

Meeting Summary
MetroGIS Coordinating Committee
Metropolitan Counties Government Building
December 15, 2011

1. CALL TO ORDER

Chairperson Wakefield called the meeting to order at 1:05 p.m. She welcomed the newest member Mark Maloney, Public Works Director for Shoreview and representing Metro Cities, and asked the other members, staff, and visitors to introduce themselves.

Members Present: *Cities:* Mark Maloney (Metro Cities - City of Shoreview); *Counties:* Peter Henschel (Carver), Jim Bunning (Scott); David Brandt (Washington); and Randy Knippel (Dakota); *Federal:* Ron Wencil (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Nancy Read (Metropolitan Mosquito Control District), and Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council); *Non-Profits:* Jeff Matson (U of M CURA on behalf of Mn Council of Nonprofits) and Sally Wakefield (Envision Minnesota); *Special Expertise:* Brad Henry (U of M), *Utilities:* Allan Radke (Xcel Energy); and *Watershed/Water Management Organizations:* Melissa Baker, Capital Region Watershed District..

Members Absent: *Academic:* Francis Harvey; *Cities:* Hal Busch (Metro Cities - City of Bloomington); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board; *Counties:* John Slusarczyk (Anoka), Gary Swenson (Hennepin), and Matt Koukol; *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Schools:* Dick Carlstrom; *Special Expertise:* Ben Verbick (LOGIS); and *State:* David Arbeit (MnGeo), Tim Loesch (DNR), and Joella Givens (MnDOT)

Open Seats: *Business Geographics and Cities* (Metro Cities)

Support Staff: Randall Johnson, Mark Kotz and Janie Norton, MetroGIS Staff Support Team,

Visitors: Steve Swazee, Project Manager Twin Cities GECCo Workshop, October 2011 and Principal with Shared Geo.

2. ACCEPT AGENDA

Staff commented that the September 22 meeting summary had been mistakenly omitted from the packet. Member Brandt moved and Member Bitner seconded to approve the agenda as submitted with the exception of Item 3, Approval of September meeting summary. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Consideration of the September 22 meeting summary was postponed to the March 2012 meeting.

4. SUMMARY OF JULY POLICY BOARD MEETING

The Staff Coordinator commented that the Policy Board modified the [Operating Guidelines](#) to delegate authority to its Executive Committee to authorize expenditures of up to \$50,000. He commented that the Board did so to improve flexibility and responsiveness to time-sensitive opportunities as they arise. No other comments were offered.

5. LIGHTING ROUND – IDEAS FOR POTENTIAL COLLABORATIVE INITIATIVES

Chairperson Wakefield and Staff Coordinator Johnson commented on the intent of this new agenda item. The members were informed that is okay to pass if they do not have an idea they believe rises to a level of regional significance. The members were asked to keep their comments brief, 1 minute or less:

- a) Henschel – Standards to improve interoperability of data needed to support recreation related application development (e.g., SHIP funds awarded to counties)
- b) Radke and Henry – geo-referencing of city and county owned sewer and water facilities. Leverage the Mn 2050 initiative.
- c) Gelbmann – Impervious surface mapping to support to surface water modeling

Approved on:
(pending)

- d) Maloney- Possesses experience with public works related activities that involve cross jurisdictional needs and opportunities. He offered to share this knowledge.
- e) Wakefield and Matson – Expand the Regional parcel Dataset to include an attribute(s) related to tax and/or mortgage foreclosure.
- f) Bittner – Business Continuity Planning
- g) Read – informed the group that an updated version the National Wetland Inventory for the metro area will be available shortly.
- h) Knippel – Foster understanding by FEMA to endorse USNG and provide guidance to local interests on its value and use.
- i) Baker – Storm water drainage and impervious surface data available and normalized across the region.
- j) Wencil – Leverage LiDAR data that will be available this spring.

Staff asked if these ideas should be posted on a web-based tool so that members can continue to dialogue among themselves. No decision made at this time as to when or how to foster continued attention to these items. .

6. UNFINISHED BUSINESS

a) Definition of Regional Significance

The Staff Coordinator summarized the purpose of this topic as presented in the agenda report. Member Vander Schaaf commented that he would appreciate a finding by the Committee that the concept of a transit information system would be consistent with the findings of regional significance and therefore a potential activity to which MetroGIS resources could be assigned.

