



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Gary M. Delaney,
Carver County

Conrad Fiskness,
MAWD

Dennis Hegberg,
Washington County

Dan Cook,
TIES

Randy Johnson,
Hennepin County

vacant,
(Large Cities)
AMM

Terry Schneider,
City of Minnetonka
AMM

Joseph Wagner,
Scott County

Tony Pistilli,
Metropolitan Council

Coordinating Committee

Nancy Read,
Chairperson
MMCD

Randy Knippel,
Vice-Chairperson
Dakota County

Staff Coordinator

Randall Johnson,
Metropolitan Council

Wednesday, January 26, 2005

6:30 p.m.

**Metropolitan Council -- Room 1A
230 East Fifth Street, St. Paul, MN**

Agenda

- 1. Call to Order and Introduce New Members (*Dakota and Scott Counties*)**
- 2. Accept Agenda**
- 3. Accept Meeting Summary**

a) October 27, 2004	<u>Page</u> action 1
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- 4. GIS Technology Demonstration (*Regional Mailing Label Application*)** **2**
- 5. Action/Discussion Items**

a) Election of Officers	action 4
b) 2004 Performance Measure Report	action 6
c) 2005 Budget Allocations	action 8
d) 2005 Key Objectives and Work Plan	action 13
e) Existing Land Use Information Need: Phase 1 Solution	action 15
f) Retreat Funding (added at meeting)	
g) Proposed LMIC Funding Cut (added at meeting)	
h) NAZCA - Any Impact on Data Sharing Policies Fostered by MetroGIS? (added at meeting)	
- 6. Major Activity Update**

a) 2004 Accomplishments and Annual Report Theme	17
b) Data Sharing Agreement /Licensure Procedures	18
c) Priority Common Information Need Solutions	
d) Business Plan Update	
e) ApplicationFinder Proof of Concept	
f) County Data Producer Workgroup	
- 7. Information Sharing** **22**

a) Coordinating Committee Officers for 2005	
b) New Testimonial – Metropolitan 911 Board	
c) Outreach Activities	
d) Related Metro and State Geospatial Data Initiatives Update	
e) Related Federal/National Geospatial Data Initiatives Update	
f) December 15, 2004 Coordinating Committee Meeting Minutes	
- 8. Next Meeting**
April 20, 2005
- 9. Adjourn**

Mission Statement

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

Meeting Summary
MetroGIS Policy Board
Room 1A, Metropolitan Council's Mears Park Offices
October 27, 2004

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Chairperson Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), and Tony Pistilli (Metropolitan Council).

Members Absent: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Patrice Bataglia (Dakota County), Randy Johnson (Hennepin County), Dan Cook (TIES), and [vacant] (AMM - Large City Rep.).

Coordinating Committee Members Present: David Arbeit, Jane Harper (Chairperson), Brad Henry, Randy Knippel, Scott Simmer for Bill Brown, and Mark Kotz for Rick Gelbmann.

Visitors: Mark Vander Schaaf (Metropolitan Council)

Support Staff: Randall Johnson, Steve Fester, and Trudy Richter (Richardson, Richter & Assoc., Inc. and member of the staff support team)

2. ACCEPT AGENDA

Member Pistilli moved and Member Fiskness seconded to accept meeting agenda as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Fiskness moved and Member Pistilli seconded to accept the July 28, 2004 meeting summary as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Randy Knippel, GIS Manager for Dakota County, summarized how Dakota County is benefiting from the use of GIS technology. (His presentation slides can be viewed at <http://www.metrogis.org/teams/pb/meetings/102704/demo.pdf>.) He noted that the GIS office is not supported through charge backs from the other departments, which, in turn, encourages the GIS staff to fully engage with other county staff to explore efficiencies that can be achieved through use of the technology. Eleven departments are currently using GIS technology to support day-to-day functions. Dakota County also provides contract services for three cities within the county. A key to their success is their continuing investment in highly accurate base map data, which allows them to work at the many levels of spatial accuracy required by the various business needs of the county.

He explained that that the GIS Office supports four categories of customers, each with a different level of GIS-related expertise and knowledge. They are as follows:

- Desktop GIS- 45 highly trained GIS staff
- Custom Applications – 320 users who regularly use GIS software for routine purposes
- Printed maps and digital data – 3000 users with in the county and partner communities
- Web-based applications – 480,000 sessions (4.8 million hits) annually from general public (half of which are from the real estate community)

With the advent of Internet distribution, Dakota County has ceased charging for map products where the charge was intended to recover the cost of reproduction. They found that making the information

available at no cost via the Internet permits staff to be used more effectively, and that about 40 times the product is being downloaded as was being sold. The latter is an important result because the goal is to empower citizens with easy access to information maintained by the county.

In closing, Knippel commented that a core function of the GIS Office is to nurture relationships with other organizations that affect or are impacted by county operations. They accomplish this networking through hosting user group meetings that focus on information sharing and by supporting a newsletter.

In response to questions, Knippel shared the following additional information:

- 1) Is the GIS enterprise part of a broader eGovernment initiative? Yes, the GIS Office works closely with the IT Department to implement effective ways to Internet-enable access to county maintained information and services. The applications that have been implemented to improve information delivery to the real estate community are a good example since the data are maintained by more than one office and comprise over 50% of volume of information currently disseminated.
- 2) What is the relationship between the GIS Enterprise Fund and the four levels of user support? The Enterprise Fund is used exclusively to maintain the currency of the base map data (contours, building locations, etc.) derived from aerial imagery. Knippel noted that some time ago, county officials realized that cost recovery expectations would not be achieved and, as such, data sales are no longer looked to as a lucrative source of funding to maintain data. In addition, he commented that the cost of acquiring the imagery and producing the needed data is rapidly falling, making it easier to partner via standard budget practices for expenditures viewed as necessary to achieving core internal business needs.

5. ACTION AND DISCUSSION ITEMS

a) Socioeconomic Resources Page – Custodian Roles and Responsibilities

The Staff Coordinator introduced Steve Fester, MetroGIS support staff, and Jane Harper, Chair of the Coordinating Committee. Fester demonstrated how the Socioeconomic Resources Page is accessed via MetroGIS DataFinder and how the site is used to identify particular types of socioeconomic data identified by MetroGIS as needed to answer several priority information needs of the MetroGIS community.

Harper then noted that the Board had authorized the Socioeconomic Resources Page concept at its January 2004 meeting, and that the action before it now involved approving the roles and responsibilities required to maintain the site and acknowledgement of the University of Minnesota Population Center as the custodian of the content of the site. She summarized the specific roles and responsibilities and noted that this is the first time a non-government entity has been acknowledged as a custodian of a regional solution to a common information need of the MetroGIS community.

The only question was with regard to the fiscal impact of the proposal. Staff commented that the Population Center views this custodial responsibility as being completely in line with its internal needs, and they believe the presence of the site may actually improve their efficiencies.

Chairperson Reinhardt thanked staff and the workgroup involved in the design of the Socioeconomic Resources Page for their substantial efforts to bring this project to fruition, noting that she expects it will save many prospective users time as they search for data to address a variety of important needs.

Motion:

Member Schneider moved and Member Fiskness seconded to approve the Regional Socioeconomic Characteristics of Areas Policy Summary, dated September 29, 2004, which sets forth the custodial roles and responsibilities necessary to support the Web-based Socioeconomic Resources Page and acknowledges the University of Minnesota Population Center as the custodian of this Resources Page. Motion carried, ayes all.

b) 2005 Meeting Schedule

Chairperson Reinhardt summarized the proposed 2005 meeting schedule, noting that it calls for a mix of 3rd and 4th Wednesdays in an attempt to minimize known meeting conflicts.

Motion:

Member Schneider moved and Member Fiskness seconded to approve the 2005 meeting schedule as proposed: January 26, April 20, July 27, and October 19. Motion carried, ayes all.

