

MetroGIS Business Planning Oversight Team Meeting
September 28, 2007
12:30 – 2:30 PM

Meeting purpose

- Prepare for Policy Board meeting
- Discuss edited Business Plan (still work in progress), particularly Operational Plan chapter
- Discuss budgets

Section 8.1 discussion

- Move last three bullets to the top
- Add bold to “expansion is critical to long term sustainability” to attract attention
- Some bullet points in Section C regarding dedicated staff support go beyond being assumptions
- Last bullet point of Section D goes beyond being an assumption

Section 8.2 discussion

- Bullet points in Section 8.2 seem to be backwards.
- Clarify 2nd bullet 2nd sentence that they do not need to “collectively possess” but instead “collectively identify/recognize” technical skills needed.
- Eliminate 3rd bullet 2nd sentence regarding organizational competencies.
- Move 3rd bullet up to the top and reword to simplify recommendation

Section 8.3 discussion

- Add a sentence to explain that the priority rankings came from a survey of Coordinating Committee members
- Formatting suggestion: Make sure gridlines are included in the table
- Add brief comments to italicized items in Section 8.3 that do not currently have comments
- 7c – Add comment explaining how partnership/joint powers arrangement would impact MetroGIS
- 7d – Connect “performance measures” to the return on investment concept

Section 8.5 discussion

- In the last paragraph, list some of the “other priorities” (outreach, performance measures, etc.) or reference the “eight activity areas”
- Change word “products” to “actions” in third to last paragraph

Business Plan formatting discussion

- Add page numbering or some form of section identification to make navigation easier
- Generally, bullet points should be listed in levels of “descending interest” (most important to less important)

Budget discussion –Funding Balance Sheet (Summary)

- Staff salaries for 2008 are based on an assumed or estimated salary increase
- Check salary increase between 2006 and 2007 to confirm that approximate \$10,000 increase is accurate
- Remove 2005 and 2006 revenue services

Budget discussion – Funding Balance Sheet (Detailed)

- Remove staff expenses from detailed Funding Balance Sheet?
- Change Professional Services/Special Projects section from \$25,000 to \$30,000 by merging it with ApplicationFinder (currently \$5,000)