



Agenda

Thursday, June 9, 2005

Centennial Office Building, Room 302

658 Cedar Street, St. Paul, MN 55155

(Southeast of State Capitol Building)

9:30 to 11:30 AM

1. Call to Order

2. Approve Agenda

3. Approve Meeting Summary

- a) November 18, 2004 all

4. Items Requiring Action or Discussion:

- a) DataFinder Café Aging Issues Alison Slaats/Mark Kotz
- b) DataFinder Café User Survey Mark Kotz

5. Project and Workgroup Reports

- a) Coordinating Committee and Policy Board Updates..... Randall Johnson
- b) E-911 Address and Street Centerline Workgroup Mike Dolbow/Gordon Chinander
- c) Address Information Needs Workgroup Mark Kotz

6. Technical Presentations & Demonstrations

- a) Demo of Geocortex Internet Mapping Framework Dave Brandt

7. Information Sharing

- a) Major MetroGIS Activity Update
- b) More Information Sharing

8. Adjourn

3. Approve Meeting Summary

See <http://www.metrogis.org/teams/ta/meetings/041118/min.pdf>.

4. Items Requiring Action or Discussion

4a) DataFinder Café Aging Issues Alison Slaats/Mark Kotz

As the DataFinder Café ages, we are beginning to run into some problems with it. These problems stem primarily from the fact that the company from whom we purchased the Café is no longer in business, thus we have no support for the Café. As we upgrade to a new server and new version of ArcIMS, it is possible that the Café will no longer work.

Alison will explain the issue we are facing with the Café. No action is needed on this item, but it is important to make sure that the TAT is aware of the problems.

4b) DataFinder Café User Survey Mark Kotz

Because of the problems with the Café, we have decided to survey users of the Café to get input on the value of various types of functionality that it has. Mark will present the results of this survey.

5. Project and Workgroup Reports

5a) Coordinating Committee and Policy Board Updates Randall Johnson

Information about activities of the MetroGIS Policy Board can be found in the meeting minutes and agendas at http://www.metrogis.org/teams/pb/index.shtml#agendas_minutes . Information about the Coordinating Committee can be found at http://www.metrogis.org/teams/cc/index.shtml#agendas_minutes . No specific presentation of this material is planned for this TAT meeting, but Randy Johnson (MetroGIS staff) will be available for questions.

5b) E-911 Address and Street Centerline Workgroup Mike Dolbow/Gordon Chinander

See attached “E911_Centerlines_Vision.doc”. This is the vision that was presented to the Policy Board on April 20th.

5c) Address Information Needs Workgroup Mark Kotz

See attached “Occupiable_Units_Vision.doc”. This is the vision that was presented to the Policy Board on April 20th.

6. Technical Presentations and Demonstrations

6a) Demo of Geocortex Internet Mapping Framework Dave Brandt

There are a number of third-party development tools to aid in building ArcIMS applications. The Geocortex internet Mapping Framework was one of the tools we recently evaluated. Using an application development framework allows you to save development time and present a consistent user interface for all applications. I will share what we have learned from our evaluations and demo some of the Geocortex product.

7. Information Sharing

7a) Major MetroGIS Activity Update

Updates on the following major MetroGIS activities can be found in the MetroGIS Policy Board meeting packet at http://www.metrogis.org/teams/pb/meetings/a_04_20_05.pdf, starting on page 36.

- a) 2004 Annual Report and Promotional Brochure
- b) County Data Producer Workgroup (*pilot - non-profits parcel access policy*)
- c) Priority Common Information Need Solutions
 - *Emergency Preparedness Workgroup*
 - *Highway and Road Networks Workgroup*
 - *Lakes and Wetlands Workgroup*
- d) Strategic Direction Workshop and Business Plan Update

7b) More information Sharing

Updates on the following information sharing topics can be found in the MetroGIS Policy Board meeting packet at http://www.metrogis.org/teams/pb/meetings/a_04_20_05.pdf, starting on page 41.