6. MAJOR PROJECT UPDATES

a) Next-Generation Data Sharing Agreement / Online Licensing

Chairperson Reinhardt summarized the information provided in the agenda materials. She expressed confidence that all seven counties would execute the agreement by year-end, which would permit the Regional Parcel Dataset to again be distributed via DataFinder. She commented that she recently witnessed two situations where the ability to access the Regional Parcel Dataset would have benefited their decision-making. She closed her comments by reminding the county representatives to make sure they submit their executed agreement and an invoice for the accompanying 2004 funding before year-end.

In response to question, Chairperson Reinhardt commented that if all seven counties do not elect to participate, that access to the Regional Parcel Dataset would be provided via DataFinder for those that do.

b) Priority Common Information Need Solutions

Brief summaries of the information presented in the agenda packet were provided by staff for several of the workgroups, with the exception of the Emergency Preparedness Workgroup, which was covered by its Chair, Randy Knippel.

7. INFORMATION SHARING

The Staff Coordinator called attention to MetroGIS's application for recognition by the Harvard Innovations in Government Program. If MetroGIS is selected, the current thinking is to use the \$100,000 award to further efforts to resolve address-related information needs. Also noted were the Open GIS Consortium's (OGC) selection of MetroGIS as its regional example of an NSDI-compliant data distribution architecture, and the TOP Grant received by a consortium of neighborhood/community interests (MetroGIS was named as a partner to bring its resources to the table to assist with the resolution of standards/policies necessary to achieving the deliverables.)

8. NEXT MEETING

Chairman Reinhardt reminded the members that the next meeting is scheduled for January 26, 2005.

9. ADJOURN

Member Fiskness moved and Member O'Rourke seconded to adjourn at 7:54 p.m. Motion carried ayes all.

Prepared by,
Randall Johnson, AICP
MetroGIS Staff Coordinator



TO: MetroGIS Policy Board

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

SUBJECT: GIS Technology Demonstration
Regional Mailing Label Application

DATE: January 19, 2005
(For the Jan 26th meeting)

INTRODUCTION

The Policy Board has asked that a demonstration of GIS technology be a regular component of each Board meeting. For the Board's January 2005 meeting, the Coordinating Committee has selected the pending Regional Mailing Label Application as the demonstration topic.

This is the first application to automate work functions that MetroGIS has pursued. It was selected as a project following Commissioner Kordiak's recognition of a need for this type of functionality. The discussion that led to the decision to proceed with this application occurred in conjunction with the Policy Board's adoption of the 2003-2005 MetroGIS Business Plan.

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

(Refer to the listing on the next page.)

DISCUSSION

The MetroGIS Regional Mailing Label Application is proposed to launch as soon as the 2005 version of the Regional Parcel Dataset is available, which is anticipated to occur within the next few weeks. The 2005 version includes attributes and features not previously supported that are required by the Regional Mailing Label Application. For purposes of this demonstration, a temporary dataset has been constructed.

Once the 2005 version of the Regional Parcel Dataset is available, notice will be sent to former licensees informing them that they may apply for a licensure to once again access and use the dataset. They will also be informed that as soon as they are licensed, they will also be able to use the subject Regional Mailing Label Application.

RECOMMENDATION

No action requested.

REFERENCE SECTION

- Oct. 2004 Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004 City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004 Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAP's
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's role in responding to the World Trade Center tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board



TO: MetroGIS Policy Board

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

SUBJECT: Election of Policy Board Officers

DATE: January 14, 2005
(For the Jan 26th Meeting)

INTRODUCTION

The Policy Board's operating guidelines call for the annual election of a chair and vice-chair. Commissioners Victoria Reinhardt and Jim Kordiak were elected as chair and vice-chair, respectively, on April 28, 2004. Both have indicated they are open to continuing to serve if that is the preference of the Board.

The Board is respectfully requested to elect its officers for 2005. A roster of the current Policy Board membership is attached.

BACKGROUND

1. Member Reinhardt has served as chair since May 28, 1997. Member Kordiak has served as vice-chair since April 2001.
2. The operating guidelines do not impose a term limit.
3. The roles and responsibilities of the MetroGIS chair and vice-chair are as follows:
 - a) Article II; Section 8 states "The Board shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Board and perform the usual duties of Chair and such other duties as may be described by the Board from time to time. The Chair shall serve until his or her successor is duly elected".
 - b) Article II; Section 9 states "The Board shall annually elect a Vice-Chairperson from its membership. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act and shall serve until his or her successor is duly elected".

RECOMMENDATION

That the MetroGIS Policy Board elect a chair and vice-chair for 2005.

Policy Board Members
January 2005

Member last	Member first	Represents	Begin date
Egan	Tom	Dakota Co.	January 2005
Delaney	Gary	Carver Co.	January 2003
Fiskness	Conrad	MAWD	January 1997
Hegberg	Dennis	Wash. Co.	January 2003
Cook	Dan	TIES	September 1998
Johnson	Randy	Hennepin Co.	January 1997
Kordiak	Jim	Anoka Co.	January 2000
Pistilli	Tony	Metropolitan Council	April 2003
Reinhardt	Victoria	Ramsey Co.	January 1997
		AMM (large city)	<i>(Vacant since July 2004)</i>
Schneider	Terry	AMM (Minnetonka)	January 1997
Wagner	Joseph	Scott Co.	January 2005



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Nancy Read, Metropolitan Mosquito Control
Staff Contact Randall Johnson (651-602-1638)

SUBJECT: 2004 Annual Performance Measurement Report

DATE: January 12, 2005
(For the Jan 26th Mtg.)

INTRODUCTION

The Coordinating Committee respectfully requests Policy Board approval of the 2004 Annual MetroGIS Performance Measurement Report (separate document).

COORDINATING COMMITTEE RECOMMENDATION

On December 15, 2004, the Coordinating Committee unanimously recommended that the Policy Board approve the 2004 MetroGIS Performance Measures Report. The “what do these data mean” sections for each of the individual performance measures were developed following quarterly discussions with the Committee as the data were monitored through the course of the year. These conclusions have been incorporated into the 2005 workplan as well.

PAST POLICY BOARD ACTIONS

- 1) Apr. 10, 2002: The Policy Board adopted a Performance Measurement Plan (www.metrogis.org/benefits/perf_measure) to more clearly state expected accomplishments, demonstrate accountability for results, and support continuous organizational improvement.
- 2) Jan. 29, 2003: The Policy Board asked staff to prepare an annual performance measures report to share with it along with recommendations for any suggested changes in policy or procedures to address needs identified via analysis of performance measures data.

FINDINGS AND CONCLUSIONS

Key findings identified in the statistics presented in this third annual MetroGIS Performance Measures Report are as follows:

- Data downloads averaged 634 per month; up from 587 in 2003 or a **7.6 percent increase**, even though parcel data was unavailable from March and beyond. The percent of downloads via DataFinder Café remained at about 15 percent of the total downloads via DataFinder, the same as in 2003, despite the unavailability of parcel data. (The frequency of data downloads is assumed to be an indicator of the value of the data and the level of awareness among the data user community, but also relates to the frequency of updates to datasets. Datasets that are updated more frequently must be downloaded more frequently for users who need current data.)
- Another **testimonial** to the benefits of MetroGIS was received (Metropolitan 911 Board), continuing to indicate a high level of satisfaction and significant perceived value associated with MetroGIS products and services. Seeking out additional such testimonials is proposed as a 2005 MetroGIS program.
- DataFinder averaged 1,272 visits per month in 2004, **up 10.3 percent** (1,153) from 2003. The activity varied from month to month, with a trend emerging for spikes of activity during the spring. Visits to the DataFinder site to view metadata are tracked separately from data download activity.

- **Regionally-endorsed datasets continue to dominate** the most frequently downloaded datasets in 2004, as in 2003 (endorsed regional datasets in **bold**, arranged by the totals in 2004):

Dataset	Number of downloads		Percent change
	2003	2004	
County & Municipal Boundaries	460	484	+5.2
Census Demographic Profiles	295	479	+62.4
Planned Land Use	253	288	+9.9
ZIP Code Boundaries	248	280	+13.0
Parcels (not available after March 2004)	380	258 ⁽¹⁾	-32.1
Street Centerlines	312	249	-20.2
Census Geography (e.g. tracts and blocks)	286	244	-14.7
<i>All other downloads</i>	4,837	5,326	+10.1
TOTAL	7,071	7,608	+7.6

⁽¹⁾ Access to parcel data via MetroGIS ceased in February due to the lack of a Data Sharing Agreement. Access was reinstated in January 2005.