After a wide-ranging discussion, the general thinking of the Committee is summed up by the following statements:

- 1) The data development-related eligibility criterion that calls for a seven-county geographic extent to qualify for a finding of regional significance is important but should not disqualify an otherwise strong proposal.
- 2) Data development proposals that involve all seven counties have higher priority than those that do not.
- 3) The concept of a transit information system is generally in-line with the objective of regional significant activity but a definitive response cannot be offered until the specifics are available for the Committee's consideration.

(Editor's note: This topic was shared with the Chairperson of the Policy Board on December 19 as part of the agenda setting discussion for the Board's January 18, 2012 meeting. The conclusion was that the request is premature to share with the Policy Board until the specifics of the proposal are well defined.)

7. ACTION AND DISCUSSION ITEMS

a) Election of 2012 Officers

Chairperson Wakefield and Vice Chairperson Henschel thanked the members for the opportunity to serve as Chair and Vice –Chair the past three years.

Chairperson Wakefield then asked for nominations for the 2012 chairperson. Henschel nominated Member Bitner. Member Henry moved and Member Knippel seconded to close the nominations and elect Member Bitner to serve as the Committee Chairperson in 2012. Motion carried, ayes all.

Chairperson Wakefield then asked for nominations for the 2012 vice chairperson. Chairperson-elect Bittner nominated Member Brandt. Member Henry moved and Member Knippel seconded to close the nominations and elect Member Brandt to serve as the Committee Vice Chairperson in 2012. Motion carried, ayes all.

Approved on:
(pending)

The members congratulated both new officers and thanked them for accepting these roles. The new officers deferred to Past Chairperson Wakefield to conduct the remainder of the meeting.

b) GECCo Workshop (Connecting GI with Emergency Responders Next Steps)

Steve Swazee, Project Manager for the October 27, 28 Twin Cities GECCo Workshop and Principal with Shared Geo, summarized the intent of the GECCo Workshop and preliminary recommendations for next steps. (Refer to his [slides](#) for the specifics.) He asked if it would be possible to attend the Committee's March meeting at which time he believed that he would be prepared to present recommended next steps as well as identify actions that would be relevant to MetroGIS's objectives. The Committee accepted Swazee's request to present at the March meeting.

Knippel mentioned that the table top exercise is packaged and ready to be reissued, all that is needed is a facilitation team.

c) Leadership Succession Strategy

Chairperson Wakefield introduced Member Bitner, who chaired the Leadership Succession Workgroup, to present the workgroup's recommendation for roles and responsibilities desired for the MetroGIS Staff Coordinator position. Bitner began by thanking Member Gelbmann, Metropolitan Council GIS Manager and the MetroGIS Staff Coordinator's supervisor, for inviting MetroGIS to offer its preferences to the Council for this key MetroGIS leadership and support position in preparation for filling the position upon the current Coordinator's retirement in February.

Workgroup member Gelbmann thanked the other workgroup members for their suggestions, noting that the process to develop the subject recommendation had been a valuable experience. He also confirmed that the Council's selection committee will include a MetroGIS representative. He then shared an [updated version](#) of the recommendation, in which he added two additional statements. The Committee concurred that the two modifications were appropriate to include.

Member Bitner affirmed that the workgroup also intends to offer similar recommendations concerning expectations for other leadership roles (e.g., officers of the Policy Board and Coordinating Committee).

Chairperson Wakefield called for comments from other Committee members to the updated version of the Workgroup's recommendation. Member Vander Schaaf suggested that the list of skills should be expanded to include:

- Ability to relate to people with varying points of view and perspectives.
- Ability to innovate, recognize opportunities to innovate.

Wencl suggested that the roles should include a statement that the individual will be expected to seek out an active role related state, federal and national initiatives, noting the current Staff Coordinator's efforts to do have been important to MetroGIS's efforts.

Motion: Chairperson-elect Bitner moved and Member Gelbmann seconded to endorse the Workgroup's suggested job description for the MetroGIS Staff Coordinator position, subject to the two changes offered by Gelbmann in the handout at the meeting and the three modifications suggested by the Committee at the meeting, as explained above. Motion carried, ayes all.

(Editor's note: The Committee's final recommendation is presented in Attachment A.)

d) Communication Strategic Objectives

Member Wakefield introduced Member Read, who chaired the Communication Strategic Objectives Workgroup, to present the workgroup's [recommendation](#) to the Committee. Communication is not just a function for MetroGIS staff, but is something in which everyone involved in MetroGIS plays an important role. The overarching objective of the Strategy is to allow broad participation by MetroGIS participants in the communication needed to maintain high-quality, timely products to serve the region. Read summarized the four broad objectives that had been defined upon which to

Approved on:
(pending)

development of a MetroGIS Communications Plan. She also summarized two immediate actions for which the Committee sought approval to immediately begin to work on.