- a) Call for Regional GIS Project Proposals
- b) Letter of Support for LMIC
- c) Outreach Activities
- d) Related Metro and State Geospatial Data Initiatives Update
- e) Related Federal/National Geospatial Data Initiatives Update
- f) March 30, 2005 Coordinating Committee Meeting Minutes

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



TO: Policy Board
FROM: Coordinating Committee
Chairperson: Nancy Read, Metropolitan Mosquito Control District
Staff Contacts: Michael Dolbow (651-602-1812) and Gordon Chinander (651-603-0054)
SUBJECT: Vision – E911-Compliant Regional Street Centerline Dataset
DATE: April 7, 2005
(For Apr 20th Meeting)

INTRODUCTION

The Coordinating Committee requests comments from the Policy Board regarding a vision to achieve and sustain an E911-Compliant Regional Street Centerline Dataset. Along with fourteen major objectives stated below, a MetroGIS workgroup drafted the following vision statement:

MetroGIS seeks a public sector, regionally seamless addressable and routable street centerline dataset that meets the needs of the E911 dispatching community in addition to the functionality provided by the currently endorsed street centerline dataset.

The Metropolitan 911 Board is acknowledged as an organization with a significant need for the proposed regional solution. Thus the proposed vision is currently being vetted with the public safety community to ensure they are satisfied with the general proposal. The Metropolitan 911 Board Executive Committee is scheduled to comment on this vision on May 4.

This vision also creates the potential to incorporate locally-produced street data into the U.S. Census Bureau's TIGER datafile, which affects the broader MetroGIS community.

If both the Metropolitan 911 Board and the MetroGIS Policy Board conclude that the vision merits consideration, detailed strategies to achieve the technical and organizational components will be developed. These strategies are anticipated to evolve into a formal recommendation to the Policy Board, hopefully within the year.

RATIONALE FOR REQUESTING COMMENT AT THIS PHASE

This proposal is more ambitious in terms of intergovernmental cooperation than those associated with previously endorsed regional solutions. Thus, comments on potential policy ramifications are sought from both the MetroGIS Policy Board and the Metropolitan 911 Board Executive Committee. These comments will influence several organizational components of the process, such as the 911 Board's willingness to assume the role as Regional Custodian of the centerline dataset.

MetroGIS Policy Board review is essential given the desired extensive involvement of local government officials as active participants in the regional solution. As with all MetroGIS endorsed solutions, participation would be voluntary. The vision calls for individuals who assign addresses and street names to simultaneously update the regional dataset alongside official permitting processes. A backup solution would be developed for circumstances where local officials are not involved, for whatever reason.

COORDINATING COMMITTEE ACTION

At its March 30, 2005 meeting, the Coordinating Committee unanimously approved the above-cited vision and the associated fourteen major objectives cited below. Refer to the Reference Section for more information about the evolution of this proposal and the Committee's review.

JUSTIFICATION

Most of the 27 Public Safety Answering Points (PSAPs) that serve the seven-county area use GIS mapping applications to accurately locate calls and dispatch emergency services, especially for wireless calls. Many PSAPs currently use or modify the regional centerline dataset endorsed by MetroGIS, which is created and maintained by The Lawrence Group (TLG). However, this dataset was not created for 911

uses and does not satisfy some of the 911 response community's business needs. One of the largest "needs gaps" is the data model's lack of compliance with the Master Street Address Guide (MSAG). Dispatchers and Emergency Responders also need the ability to locate emergency vehicles in areas that are not currently represented, such as private developments, utility access roads, and parking lots.

Presently, three counties and a core city have created or are considering creating and maintaining their own centerlines for a variety of reasons. Four of the counties, to our knowledge, do not have any immediate plans to move away from using the regional solution provided by TLG. The Metropolitan 911 Board recognizes the importance of MetroGIS's efforts to establish data standards that facilitate the integration of data from multiple producers.

The E911 Address & Street Centerline Workgroup has concluded that a regional solution should be pursued to resolve deficiencies in the endorsed regional street centerline dataset with respect to the needs of the E911 community. If possible, this regional solution should also further the integration of locally produced street centerline data into TIGER datafiles maintained by the US Census Bureau. Without the desired organizational interoperability, the following issues persist:

1. Costly duplication of effort pertaining to data capture, management, and customization for E911 dispatch solutions.
2. Difficulties in achieving cross-jurisdictional interoperability of accurate and trusted address **data**, which is critical when coordinating the dispatch of emergency services in a regional context.
3. Higher costs for other government stakeholders using the address data when regional consistency is not maintained – the reason for establishing the current regional solution in the first place.
4. Inconsistencies between the US Census TIGER data and locally produced street data lead to major inefficiencies, and hinder communications with the Census Bureau in regards to geography updates. The proprietary nature of the TLG street centerline dataset currently precludes integration into the TIGER dataset.