- In 2004, **three more stakeholder organizations chose to publish** metadata and datasets through DataFinder for a total of 18 publishers. Also, the number of metadata records rose from 158 to 169. Outreach efforts proposed for 2005 would continue past efforts to encourage more data and metadata publishers to use the DataFinder tool to inform the user community of their data holdings and improve their and user efficiencies related to distribution of the data.
- During the 2004 reporting period, 4,648 or 69.0 percent of the download events, for which a geographic location could be determined, were by entities that serve the greater Twin Cities Metropolitan Area. Among these, the organizations with the most downloading activity are generally characterized as:
 - **Academic** institutions of higher learning: 1,108 downloads recorded, **up 42 percent** from 779.
 - **State, regional, and state government**: 426 distinguishable downloads, **up 7.0 percent** from 398.
 - **Local Engineering/Planning Firms** which are known to provide planning and engineering support to area government governments: doubled from 2 to 4 within the top 25 users - accounting for 247 downloads, **up** from 236 or **5.5 percent**.

Dakota and Hennepin Counties themselves continue to be listed among the top 25 download recipients, accounting for 205 downloads, up from 79 in 2003 or an **increase of 159 percent**.

Although questions remain with certain aspects of the methodology (Quova) used to arrive at these conclusions, this is the best information available. Thus, a report from Quova is again proposed for the 2005 MetroGIS Performance Measures Report.

- Documenting the quantitative benefits to the producer community, as a result of MetroGIS's efforts, is complicated because of the variety of business models maintained by the various producers. No work was initiated in this area during 2004 due to the extended negotiations to reach consensus on a Parcel Data Sharing Agreement with the seven counties. In 2005 and beyond, in addition to using qualitative methods, MetroGIS should continue to seek out ways to document such benefits for producers key to its success. This topic has been identified for discussion at the Committee's retreat tentatively scheduled for spring 2005.

RECOMMENDATION

That the Policy Board accept the MetroGIS 2004 Performance Measures Results Report, dated December 2004, as recommended by the Coordinating Committee.



TO: Policy Board

FROM: Coordinating Committee
 Chairperson: Nancy Read, Metropolitan Mosquito Control District
 Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Proposed 2005 Budget Allocations

DATE: January 12, 2005
 (For the Jan 26th Meeting)

INTRODUCTION

The Coordinating Committee respectfully requests Policy Board approval of an allocation proposal for the \$86,000 in non-staff funding approved by the Metropolitan Council for MetroGIS on December 15, 2004.

METROPOLITAN COUNCIL APPROVAL

On December 15, 2004, the Metropolitan Council approved the Policy Board’s April 28, 2004 request for a continuation of 3 FTEs in staffing and \$86,000 in non-staff project funding to support MetroGIS’s efforts in 2005 (Attachment A). This level of support is sufficient to satisfactorily address each of the proposed 2005 program objectives (Agenda Item 5d). *(See the Reference Section for a summary of the Policy Board’s April action.)*

COORDINATING COMMITTEE RECOMMENDATION

On December 15, 2004, the Coordinating Committee unanimously recommended that the Policy Board approve the attached detailed budget allocation proposal for 2005 (Attachment B – separate document), subject to Metropolitan Council approval that occurred later that day. *(See the Reference Section for support and funding assumptions used to develop the detailed line items.)*

PROPOSED DETAILED 2005 METROGIS BUDGET

The proposed expenditures are essentially the same as those preliminarily accepted by the Policy Board at its April 28th meeting, with the exception of support of DataFinder Cafe. Last April, staff’s assumption was that MetroGIS would enter into a partnership with the MN Land Management Information Center (LMIC) to share the costs of supporting DataFinder Café as part of the state’s geospatial infrastructure. This opportunity no longer appears possible. Substantive changes in line item allocations from the 2004 budget are explained on the next page.

The budget information presented in the following table is a generalized summary of the detailed line-item specifics presented in Attachment B.

MetroGIS Funding Sources	2003 Approved		2004 Approved		2005 Allocations Proposed	
Metropolitan Council						
Staff (3.0 FTE)		213,000		\$202,000		\$204,000
Non—staff project support funding		100,500		\$86,000		\$86,000
Data Maintenance Agreements and Data Quality/Access Enhancements	\$50,000		\$50,000		\$50,000	
DataFinder Enhancements/Support	\$24,750		\$12,500		\$8,500	
Other Non-Staff Operating Expenses	\$25,750		\$23,500		\$27,500	
Subtotal		\$313,500		\$288,000		\$290,000

PROPOSED SUBSTANTIVE LINE ITEM CHANGES FROM 2004 TO 2005

Major changes from the 2004 budget line items include (*see Reference Section for more details*):

- 1) An increase of \$6,000, to a total of \$27,500, for outsourced professional services – performance measures analysis and reporting, participant satisfaction monitoring, strategic planning, outreach/communications. The increase is mainly to support the proposed business plan update process that will include a facilitated retreat this spring.
- 2) A reduction of \$4,000, to a total of \$8,500, to support ongoing maintenance and improvements to DataFinder. (Expansion of the functionality is not proposed in 2005.)
- 3) A reduction of \$1,500, to a total of \$500, to facilitate regionwide users groups/forums.
- 4) A reduction of \$750, to \$0, for NSDI / I-Team activities not paid by the host organization.

Finally, there is no change from the 2004 allocation of \$50,000 for the *Data Maintenance Agreements and Data Quality/Access Enhancements* line item ***but*** in 2005, in accordance with the Parcel Data Sharing Agreement executed by the seven counties and the Metropolitan Council last month, \$28,000 of these funds, as opposed to \$49,000 in 2004, is under contract to be received by the seven counties. Hence, \$22,000 is available in 2005 for Regional GIS Projects that enhance *Data Quality/Access*. Allocation of these funds to specific projects is anticipated to occur at the April or July Board meeting.

MAJOR ASSUMPTIONS

1. The Metropolitan Council will continue to authorize funding adequate to support MetroGIS's core functions.
2. The Policy Board is able to set priorities by July 2005 for Regional GIS Projects to be financed with MetroGIS funds (*Data Maintenance Agreements and Data Quality/Access Enhancements line item*). A total of \$22,000 is available in 2005 for Regional GIS Projects. (*See the note under Item 1 in the Reference Section for more information.*)
3. Any substantive changes in policy that involve additional resources identified as part of the proposed Business Plan Update process would need to be addressed in future budget proposals and/or through partnerships or grants.
4. An agreement is in place with each of the seven counties to maintain access, without fee, by government and academic interests to parcel data. (*Accomplished December 2004*)
5. Agreed-upon roles and responsibilities for support of MetroGIS-endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
6. No serious software issues will arise with the current configuration of DataFinder while defining and implementing a migration path away from the current architecture to a newer version of ArcIMS.

Other pertinent information that guided this proposal is presented in the Reference Section.

RECOMMENDATION

That the Policy Board approve the proposed 2005 detailed budget allocations for MetroGIS, as recommended by the Coordinating Committee, as set forth in Attachment B, dated December 15, 2004.

REFERENCE SECTION

1. PRIOR POLICY BOARD ACTION

On April 28, 2004, the Policy Board requested the level of support (3 FTE and \$86,000 in non-staff funding) that was subsequently approved by the Metropolitan Council on December 15, 2004.

Related Board Discussion: Member Schneider noted that the level budget from 2003 to 2005 does not concern him, provided MetroGIS is able to accomplish priority functions. He noted that he believes that MetroGIS is close to achieving a critical mass whereby other entities will regularly choose to partner with MetroGIS to achieve common needs, such as collaboration with the Metropolitan 911 Board. He noted that the challenges are to continually seek out ways to leverage other resources and to maintain a structure that allows MetroGIS to adapt quickly when such a partnership opportunity arises.

