



MetroGIS Policy Board Minutes: 2006-2009



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 18, 2006

6:30 p.m.

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

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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 19, 2005**

1. CALL TO ORDER

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

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Joseph Wagner (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Dan Cook (School Districts - TIES), Terry Schneider (AMM- City of Minnetonka), and Tony Pistilli (Metropolitan Council).

Members Absent: None

Coordinating Committee Members Present: Nancy Read (Chairperson), Will Craig, Rick Gelbmann, Jane Harper, Brad Henry, Randy Knippel, and Steve Lorbach.

Visitors: Mark Vander Schaaf (Metropolitan Council), Debra Ehret (MN Dept. of Health), and Carla Coates (Ramsey County).

Support Staff: Randall Johnson, Michael Dolbow, and Steve Fester.

2. ACCEPT AGENDA

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

3. MEETING SUMMARY

Member O'Rourke moved and Member Kordiak seconded to accept the July 27, 2005 meeting summary, as submitted. Motion carried, ayes all.

CERTIFICATE OF APPRECIATION

Chairperson Reinhardt presented a Certificate of Appreciation to Michael Dolbow for his significant contributions to MetroGIS over the past five years. Mr. Dolbow is member of the Metropolitan Council's GIS Unit and has been of a member of the MetroGIS staff support team for the past five years. He has accepted the position of GIS Coordinator for the Minnesota Dept. of Agriculture and will be leaving the Council and MetroGIS on October 28. In his comments, Mr. Dolbow noted that it has been a pleasure to work for MetroGIS because it is providing nationally recognized leadership to accomplish collaborative solutions to information needs shared by government interests that serve the Twin Cities. He wished the Policy Board well in its future efforts.

4. GIS TECHNOLOGY DEMONSTRATION

Rick Gelbmann, GIS Manager for the Metropolitan Council, demonstrated a natural resources planning application that the Council's GIS Unit is in the process of developing, entitled "Natural Resources Atlas Application". It runs on ArcReader software, which can be downloaded free of charge. The Council's GIS Unit is creating value by making it easy for the user to obtain a variety of data, which are produced by several organizations, by organizing and bundling it, and creating an easy means to access the it via the ArcReader software. This application is tentatively planned for release next spring.

Board members asked a number of questions ranging from who will have access to the application, how to add additional datasets, what triggers adding a specific property to a designated natural resources/park area, and value to the effort of investments made by counties and others to improving the spatial accuracy and completeness of their base map data, such as parcel boundaries. The latter investments were acknowledged as having substantial value. It was also noted that it is too early in the process to objectively respond to the other questions that were raised.

5. ACTION AND DISCUSSION ITEMS

a) Emergency Preparedness – Proposed Interim Regional Solution Report

Coordinating Committee Chairperson Read introduced the need for regional interoperability of emergency preparedness-related data with the following scenario. A jet aircraft is having difficulty and dumps fuel before landing. The fuel falls across a three county area. Emergency responders need to assess the impact on water intakes.

She then introduced Randy Knippel, Dakota County GIS Coordinator and Chair of the MetroGIS Emergency Preparedness Workgroup, noting that the Coordinating Committee had endorsed the proposed collaborative solution presented in the agenda materials at its September 21st meeting. The presentation slides can be viewed at http://www.metrogis.org/teams/pb/meetings/05_1019/slides.pdf.

Knippel summarized the collaborative vision, noting that the seven counties are to be the core participants and that officials affiliated with each of the counties had been actively involved in the development of the vision. He commented that the initial focus is on public health related topics such as data related to the Strategic National Stockpile initiative and that a major benefit is provision of a common operating picture for how the GIS and Emergency Preparedness/Management communities can collaborate. The key is recognizing that all disasters are local and that local officials possess the detailed knowledge needed to quickly respond. Moreover, to apply outside resources – nearby communities, state, federal assistance – quickly and effectively, there is a compelling need to create systems that facilitate easy and comprehensive access to data about the specific locality involved. In short, the protocols proposed by the Workgroup are designed to capture a host of data important to effectively respond to emergencies and create a sustainable mechanism with defined organizational roles and responsibilities to keep these data current and readily accessible. He also noted that a website has been created to improve communication with and understanding by the emergency preparedness community.

Before concluding his presentation, Knippel invited Debra Ehert of the Minnesota Department of Health to comment from the perspective of a benefactor of the proposed vision. Ms. Ehert spoke strongly in favor of the proposal, noting that the efforts of the Workgroup have been critical to their ability to effectively integrate GIS technology into their day-to-day business functions. She emphasized that the existence of cross-jurisdictionally compliant data are critical to achieving the Department of Health's mandates, as there is a major spatial dynamic to their work.

Knippel concluded his presentation by summarizing the components of the recommendation. In response to a question from Member Delaney, Knippel commented that the Workgroup is asking if the Board concurs that the vision has political legitimacy before further testing is initiated. Policy Board members then suggested that in addition to seeking a finding of legitimacy from the Policy Board, the Workgroup should be seeking the desired acknowledgement from the Pawlenty Administration, in particular the Department of Public Safety, as well as from the Legislature, League of Cities, and Association of Minnesota (and Metropolitan) Counties. At the county level, Board members concurred that the focus should be on seeking legitimacy from the Emergency Management Coordinators (EMC), as opposed to directly from the County Boards, noting that if the EMC's are sold on the idea, they will recommend it to their respective county boards. Member Delaney noted that each of the county EMCs is responsible for

detailed plans to satisfy FEMA compliance standards and that access to accurate data is critical to their ability to effectively carry out this planning requirement.

Member Schneider commented that he supports the vision concept as most cities and counties have detailed plans that call for a high level of coordination. He concurred with other members that the plan should seek to obtain recognition at the state level sooner rather than later. He also offered constructive criticism concerning the graphic that illustrates the process, which is included in the agenda materials. The Board concurred with Member Schneider that the graphic needs to focus on demonstrable program-related outcomes familiar and important to policy makers and that the terminology needs to be more aligned with their worlds.

Vice-Chair Kordiak asked for clarification about how the Workgroup expects the Emergency Management community to use GIS technology. Knippel responded that the goal is to raise awareness of the value that the GIS professional can bring to a disaster response effort and include them on the team. No one is expecting the Emergency Managers to use the technology themselves in the time of a crisis.

Member Schneider noted that the presence of accurate data maintained in a system that permits analysis of “what if” scenarios would provide an enormously valuable training tool.

Motion: Member Egan moved and Member Delaney seconded, with the understanding that the process graphic will be improved to illustrate program rather than process outcomes, that the Policy Board and, in particular, each county representative:

- 1) Advocate among the leadership of their respective organizations for the next phase of testing and further refinement.
- 2) Offer suggestions for how the proposed roles and responsibilities might work better in their respective organization.
- 3) Authorize Chairperson Reinhardt to sign a letter inviting members of the EP community to attend an outreach event(s) at which the subject interim strategy will be explained and next steps discussed.

Motion carried, ayes all.

b) Strategic Directions Workgroup and 2006 MetroGIS Work Plan

Chairperson Reinhardt informed the Board members that she had added this topic to the agenda. The purpose of this item is to suggest that the Board set a target of February 2006 to host the Strategic Directions Workshop that has been postponed to allow the Metropolitan Council to evaluate the value of MetroGIS to its internal operations. She then recognized Member Pistilli, who provided a copy of the Metropolitan Council’s internal evaluation of the MetroGIS initiative to each of the Policy Board members, noting that the document had been printed the day before and had not yet been seen by members of the Metropolitan Council.

Member Pistilli characterized the findings set forth in the evaluation as complimentary to the products of MetroGIS’s efforts. He also noted that the evaluation raises some questions about MetroGIS’s reporting and organizational structures, commenting that, in his opinion, what seems to make MetroGIS work also raises these questions. He commented that he believes that discussion of the cited issues may lead to improvements. Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan Council, briefly commented that the Council’s Audit Committee is scheduled to consider the document on November 2 and that the Council’s Community Development Committee is scheduled to consider it on November 7.

The sentiment expressed by Policy Board members was support for Council’s program evaluation process acknowledging that sufficient public value must be received in return for support of initiatives. In

response to a question from Chairperson Reinhardt, which was echoed by other Board members, Member Pistilli commented that he supports providing Policy Board members an opportunity to provide substantive input into the Council's process from this point on. Member Schneider asked for clarification about how these discussions might affect MetroGIS's 2006 budget. In response, Vander Schaaf and Member Pistilli commented that the Council's proposed 2006 budget maintains at MetroGIS's 2005 funding level, as had been requested by the Policy Board. Member Pistilli and Chairperson Reinhardt agreed to discuss options following the meeting for providing input from the Policy Board to the Council concerning the findings and recommendations presented in its Program Evaluation Report for MetroGIS.

Motion: Member Pistilli moved and Member Egan seconded the following actions:

1. That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS's Strategic Directions Workshop.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.

c) 2006 Meeting Schedule

Chairperson Reinhardt summarized the meeting schedule as proposed in the agenda materials.

Motion: Member Schneider moved and Member Fiskness seconded to set the 2006 Policy Board meetings dates as January 18, April 19, July 19, and October 18, with the understanding that the Board may elect to meet more often for a particular purpose. The 6:30 p.m. start time was maintained:

Motion carried, ayes all.

6. MAJOR PROJECT UPDATES

a1-3): Regional GIS Project Proposals: The Staff Coordinator provided a status update on each of the subject proposals from the materials included in the agenda packet (common web application design, DataFinder Café Upgrade, and fill in incomplete parcel data attributes).

Steve Lorbach, representing St. Paul and the Ramsey County GIS Users Group, noted that he and his constituents support the concept of exploring opportunities to collaborate on common web application needs. He commented, however, that the project should encourage bids for varying systems architectures involving central server designs in addition to distributed server architectures. (*Editor's note: the commentor's reference to a "distributed server architecture" was in response to an application developed for a South Carolina community that the MetroGIS Workgroup had expressed interest in.*) Chairperson Reinhardt instructed staff to pass these comments along to the Workgroup and the Coordinating Committee for their consideration. She also commented that the Policy Board's role had been to affirm the general political legitimacy of the subject project, which is designed to investigate public value that can be achieved if multiple organizations collaborate on a common web application design, and that this affirmation had been granted at the July Board meeting and that design specifications are now under the purview of the Coordinating Committee.

The Staff Coordinator commented that the intent of this project is to seek bids for a variety of systems options to compare and contrast relative to the purposes sought and that to his knowledge the proposed bid specifications are consistent with this objective, but that he would look into the matter before the bid process is initiated.

c) Non-Government Perspective Forum

Member Schneider and the Staff Coordinator updated the Board on preparations in progress for the November 15th forum, noting that 19 individuals from 8 targeted interest groups had thus far RSVPed

from a group of 90 individuals who had been targeted as candidate participants. Staff noted that a reminder would be sent on Monday, October 24th in hopes of increasing participation of around 30 individuals from as many of the 16 target interest groups as possible. Member Schneider reiterated that the objective of the Forum is to facilitate a combination of brainstorming and education on possibilities for non-government collaboration with government interests to address common information needs.

7. INFORMATION SHARING

Chairperson Reinhardt called attention to three of the Information Sharing Items provided and encouraged the members to review the others on their own. The three items called out were as follows:

C) 7: Polaris Mid-Career Achievement Awards

Chairperson Reinhardt called attention to Rick Gelbmann and Randy Knippel, both members of the Coordinating Committee, having been recently honored at the State GIS/LIS Conference with presentation of this prestigious award. Board members congratulated both and gave them a round of applause.

D) 3: Staff Coordinator to Attend Innovations in Governance Program at Harvard

Chairperson Reinhardt called the Board's attention to the Staff Coordinator having been accepted to attend a one-week program, the beginning of November, at the Kennedy School of Government, Harvard University. The program is entitled "Innovations of Governance" and the focus is on regional collaboration to address important public issues. She noted that the case study proposed by the Staff Coordinator focuses on MetroGIS's collaborative organizational structure and, specifically, benefits that have been attained through its presence, as well as, challenges due to its uniqueness. She commented that from her experience this is not an easy program to be accepted into and that she appreciates the Staff Coordinator's dedication and commitment expressed in pursuing the challenge of participating.

D) 6: MetroGIS Leaders Cited in Article about "White Knights"

Chairperson Reinhardt introduced Will Craig, member of the Coordinating Committee, to talk about an article that he wrote entitled "The White Knights of Spatial Data Infrastructure". He commented that his reason for writing the articles was to explore the internal motivation of several individuals, including the Staff Coordinator and members of the Coordinating Committee, who have provided substantive leadership to MetroGIS and the Minnesota geospatial community. The three common motivating factors identified are idealism, enlightened self-interest, and peer support. He noted that the article has been published in national and local journals, including the summer issue of the CURA Reporter, which he handed out copies of at the meeting.

8. NEXT MEETING

The next meeting is scheduled for Wednesday, January 18, 2006.

9. ADJOURN

The meeting adjourned at 8:35 p.m.

Prepared by,
Randall Johnson, AICP
MetroGIS Staff Coordinator



TO: MetroGIS Policy Board

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

SUBJECT: GIS Technology Demonstration
Evacuation Planning for Homeland Defense – U of M Project

DATE: December 27, 2005
(For the January 18th meeting)

INTRODUCTION

For the Board's January 2006 meeting, the Coordinating Committee has selected a research project led by Professor Shashi Shekhar with the University of Minnesota. Professor Shekhar will be talking about a project that he has been working on entitled, "Evacuation Planning for Homeland Defense: A Capacity Constrained Routing Approach". (See the attached Presentation Fact Sheet for more information about the subject research project and Professor Shekhar.)

BACKGROUND

An early test case included the evacuation zone around the nuclear power plant located at Monticello. Results from this test case were presented in a congressional breakfast on GIS and Homeland Security in February 2004. General results are applicable to emergency planning activity in the Twin Cities. Mn/DOT used those in a recent project to develop evacuation plans for many scenarios located in the Twin Cities.

The Coordinating Committee has asked Professor Shekhar to talk about how his research might apply to the work of the MetroGIS Emergency Preparedness Workgroup and how regional data solutions available in the Twin Cities as a result of MetroGIS's efforts (e.g., parcels and street centerlines) that are of better accuracy than available for the Monticello project might enhance the application if used in the Twin Cities.

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- July 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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

January 18, 2006 Presentation Fact Sheet

A. Research Project

TITLE: Evacuation planning for homeland defense: A capacity constrained routing approach

LEAD PRESENTER: Prof. Shashi Shekhar

Computer Science Department, University of Minnesota

200 Union Street SE #4192, Minneapolis, MN 55455

(612) 624-8307, fax: (612) 625-0572, email: shekhar@cs.umn.edu

SHORT DESCRIPTION:

Evacuation route-schedule planning identifies paths and schedules to move at-risk population out to safe areas in the event of terrorist attacks, catastrophes, or natural disasters. Its goal is to identify near-optimal evacuation routes and schedules to minimize evacuation time despite limited transportation network capacity and the possibly large at-risk population. Finding the optimal solution is computationally exorbitant due to the extremely large size of the transportation networks (million nodes and edges) and the limited capacities. We propose novel geo-spatial algorithms to determine competent evacuation plans. Evaluation of our methods for evacuation planning for a disaster at the Monticello nuclear power plant near Minneapolis/St. Paul Twin Cities metropolitan area shows that the new methods lowered evacuation time relative to existing plans by providing higher capacities near the destination and by choosing shorter routes.

FUNDING SOURCES:

US Army Research Lab (AHPCRC/ARL) is sponsoring the work on use of high performance computing techniques to reduce computation time to produce evacuation plans quickly. Minnesota Department of Transportation sponsored follow-on work to determine contra-flow configurations of the transportation networks to increase outbound capacities and reduce total evacuation time.

COLLABORATORS:

Collaborators include Mr. QingSong Lu, Mr. Sangho Kim, Ms. Betsy George (all University of Minnesota), Ms. Sonia Pitt, Mr. Robert Vasek, Dr. Eil Kwon, Mr. Mike Sobolesky (all Mn/DOT), and Mr. Daryl Taavola (URS).

B. Professor Shashi Shekhar

Professor Shekhar has recently been named a Distinguished McKnight University Professor at the University of Minnesota. (This is rare honor and comes with a grant of \$100,000 to be expended on their research over the next five years.) He is a professor of Computer Science and Engineering and a world leader in the area of spatial databases, an interdisciplinary area at the intersection of computer science and geographic information science (GIS). Professor Shekhar has a distinguished academic record that includes two books and over 160 refereed papers. He is widely sought after by policy makers in the United States and abroad for his expertise in spatial databases and spatial data mining. Earlier his research developed core technologies behind in-vehicle navigation devices as well as web-based routing services, which revolutionized outdoor navigation in the urban environment in the last decade. See <http://www-users.cs.umn.edu/~shekhar/> and http://www.grad.umn.edu/faculty-staff/mcknight/distinguished_recipients.html



TO: Policy Board

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

SUBJECT: Major Accomplishments in 2005 and Annual Report Theme

DATE: December 27, 2005
(For the Jan 18th Meeting)

INTRODUCTION

The Coordinating Committee respectfully requests the Policy Board's acceptance of:

- A listing of MetroGIS's most significant accomplishments during 2005, and
- A theme for the 2005 annual report of "how the existence of MetroGIS is making a difference and facilitating improvements via e-government while doing so".

COORDINATING COMMITTEE CONSIDERATION

At its December 15th meeting the Coordinating Committee unanimously accepted the listing of major accomplishments and the annual report theme as presented in this report.

MAJOR 2005 ACCOMPLISHMENTS

2005 was a productive year in terms of fostering collaboration to address common geospatial needs, notwithstanding the decision to postpone the pending Strategic Directions Workshop. The most significant accomplishments were as follows (*the order is not intended to imply relative importance*):

- Address Standard: Address data standards developed by MetroGIS were used as a prototype for development of a national standard, which have remained largely unchanged.
- Addresses for Occupiable Units: The Policy Board endorsed a vision statement to guide implementation of a regional "addresses of occupiable units" dataset.
- DataFinder Café: Agreement was reached on a technical design and funding to upgrade DataFinder Café.
- E911- Compliant Street Centerlines: The Policy Board endorsed a vision statement to guide implementation of a regional "E911-compliant street centerline dataset".
- Emergency Preparedness: The Policy Board endorsed an solution for further testing to establish a mechanism for coordinated assembly across the seven county region of a variety of datasets critical to Emergency Preparedness efforts.
- Non-Government Interests: An initiative was launched to explore partnering opportunities with non-government interests to achieve common needs.
- Testimonial: An eighth testimonial to the benefits of MetroGIS's efforts – City of Roseville/Ramsey County GIS Users Group – was produced.
- U.S. Census Bureau: Agreement was reached with U.S. Census Bureau to use MetroGIS's regionally-endorsed street centerline data in 2010 Census products.
- Data Distribution and Knowledge Sharing: Performance measures documented continued growth in data distribution activity via DataFinder and use of MetroGIS's general information website.
- Recognitions: Three substantive recognitions were received from national and international interests:
 - Selected by the Open Geographical Consortium as its top U.S. example of a local/regional geospatial data distribution architecture compatible with achieving the NSDI vision. This recognition is described in a publication entitled "Server Architecture Models for the National Spatial Data Infrastructure (NSDI)".

- Selected as the only collaborative governance structure in the United States that exhibited “new policy options and institutional structures associated with the formulation and implementation of successful SDI (spatial data infrastructure) initiatives” by Ian Masser, an internationally acknowledged expert in the field in his book “*GIS Worlds – Creating Spatial Data Infrastructures*”, published by ESRI Press.
- Selected by URISA as among its top 6 Exemplary Systems in Government (ESIG) Award recipients.

A detailing listing of year-end project status information, outreach activities, major documents produced, and workgroup and committee meetings conducted is available upon request.

2005 ANNUAL REPORT

The main theme proposed for the 2005 annual report insert is the same as last year: “how the existence of MetroGIS is making a difference and facilitating improvements via e-government while doing so”. In particular, this past year MetroGIS’s impacts were demonstrated through continued access improvements to data produced by others, in the form needed, and by continuing to leverage resources through partnerships fostered through MetroGIS’s efforts. Jeanne Landkamer has again agreed to produce the MetroGIS 2005 Annual Report, as she has done for the past several years.

As has been the case for the past three annual reports, the single page, double-sided format, written from Chairperson Reinhardt’s perspective, is proposed. The report would again be distributed in combination with an informational brochure designed to have a shelf life of 2-3 years. A new brochure was produced in 2005. It can be viewed at

http://www.metrogis.org/about/annual_reports/05brochure.pdf.

RECOMMENDATION

That the Policy Board accept, subject to any desired additions or modifications, the:

- 1) Listing herein of major MetroGIS accomplishments during 2005.
- 2) Proposed theme for the 2005 annual report of “how MetroGIS’s efforts are making a difference and facilitating improvements via e-government while doing so”.



TO: Policy Board

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

SUBJECT: 2005 Performance Measurement Report

DATE: December 27, 2005
(For the Jan 18th Mtg.)

INTRODUCTION

The Coordinating Committee respectively requests Policy Board approval of the 2005 MetroGIS Performance Measurement Report (separate document).

COORDINATING COMMITTEE CONSIDERATION

On December 14, 2005, the Coordinating Committee reviewed the major conclusions presented in a draft version of the subject Report. No additions or modifications were offered. (See the Reference Section for authorizing actions by the Policy Board.)

MAJOR PERFORMANCE MEASUREMENT FINDINGS AND CONCLUSIONS

The following findings and conclusions represent highlights from more complete descriptions presented in the accompanying 2005 MetroGIS Performance Measurement Report. The four outcome categories presented below are defined in the Performance Measurement Plan, which was adopted in 2002. Metrics for ten individual measures are captured monthly and comprise the data foundation for evaluating progress toward achieving desired outcomes.

The 2005 report presents metrics for comparable data for the ten measures over a three-year timeframe. A sufficient data history is now available to consider setting targets for some or all of the ten measures. If targets are to be set, the exercise should be a component of the Business Plan Update process anticipated to begin mid-to late 2006.

1. Ease of Data Discovery and Access

Use of DataFinder, as both an **online data discovery and data delivery tool, continued an upward trend** in 2005. A trend in **preference for online geospatial information queries**, in addition to downloads of data for manipulation on one's own system, is also beginning to emerge. Enactment of an unprecedented, single licensing agreement by the seven metropolitan area counties, which governs access to the regional parcel dataset, resulted in a 65 percent increase in licenses and a corresponding 52 percent increase in parcel data downloads.

Comments: 1) Continued progress needs to be made to accurately account for access to information via Internet-based queries, in addition to data downloads. Improvements planned for DataFinder in 2006 are expected to provide substantially better information for such queries than has been previously available. 2) Additional outreach efforts should be made to encourage data producers, who are not currently using DataFinder, to consider using it to share knowledge of their data holdings and to expedite distribution.

2. Data Currency

Each of the **eight endorsed regional data solutions** (see below) was **maintained to the specifications** established by the community. While these solutions only comprise 4.6 percent of the 136 datasets available via DataFinder, they continue to be the most popular data downloaded, comprising over 31 percent of the total downloads. Endorsed regional datasets for which metrics are maintained are as follows (listed in order of popularity in 2005):

Dataset⁽¹⁾	Downloads
Parcels	576
Census Demographic Profiles	516
County & Municipal Boundaries	479
Street Centerlines	322
Census Geography (e.g. tracts and blocks)	228
Planned Land Use	208

(1) Eight regional solutions have been enacted by MetroGIS but only six are tracked for purposes of Performance Measurement Reporting. Land Cover is distributed by DNR, its custodian. The Land Cover metadata record is posted on DataFinder but directs the user to DNR's website. The Unique Parcel ID solution is a component of the Regional Parcel Dataset and, thus, not tracked separately.)

Comment: Performance measurement results confirm that MetroGIS's efforts to create sustainable regional solutions to common information needs are improving organizational efficiencies and effectiveness. A topic at the pending Strategic Directions Workshop should address whether additional regional solutions should be investigated.

3. Internal Efficiencies, Level of Cooperation

Ten stakeholder organizations are now performing 23 distinct primary and regional custodian roles in support of eight endorsed regional solutions to common information needs, a one-stop, Web-based data discovery and distribution mechanism (DataFinder), and a forum to foster collaboration.

Comment: Sustaining long-term solutions to common information needs requires all parties to attain a level of comfort that their respective contributions are less than the cost of pursuing solutions on their own and a level comfort with one and other's contributions. The Metropolitan Council's 2005 Evaluation and Audit of MetroGIS raised questions in these regards. These questions must be resolved to the satisfaction of all core stakeholders to sustain the solutions that are currently in place and before any additional solutions are contemplated.

4. Decision Making, Service Delivery

Currently, the only means measure this outcome is via qualitative stakeholder testimonials. An eighth such testimonial, from the City of Roseville, was produced in 2005. Like the seven organizations that have been past subjects, the City of Roseville **attributes efficiency improvements** in its internal decision support and **service delivery enhancements to MetroGIS's efforts**. The Metropolitan Council's 2005 independent evaluation of MetroGIS's efforts corroborated internal efficiencies that other organizations have reported in their testimonials.

As in the past, those entities using DataFinder the most were academic institutions of higher learning and state, regional, and local government interests. Dakota County and Hennepin County are again listed among the top 25 download recipients, with activity at essentially the same level as in 2004.

Comment: User testimonials should continue to be developed.

RECOMMENDATION

That the Policy Board accept, subject to any desired additions or modifications, the MetroGIS 2005 Performance Measurement Report, dated December 23, 2005.

REFERENCE SECTION

PAST POLICY BOARD ACTIONS

- 1) April 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) January 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.



To: MetroGIS Policy Board

From: Policy Board Chairperson Reinhardt (651-266-8363)
Policy Board Member Pistilli (763-493-9071)

Subject: Update on Council Consideration of MetroGIS Governance and Funding Questions

Date: January 11, 2006
(For Jan. 18th Meeting)

INTRODUCTION

This report was added to the agenda at our request, as members of the Policy Board. Its purpose is to share information with the Policy Board about MetroGIS's involvement in the Metropolitan Council's process to address recommendations presented in the recent MetroGIS Program Evaluation and Audit Report. [A copy of the report can be reviewed at http://www.metrogis.org/teams/cc/meetings/05_1214/mc_eval.pdf. A brief summary of major topics addressed in the report is also provided in the Reference Section, Item 1.]

In our capacities as Policy Board Chairperson and the Metropolitan Council's representative to the Policy Board, we jointly support the Council's position that we (core stakeholders) need to ensure that the community concurs on future directions for MetroGIS and on the manner in which MetroGIS conducts its business. The former (future directions) is the purpose of the Strategic Directions Workshop that is tentatively scheduled for later this year (see Agenda Item 5e). The latter is the subject of this report.

The Council's Program Evaluation of MetroGIS raises several governance-related questions for further investigation. It is our belief that these questions must be resolved before the Strategic Directions Workshop is held, as the Workshop's purpose is about accomplishments and outcomes not process and governance. It is also our continuing belief that through MetroGIS's efforts, several effective regional solutions to common geospatial needs have been realized, providing evidence that current MetroGIS core functions are working.

PREVIOUS ACTIONS

At the Policy Board's October 2005 meeting, Member Pistilli, acting in his capacity as the Council's representative to the Policy Board, briefly summarized the findings presented in the Report. Since the Report had not been available prior to the meeting, the findings and recommendations were not discussed in any detail. Member Pistilli made a point, however, of stating that the document was complimentary to MetroGIS, in that the overall conclusion is that MetroGIS is benefiting the Council and the region. He also mentioned that several governance-related questions were raised in the Report for further investigation. Policy Board members were assured they would be involved in the decision making process to address these questions. (See Item 2 in the Reference Section for an excerpt from the Policy Board's meeting summary.)

At the direction of the Policy Board to remain involved in the developing process, Commissioner Reinhardt, in her capacity as Policy Board Chairperson, attended and briefly addressed the Metropolitan Council's Community Development Committee (CDC) on December 19, 2005. Her impression of the discussion by the Councilmembers was a positive one. The CDC Chair and other Committee members reinforced their intent to involve the MetroGIS Policy Board and other interested stakeholders in the process. Discussion of specifics was deferred to the CDC's next meeting, which occurred on January 10th. Prior to the meeting, Commissioner Reinhardt submitted a written request to allow a member of the Coordinating Committee, to participate in the process as a technical resource. She also respectfully requested modification of the meeting schedule to accommodate existing commitments.

RESULTS OF JANUARY 10TH COMMUNITY DEVELOPMENT COMMITTEE MEETING

The Community Development Committee of the Metropolitan Council met on January 10, 2006. Procedures recommended by Council management were discussed regarding resolution of governance and funding-related questions raised in the Program Evaluation and Audit Report. There was insufficient time to summarize the CDC's consideration of the recommended procedures, so Commissioner Reinhardt and Councilmember Pistilli intend to update the Policy Board at its January 18th meeting.

PREPARATIONS FOR PENDING CDC WORKGROUP CONSIDERATION

1. **Coordinating Committee Recommendation:** On December 14, 2005, Metropolitan Council management summarized the findings and recommendations presented in the Report to the MetroGIS Coordinating Committee. After a lengthy discussion, the Committee agreed to forward the following recommendations to the Policy Board for its consideration as it engages in discussions with Council representatives concerning governance and funding of MetroGIS (an excerpt from the Committee's meeting summary is provided in the Reference Section):
 - Accept the four (4) recommendations presented in the Metropolitan Council's Audit Report for MetroGIS, as described at this meeting (December 14th meeting of Coordinating Committee) by Mark Vander Schaaf.
 - Recommend that the (MetroGIS's) current structure be maintained, and
 - Encourage the Metropolitan Council to involve MetroGIS stakeholders in the dialog as it examines options.

Several Committee members also submitted written comments directly to Policy Board member Pistilli following the Committee meeting. Member Pistilli asked Committee members to share their comments with him to help him prepare for discussions pending among Councilmembers.

2. **Evaluate Current MetroGIS Governance Characteristics.** In preparation for pending CDC Workgroup dialogue to address governance concerns raised in the Report, creation of a MetroGIS workgroup is suggested to evaluate any options to change the current MetroGIS governance characteristics (Appendix A). This workgroup should include policy makers and managers who have been active in MetroGIS efforts and who have a clear understanding of its objectives, functions, accomplishments, and challenges. This group should convene as quickly as possible and identify current characteristics that should remain intact.

RECOMMENDATION

That the Policy Board:

- 1) Authorize creation of a MetroGIS workgroup, as defined herein, to evaluate current MetroGIS governance characteristics and offer its recommendations to MetroGIS's representative to the CDC workgroup as quickly as possible.
- 2) Be provided with e-mail updates through MetroGIS's representative(s) to the CDC workgroup as its work progresses. The updates should also be sent to the Coordinating Committee.

REFERENCE SECTION

1. Excerpt from December 14, 2005 Coordinating Committee Meeting Summary

5b) Metropolitan Council's Program Evaluation and Audit of MetroGIS

Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan Council, introduced himself and commented on his ties to the GIS community while with the City of St. Paul, which included holding the position of GIS Coordinator and serving as chair of the Ramsey County GIS Users Group. He also noted that he had participated in MetroGIS forums and had served as a member of the Coordinating Committee, representing large cities. He then prefaced his remarks by noting that the Council's Evaluation and Audit Report was the source of most of the comments that he would be making and that much of the slide presentation had been created by the Director of the Council's Audit and Evaluation Unit for a presentation on November 7th to the Council's Community Development Committee. ([Click here](#) for the presentation slides and [click here](#) to review the Audit Report.)

The presentation began with an overview of the origins of MetroGIS, from the Council's perspective, and a summary of value received by the Council from MetroGIS's efforts. Vander Schaaf then commented on several "potential scenarios" identified in the Report regarding the future of MetroGIS:

- Maintain The Current Structure,
- Cost Sharing For MetroGIS Data,
- Withdrawal Of Council Funding,
- Policy Board As Advisory To The Council, and
- Create A Fee Structure (Non-Government Access) For MetroGIS.

Vander Schaaf then summarized four recommendations presented in the Report:

1. Assess the positive and negative attributes of the options and determine the optimal placement of MetroGIS and its relationship and reportability to the Council.
2. Financial accountability measures for MetroGIS should be established and practiced.
3. The Council should continue to evaluate its role, products and cost-effectiveness of MetroGIS on an ongoing basis.
4. A clear delineation of roles and responsibilities between the Council and the parties involved in MetroGIS should be documented to ensure that all parties understand their role in MetroGIS.

Vander Schaaf concluded his presentation by commenting on proposed immediate next steps, which includes discussion by the Council's Community Development Committee on Monday, December 19, of a roadmap and timeline for acting on the cited recommendations.

Committee members were asked if they had any questions or comments.

Vice Chairperson Knippel asked for clarification of Council's philosophy about providing leadership and fostering collaboration toward regional solutions that benefit the region as a whole. Knippel encouraged the Council to address this question before launching into a discussion of specifics about MetroGIS. He also noted that he believes that the Audit Report tries to describe MetroGIS in black and white terms and in so doing does not account for the significant benefit from gray areas (intangibles) that are not easily quantified. He offered the example of the Council's current support of a forum to foster regional debate and agreement among all key stakeholders on standards and best practices, noting that this forum has established a trusted cooperative environment that, in turn, is paying dividends beyond the data involved. He also noted that knowledge sharing, which is a core function of MetroGIS, stimulates technology innovations that are resulting in improved effectiveness and efficiencies, also not easily captured in a black and white format (quantifiable inputs and benefits).

Craig agreed, but added comments about the value of MetroGIS to the image of the Metropolitan Council. His survey work, cited in the Audit Report, documented the value that MetroGIS participants placed on the

process of being involved in these collaborative activities. Through MetroGIS activities they have come to know and respect others across the region, something that has been invaluable in their own work. They know that MetroGIS is supported by the Metropolitan Council and their image of the Council has improved greatly as a result of MetroGIS activities.

Claypool concurred that the region is a big winner, greatly benefiting from the standards that have been enacted and the duplication of effort that has been eliminated through collaboration to address mutual needs. He also made a point of stressing that the counties have made larger investments than the Council for development of geospatial data.

Claypool then called attention to a few conclusions presented in the Audit Report that he believes demonstrate that the author(s) does not understand MetroGIS well enough to make such statements. He also noted his disappointment that the Scenarios had a negative tone, given the vast benefits to the region and the Council over the past ten years that can be attributed to MetroGIS's efforts. He concurred with Craig that the Council's image has greatly improved over the past ten years among local units of government, due in large part, to the collaborative environment fostered via MetroGIS's efforts; efforts which most stakeholders associate with the Council's support to foster the desired collaboration. He emphasized that ten years ago local government generally viewed the Council as bothersome, but that the situation is much different today. Not only are inter-organizational relationships vastly improved but also is the availability of data critical to effectively planning and operating regional systems. He stated that he is especially troubled by the reference in the Report that the Council might not be part of solutions that evolve through MetroGIS's efforts. He suggested that those responsible for this observation need to educate themselves on how decision making is actually conducted within the MetroGIS community. The Council has always been and is expected to remain a respected key stakeholder along with several others. Claypool concluded his remarks by offering a solution to keep the spirit of regional collaboration alive, should the Council decide its participation is no longer desirable. He believes that if such a situation were to arise that the counties would likely create a consortium with which the Council could negotiate to obtain the data they need from the counties.

Laumeyer commented that accomplishments of MetroGIS make his job much easier and speaking generally on behalf of other users, stated these accomplishment are resulting in a huge benefits to the region. He also noted that the Council should take pride in the cutting edge efforts of MetroGIS, efforts that have received national and international attention and awards.

Chairperson Read commented that one of the reasons MetroGIS has been successful is that the participants are doing things they have to do anyway but realized they can be more effective over the long term through collaborative solutions. As a result, she believes it is difficult to separate her work in MetroGIS initiatives from her work on related internal projects. She questioned how the Council's GIS staff were going to be able to accomplish the recommendation to segregate and track financial information regarding support of MetroGIS. She also noted that at the November 15 forum "Beyond Government Users: Future Directions for MetroGIS" she had recognized a reoccurring theme that the non-government community is mobilizing more and more to integrate GIS technology into their respective operations and, as such, are looking for more sources of reliable geospatial data.

Knippel reemphasized that applying a traditional business analysis model to government is flawed because the entities involved are not independent, competing against one another. Rather, government interests that serve the Twin Cities all have the same clients/stakeholders – the taxpayer - and all have a stake in the successfulness of the region. He emphasized that a structure/philosophy is needed that can achieve and sustain inter-governmental cooperation that, in turn, produces benefits for the whole by looking beyond the interests of individual organizations. He closed by reiterating an earlier observation that the Report seems to be very narrowly defined and ignores intangibles (gray areas) whose benefits are sizable.

Wencl stated that from the perspective of the National Spatial Data Infrastructure (NSDI) and its primary sponsor, the Federal Geographic Data Committee, MetroGIS is a working example of the type of successful regional mechanism needed to achieve the vision of the NSDI. He concurred with Craig and Knippel that the

Council is receiving a good deal of credit for its investment to support MetroGIS's efforts to foster collaboration. He also noted that NSDI proponents view the existence of the Policy Board as a major reason for MetroGIS's success. Wencil concluded his remarks by stating that the State of Minnesota should follow MetroGIS's lead and create a complementary mechanism capable of creating and sustaining statewide solutions to common information needs.

Craig commented that in some respects this Report is inconclusive in that it does not take into account intangibles, in particular, benefits to the region as a whole. He also noted that it is difficult to clearly articulate a response to the Council's question "where do we go from here" because the Strategic Directions Workshop has not been held.

Henry postulated that if the Council were to withdraw its funding that the collaborative environment would diminish. He asked the Council representatives if the Council wants the community to revert to the situation that existed when MetroGIS launched, no standards and significant duplication of effort. Vander Schaaf affirmed that the Council does not want the community to revert to the pre-MetroGIS environment. Henry followed with a statement that he believes that the cost to the Council to obtain data it needs from others and put it to use on its own would be more expensive than its cost to support MetroGIS's "foster collaboration" function.

Knippel followed with a question about how MetroGIS can best provide formal feedback to the Council's Evaluation and Audit Report, noting that he believes MetroGIS leadership should pursue an active role in the pending discussions about the recommendations and next steps outlined in the Report. He asked again that before dialogue is initiated on the Report's recommendations, that the Council reach agreement, at a policy level, regarding its interest and willingness to foster a collaborative environment to address common needs important to the region. Claypool emphasized that all affected parties need to be part of the discussions and that the current philosophy of an equal voice among the parties is critical to sustaining effective solutions.

Motion: Craig moved and Givens seconded to encourage the MetroGIS Policy Board to:

- Accept the four (4) recommendations presented in the Metropolitan Council's Audit Report for MetroGIS, as described at this meeting by Vander Schaaf.
- Recommend that the current structure be maintained, and
- Encourage the Metropolitan Council to involve MetroGIS stakeholders in the dialog as it examines options.

Motion carried: Nays-0, Ayes-13, Abstain-2 (Gelbmann and Vander Schaaf to avoid conflict of interest)

2. Excerpt from October 29, 2005 Policy Board Meeting Summary

5b) Strategic Directions Workgroup and 2006 MetroGIS Work Plan

Chairperson Reinhardt informed the Board members that she had added this topic to the agenda. The purpose of this item is to suggest that the Board set a target of February 2006 to host the Strategic Directions Workshop that has been postponed to allow the Metropolitan Council to evaluate the value of MetroGIS to its internal operations. She then recognized Member Pistilli, who provided a copy of the Metropolitan Council's internal evaluation of the MetroGIS initiative to each of the Policy Board members, noting that the document had been printed the day before and had not yet been seen by members of the Metropolitan Council.

Member Pistilli characterized the findings set forth in the evaluation as complimentary to the products of MetroGIS's efforts. He also noted that the evaluation raises some questions about MetroGIS's reporting and organizational structures, commenting that, in his opinion, what seems to make MetroGIS work also raises these questions. He commented that he believes that discussion of the cited issues may lead to improvements. Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan

Council, briefly commented that the Council's Audit Committee is scheduled to consider the document on November 2 and that the Council's Community Development Committee is scheduled to consider it on November 7.

The sentiment expressed by Policy Board members was support for Council's program evaluation process acknowledging that sufficient public value must be received in return for support of initiatives. In response to a question from Chairperson Reinhardt, which was echoed by other Board members, Member Pistilli commented that he supports providing Policy Board members an opportunity to provide substantive input into the Council's process from this point on. Member Schneider asked for clarification about how these discussions might affect MetroGIS's 2006 budget. In response, Vander Schaaf and Member Pistilli commented that the Council's proposed 2006 budget maintains at MetroGIS's 2005 funding level, as had been requested by the Policy Board. Member Pistilli and Chairperson Reinhardt agreed to discuss options following the meeting for providing input from the Policy Board to the Council concerning the findings and recommendations presented in its Program Evaluation Report for MetroGIS.

Motion: Member Pistilli moved and Member Egan seconded the following actions:

1. That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS's Strategic Directions Workshop.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.