During the Committee's discussion of the Committee's recommendation, Wakefield suggested that the Committee look into a Bush Foundation program named [InCommons](#) because it has similar objectives to those that the Committee has defined.

Motion: Member Read moved and Member Henry seconded to accept the four strategic communication objectives recommend by the Workgroup and the following actions to be started immediately:

1. Hire a professional Facilitator/Web Designer to develop a requirements document for redesign of the MetroGIS web site. This would include:
 - a. Collect input from stakeholders through surveys and group meetings, and document "user stories" that can be used by developers
 - b. Collect input from current site maintainers on needs for content management solutions
 - c. Examine technology pros and cons re: hosting with Metropolitan Council vs. alternatives, and considerations for how web site could interact with other e-communications tools (e.g., collaboration site, social media, outreach feeds)
 - d. Prepare a report outlining requirements which can be used by Staff to prepare an RFP for developers

(The target would be to get a report back to the Coordinating Committee by the March 2012 meeting (if hiring of Facilitator/ Designer can be done quickly) and have a proposed RFP available for Coordinating Committee approval by the June meeting so web site development can begin in 2012.

2. Find out what capabilities for collaboration tools are available now among MetroGIS participants. Begin testing prototypes with available collaboration tools (such as SharePoint and GoogleApps) in workgroups, and test a LinkedIn group. Get feedback to staff and Coordinating Committee on experience with these tools, preferably by June, in conjunction with development of web site RFP.

Motion carried ayes all.

(Editor's note: This topic was shared with the Chairperson of the Policy Board on December 19 as part of the agenda setting discussion for the Board's January 18, 2012 meeting. The conclusion was that the action of the Committee should be shared with the Board as an update, as opposed to a action item, because the Board had previously directed the Committee to work on this project.)

e) 2011 Accomplishments

Staff Coordinator Johnson summarized the list of accomplishments presented in the agenda report. Read suggested and the group concurred that the Leadership Succession and Communication Strategic Objectives projects should be added to listing of 2011 Accomplishments.

f) Preliminary 2012 Work Plan and Budget

Staff Coordinator Johnson summarized several suggested refinements to the preliminary work plan and budget previously considered by the Committee in September. No objection was raised about any of the following changes as presented in the agenda report:

- Add a Phase II Quantify Public Value project
- Declare as two distinct projects the "Explore Regional Base Map Service (*push locally-produced data to commercial providers*)" and the modifier in *italics*.
- Add that the Committee assess its work priorities in June 2012, once the new Staff Coordinator is on board.

Based upon comments made by the Steve Swazee at the conclusion of his presentation earlier in the meeting (Item 7b), it was mutually concurred that a determination cannot be made until after Swazee's

Approved on:
(pending)

presentation at the March meeting as to whether it is appropriate for MetroGIS to incorporate into its work plan a next step in response to the Twin Cities GECCo Workshop findings.

Johnson then introduced Janie Norton, MetroGIS Project Manager, to share the findings of the “Identify Enhancements to Regional Solutions” project, noting that they were not available when the agenda report was developed:

- 8 enhancements fall under current projects (ex: *Address Points, Street Centerlines*)
- 2 relate to state-level advocacy (*statewide land cover and municipal boundaries*)
- 2 policy/procedural changes – (*parcel update frequency and municipal boundary accuracy*)
- 1 needs further discussion/clarification (*land cover*)

The Committee concurred with staff’s conclusion that eight of the desired improvements fall within the scope of currently in-progress projects and that no new projects are required to investigate options and define appropriate actions for them. See motions 1 and 2, below) for direction that the Committee provided concerning next steps for the other five enhancements identified as priorities for MetroGIS to pursue.

The Committee’s actions/direction were as follows:

Motion 1:

Member Read moved and Chair-elect Bitner seconded to:

- a) Direct staff to speak with appropriate officials at MnGeo/other state agencies to determine if MnGeo is willing to explore the above-stated stakeholder needs regarding statewide land cover and municipal boundaries solutions.
- b) Ask MnGeo if a letter of request from the MetroGIS Policy Board would help them secure the permissions/ resources they need to accept responsibility to work on these needs.

Motion carried, ayes all.

All concurred that it may be beneficial to wait to contact MnGeo until the pending transition to a new Director has occurred.