Retired Member Vogel (Scott County) commented that, as a relatively new member of the Board, he would appreciate some background on how MetroGIS has established its priorities, which led to a comment from Member Fiskness that maybe it is time to revisit past priorities, given the accomplishments that have been made over the past few years. (*Staff response – A brief overview will be provided prior to the 2005 budget presentation as part of Agenda Item 5d.*)

2. ASSUMPTIONS AND BACKGROUND INFORMATION

The following assumptions were used to craft MetroGIS's 2005 budget proposal:

1. Regional Data Solutions:

- Work during 2005 to reach agreement on regional solutions to common information needs (Addresses, Highway and Road Networks, Lakes and Wetlands, Watershed and School District Jurisdictional Boundaries, and Emergency Preparedness) can be completed with staff resources, as opposed to requiring out-of-pocket expenses.
- Any funding that might be needed to implement enhancements to the Regional Parcel Dataset, as approved by the Policy Board on July 28th, will be adequately financed via the 2004-2008 GIS Data Sharing Agreement with the counties.
- \$22,000 will be available in 2005 to support regional GIS projects (projects endorsed by the Policy Board and consistent with established guidelines).

(Note: Line Item I-2(a) of the attached detailed budget allots a total of \$50,000 in 2005 to foster collaborative solutions to priority common information needs, including data sharing agreements in the form of Data Sharing Agreements and Regional GIS Projects. Since 1996, the Metropolitan Council has provided annual funding for both. For 2005, the 2004-2008 GIS Parcel Data Sharing Agreement allots \$4,000 to each of the seven counties for a total of \$28,000, leaving \$22,000 for other collaborative solutions (Regional GIS Projects). Regional GIS Projects are the main vehicle by which MetroGIS implements collaborative solutions to priority common information needs. Each project must comply with guidelines adopted by the Policy Board at its October 2003 meeting. See page six of meeting summary at http://www.metrogis.org/teams/pb/meetings/m_10_29_03.pdf for the adopted principles.)

2. DataFinder:

- Major enhancements to DataFinder will not be given any further consideration until an in-progress investigation of a "capabilities broker" concept is concluded by the Geospatial Architecture Committee of the Governor's Council on Geographic Information.
- A partnership is no longer anticipated with LMIC to share the costs of implementing several major enhancements to DataFinder and sharing its annual support expenses. If partnering is needed to accomplish desired enhancements, other partnerships will need to be pursued.
- DataFinder Café can be ported to a newer version of ArcIMS on a newer server for not more than \$8,500. The ported application will be stable, not requiring out-of-pocket maintenance support beyond the \$8,500 available.

3. Forum for Sharing Knowledge and Promoting Use of Best Practices:
Maintain the same level of support as planned for 2004.

4. Business Planning and Performance Monitoring

A Business Plan Update is proposed in 2005 to guide MetroGIS's efforts as it transitions from building regional data solutions to primarily managing the policies and programs that it has promoted. The Coordinating Committee workshop, scheduled for Spring 2005, would serve as the official beginning of the effort. The professional services contract in place with Richardson, Richter and Associates, Inc. (RRA) assumes \$5,000 more funding in 2005 than in 2004 for a total of \$20,000 in 2005, to compensate for the proposed additional effort.

5. Candidate Regional GIS Projects in 2005– Priority Data Quality and Access Enhancements:

- Standardizing Address Data: By March, the Address Workgroup is planning to identify a preferred data content standard for assignment of addresses and maintenance of these data, as well as desired custodian roles and responsibilities to minimize redundancies that are currently occurring across the Metro Area. The Metropolitan 911 Board has approved a project that has, at its core, the objectives of improved consistency and access to current, complete address data. As address data are also key components to the solutions of several of MetroGIS's priority information needs, MetroGIS should consider providing funding to leverage and supplement the 911 Board's resources, as necessary, to address-related needs of the broader MetroGIS community. ***Discussion topic as the issues and opportunities are better understood.***
- Enhancements to the currently endorsed regional Street Centerline Dataset (see 3rd bullet under Item 1): Discussions with key stakeholders were initiated on December 2nd to more clearly define the needs, principally to address needs of the E911 community and to identify desired enhancements to existing data resources. ***Discussion topic as the issues and opportunities are better understood.***
- Socioeconomic Data at the Address/Unit Level: The Phase II Socioeconomic Information Need was postponed until the Address Workgroup completes its work. Once a database management solution is agreed upon to capture and manage data at the address level, this group will reengage to evaluate the practicality of maintaining socioeconomic data at the household level. For instance, a solution might involve acquisition of data from non-government sources that could involve a fee. If such a solution is found to be in the best interests of MetroGIS's participants, funds to pilot and/or foster a cost-sharing effort with others should be among the options considered. ***Discussion topic as the issues and opportunities are better understood***
- DataFinder: Depending on the results of an evaluation in progress by the Governor's Council on Geographic Information, MetroGIS may want to consider enhancements to DataFinder to support web service technology. ***Discussion topic as the issues and opportunities are better understood.***

MetroGIS					
Funding Balance Sheet					
Revenue Sources		2003	2004	2005	
		Approved	Approved	Proposed	
Metropolitan Council Resources:					
Staff (3.0 FTE)		\$213,000	\$202,000	\$204,000	
Data Maintenance Agreements and Data Quality/Access Enhancements ⁽¹⁾		\$50,000	\$50,000	\$50,000	
DataFinder Enhancements/Support		\$12,750	\$12,500	\$8,500	
Other Non-Staff Operating Expenses		<u>\$37,750</u>	<u>\$23,500</u>	<u>\$27,500</u>	
	Subtotal	\$313,500	\$288,000	\$290,000	
Grant Funds:					
NSDI Web Services Grant ⁽²⁾ DataFinder			<u>\$15,000</u>		
	Subtotal	\$0	\$15,000		
Other:					
Unused funds donated to MetroGIS from stakeholder data sales ⁽³⁾			<u>\$2,300</u>		
	Subtotal		\$2,300		
	GRAND TOTAL	\$313,500	\$305,300	\$290,000	
Notes:					
⁽¹⁾ Compensate producers with roles and responsibilities beyond internal needs for regionally endorsed data/applications and support data/application enhancements of significance to the MetroGIS community.					
⁽²⁾ Grant received by MetroGIS. Initial project abandoned. Permission received to use for similar future enhancement to DataFinder to accomplish the Web Mapping Service (WFS) objectives of the grant funding. These funds are not adequate to accomplish substantive functional enhancements without partnering. There are no uses under consideration for a 2005 project, thus they are not shown as a 2005 asset.					
⁽³⁾ A custodial fund was set up in 1998 at the Metropolitan Council to receive, manage and disburse donated funds. These donated funds accumulated from 1997 through 2000 from sales of TLG Street Centerline & 1997 Orthoimagery data. No additional donations are anticipated. A total of \$25,538 was received of which \$2,300 remained as of 12/31/04. There is currently no designated use for these funds. Board permission is needed to spend them. There are no uses under consideration for a 2005 project, thus they are not shown as a 2005 asset.					



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Nancy Read, Metropolitan Mosquito Control District
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Proposed 2005 MetroGIS Key Program Objectives and Detailed Workplan

DATE: January 5, 2005
(For the Jan 26th Meeting)

INTRODUCTION

The Coordinating Committee respectfully requests Policy Board approval of its recommended 2005 key MetroGIS program objectives (Attachment A). A detailed 2005 workplan (Attachment B) is also available for viewing at (http://www.metrogis.org/teams/pb/meetings/05_0126/wkpln.pdf) in the event any of the Policy Board members wish to review this information.

On December 15, 2004, the Metropolitan Council approved a 2005 budget for MetroGIS sufficient to support the proposed 2005 workplan. See Agenda Item 5c for more information about the budget specifics.

COORDINATING COMMITTEE RECOMMENDATION

On December 15, 2004, the Coordinating Committee unanimously approved the key program objectives for 2005 as listed in Attachment A, a detailed workplan to implement these objectives (Attachment B), and recommended Policy Board approval. Note, that the Coordinating Committee has asked staff targeting non-traditional users to encourage their use of the data and services supported by MetroGIS.