ATTACHMENT A

December 1, 2005

COLLABORATIVE (GOVERNANCE) CHARACTERISTICS THAT CREATE PUBLIC VALUE (Collaboration To Address Common Geospatial Needs)

CHARACTERISTIC		CURRENT STRUCTURE	OPTION X
Outcome / Value Proposition			
	Improved efficiency of stakeholder operations (decision-making, service delivery, and infrastructure management) through use of community-defined regional solutions to common geospatial needs, that substantially reduce time and effort required to discover existing data, obtain data from others, manipulate data obtained from others prior to use, and move the dialogue from debate over data sources to substantive policy needs and opportunities.	X	
	Minimized duplication of effort among stakeholder interests and lowest cost for the taxpayer by leveraging investments in geospatial technology, data, and application development of others. <i>Build once, share many times.</i>	X	
	Improved trust and mutual understanding among government interests serving the Twin Cities through frequent opportunities to collectively define regional solutions to common geospatial needs and share knowledge with colleagues and peers.	X	
	Enhanced stakeholder GIS-related programs and capabilities through sharing of technology, data, and proven practices.	X	

CHARACTERISTIC		CURRENT STRUCTURE	OPTION X
	Local geospatial needs , best practices, and data resources are reflected in state and national geospatial initiatives through involvement in policy and program development with similar objectives beyond the Twin Cities.	X	
	Improved responsiveness of participant operations to changing expectations of their clients through support of an environment that encourages knowledge sharing and innovation.	X	
Authorizing Environment			
	Common priority information needs (at minimum for essential stakeholders) are defined by the community, not any particular interest(s).	X	
	Policy makers (from all essential participants) are the keepers of a widely participatory process, ensuring all relevant and affected parties are involved in decision making, dominated by none.	X	
	A favorable “political reality check” is obtained from all affected interests when endorsing common geospatial priorities, related organizational policy, and regional solutions to address priority needs.	X	
	Policy makers, representing all essential stakeholders, establish regional geospatial and related organizational policy needed to address common priority needs. Policy making critical to achieve long-term objectives is consensus-based e.g., custodial roles and responsibilities, desired best practices, data standards.	X	
	Existing investments are leveraged to measurably improve service provisions and decision making community-wide.	X	
	Effective inter-organizational relationships are nurtured at the policy, management, and technical levels critical to sustaining long-term collaborative solutions.	X	

CHARACTERISTIC		CURRENT STRUCTURE	OPTION X
	Policymakers advocate (champion) regional geospatial policy within their respective organizations and among their peers.	X	
	Champions at the policy, management, and technical levels are nurtured within essential stakeholder organizations by sharing benefits possible through participating in collaborative solutions to achieve common needs.	X	
	A Performance Measurement Program is supported to ensure that performance toward established public value-based outcomes is continually monitored and modifications are made, as needed, to maintain relevancy to essential stakeholders.	X	
Operating Capacity			
	Regional geospatial solutions effectively bundle and coordinate operational capacity across multiple organizations, as if a single enterprise, to collaboratively meet common needs that can not be met by any single organization. <i>(See Attachment B for 23 roles shared by ten MetroGIS stakeholders as of November 2005.)</i>	X	
	Coordinated regional geospatial solutions effectively increase access to, and use of, trusted, reliable and current geospatial data needed to support a wide variety of stakeholders' internal business needs.	X	
	Widely supported solutions to priority common geospatial needs of all essential stakeholders are efficiently and effectively sustained through institutionalizing custodian roles and responsibilities pertaining to geospatial data capture, maintenance, documentation and distribution.	X	
	Voluntary acceptance of community-defined custodial roles and responsibilities fosters an ethic of interdependence and cooperation, as well as, results in the best available data practices at the least cost to the taxpayer.	X	

CHARACTERISTIC		CURRENT STRUCTURE	OPTION X
	Organizations with the greatest internal need voluntarily support custodian roles and responsibilities for endorsed regional solutions.	X	
	Collaboration to support custodian roles must cost the host organization(s) less than satisfying the particular information need in a non-collaborative environment.	X	
	Contributions to sustaining regional solutions include funding, human resources, data, equipment or combination thereof	X	
	Custodian organizations are free to achieve regionally-endorsed solutions (community endorsed deliverables) in a manner consistent with their internal needs.	X	
	Equity of contribution (to sustain a regional solution to a common geospatial need) is measured relative to internal benefit to the particular custodian, not organization to organization. (E.g., if a collaborative solution is less expensive than accomplishing an internal need on one's own, equity is achieved).	X	
	No organization is expected to perform a custodial role for the community for which they do not have an internally acknowledged business need or do not have sufficient resources.	X	
	<u>Point of note and topic for policy discussion:</u> Positive feedback from the participants of the forum hosted by MetroGIS on November 15, 2005 to seek partnering suggestions from non-government entities is a sign of MetroGIS's maturity and a realization that further effectiveness to achieve common needs may be possible by partnering beyond the government community.		

ATTACHMENT B

Contributions to Support MetroGIS Endorsed Regional Solutions

(Last Updated: November 17, 2005)

Established Partnerships		Summary of Collaborative Roles (Bundling Operational Capacity Across Organizations to Address Common Priority Needs)
10 organizations have assumed a total of 23 roles in support of endorsed regional solutions to common geospatial related needs of the community.		
(2 roles) County: Anoka	Parcels	<p>Produce and maintain parcel data in consistent format. Submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf)</p> <p>Produce and maintain boundary data, submit quarterly updates to regional custodian (Council) in regional format. For detailed roles see www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf)</p> <p>(All seven counties have agreed to assume responsibility for the same roles and responsibilities concerning the region parcel and city/county boundaries datasets. Their combined level of support is estimated to involve 20+ FTE. This effort includes surveyors, assessors, and GIS staff.)</p> <p>(Counties use these data to manage property-related records and to support their tax collection responsibilities.)</p>
	County/MCD Boundaries)	
(2 roles) County: Carver	(Parcels, County/MCD Boundaries)	
(2 roles) County: Dakota	(Parcels, County/MCD Boundaries)	
(2 roles) County: Hennepin	(Parcels, County/MCD Boundaries)	
(2 roles) County: Ramsey	(Parcels, County/MCD Boundaries)	
(2 roles) County: Scott	(Parcels, County/MCD Boundaries)	
(2 roles) County: Washington	(Parcels, County/MCD Boundaries)	
(1 role) DNR - Land Cover		<p>Manage regional database and collaborative process to acquire land cover data compatible with agreed upon data content standards. DNR uses this database to support a number of its metro area natural resources and wildlife management programs. Annual support is about .5 FTE. (For detailed roles see www.metrogis.org/data/datasets/land_cover/policy_summary.pdf)</p>

(1 role) University of Minnesota Population Center (Socioeconomic Characteristics)	Manage content of Socioeconomic Resources Website at www.datafinder.org/mg/socioeconomic_resources/index.asp . Annual support is about .2 FTE . (For detailed roles www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf)
(7 roles) Metropolitan Council (Three categories: data management, data distribution, and fostering regional collaboration)	<ul style="list-style-type: none"> ▪ Annual support for DataFinder and regional data custodian roles, combined about 1.25 FTE. ▪ 2005 budget to support Foster Collaborative Environment: 1.75 FTE and \$86,000.
⇒ Census Geography data	Produce census geography data at time of decennial census that align with other locally produced foundation geospatial data. (For detailed roles see www.metrogis.org/data/datasets/census/policy_summary.pdf)
⇒ County/MCD Boundary data	Assemble boundary data produced by counties into regional dataset. (See County Boundaries above for the specific roles)
⇒ Planned Land Use data	Develop and manage regional dataset. (For detailed roles see www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf)
⇒ Parcel data	Assemble parcel data produced by counties into regional dataset. (See County Parcels above for the specific roles.)
⇒ Street Centerline data	Contract with The Lawrence Group to maintain data to desired specifics. (For detailed roles see metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf)
⇒ DataFinder (one-stop, Web-based, data distribution portal)	Maintain DataFinder and DataFinder Café's hardware and software platform and update metadata posted on DataFinder. (For details see Section 1.3.2 - www.metrogis.org/about/business_planning/bplan_0305.pdf)
⇒ Foster Collaborative Environment (<i>regional solutions to common geospatial needs</i>)	Facilitate collaborative decision-making structure, including business planning, performance measures activities, and agreements, as well as, outreach and advocacy efforts to encourage use of and feedback about adopted solutions and best practices. (For details see Section 1.3.2 - www.metrogis.org/about/business_planning/bplan_0305.pdf)
(Total of 23 roles supported by 10 different organizations)	



TO: MetroGIS Policy Board

FROM: Policy Board Member Schneider
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Non Government Forum Results and Partnering Guidelines

DATE: December 30, 2005 (*For the January 18th meeting*)

INTRODUCTION

Based on the identification of a number of meaningful collaborative opportunities that were identified at the November 15th “Beyond Government Users” forum, the Policy Board is respectfully requested to support the recommendation of the Coordinating Committee to host a “Geospatial Technology Possibilities” forum and approve principles to guide future discussions to investigate collaborative opportunities with non-government interests in addressing common geospatial needs.

BACKGROUND

On November 15th, MetroGIS hosted the “Beyond Government Users: Future Directions for MetroGIS”. The Policy Board requested the hosting of this forum at its April 2005 meeting. The results of this forum and a proposed “Geospatial Technology Possibilities” Forum, recommended by the Coordinating Committee at its December 2005 meeting, are intended to provide important foundation information for the pending MetroGIS Strategic Directions Workshop (Agenda Item 5e).

The Forum summary report can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf. Twenty-nine individuals attended, representing 27 for-profit and 2 non-profit interests. The attendees concluded that collaborative opportunities with government interests should be investigated in three topical areas:

- How can we work together to reduce costs?
- What innovations can we work together to develop?
- How can we promote a statewide GIS cooperative effort?

Forty-five candidate ideas were identified for consideration within these three topical areas.

DISCUSSION

The proposed next step is to engage the Coordinating Committee and participants of the November 15th forum to define and carry out a process to decide which of the 45 identified ideas have the most promise and evaluate the creation of an ongoing joint committee to flush out in more detail future cooperative efforts. However, before discussions begin, agreement is sought from the Policy Board on a few guiding principles to manage expectations. They are as follows:

- 1) Value-added to public sector assets is encouraged provided it does not detract from the public sector objective.
- 2) Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- 3) Contributions can comprise of funds, data, equipment and/or people.
- 4) Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

RECOMMENDATION

That the Policy Board:

- 1) Support the recommendation of the Coordinating Committee to host a “Geospatial Technology Possibilities” forum, and
- 2) Approve the above-cited principles, subject to any desired additions or modifications, to guide pending talks with non-government interests who wish to further investigate collaborative opportunities with government interests in addressing common geospatial needs.



To: MetroGIS Policy Board

From: Policy Board Chairperson Reinhardt
Staff Contact: Randall Johnson (651-602-1638)

Subject: Strategic Directions Workshop / MetroGIS Business Plan Update

Date: January 4, 2006
(For Jan. 18th Meeting)

INTRODUCTION

Acting in my capacity as Policy Board Chairperson, I am requesting Policy Board affirmation of the following proposals regarding preparations for the MetroGIS Strategic Directions Workshop and Business Plan Update initiatives:

- Set a tentative target timeframe of fall 2006 for the MetroGIS Strategic Directions Workshop.
- Resolve questions raised about MetroGIS's governance (in the Council's October 2005 Program Evaluation and Audit Report) before hosting the MetroGIS Strategic Directions Workshop.
- Investigate the realm of geospatial technology possibilities in preparation for the Strategic Directions Workshop at the same time that MetroGIS governance preferences are being discussed.
- Set a tentative target of the Policy Board's April 2007 meeting to receive an updated MetroGIS Business Plan.

PREVIOUS POLICY BOARD CONSIDERATION

At its October 2005 meeting, the Policy Board decided to defer to its January 2006 meeting the setting of a date for the MetroGIS Strategic Directions Workshop. The members wanted to better understand implications of the Metropolitan Council's Program Evaluation and Audit Report regarding MetroGIS before it set a date for the Strategic Directions Workshop. (See Agenda Item 5c for more information.)

"GEOSPATIAL TECHNOLOGY POSSIBILITIES" FORUM SUBSEQUENTLY PROPOSED

At its December 2005 meeting, the Coordinating Committee concluded that MetroGIS should investigate the realm of geospatial technology possibilities prior to hosting the subject Strategic Directions Workshop. This "possibilities" forum is tentatively targeted for April or May 2006. (See Agenda Item 5d in which Board acceptance of this concept is requested). The current concept involves inviting 2-3 national/internationally-respected geospatial visionaries to offer their perspectives and then break into theme-based groups to ask questions to gain a better understanding of cited possibilities. All agreed that up-to-date knowledge of geospatial technical possibilities and where the geospatial industry is generally headed are critical to achieving a successful Strategic Directions Workshop.

TIMING OF STRATEGIC DIRECTIONS WORKSHOP

Following the determination that a Geospatial Technology Possibilities Forum should be hosted before the Strategy Directions Workshop, staff evaluated hosting the latter in May 2006. The conclusion was that regardless of whether it is held in late spring or fall 2006, the subsequent Business Plan Update process will not be complete until after core stakeholders have completed their respective 2007 budget preparation processes. Therefore, setting a target of fall 2006 for the Strategy Directions Workshop is suggested to give staff a couple of additional months to synthesize the results of the "Possibilities" Forum prior hosting the Strategy Directions Workshop.

DISCUSSION

In my discussions with MetroGIS leadership and staff over the past few months, there appears to be general acknowledgement that governance and organizational questions raised in the Metropolitan

Council's recent Program Evaluation and Audit Report about MetroGIS should be resolved before hosting the Strategic Directions Workshop. They also acknowledge that the focus of the Strategic Directions Workshop is intended to be on geospatial program outcomes, not governance aspects of MetroGIS. Finally, there also appears to be general acknowledgement that investigation of geospatial possibilities should proceed simultaneously with dialogue on organizational/governance preferences for MetroGIS.

RECOMMENDATION

That the Policy Board affirm the four proposals outlined in the Introduction to this report pertaining to preparations for MetroGIS's Strategic Directions Workshop and Business Plan Update initiatives.



TO: MetroGIS Policy Board

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

SUBJECT: Letter of Support Requested for Federal Grant Application

DATE: January 9, 2006
(For the January 18th meeting)

INTRODUCTION

Several MetroGIS stakeholder organizations respectfully request the Policy Board to authorize Chairperson Reinhardt to sign a letter of support for a federal geospatial technology grant application that they are developing. MetroGIS's role would be limited to assisting with communication needs and providing a forum for the vetting of any policy decision making necessary to achieve the desired outcome – both consistent with MetroGIS's core functions. No project funding from MetroGIS's resources is requested.

The written request submitted seeking MetroGIS's support is attached. The letter of support that would be signed by Chairperson Reinhardt will be draft once the application is nearer to completion.

PROPOSAL INFORMATION

Proposal Objectives: The subject proposal would serve two primary purposes:

1. Several metro area counties, the Metropolitan Mosquito Control District, and the Metropolitan Airports Commission are interested in exploring whether they can cooperatively develop and support a common web-based application, using open-source software, that initially would be used to query parcel related data, along with other agency-specific data. The project concept is similar to that proposed last year for a Regional GIS Project funding via MetroGIS. However, since no MetroGIS funds are required, the problems encountered with the previous proposal have been overcome.
2. A partnership, with a geospatial data collaborative that serves the Fargo-Moorhead Metropolitan Area, is also proposed.

Granting Agency: The subject grant competition is funded by the Federal Geographic Data Committee (FGDC) for projects that further the vision of the National Spatial Data Infrastructure (NSDI). The maximum amount available is \$75,000. MetroGIS-related projects have been the recipients of three previous FGDC grants for a total award of in excess of \$166,000.

Application Specifics

1. The application submittal deadline is February 1, 2006.
2. As of this writing, the applicants had not finalized their project specifications and budget. MetroGIS staff have been assured that the required local funding match will be provided by the organizations that will be directly involved in the project. One of the proposers will also serve as the responsible unit of government.

BENEFITS TO THE METROGIS COMMUNITY

Award of this grant would be valuable to the MetroGIS community from at least four perspectives:

- 1) The applicants are proposing to use "open source" technology, in particular Minnesota MapServer that was initially developed at the University of Minnesota, to provide the desired Internet-based application capability. This project would provide valuable research and development experience for the MetroGIS community.
- 2) The grant application requirements mandate that Web Feature Service (WFS) technology must be a component of all proposals. WFS technology is expected to play an increasing important role in

application development to address common needs. E.g., achieving the Board's adopted vision for the Addresses of Occupiable Units Regional Dataset requires use of WFS technology. As such, this project would provide valuable research and development experience for the MetroGIS community.

- 3) One of the key elements of the proposal involves the on-line viewing and querying of GIS data. MetroGIS has previously identified a need for unified policy in this regard. The vetting of these issues among the agencies directly involved in the grant project should provide valuable information toward addressing the matter on a regional basis.
- 4) This proposal provides a somewhat rare and important opportunity to collaborate with another region to share expertise and resources. MetroGIS staff reached conceptual agreement in 2001 with the State of New York to collaborate on the development of what became DataFinder Café. Unfortunately, that partnership never materialized given the changes in priorities following 9/11. Other partnership opportunities that are consistent with the vision of the NSDI (e.g., with counties in western Wisconsin) are being cultivated. The proposed "collaboration of collaboratives" is important for two reasons: cooperation among regional geospatial collaboratives is a fundamental need to achieve the vision of the NSDI. Such partnerships also expand the pool of resources available to the partnering organizations, improving efficiencies through the leveraging of existing resources and reducing duplication of effort. Knowledge gained from this experience is expected to provide valuable insight, important to not only MetroGIS but also to other proponents of the NSDI vision.

DISCUSSION

As of this writing, the application specifics were still evolving. The decision to apply for the grant was made following the Coordinating Committee's December 14th meeting. As such, the preliminary concept is still being shared among the Coordinating Committee members for comment. The proposers have been asked to be prepared to provide an update on the status of the proposal at the Board meeting.

Signing of the requested letter of support by the MetroGIS Policy Board Chair assumes that any and all substantive concerns raised by Committee and or Policy Board members are resolved to the satisfaction of all affected parties.

RECOMMENDATION

That the Policy Board authorize Chairperson Reinhardt to sign a letter in support of the subject FGDC grant application with the understanding that any and all concerns raised are resolved to the satisfaction of all affected parties.

Written Request for Support

From: "Knippel, Randy" <Randy.Knippel@CO.DAKOTA.MN.US>
To: "Randall Johnson" <randy.johnson@metc.state.mn.us>
Date: 1/5/06 8:37AM
Subject: Request for MetroGIS support for FGDC grant application

Randy,

I am respectfully asking for approval to use the MetroGIS name in an application for an FGDC grant for a project that would include the development of software to help cities and counties create web applications. This is a spin-off from the MetroGIS regional project formerly known as "Common Web Application".

Following the canceling of the MetroGIS project, several counties continued to have conversations about the potential for pursuing such a project on our own. This led to discovering similar interest by the Community GIS Technical Committee (CGISTC), a GIS collaborative that includes Richland County, ND and Wilkin County, MN, among others in the southern Red River Basin. The Governor's Council on Geographic Information provided a letter of support to this organization for another FGDC grant in June, 2005. I have had numerous conversations with Doug Bartels, Richland County GIS Coordinator and CGISTC representative about the potential of this project. He is preparing the grant application.

The scope of this project will involve developing an open source user interface for web-based GIS applications suitable for county and city use. The server component of this application will be Mapserver, an open source product originally developed at the University of Minnesota and heavily used and supported by the Mn DNR (and other agencies). Since both the application and server components will be open source, the result will allow web applications to be developed and deployed with minimal cost. Also, as more cities and counties adopt this application, it will lead to greater consistency and commonality between those cities' and counties' web sites with respect to interactive mapping functionality and capabilities.

The ideal scenario would be for MetroGIS and the CGISTC to jointly apply for the grant. This would represent a strong image of collaboration since it demonstrates collaboration across local government jurisdictions as well as regions and states. The FGDC grant requires matching funds; however, no funds will be required of MetroGIS. We expect to be able to satisfy that requirement through in-kind matches provided by member organizations of both MetroGIS and CGISTC that have the desire to participate in this project. While we are still working out the details of this project, the expectation is that it will be administered jointly through a combined workgroup formed from members of both regional collaborative organizations.

The grant application must be submitted by February 1, therefore we will need properly authorized official notice from MetroGIS prior to that. Please contact me immediately if you have any questions. I have conferred with Nancy Read on this request.

-Randy K.

Randy Knippel
GIS Manager
Dakota County Office of GIS
randy.knippel@co.dakota.mn.us
phone: 952-891-7080

CC: "Rick Gelbmann" <rick.gelbmann@metc.state.mn.us>, "Nancy Read" <nancread@visi.com>



TO: Policy Board

FROM: MetroGIS Staff Support Team
Contact: Randall Johnson (651-602-1638) and Steve Fester (651-602-1363)

SUBJECT: Project Updates

DATE: January 10, 2005
(For the Jan. 18th meeting)

Information provided by persons other than the Staff Coordinator is noted.

A) MODIFICATION OF OPERATING GUIDELINES – BETWEEN MEETING DECISION PROCEDURES

The Coordinating Committee granted first reading to a proposed amendment to MetroGIS's Operating Guidelines to authorize between-meeting decision making by the Committee as well as the Policy Board. See Attachment A for the language accepted by the Committee and an excerpt from the Committee's meeting summary. Second reading is scheduled for the Committee's March 2006 meeting.

B) STATUS OF 2005 REGIONAL GIS PROJECT

(1) MetroGIS DataFinder Café – Upgrade Proposal (*In progress*)

A project architecture that utilizes GeoCortex software (British Columbia, Canada), in combination with ArcIMS, has been found to be the most cost-effective way to achieve the functionality desired by the community. Funding has been arranged, with \$14,500 of the \$21,700 project cost being covered by a federal NSDI grant. The GeoCortex software licenses are currently under review. Once any concerns with the licenses are resolved, the project is expected to move forward quickly.

(2) Common Application Design for Web-based Data Queries (*Ceased*)

A mutual decision by all affected parties was made in November to cease this project. Committee and Policy Board members should have each received a letter via email confirming the decision to cease further consideration of this project (Attachment B). It is important to note that each of the parties concurs with this decision and believes that from a research perspective, this pilot project has served a useful purpose in that it has demonstrated the complexities that must be effectively addressed to collaboratively implement a geospatial application(s). Staff intends to document this experience, as a 2006 task, for future reference. The experience also has raised the need to rethink the guidelines for future Regional GIS (Pilot) Projects, in particular, when intellectual property rights are involved. (See Item B, below.)

(3) Fill in Incomplete Attribute Fields in Regional Parcel Dataset (*Indefinitely Postponed*)

The strategy reported at the September Committee meeting had been to conduct interviews one-on-one with county staff who are responsible for managing parcel data, specifically data associated with fields that are not fully populated. Michael Dolbow was to have served as the Project Manager. With Michael's announcement in October that he would be leaving the Council (to become the GIS Coordinator for the MN Department of Agriculture), work on this initiative ceased and no decision has been made as to whether or not it will continue to be pursued. An update will be provided at the Committee meeting as requested at the September meeting.

C) CRITIQUE 2005 REGIONAL GIS PROJECT PROGRAM / PREPARE 2006 GUIDELINES

The Coordinating Committee has created a workgroup to evaluate the criteria used to govern this program. The goal is to submit recommendations to the Committee at its March meeting. At that time decisions as to appropriate next steps pertaining to the 2006 program will be discussed.

D) 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 (Occupiable Units) Workgroup

(Nancy Read, Metropolitan Mosquito Control District, Workgroup Chair)

Mark Kotz, staff to the Workgroup, presented a white paper at the State GIS/LIS Conference in October. He described the major components of the regional vision endorsed by the Policy Board last April (e.g., rationale, need for local government involvement and implementation concepts). The white paper can be viewed at

http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

The Workgroup last met in December to refine a workplan for next phase of this project. A pilot project was defined at a conceptual level to refine technical and organizational components of the regional solution defined in the vision adopted by the Policy Board in April 2005. The group concurred that the next phase efforts should be categorized and addresses from three perspectives: Data Flow, Standards, and Web Application Proof of Concept.

Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board [MESB; formerly Metropolitan 911 Board] and member of the Coordinating Committee, anticipates sharing the MetroGIS-endorsed vision for this regional solution with the MESB once a regional street centerline dataset is established that meets their needs. The MESB unanimously endorsed a GIS data management system last summer that has the potential of managing this dataset.

(2) Existing Land Use

Preparations for a user satisfaction forum remain on hold until following the Strategic Directions Workshop. See Agenda Item 5e. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

(3) Emergency Preparedness Workgroup

A summary of the Workgroup's activities follows. *(Submitted by Randy Knippel, Dakota County, Workgroup Chair)*

a) Data Development and Standards

At its October meeting, the Policy Board endorsed, for further testing in a full production environment, the interim regional Emergency Preparedness solution approved by the Committee at its September 2005 meeting. The Board's endorsement imposed a condition that the Workgroup modify its program illustration diagram to reflect program, as opposed to process, outcomes in addition to the following items called for in the Committee's endorsement:

- 1) Modifying the label "Owner" to "Regional Theme Manager" in the matrix of data listings,
- 2) Taking appropriate measures to ensure that the list of endorsements from the Emergency Management community expands quickly,
- 3) Taking appropriate measures to ensure a transition begins as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community, and
- 4) Providing the Coordinating Committee with periodic updates as the interim solutions is tested and refined.

Workgroup Update – submitted by Randy Knippel, Workgroup Chairperson:

1. Modify Diagram: *See below*

2. Owner – Theme Manager Change: *Pending*
3. Expand endorsements: *See below*
4. Leadership transition: *See below*
5. Updates as the interim solution is tested and refined:

The Emergency Preparedness Workgroup Steering Committee believes that the following strategic move is the most effective way to address concerns raised by the MetroGIS Coordinating Committee at the September meeting.....

The Emergency Preparedness Workgroup Steering Committee has determined that our mission can be best served by joining forces with the Governor's Council on Geographic Information Emergency Preparedness Committee. The GCGI Committee has organized itself in the same manner as our workgroup providing direct alignment with our focus areas and is now co-chaired by Dan Johnson, former MN Executive Director of Homeland Security. Also, Committee member Judson Freed, Ramsey County Emergency Manager, will assume the position of Chair of the Minnesota Emergency Manager Association for 2006. These factors combined provide strong potential for the coming year. Our direct involvement and influence will increase that potential.

Each member of our workgroup will join a GCGI EP Committee focus group. We will continue to maintain our Metro focus but eliminate any redundancy between our efforts and the statewide efforts. We will meet as needed to keep each other updated on Metro activities and provide regular updates as we have previously. We consider this move temporary, until such time as we determine that this approach is no longer more effective than conducting independent meetings.

b) Public Health - SNS/BT

The Minnesota Department of Health is coming to closure on their bio-terrorism and mass dispensing site project. This project is driven by the County Health Departments. The makeup of this team is very similar to the makeup of the Emergency Preparedness data group. They require base map templates for consistent output from county to county. This will be an ongoing process for the next 3-4 months.

c) Organizing GIS Resources

A detailed GIS contact list covering 70 cities over 7 counties was compiled for a mailing to encourage GIS people to register on the Contact Database at the Governors Council GIS page. This is the beginning of getting a network of GIS users working in EM across the region.

d) Outreach to Emergency Management Community

A representative from the Workgroup is scheduled to attend and present at the Association of Minnesota Emergency Managers (AMEM) annual conference in partnership with the Governor's Council on Geographic Information Emergency Preparedness Committee.

e) Governor's Council on Geographic Information – Coordination

The GIS EP Contact website is operational (http://gis.metc.state.mn.us/ep_status_map/) and available to promote. Others at the GCGI EP committee are working on a series of slide shows to convey the EM message.

(4) Highway and Road Networks (*Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Workgroup Chair*)

- a) **The “E911 Address and Street Centerline Workgroup”** had suspended its work on a regional addressable street centerline solution until the Metropolitan Emergency Services Board (MESB) had completed procurement of software designed to maintain consistency between the Master Street Address Guide (MSAG) and street centerline geography (regional

street centerline dataset). The procurement was essentially complete at the time of this writing. The Workgroup is scheduled to meet on January 12 to begin work on the next phase - development/acquisition of a regional street centerline dataset that satisfies E911 needs. The software system installed by MESB will serve as a foundation for metropolitan 911 response efforts and, in particular, serve as a means to efficiently maintain interoperable street centerline data for the entire region. The intent for Phase II is to work in concert with MetroGIS to pursue a regional solution that leverages resources from both communities, insuring that it meets the needs of both existing users of the TLG street centerline dataset, as well as, the additional needs of the E911 community. The workgroup is also charged with defining a set of business rules, roles and responsibilities for maintaining the regional street centerline product. The goal is to have one set of geometry for all users, but the attributes used by the E911 community may be in a separate, linked database to avoid confusion. Details of these rules and processes have not been finalized.

The MESB is responsible for defining the E911 related needs, business rules, and identifying local address authorities by working with representatives from the Metropolitan Emergency Services Board, LOGIS, and the Public Safety Answering Points (PSAPs). The specifications for the current TLG Street Centerline dataset would provide the standard for the non-911 user community. For those local government (e.g., counties and cities) entities that want to support primary street centerline data capture and transaction management, a survey will be conducted to determine which, if any, of the desired standards they will not be able to support. An RFP is then planned to secure a 3rd party to provide these data. A plan for achieving the initial conversion/enhancement would then be formulated, which would likely include a pilot product to serve as guide for the remainder of the data producers.

More information on this workgroup's efforts can be found at http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml.

- b) There are currently **169 licenses** issued to access and use The Lawrence Group's (TLG) Street Centerline Dataset, MetroGIS's currently endorsed regional solution for address matching. As of January 10th, the types of organizations licensed were as follows:
- Local gov't: **90**
 - Regional gov't: **11**
 - State/Federal gov't: **22**
 - Academic: **46**
- c) The **MetroGIS Roads & Highways Technical Workgroup** was inactive during 2005 due to organizational changes at MnDOT and complications with the software that is the foundation for this project. A proposal for the goals and procedures for a pilot project in the Metro Area to integrate local datasets with Mn/DOT's LDM was drafted by MetroGIS staff and forwarded to the workgroup group in January 2005. However, due to delays with the software development, efforts to establish a pilot area were postponed. The strategy had been to work together to see if MnDOT could transfer some of the attributes Mn/DOT carries (*e.g. traffic volumes) to the local road geometries from a local agency (pilot area in Metro Area). However, the vendor that Mn/DOT is using is behind and that has caused a delay in the pilot moving forward. There is work that could be done in defining a core set of transportation features and attributes needed by all organizations, but there is currently no staff support to lead the effort as Michael Dolbow, who served as he lead staff for MetroGIS on this project, left MetroGIS in October to accept the GIS Coordinator position at the Department of Agriculture. No decision has been made as to whether someone with Mr. Dolbow's skills will be hired to replace him. Information about agreed upon goals, expectations, and participant roles can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml.

(5) Lakes, Wetlands, etc. *(Nancy Read, Coordinating Committee Chairperson and Workgroup Member)*

The Hydrology Workgroup has not met for some time. A pilot project, 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, was delayed until for some time and is just now reengaging due to late delivery of required imagery. This pilot is viewed as a component of a broader Metro Area hydrologic solution that is anticipated once the statewide strategic planning effort is complete. The initial components of the proposed pilot can be viewed at http://www.metrogis.org/data/info_needs/lakes_wetlands/workgroup/04_0929min.pdf under the Lakes & Wetlands Workgroup. The pilot project partners include the Metropolitan Council, 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).

From an overall project management perspective, it appears to be time to reassess gaps between the hydrology-related information needs identified in 1997 and those that can be met with currently developed (or developing) data. The concept of hosting a strategy session will be vetted shortly among the workgroup members to determine if there is support to reaffirm the user needs and discuss a strategy(ies) to address any gaps relevant to defining a Regional solution.

(6) Land Cover *(Bart Richardson, MN DNR, Regional Custodian)*

The extent of coverage is now up to 75 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another 5 percent in 2006. DNR, the regional custodian, is looking into creating tools to improve standardization of the data before delivery. DNR also held a technical forum on December 16th for individuals who have some MLCCS experience to review technical methodologies and standards, as well as, obtain thoughts about the future direction of the MLCCS. The DNR Natural Heritage has revised their native plant community classification system and, as such, there is need to start the public discussion whether to migrate to that new community classification. Finally, DNR is tentatively planning on hosting a user forum in the first half of 2006 to identify other desired improvements.

(7) Parcels *(Mark Kotz, Metropolitan Council, Regional Custodian)*

There are currently **67 licenses** issued to access and use the Regional Parcel Dataset. As of **January 10th**, the types of organizations licensed were as follows:

- Local gov't: **29** (8 added 3rd Party licenses)
- Regional gov't: **5** (1 added 3rd Party licenses)
- State/Federal gov't: **14** (2 added 3rd Party licenses)
- Academic: **19** (2 added 3rd Party licenses)

(8) Socioeconomic Characteristics of Areas *(Amy West, U of M Population Center, Regional Custodian)*

- a) The University of Minnesota Population Center staff, aided by Will Craig (CURA), oversees management of the content of the Socioeconomic Resources Page (www.datafinder.org/mg/socioeconomic_resources/index.asp), fix broken links, and coordinate efforts to add new data sources.
- b) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for 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. Due to competing priorities, this proposal has not yet been shared with the MN Department of Health for sanctioning, but the Users Group hopes to do so by the end of January 2006. For more information contact Tim Zimmerman at tim.zimmerman@co.hennepin.mn.us or 612-348-0307.

E) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES *(Submitted by Dave Drealan, Carver County, Workgroup Chair)*

▪ **Hennepin County Pilot Project: Regional Parcel Dataset Policy Investigation - Access by Non-Profit Interests:**

Hennepin County has instituted a policy permitting qualified non-profit interests to access its parcel data free of charge, subject to licensure that prohibits redistribution. This policy was enacted in cooperation with the M3D project. The results of this access trial are intended to serve as a pilot for possible consideration of a regional policy. M3D is a dynamic GIS-based Internet application that brings together labor market, housing and development information and analysis for the Twin Cities metro area into a single tool for economic and community developers. Neighborhood organization and non-profit interests are playing a central role in the M3D project. This Hennepin County access policy requires non-profits to be legally constituted, community-based, and working on a mission that benefits the public including: promoting jobs, economic development, affordable housing, environmental improvements, or community development in order to qualify for free access. Licensed data also must be secure and password-protected. Hennepin County retains the right to evaluate requests and approve or deny them on a case-by-case basis.

• **Pilot Project: View-Only, Web-based Access Policy Investigated for Parcel Data**

On September 30, Hennepin County officials agreed to consider a proposal from Nancy Read, Metropolitan Mosquito Control District, to aid in evaluation of policy implications regarding a community desire to view parcel boundaries and limited attribute data online without the ability to download the source data. The idea is that once an agreement-in-principle is reached with Hennepin County, that agreement-in-principle would be vetted through the County Data Producers Workgroup to negotiate a recommendation acceptable to each of the other six Metro Area counties. An update on the anticipated schedule for this proposal has been requested to share with the Board at the January meeting.

ATTACHMENT A

Proposed Amendment to MetroGIS Operating Guidelines Between Meeting Decision-Making

Excerpt from December 14, 2005 Coordinating Committee Meeting Summary.

5a) Modification of Operating Guidelines – Decision Making Between Meetings

.... After a brief discussion, the group elected to modify the proposed language (*next page*) to allow the possibility of a either the Chair or the Vice Chair appointing a designee if they will be out of the touch who can act in their behalf to initiate and act on proposals for decision-making between meetings.

Motion: Claypool moved and Givens seconded to grant first reading to the modify MetroGIS's Operating Guidelines and authorize "between meeting decision-making", as set forth in the amendment dated November 27, 2005, subject to modifying the first bullet in Article II, Section 5b and Article III, Section 9b as follows: The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.

Motion carried, ayes all.

**The proposal contained in the materials for the December 14, 2005
Coordinating Committee agenda packet follows on the next page:**

PROPOSED MODIFICATIONS

MetroGIS Operating Guidelines (Rules for Decision Making Between Meetings)

(~~Language crossed out~~ to be deleted and language underline to be added)

Article II Policy Board

Section 5. Voting and Decision Making

- a) At Meetings: Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Policy Board may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business"
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.

Section 7. Quorum

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

Article III Coordinating Committee

Section 8. Quorum

A quorum shall be present to act on a business item. A quorum shall consist of fifty percent of the full voting membership, plus one member. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

Section 9. Voting and Decision Making

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

a) At Meetings

(1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.

(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Co-chairperson both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.

Section 11. Meetings

The Coordinating Committee shall meet as necessary to carry out its duties. The time and place of the meetings shall be at the discretion of the Committee membership.

Written notice (mail, facsimile, email) of the regular meetings of the Coordinating Committee shall be given to each member at least five (5) days prior to such meetings, and shall comply with the provisions of the open meeting law. Special meetings of the Coordinating Committee may be called by the Chair, provided that at least three (3) days written notice is given to each member and otherwise comply with the provisions of the open meeting law.

ATTACHMENT B

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



Date: November 23, 2005

To: MetroGIS Policy Board and Coordinating Committee members

From: Victoria Reinhardt, Policy Board Chairperson
Randy Knippel, Common Web-based Application Project Leader
Mark Vander Schaaf, Metropolitan Council

Subject: Regional GIS Pilot Program – Common Web-based Application Proposal

This letter is to inform you that a mutual decision has been made to no longer pursue the “Common Application Design for Web-based Data Queries” that had been granted concept approval, as a Regional GIS Project, by the MetroGIS Policy Board at its July 2005 meeting.

It is very important to us that this decision is clearly understood to be mutually supported. A number of challenges have been encountered with this project leading to our decision. They include the need for special authorization to purchase software that would not be owned by the funding organization and accompanying interagency agreements. At best, these requirements would take several more months to accomplish and involve substantial legal expense compared to the value of the project. That said, the experience has been enlightening as it revealed the complexities of attempting to address common geospatial application needs. These lessons will serve the MetroGIS community well in future endeavors.

Even though the project as originally conceived has ceased, the parties who have championed this project continue to be committed to sharing the knowledge they gain in pursuing similar endeavors. MetroGIS Staff intend to document the experience thus far and is willing to assist with documentation of lessons learned from any subsequent related projects. We hope that MetroGIS will continue to be a forum for such collaboration.

cc: Randall Johnson, MetroGIS Staff Support Team
Rick Gelbmann, GIS Manager, Metropolitan Council



TO: MetroGIS Policy Board

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

SUBJECT: Thank You to Dr. Zorica Nedovic-Budic

DATE: January 9, 2006
(For the January 18th meeting)

INTRODUCTION

Chairperson Reinhardt wanted to share with the Policy Board a letter of thank you she recently sent to Dr. Zorica Nedovic-Budic, on behalf of the MetroGIS community. This report provides context for the thank you.

BACKGROUND

The subjects of Chairperson Reinhardt's letter of thank you are a book written by Ian Masser, which was published March 2005, and a review of that book written by Zorica Nedovic-Budic and published last month. Dr. Masser is an internationally respected authority on Spatial Data Infrastructures from technical as well as organizational perspectives. Dr. Budic is recognized as one of the top academic researchers in the U.S. and beyond, who specializes in multi-party partnerships established to create and manage Spatial Data Infrastructures. Her research and expertise are helping proponents of the National Spatial Data Infrastructure (NSDI) for the United States better understand the organizational side of successful geospatial collaborations and challenges that must be overcome to fully achieve the vision of the NSDI.

The book, entitled "*GIS Worlds –Creating Spatial Data Infrastructures*", cites MetroGIS's efforts as among the most successful Spatial Data Infrastructure initiatives from an international perspective. Dr. Masser's purpose for writing this book was to compare and contrast efforts worldwide that have successfully developed Spatial Data Infrastructures consistent with their respective national visions and to use the results of this research to accelerate efforts to achieve the vision of a global spatial data infrastructure. MetroGIS was the only entity cited within the U. S. for this purpose.

As if being identified by Dr. Masser's as the only U.S example suitable for his research was not high enough praise of MetroGIS's accomplishments, the following quote from Dr. Budic's review of Dr. Masser's book goes to another level in complimenting MetroGIS on its accomplishments:

"In the U.S. case, the author (Ian Masser) zeros in on one of the most successful (if not the most successful) examples of joint multiparty ventures in sharing core data sets – MetroGIS, a stakeholder-governed cooperation among seven counties in Minneapolis-St. Paul metropolitan area."

The full article can be reviewed at <http://www.urisa.org/Journal/Vol17No2/BudicReview.pdf>. (The quote is from the second page, near the top of the left column in the printed version.)



January 9, 2006

Zorica Nedovic-Budic, Ph.D.
Department of Urban and Regional Planning,
University of Illinois, Urbana-Champaign
111 Temple Hoyne Buell Hall
611 East Lorado Taft Drive
Champaign, IL 61820

RE: *High Praise Paid to MetroGIS's Accomplishments*

Dear Dr. Budic,

Randall Johnson, MetroGIS Staff Coordinator, recently informed me and others on the MetroGIS Policy Board of the high praise you bestowed on MetroGIS in your review of Ian Masser's book "*GIS Worlds – Creating Spatial Data Infrastructures*". We were extremely flattered to learn that Dr. Masser had selected MetroGIS as among the best Spatial Data Infrastructure programs that he investigated among an international field, but we were surprised when he selected MetroGIS as his lone U.S. example. Words cannot fully express our profound gratitude for your statement in your review of Dr. Masser's book that MetroGIS "...is one of the most (if not the most successful) examples of multiparty ventures in sharing core data sets....".

