009	Technical Leadership Workgroup - Mark Kotz, Chair
13. ** Explore methods for Enhancing Trust in reliability of shared services.	High	<u>2009 objective postponed to 2010</u> per Policy Board decision on July 22, 2009.	Technical Leadership Workgroup - Mark Kotz, Chair
14. 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.	High	<u>Carry over from 2009.</u> Development of strategies to attain the deliverables called for in the key elements defined fall 2008. Dependent upon securing the planned Supplemental Professional Services Contractor.	Staff Coordinator in conjunction with supplemental professional services
15. ** Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	High	<u>Carry over from 2009.</u> The presence of Supplemental Professional Services (see item 1) and a Technical Coordinator are needed to free up sufficient time to effectively address this objective	Staff Coordinator in conjunction with advice from Technical Leadership Workgroup
16. **Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24, 2008 workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	High	<u>Carry over from 2009.</u> Dependent upon securing a qualified Supplemental Professional Services Contractor - see Priority No. 1. The original 2009 objective called for completing this plan. The Policy Board directed on July 22 that the survey of stakeholders called for in the next generation Performance Measurement Plan is to be incorporated into this activity.	Staff Coordinator in conjunction with supplemental professional services
STRETCH OBJECTIVES TIME AND RESOURCES PERMITTING			
17. **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 16, above)	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	

<p align="center">Proposed Objective (Numbers intended to designate relative importance)</p>	<p align="center">Proposed Priority</p>	<p align="center">Comments</p>	<p align="center">Lead Responsibility</p>
<p>6. Expand effort related to “fostering awareness of MetroGIS’s accomplishments and the public value created via its efforts”, specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests.</p>	<p align="center">Very High</p>	<p>These efforts should be coordinated with the development and implementation with the surveys proposed for the next-generation Performance Measures Plan expected to be endorsed October 2009.</p> <p>This expanded outreach initiative should also be designed to address the intent of the action “Evaluate stakeholder participation relative to needs to achieve current regional objectives” called for in Item “f”, Section VIII of the Business Plan”</p>	<p>Staff Coordinator in conjunction with supplemental professional services to assist with defining the methods and materials.</p>
<p>7. Develop specific performance measure methods (measures of public value) to implement 2009 Performance Measurement Plan</p>	<p align="center">Very High</p>	<p>Second phase of the Performance Measurement Plan update process accomplished in 2009. The first phase was designated as a Very High priority. The Updated Plan calls for annual assessments of stakeholder satisfaction with MetroGIS’s efforts via surveys.</p> <p>Coordinate performance measurement survey design with development of research method for second generation shared information needs evaluation (Item 8)</p>	<p>Staff Coordinator in conjunction with supplemental professional services</p>
<p>8. **Conduct second-generation identification of shared information needs. Phase I Only– Define research method.</p>	<p align="center">Very High</p>	<p>Identified in the Business Plan as a 2009 objective to be conducted in conjunction with shared application needs assessment but not previously included in an annual work plan (Item “d”. Section I of the Business Plan” (Attachment C of this report).</p> <p>In November 2008, a forum was hosted to identify shared application and service needs. The information gained only partially addresses the larger scope intended by this objective.</p> <p>The emphasis on actions to understand and act on emerging needs proposed in the new Performance Measurement Plan complements this objective, as is the call to continually assess user satisfaction via surveys and peer review forums.</p>	<p>Staff Coordinator with advice from the TLW</p>
<p>9. 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</p>	<p align="center">Very High</p>	<p><u>Carry over from 2009.</u> Related to Objective 3, a priority need identified by the new Policy Board Chair spring 2009. Dependent upon securing the planned Supplemental Professional Services Contractor</p>	<p>Staff Coordinator in conjunction with supplemental professional services</p>
<p>10. Streamline Data Access for Emergency Responders</p>	<p align="center">Very High</p>	<p><u>Carry over from 2009.</u> A workgroup made progress in 2009 to define the issues but was unsuccessful in developing a strategy to address the need.</p>	<p>Workgroup, Gordon Chinander, Chair</p>

ATTACHMENT A

MetroGIS 2010 Program Objectives

(Adopted by the Policy Board on January 27, 2010)