PROPOSED 2005 PROGRAM OBJECTIVES

In addition to completing regional solutions that are currently in progress for several priority common information needs, three major new initiatives are proposed for 2005. They are: a) update the 2003-2005 Business Plan, b) define a strategy for achieving E911 community needs related to street centerline data, and c) implement a mechanism to help data users locate existing geospatial applications they can use.

MAJOR ASSUMPTIONS

1. MetroGIS's three core functions will not change in 2005 as a result of the pending Business Plan Update. [Implement regional solutions for priority common information needs (e.g., data, web services and applications), support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and support a forum for knowledge sharing.]
2. The Metropolitan Council will continue to approve project funding adequate to support MetroGIS's core functions.
3. Any substantive changes in policy that involve additional resources agreed upon as part of the Business Plan Update process, scheduled for Spring 2005, would need to be addressed in future budget proposals and/or through partnerships or grants.
4. An agreement is in place with each of the seven counties and the Council to provide access to the regional parcel dataset, without fee, by government and academic interests. (*Achieved 12/22/04*)
5. Agreed-upon roles and responsibilities for support of MetroGIS-endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
6. No serious software issues will arise with the current configuration of DataFinder while defining and implementing a migration path to a newer version of the core ArcIMS software. (*Note: a partnership with the state (LMIC) to share the costs of supporting DataFinder Café as a component of the state's geospatial architecture is no longer assumed, as it was earlier in 2004.*)

RECOMMENDATION

That the Policy Board approve the Major 2005 Program Objectives for MetroGIS, as listed in Attachment A, and as recommended by the Coordinating Committee on December 15, 2004.

ATTACHMENT A

Accepted by the Policy Board
(pending)

MetroGIS Mission Statement

(Adopted February 1996)

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

Major 2005 MetroGIS Program Objectives¹

- Adopt an updated MetroGIS Business Plan (process to include a retreat of MetroGIS leadership with a theme of “*Are We Done?*” (*Maintain What Has Been Built Or Pursue New Initiatives*) and obtain endorsement by key stakeholder interests. (*The remainder of the proposed objectives assume that MetroGIS’s current core functions² will not change substantively.*)
- Implement modifications to the Regional Parcel Dataset, which were endorsed by the Policy Board in July 2004, and establish common access policy concerning non-profits/community groups, whose functions complement government functions.
- Achieve Policy Board endorsement, at minimum, of a Phase I regional solution that effectively addresses each of the following common priority information needs:
 - 1) Addresses (of occupiable units) *(proposal anticipated 3/05)*
 - 2) Emergency Preparedness *(proposal anticipated 3/05)*
 - 3) Existing Land Use *(PB consideration 1/26/05)*
 - 4) Highway and Road Networks *(in progress)*
 - 5) Jurisdictional Boundaries – School Districts *(custodian designation remains)*
 - 6) Jurisdictional Boundaries – Watershed Districts *(pilot in Washington Co. nearing completion)*
 - 7) Lakes and Wetlands *(in progress)*
- Achieve Policy Board endorsement of strategies to effectively achieve address-related limitations of the endorsed Regional Street Centerline solution for geocoding concerning: a) satisfying needs of the E911 community and b) incorporating locally-produced data into the U.S. Census Bureau’s TIGER data.
- Implement a strategy (currently referred to as ApplicationFinder) to help data users efficiently share existing geospatial applications and leverage those existing investments.
- Continue efforts to identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS’s resources.
- Continue to realize increased use of DataFinder as a tool used both by data users to search for and access data they need, and by data producers to distribute data important to others in the MetroGIS community.
- Continue to realize increased awareness among MetroGIS stakeholders and officials involved in related efforts beyond the Metro Area of MetroGIS’s endorsed strategies, resources, and opportunities.
- Continue to effectively support MetroGIS’s general information website (www.metrogis.org).
- Continue to effectively support MetroGIS’s DataFinder website (www.datafinder.org).
- Continue to perform activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS’s efforts – user satisfaction with data solutions and custodian conformance with expectations; document the benefits of MetroGIS’s efforts; and modify activities and policies, as appropriate.

¹ It is recognized that these objectives may need to be modified if funding is reduced in response to the state’s continuing revenue shortfalls.

² The current core objective are: implement regional solutions for priority common information needs (e.g., data, web services and applications), support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and support a forum for knowledge sharing.



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Nancy Read, Metropolitan Mosquito Control District
Staff Contact: Paul E. Hanson and Randall Johnson (651-602-1638)

SUBJECT: Existing Land Use Information Need: Version 1 Solution

DATE: January 5, 2005
(For the Jan 26th Meeting)

INTRODUCTION

The Coordinating Committee respectfully requests the Policy Board to:

- 1) Authorize creation of a Version I Regional Existing Land Use Dataset, which implements the American Planning Association's Land-Based Classification Standard relational database model.
- 2) Accept the Metropolitan Council's offer to build this regional dataset with a target to make it available to the MetroGIS community in 2006 through a web-based application as outlined in the Existing Land Use Workgroup's report to the Coordinating Committee dated December 2004.

COORDINATING COMMITTEE RECOMMENDATION

On December 15, 2004, the Coordinating Committee: a) accepted the recommendations of its Existing Land Use Information Need Workgroup, as outlined in a report from its Existing Land Use Workgroup, dated December 13, 2004 and b) unanimously recommended that the Policy Board approve the actions listed below in the Recommendation Section as well as the supplemental workgroup activities listed under Findings and Conclusions. The Workgroup's full report can be viewed at http://www.metrogis.org/teams/pb/meetings/05_0126/elu.pdf.

The Existing Land Use Workgroup's charge was to identify ways of meeting most, if not all, of the existing land use information needs that were previously identified by MetroGIS community, using the best available data in a standardized classification system – coding scheme / database model. The workgroup's report summarizes its tasks, membership, methods used to clarify common existing land use information needs, sources of existing land use data, classification systems and database models to serve up data, any deficiencies with existing sources or classification systems, and issues for further discussion by other MetroGIS workgroups or policy makers. Paul E. Hanson, GIS Specialist with the Metropolitan Council, served as lead staff to the workgroup.

GENERAL FINDINGS AND CONCLUSIONS

A significant portion of the Existing Land Use information needs identified by the MetroGIS community would be met with the proposed Version I solution. The Metropolitan Council has also offered to serve as the Regional Custodian for the Version I effort. Key conclusions and findings follow:

American Planning Association's Land-Based Classification Standard Incorporated:

The proposed Version I solution would establish the American Planning Association's (APA) Land-Based Classification Standard (LBCS) database model as an integral component of MetroGIS's solution to the Existing Land Use common information need. To our knowledge, the LBCS has not been previously fully implemented in a regional setting. However, after thorough study, it was deemed to be the best option to address the multi-faceted, interrelated existing land use needs of the MetroGIS community.

The LBCS model is an attempt to standardize the broad variety of land-based data currently being collected and stored at varying administrative levels in a variety of formats and classification systems under the general description of "land use." The principal purpose of LBCS is to ensure that such data are more compatible and, thus, more easily transferable among jurisdictions, agencies, and institutions both horizontally, from geographic area to geographic area, and vertically, between local, regional, state, and

national jurisdictions. Through LBCS, the APA has worked to articulate and disseminate the differences of land-based information in the expanding lexicon of land planning: land-cover, land-use, and land-rights.

Provisional Regional Custodian:

The most robust implementation of a regional existing land use dataset would incorporate data provided by each community into a single container (database). However, since it is MetroGIS policy not to ask organizations to do anything for the benefit of the broader community that they do not perceive as an important internal business value, and anticipating that a regional existing land use solution consisting solely of a database model with no inclusive data would find limited support, Version I implements the LBCS model with the best, readily available data that fulfills a current Metropolitan Council business need. Additionally, the Council is willing to build and support Version I of the solution for a 2-3 year test period, during which MetroGIS will implement outreach strategies to educate, encourage, and support development of a Version II database that ideally will be a permanent, community-built and maintained solution.