Motion 2:

Chair-elect Bitner moved and Member Read seconded to:

- A) Chair and Vice Chair to work with support staff to take the following actions and report the results at Committee’s March for Committee action:
 - a) Investigate interest among Committee members and survey participants to create or use an existing workgroup(s) to explore options to address the needs relating to above-cited parcel update frequency and municipal boundary accuracy needs.
 - b) Contact individuals who requested improvement to the Land Cover Dataset and clarify their concern(s).
- B) Reallocate the \$5,000 set aside in the 2012 budget (page 41 of the agenda packet) for potential dataset enhancement projects to the Address Points Editing Tool project until the RFP process for the Editing Tool project is complete.
- C) Acknowledge that once the new Staff Coordinator is on board that MetroGIS should undertake a process to affirm that everyone is on the same page in terms of MetroGIS’s mission, strategic direction, guiding principles, etc. If consultant assistance will be sought to facilitate the process, the expense should be budgeted for 2013, not 2012. The \$10,000 suggested for this activity in the preliminary 2012 budget should be moved to the 2012 project - Website Redesign /On-line collaboration tool line item for a total of \$25,000 in 2012.

Motion carried, ayes all. (Note: The 2012 work plan and budget as endorsed by the Committee is presented in Attachment B.)

g) **Meeting Schedule**

The meeting schedule presented in the agenda report was accepted: March 22, June 21, September 20, and December 13.

h) **Fill Vacant Committee Seat – Business Geographics**

The Staff Coordinator shared the information presented in the agenda report. The Committee discussed a few options for proceeding.

Motion: Chair-elect Bitner moved and vice chair-elect Brandt seconded to invite each of the participants in the Business Focus Group that was part of the MetroGIS Quantify Public Value Study to express interest in serving on the Coordinating Committee. Motion carried, ayes all.

The consensus was also to invite several GIS service providers to express interest in serving on the Committee, given the change in status of Larry Charboneau, the current representative.

8. **MAJOR PROJECT UP-DATES**

No comments offered.

9. **INFORMATION SHARING**

No comments offered.

10. **NEXT MEETING**

The next meeting of the Coordinating Committee is scheduled for Thursday, March 22, 2012.

11. **ADJOURN**

The meeting adjourned at 3:55 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

ATTACHMENT A

SUGGESTED DUTIES AND QUALIFICATIONS METROGIS STAFF COORDINATOR

(AS ENDORSED BY THE METROGIS COORDINATING COMMITTEE ON DECEMBER 15, 2011)

The Metropolitan Council has dedicated significant human resources to MetroGIS since its inception. The role of the MetroGIS Staff Coordinator (“GIS Liaison” for internal Council HR purposes) is vital to the functioning of MetroGIS, particularly the role of “fostering collaboration and knowledge sharing”, as recognized in the 2008-2011 MetroGIS business plan.

On October 22, 2008, the MetroGIS Policy Board directed the development of and accepted “10 Key Elements for a Leadership Development Plan” as a framework to maintain key leadership for MetroGIS. The MetroGIS Staff Coordinator was identified as one of the key leaders and staff to MetroGIS. One of the key elements included the creation of “a process for MetroGIS participant organizations to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff”. With a recognition that any “input and recommendations are intended to assist the Metropolitan Council in their decisions, not to supersede their decision-making role”.

The Policy Board respectfully submits the following information related to the critical roles and skills to Metropolitan Council management for consideration in staffing decisions regarding the GIS Coordinator position.

Major Roles and Responsibilities of the Coordinator Position:

1. Strategic Planning: Facilitate and manage processes to define a shared vision, strategic objectives, guiding principles, core competencies, key strategies, and organizational performance measures.
2. MetroGIS Operations:
 - a. Provide lead support to develop annual MetroGIS work plans and budgets, ensuring consistency with strategic objectives and changing stakeholder needs, and acceptable to the organization(s) from which funding is received.
 - b. Provide lead support to the MetroGIS Policy Board and Coordinating Committee in formulating policies and procedures needed to collaboratively address shared geospatial needs.
 - c. Work with MetroGIS Policy Board and Coordinating Committee leadership to coordinate setting agendas, drafting minutes, drafting reports, and running meetings.
 - d. Facilitate development and monitoring of performance measures to evaluate the effectiveness of collective actions to accomplish mission, vision, and strategic objectives of the MetroGIS organization.
 - e. Facilitate documentation of stakeholder benefit realized / public value created from data sharing and existence of regional solutions to shared geospatial needs.
 - f. Ensure MetroGIS activities and projects are effectively managed, including such things as securing necessary resources, organizing teams of appropriate individuals representing affected stakeholders, establishing realistic project goals and work plans, and monitoring work progress.
 - g. Negotiate policies, contracts, and legal agreements in conjunction with legal staff as required to accomplish specified objectives.