On behalf of MetroGIS's leadership and all of the individual and organizational contributions that it takes to maintain effective collaborative policies and relationships, I would like to thank you for your high praise of MetroGIS's efforts. We have worked hard to create and maintain an effective forum through which we can address common geospatial information needs in a manner that moves the entire community forward as if a single enterprise and to simultaneously embed the philosophy of the NSDI vision into our policies. The work of overcoming organizational obstacles and keeping pace with rapidly changing technology is endless and at times trying even after ten years of success. Praise of the type bestowed on our efforts by Dr. Masser and you make the journey all the more satisfying.

Again, thank you very much for your kind words. They mean a great deal coming from a person with knowledge and expertise of the magnitude that you possess.

Respectfully,

Victoria A. Reinhardt, Chairperson
MetroGIS Policy Board *and*
Ramsey County Commissioner

cc: MetroGIS Policy Board
MetroGIS Coordinating Committee
MetroGIS Staff Coordinator



TO: Policy Board

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

SUBJECT: Information Sharing

DATE: December 30, 2005
(For the Jan. 18th meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

B COORDINATING COMMITTEE OFFICERS FOR 2006

At its December 14th meeting, the Coordinating Committee elected Nancy Read (Metropolitan Mosquito Control District) and Randy Knippel (Dakota County) to serve a second term as its Chairperson and Vice Chairperson for 2006.

C. PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1. Submitted Articles for winter 2005 Issue of GIS/LIS Newsletter

An article was submitted for the winter 2005 issue. It talks about the forum hosted on November 15th for private and non-profit interests entitled "Beyond Government Users: New Directions for MetroGIS". The Newsletter is expected to be published early January and can be viewed at <http://www.mngisli.org/newsletter/>.

2. Presentation at State GIS/LIS Conference

None since last Policy Board meeting.

3. Staff Coordinator Attended Innovations in Governance Program at Harvard

The Kennedy School of Government at Harvard University offers a one-week program each fall, entitled "Innovations in Governance". The program's purpose is to explore innovations in governance, in particular, for collaborative initiatives designed to address important public problems through a case study format.

The program proved to be a valuable opportunity to share MetroGIS's experience as a case study for constructive criticism. This opportunity was also timely, given governance-related questions raised in the Council's recent Program Evaluation and Audit Report about MetroGIS. A short paper, which documents information learned during this program relevant to MetroGIS's efforts, has been shared with individuals who expressed an interest. This paper is available to others upon request.

D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. Minnesota 3D Project – Needs Assessment Underway / Website Testing

M3D consortium partners, including neighborhood and community organizations serving Minneapolis and several Twin Cities suburban municipalities, have been asked to respond to a community development/GIS-related needs assessment. The results will be used to help the M3D project team refine an Internet-based application that is the centerpiece of the M3D project. An alpha version was launched this past September (<http://map.deed.state.mn.us/m3d> - User Name: M3D / Password: test). A beta site should be ready for testing by February 2006 and is a candidate for the GIS Demonstration at the Board's April meeting. The results of the M3D Web application experience will likely be valuable to MetroGIS as investigations proceed into development of commonly needed geospatial-based applications.

An excerpt from the M3D Project Application's Executive Summary states: "Building on the existing GIS infrastructure, M3D is 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.....By combining new statewide data on employment and demographics through an agreement with the U.S. Bureau of Labor Statistics, the Social Security Administration, and the Census Bureau with the existing region-wide parcel level housing data, Minnesota 3-D will be a "first-of-its-kind" system.....M3D is a scalable, standards-based system that can accommodate expanded data layers and geographic coverage. "... With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing." (*Submitted by Will Craig, U of M CURA*)

2. Regional Web Portal Could Provide Proof-of-Concept for State GIS Enterprise Architecture

The Governors Council has endorsed the paper "MN State GIS Enterprise Conceptual Architecture Design" prepared by the Geospatial Architecture Committee (GAC). This document (<http://www.gis.state.mn.us/pdf/MNGISConceptualArchitectureDesign.pdf>) proposes a new delivery model for GIS in the State that consists in-part of a centralized "broker" that manages sanctioned mapping service providers. (*Submitted by Will Craig, U of M CURA*)

(Note from Staff Coordinator: MetroGIS's ApplicationFinder concept, which was accepted by the Coordinating Committee in December 2004, is an example of the type of service envisioned. Creation of a MetroGIS workgroup to further develop the ApplicationFinder concept has been on hold since December 2004, awaiting the results of the pending Strategic Directions Workshop that was initially proposed for February 2005 but subsequently postponed. The current target timeframe for the workshop is late spring 2006. In the meantime, the ApplicationFinder concept has been offered to the Governors Council as a resource for their work.)

3. Minnesota's Strategic Plan for GIS

The Governor's Council on Geographic Information has recently adopted a strategic plan in three parts: organizational, technical, and data. In sum, these plans address Governor Pawlenty's goals in his Drive to Excellence initiative as well as the IT profession's goals of building a sound Enterprise Architecture.

Presently, the Minnesota Spatial Data Infrastructure (MSDI) is in fairly good shape, but it could be better. Most of what is in place today is the result of hard work by a few organizations and a cooperative spirit within the state. The new plan provides a more comprehensive strategy for moving forward.

Organization: The state needs fresh thinking about roles, responsibilities, and organizational relationships. The plan calls for designation and funding of a recognized authority that would oversee the development and implementation of the MSDI. Among other things that authority would be responsible for:

- Coordinating work across state agencies.
- Working with state and local stakeholders to identify GIS needs and priorities.
- Maintaining and expanding the MN Geographic Data Clearinghouse.

The full plan, A Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure, is available at <http://server.admin.state.mn.us/resource.html?Id=9084>

Technology: An enterprise architecture is needed to support sharing of data and application resources. The Council has developed a conceptual plan for this. The envisioned system would promote interoperability among providers, reducing long-term costs in data and software development. Among other things, the plan calls for:

- A catalog of data and application resources that are available in real time.
- Resource providers: public and private, state and local.
- A centralized “Broker,” responsible for the catalog, standards, security, and resource integrity, and growth of the system.

The full report, Minnesota State GIS Enterprise Conceptual Architecture Design, is available at <http://server.admin.state.mn.us/resource.html?Id=17091>

Data: The Council is focusing on eight thematic areas identified as high priority in surveys of the state GIS community. For each, the Council has a team working to document current status, costs of improvement, and strategies for advancement. The list includes the seven framework themes of national priority, plus soils which is particularly important for Minnesota: Cadastral (parcels), Elevation, Geodetic Control, Governmental Boundaries, Hydrology, Imagery, Soils, and Transportation.

The status of each theme is documented in Appendix B of A Foundation for Coordinated GIS listed above, but also on <http://www.gis.state.mn.us/MSDI>. For more information, including key contacts, see the websites listed above. *(Submitted by Will Craig, U of M CURA)*

(Note: David Arbeit and Rick Gelbmann, members of the Coordinating Committee, and the MetroGIS Staff Coordinator are members of the GCGI Strategic Planning Workgroup.)

E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. URISA Selects MetroGIS as Among the Best of Its ESIG Award Recipients.

For many years, the Urban and Regional Information System Association (URISA) has annually recognized outstanding achievement in the successful development and application of spatial systems and technologies around the world with its Exemplary Systems in Government (ESIG) Awards. MetroGIS received this prestigious award in October 2002. URISA has recently recognized MetroGIS as among the best of the initiatives that it recognized in 2000-2004 in a special publication that can be viewed at <http://www.urisa.org/Journal/JrnlContents17-2.htm>. In the foreword, the editor states the following about MetroGIS:

“... the Minnesota MetroGIS Geodata Collaborative has allowed over 300 local and regional government units serving the seven-county Minneapolis - St Paul metropolitan area to access and share geospatial data. The MetroGIS, together with the institutional arrangements and coordination efforts that underpin it, have had a positive impact on improving the efficiency of government in the Twin Cities area, and it serves as an outstanding example of the type of geospatial data collaborative envisaged in the original NSDI Executive Order delivered by President Clinton in April, 2004.”

The publication includes a detailed explanation of each of six showcased award recipients. These explanations are essentially the same as the narrative submitted for the initial award. The last section provides an update on accomplishments since 2002 and current challenges.

Quote from William Craig, U of M CURA: I just received the current issue of the URISA Journal, 17(2). This issue "showcases some of the best award recipients from the years 2000-2004." An international panel was organized to do this work. I'm happy and proud to see that MetroGIS appears in the publication. Congratulations.

2. MetroGIS Recognized as U.S. Example of a Successful Spatial Data Infrastructure

Last March, MetroGIS was recognized in a book written by Dr. Ian Masser, an internationally respected expert on spatial data infrastructures - technical and organizational aspects. Dr. Zorica Budic recently reviewed this book. Dr. Budic is considered to be one of, if not the top, academic researcher in the U.S. regarding collaboration/partnering to address common geospatial needs.

In her review, Dr. Budic states - "In the U.S. case, the author (Ian Masser) zeros in on one of the most successful (if not the most successful) examples of joint multiparty ventures in sharing core data sets – MetroGIS, a stakeholder-governed cooperation among seven counties in Minneapolis-St. Paul metropolitan area." The full article can be reviewed at <http://www.urisa.org/Journal/Vol17No2/BudicReview.pdf>. (The quote is from the second page, near the top of the left column of the printed version.) See Agenda Item 7a for a thank you letter sent to Dr. Budic by Chairperson Reinhardt for her high praise of MetroGIS's accomplishments.

3. Draft National Street Address Data Standard in Second Review Phase

MetroGIS's Address Workgroup's efforts to define workable address standards for a regional Occupiable Units Address Dataset played a substantial role in the recently released draft national standards that are being developed through the URISA under the auspices of the FGDC. Supporting organizations are NENA and the U.S. Census Bureau. The comment period for the first public review of the standard ended October 3rd. The standard is now open for comments in its second and final review period. Mark Kotz, staff to the MetroGIS Workgroup, monitored the national discussion and all changes to the language initially submitted by MetroGIS. None of the changes had a significant effect on the needs of the MetroGIS community.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The final review period for the standard ends in January. The standard is expected to be finalized in May of 2006. This standard will be evaluated for use with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset.

4. Agreement Reached with U.S. Census Bureau to Use Regional Dataset

MetroGIS staff have successfully brokered an agreement between the U.S. Census Bureau and The Lawrence Group (TLG) to incorporate the TLG regional street centerline dataset into the 2010 Census geography. Accuracy testing was completed mid-December with all data meeting or exceeding accuracy standards set by the Bureau. This agreement has been sought for several years, as Bureau use of locally-endorsed data is expected to result in substantial time and cost savings for local governments. Municipalities and counties will be able to "redistrict" new Census boundaries using centerline data that aligns very closely with their own. Similarly, the Metropolitan Council will not have to realign the final census products with accurate geospatial data, a project that cost over \$72,000 for the 1990 and 2000 Census boundaries.

Mike Dolbow and Rick Gelbmann of the Metropolitan Council's GIS Unit and Randall Johnson, MetroGIS Staff Coordinator, were instrumental in achieving this accomplishment.

5. USGS Cooperative Agreements with Hennepin and Ramsey Counties

The US Geological Survey (USGS) has signed Cooperative Agreements with both Hennepin County and Ramsey County to support the acquisition of high resolution digital orthoimagery for the Minneapolis-St. Paul metropolitan area. The Cooperative Agreements provide supplemental funding for the collection of orthophotos in spring 2006. The agreements will enable the sharing of locally-obtained imagery with Federal agencies involved with homeland security and homeland defense. Technical points of contact for the agreements include Hennepin County Surveyor Bill Brown and Ramsey County Surveyor David Claypool.

F) DECEMBER 14, 2005 COORDINATING COMMITTEE MEETING MINUTES

See http://www.metrogis.org/teams/cc/meetings/05_1214/min.pdf.

**Meeting Summary
MetroGIS Policy Board
Room 1A, Metropolitan Council's Mears Park Offices
January 18, 2006**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:38 p.m.

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Tom Egan (Dakota County), Bill Brown for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Joseph Wagner (Scott County), Jane Harper for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), and Tony Pistilli/Blair Tremere (Metropolitan Council).

Members Absent: Dan Cook (School Districts - TIES)

Coordinating Committee Members Present: Nancy Read (Chairperson), David Arbeit, David Claypool, Will Craig, Rick Gelbmann, Brad Henry, Randy Knippel, and Ron Wencil.

Visitors: Prof. Shashi Shekhar (University of Minnesota)

Support Staff: Randall Johnson and Steve Fester.

2. ACCEPT AGENDA

Member Fiskness moved and Member Pistilli seconded to approve the meeting agenda, moving Item 4 after 5c. Motion carried, ayes all.

3. MEETING SUMMARY

Member Egan moved and Member Pistilli seconded to accept the October 19, 2005 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Postponed to April meeting.

5. ACTION AND DISCUSSION ITEMS

a) 2005 Accomplishments and Annual Report Theme

Coordinating Committee Chairperson Read highlighted MetroGIS's major accomplishments in 2005. Chairperson Reinhardt also called attention to Ian Masser's recognition of MetroGIS (Agenda Item 7a) as the only example in the U.S. of an organizational structure capable of sustaining a spatial data infrastructure consistent with the vision of the National Spatial Data Infrastructure (NSDI).

Member Fiskness asked why MetroGIS's organizational structure has not been more widely emulated, given the recognition MetroGIS has received for its success. Johnson responded by noting that active engagement of elected officials in MetroGIS's efforts is what sets MetroGIS apart from others and is a key reason for the recognition received from Ian Masser. He also noted that the ability to engage elected officials is apparently a major stumbling block in other areas.

Motion: Member Egan moved and Member Fiskness seconded that the Policy Board accept the:

- 1) Listing of major 2005 MetroGIS accomplishments, as listed in the agenda report.
- 2) Proposed annual report theme of "how MetroGIS's efforts are making a difference and facilitating improvements via e-government while doing so".

Motion carried, ayes all.

b) 2005 Annual Performance Measurement Report

Coordinating Committee Chairperson Read presented the findings of the 2005 MetroGIS Performance Measurement Report. The slide presentation utilized to provide context for these findings can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0118/pm_slides.pdf.

Member Pistilli asked why the number of visits to DataFinder is substantially greater than the number of data download events. Johnson commented that users most likely review the metadata and browse data to decide if the data are suitable for an intended purpose more often than they actually download data.

Motion: Vice Chairperson Kordiak moved and Member Fiskness seconded that the Policy Board accept, the MetroGIS 2005 Performance Measurement Report, dated December 23, 2005, as presented in the agenda materials. Motion carried, ayes all.

c) Update on Council Consideration of MetroGIS Governance and Funding Questions

Chairperson Reinhardt introduced this topic and turned the presentation over to Member Pistilli to explain the process intended by the Metropolitan Council to respond to questions raised about MetroGIS governance and funding in the Council's Program Evaluation and Audit Report of MetroGIS, which was provided to the Policy Board at its October 2005 meeting.

Member Pistilli explained that the Metropolitan Council's Community Development Committee (CDC) has created a working group comprised of four Council members and Chairperson Reinhardt. This workgroup is tentatively scheduled to meet 4 times – twice in February and twice in March - to address the Council's Program Evaluation and Audit Report of MetroGIS. Member Pistilli asked Blair Tremere, Community Development Director for the Metropolitan Council, if he wished to share any additional information.

Tremere commented that ten years have passed since the Council decided to foster creation of MetroGIS and that it is timely and appropriate for the Council to revisit its involvement in MetroGIS from the perspective of today's needs. He stressed a goal of the workgroup is to better inform the Council and Council management about MetroGIS. This is a reason a program evaluation and audit was initiated, with an initial focus on whether there is duplication with other programs. Tremere acknowledged that the findings of the Audit demonstrate that MetroGIS does provide valued service. He also explained that MetroGIS's unique structure raises governance and funding equity questions that he believes need to be revisited to assure that sufficient accountability is achieved. He commented that he believes the pending examination is a matter of clearly articulating organizational relationships and benefits received for the respective investments. Tremere closed his remarks by emphasizing that there is no predetermined outcome for the workgroup's process and that the goal is to complete the process by the end of March 2006.

Chairperson Reinhardt acknowledged that government has a responsibility to periodically evaluate the cost effectiveness of the programs it supports and stated that she is pleased to be a member of the CDC Workgroup charged with addressing questions raised in the Council's recent evaluation of MetroGIS. She also stated that the Council should be very proud of the accomplishments of MetroGIS that its investment has facilitated. Chairperson Reinhardt encouraged the Council to recognize the value of other stakeholder contributions as it evaluates the cost-effectiveness of its involvement with MetroGIS.

The Board's attention was then directed to the Coordinating Committee's recommendations as outlined in the agenda report. There was no discussion of the recommendations other than to concur with Chairperson Reinhardt's request to create of an advisory group to support her as she represents MetroGIS on the CDC workgroup.

Vice Chairperson Kordiak commented that he understands the need for periodic audits and expects the outcome of the pending process will be a stronger relationship between the Council and MetroGIS.

Motion: Vice Chairperson Kordiak moved and Alternate Member Harper seconded that the Policy Board:

- 1) Authorize creation of a MetroGIS workgroup to support the Chairperson Reinhardt in her role as MetroGIS's representative on the Metropolitan Council's CDC workgroup that is charged with responding to recommendations set forth in the October 2005 Program Evaluation and Audit of MetroGIS.
- 2) Be provided with e-mail updates through MetroGIS's representative(s) to the CDC workgroup as its work progresses. The updates should also be sent to the Coordinating Committee.

Discussion after the motion.

Member Delaney shared his recent difficult experience with the consolidation of the Metropolitan 911 and Metropolitan Radio Boards. He pointed out that when valuable services are involved in reorganizations, the process is often very stressful, in particular, when possible funding modifications are also involved. Delaney stated that he believes the Council is the largest beneficiary of MetroGIS and asked Tremere what other organization(s) might MetroGIS blend into to maintain the valuable services currently provided. Tremere commented that a component of the pending examination is to ratify the proper relationship between the Council and MetroGIS and that the process is intended to focus on education and review of the merits for Metropolitan Council members.

Alternate Member Harper encouraged those involved in the process to examine the CrimNet initiative as she believes it has many of the same objectives as MetroGIS but is focused on the specific needs of the criminal justice community. CrimNet is funded by the state and is not organized via a Joint Powers Agreement. She mentioned that there may be some lessons learned by looking at the CrimNet governance model

Member Schneider concurred with Vice Chairperson Kordiak's comments. He also stated that he would have preferred if the Council were to have brought concerns about funding equity directly to the Board when it was initially conceived. He emphasized that MetroGIS has been able to accomplish on a shoestring what others have spent enormous amounts of funding to accomplish. He also noted that extraordinary value has been created and is concerned that if the pending examination is backward looking as opposed to forward looking that valuable opportunities for the region that have as yet not been defined could be lost. He challenged those involved in the pending process to keep the big picture in mind, in particular, maintaining the ability to leverage what we have already learned and accomplished to address even larger and more far reaching challenges.

Vice Chairperson Kordiak stated that he would not be surprised if the outcome of this process is that the Council will discover they need MetroGIS more than MetroGIS needs them. Moreover, he speculated, given the critical nature of the functions supported by MetroGIS, that if the Council were to decide to withdraw its funding, as stated in one of the options that the workgroup will evaluate, the other stakeholders would establish some other way to support these common needs.

Member Pistilli stated for the record that the Program Evaluation and Audit of MetroGIS was not initiated by the Council itself but rather by Council management and that the findings and recommendations set forth in the report are the result of the Auditor's examination. A purpose of the pending Council workgroup, of which he is a member, is to have the Council decide if there is merit to pursuing any of the options outlined by the Audit. Value and benefits are acknowledged but the Report mainly looks at MetroGIS from the Council's cost-benefit perspective, not from a broader community perspective. Member Pistilli explained that he recognizes that changes in MetroGIS's governance could impact the broader community, potentially reducing the value received by the other stakeholders.

Vice Chairperson Kordiak called the question. Motion carried, ayes all.

d) Non-Government Forum Results & Partnering Guidelines

Member Schneider provided an overview of the November 15, 2005 forum hosted by MetroGIS to identify potential collaboration opportunities with the non-profit and for-profit sectors. He noted that the results of the November forum, together with the Geospatial Technology Possibilities Forum proposed for this spring by the Coordinating Committee, should provide a strong foundation for dialogue at the pending Strategic Directions Forum.

Member Schneider commented that he was very pleased with the enthusiasm offered by the participants and the number of ideas offered. He also shared that he believes a key to moving forward on these opportunities will involve the attendees organizing themselves to communicate as a collective voice with MetroGIS leadership and that he had encouraged those in attendance to begin thinking about how they might do such. He noted that he was encouraged that those in attendance eventually came to understand that an exchange of value would be central to successfully partnering with public sector interests.

Finally, four proposed principles listed in the agenda report were offered for comment. Their purpose is to provide a framework to guide talks toward achieving ideas offered by the forum attendees. Other than a suggestion from Alternate Member Harper to expand the options identified in Principle # 3 by adding “but not be limited” after “of”, Board members were comfortable with the principles, as proposed.

Motion: Member Schneider moved and Member Fiskness seconded that the Policy Board:

- 1) Support the Coordinating Committee’s recommendation to host a “Geospatial Technology Possibilities” forum this coming spring in preparation for the pending Strategic Directions Forum.
- 2) Approve the following principles to guide pending talks with non-government interests who wish to further examine collaborative opportunities with government interests in addressing common geospatial needs:
 - a) Value-added to public sector assets is encouraged provided it does not detract from the public sector objective.
 - b) Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
 - c) Contributions can be comprised of, but not be limited to, funds, data, equipment and/or people.
 - d) Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

Motion carried, ayes all.

e) Strategic Directions Workshop and Business Plan Update

Chairperson Reinhardt shared the following revised timeline and expectations for the Strategic Directions Workshop and subsequent Business Plan Update process, as presented in the agenda report:

- Set a tentative target timeframe of fall 2006 for the MetroGIS Strategic Directions Workshop.
- Resolve questions raised about MetroGIS’s governance (in the Council’s October 2005 Program Evaluation and Audit Report) before hosting the MetroGIS Strategic Directions Workshop.
- Examine the realm of geospatial technology possibilities in preparation for the Strategic Directions Workshop at the same time that MetroGIS governance preferences are being discussed.
- Set a tentative target of the Policy Board’s April 2007 meeting to receive an updated MetroGIS Business Plan.

Motion: Vice Chairperson Kordiak moved and Member Egan seconded that the Policy Board affirm the four proposals as outlined the agenda report pertaining to preparations for MetroGIS’s Strategic Directions Workshop and Business Plan Update initiatives.

Motion carried, ayes all.

f) Letter of Support Requested for Federal Grant Application

Coordinating Committee chairperson Read explained that a request has been received for a letter of support from the Policy Board for a federal grant for which several MetroGIS stakeholders have elected to apply. The proposed project involves development of a web-based application protocol intended to standardize the look and feel of geospatial-related web portals hosted by multiple organizations for varying business needs.

Johnson commented that this proposal, if successful, offers an opportunity to partner with another regional geospatial collaborative on a need common to both groups. He stressed that understanding more about such region-to-region collaboration possibilities is important to achieving the vision of the National Spatial Data Infrastructure (NSDI), and as such should improve the application's competitiveness. Such opportunities are also important to MetroGIS from not only a resources perspective but also concerning research on what it takes to collaborate on application development.

Alternate Member Brown commented that the federal government is serious about partnering with local units of government. The projects vary ranging from procurement of imagery to funding grant proposals, such as that proposed, to better understand elements necessary for successful collaboration.

Coordinating Committee Member Gelbmann also spoke on behalf of the proposal concurring with an earlier comment that if funded this project would provide a valuable research opportunity to learn more about what it takes to successfully collaborate on common application needs as well as leverage federal funding.

Motion: Member Fiskness moved and Member Harper seconded that the Policy Board authorize Chairperson Reinhardt to sign a letter in support of the subject FGDC grant application with the understanding that any and all concerns raised are resolved to the satisfaction of all affected parties. Motion carried, ayes all.

6. MAJOR PROJECT UPDATES

No discussion

7. INFORMATION SHARING

No discussion

8. NEXT MEETING

The next meeting is scheduled for Wednesday, April 19, 2006.

9. ADJOURN

The meeting adjourned at 8:11 p.m.

Prepared by,
Randall Johnson, AICP
MetroGIS Staff Coordinator



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

April 19, 2006

6:30 p.m.

Change -- Metropolitan Mosquito Control District Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

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July 19, 2006	
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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
January 18, 2006**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:38 p.m.

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Tom Egan (Dakota County), Bill Brown for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Joseph Wagner (Scott County), Jane Harper for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), and Tony Pistilli/Blair Tremere (Metropolitan Council).

Members Absent: Dan Cook (School Districts - TIES)

Coordinating Committee Members Present: Nancy Read (Chairperson), David Arbeit, David Claypool, Will Craig, Rick Gelbmann, Brad Henry, Randy Knippel, and Ron Wencil.

Visitors: Prof. Shashi Shekhar (University of Minnesota)

Support Staff: Randall Johnson and Steve Fester.

2. ACCEPT AGENDA

Member Fiskness moved and Member Pistilli seconded to approve the meeting agenda, moving Item 4 after 5c. Motion carried, ayes all.

3. MEETING SUMMARY

Member Egan moved and Member Pistilli seconded to accept the October 19, 2005 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Postponed to April meeting.

5. ACTION AND DISCUSSION ITEMS

a) 2005 Accomplishments and Annual Report Theme

Coordinating Committee Chairperson Read highlighted MetroGIS's major accomplishments in 2005. Chairperson Reinhardt also called attention to Ian Masser's recognition of MetroGIS (Agenda Item 7a) as the only example in the U.S. of an organizational structure capable of sustaining a spatial data infrastructure consistent with the vision of the National Spatial Data Infrastructure (NSDI).

Member Fiskness asked why MetroGIS's organizational structure has not been more widely emulated, given the recognition MetroGIS has received for its success. Johnson responded by noting that active engagement of elected officials in MetroGIS's efforts is what sets MetroGIS apart from others and is a key reason for the recognition received from Ian Masser. He also noted that the ability to engage elected officials is apparently a major stumbling block in other areas.

Motion: Member Egan moved and Member Fiskness seconded that the Policy Board accept the:

- 1) Listing of major 2005 MetroGIS accomplishments, as listed in the agenda report.
- 2) Proposed annual report theme of "how MetroGIS's efforts are making a difference and facilitating improvements via e-government while doing so".

Motion carried, ayes all.

b) 2005 Annual Performance Measurement Report

Coordinating Committee Chairperson Read presented the findings of the 2005 MetroGIS Performance Measurement Report. The slide presentation utilized to provide context for these findings can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0118/pm_slides.pdf.

Member Pistilli asked why the number of visits to DataFinder is substantially greater than the number of data download events. Johnson commented that users most likely review the metadata and browse data to decide if the data are suitable for an intended purpose more often than they actually download data.

Motion: Vice Chairperson Kordiak moved and Member Fiskness seconded that the Policy Board accept, the MetroGIS 2005 Performance Measurement Report, dated December 23, 2005, as presented in the agenda materials. Motion carried, ayes all.

c) Update on Council Consideration of MetroGIS Governance and Funding Questions

Chairperson Reinhardt introduced this topic and turned the presentation over to Member Pistilli to explain the process intended by the Metropolitan Council to respond to questions raised about MetroGIS governance and funding in the Council's Program Evaluation and Audit Report of MetroGIS, which was provided to the Policy Board at its October 2005 meeting.

Member Pistilli explained that the Metropolitan Council's Community Development Committee (CDC) has created a working group comprised of four Council members and Chairperson Reinhardt. This workgroup is tentatively scheduled to meet 4 times – twice in February and twice in March - to address the Council's Program Evaluation and Audit Report of MetroGIS. Member Pistilli asked Blair Tremere, Community Development Director for the Metropolitan Council, if he wished to share any additional information.

Tremere commented that ten years have passed since the Council decided to foster creation of MetroGIS and that it is timely and appropriate for the Council to revisit its involvement in MetroGIS from the perspective of today's needs. He stressed a goal of the workgroup is to better inform the Council and Council management about MetroGIS. This is a reason a program evaluation and audit was initiated, with an initial focus on whether there is duplication with other programs. Tremere acknowledged that the findings of the Audit demonstrate that MetroGIS does provide valued service. He also explained that MetroGIS's unique structure raises governance and funding equity questions that he believes need to be revisited to assure that sufficient accountability is achieved. He commented that he believes the pending examination is a matter of clearly articulating organizational relationships and benefits received for the respective investments. Tremere closed his remarks by emphasizing that there is no predetermined outcome for the workgroup's process and that the goal is to complete the process by the end of March 2006.

Chairperson Reinhardt acknowledged that government has a responsibility to periodically evaluate the cost effectiveness of the programs it supports and stated that she is pleased to be a member of the CDC Workgroup charged with addressing questions raised in the Council's recent evaluation of MetroGIS. She also stated that the Council should be very proud of the accomplishments of MetroGIS that its investment has facilitated. Chairperson Reinhardt encouraged the Council to recognize the value of other stakeholder contributions as it evaluates the cost-effectiveness of its involvement with MetroGIS.

The Board's attention was then directed to the Coordinating Committee's recommendations as outlined in the agenda report. There was no discussion of the recommendations other than to concur with Chairperson Reinhardt's request to create of an advisory group to support her as she represents MetroGIS on the CDC workgroup.

Vice Chairperson Kordiak commented that he understands the need for periodic audits and expects the outcome of the pending process will be a stronger relationship between the Council and MetroGIS.

Motion: Vice Chairperson Kordiak moved and Alternate Member Harper seconded that the Policy Board:

- 1) Authorize creation of a MetroGIS workgroup to support the Chairperson Reinhardt in her role as MetroGIS's representative on the Metropolitan Council's CDC workgroup that is charged with responding to recommendations set forth in the October 2005 Program Evaluation and Audit of MetroGIS.
- 2) Be provided with e-mail updates through MetroGIS's representative(s) to the CDC workgroup as its work progresses. The updates should also be sent to the Coordinating Committee.

Discussion after the motion.

Member Delaney shared his recent difficult experience with the consolidation of the Metropolitan 911 and Metropolitan Radio Boards. He pointed out that when valuable services are involved in reorganizations, the process is often very stressful, in particular, when possible funding modifications are also involved. Delaney stated that he believes the Council is the largest beneficiary of MetroGIS and asked Tremere what other organization(s) might MetroGIS blend into to maintain the valuable services currently provided. Tremere commented that a component of the pending examination is to ratify the proper relationship between the Council and MetroGIS and that the process is intended to focus on education and review of the merits for Metropolitan Council members.

Alternate Member Harper encouraged those involved in the process to examine the CrimNet initiative as she believes it has many of the same objectives as MetroGIS but is focused on the specific needs of the criminal justice community. CrimNet is funded by the state and is not organized via a Joint Powers Agreement. She mentioned that there may be some lessons learned by looking at the CrimNet governance model

Member Schneider concurred with Vice Chairperson Kordiak's comments. He also stated that he would have preferred if the Council were to have brought concerns about funding equity directly to the Board when it was initially conceived. He emphasized that MetroGIS has been able to accomplish on a shoestring what others have spent enormous amounts of funding to accomplish. He also noted that extraordinary value has been created and is concerned that if the pending examination is backward looking as opposed to forward looking that valuable opportunities for the region that have as yet not been defined could be lost. He challenged those involved in the pending process to keep the big picture in mind, in particular, maintaining the ability to leverage what we have already learned and accomplished to address even larger and more far reaching challenges.

Vice Chairperson Kordiak stated that he would not be surprised if the outcome of this process is that the Council will discover they need MetroGIS more than MetroGIS needs them. Moreover, he speculated, given the critical nature of the functions supported by MetroGIS, that if the Council were to decide to withdraw its funding, as stated in one of the options that the workgroup will evaluate, the other stakeholders would establish some other way to support these common needs.

Member Pistilli stated for the record that the Program Evaluation and Audit of MetroGIS was not initiated by the Council itself but rather by Council management and that the findings and recommendations set forth in the report are the result of the Auditor's examination. A purpose of the pending Council workgroup, of which he is a member, is to have the Council decide if there is merit to pursuing any of the options outlined by the Audit. Value and benefits are acknowledged but the Report mainly looks at MetroGIS from the Council's cost-benefit perspective, not from a broader community perspective. Member Pistilli explained that he recognizes that changes in MetroGIS's governance could impact the broader community, potentially reducing the value received by the other stakeholders.

Vice Chairperson Kordiak called the question. Motion carried, ayes all.

d) Non-Government Forum Results & Partnering Guidelines

Member Schneider provided an overview of the November 15, 2005 forum hosted by MetroGIS to identify potential collaboration opportunities with the non-profit and for-profit sectors. He noted that the results of the November forum, together with the Geospatial Technology Possibilities Forum proposed for this spring by the Coordinating Committee, should provide a strong foundation for dialogue at the pending Strategic Directions Forum.

Member Schneider commented that he was very pleased with the enthusiasm offered by the participants and the number of ideas offered. He also shared that he believes a key to moving forward on these opportunities will involve the attendees organizing themselves to communicate as a collective voice with MetroGIS leadership and that he had encouraged those in attendance to begin thinking about how they might do such. He noted that he was encouraged that those in attendance eventually came to understand that an exchange of value would be central to successfully partnering with public sector interests.

Finally, four proposed principles listed in the agenda report were offered for comment. Their purpose is to provide a framework to guide talks toward achieving ideas offered by the forum attendees. Other than a suggestion from Alternate Member Harper to expand the options identified in Principle # 3 by adding “but not be limited” after “of”, Board members were comfortable with the principles, as proposed.

Motion: Member Schneider moved and Member Fiskness seconded that the Policy Board:

- 1) Support the Coordinating Committee’s recommendation to host a “Geospatial Technology Possibilities” forum this coming spring in preparation for the pending Strategic Directions Forum.
- 2) Approve the following principles to guide pending talks with non-government interests who wish to further examine collaborative opportunities with government interests in addressing common geospatial needs:
 - a) Value-added to public sector assets is encouraged provided it does not detract from the public sector objective.
 - b) Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
 - c) Contributions can be comprised of, but not be limited to, funds, data, equipment and/or people.
 - d) Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

Motion carried, ayes all.

e) Strategic Directions Workshop and Business Plan Update

Chairperson Reinhardt shared the following revised timeline and expectations for the Strategic Directions Workshop and subsequent Business Plan Update process, as presented in the agenda report:

- Set a tentative target timeframe of fall 2006 for the MetroGIS Strategic Directions Workshop.
- Resolve questions raised about MetroGIS’s governance (in the Council’s October 2005 Program Evaluation and Audit Report) before hosting the MetroGIS Strategic Directions Workshop.
- Examine the realm of geospatial technology possibilities in preparation for the Strategic Directions Workshop at the same time that MetroGIS governance preferences are being discussed.
- Set a tentative target of the Policy Board’s April 2007 meeting to receive an updated MetroGIS Business Plan.

Motion: Vice Chairperson Kordiak moved and Member Egan seconded that the Policy Board affirm the four proposals as outlined the agenda report pertaining to preparations for MetroGIS’s Strategic Directions Workshop and Business Plan Update initiatives.

Motion carried, ayes all.

f) Letter of Support Requested for Federal Grant Application

Coordinating Committee chairperson Read explained that a request has been received for a letter of support from the Policy Board for a federal grant for which several MetroGIS stakeholders have elected to apply. The proposed project involves development of a web-based application protocol intended to standardize the look and feel of geospatial-related web portals hosted by multiple organizations for varying business needs.

Johnson commented that this proposal, if successful, offers an opportunity to partner with another regional geospatial collaborative on a need common to both groups. He stressed that understanding more about such region-to-region collaboration possibilities is important to achieving the vision of the National Spatial Data Infrastructure (NSDI), and as such should improve the application's competitiveness. Such opportunities are also important to MetroGIS from not only a resources perspective but also concerning research on what it takes to collaborate on application development.

Alternate Member Brown commented that the federal government is serious about partnering with local units of government. The projects vary ranging from procurement of imagery to funding grant proposals, such as that proposed, to better understand elements necessary for successful collaboration.

Coordinating Committee Member Gelbmann also spoke on behalf of the proposal concurring with an earlier comment that if funded this project would provide a valuable research opportunity to learn more about what it takes to successfully collaborate on common application needs as well as leverage federal funding.

Motion: Member Fiskness moved and Member Harper seconded that the Policy Board authorize Chairperson Reinhardt to sign a letter in support of the subject FGDC grant application with the understanding that any and all concerns raised are resolved to the satisfaction of all affected parties. Motion carried, ayes all.

6. MAJOR PROJECT UPDATES

No discussion

7. INFORMATION SHARING

No discussion

8. NEXT MEETING

The next meeting is scheduled for Wednesday, April 19, 2006.

9. ADJOURN

The meeting adjourned at 8:11 p.m.

Prepared by,
Randall Johnson, AICP
MetroGIS Staff Coordinator



TO: MetroGIS Policy Board

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

SUBJECT: GIS Technology Demonstration
Evacuation Planning for Homeland Defense – U of M Research Project

DATE: December 27, 2005 (**Postponed to April 19 Meeting**)
(For the January 18th meeting)

INTRODUCTION

Professor Shashi Shekhar, with the University of Minnesota, has accepted an invitation to present the technology demonstration for the April Policy Board meeting. He had been scheduled to present at the January Board meeting but due to a longer discussion than anticipated on the proceeding item, he agreed to postpone his presentation until the April meeting.

Professor Shekhar will be talking about a research project that he has been working on entitled, “Evacuation Planning for Homeland Defense: A Capacity Constrained Routing Approach”. (See the attached Presentation Fact Sheet for more information about the presentation topic and Professor Shekhar.)

BACKGROUND

An early test case included the evacuation zone around the nuclear power plant located at Monticello. Results from this test case were presented in a congressional breakfast on GIS and Homeland Security in February 2004. General results are applicable to emergency planning activity in the Twin Cities. Mn/DOT used those in a recent project to develop evacuation plans for many scenarios located in the Twin Cities.

The Coordinating Committee has asked Professor Shekhar to talk about how his research might apply to the work of the MetroGIS Emergency Preparedness Workgroup and how regional data solutions available in the Twin Cities as a result of MetroGIS’s efforts (e.g., parcels and street centerlines) that are of better accuracy than available for the Monticello project might enhance the application if used in the Twin Cities.

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

- Jan. 2006 *(No presentation)*
- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- July 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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

January 18, 2006 Presentation Fact Sheet

A. Research Project

TITLE: Evacuation planning for homeland defense: A capacity constrained routing approach

LEAD PRESENTER: Prof. Shashi Shekhar

Computer Science Department, University of Minnesota

200 Union Street SE #4192, Minneapolis, MN 55455

(612) 624-8307, fax: (612) 625-0572, email: shekhar@cs.umn.edu

SHORT DESCRIPTION:

Evacuation route-schedule planning identifies paths and schedules to move at-risk population out to safe areas in the event of terrorist attacks, catastrophes, or natural disasters. Its goal is to identify near-optimal evacuation routes and schedules to minimize evacuation time despite limited transportation network capacity and the possibly large at-risk population. Finding the optimal solution is computationally exorbitant due to the extremely large size of the transportation networks (million nodes and edges) and the limited capacities. We propose novel geo-spatial algorithms to determine competent evacuation plans. Evaluation of our methods for evacuation planning for a disaster at the Monticello nuclear power plant near Minneapolis/St. Paul Twin Cities metropolitan area shows that the new methods lowered evacuation time relative to existing plans by providing higher capacities near the destination and by choosing shorter routes.

FUNDING SOURCES:

US Army Research Lab (AHPCRC/ARL) is sponsoring the work on use of high performance computing techniques to reduce computation time to produce evacuation plans quickly. Minnesota Department of Transportation sponsored follow-on work to determine contra-flow configurations of the transportation networks to increase outbound capacities and reduce total evacuation time.

COLLABORATORS:

Collaborators include Mr. QingSong Lu, Mr. Sangho Kim, Ms. Betsy George (all University of Minnesota), Ms. Sonia Pitt, Mr. Robert Vasek, Dr. Eil Kwon, Mr. Mike Sobolesky (all Mn/DOT), and Mr. Daryl Taavola (URS).

B. Professor Shashi Shekhar

Professor Shekhar has recently been named a Distinguished McKnight University Professor at the University of Minnesota. (This is rare honor and comes with a grant of \$100,000 to be expended on their research over the next five years.) He is a professor of Computer Science and Engineering and a world leader in the area of spatial databases, an interdisciplinary area at the intersection of computer science and geographic information science (GIS). Professor Shekhar has a distinguished academic record that includes two books and over 160 refereed papers. He is widely sought after by policy makers in the United States and abroad for his expertise in spatial databases and spatial data mining. Earlier his research developed core technologies behind in-vehicle navigation devices as well as web-based routing services, which revolutionized outdoor navigation in the urban environment in the last decade. See <http://www-users.cs.umn.edu/~shekhar/> and http://www.grad.umn.edu/faculty-staff/mcknight/distinguished_recipients.html



TO: MetroGIS Policy Board

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

SUBJECT: Election of Policy Board Officers

DATE: April 3, 2006
(For the Apr. 19th 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 January 26, 2005. 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 2006. 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
April 2006

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: MetroGIS Policy Board

FROM: Chairperson Reinhardt and Member Pistilli
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Draft Report – Metropolitan Council Evaluation of MetroGIS

DATE: April 11, 2006
(For the Apr. 19th Meeting)

REQUEST

The Policy Board is respectfully requested to:

- 1) Comment on recommendations presented in the draft report from the Metropolitan Council's workgroup charged with evaluating MetroGIS's efforts relative to meeting the Council's business needs. (This report will be distributed separately from the agenda packet). The Workgroup will consider these comments in preparing its final report to the full Metropolitan Council.
- 2) Provide direction concerning work programming for the remainder of 2006 and 2007.