Addressing Needs That Go Beyond the Version I Solution - Phase II Initiative:

Several complex land-based questions have been identified by the MetroGIS community that go beyond the “what is the use?” Version I solution. In conjunction with LBCS, APA illustrates how supplemental land information, such as qualitative or quantitative evaluations of land or any prescriptive descriptors that focus on remedial or target planning goals, can be further met through relational databases and expanded models. A Phase II Existing Land Use “Best Practices” Workgroup is proposed to investigate options to address these more complex land-based questions that go beyond “what is the use?” This Phase II Workgroup would evaluate the range of options appropriate to address these more complex land-based questions and propose any desired next steps.

PROPOSED SUPPLEMENTAL WORKGROUP ACTIVITY

If the Policy Board approves the actions recommended herein, the Coordinating Committee would initiate the following supplemental activities through one or more special purpose workgroups:

- 1) Prior to completion of the Version 1 Dataset:
 - a) Identify outreach strategies to encourage communities throughout the seven-county region to complete, correct or modify the Version I existing land use information provided by the Metropolitan Council based upon their higher accuracy resources;
 - b) Refine the data-distribution and data-collection mechanisms associated with the web-based interface to the Version I dataset to track data access, survey intended data uses, upload community enhancements, and aggregate submitted data; and
- 2) Immediately initiate an investigation into how (“best practices”) to best address several land-based questions previously identified by the MetroGIS community that go beyond “what is the use?” Version I solution – questions for which the answers require analysis of data proposed for the Version I solution, together with other data resources.

RECOMMENDATIONS

That the Policy Board:

- 1) Authorize creation of a Version I Regional Existing Land Use Dataset, which implements the American Planning Association’s Land-Based Classification Standard relational database model.
- 2) Accept the Metropolitan Council’s offer to build this regional dataset with a target to make it available to the MetroGIS community in 2006 through a web-based application as outlined in the Existing Land Use Workgroup’s report to the Coordinating Committee dated December 2004.



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Nancy Read, Metropolitan Mosquito Control District
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2004 MetroGIS Accomplishments and Annual Report Theme

DATE: January 5, 2005
(For the Jan 26th Meeting)

INTRODUCTION

On December 15, 2004, the Coordinating Committee endorsed the following listing of 2004 achievements and use of the same theme for the 2004 Annual Report as was used last year - how the MetroGIS's efforts are making a difference and fostering improved efficiencies via E-Government methods.

2004 MAJOR ACCOMPLISHMENTS

Several significant MetroGIS accomplishments in 2004 were:

- ✓ Reached agreement by all seven counties and the Metropolitan Council on a 2004-2008 GIS Parcel Data Sharing Agreement through which the long-standing goal of a single, parcel data licensure process to access parcel data for all seven counties has been realized.
- ✓ Established a partnership with the Metropolitan 911 Board, which has a compelling regional business need to achieve a regional solution to address-related information needs.
- ✓ Sustained adequate funding from the Metropolitan Council to support the proposed 2005 workplan.
- ✓ Implemented the Phase I solution for the Socioeconomic Information Need, resulting in an online search tool for socioeconomic data resources and the first non-government entity (U of M Population Center) acceptance of regional custodian responsibilities for a MetroGIS-endorsed common information need solution.
- ✓ Approved for further refinement, an innovative regional solution for the community's Existing Land Use Information Need. (*Assumes approval at the 1/26 Board meeting.*)
- ✓ Implemented MetroGIS's first regional geospatial application – mailing labels.
- ✓ Added a seventh testimonial to the benefits of MetroGIS's efforts – Metropolitan 911 Board
- ✓ Selected by the Open Geospatial Consortium as its top U.S. example of local/regional data distribution architecture.
- ✓ Selected for an international publication, to be published in April 2005 by ESRI, as the best North American example of a successful regional collaborative that is achieving the National Spatial Data Infrastructure (NSDI) vision and selected as a successful example of a regional collaboration for an Australian/New Zealand geospatial solutions handbook.
- ✓ Realized continued growth in the use of DataFinder to access data.

2004 ANNUAL REPORT

The proposed core theme for the 2004 annual report insert is the same as last year - how the existence of MetroGIS is making a difference and facilitating E-Government while doing so. In particular, this past year MetroGIS's impacts were demonstrated through improved access to data produced by others, in the form needed, and by continuing to leverage resources through partnerships fostered by MetroGIS's efforts. Jeanne Landkamer has again been retained to produce the MetroGIS 2004 Annual Report. She has produced MetroGIS's last six annual reports.

The annual report will be comprised of a double-sided, single page that summarizes the major highlights of the past year, which is inserted into a brochure "wrapper" that is intended to be used for at least two years. This format was implemented in 2002 as a cost savings measure. (The brochure and 2003 report can be viewed at http://www.metrogis.org/about/annual_reports/03brochure.pdf and http://www.metrogis.org/about/annual_reports/ar03.pdf, respectively.) The brochure will be updated for the 2004 Annual Report but the general layout is proposed to remain essentially the same as used for the 2003 report.

RECOMMENDATION

No action is requested, although suggestions are respectfully requested from the Policy Board as to any desired additions or modifications to the listing of accomplishments for 2004 or for the proposed 2004 Annual Report theme - how MetroGIS's efforts are making a difference and fostering improved efficiencies via E-Government methods.



TO: Policy Board
FROM: MetroGIS Staff
Contact: Steve Fester (651-602-1363)
SUBJECT: Project Updates
DATE: January 19, 2005
(For the Jan. 26th meeting)

B) NEXT GENERATION REGIONAL PARCEL DATA SHARING AGREEMENT

On December 22nd, a five-year (2004-2008) Regional Parcel Data Sharing Agreement was executed by all seven counties and the Council, achieving a long-time goal at the core of MetroGIS's data sharing objectives. For the first time, a common set of procedures and policies is in place governing access to parcel data produced by the seven counties. The result is that government and academic interests will now only need to execute one license document to download parcel data produced by each of the seven counties all from a single location [MetroGIS DataFinder (www.datafinder.org)].

The 2005 version of Regional Parcel Dataset will include 55 attributes about each of the nearly one million parcels of land that comprise the Twin Cities Metro Area (http://www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf). Access to these data is critical to effectively carrying out many of the Council's day-to-day business functions.

The new agreement extends permission, that was granted to the Council under the previous agreement, to distribute the Regional Parcel Dataset, without fee, via MetroGIS DataFinder to government and academic interests which serve the Metro Area and the adjoining counties. In addition to that previous policy and in the spirit of policy needed to achieve the vision of the National Spatial Data Infrastructure (NSDI) and the emerging Minnesota Spatial Data Infrastructure, the new agreement provides free access to government and academic interests regardless of their jurisdiction anywhere in the United States. This latter provision is unprecedented in the country for data subject to cost recovery fee when accessed by non-government entities.

C) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS (See

<http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

(1) Address Workgroup

The group has set a goal to submit its recommendation to the Coordinating Committee for consideration at either its March or June 2005 meeting. The project scope involves defining a regional strategy to capture and maintain "situs" (rather than mailing) addresses for all occupiable units (both residential and non-residential) and any other officially designated addresses, whereby the data can readily be shared among government interests that serve the seven-county, Minneapolis-St. Paul region. The ultimate project goal is to minimize duplication of effort and maximize consistency of address data needed by metro stakeholders. A special effort is being made to connect with those responsible for supporting the address needs of Public Safety Answering Points (PSAPs), which dispatch emergency responders.