OVERVIEW OF THE VISION

The next-generation regional centerline solution is envisioned as a compilation of geographically separated datasets created and maintained by multiple counties and/or municipalities. This would require establishing standards for both the spatial and attribute components to ensure compatibility across the seven-county region. The dataset would build upon the currently endorsed regional street centerline dataset created and maintained by The Lawrence Group. It would meet the needs of the E911 community and, if possible, be available for integration with the TIGER datafile maintained by the U.S. Census Bureau.

Before pursuing such a regional solution, a definition of "street centerlines" must be agreed upon. Previous discussions have led to a general consensus, but no definition has been committed in writing. The E911 Workgroup suggests the following definition as it applies to this initiative:

*A **street centerline** represents a discrete, linear, graded land surface navigable by at least one type of vehicle, with at least one established connection to a network of similar elements.*

This definition is highly tailored for E911 response purposes, allowing geographic centerlines to represent almost any location that can be reached by emergency vehicles, including:

- Public and private roads
- Access roads and trails to utilities, train tracks, and private facilities
- Perimeter roads *and* internal parking accessways for mall and shopping centers
- Graded and paved bicycle and/or walking trails navigable by small emergency vehicles
- Newly constructed dirt/gravel roads in new developments
- Navigable emergency easement surfaces for otherwise landlocked developments
- Restricted access turnaround connections on divided highways

The definition *excludes* other features, such as:

- “Platted” centerlines defined by right-of-way parcel boundaries that are NOT navigable due to existing buildings or other permanent obstructions
- Other surface transportation features that are restricted to certain types of vehicles, such as train tracks or water bodies
- Wilderness (non-graded) trails that are inaccessible to the typical emergency vehicle

While this definition expands upon the current TLG data model to include new “feature classes” and more elements from existing classes (such as private roads), it does not shift the paradigm of the data model itself. The main components of the data set are still roads and highways, and the added features “fit” within the established network.

As part of defining and establishing regional data standards, this project also proposes additional centerline attributes, changes to the centerline geography standards, and changes to the current maintenance requirements. The attribute standards are the minimum deemed necessary to standardize the regional data solution for emergency response purposes. Other attributes can be added by the data producers for internal or external use, producing a single product that still meets many business needs. Some attributes may not be required for certain data producers, who **would not** be asked to populate an attribute in the proposed standard unless they perceive an internal business need to do so.

In summary, the desired end product would be a compilation of multiple centerline datasets provided by local data producers, collected and re-assembled to form a seamless region-wide layer. It would utilize the data standards endorsed by the Metro911/MetroGIS communities to ensure MSAG compliance and compatibility between data producers.

MAJOR OBJECTIVES

This broad vision incorporates the following major objectives, which outline a process to define the technical and organizational components necessary for an interoperable, multiple-use “centerline” product. *(Not intended to be listed in any order of priority. The numbering is provided only to facilitate comment):*

1. Continue to pursue the concept of a “single official” source of street centerline data for any given jurisdiction, or “Core Geographic Division”. This was a core objective of MetroGIS’s 1998 endorsement of the TLG Street Centerline Dataset as the preferred geocoding solution for the metropolitan area. Defining a “single source” of street centerline data for a given Core Geographic Division reduces the potential for inaccurate/inconsistent addresses and streamlines the process of mitigating anomalies, as they arise. Within a Core Geographic Division, this authority needs to maintain a relationship with both Emergency Responders and the other personnel involved in (and affected by) the efforts outlined in this vision.
2. Each Core Geographic Division (based on county, PSAP response area, and/or city jurisdictions) would readily nest with adjoining core geographies to achieve interoperable street centerline data across the entire seven-county metropolitan area. In many cases, Core Geographic Divisions could include multiple municipalities.
3. The Metropolitan 911 Board would serve as the Regional Custodian for E911 purposes, monitoring user satisfaction and supporting desired modifications to practices and policies. Depending on the result, the community may wish to ask the Metropolitan Council to continue as Regional Custodian for non-E911 centerline data business needs.
4. Organizations and their personnel responsible for local government procedures pertaining to approval of new streets (public and private) would be encouraged to serve in the capacity of a Primary Producer. As new streets are approved, a Primary Producer would either directly add and modify street data (geography and attributes) for the Core Geographic Division’s datafiles or work closely with a Third Party to maintain the currency of the data. The vision currently assumes the Metropolitan 911 Board, as Regional Custodian, would be responsible for coordinating such efforts. A funding allocation structure for compensating third parties has not yet been determined.
5. The datafile for each Core Geographic Division would be accessible by an individual(s) with read/write privileges from each jurisdiction that has authority and GIS capabilities to modify street