Please refer to the Reference Section for related prior considerations by the Policy Board.

DISCUSSION

The recommended courses of action set forth in the subject draft report are expected to acknowledge the value of MetroGIS's efforts to the Council's operations and support MetroGIS's current organizational structure and funding mechanisms. A benefit of the Council's evaluation process has been to document the importance of MetroGIS's efforts to providing a cost effective means for the Council to obtain the data it needs from others. Council members and management have indicated that the evaluation process has greatly improved their understanding of the benefits received by the Council and other stakeholders from MetroGIS's collaborative forum.

Pending consideration of the report by the full Council, staff requests permission to begin investigating work programming opportunities for MetroGIS and related budget needs for the remainder of 2006 and for 2007 for consideration at the Board's July meeting. Work programming for 2006 is currently limited to continuation of projects that were in progress last October. (See the Reference Section.)

RECOMMENDATION

That the MetroGIS Policy Board:

- 1) Comment on the draft report from the Metropolitan Council's Workgroup charged with evaluation of MetroGIS.
- 2) Pending Council consideration of the subject report, direct the Coordinating Committee, in conjunction with the Staff Coordinator, to carry out the following tasks for consideration by the Policy Board at its July meeting:
 - a) Evaluate work programming needs and opportunities for the remainder of 2006.
 - b) Prepare a preliminary work program for 2007, assuming the same funding as available in 2006.

REFERENCE SECTION

PREVIOUS POLICY BOARD ACTION

1. October 2005 meeting: Metropolitan Council management shared its Program Evaluation and Audit Report regarding MetroGIS with the Policy Board. It was also explained that a workgroup of Council's Community Development Committee (CDC) was being formed to craft recommendations to address topics identified in the Audit Report for further study.

The following actions were approved:

- That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS's Strategic Directions Workshop.
 - Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.
2. January 2006 meeting: Council management reported that a tentative schedule for the CDC workgroup had been agreed upon, Chairperson Reinhardt would be a member of the workgroup, and the goal was to complete the workgroup's objectives prior to the April Policy Board meeting. The following act was taken:
 - Set a tentative target timeframe of fall 2006 for the MetroGIS Strategic Directions Workshop.
 - Resolve Council questions about MetroGIS's governance (Council's Program Evaluation and Audit Report and subject of this report) before hosting the MetroGIS Strategic Directions Workshop.
 - Investigate the realm of geospatial technology possibilities (June 1st Forum – see Agenda Item 5c) in preparation for the Strategic Directions Workshop at the same time that MetroGIS governance preferences are being discussed.
 - Set a tentative target of the Policy Board's April 2007 meeting to receive an updated MetroGIS Business Plan.



TO: Policy Board

FROM: Coordinating Committee and Forum Planning Workgroup
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: June 1st Forum – Update on Preparations
(*Imagining Possibilities: The Next Frontier for Geographic Information Technology*)

DATE: April 11, 2006
(*For the Apr. 19 meeting*)

INTRODUCTION

On April 10th, Policy Board members should have received an email notice from the Staff Coordinator announcing the subject June forum. It was sent to members of the Policy Board, Coordinating Committee, Technical Advisory Team, and active MetroGIS workgroups.

The purposes of this agenda item are to:

- 1) Update the Board on preparations in process for the June 1st Forum.
- 2) Update the Board on maturing of thought as the role this forum is intended to play in the forthcoming MetroGIS Business Plan Update initiative.
- 3) Encourage Policy Board members to attend the morning session and encourage senior managers affiliated with their organizations to also attend.

The forum brochure and instructions for registration can be viewed at
<http://www.metrogis.org/specialevents/techpossibilities/>.

THEME AND PURPOSE OF JUNE 1ST FORUM

Theme: *Imagining Possibilities: The Next Frontier for Geographic Information Technology*

Purpose: ... *identify a range of technology possibilities related to enhancing the sharing of and effectively using geospatial data and information important to the day-to-day operations of the organizations that comprise the MetroGIS community.*

ROLE OF THIS FORUM IN METROGIS BUSINESS PLAN UPDATE PROCESS

Last January, the Board set a target of its April 2007 meeting for adoption of an updated Business Plan for MetroGIS. (Refer to the Reference Section for more information on the overall timing.) A Strategic Directions Workshop is planned for mid to late fall 2006 to set the agenda for the Business Plan Update. Three major initiatives are components of the preparation process to improve understanding of technology possibilities, partnering opportunities, and stakeholder satisfaction with MetroGIS's efforts. The results of these preparatory initiatives will provide foundation for discussion at the Strategic Directions Workshop.

The three preparatory initiatives are as follows:

- a) November 15, 2005 Forum: The purpose was to identify collaborative possibilities and opportunities between the government and non-government communities to address common geospatial needs. The second part of this element is anticipated to begin in June, following the subject June 1 forum.
- b) June 1, 2006 Forum: The purpose is to better understand geospatial technology possibilities (**subject of this report**).
- c) Summer 2006: Conduct a survey to evaluate satisfaction of essential MetroGIS stakeholders with the current mission, guiding principles and initiatives. This investigation is anticipated is expected to patterned after the results of the Council's evaluation of MetroGIS (Agenda Item 5b).

SUMMARY OF THE PROGRAM AND MAJOR LOGISTICS ELEMENTS

1. Co-Sponsors: MetroGIS, Mn GIS/LIS Consortium, Mn Governor's Council on Geographic Information, Mn Chapter of GITA (Geospatial Information and Technology Association), Metropolitan

Council, Mn Office of Demographic and Geographic Analysis, and University of Minnesota. A seventh organization (ASPRS) has requested co-sponsorship status.

2. Target Participants:

Those individuals who will be involved in the MetroGIS's Strategy Directions Workshop and the subsequent MetroGIS Business Plan Update process are the primary focus. That said, the more technologists and managers of geospatial technology related functions that participate, the more chance of the question and answer sessions producing information valuable to MetroGIS's pending strategic planning efforts. The purpose of the panel sessions is to clarify understanding and use of the new tools and process possibilities that will be identified by the keynote speakers.

In addition to technologists and managers of geospatial functions, **the morning session is also designed to be attended by senior management/policymakers (read *MetroGIS Policy Board members*), in particular, those affiliated with core MetroGIS stakeholder organizations.**

3. Program Format: The format is designed around three central subthemes: Customer, Backroom, Manager/Organization. Lunch will be provided on site. Technology demonstrations are planned during the lunch recess. Four keynote speakers will each have 45 minutes to share their vision of possibilities. There will be three, one hour panel sessions following the keynote speaker(s) for each theme. The keynote speaker(s) for each theme will then team up with 3 or 4 local experts to comprise each panel. The purpose of the panel sessions is to explore, via question and answer dialogue, actions needed to realize the big ideas identified in the keynote addresses. (*See Reference Section for an explanation of each theme and Attachment A for the preliminary program schedule.*)

4. Keynote Speakers: Four nationally and internationally known and widely respected speakers have agreed to provide the keynote talks. As of this writing, Google Earth had also expressed interest but had not confirmed participation.

a) Customer Theme: Michael Liebhold (Institute for the Future) and Clint Brown (ESRI)

b) Backroom Theme: Mark Reichardt, President, Open Geospatial Consortium (OGC)

c) Manager/Organization Theme: Ian Masser, internationally respected expert on Geographic Information Infrastructures – technical and organizational aspects.

5. Venue and Capacity: University of Minnesota, Humphrey Center. The capacity is 250 attendees. The limit on attendance is to promote productive dialogue via question and answer to delve into specifics associated with the big ideas conveyed in the keynote addresses.

6. Registration Process:

The GIS/LIS Consortium will support an Internet-based registration service. Those active in MetroGIS activities will be permitted to register one week prior to opening the registration to all others.

Registration began on April 12th for those affiliated with MetroGIS. (See the Introduction section, above, for the link to the forum brochure which provides a link to the online registration service.)

7. Registration Fee:

a) Attend all day (includes lunch): \$65

b) Attend only the morning session (no lunch): \$40

c) Fee waivers: The fees for those individuals who provide support at the forum will be reduced or waived as follows:

- Moderators – Full waiver plus attend dinner/meeting with speakers the evening prior
- Panelists - Full waiver plus attend dinner/meeting with speakers the evening prior
- Recorders – Full waiver plus attend dinner/meeting with speakers the evening prior
- Technology Demonstrators - Full waiver (including lunch)

d) Late Registration: Registration after May 18 will cost an additional \$10.

e) Deadline for Payment: Payment must be received by May 25 to guarantee attendance.

8. Projected Revenues and Expenses: Projected expenses, including a \$1,000 contingency, are about \$12,500. Break even, assuming the above-noted fee structure, is projected to occur with 185 attendees with a full rate set at \$65. Most believe that with the caliber of speakers who have committed that their will be no problem attracting 185 full registrants.

RECOMMENDATION

That Policy Board members consider attending if not already registered and encourage the senior management of their respective organizations to also consider attending.

REFERENCE SECTION

PREVIOUS POLICY BOARD CONSIDERATION

At its January meeting, the Board took the following actions:

- Set a tentative target timeframe of fall 2006 for the MetroGIS Strategic Directions Workshop.
- Resolve Council questions about MetroGIS's governance (Council's Program Evaluation and Audit Report and subject of this report) before hosting the MetroGIS Strategic Directions Workshop.
- **Investigate the realm of geospatial technology possibilities in preparation for the Strategic Directions Workshop at the same time that MetroGIS governance preferences are being discussed.**
- Set a tentative target of the Policy Board's April 2007 meeting to receive an updated MetroGIS Business Plan.

PRESENTATION / PANEL DISCUSSION THEMES

A) Customer Breakout Theme:

- (1) Focus website design on how the customer is seeing an organization, not how the organization is internally organized – more intuitive to the customer and less bureaucratic.
- (2) What use does the customer want to make of the technology – need better understanding of customer needs. Not the needs of organizations but the general public as they interact with our organizations.
- (3) Where is technology headed that enables e-government functionality?

Craig commented that technology is democratizing the world, making it easier for folks to become more aware of their surroundings. He also believes this trend will continue to be a catalyst for efforts to standardize how the public obtains desired information (e.g., common user interface experience) and partnering among diverse interests to manage data so that it is compatible and interoperable with other data commonly desired by the masses and in a manner cost-effectively disseminated via the Internet. Read concurred, noting that interest in geographically-based information is rapidly increasing.

Craig concluded by commenting that ESRI's vision is to create an environment where kids can come to know their world better.

B) Manager/Organizational Breakout Theme:

Gelbmann offered four scenarios that he would like explored at the forum with regard to philosophy associated with managing a GIS unit. A secondary theme that he would like explored is how technology innovations can expand support capacity:

Internal focus

- (1) Maintain internal capacity (skilled people) to build applications from scratch.
- (2) Rely upon existing software to perform the functionality desired. (Internal focus)

Collaborative focus

- (3) Blend expertise across organizations to address need without acquiring new technology
- (4) Blend expertise across organization and seek out new technology solutions to address need

The principal reason for exploring this topic in depth is that with the emergence of e-government as a widespread high priority organizational need, the paradigm will shift from one-on-one GIS staff to client support and data distribution, where idiosyncrasies in the data can be clearly communicated, to web-based solutions where data updates, fitness for use, and computing/server capacities must be dealt with differently than by typical GIS support units of the recent past. Ultimately, the question is how to best organize to support the emerging transformation in expectations of the GIS team.

(C) Backroom Breakout Theme:

The focus of this theme is on staff skills, equipment, and software/programs needed to successfully support a GIS enterprise in the emerging e-government environment. Specifically, the group agreed they would like the following topics addressed in these breakout sessions:

- (1) Skill set(s) needed
- (2) Specific tools needed
- (3) Where is the industry headed in terms of technical languages and related software development
- (4) Role of standards and interoperability. Anything different from the past?
- (5) Data capture improvements on the horizon
- (6) Proprietary versus open source solutions
- (7) Devices (e.g., location based technologies)

FORUM PLANNING WORKGROUP

The following individuals volunteered to serve on this Workgroup: Nancy Read (Metropolitan Mosquito Control District), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Will Craig (U of M CURA), and David Brandt (Washington County). The Staff Coordinator provides lead support.

ATTACHMENT A

Preliminary Program

Imagining Possibilities: The Next Frontier for Geographic Information Technology

June 1, 2006

Humphrey Center (West Bank), University of Minnesota

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. Continental Breakfast and Pick Up Program Materials – | 7:30 to 8:15 |
| 2. Welcome – Chairperson Reinhardt, MetroGIS Policy Board Chairperson | 8:15 –8:30 |
| 3. Morning Session - | 8:30 – 11:45 |
| a) Keynote Speakers - Customer Theme (<i>Vision and Possibilities</i>) | |
| • Michael Liebhold (IFTF) | 8:30 – 9:10 |
| • Google (<i>not yet confirmed</i>) | 9:10 – 9:50 |
| • ESRI (Clint Brown) | 9:50 – 10:30 |
| 4. Break | 10:30 - 10:45 |
| b) Panel - Customer Theme (<i>How do we get there?</i>) | 10:45 - 11:40 |
| Morning wrap up , reminders, free form groups, etc. | 11:40 - 11:45 |
| 5. Lunch (<i>Box lunches to facilitate mobility</i>) | 11:45 to 1:00 |
| Technology Demonstrations – (box lunches) | |
| (<i>Assumes 15 minutes to get to 1st demo, 2-20 min demos, 10 min between demos and 10 min to get to Afternoon Session</i>) | |
| 6. Afternoon Session A | 1:00 to 2:40 |
| a) Keynote Speaker - Backroom Theme (<i>Vision and Possibilities</i>) | |
| Mark Reichardt (OGC) | 1:00 – 1:40 |
| b) Panel - Backroom Theme (<i>How do we get there?</i>) | 1:40 – 2:40 |
| 7. Break | 2:40 – 3:00 |
| 8. Afternoon Session B | 3:00 to 4:40 |
| a) Keynote Speaker - Manager/Organization Theme (<i>Vision and Possibilities</i>) | |
| Ian Masser (Spatial Data Infrastructures) | 3:00 – 3:40 |
| b) Panel - Manager/Organization Theme (<i>How do we get there?</i>) | 3:40 – 4:40 |
| 9. Closing – by each breakout session moderator | 4:40 to 4:45 |
| Next steps – how will we use what is learned? | |
| Reminder to turn in Evaluations | |



TO: MetroGIS Policy Board

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

SUBJECT: Use of Funds Donated to MetroGIS – Ratify Permission Granted Between Meetings

DATE: April 3, 2006
(For the Apr. 19th Meeting)

REQUEST

The Policy Board is respectfully requested to ratify, at its April meeting, permission granted via an e-mail request to use funds donated to MetroGIS as a contingency for an upcoming forum on June 1, 2006. MetroGIS is a co-sponsor of this forum entitled *Imagining Possibilities: The Next Frontier for Geographic Information Technology*. (See Agenda Item 5c for more information about the forum).

BACKGROUND – DONATED FUNDS

In the mid-late 1990's, a custodial fund was established at the Metropolitan Council for funds donated to MetroGIS. The MetroGIS Policy Board decides how these funds are to be used. The source of these donated funds was primarily The Lawrence Group and a one time aerial imagery project overseen by the Council in the late 1990's.

The maximum balance reached was around \$25,500. The vast majority of these funds were used in 2002 to supplement the cost of developing MetroGIS DataFinder Café. The current balance is \$3,046. Although, there have been no expenditures of these funds since 2002, the Policy Board has authorized use of these funds for projects that have not or will no longer materialize:

- April 2005: The Board granted permission to use up to \$750 of these donated funds for lunch at the Strategic Directions Workshop, which is currently planned for later this year.
- July 2005: The Board authorized use of up to \$1700 for a Regional GIS Pilot Project that did not materialize.

CURRENT PROPOSAL – USE OF DONATED FUNDS AS A CONTINGENCY

Planning for the above-referenced June 1st Forum has been in process since late January 2006. On March 1, a request was sent to the Policy Board via email (see the Reference Section) requesting permission to use up to \$2,000 of the subject donated funds as a contingency fund for the June 1st forum. Knowing the answer to this question at the time that the need arose was a critical need to proceeding with the forum planning.

Several Policy Board members responded to the email-based proposal noting they had no problem granting permission to use these funds as a contingency. Member Pistilli also encouraged the topic to be placed on the April agenda to ratify the decision as part of a regular meeting. Hence, this agenda item. None of the subject funds has been spent. Deposits for the forum facilities have been provided by other co-sponsoring organizations thus far, pending ratification of the proposal at a scheduled meeting.

RECOMMENDATION

That the MetroGIS Policy Board ratify use of up to \$2,000 in funds donated to MetroGIS as a contingency for the expenses to be incurred in connection with hosting the June 1, 2006 forum, entitled “*Imagining Possibilities: The Next Frontier for Geographic Information Technology*”.

REFERENCE SECTION

Request for Permission via Email on March 1, 2006:

From: Randy Johnson
To: Conrad Fiskness; Dan Cook; Dennis Hegberg; Gary Delaney; Jim Kordiak; Joseph Wagner; RandyHC Johnson; Terry Schneider; Tom Egan; Tony Pistilli
CC: Victoria Reinhardt
Date: 3/1/06 2:23PM
Subject: MetroGIS - June 1st Forum Contingency Funding Authorization

MetroGIS Policy Board members:

Chairperson Reinhardt asked me to forward this proposal to you. This request is made via email at this time because authorization is needed before the next Policy Board meeting. If you have any concerns about this proposal, Chairperson Reinhardt and the forum planning workgroup would be appreciative if you could respond by Tuesday, March 8.

If you will recall, at the January Policy Board meeting the Board endorsed the Coordinating Committee's proposal to host a Geospatial Technology Possibilities Forum. Forum planning is progressing well. (A preliminary announcement is attached for your information.) June 1 has been set as the date, two of four nationally/internationally respected speakers on our initial short list have accepted, and other details are coming together as well. The next step is to make deposits to secure the facilities and announce the event.

The purpose of this message is to request Board permission to use up to \$2,000 in funds that have been donated in past years to MetroGIS, which exist in a separate account, to: 1) front-end forum deposit expenses (e.g., catering reservations, travel expenses for the speakers, facility reservations) until reimbursement is provided by registration fees and 2) in the worst case, serve as a backup source of funds in the event that registration fees received do not cover expenses. Board authorization is required to expend these funds, in either case.

The estimated maximum cost of the proposed forum (including a \$1200 contingency), if it is fully attended, is \$9,000 (see attached budget estimate). The worst case is that a storm or other event results in cancellation the day of the forum, once the food has been prepared and the forum is at maximum capacity. In this case, an attempt would be made to reschedule while the speakers are in town (Friday or Saturday) and capture as much of the registration revenue received as possible. If rescheduling is not an option, registrations would be refunded. MetroGIS's \$2,000 contingency funding could be used to cover expenses, if the Policy Board concurs. The GIS/LIS Consortium would have also paid \$1,800+ for speaker airline tickets. A request has also been made to Metropolitan Council to use up to \$5,200 in funds it has allocated to MetroGIS for use in 2006 to backstop any additional obligations not covered by registration fees.

Chairperson Reinhardt concurs with staff that the risk of needing funding in addition to that provided by registration fees (e.g., low turn out, late forum cancellation) is fairly low and the potential reward of hosting this forum is substantial, given the caliber of the speakers who have already committed.

If you would like any further information, I can be reached at 651-602-1638.

Respectfully,

Randy



TO: Coordinating Committee

FROM: MetroGIS Staff Support Team
Contact: Randall Johnson (651-602-1638) and Steve Fester (651-602-1363)

SUBJECT: Major Activity Updates

DATE: April 7, 2006
(For the Apr. 19th meeting)

Information provided by persons other than the Staff Coordinator is noted.

A) 2005 ANNUAL REPORT

It is anticipated that the 2005 MetroGIS Annual Report will be ready for distribution the week of April 10th. Notice of the Report's availability for downloading will be distributed to approximately 1,900 individuals. About 1,000 individuals will receive this notice by email, while another 940 will receive the notice by mail, along with a request to provide an email address for future notices.

Fifty printed copies will also be hand-delivered or mailed to members of the Policy Board, Coordinating Committee and Metropolitan Council. The report will also be posted on the MetroGIS website at http://www.metrogis.org/about/annual_reports/index.shtml. The companion Promotional Brochure did not change from the version used last year, as it was updated last year and designed for a 2-3 year shelf life.

With the conversion in 2003 to use of the Internet as the primary distribution mechanism for the annual report, MetroGIS has saved several thousands of dollars due to reduced distribution and printing expenses. Extra copies of the report and brochure are available upon request. Jeanne Landkamer provided the lead support for both documents.

B) 2006 REGIONAL GIS PROJECT PROPOSALS – CONCEPT REVIEW

Four concept proposals were received. At its meeting on March 29th, the Coordinating Committee reviewed each in terms of technical merit and value to the broad community. The Committee concurred that the components of the proposal to enhance the street centerline dataset can be fully addressed by other ongoing efforts. The other three concept proposals were found to have merit and were conditionally accepted. (See Agenda Item 7e (pages 4-6) for an excerpt from the Committee's meeting summary and a copy of each of the concept proposals.) The conditions suggested by the Committee relate primarily to ensuring sufficient coordination with key entities. The next phase of the process involves preparation of a detailed application for each concept for review by the Coordinating Committee at its June meeting. The detailed proposals will also be shared with Policy Board at the July meeting. The Metropolitan Council will then take into consideration comments provided by the Coordinating Committee and Policy Board in its decision making regarding funding. Comments from the Committee. The final decision is expected by August 4th.

C) PREPARATION FOR STRATEGIC DIRECTIONS WORKSHOP

The Staff Coordinator is working with the Chairperson of the Coordinating Committee to reinstate a workgroup to oversee planning for fall Strategic Directions Forum. This group is not expected to begin meeting until following the June 1 Technology Possibilities Forum. Preparation tasks would include:

- a) Surveying MetroGIS stakeholders to determine their level of satisfaction with established MetroGIS governance characteristics and decision making procedures, specifically to identify any governance characteristics (Attachment B) and/or decision making guidelines (Attachment C) in need of updating or no longer applicable and frame these findings for discussion at the Workshop.
- b) Framing of issues and opportunities identified via the geospatial technology possibilities forum scheduled for June 1 (Agenda Item 5c) and the forum for non-government stakeholders held last November 15. (The forum summary report can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf). At the January meeting, the Board approved the following four principles to guide talks with non-government interests who wish to further examine collaborative opportunities with government interests in addressing common geospatial needs:
 - (1). Value-added to public sector assets is encouraged provided it does not detract from the public sector objective.
 - (2). Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
 - (3). Contributions can be comprised of, but not be limited to, funds, data, equipment and/or people.
 - (4). Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

D) METROGIS DATAFINDER CAFÉ – UPGRADE PROJECT UNDERWAY

A contract has been executed with Latitude Geographics (British Columbia, Canada) to acquire and customize the GeoCortex software product that will be used to replace the current DataFinder Café installation. The cost to accomplish the upgrade in accordance with priorities defined by the Committee last fall is \$21,700. An NSDI grant will cover \$14,500 of the project cost. Late April is the target to be fully operational with the new Café. Alison Slaats is the Project Lead.

E) 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 (Occupiable Units) Workgroup

(Nancy Read, Metropolitan Mosquito Control District, Workgroup Chair)

Mark Kotz, staff to the Workgroup, presented a white paper at the State GIS/LIS Conference in October. He described the major components of the regional vision endorsed by the Policy Board last April (e.g., rationale, need for local government involvement and implementation concepts). The white paper can be viewed at

http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

The Workgroup last met in January to synchronize its pilot project database design with the draft national street address standard. The Workgroup's next step is to conduct a pilot project to see to what extent individual address authority organizations (cities and some counties) are able to comply with a standardized regional occupiable unit dataset schema.

(2) Existing Land Use

Preparations for a user satisfaction forum remain on hold until following the Strategic Directions Workshop anticipated to occur in fall 2006. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

(3) Emergency Preparedness Workgroup

No new information was received for this update. The following update was provided to the Policy Board for its January 2006 meeting. (*Randy Knippel, Dakota County, Workgroup Chair*)

a) Data Development and Standards

At its October 2005 meeting, the Policy Board endorsed, for further testing in a full production environment, the interim regional Emergency Preparedness solution approved by the Committee at its September 2005 meeting. The Board's endorsement imposed a condition that the Workgroup modify its program illustration diagram to reflect program, as opposed to process, outcomes in addition to the following items called for in the Committee's endorsement:

- 1) Modifying the label "Owner" to "Regional Theme Manager" in the matrix of data listings,
- 2) Taking appropriate measures to ensure that the list of endorsements from the Emergency Management community expands quickly,
- 3) Taking appropriate measures to ensure a transition begins as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community, and
- 4) Providing the Coordinating Committee with periodic updates as the interim solutions is tested and refined.

Workgroup Update – submitted by Randy Knippel, Workgroup Chairperson:

- 1) Modify Diagram: *See below*
- 2) Owner – Theme Manager Change: *Pending*
- 3) Expand endorsements: *See below*
- 4) Leadership transition: *See below*
- 5) Updates as the interim solution is tested and refined:

The Emergency Preparedness Workgroup Steering Committee believes that the following strategic move is the most effective way to address concerns raised by the MetroGIS Coordinating Committee at the September meeting.....

The Emergency Preparedness Workgroup Steering Committee has determined that our mission can be best served by joining forces with the Governor's Council on Geographic Information Emergency Preparedness Committee. The GCGI Committee has organized itself in the same manner as our workgroup providing direct alignment with our focus areas and is now co-chaired by Dan Johnson, former MN Executive Director of Homeland Security. Also, Committee member Judson Freed, Ramsey County Emergency Manager, will assume the position of Chair of the Minnesota Emergency Manager Association for 2006. These factors combined provide strong potential for the coming year. Our direct involvement and influence will increase that potential.

Each member of our workgroup will join a GCGI EP Committee focus group. We will continue to maintain our Metro focus but eliminate any redundancy between our efforts and the statewide efforts. We will meet as needed to keep each other updated on Metro activities and provide regular updates as we have previously. We consider this move temporary, until such time as we determine that this approach is no longer more effective than conducting independent meetings.

b) Public Health - SNS/BT

The Minnesota Department of Health is coming to closure on their bio-terrorism and mass dispensing site project. This project is driven by the County Health Departments. The makeup of this team is very similar to the makeup of the Emergency Preparedness data group. They require base map templates for consistent output from county to county. This will be an ongoing process for the next 3-4 months.

c) Organizing GIS Resources

A detailed GIS contact list covering 70 cities over 7 counties was compiled for a mailing to encourage GIS people to register on the Contact Database at the Governors Council GIS page. This is the beginning of getting a network of GIS users working in EM across the region.

d) Outreach to Emergency Management Community

A representative from the Workgroup is scheduled to attend and present at the Association of Minnesota Emergency Managers (AMEM) annual conference in partnership with the Governor's Council on Geographic Information Emergency Preparedness Committee.

e) Governor's Council on Geographic Information – Coordination

The GIS EP Contact website is operational (http://gis.metc.state.mn.us/ep_status_map/) and available to promote. Others at the GCGI EP committee are working on a series of slide shows to convey the EM message.

(4) Highway and Road Networks *(Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Workgroup Chair)*

(a) The “E911 Address and Street Centerline Workgroup” last met on January 12, 2006 and was well attended with 6 counties and a core city represented at the meeting. The purpose of the meeting had three primary components:

- Affirm desired data specifications.
 - Data creator vs. Maintain data obtained from another producer
 - Geometry – Dual vs. Single geometry for divided highways
 - Right of Way vs. Pavement centerline orientation
 - Attributes related to centerline data
- Inform the attendees about impending national address standard
 - Seeking confirmation that FEMA will utilize this standard
- Discuss a Needs Assessment (data producer focus sent out before the meeting)
 - Needs Assessment analysis presently being preformed
 - Discussed requirements of E911 centerline
 - Accurate street names (MSAG verified)
 - Spatially accurate geography
 - Accurate address ranges for public and private streets in the region

The following information is to be collected before our next meeting in late March:

- Washington County to investigate whether they want to be a “data creator”, or “maintainer” or rely completely on a 3rd party solution
- Dakota County to investigate basis for current single versus philosophy and whether Dakota County would be willing to support the dual line geometry for divided highways and roads.
- MetroGIS to invite Mn/DOT to join our group
- MetroGIS to provide the workgroup with the current TLG street centerline data specifications and emphasize that the proposed next generation solution must provide the same or better level of service than currently provided with the TLG solution

More information on this workgroup's efforts can be found at

http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml.

(b) There are currently 174 licenses issued to access and use The Lawrence Group's (TLG) Street Centerline Dataset, MetroGIS's currently endorsed regional solution for address matching. As of **March 21st**, the types of organizations licensed were as follows:

- Local gov't: **93**

- Regional gov't: **11**
- State/Federal gov't: **22**
- Academic: **48**

The agreement between the Metropolitan Council and The Lawrence Group, through which the above licensees receive access to this dataset, expires at the end of this year. Council management have authorized MetroGIS/Council staff to negotiate a new agreement as a sole source procurement. Negotiations were initiated on March 9th at a meeting to clarify expectations and share the data content standards preferences that have been defined thus far by the "E911 Address and Street Centerline Workgroup".

- (c) The **MetroGIS Roads & Highways Technical Workgroup** was inactive during 2005 due to organizational changes at Mn/DOT and complications with the software that are the foundation for this project. A proposal for the goals and procedures for a pilot project in the Metro Area to integrate local datasets with Mn/DOT's LDM was drafted by MetroGIS staff and forwarded to the workgroup group in January 2005. However, due to delays with the software development, efforts to establish a pilot area were postponed. The strategy had been to work together to see if MnDOT could transfer some of the attributes Mn/DOT carries (*e.g. traffic volumes) to the local road geometries from a local agency (pilot area in Metro Area). However, the vendor that Mn/DOT is using is behind and that has caused a delay in the pilot moving forward. There is work that could be done in defining a core set of transportation features and attributes needed by all organizations, but there is currently no staff support to lead the effort as Michael Dolbow, who served as he lead staff for MetroGIS on this project, left MetroGIS in October to accept the GIS Coordinator position at the MN Department of Agriculture. No decision has been made as to whether someone with Mr. Dolbow's skills will be hired to replace him. Information about agreed upon goals, expectations, and participant roles can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml.

(5) Lakes, Wetlands, etc. (*Nancy Read, Coordinating Committee Chairperson and Workgroup Member*)

The Hydrology Workgroup has not met for some time. A pilot project, 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, was delayed until for some time and is just now reengaging due to late delivery of required imagery. This pilot is viewed as a component of a broader Metro Area hydrologic solution that is anticipated once the statewide strategic planning effort is complete. The initial components of the proposed pilot can be viewed at http://www.metrogis.org/data/info_needs/lakes_wetlands/workgroup/04_0929min.pdf under the Lakes & Wetlands Workgroup. The pilot project partners include the Metropolitan Council, 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).

From an overall project management perspective, it appears to be time to reassess gaps between the hydrology-related information needs identified in 1997 and those that can be met with currently developed (or developing) data. The concept of hosting a strategy session will be vetted shortly among the workgroup members to determine if there is support to reaffirm the user needs and discuss a strategy(ies) to address any gaps relevant to defining a Regional solution.

(6) Land Cover (*Bart Richardson, MN DNR, Regional Custodian*)

The extent of coverage is now up to 75 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another 5 percent in

2006. DNR, the regional custodian, is looking into creating tools to improve standardization of the data before delivery. DNR also held a technical forum on December 16th for individuals who have some MLCCS experience to review technical methodologies and standards, as well as, obtain thoughts about the future direction of the MLCCS. The DNR Natural Heritage has revised their native plant community classification system and, as such, there is need to start the public discussion whether to migrate to that new community classification. Finally, DNR is tentatively planning on hosting a user forum in the first half of 2006 to identify other desired improvements.

(7) Parcels *(Mark Kotz, Metropolitan Council, Regional Custodian)*

There are currently **72 licenses** issued to access and use the Regional Parcel Dataset. As of **March 21st**, the types of organizations licensed were as follows:

- Local gov't: **31** (9 added Third Party licenses)
- Regional gov't: **5** (1 added Third Party licenses)
- State/Federal gov't: **15** (2 added Third Party licenses)
- Academic: **21** (2 added Third Party licenses)

(8) Socioeconomic Characteristics of Areas *(Amy West, U of M Population Center, Regional Custodian)*

- a) The University of Minnesota Population Center staff, aided by Will Craig (CURA), oversees management of the content of the Socioeconomic Resources Page (www.datafinder.org/mg/socioeconomic_resources/index.asp), fix broken links, and coordinate efforts to add new data sources.
- b) Home Mortgage Disclosure Act Data was recently made available via the Socioeconomic Resources Page. Released annually for the preceding year by the Federal Financial Institutions Examination Council, HMDA provides public data summarized at the MSA and census tract levels on loan applications reported by a variety of depository institutions, including banks, savings and loan associations, credit unions, and other mortgage lending institutions which meet annual asset and lending thresholds. HMDA data products are available for years 1990 – 2004.
- c) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for 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. Due to competing priorities, this proposal has not yet been shared with the MN Department of Health for sanctioning, but the Users Group hopes to do so by the end of January 2006. For more information contact Tim Zimmerman at tim.zimmerman@co.hennepin.mn.us or 612-348-0307.

F) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES *(Submitted by Dave Drealan, Carver County, Workgroup Chair)*

(1) Hennepin County Pilot Project: Regional Parcel Dataset Policy Investigation - Access by Non-Profit Interests:

Hennepin County has instituted a policy permitting qualified non-profit interests to access its parcel data free of charge, subject to licensure that prohibits redistribution. This policy was enacted in cooperation with the M3D project. The results of this access trial are intended to serve as a pilot for possible consideration of a regional policy.

M3D is a dynamic GIS-based Internet application that brings together labor market, housing and development information and analysis for the Twin Cities metro area into a single tool for economic and community developers. Neighborhood organization and non-profit interests are playing a central role in the M3D project. This Hennepin County access policy requires non-profits to be legally constituted, community-based, and working on a mission that benefits the public including: promoting jobs, economic development, affordable housing, environmental improvements, or community development in order to qualify for free access. Licensed data also must be secure and password-protected. Hennepin County retains the right to evaluate requests and approve or deny them on a case-by-case basis.

(2) Pilot Project: View-Only, Web-based Access Policy Investigated for Parcel Data

On September 30, Hennepin County officials agreed to consider a proposal from Nancy Read, Metropolitan Mosquito Control District, to aid in evaluation of policy implications regarding a community desire to view parcel boundaries and limited attribute data online without the ability to download the source data. An agreement-in-principle has been reached with Hennepin County. The next step will be to move the agreement through the other six Metro Area counties. This process is expected to occur in April or May 2006.



TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: April 7, 2006
(For the Apr 19th meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) NON PROFIT REPRESENTATIVES ADDED TO COORDINATING COMMITTEE

The non-profit representative seat on the Coordinating Committee has been vacant since last summer. Two candidates (Jessica Horning, with the Greater Minneapolis Day Care Association, and Sally Wakefield, with 1000 Friends of Minnesota) expressed interest in filling this vacancy. On March 29th, the Coordinating Committee interviewed both candidates and found that both of their perspectives would be valuable to the Committee's work – land use planning and human services. As the membership rules permit up to 30 percent of the Committee's members to represent non-government interests and appointment of both would be within this limit, both were invited to join the Committee and both accepted.

B) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter

No articles were submitted for the Spring 2006 issue. However, an e-announcement for the June 1st forum, "Imagining Possibilities: The Next Frontier for Geographic Information Technology" is anticipated to be distributed the second week in April via the GIS/LIS Consortium network.

2. Presentations

Mark Kotz, lead support to the MetroGIS Address Workgroup, was invited to provide a keynote address at a national Addressing Conference April 10-12th in Nashville, Tennessee. Professionals from many disciplines who utilize address data in their day-to-day decision making attend this annual conference. The entire conference is devoted to discussing ways to improve address data and related technology, in particular, for emergency response.

C) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

- 1. \$75,000 NSDI Grant Awarded:** Project scope: This project aims at improving the ability of local government agencies to deliver enhanced public access to GIS data through the development of client applications providing a consistent look and feel across multiple agencies and jurisdictions. This will be accomplished through the use of an open source software model, which will make the development of specific web-based GIS applications very cost-effective.

The Project Collaborators are: Dakota County, Metropolitan Mosquito Control District, Metropolitan Airports Commission, State of North Dakota - Information Technology Department, Houston Engineering, Inc., Stephen Lime - MapServer Creator & Developer, Bob Basques - MapServer Integration Development, and Community GIS Technical Committee (Fargo-Moorhead Area GIS Collaborative). Richland County, ND will serve as the project administrator.

The MetroGIS Policy Board, at its January meeting, authorized Chairperson Reinhardt to sign a letter of support, on its behalf, for this project (see Attachment A). Thirteen other organizations

also submitted letters of support, including Anoka, Carver and Washington Counties, Minnesota and North Dakota Associations of Assessing Officers, University of Minnesota College of Natural Resources and Institute of Technology, American Society for Photogrammetry & Remote Sensing, and several out state Minnesota counties.

2. **\$50,000 NSDI Grant Awarded: Project Scope:** This project is for strategic planning to define an appropriate organizational structure for the Minnesota Spatial Data Infrastructure (MSDI). The project is guided by the Strategy Planning Committee of the Governor's Council on Geographic Information. Fred Logman is the project manager.
3. **May 5th Forum at the U of M:** "Geographic Information Systems: The Technical, Legal and Ethical Implications of the Integration of Information Systems for Animal and Human Health". See Attachment B for program details.

D) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. **2006 Doctoral Dissertation, entitled "Developing Geographic Information Infrastructures: The Role Of Information Policies":** The author, Bastiaan van Loenen, utilized MetroGIS as one of five international case studies to compare and contrast their respective efforts with regard the answering his research question "What role do access policies play in the development of a geographic information infrastructure?" The author concludes that geographic information infrastructures mature through a four phase process: Stand alone/initiation, Exchange/standardization, Intermediary, and Network. A rubric is provided that defines the characteristics associated with seven maturity "issues" (p. 300). MetroGIS's characteristics fall mostly into the "intermediate" phase, as its standing is not formalized in legislation. The author offers insight into the consequences of fee for access policies, alternative fee models that focus on value added approaches, and public value possible if all producers, public and non-public, could reach agreement to coordinate production of commonly needed data. The author's research appears to offer valuable food for thought for the MetroGIS next Business Plan Update process and possibly for the Council's evaluation of MetroGIS (Agenda Item 7a).
2. **Draft National Street Address Data Standard in Second Review Phase**
The MetroGIS Address Workgroup's efforts to define a data standard for a regional Occupiable Units Address Dataset has played a substantial role in the national street address data standard that is being developed through the URISA under the auspices of the FGDC. Supporting organizations are NENA and the U.S. Census Bureau. The national standard completed its second review period in January. Mark Kotz, staff to the MetroGIS Workgroup, has participated on the development team for the content portion of the national standard. Kotz monitored the national discussion and comments from the second review period. In conjunction with the Address Workgroup, Kotz proposed some minor modifications to the standard. These changes are being accepted and will be incorporated in the next draft.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The standard is expected to be formally submitted to the FGDC in May of 2006, after which it will be made available for a broader FGDC national review. This standard will be used with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset. Specific E-911 and USPS profiles of the standard are under consideration.
(Submitted by Mark Kotz)

3. **McMaster Appointed to NRC Mapping Science Committee**
Bob McMaster has been appointed to the Mapping Science Committee at the National Research Council, National Academy of Sciences. McMaster is chair of the Geography Department at the University of Minnesota and a frequent workshop instructor at GIS/LIS Conferences. His background is in cartography and he is a recognized leader on the topic of generalization. His current research is focused on providing online access to and analysis of historical Census data; the

\$5 million NSF-funded National Historical Geographic Information System project. He has been active in UCGIS, the International Cartographic Association, and the Cartography and Geographic Information Society (CaGIS). For more information, see <http://www.geog.umn.edu/Faculty/McMaster.html>.

The NAS/NRC Mapping Science Committee has the responsibility for furthering knowledge and advising the federal government on matters related to GIS. It has produced a series of useful reports that included establishing the NSDI and critiquing the "The National Map". McMaster joins Shashi Shekhar (Computer Science) as a second member from the University of Minnesota. This is quite unusual, since there are only 14 members and only half from academia. This large representation from Minnesota is testimony to the strength of GIS at our local institution.