(**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)	Proposed Priority	Comments	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities ^(a) . (see Item 5)	Very High	<u>Ongoing</u> . Directive set forth in the 2008-2011 Business Plan. Need to secure planned Supplemental Professional Services Contractor to increase time available to expand outreach effort called for in July 2009. RFP process expected to be published fall 2009.	Designated Custodians and Staff Coordinator
2. Continue to seek addition of dedicated Technical Coordinator and technical administrative resources to the MetroGIS support team	Very High	<u>Carry over from 2009</u> . Changed tactic to investigating potential for 3-5 year outsource contract funded by multiple beneficiaries, as opposed to a permanent new position. Until these dedicated resources are secured, the Technical Leadership Workgroup will continue to fill this role to the extent possible. Objectives proceeded with "***" can not be fully achieved without these additional resources.	Staff Coordinator with advice from Technical Leadership Workgroup -- Mark Kotz, Chair
3. Execute the Next-Generation Street Centerline Data Access Agreement	Very High	The current agreement will expire 12/31/10. A RFP is anticipated to be published late winter.	Staff Coordinator
4. **Implement a Regional Address Points Dataset and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	Very High	<u>Carry over from 2009</u> . Applied Geographics has been selected to develop this application. Need to execute a contract before work on the actual database can begin. Once this application is developed, work on the actual regional dataset can begin.	Address Workgroup - Mark Kotz/Nancy Read Co-project mangers.
5. **Pursue implementation of solutions to specific shared needs for applications and web services specifically via: a) Implementation of Best Image Service (2009 funded project) b) Government Service Finder Prototype (2009 funded project) c) Host a Web Feature Services contest modeled after the Apps for Democracy contest hosted by Washington D.C.	Very High Very High Very High	<u>Ongoing</u> . Although a component of ongoing support, this generic objective is called out as a separate activity to call attention to the 3 specific projects, which involve MetroGIS funding - 2 approved and 1 proposed.	Each of the three project workgroups that proposed these projects with advice from the Technical Leadership Workgroup - Mark Kotz, Chair.
Part of 5c. **Populate metadata for GeoServices Finder, including creation of a template to promote standardization	Very High	<u>Carry over from 2009</u> .	

Proposed Objective (Numbers intended to designate relative importance)	Proposed Priority	Comments	Lead Responsibility
18. ** Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset	Medium	Postpone until Peer Review Forum hosted for current NCompass (TLG) Street Centerline Dataset	
19. Refresh design of MetroGIS website	Medium		
20. ** Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.	Low	Premature use of limited resources until work completed to identify priorities for shared application needs.	
21. ** Explore Geospatial Marketplace – (Collaboration Registry/Portal)	Low	The TAT considered this idea at its April 17, 2008 meeting and did believe it to be a good use of resources, given other higher priorities at this time.	
22. Expand Outreach Plan to include a marketing component	Low	Policy Board directive July 2007 distinguishes marketing from outreach	
23. 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	
24. ** Conduct Peer Review Forums for endorsed regional solutions to shared information needs	Low	<p><u>Carry over from 2009.</u> Dependent upon availability of supplemental technical and administrative support. Should be coordinated with Item #8 and surveys associated with performance metrics.</p> <p><i>NOTE: The Chair of the Technical Leadership Team believes that Item 8, if conducted, will achieve the purpose of this objective. Therefore, it can be assigned a low priority until after the second generation needs are known.</i></p>	

(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, including applications as well as a data (2009 addition)
- 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
Contact: Randall Johnson (651-602-1638)

SUBJECT: Revise 2010 June and September Committee Meeting Dates

DATE: March 1, 2010
(For the Mar 18th Meeting)

REQUEST

The Coordinating Committee is respectfully requested to revise its meeting schedule for 2010.

BACKGROUND

- 1) When the Committee set its 2010 meeting schedule it was with the understanding that the June and September dates were tentative until the meetings of the National Geospatial Advisory Committee NGAC were set. Members expressed a preference is to meet on Thursdays. The dates for the June and September NGAC meetings have now been set on both conflict with Committee’s June 24 and September 23 meeting dates. The Staff Coordinator is a member of the NGAC.
- 2) On January 27th, the Policy Board revised its 2010 meeting schedule. The Board will now be meeting one week early than had previously been agreed. The new 2010 meeting dates are April 21, July 21 and October 20, all 3rd instead of 4th Wednesdays of the month.

DISCUSSION

Normally staff would prefer the Committee to meet 4 weeks prior to the Board's meetings to provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board. In this case, a four week lead time does not work for June and September meeting because of the NGAC meeting conflict.

Options include meeting five or three weeks prior to the Policy Board meeting as follows:

<u>Suggested Meeting Dates</u>	<u>Anticipated Major Topics</u>
Thurs., March 18, 2010 (NGAC meeting is week of March 23)	<ul style="list-style-type: none"> • Direction/Recommendation for Web Applications Contest • Regional Address Points Dataset – Access/Distribution Policy • 2011 Preliminary Program Objectives • 2011 Preliminary Budget
Thurs., June 24 Thurs, June 17 (preferred) <u>OR</u> Thurs., July 1	<ul style="list-style-type: none"> • Recommendation for Regional Address Point Database • Streamlining Data Access for Emergency Managers
Thurs., September 23 Thurs, Sept 16 (preferred) <u>OR</u> Thurs., Sept 30	<ul style="list-style-type: none"> • Performance Measurement Metrics • 2011 Final Program Objectives • 2011 Final Budget
Thurs., December 16 (Assumes MN IT Symposium the previous week)	<ul style="list-style-type: none"> • Election of Officers • Recommendation for Geospatial Portal

RECOMMENDATION

That the Committee revise the dates for its June and September meetings to eliminate conflicts with meetings of the National Geospatial Advisory Committee.