- data within that jurisdiction. Each authorized individual would have the ability (and responsibility) to modify, add, or delete data within their jurisdiction as necessary.
6. The proposed vision assumes multiple avenues for creating, maintaining and storing centerline data, and providing periodic updates to the Regional Custodian. For example, some individual cities might maintain local databases for just their jurisdiction, and other larger government units (PSAPs or Counties) might maintain data for multiple cities and townships. However, this will require significant negotiation, as overlapping jurisdictions with differing topologic requirements will have a conflict with this procedure.
 7. The Regional Custodian would be responsible for overseeing aggregation of the Core Geographic Divisions into a seven county datafile for stakeholders who need simultaneous access to multiple Core Geographic Divisions. *This may be a virtual aggregation as it is currently for access to the regional parcel dataset.*
 8. The proposed solution needs to have an outreach component to inform all affected and relevant interests about its benefits, and to grow participation in reporting anomalies as they are identified.
 9. Procedures for maintenance of street centerline data would be fully coordinated with procedures to maintain the proposed Regional Occupiable Unit Regional Dataset. (See Agenda Item 5c.)
 10. Some mechanism (likely a new attribute field) would be incorporated into the data model to handle new public and/or private streets that are being built under existing construction contracts, but are not yet “platted” by the local government. These centerline elements would be added to the Core Geographic Divisions as “Streets under Construction”, in anticipation of their imminent navigability.
 11. The vision requires reconciling the regional GIS centerline database with the MSAG database to ensure data compatibility and correct any errors that may be found. The centerline dataset uses a completely different addressing standard (USPS) than the MSAG, which hinders current dispatch efforts. Once this reconciliation is complete, a software solution, such as “Graphic MSAG”, could be used to simultaneously maintain both databases (MSAG & GIS). However, it is important to prevent MSAG formatting requirements from conflicting with locally established procedures. (See the Background Section for more information about MSAG conventions.)
 12. The final proposal needs to recommend accuracy guidelines and procedures as regional best practices. A variety of positional accuracies may be acceptable if they are clearly documented.
 13. Achieving the vision requires compliance with the Attribute, Topology and Maintenance specifications presented in the document reviewed by the Coordinating Committee on March 30, 2005 and entitled: “General Specifications for an Addressed Centerline Map Layer for Local Public Safety Agencies”. These specifications build upon the current procedures of many E911 and emergency response data producers. They can be reviewed at http://www.metrogis.org/teams/workgroups/e911_streets/specs.pdf.
 14. Any privacy and access issues must be appropriately addressed.

RECOMMENDATION

No action is requested. Comment is, however, encouraged regarding any aspect(s) of the vision that raises doubts from a policy perspective.

REFERENCE SECTION

BACKGROUND ON WORKGROUP

1. The MetroGIS E911 Address and Street Centerline Workgroup initial met on December 2, 2004. The participants learned of two counties and Minneapolis' efforts to develop their own street centerline datasets because the endorsed regional solution was not meeting their Emergency Response needs. The participants concurred that a regional solution to the need for an E911 compliant regional street centerline dataset should be pursued. As such, the project was included in MetroGIS's 2005 workplan and a formal workgroup was established by the Coordinating Committee at its December 2004 meeting.
2. Survey of E911 Technology Requirements and Specifications: in January 2005, the Workgroup decided to survey the 10 vendors who provide E911 CAD/GIS software and services to the PSAPs in the Metropolitan Area. The survey was developed by listing the general requirements of an E911 system that is well known by the staff at LOGIS, and asking vendors to identify those specifications as required, not required, or prohibitive to their solution. Seven of the ten vendors replied, and while many of them had similar requirements, none of the specifications were listed as prohibitive to their solution. Thus, the results of the survey have been integrated into the General Specifications document.
3. The workgroup's membership, meeting agendas and summaries, findings of investigations, etc. can be viewed at http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml.
4. Michael Dolbow of the MetroGIS support team and Gordon Chinander, GIS Coordinator for the Metropolitan 911 Board are co-facilitating the workgroup. Participants in the workgroup include:
 - Ben Verbick, LOGIS
 - Erin Naughton, City of Minneapolis
 - Scott Simmer, Hennepin County
 - Kent Tupper, Dakota County
 - Dan Pfeffer, Scott County
5. On March 30, 2005, the Committee unanimously recommended that the MetroGIS community pursue the vision outlined herein. The details of the Committee's discussion can be viewed at http://www.metrogis.org/teams/cc/meetings/m_03_30_05.pdf (Agenda item 5b[1]).