E) SUMMARY OF MARCH 29TH COORDINATING COMMITTEE MEETING

Go to http://www.metrogis.org/teams/ta/index.shtml#agendas_sum for a summary of this meeting.

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
April 19, 2006**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:40 p.m.

Members Present: Jim Kordiak (Anoka County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Dennis Hegberg (Washington County), Roger Lake for Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), and Dan Cook (School Districts - TIES), Tony Pistilli (Metropolitan Council).

Members Absent: Gary Delaney (Carver County), Joseph Wagner (Scott County)

Coordinating Committee Members Present: Nancy Read (Chairperson), Dave Drealan, Jane Harper, David Claypool, Will Craig, Mark Vander Schaaf, and Rick Gelbmann.

Visitors: Prof. Shashi Shekhar (University of Minnesota)

Support Staff: Randall Johnson.

2. ACCEPT AGENDA

Member Egan moved and Member Pistilli seconded to approve the meeting agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Pistilli moved and Member Schneider seconded to accept the January 19, 2006 meeting summary, subject to correcting. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Will Craig introduced Prof. Shashi Shekhar, noting that in the previous week the subject research project had received the Research Partners Award for the Most Valuable Research Project in the past year. Prof. Shekhar then reported on a web-based software tool, which utilizes GIS technology, which he and his team developed to improve the evaluation planning in conjunction with emergency preparedness responsibilities. He also commented that access to standardized data for the region, made available through MetroGIS's efforts, is very important to reaping the full benefit from the use of the tool.

He shared two tests of the software, which in both cases outperformed manual methods regarding both goals – substantially reduce the time to prepare planned evacuation routes and reduce the actual time that it takes complete the evacuation. The greatest time reduction during the actual evacuation comes from the software's ability to recognize bottlenecks and to generate new routes to reduce congestion.

The members asked several questions to clarify various capabilities of the software (e.g., ability to eliminate road segments from otherwise acceptable evacuation routes that would be within a plume associated with a chemical spill; rationale for routing evacuees past a problem area as opposed to directly away from it might be due to medical considerations; ability to deal with outward evacuation as the same time that first responders are heading into the area.). Board members acknowledged the importance of this and similar tools to educating the Emergency Preparedness Community on the benefits of collaborating with the geospatial community.

Prof. Shashi Shekhar was thanked for sharing his innovative work with the Board. A copy of his presentation can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0419/Shekhar_presentation.pdf.

5. ACTION AND DISCUSSION ITEMS

a) Election of Officers

Chairperson Reinhardt turned the meeting over to Vice Chairperson Kordiak to conduct the election for Chairperson. Vice Chairperson Kordiak called for nominations. Member Schneider moved and Member Pistilli seconded to nominate Member Reinhardt for Chairperson and Member Kordiak for Vice Chairperson for the coming year. Vice Chairperson Kordiak called for further nominations three times. Hearing none, he closed the nominations. Motion passed, ayes all, to re-elect Member Reinhardt for Chairperson and Member Kordiak for Vice Chairperson for the coming year.

b) Draft Report – Metropolitan Council Evaluation of MetroGIS

Chairperson Reinhardt commented that from her perspective the evaluation conducted by the Metropolitan Council was well run and that she is happy with the outcome. She then invited Mark Vander Schaaf, Director of the Department of Data Resources at the Metropolitan Council, to summarize the draft Final Report and Recommendations of the Community Development Committee MetroGIS Workgroup.

Vander Schaaf began his comments by stating that the message from the evaluation is good news. He commented that through the evaluation process Council management and Councilmembers learned of the MetroGIS's value to its operations and were generally impressed with the accomplishments and manner in which MetroGIS conducts its business.

He summarized the findings presented in the report in the context of four major themes:

- Governance and Funding – No major changes.
- Encourage a Statewide Equivalent to MetroGIS
- Accountability – Improve understanding among senior management and Councilmembers of MetroGIS's efforts. Vander Schaaf commented that the recent creation of the Department of Data Resources within the Council represents a change to accomplish this goal. MetroGIS is now separated from the Regional Administrator by 1 level of management (himself) as opposed to 3, as had been the case going into the evaluation.
- Memorialize/Certify Relationship to the Current MetroGIS Organization – Act on a preference for sustaining the current MetroGIS organization as a critical component to the Council's ability to cost effectively obtain the data it needs from others to accomplish its responsibilities.

Vander Schaaf then summarized the process that will be followed to act on the recommendations presented in the report, noting that the goal is for formal Council consideration to occur in May.

Pistilli, Metropolitan Council representative to the Policy Board and member of the Metropolitan Council's Workgroup whose deliberations are summarized in the subject report, commented that the evaluation process, although difficult at times, ultimately affirmed the value of MetroGIS to the Council and the region. He concluded his comments by stating the outcome is positive for all parties.

Schneider commented that he is pleased with the outcome. He offered an observation that quarterly reporting to the Council might be better served if illustrations of the benefits are provided as opposed to standard written reports. Pistilli concurred that viewing practical applications made possible through collaboration would greatly help policy makers understand the value of the efforts behind the scenes to implement collaborative solutions. No other comments were offered.

Vander Schaaf thanked Member Pistilli and Chairperson Reinhardt for their leadership during the process which made it possible to get past differences and achieve consensus.

c) June 1 Geospatial Technology Possibilities Forum

Coordinating Committee Chair Read summarized progress to prepare for the June 1st forum that MetroGIS is co-hosting entitled Imagining Possibilities: the Next Frontier for Geographic Information Technology. She also commented that this forum is one of three major initiatives designed to support preparations for the Strategic Directions Workshop planned for this fall. Board members were encouraged to register for the morning session, which will be designed to be of interest to policy makers and senior managers.

A copy of the forum brochure was handed out (an email had also been sent the week prior to Board members and all committee members). In response to a question, staff provided an explanation for limiting the capacity to 250 individuals, which was acceptable to the Board.

d) Use of Funds Donated to MetroGIS for June 1 Forum (Ratify Acceptance Received Between Meetings)

Chairperson Reinhardt summarized this item, as outlined in the agenda materials.

Motion: Egan moved and Pistilli seconded that the MetroGIS Policy Board ratify the use of up to \$2,000 in funds donated to MetroGIS as a contingency for the expenses to be incurred in connection with hosting the June 1, 2006 forum, entitled Imagining Possibilities: The Next Frontier for Geographic Information Technology. Motion carried, ayes all.

6. MAJOR PROJECT UPDATES

Staff distributed the 2005 MetroGIS Annual Report to Board members and provided an overview of the 2006 Regional GIS Projects Proposals that were reviewed at the concept phase by the Coordinating Committee. No other topics were discussed.

7. INFORMATION SHARING

Staff commented on the two federal grants outlined in the agenda report that have been awarded to stakeholders who named MetroGIS as a cooperating entity.

Chairperson Reinhardt reported on a presentation she made at the national NACO conference in March. The focus was the role that GIS technology plays in wetlands preservation efforts.

Vice Chairperson Kordiak asked what is happening at the state level to accomplish collaboration needs that has been achieved through MetroGIS's efforts. Gelbmann, Chair of the Governor's Council on Geographic Information (GCGI) and a member of the MetroGIS Coordinating Committee, commented that although there is a great deal of support for more collaboration, resources to implement the various mechanisms are lacking. He commented that much of the success in the Metro Area is a result of having full time staff (MetroGIS Staff Coordinator) assigned to foster the means to attain the desired collaboration. Gelbmann noted that the good news is that this organizational constraint has been identified in the Minnesota Spatial Data Infrastructure (MSDI) Strategic Plan that was adopted by the GCGI last year. He also noted that acknowledgement for a similar entity to MetroGIS at the state level is gaining and that the Council's recommendation (Agenda Item 5b) could help this momentum reach the critical mass needed for serious dialogue on resource needs.

8. NEXT MEETING

The next meeting is scheduled for Wednesday, July 19, 2006.

9. ADJOURN

The meeting adjourned at 8:05 p.m.

Prepared by,
Randall Johnson, AICP
MetroGIS Staff Coordinator



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

Metro Counties Government Center

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

July 19, 2006

6:30 p.m.

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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.”

Map and Directions

Directions to Metro Counties Government Center

Address is:

Metropolitan Mosquito Control District

2099 University Avenue West

St. Paul, MN 55104-3431

Building is located on northeast corner of University Avenue and Transfer Road (South of AMTRAK station). Best access off Interstate 94 is the Cretin/Vandalia exit. Head north on Vandalia Avenue to University Avenue, then east on University to Transfer Road/Cleveland Ave. North on Transfer Rd. and enter first parking lot on right (before RR tracks). MMCD is headquartered in the Metro Counties Government Center.



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8. NEXT MEETING

The next meeting is scheduled for Wednesday, July 19, 2006.

9. ADJOURN

The meeting adjourned at 8:05 p.m.

Prepared by,
Randall Johnson, AICP
MetroGIS Staff Coordinator



TO: MetroGIS Policy Board

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

SUBJECT: GIS Technology Demonstration
"What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?"

DATE: July 11, 2006
(For the July 19th meeting)

INTRODUCTION

The topic for the GIS Technology Demonstration at the July Policy Board meeting will be the recently adopted Minnesota Geospatial Architecture Plan, specifically what the existence of MetroGIS means to realizing its vision.

A team of individuals affiliated with Governor's Council on Geographic Information (GCGI) has accepted an invitation to present this topic at the July Policy Board meeting. The members are David Arbeit, Director of the Mn Department of Geographic and Demographic Analysis, Robert Maki, GIS Manager, Department of Natural Resources, and Fred Logman, GCGI staff.

PRESENTATION OVERVIEW

This presentation will center on a strategy for improving sharing of geospatial information and related business integration across organizations that builds on government's past, current and planned investments. This approach enables voluntary participation in a collaborative system where organizations can leverage each other's software and database development work, and in the process, avoid costly redundant efforts. The technological challenges to collaborating at this level can be overcome. In some respects, the administrative/organizational obstacles are the greater challenge, as government entities learn to collaborate within the context of an organized system.

The Policy Board may have a role in identifying desired and appropriate roles and responsibilities and/or influencing other policy makers such as the Legislature. In order for this concept to be successful, some organizations will need to be willing to make what they are doing for themselves available to others. Resources will also be needed to support the "service broker" function, again within the domain of the Policy Board to work through related policy and resource needs.

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

- Apr. 2006 Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006 (*No presentation*)
- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- July 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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: Policy Board

FROM: Mark Vander Schaaf, Director
Department of Data Resources, Metropolitan Council (651-602-1441)

SUBJECT: Final Action - Metropolitan Council Evaluation of MetroGIS

DATE: July 10, 2006
(For the July 19th Meeting)

INTRODUCTION

The purpose of this report is to communicate to the Policy Board that on June 28, 2006, the Metropolitan Council unanimously:

- 1) Adopted a resolution (Attachment A) reconfirming the Council's commitment to participating in MetroGIS and stating its expectations regarding ongoing participation in MetroGIS activities.
- 2) Accepted the "Final Report and Recommendations of the Community Development Committee MetroGIS Workgroup" and directed Council staff to inform appropriate state agencies about MetroGIS and to encourage ongoing communication and long-term collaboration with the State. (See the Major Documentation Produced section below for information about the report.)

SUMMARY OF PROCESS

The Council's evaluation was comprised of two major components – a program evaluation and audit conducted by the Council's Program Audit Unit from April to October 2005 and an examination of the recommendations presented in the Program Evaluation and Audit Report conducted from October 2005 to June 2006 by a workgroup of the Council's Community Development Committee. This workgroup was comprised of four members of the Metropolitan Council and Chairperson Reinhardt. Council member Pistilli, the Council's representative to the MetroGIS Policy Board, was a member of this five-person workgroup. The Workgroup was staffed by Blair Tremere, Director of Community Development, and Mark Vander Schaaf, Director of the Department of Data Resources.

MAJOR DOCUMENTATION PRODUCED

- 1) **Metropolitan Council Auditor's Report:** The primary conclusion presented in this document is that MetroGIS's existence is a very cost-effective means for the Council to obtain data it needs from others. (A copy of this report can be viewed at http://www.metrogis.org/CDC_MC_Resolution_MetroGIS/Workgroup_Report051017_Link2AppA.pdf)
- 2) **Workgroup Report to the Community Development Committee of Council:** This report documents 11 topics identified for further discussion in the Auditor's Report, together with 28 questions posed by the Workgroup, and the responses to these topics and questions; responses which ultimately satisfied the Workgroup that the governance structure established by the MetroGIS community is sound and that no changes are warranted. With respect to funding, the funding requested by the Policy Board for 2006, and approved by the Council in December 2005, also remains unchanged. With regard to future funding, the June 28, 2006 action states that the Council should continue funding MetroGIS with the amount of funding, as in the past, subject to Council evaluation during its annual budget review and reflective of programs and activities that are commensurate with the Council's mission. (A copy of this report can be viewed at http://www.metrogis.org/CDC_MC_Resolution_MetroGIS/WorkgroupFinalReport060501_Link2.pdf)

DIRECTIVE TO COMMUNICATE WITH STATE AGENCIES

In addition to concluding that MetroGIS is benefiting the Council, the June 28 Council action also directs Council management to encourage state agency leadership to support and encourage efforts to improve statewide collaboration on GIS related matters in ways that involve the State and other relevant partners.

RECOMMENDATION

No action is requested.

Attachment A

Resolution Supporting MetroGIS

(Adopted June 28, 2006)

METROPOLITAN COUNCIL

390 North Robert Street • Saint Paul, Minnesota 55101

RESOLUTION NO. 2006-__

RECONFIRMING THE METROPOLITAN COUNCIL'S COMMITMENT TO PARTICIPATING IN THE METROGIS INITIATIVE AND STATING ITS EXPECTATIONS REGARDING ONGOING PARTICIPATION IN METROGIS ACTIVITIES

WHEREAS, the Metropolitan Council's Community Development Division in 2005 requested that the Council's Program Evaluation and Audit Department perform a program evaluation of the Council's involvement in MetroGIS; and

WHEREAS, the *MetroGIS Program Evaluation and Audit Report* (the *Report*) was completed and issued on October 17, 2005; and

WHEREAS, Council staff presented the findings and recommendations of the *Report* to the Council's Audit Committee and to its Community Development Committee which accepted the *Report*; and

WHEREAS, the *Report* presented five scenarios regarding the future of MetroGIS: (1) maintain the current structure with no major changes; (2) cost sharing; (3) the withdrawal of Council funding; (4) the Policy Board as advisory to the Council; and (5) create a fee structure; and

WHEREAS, the *Report* presented four recommendations, which were endorsed by Council management: (1) The Council should assess the positive and negative attributes of the options presented and determine the optimal placements of MetroGIS and its relationship and reportability to the Council; (2) Financial accountability measures for MetroGIS should be established and practiced; (3) The Council should continue to evaluate the role, products and cost-effectiveness of MetroGIS on an ongoing basis; and (4) A clear delineation of roles and responsibilities among the Council, the MetroGIS Policy Board, Liaison, and Coordinating Committee should be developed to support communication and coordination and ensure that all parties have a clear idea of their role in the MetroGIS program; and

WHEREAS, in order to address the *Report* recommendations, the Community Development Committee created a workgroup consisting of Council Members Annette Meeks (Chair), Tony Pistilli (Vice Chair), Kris Sanda, and Julius Smith; and Ramsey County Commissioner Victoria Reinhardt, Chair of the MetroGIS Policy Board; and

WHEREAS, the workgroup met five times during the period, February through May, 2006, and identified numerous issues under the topics of Funding, Governance and Accountability; and

WHEREAS, the workgroup concluded that MetroGIS provides clear benefit to the Council, and that the current funding and governance arrangements are fundamentally sound; but that these arrangements would benefit from a formal action by the Council stating the Council's desire to continue participating in the MetroGIS initiative, and that certain accountability measures should be implemented; and

WHEREAS, MetroGIS is a voluntary organization which lacks legal standing, cannot mandate compliance with any of its agreed upon policies or procedures, lacks authority to receive, manage, or spend funds, and cannot own data or property; and

WHEREAS, MetroGIS has provided a cost-effective way to develop and manage GIS data in accordance with standards which have been accepted by all relevant parties and provides a valuable forum for those parties to plan collaboratively to take advantage of future developments in GIS and related technologies.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Council designate a Council Member as a representative on the MetroGIS Policy Board, and direct the Regional Administrator to assign senior Council management representation on the MetroGIS Coordinating Committee.
2. The Council continue to provide staff and physical resources to help foster MetroGIS collaboration.
3. Council management shall indicate annually to the MetroGIS Policy Board what services the Council can provide to foster such collaboration, and how the Council and MetroGIS should be mutually accountable to ensure that agreed-upon services meet their needs.
4. The Council will examine, at least annually, proposals for Council involvement as a MetroGIS participant, to fund or otherwise provide resources to support specific projects and priorities above and beyond the Council's responsibility to foster collaboration.
5. Senior Council management will coordinate with the Council's member-representative to the MetroGIS Policy Board, to ensure that the Council's position on relevant MetroGIS issues is consistently and accurately represented.
6. The Council expects that the MetroGIS Operating Guidelines, Strategic Plans, Business Plans and related materials will be kept current and will be provided to the Council and other stakeholders.
7. The Council expects that, as a primary funding sponsor and as a major source of staff support and technical overhead, all plans, programs, staff, and overhead resources funded by the Council will be reviewed and approved by the Council at least annually through the Council's budget preparation, review and approval process.
8. Assignment and direction of Council personnel for MetroGIS activities, determined, in large part, through participation in MetroGIS's collaborative business and work planning processes, shall rest exclusively with Council management as authorized by the Regional Administrator.
9. Adopted this __ day of June 2006.

Peter Bell, Chair

Pat Curtiss, Recording Secretary



TO: Policy Board

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

SUBJECT: MetroGIS Major Program Objectives: Remainder of 2006

DATE: July 6, 2006
(For the July 19th Meeting)

INTRODUCTION

The Coordinating Committee respectfully requests the Policy Board to ratify the MetroGIS work priorities listed in Attachment A for the remainder of 2006 or until the Strategic Directions Workshop, should they be modified at that time.

BACKGROUND

Last October, the MetroGIS Policy Board concluded that MetroGIS's 2006 workplan should be limited to projects that were in process until the Metropolitan Council had completed its evaluation of MetroGIS. The Council completed its evaluation of MetroGIS on June 28 with the adoption of a resolution finding that MetroGIS is an effective means of obtaining geospatial data it needs from others and that MetroGIS is benefiting the community as a whole. (See Agenda Item 5a for more information on the Council's evaluation of MetroGIS.)

COORDINATING COMMITTEE CONSIDERATION

At its meeting on June 28th, the Coordinating Committee unanimously ratified the projects listed in Attachment A as its preferred work program priorities for the remainder of 2006, unless otherwise modified at the pending Strategic Directions Workshop later this fall.

MAJOR ASSUMPTIONS

1. An agreement will remain in place among the seven counties and the Council to provide access to the regional parcel dataset, without fee, by government and academic interests.
2. Agreed-upon custodial roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by the respective stakeholder organizations, will continue to be performed in accordance with endorsed expectations.
3. No unforeseen serious software issues will arise during the conversion of DataFinder Café to the new GeoCortex platform.

BREADTH OF RECOMMENDED ACTIVITIES

These topics comprise a mix of completing regional solutions for several priority common information needs, completing the update of DataFinder Café, launching business and strategic planning for the next three to five years, fostering pilot projects to refine solutions to regional geospatial policy needs, sustaining MetroGIS's performance measurement program, and continuing outreach efforts.

RECOMMENDATION

That the Policy Board ratifies the major work priorities presented in Attachment A for the remainder of 2006 or until the Strategic Directions Workshop, should they be modified at that time

Attachment A

Major MetroGIS Program Objectives July – December 2006

Note to the reader: Items 1-4 are all of similar high priority and are intended to be worked on simultaneously, to the extent that support resources are available.

- 1) Strategic Directions Workshop (*Lead support - Staff Coordinator*)
 - Prepare summary for the June 1 “Imagining Possibilities” Forum. Workgroup (*Document the “big ideas”/opportunities cited that are relevant to the needs of the MetroGIS community.*)
 - Complete Non-Government Collaboration Opportunities Project initiated on November 15th. Workgroup (*Identify best possibilities for collaboration with non-government interests from candidates identified at the initial forum.*)
 - Define desired outcomes and logistics for the actual workshop. Workgroup (e.g., workshop format, data and place, facilitation needs and options, participants of the event planning workgroup, need for any pre-event surveys, etc.)
- 2) Complete DataFinder Café Upgrade (*Lead support- Alison Slaats*)
(*Must be completed by July 30th to qualify for remainder of federal grant funds in our account- \$941*)
- 3) Regional Solutions to Common Information Needs Projects (workgroups)
 - Achieve April 2004 vision for Next Generation Street Centerlines (foundation for next-generation agreement with TLG)
 - Achieve April 2004 vision for Addresses of Occupiable Units
 - Jurisdictional Boundaries - Water Management Organizations
 - Emergency Preparedness – Document Lessons Learned –Agree on a next steps plan
 - Peer Review Forums – none.
- 4) Next-Generation Agreement with TLG Project (*Lead support - Staff Coordinator*)
(*Data content requirements and custodial capabilities to be defined by the Street Centerline Workgroup. Goal to reach an agreement-in-principle by August*)
- 5) Access Policies Related To Regional Parcel Dataset – (*County Data Producers Workgroup*)
(*Conclude evaluations and decide regional policies concerning: 1) “view-only” access via Internet to general public and 2) whether non-profit interests can have access other than as a 3rd party.*)
- 6) Regional GIS Projects (*Lead support – As defined in the proposals*)
(*By August 4th, authorize projects that meet funding criteria and provide oversight/direction as appropriate.*)
- 7) Performance Measures Program (*Lead support – MetroGIS staff*)
(*Reinstate as soon as possible. A quarterly report has not been produced since December 2005 as a result of Steve Fester leaving. Many components to the data assembly and analysis processes. Need a permanent support person before reinstating.*)
- 8) Benefits Testimonial (*Lead support – Staff Coordinator*)
(*Seek out 1-2 additional stakeholder testimonials to the benefits of MetroGIS’s efforts.*)
- 9) Outreach (*Lead support – Staff Coordinator*)
(*Continue to provide a liaison function with a variety of local, regional, state, national, and international interests that have similar objectives to MetroGIS.*)
- 10) Business Plan Update Project – (*To begin immediately following the Strategic Directions Workshop*)



TO: Policy Board

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

SUBJECT: 2006 Regional GIS Project Proposals

DATE: July 7, 2006
(For the July 5th Meeting)

INTRODUCTION

The Metropolitan Council, as the funding authority, respectfully requests the Policy Board to comment on two Regional GIS Project proposals (Attachment A), in particular, regarding their respective anticipated importance and value to the MetroGIS community relative to their respective project costs. The Council anticipates making a final funding decision by August 4th.

The Coordinating Committee's findings and comments are provided below for the Board's information. The Committee considered and found acceptable two proposals totaling \$41,000 of the \$44,000 available funding in 2006 for Regional GIS Projects. A representative from each proposal team has agreed to summarize their proposal at the Board meeting.

In addition, during the agenda setting meeting for the Policy Board's July 19th meeting, Chairperson Reinhardt encouraged investigation of options to utilize the remaining \$3,000 in the budgeted funds to leverage participation by Hennepin County in Project D, which is recommended for funding by the Coordinating Committee. Hennepin County is expected to launch a project involving development of automated methods for assembly of address data from multiple sources in multiple formats. These methods could be valuable to achieving the Board's endorsed vision for a regional occupiable units database. The results of the investigation requested by Chairperson Reinhardt will be shared at the Board meeting.

SUMMARY OF COORDINATING COMMITTEE CONSIDERATION

On June 28th, the Committee completed its consideration of the 2006 candidate projects, which began with concept review at the Committee's March meeting. The Committee's process involved a Project Review Workgroup, whose members developed a series of questions at both the concept and final review phases to which the applicants were asked to respond during their presentation to the Committee.

Four concept proposals were initially submitted, two of which the Committee has recommended for funding (Proposals B and D). Prior to concept review, (Project C - enhancements to TLG Street Centerline database) was found to be more appropriate to address through negotiations pending later this year to extend an existing contract with TLG. A fourth proposal received concept approval but was withdrawn prior to the Committee's final review. It was proposed by Hennepin County (Project A – Multi-Address Building Mapping). The request was for the entire \$44,000. The Project Review Workgroup asked the proposers to consider a reduced amount. The project team elected to withdraw their proposal.

Proposals Projects B and D (Attachment A) are the subjects of the remainder of this report. Both have been found by the Coordinating Committee to be fully consistent with all program guidelines and worthy of funding as Regional GIS Projects. The Committee's detailed comments are presented in the Reference Section for the Policy Board's consideration.

<u>Project</u>	<u>Project Theme/Name</u>	<u>Contact</u>	<u>Funds Requested</u>
B	Architecture to support an "ApplicationFinder"	David Bitner, MAC & David Arbeit, Mn Land Management Information Center	\$20,000
D	Needs Assessment for Regional Occupiable Units Web Editing Application	Mark Kotz, Lead Staff, MetroGIS Address Workgroup	\$21,000

OVERVIEW OF RECOMMENDED PROJECTS

Project B builds upon an existing approved MetroGIS project concept (ApplicationFinder) and an enterprise systems architecture model developed by the Governors Council on Geographic Information (GCGI). It would provide benefit from a regional perspective as well as define a path for integration of MetroGIS's architecture with the emerging State geospatial systems architecture. See Attachment A for the actual proposal.

Projects D focuses on a critical need to achieving the adopted MetroGIS vision for a Regional Occupiable Units Address Database. To achieve the full potential of this vision, local units of government, who are the producers of address data, must be involved. This project seeks to create an incentive for local government participation by creating a web-based address data capture tool that possesses additional functionality desired by local government. The MetroGIS Address Workgroup, oversight group for this project, currently has members from approximately 20 units of government including an assortment of cities, counties, and local/regional emergency services providers. Although, the Metropolitan Council is providing the lead staff support this is a MetroGIS, not a Council project. See Attachment A for the actual proposal.

Both projects would have the substantive funding-to-leveraged resources ratios.

RECOMMENDATION

That the Policy Board consider the findings offered by the Coordinating Committee and share its preferences with the Metropolitan Council for funding proposals via the 2006 Regional GIS Projects Program.

REFERENCE SECTION

1. Coordinating Committee Consideration

The Coordinating Committee has found Projects B and D to have value to the MetroGIS community. The following are excerpts from the March and June Committee meeting summaries regarding its review of these projects. Links to the full summaries can be found at http://www.metrogis.org/teams/cc/index.shtml#agendas_minutes. Review comments regarding the other two project proposals can also be found at this URL.

Proposal B: Architecture to Support an “ApplicationFinder”

Concept Review – March 29, 2006:Logman (visitor with LMIC & Governor’s Council on Geographic Information) spoke in favor of the proposal as a valuable initiative to help define an efficient path as the community moves beyond collaboration to address common data needs. Maki concurred, noting that he is excited to see this proposal, as there is clear need for prototypes to move the community forward in the realm of collaboration on tools/applications of common need.

Craig commented that he supports the proposal at a conceptual level but is concerned that the proposer is at a disadvantage because he was unable to obtain feedback from the Committee at this meeting. He also argued that if this proposal is to be favorably considered at the next phase of review, the proposer will need to seek out feedback from committee members on his own and define who will be involved and who will do the work.

Motion: Craig moved and Chinander seconded to find that pursuance of Project B would have value to the MetroGIS community but that to receive favorable consideration at the next phase of review the proposer must seek out comment on the concept proposal from Committee members on his own and clearly define who would be involved and who would do the work. Motion carried, ayes all.

Final Review – June 28, 2006

Arbeit noted that LMIC stepped forward to play a key role in this project because it aligned well with a vision which has been endorsed by the Governor’s Council on Geographic for a Minnesota Geospatial Architecture that is service-oriented. The goal is to enable services created and hosted by a variety of organizations to be located and utilized on an ongoing basis by other organizations in their day to day operations. To accomplish this vision, a “broker” is required, which would “certify” “best of breed” service availability and through both manual and automated means link available services with users desiring a particular service. The current proposal seeks to develop this “brokering” mechanism. Arbeit noted that the current proposal is more aligned with the vision for a statewide MN service-oriented architecture than the initial concept offered by Bitner but explained that adjustments have been made to the previously defined vision to provide the functionality outlined by the concept proposal and, in general, needs important to the MetroGIS community. He then explained the specific functions as stated in the proposal, noting that the goal is that the broker mechanism is to include at least two operational services in addition to an image service that has been developed by LMIC, and explained that the requested \$20,000 in funding would leverage around \$30,000 in resources from others.

Arbeit concluded his comments by emphasizing that the project team views this project as a valuable demonstration for a strategic component of the statewide vision for a services oriented geospatial architecture

... Arbeit commented that LMIC will manage the project and Bitner will be a main contact for insuring that the MetroGIS community’s needs are clearly understood and a means of regular feedback is sustained. He also commented that regular reporting to the Committee would be a priority. He also emphasized that for the broker mechanism to be successful, stakeholder participation is essential, just as stakeholder participation has been essential to the success of DataFinder and the state’s geospatial data clearinghouse.

In response to a question from Vander Schaaf, regarding the need for relevance to the MetroGIS community for the web services that would be supported, Arbeit explained that this proposal involves development of the service discovery and access mechanism and not the services themselves. The Staff Coordinator offered a suggestion that if the “broker” mechanism is created, an activity of MetroGIS, possibly for discussion at the Strategic Directions Workshop, could be to foster web services that run in conjunction with endorsed regional datasets to address priority common information needs yet to be fully addressed. Maki concurred noting that the goal is to create an environment to enable leveraging of existing resources in a robust way that does currently exist in the application world and that builds upon the successes that MetroGIS has had to date in the

data sharing world. He concluded his comments by stating he is excited about this opportunity for MetroGIS to play a substantive role in the evolution of a statewide service-oriented architecture given the mature collaborative environment that exists in the MetroGIS community.

... Arbeit clarified that the individual web services will remain the property of the organizations that create them and that they will retain control over access rights and policies, just as data producers currently maintain control over access rights for geospatial data for which metadata are posted on DataFinder and other data clearinghouse/distribution mechanisms. All interests who produce geospatial web service will be welcome to advertise their services via the proposed broker, as is the current policy regarding data searchable via DataFinder. As for the “broker” mechanism itself, Arbeit stated there will be no fees for searching or obtaining access to service through it. LMIC, serving in its role as the “broker” custodian, will also encourage no charge for services.

Chairperson Read commented that at last November’s forum non-government interests were excited to learn they could publish data via DataFinder. She offered that extension of this policy to the proposed “broker” mechanism will be another important step towards fostering partnering opportunities valuable to addressing common information needs not yet addressed.

Chinander asked if the project team had a sense of the number of interests that use the “broker”. Five of the Committee members indicated they each currently have services that they would contribute. Arbeit briefly summarized a survey that is in progress to define the current landscape of services and to document those underdeveloped and planned. Chairperson Read commented that the proposal is consistent with “big ideas” heard at the June 1 forum and commented that the existence of the proposed broker is necessary to realize the possibilities shared at the forum. The group concurred.

Motion: Chinander moved and Givens seconded to recommend that the Policy Board find that this project has merit as a Regional GIS project, satisfies each of the established criteria, and that the requested \$20,000 is reasonable and justified. Motion carried, ayes all.

Proposal D: Needs Assessment for Regional Occupiable Units Web Editing Application - Address Workgroup

Concept Review – March 29, 2006: .. The key objective is to better understand what is needed to motivate local producers of address data to participate in the ongoing maintenance of data that are assembled into a regional occupiable unit database. The proposal may include development of examples of web interface options to help prospective local government participants articulate their needs.

...Harper further commented that different producer/custodian models will likely be needed to support updating of the resulting dataset as communities have different support capabilities. Chinander commented that testing and refining the custodian roles and responsibilities needed to attain the regional vision should be a component of both of these address related proposals but acknowledged that the envisioned regional solutions are likely to be broader than the either of the proposed pilots.

Motion: Givens moved and Wencil seconded to find that pursuance of Project D would have value to the MetroGIS community and that its similarities with Project A require a clear delineation of the boundaries of each and a need for ongoing coordination (as above). The projected cost also needs to be more specific. Motion carried, ayes all.

Final Review – June 28, 2006

Mark Kotz, lead staff for the Address Workgroup, began his comments by noting that the vision for a regional occupiable units database was adopted by the Policy Board in April 2005 and that since that time the Workgroup has facilitated the development of addressing standards consistent with the emerging national standards. A pilot was conducted to test the effort needed to convert stakeholder address databases to standards proposed for the regional database and the results showed the process is sustainable. The issue is what about the smaller communities which do have the support resources of the larger communities? Kotz stated it is these communities that are the focus of the this proposal, as the Workgroup has recognized that a key challenge to realizing the vision will be to establish a cost-efficient means to capture address data at the time of its creation by these smaller communities.

Kotz noted the Workgroup's current thinking is that a direct (web-based) data capture tool is the most promising option but the Workgroup would prefer to conduct an analysis to clearly define functionality that would be valuable to the producer to incentivize their participation. Kotz provided an example that many of the smaller communities often do not have the capacity to create and maintain address maps so they outsource or rely upon paper working maps maintained individually by multiple departments. He noted that if the proposed web based data capture application included a utility to easily create address maps and other products they identify in the proposed study, which the smaller communities would elect to integrate the proposed tool into their daily operations.

Kotz then commented on the application itself and the questions posed by the Application Review Workgroup:

- \$21,000 is requested to hire a consultant; the methods would be defined by the consultant in collaboration with the Address Workgroup,
- Value of leveraged resources is difficult to estimate because many interests will contribute and/or benefit – time contributed by 21 workgroup members, staff time, time contributed by individuals involved in the formulation of the National Address Standards, organizational efficiencies gained as the result of the application one implemented, etc.
- Compliance with the regional address standard will ensure that data captured by means other than the subject web-based application will be interoperable with address data captured via the proposed application.

Harper suggested, and the Committee concurred, that the deliverable should be expected to suggest other options to capture address data from small communities if the proposed web-based application is determined to be unrealistic.

Harper also asked if it would be viable to skip the proposed needs assessment and go directly to application development. After some discussion, the group concurred with Maki's comment that a "needs assessment" is important to identifying the benefits important to the business case and to establishing a viable project scope. The group also concurred that some form of prototyping was desirable to demonstrate capability and facilitate identification of additional functions desired by small communities. It was agreed that the demonstrating of capability is important and that the evaluation should include some form of visualization mechanism but not necessarily a functioning web interface.

Harper and Rowekamp encouraged the project team to utilize the proposed assessment as an outreach opportunity to build enthusiasm for the product but also cautioned not to build false expectations. Harper noted that the focus is on "inputs" and asked if the user's needs are understood. Kotz responded that the user's needs were the focus of the standards development process.

Wakefield spoke in favor of the needs assessment proposal, noting that from her experience working with small communities, that even with limited staff if the benefit/internal need (e.g., public safety) is well understood, time will be made to participate.

Motion: Craig moved and Givens seconded to recommend that the Policy Board find that his project has merit as a Regional GIS project, satisfies each of the established criteria, and that the requested \$21,000 is reasonable and justified. Motion carried, ayes all.

2. 2006 Regional GIS Project Proposal Guidelines

See the attached "Call for Proposals" (Attachment B) for answers to the following questions:

- What Projects are Eligible for Funding?
- What Criteria Will Be Used To Decide Which Project(s) Are Funded?
- Who Will Decide and When?
- Who is Eligible to Submit a Proposal?

ATTACHMENT A
CANDIDATE PROPOSALS
(CONCEPT AND FINAL)

The following proposals are attached on the following pages:

<u>Candidate</u>	<u>Project Theme/Name</u>	<u>Contact</u>
B	Architecture to support an “Application Finder”	David Bitner, MAC & David Arbeit, MN Land Management Information Center (LMIC)
D	Needs Assessment for Regional Occupiable Units Web Editing Application	Mark Kotz, Lead Staff, MetroGIS Occupiable Unit Address Workgroup

Proposal B – MAC & LMIC

(Concept)

TO: MetroGIS

FROM: David Bitner, Metropolitan Airports Commission

SUBJECT: 2006 Regional GIS Projects Proposal

DATE: March 15, 2006

This document lays out the concept for an “Application Finder” as the next logical step to the “DataFinder” already in use by MetroGIS. This concept strives to create a forum for the technical users of MetroGIS datasets by providing a repository of applications and services (software code) that utilize MetroGIS endorsed datasets in order to reduce duplication of effort across the Metro area.

This concept is made up of three parts that can be incrementally implemented in order.

1. Create a centralized repository of code.
 - a. Create a standard for metadata and documentation for code to allow for easier reuse.
 - b. Setup an area to store code (i.e. FTP server)
 - c. Setup index to code/metadata (i.e. Web Site)
2. Create running instances of code on central server.
 - a. Setup server to host services/applications.
 - b. Setup all prerequisite data/software for services/applications.
 - c. Create catalog of services/applications.
 - d. Create framework for secured/limited access data services.
3. Create infrastructure for collaborative development of code.
 - a. Setup versioning system (i.e. CVS or Subversion).
 - b. Create rules for write access to different pieces of code.

The importance of having both numbers 1 and 2 is that for many services/applications that become part of a workflow, speed can be very important and it is much better to run a piece of software locally. On the other hand, when speed is not important or infrastructure is lacking, it may be desirable to access a service/application from a central location.

Code written in any language for any platform will be accepted into the repository. Services, however, will necessarily be limited to those that work off of infrastructure that is already available or could be made available to the service host.

This concept could plug into other broader initiatives. This concept could act as a host for the recently awarded FGDC grant awarded to a multi-state group including several members of MetroGIS. This concept could act as a test bed for the service model being put forth by the Governor’s Council on GIS Geospatial Architecture Committee.

Following are responses to criteria to be used for this funding.

1. Statement of project objective and why the requested funding is needed.

The objective of this project is to create a repository for applications which add value to the work and datasets of MetroGIS. Funding is requested to jumpstart this process and provide for the staff time and resources necessary to create this repository.

2. How the proposed project conforms with a Regional GIS Project objective(s).

This project seeks to enhance the utility of existing and future MetroGIS endorsed datasets.

3. Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).

This project seeks to reduce the efforts across the region in creating applications to interact with common data used across the region.

4. Activities necessary to achieve the project objective and relationship of the requested funds.
Create standards for code documentation/metadata.
Create server space for hosting code.
Create catalog to assist in finding code.
Create server space to run code as services.
Create catalog to assist in finding services.
Create collaborative development infrastructure.
5. Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.

This project would be ready to fund immediately upon identification of suitable host.
6. Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.

Application developers will be able to pick and choose components that have already been created to dramatically reduce development time.
7. Total value and description of required resources that would be leveraged if funding is awarded.

To be determined upon full scope of project
8. Effect of receiving funding approval if for less than the full amount requested.

Reduced ability to provide running examples of services
9. Time frame for project completion.

Setup should begin as soon as suitable host is found. Maintenance would be ongoing.

Proposal B – MAC & LMIC

(Final)

GEOSPATIAL SERVICES DIRECTORY AND BROKER A Proposal to MetroGIS

Submitted by: Land Management Information Center

**Project Sponsors: David Arbeit, MN Office of Geographic and Demographic Analysis
David Bitner, Metropolitan Airports Commission**

Project Summary

LMIC proposes to develop and implement a directory of shared geospatial web services and software components and tools for MetroGIS members to search that directory for those shared resources. It also will demonstrate the effectiveness of a broker function that can directly link GIS applications to “best of breed” geospatial services offered from a single hosted location.

The project will implement many of the functions proposed for the MetroGIS Applications Finder in 2004 and will support the GIS Enterprise Architecture design developed with participation of MetroGIS stakeholders and endorsed by the Governor’s Council on Geographic Information (GCGI) for the state. At least one shared application will be supported, LMIC’s open source web service that provides imagery directly to GIS applications. LMIC also proposes to provide application hosting and download services for MetroGIS shared applications, including those resulting from the FGDC CAP grant to the North Dakota - Minnesota Application Development Collaboration that involves several MetroGIS members.

LMIC is requesting \$20,000 for this project, which will leverage more than \$30,000 from LMIC supporting related activities of the Minnesota Geographic Data Clearinghouse and a statewide Shared GeoSpatial Services survey for the GCGI. David Bitner of the Metropolitan Airports Commission and other MetroGIS stakeholders also will contribute time and expertise to the project.

1. Project Objective and Need for Funding. The principal purpose of this project is to develop first-generation versions of services directory and brokering functions described in the GCGI Conceptual Enterprise Architecture model for the state, focusing specifically upon objectives of the MetroGIS Application Finder described in 2004. Funding is needed at this time to extend the scope of a more limited current effort to identify opportunities for shared services. Without additional funds, this project will identify shared service opportunities for a statewide GIS strategy, but will not directly address MetroGIS needs. The funding will provide:

- **A Catalog of Geospatial Services.** The catalog will be initialized with data produced from the GCGI Shared Geospatial Services survey.
- **Catalog Maintenance, Query and Search Tools.** A user interface that provides catalog maintenance, query, and search functions similar to those developed for the MN Geographic Data Clearinghouse.
- **Shared Service Use Demonstration.** An application broker that demonstrates the interactive use of LMIC’s OGC-compliant WMS Imager Server as an example of a hosted shared service that directly supports applications meeting MetroGIS business needs.
- **Geospatial Toolkit Library.** An on-line repository for applications and software code that is available to MetroGIS member organizations.