- h. Manage procurement processes for projects funded with Metropolitan Council funds.
 - i. Explore sources of grants and funding opportunities to further build on core stakeholder investments including public-private partnerships and grants.
4. Outreach:
- a. Advocate for collaborative solutions to shared geospatial needs, including sharing of GIS data and applications:
 - Present about MetroGIS at conferences and other meetings.
 - Maintain communication with Minnesota State Geographic Information Officer.
 - Moderate information through email lists and other media
 - Identify and engage all sectors of the geospatial community and other stakeholders.
 - Share examples of successful collaborative models.
 - b. Manage the content of the MetroGIS website and other outreach media.
 - c. Maintain connections with similar initiatives happening at local, regional, and state, and national levels and participate in related initiatives at the state, federal and national levels to advocate for MetroGIS needs and philosophy.
 - d. Maintain connections with GIS users groups in the area.

Skills:

- Knowledge of current trends in geographical information systems in local government geospatial data and applications, geospatial data standards, geospatial data licensing and distribution agreements, organization and operation of regional GIS collaboratives, and the principals of the National Spatial Data Infrastructure (NSDI).
- Knowledge of a wide range of geographic principles, application of GIS concepts, and standards.
- Knowledge of public policy development processes and protocols.
- Knowledge and understanding of intergovernmental relationships.
- Ability to write clear, concise, and logical reports and to make clear verbal and written presentations.
- Ability to effectively use current web, collaboration and social media technology to effectively communicate with the GIS community
- Ability to effectively communicate in various sized groups.
- Ability to effectively manage and support committees and teams, and to plan, arrange, and conduct meetings.
- Ability to relate to people with varying points of view and perspectives.
- Ability to innovate, recognize opportunities to innovate.
- Ability to independently design and manage work assignments and effectively juggle several projects simultaneously.

ATTACHMENT B

2012 MetroGIS Work Plan

(As Endorsed by the MetroGIS Coordinating Committee - December 15, 2011)

Major Program Objective (Numbers intended to designate relative importance)	Priority	Comments	Lead Responsibility
1. Sustain existing solutions to shared geospatial needs and traditional "foster collaboration" support activities ¹ .	Very High	<u>Ongoing</u> . Directive set forth in the 2008-2011 MetroGIS Business Plan.	Designated Custodians and Staff Coordinator
2. Complete and implement a Leadership Succession Strategy	Very High	<u>In process</u> . First component (Staff Coordinator position) complete in January. Work on expectations for other leadership roles to continue in 2012.	Communications Workgroup
3a. Complete Phase I MetroGIS Quantify Public Value (QPV) Study. 3b. Pursue a Phase II QPV Study To Explore Findings Of Phase I In More Detail.	Very High	<u>In process</u> . Phase I to be complete in January 2012. The results of Phase I are expected to reveal areas for which further research is necessary to more fully understand public value created through sharing of geospatial resources – a prerequisite to fully realizing the MetroGIS vision. Phase II would explore those areas. Suggest pursuit of sole source contract with Phase I contractor. Also, suggest pursuit of a collaborative funding model and/or application for a 2012 NSDI CAP Grant	Phase I:- QPV Study Workgroup and Staff Coordinator. Contractor to lead the study. Phase II: TBD based upon availability of funding and staff support capacity.
4. Redesign & Re-Launch MetroGIS's website, Communication Tools (e.g., online collaboration capability), and Training for these use of these tools.	Very High	<u>In process</u> .	Communications Workgroup and MetroGIS Project Manager
5. Define New Collaborative Street Centerline Maintenance Model	Very High	<u>In process</u> . Two year contract with AppGeo is in-place.	Consultant and MetroGIS Project Manager
6. Explore Public-Private Partnership Opportunities	Very High	<u>In process</u> . Buy-in at staff level achieved to conduct a pilot.	Staff Coordinator
7. Move Prototype Address Points Editing Tool to Operational Status and Proceed with Development of a Regional Address Points Dataset	Very High	<u>In process</u> Once the Web-Editing tool is operational to assist smaller producers of address data participate in the regional solution, work on broadly populating the actual regional dataset can accelerate.	Address Workgroup - Mark Kotz, Chair.
8. Pursue High Priority Enhancements To Existing Regional Solutions Identified via 2011 Needs Assessment.	Very High	<u>In process</u> Next steps defined by the Coordinating Committee on December 15, 2011 for five enhancements that are not related to current initiatives. Eight improvements also to be incorporated into on-going initiatives.	MetroGIS workgroups and staff TDB
9. Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives	High	<u>New for Second half 2012</u> : The current Business Plan was not expected to guide MetroGIS beyond 2011. After the new Staff Coordinator is hired, begin process by which the new leadership concur on mission, objectives, priorities, etc. to ensure relevancy to changing needs of the stakeholder community. If a consultant to be retained, the expense to be budgeted from 2013	TBD – decide after appointment of new Staff Coordinator
10. Explore Regional Base Map Service	High	<u>New for 2012</u> . .	TBD
11. Project(s) to "Push Locally-Produced Data To Commercial Providers"	High	<u>New for 2012</u>	TBD