MASTER STREET ADDRESS GUIDE (MSAG)

"MSAG compliant" is defined as meeting the Master Street Address Guide to road naming conventions and Proper address ranges. This standard is endorsed by NENA (National Emergency Number Association). This organization creates national E911 GIS data standards.

A better definition and description of the MSAG and its connection to E911 processes and GIS/CAD solutions will be included in the white paper to be produced as part of this project.



TO: Policy Board
FROM: Coordinating Committee
Chairperson: Nancy Read, Metropolitan Mosquito Control District
Staff Contacts: Mark Kotz (651-602-1644) and Gordon Chinander (651-603-0054)
SUBJECT: Vision - Regional Occupiable Units Data Solution
DATE: April 8, 2005
(For Apr. 20 Meeting)

INTRODUCTION

Policy Board comment is requested regarding a vision endorsed by the Coordinating Committee to pursue a regional point dataset comprising all occupiable units (residential and non-residential) within the seven-county Metropolitan Area.

The proposed project scope involves defining and agreeing on 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 goal of this solution is to minimize duplication of effort and maximize consistency of address data needed by MetroGIS stakeholders. A special effort has been made to collaborate during the visioning effort with those responsible for supporting the address needs of Public Safety Answering Points (PSAPs), which dispatch emergency responders serving the seven county Metro Area.

PARTNERSHIP WITH METROPOLITAN 911 BOARD

The Metropolitan 911 Board is acknowledged as an organization with a significant future need for this regional solution, given the importance to the daily operations of PSAPs. “Future” means following the realization of an E911-compliant street centerline solution (see Agenda Item 5b). As such, the proposed vision is currently being vetted with the Metropolitan 911 Board and emergency responders to ensure they are satisfied with the general proposal before work on detailed strategies is initiated. The Metropolitan 911 Executive Committee is scheduled to comment on this vision on May 4.

Assuming that both the Metropolitan 911 Board and the MetroGIS Policy Board conclude that the proposed vision warrants further consideration, detailed strategies to achieve the technical and organization components will be pursued in coordination with related work necessary to achieve an E911-compliant street centerline dataset.

COORDINATING COMMITTEE ACTION

At its March 30, 2005 meeting, the Coordinating Committee unanimously approved the conclusion and recommendation of its Address Workgroup’s that a regional occupiable units dataset for the seven-county Metropolitan Area as outlined herein is warranted and that it should be collaboratively created and maintained, on the basis that:

1. Nearly all government organizations need addresses for occupiable units to carry out their business functions,
2. Multiple uncoordinated address-related procedures and authorities are resulting in costly duplication of effort and perpetuation of data discrepancies, and
3. A collaborative effort is warranted to achieved desired efficiency and accuracy improvements:

Refer to the Reference Section for a summary of the Address Workgroup’s efforts.

COMPONENTS OF PROPOSED VISION – FOR A REGIONAL OCCUPIABLE UNITS DATA SOLUTION

The following concepts and decision rules should guide next steps to define technical and organizational components necessary to achieve the vision (*not intended to be listed in any order of priority. The numbering is provided only to facilitate comment*):

1. The concept of a “single official” authority for address data for any given jurisdiction is desirable to all government entities. Its existence would reduce the creation of inaccurate or inconsistent addresses. It would also streamline the process of mitigating anomalies, as they arise.