To better understand how addresses are created, changed and used at different levels, the workgroup is nearing completion of a project that began in August that is documenting, through interviews, the processes currently used in each county to capture and maintain address data records. In January and February, the group plans to compare existing data processes and structures with the data needs of the MetroGIS community, and develop its recommendations for filling gaps between existing data and needs. The group is staffed by Mark Kotz with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(2) Emergency Preparedness Workgroup

Data Refinement Process. The prototyping process for data updating and assembly is underway. Once the process is refined, a regional policy will be proposed for Policy Board endorsement. Board consideration is currently anticipated to occur at the April or July Policy Board meetings. One of the big issues is securing volunteers to complete the data update and assembly processes that have been identified. A meeting with the targeted custodians, who are associated with each of the seven counties, will be held soon to explain the process, answer questions, encourage them to complete work on their assigned data themes, and send it to the Metropolitan Council for posting on DataFinder. In order for it to be posted, documentation is needed. This can be limited to key pieces of information (metadata) such as an abstract, the process used, sources and definitions of the attributes, and their classifications. The group has agreed that it is the responsibility of each data theme custodian to integrate the data into a regional data set that is to be delivered to the Metropolitan Council for posting on the DataFinder site.

Strategic National Stockpile (SNS). Public Health SNS staff do not have direct GIS staff assigned and are relying on contacts made through MetroGIS Emergency Preparedness (EP) Workgroup to complete some of the needed mapping and analysis. County representatives are filling a triage site location request. SNS members have made contact with county health representatives to have them make sure the county level site identification work is a county GIS staff priority. MetroGIS EP Workgroup representatives are also informing county GIS staff of this work request.

Outreach to Emergency Management. Authors for GIS articles to submit to the Mn Department Homeland Security Emergency Management (HSEM) Regional Newsletter (<http://www.hsem.state.mn.us/metroipc.asp>) have been arranged through May of 2005. A process is in place for recruiting future writers on an ongoing basis.

Outreach to GIS Community. The Governors Council on Geographic Information / MetroGIS EP GIS Contact web page is up and running with approximately 40 county contacts verified. Thus far only four city contacts that have submitted contact information. Metro area GIS staff will be contacted to encourage them to enter their information into the database. Several sources for contacts were identified, County contact lists (Randy Knippel and Ramsey County GIS Users Group), MetroGIS contact list for cities, GIS/LIS mailing list, and others lists as available. An email will be sent and phone calls will be made as possible.

Workshop for Educating GIS Professionals about Emergency Management. The workgroup discussed plans for a workshop to be held in early April for GIS professionals to help them learn about the Emergency Management needs and functions. The session would be held from 11:30 – 3:30 with a preferred location at the State Emergency Operations Center in St Paul. Possible topics include, Minnesota Incident Management System, Tabletop Exercise, 911 Dispatch system, Minneapolis Fire Department Use of GIS, Case History of a Real World Emergency from a Emergency Managers Perspective and a Update on EP GIS activities at MetroGIS and GCGI. Two topics will be picked (probably MIMS and MPLS Fire) in addition to the GIS Update. In addition to MetroGIS EP Workgroup, three other organizations (HSEM, MN GIS/LIS Consortium and Mn Governors Council on Geographic Information) will be asked to help sponsor the event so it can be offered without cost to participants.

Please contact Randy Knippel, Chair of the MetroGIS Emergency Workgroup, (randy.knippel@co.dakota.mn.us) for further information.

(3) Existing Land Use Workgroup

See Agenda Item 5e.

(4) Highway and Road Networks

The Technical Advisory Team identified a need at its November 2004 meeting to address the street centerline data needs of the 911 community in the context of a regional solution. Several desired modifications to The Lawrence Group (TLG) Street Centerline dataset were identified for further consideration. Jim Maxwell, of TLG, noted that TLG is open to supporting many, if not all, of the modifications identified in recent talks with the Metro 911 Board. MetroGIS staff also hosted a focus group on December 2 to better understand street centerline data needs of the E-911

community. MetroGIS staff were aware of several local governments efforts that were moving forward independently to address information needs that the regional TLG Street Centerline dataset cannot, in its present form, meet. Further consideration of the merits of pursuing a collaborative regional solution is proposed as a 2005 workplan initiative. The E911 group plans to meet on January 24th to finalize a specifications document for addressable centerlines. With this document, the Metropolitan E911 Board will seek proposals from centerline providers to meet the identified needs.

The MetroGIS Roads & Highways technical group, established last year, has been working with Mn/DOT to implement a Location Data Manager (LDM) [anchor/segment data management system], met in September and November to discuss implementing a pilot project comparing Mn/DOT's data with other local data sources. A proposal for the goals and procedures for this pilot project is currently being finalized. Information about agreed upon goals, expectations, and participant roles can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml. This workgroup is being staffed by Mike Dolbow with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(5) Lakes, Wetlands, etc.

The pilot project agreed upon in September and proposed for completion by year-end has not started due to a delay in obtaining the needed imagery. The pilot was proposed to work through partnerships and organizational roles needed to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area. This pilot is viewed as a component of an anticipated broader Metro Area hydrologic solution that is anticipated, once the statewide strategic planning effort is complete. The pilot components can be viewed at <http://www.metrogis.org/teams/workgroups/index.shtml> under the Lakes & Wetlands Workgroup. The pilot project partners include Metropolitan Council, the Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), and the Ramsey Co. Soil and Water Conservation District (SWCD). The proposed pilot study area would be the East St. Paul quad using sample imagery flown in May 2004.

(6) Land Cover Dataset Enhancements

The extent of coverage is now up to 67 percent of the seven-county region. Work is currently in progress to extend the coverage another 9 percent. An LCMR funded project is also planned to extend the coverage another 12 percent for a total of 88 percent coverage. In addition, major revisions to the system have been implemented; changing how attributes are stored, re-working the manual, and improved the ArcView tool in response to feedback received from the users. In late 2005 or early 2006 another major revision of the system is anticipated once the DNR's new natural community classifications system is complete. A user forum to identify other desired improvement is tentatively proposed for the first half of 2005.

(7) Regional Parcel Dataset Enhancements

As of mid-January, all seven counties had revised their procedures for creating the regional parcel dataset to account for the additional attribute fields and the points dataset approved by the Policy Board in July. All counties have submitted a preliminary version of the dataset to be compared against the regional dataset specifications and were working on final edits to the procedures to fully meet the specifications. The new version of the regional dataset is expected to be available for all counties by the end of January. See the dataset specifications at http://www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf for more information.

(8) Socioeconomic Characteristics of Areas

The University of Minnesota Population has reviewed the Socioeconomic Resources Page (www.datafinder.org/mg/socioeconomic_resources/index.asp), fixed broken links, and added new data resources.

In accordance with a January 2004 Policy Board directive, the Metro Public Health GIS User Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the Metropolitan Counties

to new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. Their proposal will be taken forward to the state Department of Health. For more information contact Will Craig at 612-625-3321 or at wcraig@umn.edu.

Efforts to improve usability of two other datasets identified in the Policy Board's January 2004 action have been abandoned, at least for the time being due to inability to secure a champion(s) to lead the needed work. These efforts involved County social service and First Call for Help records.

D) STRATEGIC PLANNING RETREAT PREPARATION POSTPONED TO SPRING 2005

The adopted 2004 MetroGIS workplan called for the Coordinating Committee to host a strategic planning retreat last fall. However, due to the unanticipated complexity and length of time involved in the negotiations to achieve the next generation parcel data sharing agreement, funds that had been budgeted for this retreat were exhausted in July. The retreat is currently planned for February or March.

The primary objectives of the proposed retreat would be to contemplate technology and organizational changes that have occurred since MetroGIS was established in 1996, discuss how these changes are impacting MetroGIS's current objectives and philosophies, and identify candidate next steps for further discussion as part of the Business Plan Update process that would begin following the retreat.

E) APPLICATIONFINDER- PROOF OF CONCEPT

At its December 15, 2004 meeting, the Coordinating Committee endorsed the creation of a workgroup that would prepare a "proof of concept" for the proposed ApplicationFinder, a mechanism similar to DataFinder that would allow users to search for geospatial applications. Unlike DataFinder, however the ApplicationFinder would be designed as a user-friendly tool for the non-GIS professional.

F) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES

(1) Regional Mailing Label Application

See agenda Item 4. This application is ready to go live once the Next Generation Data Sharing Licensing goes into effect, which will hopefully occur by mid-January 2005. Only those entities that have licensed access to the regional parcel dataset are able to use the application.