2. Regional GIS Project Objectives. This project extends the historical focus of a “Regional GIS Project” by providing enhanced access to shared geospatial services and applications, not just enhanced access to data. Extending benefits to shared applications has been informally supported by the MetroGIS Policy Board, although “Regional GIS Project” has not been redefined. The project will provide direct access to a LMIC service that provides efficient access to imagery data from a shared server.

3. Implementing a Sustainable Solution to a Priority Need. The MetroGIS Coordinating Committee has identified application sharing as an important “next step” for several years, expressed in 2004 as ApplicationFinder. This project will implement much of ApplicationFinder’s core functionality, but within the context of a “Services Broker” as a critical piece of a GeoSpatial Enterprise Architecture. As an important element of the state’s Enterprise Architecture framework, LMIC advocates implementing the Broker as a core Clearinghouse service funded by the state.

4. Activities to Achieve Project Objective and Relationship of Requested Funds. The total funds needed to complete this project is \$20,000. In addition, an estimated \$30,000 in LMIC resources will be devoted to administration, infrastructure maintenance, and technical services related to the project. Project activities and estimates of MetroGIS funds needed for the activities are provided below.

A. Complete Initial Design of GeoSpatial Services Inventory	\$0
B. Design and Implement Editing Module	\$2,500
C. Design and Implement Query and Reporting Modules	\$2,500
D. Training/Support for Documentation for Shared Services and Applications	\$2,500
E. Implement Application Hosting Environment	\$2,500
F. Develop, Test and Implement Services Broker Capability	\$6,000
G. Test and Implement Functioning Application-to-Application Service Connector	\$3,000
H. Project Documentation	\$1,000

5. Readiness. LMIC maintains staff and computer facilities required to implement this project, is authorized to receive funds from other government entities, and has extensive experience managing complex projects on behalf of Minnesota’s GIS community.

6. Benefit to MetroGIS Community. This project will allow MetroGIS member application developers to identify geospatial services and applications developed by others, determine applicability to their needs, and select shared components that have been created, tested and implemented. Benefits included reduced applications development time, improved standardization among developers, increased knowledge, and enhanced software reliability. Over time, the public will see improved and expanded functionality and greater uniformity among MetroGIS organizations. This project will help MetroGIS members meet the growing demand for geospatial services without a corresponding increase in resources.

7. Total Value and Description of Leveraged Resources. The “Shared Services”, “Web Toolkit” and “Image Service” projects that will be leveraged have a combined value conservatively estimated to be greater than \$75,000. The long-term value to MetroGIS will be considerable higher. This project is estimated to require 500 to 600 dedicated staff hours to complete. LMIC anticipates contributing more than half of these hours as in-kind services. In addition, all hardware, software, networking, and system support costs will be absorbed by LMIC as part of its Clearinghouse functions.

8. Impact of Partial Funding. Unless other sources of funding can be found, some project elements would be scaled back or eliminated. The searchable catalog and the brokering function are considered the highest priorities, but any adjustments to scope will be made in consultation with MetroGIS stakeholders.

9. Project Time Frame. Most project deliverables can be completed, tested, and implemented by March 2007. The project could begin in August or September 2006 and would be fully completed by the end of April 2007. Loading of products of the Web Toolkit Project into the repository cannot be completed until that project has finished its work, which should be in March 2007.

Proposal D – MetroGIS Address Workgroup

(Concept)

MetroGIS Regional GIS Project Proposal

Needs Assessment for Regional Occupiable Units Web Editing Application

Proposed by:

Mark Kotz, Metropolitan Council

With support of the MetroGIS Address Workgroup

03/15/2006

Revised 3/21/2006

Project Description

The MetroGIS Policy Board has endorsed the vision of a regional occupiable units address dataset that would be created by local addressing authorities. This dataset is widely needed by government agencies at many levels in the metro area, including emergency responders, school districts, counties, cities and regional agencies that currently have no spatial data at the occupiable unit level. The vision calls for creating a standardized, single official source for this data to meet this need and to avoid redundant data development efforts. The detailed MetroGIS Regional Occupiable Units Address Dataset Vision document calls for the development of an online editing application to help facilitate the development of a regional dataset. (p. 19)

http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf

Perhaps the largest roadblock to the creation of local occupiable units point datasets is the fact that many cities simply do not have in-house resources, specifically staff time, GIS software and expertise, to be able to maintain their own dataset.

The Workgroup is recommending the creation of a secure online application that addressing authorities could use to create and maintain their own occupiable units point dataset.

...the workgroup is further recommending that additional features be included with the application that would be designed to meet some of the other business needs of the local addressing authorities

The next step is to clearly define the benefits that those data producers will receive from participating in an occupiable units information system by maintaining the data for all to use. Defining those benefits requires a close examination of the data producers needs. This project proposes a needs assessment to more specifically determine the requirements and viability of such an online editing application for cities that do not have their own GIS with which to maintain this type of data. The needs assessment would answer three key questions:

1. What functionality is necessary for city staff to create and maintain the occupiable units data in a way that would meet the MetroGIS regional dataset needs?
2. What incentives would increase the likelihood that local address authorities would use this application to contribute to the regional dataset, and what additional functionality within the editing application would provide that incentive (e.g. ability to print certain types of address maps)?
3. How many local address authorities are likely to use this application, given the specific functionality?

The needs assessment may include mockups or depictions (existing examples) of what such an application might look like and how it might be used so that the city staff being interviewed will understand what is being asked of them. The results of the needs assessment should include descriptions of the functionality and interface needs of city staff that would use this application. If the needs assessment indicates that many cities would truly use the application, the next step would be to create a proof-of-concept that can be tested in the MetroGIS community.

Cost

The project is very roughly estimated to cost between \$10,000 and \$25,000 depending on the methods used. Development of a proof-of-concept application would require additional cost and/or Metropolitan Council staff resources.

Responses to Evaluation Criteria

1. Project Objectives and Need for Funding

Project objectives are outlined above. Funding would be used to hire a consultant to define the needs of key occupiable units data producers. The needs would be defined through a needs assessment process.

2. Conformance with Regional GIS Project Objectives

The project would take the next step in refining the vision to develop a regional dataset to address a Policy Board-endorsed priority common information need (addresses and occupiable units). It would supplement the work and vision of the MetroGIS Address Workgroup. The MetroGIS community would benefit by having a clear understanding of the needs for this application/information system, which will facilitate its development. The application itself would then facilitate the development of occupiable units data. These project funds would not be used to develop the applications, but to focus on completing a needs assessment. Decisions about software, hardware and licensing would come later. The goal is to ultimately have an editing application that any metro address authority could use free of charge.

3. Importance to a Sustainable Solution to a Priority Need

The Address Workgroup believes that such an editing application is critical to the creation and maintenance of a regional occupiable units dataset. This needs assessment would objectively evaluate that belief and provide the details necessary to make decisions about how or if the application should be built.

4. Activities and Relationship of Funds

A consultant would be hired to conduct the needs assessment and prepare a report. This would include interviews with a representative number of address authorities in the region. The requested funding would be used to pay for the consultant.

5. Readiness for Funding and Prerequisites

The Address Workgroup has a clearly documented vision for the occupiable units dataset. It defines the need for the editing application. No prerequisites exist. The project is ready to proceed pending staff time to manage the project.

6. Benefit to MetroGIS Community

This needs assessment is a prerequisite to creating a successful online editing application. That application is believed to be a prerequisite to the creation of the regional occupiable units dataset. It is believed that nearly all MetroGIS participants would benefit from such a regional dataset. Organizations that have expressed the most interest in the dataset include regional government organizations, counties and the emergency services community. Many cities have also expressed interest in using such a regional dataset. The regional dataset is believed to be unattainable without the editing application.

7. Value and Description of Resources Leveraged

If the funding is awarded, Metropolitan Council staff time would be leveraged to manage the project.

8. Effect of Partial Funding

With partial funding, the needs assessment could be scaled back to answer one or two of the three key question areas, but that is not anticipated to be a significant cost savings.

9. Time Frame

Assuming the funding is approved in August of 2006, it is anticipated that the project could be completed by the end of 2006. This will dovetail with a pilot project to assess the issues with creating a regional dataset from the data of cities that do have their own GIS data creation capabilities. The pilot project will attempt to pull data from those cities into a regional database format, defining and attempting to resolve any issue that arise from the effort.

Proposal D – MetroGIS Address Workgroup

(Final)

MetroGIS Regional GIS Project Proposal

Needs Assessment for Regional Occupiable Units Web Editing Application

Proposed by:

Mark Kotz, Metropolitan Council

With support of the MetroGIS Address Workgroup

03/15/2006

Revised 03/21/2006

Final Proposal 06/06/2006

Project Description

The MetroGIS Policy Board has endorsed the vision of a regional occupiable units address dataset that would be created by local addressing authorities. This dataset is widely needed by government agencies at many levels in the metro area, including emergency responders, school districts, counties, cities and regional agencies that currently have no spatial data at the occupiable unit level. The vision calls for creating a standardized, single official source for this data to meet this need and to avoid redundant data development efforts. The detailed MetroGIS Regional Occupiable Units Address Dataset Vision document calls for the development of an online editing application to help facilitate the development of a regional dataset. (p. 19 http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf)

Perhaps the largest roadblock to the creation of local occupiable units point datasets is the fact that many cities simply do not have in-house resources, specifically staff time, GIS software and expertise, to be able to maintain their own dataset.

The Workgroup is recommending the creation of a secure online application that addressing authorities could use to create and maintain their own occupiable units point dataset.

...the workgroup is further recommending that additional features be included with the application that would be designed to meet some of the other business needs of the local addressing authorities

Before MetroGIS can move forward with an occupiable unit web editing application, an assessment must be made as to how viable such an application would be – in essence to validate the assumptions of the Workgroup. Would the application be useful to many cities or only a few? What functionality or features would make it the most useful?

This project proposes a needs assessment to more specifically determine the requirements and viability of such an online editing application for cities that do not have their own GIS with which to maintain this type of data. The needs assessment would analyze the business needs and practices of potential users related to occupiable unit address data and answer four key questions:

1. What benefits would address authorities receive from participating in an occupiable units information system by maintaining the data for all to use?
2. What functionality in a web editing application is necessary for city staff to create and maintain the occupiable units data in a way that would meet the MetroGIS regional dataset needs?
3. What incentives would increase the likelihood that local address authorities would use this application to contribute to the regional dataset, and what additional functionality within the editing application would provide that incentive (e.g. ability to print certain types of address maps)?
4. How many local address authorities are likely to use this application, given the specific functionality?

The results of the needs assessment should include descriptions of the functionality and interface needs of city staff that would use this application. A key outcome of the project would be a conceptual design for such an occupiable units web editing application, assuming it is determined to be viable.

Cost:

The project is roughly estimated to cost \$21,000. This could vary depending on the interview methods used. A breakdown of the estimated costs is provided below. An RFP process is anticipated to determine the actual methods and costs of the project.

Estimated Cost Breakdown

Task	Estimated Hours	Max Est. Cost per Hour	Cost
Develop and test survey/interview procedures and methods	40	150	6000
Interview 15 cities	60	150	9000
Analysis and report	40	150	6000
			\$21,000

Development of a preliminary proof-of-concept application, or an actual production application would require additional cost and/or Metropolitan Council staff resources that are not included here.

Relationship to Other MetroGIS Efforts**MetroGIS Address Workgroup**

This project is endorsed by the MetroGIS Address Workgroup and is directly inline with its workplan and vision. A draft database standard has been created by the Workgroup and is being tested in a pilot project to be completed in July. The proposed project would assume using the database elements defined by the workgroup in its assessment of the viability of a web editing application.

Relationship to Hennepin County Regional Project Proposal

One important difference between the two proposals is that they target different groups of address authorities. The Hennepin County proposal appears to be focused on counties and cities with significant existing internal GIS capabilities. This proposal focuses on those address authorities that do not have such expertise and resources. In this way the two proposals are very complementary.

It is agreed that communication and coordination among the two projects and the MetroGIS Address Workgroup is important.

Responses to Evaluation Criteria**1. Project Objectives and Need for Funding**

Project objectives are outlined above. Funding would be used to hire a consultant to define the needs of key occupiable units data producers. The needs would be defined through a needs assessment process.

2. Conformance with Regional GIS Project Objectives

The project would take the next step in refining the vision to develop a regional dataset to address a Policy Board-endorsed priority common information need (addresses and occupiable units). It would supplement the work and vision of the MetroGIS Address Workgroup. The MetroGIS community would benefit by having a clear understanding of the needs for this application/information system, which will facilitate its development. The application itself would then facilitate the development of occupiable units data. These project funds would not be used to develop the applications, but to focus on completing a needs assessment. Decisions about software, hardware and licensing would come later. The goal is to ultimately have an editing application that any metro address authority could use free of charge.

3. Importance to a Sustainable Solution to a Priority Need

The Address Workgroup believes that such an editing application is critical to the creation and maintenance of a regional occupiable units dataset. This needs assessment would objectively evaluate that belief and provide the details necessary to make decisions about how or if the application should be built.

4. Activities and Relationship of Funds

A consultant would be hired to conduct the needs assessment and prepare a report. This would include interviews with a representative number of address authorities in the region. The requested funding would be used to pay for the consultant.

5. Readiness for Funding and Prerequisites

The Address Workgroup has a clearly documented vision for the occupiable units dataset. It defines the need for the editing application. No prerequisites exist. The project is ready to proceed pending staff time to manage the project.

6. Benefit to MetroGIS Community

This needs assessment is a prerequisite to creating a successful online editing application. That application is believed to be a prerequisite to the creation of the regional occupiable units dataset. It is believed that nearly all MetroGIS participants would benefit from such a regional dataset. Organizations that have expressed the most interest in the dataset include regional government organizations, counties and the emergency services community. Many cities have also expressed interest in using such a regional dataset. The regional dataset is believed to be unattainable without the editing application.

7. Value and Description of Resources Leveraged

If the funding is awarded, Metropolitan Council staff time would be leveraged to manage the project.

8. Effect of Partial Funding

With partial funding, the needs assessment could be scaled back to answer one or two of the three key question areas, but that is not anticipated to be a significant cost savings. Additionally, a smaller number of cities could be interviewed, which may reduce costs somewhat.

9. Time Frame

Assuming the funding is approved in August of 2006, it is anticipated that the project could be completed by the end of 2006. This will dovetail with a pilot project to assess the issues with creating a regional dataset from the data of cities that do have their own GIS data creation capabilities. The pilot project will attempt to pull data from those cities into a regional database format, defining and attempting to resolve any issue that arise from the effort.



**CALL FOR PROPOSALS
-2006 REGIONAL GIS PROJECTS-**

Introduction

The 2006 MetroGIS budget includes \$44,000 for Regional GIS Projects. This program is not intended to be a competition but rather a process by which ideas, which have promise as solutions to geospatial needs and opportunities of regional importance, are matured.

The source of these funds is the Metropolitan Council. The Council is, therefore, the final decision-maker as to whether a proposed project is funded and for how much, as it is accountable for the appropriate use of these funds. MetroGIS's role is to advise the Council as to whether a candidate project merits funding. The deadline for submittal of a one-page concept description is **Wednesday, March 15, 2006**.

What Projects are Eligible for Funding?

Only those projects which satisfy all of the following criteria are eligible for consideration:

1) Each proposal must be consistent with one or more objectives of a Regional GIS Project, which are defined as:

"... a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board-endorsed priority common information need, or develop or enhance a geospatial application¹ that enhances access to data that addresses a priority information need endorsed by MetroGIS."

- 2) The proposed project must supplement activity that is a component of authorized MetroGIS activity or a MetroGIS-defined common priority need.
- 3) The proposal must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization must be able to recognize a benefit to itself, which depending upon the nature of the proposal may be tangible and/or intangible. (e.g., the Metropolitan Council, as the funding organization in 2006, is especially interested in geospatial technology projects that would help local communities prepare for comprehensive plan updates due in 2008².)
- 4) For projects that involve development of software (applications and/or services), whether stand-alone or an extension:
 - a) Such projects must include an objective which promotes interoperability with other existing or anticipated system architectures/platforms. Projects that promote a similar user experience for metro-area users are preferred.
 - b) Although the funding organization would own the product, it must be open-source or licensed so that other MetroGIS participants can access and modify the source code without additional fees.

Note: The above-stated criteria are intended to supplement, not supersede, the guidelines which established this program (Attachment B).

What Criteria Will Be Used To Decide Which Project(s) Are Funded?

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project warrants funding. (The concept description should not exceed one (1) page. The full submission should not exceed two pages, less any supplemental material.)

¹ The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

² For example, the Metropolitan Council intends to create a web-based interactive map that provides communities throughout the region with information about Council systems and activities relevant to local comprehensive planning. The Council would be interested in applications that enable communities to add their local data to the map.

- 1) Statement of project objective and why the requested funding is needed.
- 2) How the proposed project conforms with a Regional GIS Project objective(s).
- 3) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).
- 4) Activities necessary to achieve the project objective and relationship of the requested funds.
- 5) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.
- 6) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.
- 7) Total value and description of required resources that would be leveraged if funding is awarded.
- 8) Effect of receiving funding approval if for less than the full amount requested.
- 9) Time frame for project completion.

Who Will Decide and When?

The MetroGIS Coordinating Committee will select project priorities, work with project proposers to make any adjustments, and forward a prioritized list to the MetroGIS Policy Board for review. The Policy Board then forwards recommendations to the Metropolitan Council, which will make the final decision and administer award of funds. Refer to Attachment A for the schedule and a brief description of the entity responsible and the desired outcome for each element of the process.

Who is Eligible to Submit a Proposal?

Any individual(s) affiliated with an authorized MetroGIS project, committee and workgroup.

What is the Deadline for Submission of a Concept Proposal?

Applications must be received by **Wednesday, March 15, 2006**. Proposals should be submitted to the Staff Coordinator at randy.johnson@metc.state.mn.us.

Questions

Contact Randall Johnson, MetroGIS Staff Coordinator (651-602-1638), or Nancy Read, MetroGIS Coordinating Committee Chairperson (651-643-8386), with any questions.

EXHIBIT 1
(ATTACHMENT E)

Proposed 2006 Program Schedule

1. Call for Concept Proposals: February 27, 2006
2. Concept Proposal Submission Deadline: March 15, 2006
3. Workgroup and Council Screening: March 16 or 17, 2006
The Workgroup will review the concepts for gaps in procedures and for missing information. The Council will decide if a concept is out of scope for funding under this program. If such a finding is made, this finding will be shared with the Coordinating Committee. The Workgroup will also consider desired changes to the suggested rules for the 2006 program based upon review of concept proposals.
4. Initial Coordinating Committee Consideration: March 29, 2006
Review concept proposals relative to the suggested program guidelines and comment on potential benefit to cost. In addition, identify any desired additional information and/or project modifications that would improve the proposal(s). (If necessary, the Committee would create a workgroup to assist applicants address outstanding questions and, in general, make the proposal(s) the best it/they can be.)
5. Initial Policy Board Consideration: April 19, 2006
Review the proposals from the perspectives of: appropriate use of public funding and importance of policy issues involved. Identify any desired additional information.
6. Final Proposal Submission: June 9, 2006
7. Coordinating Committee Consideration: June 28, 2006
(Same criteria as identified in Step 4, above.)
8. Policy Board Consideration: July 19, 2006
(Same criteria as identified in Step 5, above.) The Policy Board forwards its advice, along with that of the Coordinating Committee, to the Council.
9. Metropolitan Council Decision: August 4, 2006
Initiate Council procurement requirements, required agreements, etc.

EXHIBIT 2 (ATTACHMENT E)

Principles for Allocating MetroGIS's Data Quality and Access Enhancement Funds (Adopted October 29, 2003)

Introduction

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g., counties related to parcel data). They are intended to supplement and expand upon, not supersede, the more general principles³ that have governed MetroGIS's efforts for some time.

Data Quality and Access Enhancement Funding Principles

The following principles are assumed to be part of the annual MetroGIS budget, and be approved as part of the budget approval process. Currently the only such recipients of these enhancement project funds are the counties, though it is anticipated that other organizations will serve in similar capacities for regional data solutions that have not as yet been defined.

- 1) Receipt of these funds by a data producer is not a payment for data but rather for services performed of importance to the broad MetroGIS community.
- 2) Funding can also be for specific data enhancements, which are to be identified through a forum of data users and producers, in a manner that is consistent with past, broadly participatory, MetroGIS processes.
- 3) The purpose of this funding is four-fold:
 - To recognize the importance to the MetroGIS community of participation by producers of data that are critical components to regional solutions (e.g., parcel data produced by the seven metro area counties).
 - To assist data producers in performing primary custodial responsibilities, which have been endorsed by the Policy Board and exceed internal business functions, including extracting, documenting, manipulating, and delivering these data to the regional custodian.
 - To finance data quality and access enhancements, defined through MetroGIS's processes.
 - To assist data producers with costs associated with sharing of information about what was learned and the outcome of data enhancement projects in accordance with a MetroGIS core function to foster sharing of knowledge.
- 4) Data producers have the option of pooling funds allocated to other data producers for purposes of conducting projects that will have mutual benefit to the producers and to data users.

Note: On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the third generation parcel data sharing agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition being as follows:

"Regional GIS Project" means a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."

³ The following principles govern MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

- a) No organization will be asked to perform a task for the collaborative that they do not have an internal need to perform.
- b) Build once, share many times (data and applications).
- c) Investments made by one government interest ought to be leverageable by other government interests.
- d) All relevant and affected interests participate, dominated by none.
- e) Widespread sharing of the data improves data quality and ultimately decision support.
- f) Cost recovery of data development expenses stifles sharing of commonly needed data.



TO: Policy Board

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

SUBJECT: Regional Parcel Dataset – Policy for Unlicensed, View-Only Access

DATE: July 7, 2006
(For the July 19th Meeting)

INTRODUCTION

A one-year time extension is requested to the July 27, 2006 sunset provision previously set by the Policy Board for submission of a proposed policy involving authorization for unlicensed, view-only, access to parcel data via Internet-based applications.

(Refer to the Reference Section for the Board’s July 2004 and 2005 actions on this topic. Note: Work on this proposal did not progress for the past year while the Metropolitan Council was conducting its evaluation of MetroGIS, resulting in the need for the requested time extension. See Agenda Item 5a.)

COUNTY DATA PRODUCERS WORKGROUP AFFIRMATION

At its meeting on June 22, 2006 the County Data Producers Workgroup affirmed that the subject policy clarification is desirable, given the variety of web-based applications under consideration by the a host of MetroGIS stakeholders. Its members, who represent all seven counties, agreed to vet the proposed clarification among their respective administrations to determine how to best implement the change, with most believing formal amendment of the Regional Parcel Data Sharing Agreement will not be necessary. Rather, the group believes that a statement of clarification added to the regional policy statement will suffice to declare that “view-only” access does not constitute “distribution” of data governed by the Parcel Data Sharing Agreement and, therefore, is not subject to the licensing provisions in the agreement.

Further, the group cites the existence of unlicensed, view-only access to parcel data that is currently permitted via Internet-based applications supported by Dakota, Hennepin, Scott, and Washington counties as further justification to consider a policy clarification to permit unlicensed, view only access to the Regional Parcel Dataset.

BACKGROUND

The impetus for this policy clarification came from a realization by the MetroGIS Emergency Preparedness Workgroup that viewing of parcel data, via an Emergency Preparedness Application, would be necessary to achieve the full potential of the proposed Internet-based application. (See http://www.metrogis.org/data/info_needs/emergency_prep/epbro05.pdf for more information about the web-based application. The URL to the actual web site is currently password protected, and access is managed by the Emergency Preparedness Workgroup.)

The purpose for developing the Emergency Preparedness Application is to provide emergency managers with quick access to a wide range of geospatial information relevant to their daily needs and activities – parcel data being one of the more important information elements. The application is designed to run on the same Web server used to host the Regional Parcel Dataset to enable it to incorporate the Regional Parcel Dataset. The web server is owned by the Metropolitan Council and the Council’s authority to “redistribute” parcel data is governed by the Regional Parcel Data Sharing Agreement. Since the Agreement is silent on whether or not “view-only access” constitutes “redistribution” of data, use of the application is currently restricted to only those licensed to access the Regional Parcel Dataset.

Emergency Preparedness Workgroup, which is comprised of representatives from each of the counties and several other local, regional and state interests, believes the requirement for prior licensing to view parcel data via this application is overly restrictive and negatively affects its ability to demonstrate the application and capabilities of GIS technology in general to emergency managers.

EXPANSION OF THE ORIGINAL PROPOSAL

The originally proposed policy clarification/authorization applied to just the Metropolitan Council relative to its obligations via the Regional Parcel Data Sharing Agreement and its hosting of the Regional Emergency Preparedness Website. In the two years since the original request was brought to the Policy Board for consideration, recognition of the value of geospatial-based Internet applications has taken hold. As a result, the currently proposed policy clarification would apply to any licensed user of the regional parcel dataset who wishes to host a web application that includes parcel data, not just the Metropolitan Council.

For instance, in addition to applications defined by the MetroGIS community as a component of regional solution to a common information need, the Metropolitan Mosquito Control District, a licensed user of the Regional Parcel Dataset, is awaiting the outcome of his clarification to implement a web application to enable property owners to quickly and accurately identify areas proposed for spraying. Property lines would be used to facilitate accurate locations.

Another instance involves the Minnesota 3D Project (<http://map.deed.state.mn.us/m3d> - User Name: M3D / Password: test), through which a web-based application provides the user with robust tools for analyzing online population characteristics important to connecting jobs with workers. Parcel data would be used to improve the mapping capabilities.

RECOMMENDATION

That the Policy Board:

- 1) Affirm its July 28, 2004 finding that a policy of unlicensed, view-only access to parcel data has merit for further consideration as a regional best practice.
- 2) Extend to July 19, 2006 its sunset provision to achieve county affirmation that the subject proposal is consistent with their respective requirements and needs.

REFERENCE SECTION

PREVIOUS POLICY BOARD ACTION

1. July 28, 2004: Excerpt from Policy Board meeting summary:

5b) Regional Parcel Dataset: View-Only Access Policy For Emergency Preparedness Application

Randy Knippel, Chair of the Emergency Preparedness Workgroup, explained the Coordinating Committee's recommendation that the counties consider authorizing view-only access to the regional parcel dataset via the MetroGIS Emergency Preparedness Internet application. He also explained that the primary purposes of this application are as an outreach and education tool to help emergency managers better understand how GIS technology can benefit their operations and to aid in building relationships between the GIS and emergency management communities. Knippel also noted that the functionality has been purposely limited to keep the application simple to use. Finally, he stated that Policy Board endorsement of a policy to support view-only access to parcel data via this application would be helpful to point to as specific approval is sought from each county.

Member Schneider expressed support for the application, in general, but cautioned that if it lacks functionality, it may be counterproductive.

Member Fiskness moved and Member Schneider seconded that the Policy Board:

- a) Find that a policy of view-only access to parcel data via the prototype MetroGIS Emergency Preparedness Resources Application has merit for further consideration and refinement as a regional best practice.
- b) Defer to the seven counties to decide if this policy is appropriate and that the current application provides sufficient protection for their data.
- c) If the counties acknowledge their approval of this policy via the attached letter or resolution dated May 18, 2004, the Policy Board hereby requests the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties in this regard.
- d) If the Policy Board elects not to authorize the MetroGIS Emergency Preparedness Resources application to move from prototype to operational status by July 28, 2005, this endorsement of view-only access of parcel data via Emergency Preparedness Resources Application shall become null and void, unless renewed by all affected parties.

Motion carried, ayes all.

The understanding was that if the Policy Board endorsed this proposal policy, implementation would be subject to prior approval by the individual counties, as they are the producers of the subject parcel data. A sample approval letter and resolution (whichever a county prefers) were attached to the July 2004 staff report and are also attached to this report. They are here only as a reference, as the currently proposed policy clarification is intended to apply to any licensed user of the regional parcel dataset who wishes to host a web application that includes parcel data.

2. July 27, 2005: Excerpt from Policy Board meeting summary:

5b) Regional Parcel Dataset – Policy for Unlicensed, View-Only Access

The Staff Coordinator briefly summarized the reason for requesting a one-year time extension for this policy proposal, as outlined in the agenda materials.

Member Egan moved and Member Fiskness seconded that the Policy Board:

- 1) Affirm its July 2004 finding that a policy of unlicensed, view-only access to parcel data has merit for further consideration as a regional best practice.
- 2) Extend to July 2006 its sunset provision to achieve county affirmation that the subject proposal is consistent with their respective needs.

Chairperson Reinhardt commented on the importance of continuing to support the collaborative progress that has been demonstrated. Motion carried, ayes all.

Version: May 18, 2004

**EXAMPLE
COUNTY LETTER HEAD**

(Date)

MetroGIS Policy Board
c/o Randall Johnson, MetroGIS Staff Coordinator
Metropolitan Council
Mears Park Centre
230 East Fifth Street
St. Paul, Minnesota 55101-1633

**Regional Parcel Dataset --
Unlicensed View-Only Access Via Web Application**

Dear Randall:

The purpose of this letter is to inform the MetroGIS Policy Board that *(insert County name)* concurs with its proposed regional policy endorsed July 28, 2004 concerning view-only access to the Regional Parcel Dataset without the need for prior licensure. It is our understanding that implementation of this policy would permit anyone interested in viewing the MetroGIS-endorsed Regional Parcel Dataset, via the MetroGIS-endorsed Emergency Preparedness web-based application *(insert URL)*, to do so but that their access will be limited to a view-only capability. That is, the actual parcel data is not intended to be downloadable for their use beyond the web application.

In accordance with the MetroGIS Policy Board's request on July 28th, *(insert County name)* hereby:

1. Acknowledges it has reviewed and agrees with the technical manner in which MetroGIS's endorsed Emergency Preparedness web-based application would implement the proposed view-only access capability,
2. Authorizes the Metropolitan Council, in accordance with its role as host of the referenced Emergency Preparedness application, to make *(insert County name's)* parcel data accessible via the referenced application without prior licensure, and
3. Agrees not to hold the Council responsible in any way if an unauthorized entity subsequently identifies a means to access the actual parcel data via this application. In such case, *(insert County name)* acknowledges that the only remedy shall be to request the Council to remove its parcel data from the subject application.

(insert County name)'s contact person concerning administration of the Emergency Preparedness web-based application is *(insert name)*. They can be reached at xxx-xxx-xxxx if you have any questions.

Respectfully,

(person authorized to sign)

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TO: Policy Board

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

SUBJECT: Major Activity Updates

DATE: July 11, 2006
(For the July 19th meeting)

Information provided by persons other than the Staff Coordinator is noted.

A) PREPARATIONS FOR STRATEGIC DIRECTIONS WORKSHOP

- 1) Workshop Planning Group: On June 28th the Coordinating Committee created a workgroup to guide preparations for the Workshop and provide general direction for desired focuses/outcomes. The goal is to refine desired outcomes for the pending Workshop in the next several weeks to preserve as many options as possible for facilitators, with appropriate competencies, and facilities compatible with the need.
- 2) June 1 Imagining Possibilities Forum: The summary of the forum is available for comment http://www.metrogis.org/specialevents/techpossibilities/Draft_Summary_Report.pdf. Participants are invited to offer suggestions regarding any missing “big ideas” that should be documented for further consideration at the Strategic Direction Workshop.

Highlights, from the perspective of those who attended, indicate that the event achieved its objective – to paint a picture of what the geographic information technology landscape will look like in the next five years. 234 individuals attended. The preliminary numbers indicate that revenues slightly exceeded expenses, and the satisfaction ratings were outstanding. On a scale of 1 to 4, all aspects of the forum were rated in excess of 3, among the highest overall ratings for any event that MetroGIS has hosted. Michael Liebhold’s keynote session received an unprecedented rating of 3.88.

- 3) Non-Government Perspective – Partnering Opportunities. On November 15, 2005, MetroGIS hosted a forum to better understand possible partnering opportunities with non-government interests. Forty-five candidate ideas for potential collaboration between government and non-government interests were identified in three broad topical areas:
 - How can we work together to reduce costs?
 - What innovations can we work together to develop?
 - How can we promote a statewide GIS cooperative effort?

(The summary document can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf.)

The next step will be to define and execute a process to decide which of the 45 identified ideas have the most promise, define in more detail top priority candidate opportunities, and pursue implementation. The goal is to assemble a workgroup comprised of forum participants and complete this effort by early fall. To guide the workgroup’s discussions, the MetroGIS Policy Board endorsed the following principles at its January 2006 meeting:

- Value added to public sector assets is encouraged provided it does not detract from the public sector objective.

- Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- Contributions can be comprised of funds, data, equipment and/or people.
- Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

B) METROGIS DATAFINDER CAFÉ – EXPANDED UPGRADE PROJECT UNDERWAY

Work is underway to upgrade DataFinder Café in cooperation with Latitude Geographics (British Columbia, Canada), the owners of GeoCortex software which will be the core of the new DataFinder Café. The current project is more robust than originally thought possible. In April, during the initial project coordination meetings, MetroGIS staff learned that Latitude Geographics was prepared to develop an off-the-shelf extension to GeoCortex that would include all of functionality sought in the project initial contract and for an additional \$1,250 (as opposed to the original \$4,350 bid cost) provide additional functionality that had been designated for a future phase when sufficient funding was available. All but \$231 of the additional expense will be covered by NSDI grant funds that had not been encumbered to that point. The remaining \$231 will come from funds allocated to MetroGIS by the Council.

A contract amendment was executed in May to participate in the development of the software extension in addition to other functionality sought in the initial project contract. The revised detailed specifications are available upon request. Project completion is anticipated by late July. Alison Slaats is the Project Lead.

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 (Occupiable Units) Workgroup

(Nancy Read, Metropolitan Mosquito Control District, Liaison to the Coordinating Committee)

The Workgroup last met in January to synchronize its pilot project database design with the draft national street address standard. Several workgroup members are currently testing the amount of effort needed to achieve compliance between local address authority organization (cities and some counties) databases and the national standards. The expectation is that this testing will be essentially complete by mid July. The group plans to meet once the pilot is complete. The major components of the regional vision endorsed by the Policy Board last April (e.g., rationale, need for local government involvement and implementation concepts) are in a white paper which can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

(2) Existing Land Use

Preparations for a user satisfaction forum remain on hold until following the Strategic Directions Workshop anticipated to occur in fall 2006. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

(3) Emergency Preparedness Workgroup

(Randy Knippel, Dakota County, Workgroup Chair)

No update information was submitted.

(4) Highway and Road Networks

(Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Liaison to Coordinating Committee)

(a) The “E911 Address and Street Centerline Workgroup” is scheduled to meet on June 30.

Preliminary specifications have been defined for a next-generation dataset. The workgroup is currently surveying potential data producers to see to what extent they can meet these

specifications. At the next workgroup meeting, scheduled for June 30, the survey results will be reviewed and a set of final specifications defined.

More information on this workgroup's efforts can be found at http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml.

- (b) There are currently **185 licenses** issued to access and use The Lawrence Group's (TLG) Street Centerline Dataset, MetroGIS's currently endorsed regional solution for address matching. As of **June 15th**, the types of organizations licensed were as follows:
- Local gov't: **99**
 - Regional gov't: **11**
 - State/Federal gov't: **23**
 - Academic: **52**

The agreement between the Metropolitan Council and The Lawrence Group (TLG), through which the above licensees receive access to this dataset, expires at the end of this year. Council management have authorized MetroGIS/Council staff to negotiate a new agreement as a sole source procurement. Negotiations were initiated on March 9th at a meeting to clarify expectations and share the data content standards preferences that have been/will be defined by the "E911 Address and Street Centerline Workgroup". Once the survey referenced in "(a)", above, is complete, sufficient information should be available to move forward with the pending negotiations with TLG.

- (c) The **MetroGIS Roads & Highways Technical Workgroup**
This Work group was established Fall 2004 to foster a partnership between MnDOT and MetroGIS, whereby MetroGIS would provide a mechanism for the local government community serving the seven-county, Twin Cities community to collectively test an application designed by MnDOT to integrate local datasets with Mn/DOT's LDM. The lead staff for MetroGIS's component of the partnership, Mike Dolbow, changed jobs Fall 2005 and staff support ceased at that time for this workgroup. Information about goals, expectations, and participant roles, agreed upon prior to Dolbow's departure, can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml.

As far as progress on development of the actual application, Dan Ross, who heads up the project for MnDOT, provided the following information: "The vendor will provide what they believe to be production ready software to Mn/DOT at the end of July 2006. Mn/DOT staff will be doing a "Proof of Concept" with the software against identified business flows on a representative sample of the Mn/DOT business data. Ratings of the software should be complete in September. At that point a decision will be made regarding how to move forward. The statewide data is also undergoing a major update at this time. The BaseMap data is being synchronized with the current Transportation Information System (TIS) and road status updates are being completed as well. Successful approval of the software and data updates are required to allow Mn/DOT to effectively share TIS data (*e.g. traffic volumes) with other organizations desiring to use their own roadway geometries."

(5) Jurisdictional Boundaries – Water Management Organizations

A regional solution recommendation is nearing completion and is expected to be submitted to the Coordinating Committee for consideration at the September 2006 meeting. Jane Harper, Principal Planner for Washington County and member of the Committee, is the project manager for a pilot project conducted on behalf of the MetroGIS community by Washington County. The recommendations will include data content standards as well as identification of organizations to serve in the roles of primary producer and regional custodian. Washington County conducted a

similar pilot project in the late 1990's that led to adoption of the policies that govern the endorsed regional solution for the city/county jurisdictional boundary dataset.

(6) Lakes, Wetlands, etc.

(Nancy Read, Coordinating Committee Chairperson and Workgroup Member)

From an overall project management perspective, it appears to be time to reassess gaps between the hydrology-related information needs identified in 1997 and those which can be met with currently developed (or developing) data. The concept of hosting a strategy session will be vetted shortly among the workgroup members to determine if there is support to reaffirm the user needs and discuss a strategy(ies) to address any gaps relevant to defining a Regional solution.

(7) Land Cover

(Bart Richardson, MN DNR, Regional Custodian)

The extent of coverage is now up to 75 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another five percent in 2006. DNR, the regional custodian, is looking into creating tools to improve standardization of the data before delivery. DNR is tentatively planning on hosting a user forum later this year to identify desired improvements.

(8) Parcels *(Mark Kotz, Metropolitan Council, Regional Custodian)*

There are currently **81 licenses** issued to access and use the Regional Parcel Dataset. As of **June 15th**, the types of organizations licensed were as follows:

- Local gov't: **35**
- Regional gov't: **3**
- State/Federal gov't: **16**
- Academic: **27**

(9) Socioeconomic Characteristics of Areas *(Amy West, U of M Population Center, Regional Custodian)*

- (a) West is looking at various ways to provide users with local access to HMDA data (data about home mortgages). Options seem to include the University of Minnesota, the Minneapolis Public Library, and the Federal Reserve Bank of Minneapolis. Along with acquiring the data, she is looking at data documentation with an eye to improving our description of this data source.
- (b) We have discovered DataPlace (<http://www.dataplace.org/>), a new comprehensive source of online socioeconomic data being developed by the Fannie Mae Foundation with significant input from the Urban Institute. Eventually data will be available at the tract level and will be useful to the MetroGIS community. We will continue to monitor this.
- (c) Laura Smith at Macalester has been accessing and mapping property foreclosures in North Minneapolis. She has gotten this data in electronic form from both Hennepin and Ramsey counties. Craig will ask the County Data Producers Workgroup about foreclosure data from the other five counties. This could be a useful addition to DataFinder.
- (d) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for 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. **No update was submitted as to whether or not this proposal has been shared with the MN Department of Health for sanctioning.** For more

information contact Tim Zimmerman at tim.zimmerman@co.hennepin.mn.us or 612-348-0307.

D) MODIFICATION TO OPERATING GUIDELINES – DECISIONS BETWEEN MEETINGS

The Coordinating Committee unanimously agreed upon recommended changes to the Operating Guidelines at its June 28th meeting. Due to the July 4th Holiday, the required 15-day notice of the proposed amendment to the guidelines could not be met. As such the proposal will be forwarded to the Policy Board for consideration at its October meeting. A copy of the proposed changes was emailed to the Board on July 5. If Board members have any comments about the proposed changes, please submit them so the Coordinating Committee can consider them at its September meeting.

E) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES - PARCEL DATA ACCESS POLICY

(Submitted by Dave Drealan, Carver County, Workgroup Chair)

This Workgroup met on June 22nd. Five of the counties were represented – the Anoka and Scott representatives did not attend. The following agreements were reached and the member members in turn agreed to vet these matters among their respective administrations. The concept of including examples/explanations in the metadata/policy statement for the regional parcel dataset was discussed as options to inform the data user of these policy clarifications.

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

Ten criteria have been created by Hennepin County to determine whether a particular non-profit institution qualifies to receive access to parcel data without fee. The underlying concept is that non-profits that promote and foster economic development activity as an adjunct of government should qualify for a fee waiver. Implementation will be on a county-by-county basis.

(2) Authorize Redistribution of Parcel Data Summarized to a Larger Geography

It was agreed the summarizing parcel attribute data and reporting it higher level geographies (block groups, tracts, etc.) does not constitute redistribution of the source parcel data. and, therefore, is not covered by the license agreement prohibiting redistribution of parcel data in the from received.