2. Local procedures and rules pertaining to naming of streets and assignment of address numbers must be recognized as they exist and are not within the scope of the proposed regional solution. The regional solution would begin with the data created by those many and varied processes. (*Note: This acknowledgement does not apply to the format in which the data are maintained (database) but to the decisions about actual naming of names and assigning of address numbers via established local processes.*)
3. The preliminary conceptual regional database design would include (but is not limited to) the following entities for each occupiable unit within the seven county area:
 - ✓ The unit address components
 - ✓ The point geography
 - ✓ Some mechanism to relate the point to parcel data
 - ✓ Some categorization of the point type to indicate how it relates to the parcel (e.g. single structure on one parcel, one of many buildings on a parcel, an apartment unit or office suite, etc.)
4. “Occupiable unit” has been preliminarily defined by the Workgroup as any residential or non-residential occupiable space for which a government entity issues a permit to create. Office spaces that have movable walls and which do not require a permit to reconfigure will not be included in this recommendation. Such matters can be considered in the future if practical. As the project design evolves, this working definition is expected to become more specific.
5. The proposed vision for the initial regional solution assumes multiple avenues for creating, maintaining and storing address point data, and providing it to a regional dataset. For example, some individual cities would maintain the data locally in their custom database and provide updates to the regional dataset periodically. Other larger government units (PSAPs, or Counties) might also maintain data for multiple cities and townships and provide periodic updates to the regional dataset.
6. A standardized address data transfer format will be needed to implement this solution. Such a standard may have implications for local address database formats. A pilot study(ies) is recommended to frame any compatibility issues and identify viable solutions. Related work currently in progress by the Ramsey County GIS User Group should be supported and closely tracked.
7. Once desired custodial roles and responsibilities are defined, organizational candidates with matching internal business needs and abilities will be contacted to determine their interest in participating in the management of the proposed occupiable units point dataset. An agreement-in-principle on broad custodial responsibilities must be reached by key entities before a final recommendation can be considered by the Policy Board.
8. The vision includes the potential for an Internet-based application that would allow cities, which do not have their own GIS capability, to maintain such a dataset (geographic features and related address data) via this application. The data itself could reside with one or more aggregators of data. (The workgroup believes the technology, such as Web Feature Services, is stable enough to consider this as a serious option.)
9. The final proposal must include a process, acceptable to affected parties, to make sure that the address ranges of the Master Street Addressing Guide (MSAG) database remain consistent with the individual addresses of the proposed address point dataset.
10. It is desirable to be able to relate the subject point address data to street centerline data.
11. Privacy and access issues must be appropriately resolved.
12. The final proposal needs to recommend accuracy guidelines and procedures as regional best practices. A variety of positional accuracies may be acceptable if they are clearly documented.
13. The proposed solution needs to have an outreach component to inform all affected and relevant interests about the benefits of the solution and grow participation. This effort should also describe how to report anomalies as they are identified.

RECOMMENDATION

No action is requested by the Policy Board. Comment is, however, encouraged regarding any aspect(s) of the vision that raises doubts from a policy perspective.

REFERENCE SECTION

BACKGROUND ON WORKGROUP

1. The need for addresses of all occupiable units was established in 1996 as a priority common information need, a need that was corroborated by the Phase I Socioeconomic and the Existing Land Use Workgroups. Creation of a Phase II Socioeconomic Workgroup is on hold until a regional solution to the occupiable unit need has been satisfactorily met.
2. This occupiable units information need was also recognized to be a formidable task in its own right, so the Committee created the Address Workgroup in March 2004. The recommendation set forth in this report was unanimously agreed upon by the Workgroup on March 16, 2005. The members also agreed that they would prefer to continue to serve as the proposed next-phase Workgroup to determine necessary organization roles and responsibilities and identify candidate organizations to carry out those roles.
3. The workgroup's purpose, membership, workplan, meeting agendas and summaries, findings of investigations, etc. can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/add_wkgrp.shtml.
4. Mark Kotz of the MetroGIS support team is providing lead staff support to this workgroup.
5. On March 30, 2005, the Committee unanimously concluded that the MetroGIS community should pursue the vision set forth in this document. A summary of the Committee's discussion can be viewed at http://www.metrogis.org/teams/cc/meetings/m_03_30_05.pdf (Agenda item 5b[3]).

WORKGROUP METHODOLOGY

1. Definitions/Scope: The workgroup concluded, after substantial consideration, that the scope of its efforts should be limited to the primary situs address, for each occupiable unit, not including the mailing address. Occupiable unit was defined to include all residential and non-residential units created or modified via an official government permit/authorization. The Workgroup is expected to add more specificity to the scope of the address dataset in the next phase of the project (e.g. should things like barns and outbuildings be included?)
2. Process and Data Flow Models: Key to the workgroup's recommendation was its investigation of how and by whom addresses are created, changed and used at different levels within the jurisdictions of each of the seven counties. This investigation involved numerous interviews with county and city personnel who are responsible for processes involved in the capture and maintenance of address data records. The following major conclusions were reached from this exercise:
 - Most addresses are created at the local (city) level.
 - This results in many, many address authorities with many different processes.
 - Address authorities seem to update their address records (digital or paper) right away.
 - Address data flow is fairly complicated and is different in every location.
 - Address data do not flow consistently from different sources (e.g. cities to a school district)
 - There is a desire at the county level (and beyond) for a single source for address data.
 - Many authorities mentioned wanting a standard process.
 - A single best source for address data would benefit many people.
3. Identify Process and Data Gaps: The workgroup compared the existing data processes and structures with the data needs identified by the MetroGIS community, to identify gaps between existing data and needs.