Major Program Objective (Numbers intended to designate relative importance)	Priority	Comments	Lead Responsibility
12. Complete Communications Plan	Medium	2012, possibly 2013. Phase I – define strategic objectives for the plan completed in 2011. Once work on the redesign of the MetroGIS website and new on-line collaboration tools is well in hand, work on implementing the other communication strategies to be initiated.	Communications Workgroup. Staff support TBD.
13. Define Organizational Structure for Cost Sharing Across Sectors	Medium	TBD: To be driven by partners involved- Item 6)	TBD
(x) Improve Emergency Manager Access To Geospatial Resources - Recommendations Of GECCo Forum	TBD	TBD March 2012: Next Steps to address priority needs defined at the GECCo Forum hosted on October 27 and 28 to be shared with the Committee in March for consideration as to what action by MetroGIS is appropriate.	TBD
(x).Develop Performance Metrics (Phase II) / Plan to Sustain Critical Competencies	Premature	Premature. Results of QPV Study (Item 3) and updated Business Plan (Item 10) needed to frame the strategic outcomes and performance measure topics	TBD.

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

ATTACHMENT C

2012 MetroGIS Budget

“Foster Collaboration” Function

(As Endorsed by the MetroGIS Coordinating Committee - December 15, 2011)

(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

ATTACHMENT C
2012
MetroGIS "Foster Collaboration" Function Budget
(Funding provided by the Metropolitan Council)

		<i>Costs are Estimates - Need RFP to Validate</i>			
		2011	2012	2012	2013
Main Activity			Preliminary	Recommended	
		Approved (7/20/2011)	PB Acknowledged 10/19/11	CC (12/15/11)	
Professional Services/Special Projects	Sub-Activity <i>(The number preceding each activity aligns with the relative importance ranking in Work Plan - Attachment B) - Activities that are supported solely by staff or grant-funded are not listed in this document -</i>	\$57,900	\$57,700	\$57,700	
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs				
	(5) Define New Collaborative Street Centerline Maintenance Model <i>(2-yr Contract in place October 2010)</i>	\$10,400	\$12,700	\$12,700	
	(7) Move to Operational Address Points Editing Tool ^(a)	\$10,000	\$5,000	\$15,000	
	(x) Improve Emergency Manager Access to Geospatial Resources - Recommendations of GECCo Workshop			<i>(decide 3/2012)</i>	
	B. Organizational Development and Communication Projects				
	Next-Generation MetroGIS Needs Assessment ^(b)	\$35,000			
	(4) Redesign & Re-Launch MetroGIS Website	Staff	\$15,000	\$25,000	
	(9) Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives				TBD
	(12) Communication Plan <i>(late 2012 or 2013)</i>	Staff	\$5,000	\$0	TBD
	(x) Develop Performance Metrics Phase II <i>(How well doing to achieve 8 strategic objectives?) / Plan to Sustain Critical Competencies</i> ^(c)		\$15,000	\$0	
	C. Discretionary <i>(Per June 2011 Coordinating Committee recommendation)</i>	\$2,500	\$5,000	\$5,000	
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (contract payments to counties per agreement)	\$28,000	\$28,000	\$28,000	\$28,000
Outreach	Brochures for Website & Hand outs /Web domain registrations (www.metrogis and www.datafinder - \$36/ea)	\$100	\$300	\$300	
		\$86,000	\$86,000	\$86,000	
Notes:	^(a) RFP published December 2011.				
	^(b) Includes prototype process to identify improvements to Regional Solutions				
	^(c) See Strategy 1 on Pg 48 of 2008-2011 Business Plan)				