(3) Pilot Project: View-Only, Web-based Access Policy Investigated for Parcel Data

See Agenda Item 5d.



Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

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

SUBJECT: Information Sharing

DATE: July 6, 2006
(For the July 19th meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) CHISAGO COUNTY – REQUEST TO PARTICIPATE IN METROGIS INVESTIGATED

Chisago County is considering becoming a member of Metropolitan Emergency Service Board (MESB). Gordon Chinander, GIS Coordinator for the MESB, has asked if Chisago County can be included in policies and guidelines established by MetroGIS, which impact the operations of the MESB.

Since the Staff Coordinator received this request, direction as to appropriate next steps has been sought from the Policy Board Chairperson Reinhardt, the Coordinating Committee, and Mark Vander Schaaf, Director of the Department of Data Resource, Metropolitan Council, the primary funder of MetroGIS's "foster collaboration" function.

All encouraged the Staff Coordinator to meet with Chisago County staff (and MESB staff) to their clarify needs and preferences regarding participation in the data and knowledge sharing environment that has been established by MetroGIS. A report of staff's findings is anticipated at the Board's October meeting.

B) PRESENTATIONS / OUTREACH / STUDIES *(not mentioned elsewhere)*

1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter

No articles were submitted for the Spring 2006 issue. However, several e-announcements for the June 1st forum, "Imagining Possibilities: The Next Frontier for Geographic Information Technology" were distributed via the GIS/LIS Consortium network.

2. Presentations

None

C) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

- 1. MnDOT has launched a new web-based Interactive BaseMap.** It can be accessed at <http://www.dot.state.mn.us/maps/gisweb/>. Contact Joella Givens at 651-582-1730 or joella.givens@dot.state.mn.us.

D) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. Digital Elevation Model (DEM) Presentation at NACO National Conference

Chairperson Reinhardt, in cooperation with David Claypool, Ramsey County Surveyor, made a presentation at the National Conference of the National Association of Counties. The title was "Partnerships in Action" and the topic was Minnesota's statewide DEM initiative. For more information and a copy of the presentation, contact David Claypool (651-266-7170 or david.claypool@co.ramsey.state.mn).

2. 2006 Doctoral Dissertation entitled “Developing Geographic Information Infrastructures: The Role of Information Policies”

The author, Bastiaan van Loenen, utilized MetroGIS as one of five international case studies to compare and contrast their respective efforts with regard the answering his research question “What role do access policies play in the development of a geographic information infrastructure?” The author concludes that geographic information infrastructures mature through a four phase process: Stand alone/initiation, Exchange/ standardization, Intermediary, and Network. A rubric is provided that defines the characteristics associated with seven maturity “issues” (p. 300). MetroGIS’s characteristics fall mostly into the “intermediate” phase, as its standing is not formalized in legislation. The author offers insight into the consequences of fee for access policies, alternative fee models that focus on value added approaches, and public value possible if all producers, public and non-public, could reach agreement to coordinate production of commonly needed data. The author’s research appears to offer valuable food for thought for the MetroGIS next Business Plan Update process and possibly for the Council’s evaluation of MetroGIS (Agenda Item 7a).

3. Draft National Street Address Data Standard in Second Review Phase

The MetroGIS Address Workgroup’s efforts to define a data standard for a regional Occupiable Units Address Dataset has played a substantial role in the national street address data standard that is being developed through the URISA (Urban and Regional Information Systems Association) under the auspices of the FGDC (Federal Geographic Data Committee). Supporting organizations are NENA (National Emergency Numbers Association) and the U.S. Census Bureau. The national standard completed its second review period in January. Mark Kotz, staff to the MetroGIS Workgroup, has participated on the development team for the content portion of the national standard. Kotz monitored the national discussion and comments from the second review period. In conjunction with the Address Workgroup, Kotz proposed some minor modifications to the standard. These changes are being accepted and will be incorporated in the next draft.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The standard is expected to be adopted by the FGDC by end of summer 2006, after which it will be made available for a broader FGDC national review. This standard will be used with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset. Specific E-911 and USPS profiles of the standard are under consideration. *(Submitted by Mark Kotz)*

4. McMaster Appointed to National Research Council (NRC) Mapping Science Committee

Bob McMaster has been appointed to the Mapping Science Committee at the National Research Council, National Academy of Sciences. McMaster is chair of the Geography Department at the University of Minnesota and a frequent workshop instructor at GIS/LIS Conferences. His background is in cartography and he is a recognized leader on the topic of generalization. His current research is focused on providing online access to and analysis of historical Census data; the \$5 million NSF-funded National Historical Geographic Information System project. He has been active in UCGIS, the International Cartographic Association, and the Cartography and Geographic Information Society (CaGIS). For more information, see <http://www.geog.umn.edu/Faculty/McMaster.html>.

The Mapping Science Committee has the responsibility for furthering knowledge and advising the federal government on matters related to GIS. It has produced a series of useful reports that included establishing the NSDI and critiquing the “The National Map”. McMaster joins Shashi Shekhar (Computer Science) as a second member from the University of Minnesota. This is quite unusual, since there are only 14 members and only half from academia. This large representation from Minnesota is testimony to the strength of GIS at our local institution.

E) JUNE 28, 2006 COORDINATING COMMITTEE MEETING SUMMARY

The full text of the summary can be viewed at http://www.metrogis.org/teams/cc/index.shtml#agendas_minutes.

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
July 19, 2006**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:38 p.m.

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Jane Harper for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), Dick Carlstrom for Dan Cook (School Districts - TIES), and Tony Pistilli (Metropolitan Council).

Members Absent: Joseph Wagner (Scott County)

Coordinating Committee Members Present: David Arbeit, David Claypool, Rick Gelbmann, Nancy Read (Chairperson), and Mark Vander Schaaf.

Visitors: Fred Logman (Mn Office of Geographic and Demographic Analysis), Mark Kotz (Metropolitan Council)

Support Staff: Randall Johnson

2. ACCEPT AGENDA

Member Fiskness moved and Vice-Chairperson Kordiak seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Egan moved and Vice-Chairperson Kordiak seconded to approve the April 19, 2006 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?

Robert Maki and Fred Logman, members of the committee of the Governors Council on Geographic Information (GCGI) that developed the Mn State GIS Enterprise Model, introduced themselves and the topic – Strategic Directions and Policy Considerations (pertaining to the proposed model). (A copy of the presentation slides can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0719/Maki_Logman_Presentation.pdf)

Maki began by commenting that MetroGIS can serve as a strategic test of the proposed Mn State GIS Enterprise Model as well as play an important role in facilitating agreement on standards and custodial roles and responsibilities critical to its successful implementation.

Chairperson Reinhardt commented that as a member of both the GCGI and the Policy Board she believes that the standards implemented via MetroGIS's efforts and the process used to accomplish their implementation would serve the state well to build upon.

Maki and Logman then explained that leveraging existing investments (minimizing duplication of effort) relating to web services development is the goal of the proposed enterprise concept and that the "service broker" concept is at the core of the proposed enterprise. Maki noted that another descriptor used to define the concept is a "services oriented architecture". They then noted that for the proposed enterprise model to succeed individual agencies will need to trust others to effectively carry out their respective roles in the collaborative scheme and be open to sharing their data assets. They emphasized that achieving the desired integration across agencies will take policy leadership, in which MetroGIS can play an important role. In other words, a new way of doing business will be needed to successfully deploy the

proposed services oriented architecture model across organizations and MetroGIS has successfully demonstrated that a collaborative model is not only doable but pays dividends in efficiencies gained.

Maki and Logman then summarized several support functions that would need to be hosted by individual agencies: functions that would be shared among the participants, foreseen obstacles that a successful collaboration must overcome, and anticipated next steps. (See the presentation slides at http://www.metrogis.org/teams/pb/meetings/06_0719/Maki_Logman_Presentation.pdf for the specifics.)

Member Pistilli asked for an explanation of differences between the proposed Mn State GIS Enterprise Model and MetroGIS's collaborative philosophies approach in general, noting that nearly every presentation slide contained philosophies/functions that are currently operational as a result of MetroGIS's efforts. Member Pistilli commented it that seems, given the number of apparent similarities with MetroGIS, that the State should build on MetroGIS's structure as opposed to replacing it with something new.

Maki responded that a deepening of relationships between and among participants beyond those that exist in the current MetroGIS environment is needed to achieve the connectivity required for computers to talk to computers on a 24 x 7 basis. This level of connectivity is a goal of the proposed enterprise model.

Coordinating Committee Chairperson Read attempted to explain the difference between where MetroGIS is today with its DataFinder technology (human discovery and downloading of geospatial data and web services via the Internet to manually carry out analysis/answer information queries) versus the proposed Enterprise Model/Services Oriented Architecture (computer applications obtaining web services from other computers to answer a human query for information, all via the Internet.)

Member Schneider commented that the proposal is more application driven than data focused. He also noted that MetroGIS has previously recognized in its 2003-2005 Business Plan a need to pursue solutions to common application needs in addition to common data needs but an implementation strategy has not yet been defined.

Alternate Member Harper commented that the goals of attaining open sharing of data assets and assuming of custodial functions on behalf of the greater community were necessary to minimize duplication of effort. She then emphasized that MetroGIS learned quickly that active, sustained participation on the part of the participating organizations requires measurable benefit to the participating organizations' internal business needs. Harper also commented that she is skeptical of the altruistic notion of simply asking agencies to take on a function for the good of the community. The lesson learned is that it took MetroGIS a significant amount of time to define common needs, nurture relationships, and align those needs with willing organizations possessing appropriate operational capacity. Altruism proved grossly insufficient.

Logman responded to Harper's comments by explaining that the strategy for implementing the "services oriented architecture" model is to focus on the state agencies first as they have a common budget process and also to look to existing regional entities in Greater Minnesota to lend a hand in defining the implementation strategy to engage local and regional entities.

Member Egan noted that he believes the proposed state enterprise architecture concept warrants further investigation but he is concerned about how the service broker function will perform in reality with the current lack of uniformity across multiple different capabilities within the government sector. Maki acknowledged the need for compliance with both technology (how things connect to things at the technology level) and data standards (uniformity to permit seamless aggregation) for the service broker concept to be successful but noted that standards compliance is doable. The idea is to begin with organizations that have defined common needs and build slowly as the benefits of participating are understood. The need to mature the enterprise model piece by piece is understood and anticipated.

Member Pistilli asked Maki and Logman to explain how success will be defined, and the expected timeframe and cost of achieving success. Logman commented that much of the resource commitment is already in the system and that individual agencies will allocate these resources whether or not the state

enterprise architecture model is pursued. The question is can the reallocation of these resources be accomplished in order to achieve more with the same level of resource through collaboration?

Member Schneider emphasized that MetroGIS has been successful over a long time with limited resources due to its focus on common business needs of core stakeholders and development of inter-organizational relationships with those core stakeholders, as the option of moving more quickly with an influx of funding from the Legislature was not an option. He also emphasized that maturing of the foundation collaborative relationships required documentation of specific benefits relevant to the various organizations pursued to support various functions for the community. He noted that these lessons likely have direct applicability to the proposed statewide enterprise.

Maki commented that the current spending trajectory for technology is unsustainable and that the proposed collaborative statewide enterprise model is designed to address this concern.

Chairperson Reinhardt commented that as a member of both the Governors Council on Geographic Information and the MetroGIS Policy Board, she believed it important to foster communication and make sure everyone is on the same page about this proposal. She went on to note that she believes the State can greatly benefit from MetroGIS's accomplishments. Chairperson Reinhardt also stressed that it would be a mistake not to leverage the existing MetroGIS environment by using it as a model to achieve the next level of collaboration envisioned by the enterprise model presented this evening.

5. ACTION AND DISCUSSION ITEMS

a) Metropolitan Council Evaluation of MetroGIS- Final Council Action -

Member Pistilli provided an overview of the Metropolitan Council's evaluation of MetroGIS (http://www.metrogis.org/CDC_MC_Resolution_MetroGIS/index.shtml) and briefly commented on the resulting validation of MetroGIS's value to the Council as well as the community. Chairperson Reinhardt commented that not only did the Council conclude that MetroGIS is working, but as importantly directed its staff to inform state agencies of MetroGIS's philosophies and accomplishments and encourage implementation beyond the Twin Cities. Member Pistilli concurred that Councilmembers were skeptical of MetroGIS's value prior to the evaluation but learned much during the process and in the end are strong supporters of MetroGIS, to the extent they are willing to advocate for statewide implementation of the principals.

Member Egan commented that the evaluation resulted in a valuable and productive educational opportunity.

b) Major Program Objectives - Remainder 2006

Coordinating Committee Chairperson Read introduced the topic and noted that the Coordinating Committee had unanimously endorsed the recommendation at its June 28th meeting to approve proposed objectives for the remainder of 2006. There was no discussion of the proposed objectives.

Read commented that a high priority 2006 activity is missing from the list because it is already completed – the June 1 Imagining Possibilities Forum. She commented that the June 1 forum was hosted as a learning opportunity in preparation for the strategic planning initiative planned for later this year and noted that two statements from keynote speakers resonated well with the pending strategic planning initiative: Ian Masser stated that it is not about technology but about power and Michael Liebhold talked about the rise in civic mapping and that the general public is no longer waiting for government to meet their data needs.

Chairperson Reinhardt mentioned that Will Craig, member of the Coordinating Committee, had asked her to pass along to the Policy Board his reaction to the June 1 forum. Chairperson Reinhardt read aloud the following comments from Will Craig, noting that she greatly respects his opinion:

- 1- A superb event about the future of technology on individual lives, not just on the GIS world.
- 2- The best GIS event I've attended in the past 10 years
- 3- A coup for MetroGIS as the lead organization for planning this event
- 4- Excellent background material for MetroGIS as we move forward and plan our future for the next 10 years.

Motion: Vice-Chairperson Kordiak moved and Member Pistilli seconded to ratify the major work priorities for the remainder of 2006 as presented in Attachment A of the agenda report dated July 6, 2006. Motion carried, ayes all.

c) Regional GIS Projects - Funding Recommendation

Coordinating Committee Chairperson Read introduced the topic and summarized the Committee's recommendation to approve both projects that are the subject of this Agenda Item. Read then introduced David Arbeit, the spokesperson for the proposed Geospatial Services Directory and Broker Project.

Arbeit commented that the proposed project related directly to the Geospatial Enterprise Model explained in Agenda Item 4. He then summarized the proposed deliverables as documented in the agenda report, noting that this project would play a strategic role in the development of the concept that has been developed by the Governors Council on Geographic Information. (The presentation can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0719/Arbeit_Presentation.pdf)

Motion: Vice-Chairperson Kordiak moved and Member Pistilli seconded to recommend funding of both projects, as described in the agenda materials as recommended for approval by the Coordinating Committee. Motion carried, ayes all.

d) Time Extension - Policy for Unlicensed, View-Only Access to Regional Parcel Dataset

Member Egan moved and Member Fiskness seconded that the Policy Board:

- 1) Affirm its July 28, 2004 finding that a policy of unlicensed, view-only access to parcel data has merit for further consideration as a regional best practice.
- 2) Extend to July 19, 2007, its sunset provision to achieve county affirmation that the subject proposal is consistent with their respective requirements and needs.

Motion carried, ayes all.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the topics listed in the agenda report.

7. INFORMATION SHARING

There was no discussion of the topics listed in the agenda report.

Member Delaney informed the Board that Member Fiskness would be retiring from the Policy Board following this meeting. He then thanked and recognized Member Fiskness for his long-standing and valuable contributions to the maturing of MetroGIS, and for having served as charter member of Board since its creation in January 1997.

Chairperson Reinhardt also extended her gratitude to Member Fiskness for adding value to the Board's deliberations and offering timely solutions, contributions which in her opinion are a large part of why MetroGIS is where it is today – a leader in the GIS community.

Member Fiskness commented that the pleasure is all his and that he has enjoyed the opportunity to serve on the Board representing the water management organization's point of view.

8. NEXT MEETING

The next meeting is scheduled for October 18, 2006.

9. ADJOURN

The meeting adjourned at 8:20 p.m.

Prepared by:
Randall Johnson, AICP
MetroGIS Staff Coordinator



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Gary M. Delaney,
Carver County

(vacant),
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

Metro Counties Government Center

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

October 18, 2006

6:30 p.m.

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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
Metropolitan Mosquito Control District Offices
July 19, 2006**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:38 p.m.

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Jane Harper for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), Dick Carlstrom for Dan Cook (School Districts - TIES), and Tony Pistilli (Metropolitan Council).

Members Absent: Joseph Wagner (Scott County)

Coordinating Committee Members Present: David Arbeit, David Claypool, Rick Gelbmann, Nancy Read (Chairperson), and Mark Vander Schaaf.

Visitors: Fred Logman (Mn Office of Geographic and Demographic Analysis), Mark Kotz (Metropolitan Council)

Support Staff: Randall Johnson

2. ACCEPT AGENDA

Member Fiskness moved and Vice-Chairperson Kordiak seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Egan moved and Vice-Chairperson Kordiak seconded to approve the April 19, 2006 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?

Robert Maki and Fred Logman, members of the committee of the Governors Council on Geographic Information (GCGI) that developed the Mn State GIS Enterprise Model, introduced themselves and the topic – Strategic Directions and Policy Considerations (pertaining to the proposed model). (A copy of the presentation slides can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0719/Maki_Logman_Presentation.pdf)

Maki began by commenting that MetroGIS can serve as a strategic test of the proposed Mn State GIS Enterprise Model as well as play an important role in facilitating agreement on standards and custodial roles and responsibilities critical to its successful implementation.

Chairperson Reinhardt commented that as a member of both the GCGI and the Policy Board she believes that the standards implemented via MetroGIS's efforts and the process used to accomplish their implementation would serve the state well to build upon.

Maki and Logman then explained that leveraging existing investments (minimizing duplication of effort) relating to web services development is the goal of the proposed enterprise concept and that the "service broker" concept is at the core of the proposed enterprise. Maki noted that another descriptor used to define the concept is a "services oriented architecture". They then noted that for the proposed enterprise model to succeed individual agencies will need to trust others to effectively carry out their respective roles in the collaborative scheme and be open to sharing their data assets. They emphasized that achieving the desired integration across agencies will take policy leadership, in which MetroGIS can play an important role. In other words, a new way of doing business will be needed to successfully deploy the

proposed services oriented architecture model across organizations and MetroGIS has successfully demonstrated that a collaborative model is not only doable but pays dividends in efficiencies gained.

Maki and Logman then summarized several support functions that would need to be hosted by individual agencies: functions that would be shared among the participants, foreseen obstacles that a successful collaboration must overcome, and anticipated next steps. (See the presentation slides at http://www.metrogis.org/teams/pb/meetings/06_0719/Maki_Logman_Presentation.pdf for the specifics.)

Member Pistilli asked for an explanation of differences between the proposed Mn State GIS Enterprise Model and MetroGIS's collaborative philosophies approach in general, noting that nearly every presentation slide contained philosophies/functions that are currently operational as a result of MetroGIS's efforts. Member Pistilli commented it that seems, given the number of apparent similarities with MetroGIS, that the State should build on MetroGIS's structure as opposed to replacing it with something new.

Maki responded that a deepening of relationships between and among participants beyond those that exist in the current MetroGIS environment is needed to achieve the connectivity required for computers to talk to computers on a 24 x 7 basis. This level of connectivity is a goal of the proposed enterprise model.

Coordinating Committee Chairperson Read attempted to explain the difference between where MetroGIS is today with its DataFinder technology (human discovery and downloading of geospatial data and web services via the Internet to manually carry out analysis/answer information queries) versus the proposed Enterprise Model/Services Oriented Architecture (computer applications obtaining web services from other computers to answer a human query for information, all via the Internet.)

Member Schneider commented that the proposal is more application driven than data focused. He also noted that MetroGIS has previously recognized in its 2003-2005 Business Plan a need to pursue solutions to common application needs in addition to common data needs but an implementation strategy has not yet been defined.

Alternate Member Harper commented that the goals of attaining open sharing of data assets and assuming of custodial functions on behalf of the greater community were necessary to minimize duplication of effort. She then emphasized that MetroGIS learned quickly that active, sustained participation on the part of the participating organizations requires measurable benefit to the participating organizations' internal business needs. Harper also commented that she is skeptical of the altruistic notion of simply asking agencies to take on a function for the good of the community. The lesson learned is that it took MetroGIS a significant amount of time to define common needs, nurture relationships, and align those needs with willing organizations possessing appropriate operational capacity. Altruism proved grossly insufficient.

Logman responded to Harper's comments by explaining that the strategy for implementing the "services oriented architecture" model is to focus on the state agencies first as they have a common budget process and also to look to existing regional entities in Greater Minnesota to lend a hand in defining the implementation strategy to engage local and regional entities.

Member Egan noted that he believes the proposed state enterprise architecture concept warrants further investigation but he is concerned about how the service broker function will perform in reality with the current lack of uniformity across multiple different capabilities within the government sector. Maki acknowledged the need for compliance with both technology (how things connect to things at the technology level) and data standards (uniformity to permit seamless aggregation) for the service broker concept to be successful but noted that standards compliance is doable. The idea is to begin with organizations that have defined common needs and build slowly as the benefits of participating are understood. The need to mature the enterprise model piece by piece is understood and anticipated.

Member Pistilli asked Maki and Logman to explain how success will be defined, and the expected timeframe and cost of achieving success. Logman commented that much of the resource commitment is already in the system and that individual agencies will allocate these resources whether or not the state

enterprise architecture model is pursued. The question is can the reallocation of these resources be accomplished in order to achieve more with the same level of resource through collaboration?

Member Schneider emphasized that MetroGIS has been successful over a long time with limited resources due to its focus on common business needs of core stakeholders and development of inter-organizational relationships with those core stakeholders, as the option of moving more quickly with an influx of funding from the Legislature was not an option. He also emphasized that maturing of the foundation collaborative relationships required documentation of specific benefits relevant to the various organizations pursued to support various functions for the community. He noted that these lessons likely have direct applicability to the proposed statewide enterprise.

Maki commented that the current spending trajectory for technology is unsustainable and that the proposed collaborative statewide enterprise model is designed to address this concern.

Chairperson Reinhardt commented that as a member of both the Governors Council on Geographic Information and the MetroGIS Policy Board, she believed it important to foster communication and make sure everyone is on the same page about this proposal. She went on to note that she believes the State can greatly benefit from MetroGIS's accomplishments. Chairperson Reinhardt also stressed that it would be a mistake not to leverage the existing MetroGIS environment by using it as a model to achieve the next level of collaboration envisioned by the enterprise model presented this evening.

5. ACTION AND DISCUSSION ITEMS

a) Metropolitan Council Evaluation of MetroGIS- Final Council Action -

Member Pistilli provided an overview of the Metropolitan Council's evaluation of MetroGIS (http://www.metrogis.org/CDC_MC_Resolution_MetroGIS/index.shtml) and briefly commented on the resulting validation of MetroGIS's value to the Council as well as the community. Chairperson Reinhardt commented that not only did the Council conclude that MetroGIS is working, but as importantly directed its staff to inform state agencies of MetroGIS's philosophies and accomplishments and encourage implementation beyond the Twin Cities. Member Pistilli concurred that Councilmembers were skeptical of MetroGIS's value prior to the evaluation but learned much during the process and in the end are strong supporters of MetroGIS, to the extent they are willing to advocate for statewide implementation of the principals.

Member Egan commented that the evaluation resulted in a valuable and productive educational opportunity.

b) Major Program Objectives - Remainder 2006

Coordinating Committee Chairperson Read introduced the topic and noted that the Coordinating Committee had unanimously endorsed the recommendation at its June 28th meeting to approve proposed objectives for the remainder of 2006. There was no discussion of the proposed objectives.

Read commented that a high priority 2006 activity is missing from the list because it is already completed – the June 1 Imagining Possibilities Forum. She commented that the June 1 forum was hosted as a learning opportunity in preparation for the strategic planning initiative planned for later this year and noted that two statements from keynote speakers resonated well with the pending strategic planning initiative: Ian Masser stated that it is not about technology but about power and Michael Liebhold talked about the rise in civic mapping and that the general public is no longer waiting for government to meet their data needs.

Chairperson Reinhardt mentioned that Will Craig, member of the Coordinating Committee, had asked her to pass along to the Policy Board his reaction to the June 1 forum. Chairperson Reinhardt read aloud the following comments from Will Craig, noting that she greatly respects his opinion:

- 1- A superb event about the future of technology on individual lives, not just on the GIS world.
- 2- The best GIS event I've attended in the past 10 years
- 3- A coup for MetroGIS as the lead organization for planning this event
- 4- Excellent background material for MetroGIS as we move forward and plan our future for the next 10 years.

Motion: Vice-Chairperson Kordiak moved and Member Pistilli seconded to ratify the major work priorities for the remainder of 2006 as presented in Attachment A of the agenda report dated July 6, 2006. Motion carried, ayes all.

c) Regional GIS Projects - Funding Recommendation

Coordinating Committee Chairperson Read introduced the topic and summarized the Committee's recommendation to approve both projects that are the subject of this Agenda Item. Read then introduced David Arbeit, the spokesperson for the proposed Geospatial Services Directory and Broker Project.

Arbeit commented that the proposed project related directly to the Geospatial Enterprise Model explained in Agenda Item 4. He then summarized the proposed deliverables as documented in the agenda report, noting that this project would play a strategic role in the development of the concept that has been developed by the Governors Council on Geographic Information. (The presentation can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0719/Arbeit_Presentation.pdf)

Motion: Vice-Chairperson Kordiak moved and Member Pistilli seconded to recommend funding of both projects, as described in the agenda materials as recommended for approval by the Coordinating Committee. Motion carried, ayes all.

d) Time Extension - Policy for Unlicensed, View-Only Access to Regional Parcel Dataset

Member Egan moved and Member Fiskness seconded that the Policy Board:

- 1) Affirm its July 28, 2004 finding that a policy of unlicensed, view-only access to parcel data has merit for further consideration as a regional best practice.
- 2) Extend to July 19, 2007, its sunset provision to achieve county affirmation that the subject proposal is consistent with their respective requirements and needs.

Motion carried, ayes all.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the topics listed in the agenda report.

7. INFORMATION SHARING

There was no discussion of the topics listed in the agenda report.

Member Delaney informed the Board that Member Fiskness would be retiring from the Policy Board following this meeting. He then thanked and recognized Member Fiskness for his long-standing and valuable contributions to the maturing of MetroGIS, and for having served as charter member of Board since its creation in January 1997.

Chairperson Reinhardt also extended her gratitude to Member Fiskness for adding value to the Board's deliberations and offering timely solutions, contributions which in her opinion are a large part of why MetroGIS is where it is today – a leader in the GIS community.

Member Fiskness commented that the pleasure is all his and that he has enjoyed the opportunity to serve on the Board representing the water management organization's point of view.

8. NEXT MEETING

The next meeting is scheduled for October 18, 2006.

9. ADJOURN

The meeting adjourned at 8:20 p.m.

Prepared by:
Randall Johnson, AICP
MetroGIS Staff Coordinator



TO: MetroGIS Policy Board

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

SUBJECT: GIS Technology Demonstration
Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs

DATE: October 5, 2006
(For the Oct. 18th meeting)

INTRODUCTION

The topic for the GIS Technology Demonstration at the October Policy Board meeting will be the online mapping system developed through the Minnesota 3-D (M3D) project, a collaborative effort coordinated by CURA, the Center for Urban and Regional Affairs at the University of Minnesota. The consortium partners include neighborhood and community organizations, city and suburban municipalities, and county, regional and state government entities. The presenters will be Jeff Matson and Oriane Casale.

In addition to demonstrating this first of a kind, online data mapping and analysis tool, the presentation will also touch on how MetroGIS's efforts have impacted development of the M3D application and its ongoing maintenance and use (e.g. streamlined data access policies, regional datasets, and availability of Map Services via DataFinder). A beta version of the site can be viewed at <http://map.deed.state.mn.us/chameleon/m3d.phtml>.

PROJECT OVERVIEW

The M3D project is financed through a 3-year, \$599,000 federal Commerce Department Technology Opportunities Program (TOP) grant. The project is entering its final year.

This online mapping system is designed to help developers and policy makers solve the spatial mismatch between jobs and housing, specifically to close the spatial mismatch between affordable housing and living wage jobs in the Twin Cities Metropolitan area. The online mapping system displays employment locations for the residents of a self-selected area, city or neighborhood as well as the converse: residential location of all employees working in that city. Many other data layers are also available. Already this work has helped the city of Chaska rethink transit routes.

Excerpt from the successful 2004 grant application: "Building on the existing GIS infrastructure, Minnesota 3-D is 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.... By combining new statewide data on employment and demographics through an agreement with the U.S. Bureau of Labor Statistics, and the Census Bureau with the existing region-wide parcel-level housing data, Minnesota 3-D will be a 'first-of-its-kind' system.... Minnesota 3-D is a scalable, standards-based system that can accommodate expanded data layers and geographic coverage. ... With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing."

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: (*No presentation*)
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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: Policy Board

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

SUBJECT: Modification to Operating Guidelines – Authorize Decision Making Between Meetings

DATE: September 14, 2006
(For Oct. 18th meeting)

INTRODUCTION

An amendment to MetroGIS's Operating Guidelines is attached for the Board's consideration. If approved, it would authorize decision-making between meetings for matters that are urgent and operational in nature. Notice of this proposal was emailed to each Policy Board member on September 15, 2006 to satisfy the 15-day notice requirement. A copy of this report was also mailed to each member.

COORDINATING COMMITTEE CONSIDERATION

The proposed amendment (Attachment A) was unanimously approved by the Coordinating Committee at its June 28th meeting. Note: This item was not considered at the Board's July meeting because the 15-day notice requirement could not be satisfied. (See the Reference Section for a chronology of the Committee's considerations over its last three meetings.)

DISCUSSION

The Coordinating Committee recognized the need for decision making between meetings at its September 2005 meeting. At its three subsequent meetings, the Committee debated language provisions to insure a balance is provided between the: a) preference to expedite some decisions and b) need to facilitate face-to-face meetings to arrive at consensus on other matters critical to long-term stability and preserving trust in MetroGIS's decision-making processes.

The Committee believes it achieved this balance with the following provisions:

- 1) Limit "between meeting decision making" to decisions related to urgent operational (non-policy) matters. Doing so would go a long way toward mitigating concerns raised in the literature and Robert's Rules of Order concerning E-voting.
- 2) Institute a two-step process for E-voting. This idea was gleaned from the research requested by Chairperson Reinhardt and would mitigate any remaining concerns with the need to balance expediency through E-voting with dialogue to resolve any differences. The proposed two-step process for E-votes would begin by asking if the topic is suitable for an E-vote and, if so, a vote could then occur on the main motion. The threshold for determining whether the topic is inappropriate should be small (e.g., 10 percent of the members is suggested by the Committee). If 10 percent or more of the members declare the topic to be inappropriate for an E-vote, then it is tabled to the next meeting. If the matter is determined to be an appropriate topic for a decision between meetings, then 75 percent of the votes must be in favor to approve the item.
- 3) Ratify at next meeting for the record. The E-vote decision could be acted on immediately following the conclusion of the vote. However, for purposes of properly documenting the action, the decision would be listed as a consent item for ratification at the next regular or special meeting.

RECOMMENDATION

That the Policy Board approve the proposed amendment, dated June 28, 2006 (Attachment A), to MetroGIS's Operating Guidelines pertaining to rules governing decision-making between meetings via E-voting.

REFERENCE SECTION

MAJOR RESEARCH FINDINGS - ON VOTING BY EMAIL AND QUORUMS (JUNE 2006)

The following excerpts from documents researched in response to Chairperson's request into the matter of what others are doing with respect to electronic voting are offered for the Committee's consideration:

1. Robert's Rules of Order – Page xx, 10th Edition....“the opportunity for simultaneous aural communication among all participants is central to the deliberative character of a meeting. It recognizes, therefore, that meetings may be conducted by videoconference or teleconference, when authorized by the bylaws and when regulated by appropriate special rules of order and standing rules specifying such things as how recognition is to be sought and the floor obtained. On the other hand, it warns that although e-mail or faxes may provide a suitable substitute for postal mail in the issuance of calls for meetings or the conduct of mail voting, **they are not suited for the conduct of the deliberative process under the precedents and procedures common to parliamentary law.**” (*Staff comment:* This is the reason that voting would be limited to urgent operational matters. Policy matters would not be permitted.)
2. Opinion of a Parliamentarian written in 2002 (<http://archiver.rootsweb.com/th/read/APG/2002-09/1031638174>). In his comments, the author, Bobbi King, raises concerns about the use of E-voting and lists 5 concerns about e-voting.
 - a. How to assure all members have an opportunity to vote within the time frame required (Sam is on vacation, and doesn't read his email for a month).
 - b. Is secrecy required? (You can't cast a "secret" vote on a group email.) Sometimes a secret, ballot vote is deemed necessary by a member, on the spot as a situation arises; you would lose that option on e-voting. (A vote involving money, a candidate for office).
 - c. Intimidation by seeing results too soon (an overwhelming majority votes Yes, but you want to vote No, but you don't want to be the odd person).
 - d. How do you know this is the actual person? (Spouse? Child? who has access to family email?).
 - e. Can a vote be changed after filing an email message, or is it "set in stone"?

None of these concerns appears to be a substantive concern for the issue at hand for MetroGIS when viewed in the context of Committee's proposal to use e-voting only for urgent operational matters, that Committee has a defined membership, and the safeguards that have been included in the proposed amendment to balance the need to decide a matter and maintain a deliberative and representative process.

3. Electronic Meetings, National Association of Parliamentarians – <http://www.parliamentaryprocedure.org/pdf/AIPemeet5.PDF>. This document contains six reprinted articles, dated 2000-2003, that address various aspects of E-voting. Valuable insight gleaned from these articles, includes:

- Page 6: Recognizes concerns raised in Robert's Rules of Order, 10th Version concerning E-voting but also encourages parliamentarians to remain abreast of technological advancements and to remain open to new ways of conducting business.
- Pages 10-25: A detailed point by point argument is made that e-meetings can be designed to comply with Robert's Rules of Order.
- Page 5: Committee members may initiate an electronic vote and the Chairperson should have the authority to declare out of order – deferring to a regular or special meeting - as they would be able to in a face-to-face meeting.
- Page 5: A limited opportunity may be provided for comment on the language/provisions of a motion presented for E-vote. Once this period is over, no changes are permitted to the motion.
- Page 5: A quorum is defined as 51 percent of total members. The number of votes cast, including abstentions, determines verification of a quorum.
- Page 16: At least one officer must participate (in our case the Chairperson or Vice Chairperson)
- Page 17: the Chairperson or Vice Chairperson is the gatekeeper (receives e-votes and verifies they are authentic and within required time frame)
- Page 22: Comments/discussion on the motion must be copied to all members.

- Page 22: Seconds are not required and a motion to adjourn is out of order until the specified time period expires.

3. Article V, Section 5, Faculty Senate Bylaws, University of Texas San Antonio

(www.utsa.edu/senate/fsbylaws/ArticleVo4.htm) (Approximately 80 senators comprise the Senate.)

“Voting will follow Robert’s Rules of Order. electronic voting shall follow a two-tiered process: (1) senators will be asked if they vote for or against electronic voting on the case at hand (2) senators will be asked to vote in the case at hand. If a minimum of 5 senators vote against electronic voting the vote will be tabled until the next regular or special meeting of the Senate. A quorum for the electronic vote will be established by receipt of votes from 50 percent of the Faculty Senate Membership.”

3. Part 2, Article 8, Section 2, Constitution and By-Laws of the Smoky Mountain Chapter of the American Meteorological Society (<http://www.ametsoc.org/chapters/smokymnt/constitution.html>)

A simple majority of the quorum is required for matters other than constitutional reform. Voting may take place by one of two methods:

- a. If a quorum is present at a meeting, voting may take place at that time.
- b. If a quorum is not present at a meeting, then all matters that require voting will be subject to electronic voting. Electronic voting will take place one week after the minutes for the previous meeting have been made available. After the one week waiting period, the president (or the president's designee) will post the question to all active members via electronic mail. Voting will take place within a one week window beginning with the day the question is posted. This will ensure the vote will be completed by the next meeting. Votes will be made via electronic mail directly to the president (or the president's designee). Members without electronic mail capability will have their vote forwarded by a member who does. Results of the vote will be announced at the next meeting, and by electronic mail to all active members.
- c. If electronic mail vote is authorized, then the President or a designee of the President shall retain copies of all electronic mail ballots for a period of one year.
- d. If a quorum is not met via electronic voting, the matter shall be tabled until the next meeting....”

PAST COORDINATING COMMITTEE CONSIDERATION

1) September 21, 2005 meeting: The Committee:

- (a) Concurred that the Operating Guidelines should be modified to permit the Committee to make decisions between meetings, subject to conditions (See Item 5c page 3 of meeting summary).
- (b) Directed staff and Chairperson to propose amendment language to accomplish the desired modification.

2) December 19, 2005 meeting: The Committee unanimously agreed to modify the proposed language to allow the possibility of either the Chair or the Vice Chair appointing a designee if they will be out of touch who can act in their behalf to initiate and act on proposals for decision-making between meetings.

3) March 29, 2006 meeting: The Committee unanimously approved language that restricted decisions between meetings to operational matters – matters of policy must be taken up at meetings – and setting “a quorum for purposes of e-voting as the entire Committee membership.” This latter proposal was shared with Chairperson Reinhardt who directed staff to investigate whether Robert’s Rules of Order addresses e-voting and the quorum requirements involved. She also decided the matter was premature to take to the Policy Board until this investigation was complete.

4) June 28, 2006 meeting: The Committee modified the recommendation it offered at its March meeting concerning quorum requirements, reversing its position and agreeing that the standard 50 percent plus one member is appropriate. In place of a higher quorum requirement, the Committee recommended language requiring a two-step vote – vote on the appropriateness of the topic then on the substance – and increased the approval threshold to 75 percent.

The consensus was that the provisions of the amendment approved at the June meeting satisfactorily addresses previous concerns about potential short comings of E-voting.

COMMENT FROM MEMBER WILLIAM BROWN AND COMMITTEE RESPONSES TO MODIFICATIONS

a) Comment from Brown: “For the sake of discussion I have a few comments to offer prior to our meeting on the 29th. I already feel inundated with email that I have to deal with on a daily basis and this proposal could potentially increase the amount of time that I spend on incidental tasks. I am concerned that the amendment will take the business of the Coordinating Committee out of the framework of scheduled meetings and drop it directly into my daily routine. The proposition also limits the opportunity for spontaneous conversation that I believe is necessary for consensus. Based on past business (I became involved with MetroGIS in 2000), I just haven't seen the emergence of many urgent needs.

b) Response to Staff's Suggested Language Modification - Harper: “I would take out the reference to decisions that are important to long-term success and just reference decisions that are operational rather than policy. The way you have attempted to describe the nature of the types of decisions that would be made using E-vote makes operational issues seem unimportant to the organization's future success. I don't think we should go down the path of making a judgment on which decisions are critical to future success and which ones are not.”

c) Response to Staff's Suggested Language Modification – Maki: “I agree with Jane. This all started simply because it became apparent that, on occasion, the committee needs to resolve certain time-sensitive, non-controversial issues between meeting dates. My experience with the committee leadership is that they have been respectful of protocol and quick to recognize when an issue needs to be deferred for discussion at a full committee meeting.

I, for one, see this as a mechanism for improving the “nimbleness” of the committee, and one that can easily be withdrawn should the committee members feel that it is working at cross-purposes with their intentions.”

COMMENT FROM CHAIRPERSON REINHARDT FOLLOWING DECEMBER 2005 COMMITTEE MEETING

Excerpt from December report to the Committee: “She (Chairperson Reinhardt) concurred that establishing procedures for “between meeting decisions” is a good idea not only for the Committee but also for the Policy Board. She noted that as the Board chair, she would also prefer to have the option of conducting business for an urgent item via e-mail as opposed to having to call a special meeting and find a date where a quorum of the Board is able to attend.

The proposed conditions of a minimum response period and support by both the chairperson and co-chairperson were suggested to maintain internal consistency with the other provisions of the Guidelines. Note that following the conversation with Chairperson Reinhardt, the initially suggested minimum proposed response period was increased from three to five days. This change recognizes that the three-day minimum was set for calling a special meeting. Chairperson Reinhardt felt that a couple of additional days should be provided to allow time to think about a substantive decision before voting. She also suggested that only the Chair and Vice/Co-Chair should be eligible to initiate an E-vote. The version of the proposal attached to this report contains the modifications suggested by Chairperson Reinhardt.”

RULES PERTAINING TO AMENDING THE OPERATING GUIDELINES

Article V, Section 2 of MetroGIS's Operating Guidelines states that “To become effective, amendments to these Operating Guidelines shall receive two readings; one before the Coordinating Committee and one before the Policy Board, each preceded by written notice to each member of the Coordinating Committee and each member of the Board at least **fifteen (15) days prior** to their respective consideration. Amendment proposals may be considered at a regular or a special meeting of the Committee and/or the Policy Board, provided the notification requirements in this Section are satisfied.”