(2) Regional Parcel Dataset Policy: Access by Non-Profit Interests

See Item 7d(1)

(3) Collaborative Parcel Data Distribution Strategy – Non-Government Access

Work on this topic is anticipated to resume in 2005 once the next generation parcel data sharing agreement and license is in place.

(4) Investigation of Data Sharing with Utilities

The Workgroup is waiting for a response for the three utilities that were invited to participate in the initial discussions. At the Coordinating Committee's June 2004 meeting, Al Laumeyer commented that CenterPoint Energy remains interested but has not had an opportunity to give the proposal sufficient consideration. Earlier, staff had been informed by the Minnesota Valley Electric Cooperative that the proposal had merit and they were interested in further discussions. No response has yet been received from Xcel Energy.



TO: Policy Board

FROM: MetroGIS Staff
Contact: Steve Fester (651-602-1363)

SUBJECT: Information Sharing

DATE: January 19, 2005
(For the Jan. 26th meeting)

a) **New Coordinating Committee Officers**

On December 15, 2004, Nancy Read, Metropolitan Mosquito Control District, was elected Committee Chairperson and Randy Knippel, Dakota County, was elected Committee vice chairperson.

b) **New Testimonial – Metropolitan 911 Board**

The seventh testimonial to the benefits of MetroGIS's existence is in process as of this writing. Jeanne Landkamer, communications consultant to MetroGIS, prepared the testimonial following interviews with key Metropolitan 911 Board members in December. When completed it will be posted at <http://www.metrogis.org/benefits/testimonials/index.shtml>.

c) **Presentations / Outreach / Studies** (not mentioned elsewhere)

1. **Articles Published in Winter 2004 Issue of GIS/LIS Newsletter**

Three articles summarizing major MetroGIS activities since the last newsletter were submitted for the Winter 2004-5 issue. They can be viewed at <http://www.mngis.org/newsletter/issue39/issue39toc.htm>.

2. **Ramsey County GIS Users Group – Demonstration of St. Paul's Enterprise Address Database**

On January 6th, St. Paul staff demonstrated a newly implemented enterprise-wide address data structure. Several individuals involved in related MetroGIS projects attended the demonstration. Talks are now in the early stages of investigating pilot options to expand the concept countywide for Ramsey County with the goal, from an E911 perspective, of implementing an enterprise system region-wide. A recommendation from to Coordinating Committee is expected in March 2005.

d) **Related Metro and State Geospatial Initiatives Update**

1. **U of M and Twin Cities Consortium of Non-Profits Awarded \$599,000 Commerce Department Technology Opportunities Program (TOP) Grant & Non-Profit Parcels Access Policy [Agenda Item 6e(2)]**

As reported in October, the University of Minnesota is working with a mix of local governments, state agencies and non-profit organizations in a federally funded program entitled "M3D." The ultimate goals of this project are to create greater access to living wage employment in cities with low incomes and more affordable housing in suburbs with sizable or growing employment. The project objectives involve bridging the "spatial mismatch" of jobs in one location and affordable housing in another part of the Metropolitan area by building on existing GIS infrastructure ... to establish an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota..." "The centerpiece of this approach is the creation of an online mapping application. With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing."

Access to parcel data is central to the project's success, but not currently available to all partners. Neighborhoods (District Councils) and CDCs in St. Paul have access, since they have associate membership in the Ramsey County User Group, through the St. Paul Community GIS Consortium. A similar vehicle does not currently exist for non-profits that serve Hennepin County. However, on January 13th, an agreement-in-principle was reached on a data access policy fundamental to address this matter. Hennepin County management announced their willingness to grant free access to its parcel data to non-profit interests performing community development-related roles (as extensions of government functions) for community development related purposes. The tentative agreement would tie a no-cost license to a specific purpose like affordable housing and economic development in places needing one or the other. Hennepin County and several of the M3D consortium participants have agreed to begin work immediately on the formal agreement and licensing needed to implement this policy.

Non-profit partners in this project include neighborhood organizations and Community Development Corporations (CDCs). Government partners include the Minnesota Department of Employment and Economic Development, Minnesota Housing Finance Agency, as well as city and suburban municipalities, counties, and regional government. MetroGIS is one of the consortium partners. All partners are looking for better information on housing, employment, and development opportunities.

In addition to addressing the longstanding policy preference to provide free parcel access to specified non-profits acting as an extension of government, this project will also likely serve as an equally important catalyst to define policy related to permitting view-only Internet access to the regional parcel dataset by anyone wishing such access, without prior licensure, for query and mapping of query results, provided the source data can not be downloaded.

For more information see <http://www.npcr.org/M3D/M3DIndex/M3D.html> or contact Will Craig at 612-625-3321 or at wcraig@umn.edu.

e) **Related Federal/National Geospatial Initiatives Update**

1. Summary of GeoDRM Forum – December 9, Washington D.C.

The MetroGIS Staff Coordinator was invited to be a panelist at a December 9th national forum in Washington D.C. on Geospatial Digital Rights Management (GeoDRM). The forum was hosted by the Open Geospatial Consortium (OGC), an international standards development organization, and the Federal Geographic Data Committee (FGDC). Johnson was invited because MetroGIS is recognized as a national model for the implementation of effective data sharing on a regional scale that is consistent with the vision of the National Spatial Data Infrastructure (NSDI).

Geospatial Digital Rights Management (GeoDRM) is a technology-based system in its early stages of development. In general, its purpose is to provide a standardized structure to effectively manage intellectual property rights that pertain to geospatial data as those data move from one entity or application to another. In its most complex form, it is envisioned to manage these rights as the data move between applications, without human intervention.

This forum was held because of the OGC's recognition that there is a substantive void in policy, particularly regarding local and regional government interests, that must be addressed before the GeoDRM technology solutions can be effectively implemented. Johnson was asked to share MetroGIS's experience with the negotiation of long-term, multi-jurisdictional data sharing agreements, in particular, MetroGIS's success in fostering open data sharing – access without fee or license to any interest that desires access - and standardizing licensing in the few instances where open access is not acceptable. OGC leadership accepted an offer from Johnson that MetroGIS serve as a test-bed to refine policies needed to mainstream GeoDRM systems among local and regional government interests.

2. NSGIC-NACo-USGS Project to Enhance *National Map Partnerships*

On January 5th, two individuals affiliated with this national project interviewed the Staff Coordinator. The purpose of the interview was to gather information for the preparation of a Best Practices Model from the perspective of Regional geospatial collaboration initiatives. A report is proposed to be published in March. The Best Practices Model is one of three objectives involved in the broader initiative.

3. American Community Survey Funded

The U.S. Census Bureau announced on January 10th that it has received \$146 million for the American Community Survey (ACS) for FY 2005. Full implementation was to begin in January 2005. The funding allows the Census Bureau to conduct a short form-only census in 2010 and provide the nation with annual socioeconomic information every year, rather than just once a decade. The ACS will be mailed to a sample of households in all 3,233 U.S. counties and in Puerto Rico each month, beginning in late December.

Once these improved data are available for the Metro Area, a Phase II MetroGIS Socioeconomic Workgroup will evaluate how they can be used to better address priority socioeconomic information needs of the MetroGIS community.

If you have questions or comments about the American Community Survey, please call (888) 456-7215 or e-mail cmo.acs@census.gov. General information about this mailing list is available at: <http://lists.census.gov/mailman/listinfo/acs-alert>.

4. New Study on Licensing Geographic Data and Services

The National Academies has just released its new report on *Licensing Geographic Data and Services*. The report does a nice job of describing the various reasons why to license and provides guidance on various licensing options that would help to meet those goals. It concludes with a set of recommendations, including a call for government “agencies, trade associations, and public interest groups to exercise leadership in promoting standard clauses,” because this would reduce the costs and uncertainties of entering into new licensing agreements. Free access to the full report is provided at www.nap.edu/catalog/11079.html. Hard-copy and PDF versions are available for a price. (This is another example of how to control rights and access to intellectual property.)

f) December 15, 2004 Coordinating Committee Minutes

The summary for the December 15th Coordinating Committee meeting can be viewed at http://www.metrogis.org/teams/cc/index.shtml#agendas_minutes.