The Coordinating Committee has satisfied the 15-day notice rule for each of its last three deliberations. Policy Board notification occurred the week of September 11, 2006 for the meeting of the Board the evening of October 18th. The early notification occurred because staff was on vacation during the week that the 15-day notice would normally have occurred.

ATTACHMENT A
PROPOSED MODIFICATIONS
MetroGIS Operating Guidelines
(Rules for Decision-Making Between Meetings)
(Last Modified: June 28, 2006)

(~~Language crossed-out to be deleted and~~ language underlined to be added)

Article II
Policy Board

Section 5. Voting and Decision Making

a) At Meetings: Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Policy Board may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states “E-Vote Requested – Urgent MetroGIS Business”.
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Section 7 in this Article governing the Board’s quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.
- Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If ten percent or more of the members state the topic is inappropriate, the motion is tabled until the next regular or special meeting of the Board.
- Motions must be supported by a minimum of 75 percent of the votes cast to be approved.
- The Board is apprised of the results and the course of action to follow immediately following conclusion of the voting.
- This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting would need to be called for such decisions between regularly scheduled meetings.
- The action is ratified at the next regular or special meeting of the Board as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

Section 7. Quorum

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

Article III

Coordinating Committee

Section 8. Quorum

A quorum shall be present to act on a business item. A quorum shall consist of fifty percent of the full voting membership, plus one member. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

Section 9. Voting and Decision Making

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

a) At Meetings

(1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.

(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 in this Article governing the Committee's quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.
- Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If ten percent or more of the members state the topic is inappropriate, the motion is tabled until the next regular or special meeting of the Board.
- Motions must be supported by a minimum of 75 percent of the votes cast to be approved.
- The Committee is apprised of the results and the course of action to follow immediately following conclusion of the voting.
- This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting must be called for such decisions between regularly scheduled meetings.
- The action is ratified at next regular or special meeting of the Committee as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

Section 11. Meetings

The Coordinating Committee shall meet as necessary to carry out its duties. The time and place of the meetings shall be at the discretion of the Committee membership.

Written notice (mail, facsimile, email) of the regular meetings of the Coordinating Committee shall be given to each member at least five (5) days prior to such meetings, and shall comply with the provisions of the open meeting law. Special meetings of the Coordinating Committee may be called by the Chair, provided that at least three (3) days written notice is given to each member and otherwise complies with the provisions of the open meeting law.



TO: Policy Board

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

SUBJECT: Preliminary 2007 MetroGIS Budget and Major 2007 Program Objectives

DATE: October 11, 2006
(For the Oct. 18th Meeting)

INTRODUCTION

Policy Board review and comment is requested regarding the attached preliminary listing of Major 2007 Program Objectives and preliminary 2007 Budget for MetroGIS's "Foster Collaboration" Function. Both proposals reflect continuation of the status quo from the second half of 2006 awaiting completion of the pending Business Plan Update initiative. At that time, adjustments would be pursued, as needed.

Authorization is also requested to use the remaining funds donated to MetroGIS to supplement funds provided by the Metropolitan Council to update MetroGIS's business and performance measure plans.

COORDINATING COMMITTEE CONSIDERATION

On September 13, 2006 the Coordinating Committee accepted the preliminary 2007 program objectives and budget proposals presented herein, pending completion of the Business Plan Update.

OVERVIEW

Objectives: The proposed preliminary 2007 major program objectives (Attachment A) are comprised of business planning for the next 3-5 years, updating MetroGIS's Performance Measurement Plan, continued effort to implement regional solutions for several priority common information needs, continued work on regional policies to enhance sharing of geospatial resources, and continued outreach efforts.

Funding: Support from the Metropolitan Council in 2007 would comprise a continuation of the support approved for 2006 - \$86,000 in project funds and approximately 1.65 FTE. In addition to the \$86,000 in project funds pledged by the Council, there is a balance of funds donated to MetroGIS of \$5,171, assuming a \$941 reimbursement is received from a federal grant award for improvement to DataFinder Café. The Metropolitan Council serves as the custodian and Policy Board approval is required to use these funds. In 2002, over \$20,000 from this account were used to develop DataFinder Café.

The Council has pledged \$5,000 (in addition to \$15,000 for general business planning assistance) to hire a facilitator with desired expertise for the pending the Strategic Directions Workshop. Bid proposals thus far received from facilitators with the requisite skills all exceed \$5,000. Staff believes a suitable use of the donated funds would be to supplement funds pledged by the Council for this and other related expenses related MetroGIS Business and Performance Measurement planning efforts.

MAJOR ASSUMPTIONS

1. An agreement remains 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.
2. Agreed-upon custodial roles and responsibilities (beyond foster collaboration" for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations. (Attachment E)

RECOMMENDATION

- 1) That the Policy Board, offer comments regarding the proposed:
 - a) Preliminary 2007 major work program priorities (Attachment A)
 - b) Preliminary 2007 Budget for MetroGIS's "Foster Collaboration" Function (Attachments B - D)
- 2) That the Policy Board authorize expenditure of the balance of donated funds for business and performance measures plan updates, subject to the Chairperson's approval of specific expenditures.

Attachment A

Preliminary Major MetroGIS Program Objectives 2007

- 1) Business Plan Update Initiative (*Workgroup, Lead support - Staff Coordinator*)
- 2) Performance Measurement Plan Update Initiative (*Workgroup, Lead support – Staff Coordinator*)
(Initiate immediately following adoption of the Business Plan Update project)
- 3) Regional Solutions to Common Information Needs Projects (*Workgroups*)
 - Make substantive progress to achieve April 2004 vision for Next-Generation Street Centerlines dataset
 - Make substantive progress to achieve April 2004 vision for Addresses of Occupiable Units dataset
 - Jurisdictional Boundaries - Water Management Organizations
 - Emergency Preparedness – Implement next steps to refine preliminary solution
 - Peer Review Forums – (Postpone until following Business Plan Update. Candidates include: Existing Land Use, Socioeconomic Web Resources Page, and Hydrology.)
- 4) Performance Measurement Reporting Program (*Lead support – MetroGIS staff*)
(Produce quarterly anomaly reports and an annual report.)
- 5) DataFinder Enhancements– Phase II (*Lead support – MetroGIS DataFinder Manager*)
(Investigate feasibility of adding a security capability to support licensed data distribution via Café and modifying statistics reporting to restore capabilities lost when migration was made from code developed by Syncline.)
- 6) Regional GIS Projects (*Lead support – as defined in the proposals*)
(Invite and fund projects that meet funding criteria.)
- 7) Benefit Testimonials (*Lead support – Staff Coordinator*)
(Seek out 1-2 additional stakeholder testimonials to the benefits of MetroGIS's efforts.)
- 8) Outreach (*Lead support – Staff Coordinator*)
(Continue to provide a liaison function with a variety of local, regional, state, national, and international interests that have similar objectives to MetroGIS.)

ATTACHMENT B

Funding Balance Sheet									
MetroGIS's Foster Collaboration Function									
Revenue Sources					2005	2006	2007		
					Approved	Approved	Proposed		
Metropolitan Council Resources									
Dedicated Staff (approximately 1.65 FTE) ¹					\$112,000	\$113,100	\$123,800		
Non-Staff Funds					\$86,750	\$86,000	\$86,000		
Regional GIS Projects Rolled over top 2006					minus \$22,000				
Regional GIS Projects Funding form 2005						plus \$22,000 ⁽²⁾			
Subtotal					\$176,750	\$221,100	\$209,800		
Grant Funds:									
NSDI CAP Grant Award - DataFinder Café Web Services Enhancements ⁽³⁾						\$15,941			
Proposed 2007 NSDI CAP Grant Application - Performance Measurement Plan Update ⁽⁴⁾							"?"		
Subtotal					\$0	\$15,941	\$0		
Other Funds:									
Funds donated to MetroGIS from stakeholder data sales ⁽⁵⁾						\$700 ⁽⁶⁾	\$4,471 ⁽⁷⁾		
Subtotal					\$0	\$700	\$4,471		
GRAND TOTAL					\$176,750	\$237,741	\$214,271		
Notes:									
⁽¹⁾ Dedicated Staff" refers to the MetroGIS Staff Coordinator (1 FTE) and the Technical Administrative Assist (about .65 FTE). In mid- 2006, an improved staff time coding system was implemented to improve tracking of time spent supporting MetroGIS activities. The Council's intent is to continue to provide the same level of support for this function as in 2006 but the FTE allocation may fluctuate slightly from the 1.65 FTE that has been estimated to be the level of support provided for past few years. Approved general salary increases of 1.5% for 2006 and 2007 are included.									
⁽²⁾ Unused allotment of \$22,000 for Regional GIS Projects rolled over to 2006.									
⁽³⁾ Grant received by MetroGIS to enhance DataFinder to support the Web Feature Service (WFS) Capabilities.									
⁽⁴⁾ The announcement is anticipated to be made on October 20, 2006. At that time, a decision will be made if the intended use and funding available consistent with MetroGIS's needs. If so, the application deadline is January 2007 with project awards made in March 2007.									
⁽⁵⁾ This account was originally set up in 1998. It is comprised of funds donated to MetroGIS. As of October 5, 2006 the balance in this account was \$4,228.92, with an additional \$942 reimbursement pending from a federal grant award for DataFinder Café for a balance of \$5,171. Policy Board permission is required to expend these funds.									
⁽⁶⁾ Board permission has previously been granted to use up to \$700 for box lunches/facility rental in support of the pending Strategic Directions Workshop currently anticipated for early winter 2007.									
⁽⁷⁾ Permission is requested (10/18/06) to utilize the remaining balance of these funds to supplement (e.g., consultant assistance) funding provided by the Metropolitan Council for "Foster Collaborating" to support additional activities (e.g., consultant) associated with pending Strategic Directions Workshop, Business Plan Update, and Performance Measurement Plan Update initiatives, subject to approval from the Chairperson for approval of specific expenses.									

[illegible]

ATTACHMENT D

MetroGIS Detailed 2007 Preliminary Expense Allocations

	A	B	C	E	F	G	H	I	J	K
1		(Estimates do not include staff support costs. Projects supported entirely by staff-only expenses are not included.								
2		See the adopted work plans for all proposed activities.)								
3										
4		Several explanatory notes, by cell, are provided following the table								
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2004	2005	2006	2007			
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Approved	Preliminary Request			
7	I. MISSION CRITICAL									
8		1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations								
9										
10			a) Support Teams, Committees, and Board							
11			i. Copying, postage, local travel, room rental, etc.							\$800
12			ii. Supplemental staff support (outsourced) strategic and business planning, business information needs activities, performance measures, and special studies.							
13			b) Outreach							
14			i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	\$15,000	\$22,276	\$20,000	\$1,751	\$20,000		\$21,000
15			ii. Outsourcing of Content Development							
16			iii. Copying, postage, local travel	\$500	\$0	\$2,000	\$1,523	\$500		\$200
17		2. Facilitate data sharing agreements and licensing among MetroGIS stakeholders (assist with custodian roles and enhancements to data quality and access) and fund enhancements to regional datasets		\$3,000	\$3,500	\$3,500	\$2,755	\$3,500		\$0
18			Establish long-term partnerships with producers of data important to addressing priority common information needs (data and applications) of the MetroGIS community for the purpose of collaboratively enhancing the quality of these data and improving access to them consistent with broad stakeholder needs.			See I-1(a)		See I-1(a)		See I-1(a)
19			a) Regional Parcel Data Sharing Agreement (2004-2008)	\$49,000	\$49,000	\$28,000	\$28,000	\$28,000		\$28,000
20		3. Provide a directory of data within the regional and a mechanism for search and retrieval of GIS data. (The goal is to provide a single access point with information on how to search for sources of data.)								
21			b) Regional GIS Projects - that address a broad range of priority information needs. The Regional GIS Project principles adopted by the Policy Board (October 29, 2003) will be used to decide the allocation of funds among the variety of data producers and candidate projects critical to sustaining regionally endorsed solutions and to finance enhancements to regionally endorsed datasets.	\$1,000	\$0	\$22,000		\$22,000		\$22,000
22			a) Project Funds to enhance DataFinder functionality Expand geographic search capability, develop applications/scripts, etc. to enhance & improve on-line access, support/outsourced technical and administrative services to distribute regional datasets (may include hardware and software,) etc.]. Major redesign in Spring 2006. Supplemental needs that remain: security module to expand beyond FTP for parcels, extract of attributes, and user defined polygon extract.							
23		4. Identify unmet GIS needs with regional significance and act on these needs								
24			b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	\$10,000	\$0	\$8,500	\$7,000	\$10,000		\$13,000
25				\$2,500	\$2,800	\$0	\$0	\$0		\$0
26										

ATTACHMENT D

MetroGIS Detailed 2007 Preliminary Expense Allocations

	A	B	C	E	F	G	H	I	J	K
	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2004		2005		2006		2007
	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Actual Spent	Approved		Preliminary Request
5			a) MetroGIS data users forums and Business Information Need Peer Review Forums	\$500	\$0	\$500	\$0	\$500		\$500
6			b) Participant satisfaction survey	\$1,000	\$0	\$500	\$0	\$500		\$0
24			c) Seed \$'s for regionally significant projects	(See I-2)	(See I-2)	(See I-2)	\$0	(See I-2)		(See I-2)
25			d) Identify Second Generation Business Information Need Priorities	\$500	\$0	\$500	\$0	\$500		\$0
26										
27										
28		5) Develop and endorse standards for GIS content, data documentation, and data management for regional data sets. (In addition to normal operating expenses covered as committee expenses.)								
29			a) Negotiate agreements	(See I-2)	(See I-2)	(See I-2)		(See I-2)		(See I-2)
30			b) Facilitate compliance (training sessions, sharing best practices, etc)	(See II-3a)	(See II-3a)	(See II-3a)		(See II-3a)		(See II-3a)
31			SUBTOTAL (Does not include staff expenses)	\$83,000	\$77,576	\$85,500	\$41,029	\$85,500		\$85,500
32										
33	II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL									
34		1. Maintain MetroGIS world wide web site (not DataFinder)		\$0	\$16	\$0		\$0		\$0
35		2. Promote collaborative funding of pilot projects that meet regional needs		See I-2 and I-3(a)	See I-2 and I-3(a)	See I-2 and I-3(a)		See I-2 and I-3(a)		See I-2 and I-3(a)
36		3. Fill gaps in metadata based on identified priorities								
37			a) Promote/facilitate development and maintenance of metadata & posting with DataFinder (including education forums and one-on-one contact)	\$250	\$0	See II-5 (c)		See II-5 (c)		See II-5 (c)
38		4. Maintain liaison relationships with committees/organizations with similar objectives to MetroGIS (e.g., Governor's Council on GI, county GIS user groups, MACO, NACO.) See 6b for NSDI/GDA expenses.								
39		5. Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities								
40			a) Workshops for managers/policy makers to prepare for upcoming legislative session, training related to endorsed regional data solutions, etc.	N/A	N/A	N/A		N/A		N/A
41			b) Facilitate regionwide users groups/forums for knowledge sharing	\$2,000	\$40	\$500	\$40	\$500		\$500
42		6. Advocate for MetroGIS needs and desires with state and federal policy makers								
43			a) Pursue authorities (legislation)/policies necessary to achieve MetroGIS objectives (organizational/data access & privacy/long term financing/etc.) (Decision in 1998 to rely upon in-house legal staff/grants)	N/A		N/A		N/A		N/A
44			b) Participate in non-local Workshops/Activities							
45			i) NSDI/ I-Team etc. related activities not paid by host.	\$750	\$0	\$0	\$0	\$0		\$0
46			SUBTOTAL (Does not include staff expenses)	\$3,000	\$56	\$500	\$40	\$500		\$500
47										

ATTACHMENT D

MetroGIS Detailed 2007 Preliminary Expense Allocations

	A	B	C	E	F	G	H	I	J	K
	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2004	2005	2006	2007			
5	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Actual Spent	Actual Spent	Approved	Preliminary Request			
6	III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE									
48										
49		1. Create and maintain datasets for MetroGIS based upon identified priorities [i.e., to address 13 priority information needs endorsed by the Policy Board 5/97 as having regional significance. (All expenses covered in I-2. See work plans for specifics)]								
50			a) Develop regional data sets Business Plan Assumption: MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures	See Assumption	See Assumption	See Assumption	See Assumption			
51			b) Maintenance of Regional Datasets Business Plan Assumption: Maintained by org/partnership with business need	See Assumption	See Assumption	See Assumption	See Assumption			
52										
53		2. Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs		See I-2 and I-3(a)	See I-2 and I-3(a)	See I-2 and I-3(a)	See I-2 and I-3(a)			See I-2 and I-3(a)
54				\$0	\$0	\$0	\$0			\$0
55										
56										
57	IV. CASE BY CASE									
58		1. Develop master contracts for regional GIS projects, when appropriate								
59		2. Endorse standards for telecommunication protocol and networks (AKA: create guidelines for getting electronic access to the information that is being shared)		\$0 (Staff function) See II(3) & (5)	\$0	\$0	\$0			\$0
60		3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS								
61		4. Undertake research to meet common regional GIS needs		(See I-4)	(See I-4)	(See I-4)	(See I-4)			
62			a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures)	See I(1)(a)(ii) & (4)]	See I(1)(a)(ii)	See I(1)(a)(ii)	See I(1)(a)(ii)			
63				\$0	\$0	\$0	\$0			\$0
64										
65	V. LOW PRIORITY									
66		1. Identify GIS training and continuing education needs and encourage participation		(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)			(Rely on other organizations)
67		2. Provide a repository of GIS human resources information (centralized job posting/position descriptions)		(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)			(Rely on other organizations)
68		3. Actively Market MetroGIS data and products. (Low priority ranking is a result of year 2000 survey when still in the midst of building functionality)		(See I-1)	(See I-1 and note)	(See I-1 and note)	(See I-1 and note)			(See I-1 and note)
69				\$0	\$0	\$0	\$0			\$0

ATTACHMENT D

MetroGIS Detailed 2007 Preliminary Expense Allocations

	A	B	C	E	F	G	H	I	J	K
	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2004		2005		2006		2007
	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Actual Spent	Approved		Preliminary Request
5										
6										
70										
71		ADMINISTRATIVE								
72			a) GIS/Professional Development Conferences							
73			b) Performance Measures Reporting							
74			SUBTOTAL (Does not include staff expenses)							
75										
76			YEAR	2004	2004	2005	2005	2006		2007
77				approved	actual	approved	actual	approved	actual	requested
78			METROPOLITAN COUNCIL						As of 10/06/06	
79			PROFESSIONAL SERVICES/CONTRACTS	\$18,000	\$25,776	\$23,500	\$4,151	\$23,500	\$2,270	\$21,000
80			DATA QUALITY & ACCESS ENHANCEMENTS							
81			DATAFINDER ENHANCEMENTS/SUPPORT	\$12,500	\$0	\$8,500	\$6,700	\$10,000	\$309	\$13,000
82			REGIONAL GIS PROJECTS (2005 funds rolled over to 2006 - doubling 2006 allotment to \$44,000)	\$1,000	\$0	\$22,000	\$0	\$22,000	\$0	\$22,000
83			DATA SHARING AGREEMENT	\$49,000	\$49,000	\$28,000	\$28,000	\$28,000	\$20,000	\$28,000
84			OTHER NON-STAFF OPERATING EXPENSES	\$5,500	\$2,856	\$4,000	\$1,918	\$2,500	\$516	\$2,000
85			TOTAL NON-STAFF	\$86,000	\$77,632	\$86,000	\$40,769	\$86,000	\$23,095	\$86,000
86			TOTAL STAFF (about 1.75 FTE Dedicated to Fostering Coordination)*	\$110,800	\$110,800	\$112,000	\$112,000	\$115,400		\$123,800
87			SUBTOTAL	\$196,800	\$188,432	\$198,000	\$152,769	\$201,400		\$209,800
88										
89			OTHER FUNDING SOURCES							
90			NSDI Web Services Grant (Total award \$18,700 - remainder used prior to 2006)				\$15,000		\$941	
91			Custodial fund (\$5171 as 10/06/06) - \$700 designated for Strategic Directions Workshop / Reminder Undesignated - \$4471)					\$700		\$4,471
92			GRAND TOTAL							
93				\$196,800	\$188,432	\$198,000	\$167,769	\$202,100		\$214,271
94			*2006 Staff salaries include 1.5 percent COLA increase							
95										
96										

Attachment E

ACCEPTED CUSTODIAL RESPONSIBILITIES – METROGIS ENDORSED

(Last Updated: November 17, 2005)

<p style="text-align: center;">Established Partnerships</p> <p>10 organizations have assumed a total of 23 roles in support of endorsed regional solutions to common geospatial related needs of the community</p>		<p style="text-align: center;">Summary of Collaborative Roles</p> <p>(Bundling Operational Capacity Across Organizations to Address Common Priority Needs)</p>
(2 roles) County: Anoka (Parcels, County/MCD Boundaries)		Produce and maintain parcel data in consistent format. Submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see www.metrogis.org/data/datasets/parcels/history_pub/policy_sumnv2.0.pdf)
(2 roles) County: Carver (Parcels, County/MCD Boundaries)		Produce and maintain boundary data, submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf)
(2 roles) County: Dakota (Parcels, County/MCD Boundaries)		(All seven counties have agreed to assume responsibility for the same roles and responsibilities concerning the region parcel and city/county boundaries datasets. Their combined level of support is estimated to involve 20+ FTE . This effort includes surveyors, assessors, and GIS staff.)
(2 roles) County: Hennepin (Parcels, County/MCD Boundaries)		(Counties use these data to manage property-related records and to support their tax collection responsibilities.)
(2 roles) County: Ramsey (Parcels, County/MCD Boundaries)		
(2 roles) County: Scott (Parcels, County/MCD Boundaries)		
(2 roles) County: Washington (Parcels, County/MCD Boundaries)		
(1 role) DNR - Land Cover		Manage regional database and collaborative process to acquire land cover data compatible with agreed upon data content standards. DNR uses this database to support a number of its metro area natural resources and wildlife management programs. Annual support is about .5 FTE . (For detailed roles see www.metrogis.org/data/datasets/land_cover/policy_summary.pdf)

(1 role) University of Minnesota Population Center (Socioeconomic Characteristics)	Manage content of Socioeconomic Resources Website at www.datafinder.org/mg/socioeconomic_resources/index.asp . Annual support is about .2 FTE . (For detailed roles www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf)
(7 roles) Metropolitan Council (Three categories: data management, data distribution, and fostering regional collaboration)	<ul style="list-style-type: none"> ▪ Annual support for DataFinder and regional data custodian roles, combined about 1.25 FTE. ▪ 2005 budget to support Foster Collaborative Environment: 1.75 FTE and \$86,000.
⇒ Census Geography data	Produce census geography data at time of decennial census that align with other locally produced foundation geospatial data. (For detailed roles see www.metrogis.org/data/datasets/census/policy_summary.pdf)
⇒ County/MCD Boundary data	Assemble boundary data produced by counties into regional dataset. (See County Boundaries above for the specific roles)
⇒ Planned Land Use data	Develop and manage regional dataset. (For detailed roles see www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf)
⇒ Parcel data	Assemble parcel data produced by counties into regional dataset. (See County Parcels above for the specific roles.)
⇒ Street Centerline data	Contract with The Lawrence Group to maintain data to desired specifics. (For detailed roles see www.metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf)
⇒ DataFinder (one-stop data distribution portal)	Maintain DataFinder and DataFinder Café's hardware and software platform and update metadata posted on DataFinder. (For details see Section 1.3.2 - www.metrogis.org/about/business_planning/bplan_0305.pdf)
⇒ Foster Collaborative Environment (<i>regional solutions to common geospatial needs</i>)	Facilitate collaborative decision-making structure, including business planning, performance measures activities, and agreements, as well as, outreach and advocacy efforts to encourage use of and feedback about adopted solutions and best practices.
(Total of 23 roles supported by 10 different organizations)	



To: MetroGIS Policy Board

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

Subject: 2007 Meeting Schedule - MetroGIS Policy Board

Date: September 6, 2006
(For Oct 19th Meeting)

INTRODUCTION

A suggested meeting schedule for 2007 is presented below for the Board's consideration. No Policy Board meetings have been scheduled beyond October 18, 2006.

BACKGROUND

Meeting location: Due to the lack of sufficient, readily accessible, free parking at the Council's new facility at 390 N. Robert Street (6th and Robert), the last three Policy Board meetings have been held at the Metro Counties Government Center (2099 University Avenue, St. Paul). Nancy Read, chair of the Coordinating Committee has hosted the last three meetings and is willing to do so for the 2007 meetings as well, if the Board wishes to continue to meet at the Metro Counties Government Center.

Meeting dates and times: During this past year, the Policy Board met on the 3rd Wednesday and 4th Wednesdays of the month, beginning at 6:30 p.m. The alternation between the 3rd and 4th Wednesday of the month has been to avoid to know conflicts. The Board has generally met on the third or fourth Wednesdays of the month since it was established in 1997.

SUGGESTED 2007 MEETING SCHEDULE

<u>Suggested Meeting Date</u>	<u>Anticipated Major Topics***</u>	<u>GIS Demonstration Suggestions</u>
Jan 17 th 3 rd Wednesday	<ul style="list-style-type: none">• Results Strategic Directions Workshop• 2007 Regional GIS Project Program• Emergency Preparedness Solution - Version 2	
Apr 25 th 4 th Wednesday	<ul style="list-style-type: none">• Election of Officers• 2007 Regional GIS Project Program- Concept Acceptance	
Jul 25 th 4 th Wednesday	<ul style="list-style-type: none">• Business Plan Update• Regional Street Centerline Solution – Version 2• Highway and Road Network Information Need Solution• 2007 Regional GIS Project Program- Final Recommendation	
Oct 17 th 3 rd Wednesday	<ul style="list-style-type: none">• Performance Measurement Plan Update• 2008 Program Objectives• Guidelines for Next Generation Parcel Data Sharing Agreement (2009 - ?)	

*** Assumes the outcome of the pending Strategic Directions Workshop will acknowledge previously established priorities and work in-process

RECOMMENDATION

The MetroGIS Policy Board is respectfully requested to set its 2007 meeting schedule and location.



TO: Policy Board

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

SUBJECT: MetroGIS Strategic Directions Workshop Preparations

DATE: October 11, 2006
(For the Oct. 18th Meeting)

INTRODUCTION

The Coordinating Committee respectfully requests Policy Board comment on the proposed strategy outlined below for hosting the pending Strategic Directions Workshop. A criterion for the design of the workshop is that the **experience must be policy-maker friendly**. The Committee's preference is for several Policy Board members to participate in this workshop to insure the direction agreed upon has political legitimacy. Hosting this workshop is one of the key activities in the current MetroGIS workplan.

COORDINATING COMMITTEE CONSIDERATION

On September 13, the Coordinating Committee accepted the Workshop design as presented below.

ROLE OF STRATEGIC DIRECTIONS WORKSHOP

The purpose for the Strategic Directions Workshop is to set clear direction for the Business Plan Update process, which is scheduled to begin immediately following the Workshop (Agenda Item 5b). Following completion of the Business Plan Update, MetroGIS's Performance Measurement Plan is proposed to be updated to insure it is in lockstep with the next-generation Business Plan. The goal is to present the Updated Business Plan for adoption by the Policy Board at its July 2007 meeting and present the updated Performance Measurement Plan to the Board for adoption in October 2007.

SUGGESTED COMPONENTS - STRATEGIC DIRECTIONS WORKSHOP

- **OBJECTIVES:**
 - 1) Affirmation/suggested updates of MetroGIS guiding principles.
 - 2) Provide clear direction for the Business Plan Update process concerning preferred priority activities for MetroGIS over the next 3-5 years, including identifying known obstacles that will need to be resolved to accomplish them. (*See Attachment B for the challenges identified in the 2003-2005 Business Plan.*)
 - 3) Improved understanding of what stakeholders need to obtain from MetroGIS and are able to contribute to MetroGIS.
- **WHO:** 25-30 individuals. Members of Policy Board and Coordinating Committee, supplemented by individuals with perspectives not sufficiently represented by the standing members.
- **WHEN:** Thursday, February 8, 2007 has been selected based upon the availability of the top candidate to facilitate the workshop. The Workshop Planning Team hopes to reach agreement on expectations shortly.
- **INPUTS:** See the Reference Section for information on November 15, 2005 "Beyond Government Users" Forum and June 1, 2006 "Imagining Possibilities" Forums.
- **PROCESS:** Facilitated and policy-maker friendly – with focus on the "What", "Why", "Who" (collaborative opportunities) and "Should dos" (community priorities), not the "How". (The "How" and "When" will be the focus of the subsequent Business Planning process.)
- **FACILITATOR:** Strong facilitation skills. GIS expertise is not required. The objective is to achieve a very clear focus on strategic, policy level direction. Ability to distinguish between the "What/Who" and "How". Ability to determine when the "What/Who" has been sufficiently defined.
- **SCOPING THEMES:** Several policy themes have been identified as having strategic importance to MetroGIS identity and perceived value:
 - 1) Guiding philosophy (What changes, if any, are desired to the MetroGIS's underpinning principles? Should MetroGIS continue to view local and regional government as its core stakeholders?)
 - 2) Are we done? Do we just maintain what we have in place or are there more opportunities to explore?

- a) Adequacy of currently defined common business information needs (Should the list of common information needs be reviewed for possible deletions or additions?)
 - b) Regional geospatial data solutions to common needs (Should solutions continue to be pursued for yet unresolved common information needs?)
 - c) Beyond regional data solutions (Should MetroGIS identify applications and opportunities that should be addressed in the Business Plan? Should MetroGIS foster collaborative solutions to common application/web services needs?)
 - d) Competencies (What resources are needed to maintain the status quo? To go beyond the status quo?)
- 3) Stakeholders and Non-traditional users (What deliverables are needed by stakeholders to remain engaged? What are stakeholders able to contribute to MetroGIS? What functions are best served by MetroGIS versus its stakeholders? What role should MetroGIS play in facilitating access to geographic information by:
- a) Interests other than local and regional government, i.e. non-profits and/or private sector;
 - b) Users in fields beyond community development and environmental services; and
 - c) Less technically-inclined users, who are increasingly able to utilize GIS due to improvements in technical tools?)
- 4) Should MetroGIS pursue a strategy to encourage fostering of statewide collaboration on common geospatial needs and if so, who should be the target organizations/individuals?
- 5) Do we need to change how we do business, how we get things done?
- 6) Geographic extent (How should MetroGIS work with interests beyond the seven county Metropolitan Area (e.g., collar counties) – directly or by promoting needed collaboration policies through Mn Governors Council on Geographic Information and other relevant institutions?)
- 7) Intellectual/Digital Property Rights (What role should MetroGIS play to set standardized best practices/ intellectual rights policy related to derivative datasets, access to data and information via the Internet, etc?)

FACILITATOR

The Workshop Planning Team and Coordinating Committee have each provided oversight in the preparation of qualifications and responsibilities desired of the workshop facilitator (Attachment A). Three facilitation proposals have been received. Talks to refine expectations with the top candidate are in progress. It appears likely that the best proposal will exceed \$5,000, as is the case with the two other proposals, the amount available from the funding currently available from the Metropolitan Council for this project. See Agenda Item 5b for a request to utilize funds donated to MetroGIS to provide funding in excess of \$5,000.

RECOMMENDATION

That the Policy Board:

- 1) Offer any desired modifications to the suggested strategy to prepare for the pending Strategic Directions Workshop.
- 2) Obtain a commitment from several of its members to participate to insure that core stakeholder perspectives at the policy-maker level are sufficiently represented in the dialogue.

REFERENCE SECTION

A) Strategic Directions Workshop – Oversight Team

On June 28, 2006, the Workshop Planning Team was created by the Coordinating Committee. The following members volunteered to participate: Nancy Read, Jane Harper, David Arbeit, Mark Vander Schaaf, and Rick Gelbmann. The Team met twice to develop the proposal herein. The preference is to hold off on any further preparations until the facilitator is selected and able to participate in the discussions.

B) Summary of Challenges – Current Business Plan (See Attachment B.)

C) Preparation Events – Currently Proposed Workshop

- 1) June 1 *Imagining Possibilities Forum*: The final summary of the forum is available at http://www.metrogis.org/specialevents/techpossibilities/Draft_Summary_Report.pdf. The “big ideas” shared at this forum will be used to facilitate discussion of strategic initiative that MetroGIS should pursue over the next few years.
- 2) Beyond Government Users - Partnering Opportunities: The Phase II Workgroup began its efforts on August 8. Substantive progress has been made on a recommendation for several “most promising, achievable” partnering opportunities. The group is charged with maturing ideas identified at the forum on November 15, 2005 at which forty-five candidate ideas for potential collaboration between government and non-government interests were identified in three broad topical areas:
 - How can we work together to reduce costs?
 - What innovations can we work together to develop?
 - How can we promote a statewide GIS cooperative effort?

(The summary document for the November 15, 2006 forum can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf.)

The MetroGIS Policy Board endorsed the following principles at its January 2006 meeting for the prospective partnership proposals:

- Value added to public sector assets is encouraged provided it does not detract from the public sector objective.
- Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- Contributions can be comprised of funds, data, equipment and/or people.
- Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

D) Strategic Directions Workshop –Preparation Chronology

The time frame for the most recent MetroGIS Business Plan is 2003-2005. In preparation for launching preparation for the next-generation plan, the Coordinating Committee created a workgroup in March 2004 to oversee the process. That group had met a few times when it became apparent that negotiations for a new parcel data agreement between the seven counties and Metropolitan Council would require more time than had been anticipated. All agreed that the new agreement needed to be in place before the Strategic Directions Workshop was held, so Workshop preparations were suspended until spring 2004. The new agreement was not executed until December 2004.

Work on the Strategic Directions Workshop resumed in late fall 2004, at which time, agreement was reached with Professor John Bryson with the University of Minnesota on a scope of work to facilitate the Workshop. A tentative target timeframe was also set for February 2005. In early February, senior Metropolitan Council management requested delaying the Workshop until they had completed an internal evaluation of the benefits of MetroGIS to its needs. They noted they preferred more time to properly prepare their representatives to the Workshop and make sure they were clear on the Council's expectations relative to its relationship with MetroGIS. MetroGIS leadership agreed with this assessment.

In February 2005, MetroGIS's leadership also encouraged each of the other stakeholder representatives to MetroGIS to identify what their respective organizations need from MetroGIS to remain engaged. The following questions were suggested by Professor John Bryson, who had been retained to facilitate the Workshop, and were distributed to the Coordinating Committee members on February 18, 2005 in a message noting that a decision had been made to postpone the Workshop that had been anticipated to occur the last week of February 2005:

- What are the benefits of collaborating on common GIS needs and opportunities? Or, what is the public value we are trying to create (e.g., making it easier for publicly useful or important work. Non-government interests to do likewise?)
- What are the costs involved in achieving the desired collaboration?
- How are/might these costs be covered?
- In light of the potential benefits and costs, what is our own bottom line?
- How open are we to hearing from others about their views concerning benefits, costs, and bottom lines? (Having participants be clear about their own benefits, costs, and bottom lines is important, but it is also important for participants to be willing to change or modify their views based on new information or insights.)

The Metropolitan Council completed its evaluation of MetroGIS on June 28, 2006 with the adoption of a Resolution that is supportive of MetroGIS and its current structure, and clarified the Council's relationship with MetroGIS. For more information see http://www.metrogis.org/about/affiliations/index.shtml#met_council. Immediately, following this action, preparations of the Strategic Directions Workshop were resumed, culminating in the proposal presented herein.

ATTACHMENT A

Proposed Workshop Facilitator Responsibilities and Qualifications

MetroGIS Strategic Directions Workshop

Last updated: September 6, 2006

Facilitator Responsibilities:

1. Become familiar with the materials generated by the Workshop Planning Team regarding Workshop objectives, desired deliverables, process, participants, etc. in addition to MetroGIS's current mission, functions, and guiding principles.
2. Consult with the Workshop Planning Team to clarify understanding of Workshop objectives.
3. Advise and assist the Workshop Planning Team identify and implement appropriate methods and processes to fully achieve desired objectives for the Workshop.
4. Advise and assist the Workshop Planning Team with the preparation of materials for use during the Workshop.
5. Serve as lead facilitator at the Workshop.
6. Assist in the preparation of a written report summarizing activities of the day and direction received from the Workshop event.
7. Assist in the subsequent Business Plan Update Process, to the extent necessary, to insure direction received at the Workshop is fully and accurately incorporated into the Plan Update processes and documentation.

Required Qualifications:

1. Demonstrated ability to facilitate consensus among the members of a group of individuals representing diverse professional and organizational perspectives.
2. Demonstrated ability to assist groups identify common needs and opportunities and reach consensus on direction important to business planning.
3. Active listener with ability to:
 - Synthesize multiple comments into common themes.
 - React on the spot and adjust the workshop approach to achieve the desired outcomes (flexible).
 - Discover information important to adoption of a Business Plan Update
 - Notice the importance of political viability in development of goals and directives.
4. Ability to moderate the discussion to point it in the direction needed to achieve the desired outcomes and tactfully conclude the discussion when the objective has been achieved (e.g. distinguish the "what/who" from the "how" and recognize when there has been enough discussion of the "what" to sufficiently understand the matter for purposes of setting strategic direction).

Desired Qualifications

1. Familiar with characteristics important to successful multi-organizational collaborations.

Funding for Facilitator Contract:

Metropolitan Council management has agreed to pay up to \$5,000 for a facilitator out of the \$20,000 in the Professional Services component of MetroGIS's "foster collaboration" budget. Each of the facilitation bids received exceed \$5,000, ranging from about \$200 over to several thousand dollars over. Use of funds donated to MetroGIS are proposed to supplement funds provided by the Council. See Agenda Item 5b for the request for authorization to use donated funds for this purpose.

ATTACHMENT B

Summary of Previously Defined Challenges MetroGIS Business Plan (2003-2005)

Challenges Related to Ongoing work

1. *To ensure that common information needs continue to be accurately identified and appropriately met.*
2. *To continue to develop, maintain, and promote regionally endorsed data that meet the priority common information needs of stakeholders.*
3. *To engage data producers in determining efficient and effective ways to fully utilize existing data discovery and distribution tools developed through MetroGIS (i.e. DataFinder).*
4. *To continue to address data producer issues and user preferences so that barriers and impediments to effective distribution of data are minimized.*
5. *To maintain a high level of involvement in regional data sharing activities that accomplish the MetroGIS mission.*
6. *To work effectively with organizations within and outside the seven-county region, including surrounding counties, and state and national organizations, to develop and promote common policy and technical issues of mutual benefit.*

Related to Emerging Issues

1. *To determine effective solutions to meet non-profit and private sector needs for parcel data in a way that benefits both data producers and users.*
2. *To determine whether MetroGIS should expand its role to include fostering the sharing and/or development of geodata applications that respond to common user needs and that reduce support costs for data producers.*

See http://www.metrogis.org/about/business_planning/index.shtml#part1 for the complete document.



TO: Policy Board

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

SUBJECT: Major Activity Updates

DATE: October 5, 2006
(For the Oct. 18th meeting)

Information provided by persons other than the Staff Coordinator is noted.

A) 2006 REGIONAL GIS PROJECTS

On July 28th, the Policy Board recommended funding of both projects as recommended by the Coordinating Committee on June 28th. Subsequently, Metropolitan Council management authorized funding of both projects as recommended. Negotiations began in September with the Mn Land Management Information Center (LMIC) regarding a Memorandum of Understanding to guide funding of the “Service Broker” proposal and to draft a Request for Proposals for publication yet this fall for the Addresses of Occupiable Units Project.

B) METROGIS DATAFINDER CAFÉ UPDATE

Upgrading of DataFinder Café is nearly complete. The project was in cooperation with Latitude Geographics (British Columbia, Canada), the owners of GeoCortex software which is an integrate component of the improved application. DataFinder Café is once again a state-of-the-art tool for obtaining geospatial data and now 35 Mapping Services via the Internet. The upgrade was made possible with a federal grant from the NSDI program. The detailed upgrade specifications are available upon request. The plan is to demonstrate the new functionality to the Coordinating Committee at its December meeting. Alison Slaats has served as the Project Lead.

C) PERFORMANCE MEASUREMENT – QUARTERLY ANOMALY REPORT

A quarterly performance measures report was not produced due to lack of staff support. Chris Kline, has accepted appointment on September 13th to the Administrative Technical position responsible for gathering the data that underpins MetroGIS’s performance reporting. His top priority activity will be to reinstate MetroGIS’s Performance Measurement Program.

D) 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 (Occupiable Units) Workgroup

(Nancy Read, Metropolitan Mosquito Control District, Liaison to the Coordinating Committee)

The Workgroup has agreed on desired regional standards that are compliant with the emerging national street address standard. Several workgroup members are also nearing completion of testing the amount of effort needed to achieve compliance between local address authority organization (cities and some counties) databases and the national standards. This testing will be essentially complete by September 1. The group then plans to meet once the testing is complete. The major components of the regional vision endorsed by the Policy Board in April 2005 (e.g., rationale, need for local government involvement and implementation concepts) are explained in a white paper which can be viewed at

http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

(2) Existing Land Use

Preparations for a user satisfaction forum remain on hold until following the pending Strategic Directions Workshop. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

(3) Emergency Preparedness Workgroup

(Randy Knippel, Dakota County, Workgroup Chair)

This workgroup has reached an impasse in its ability to achieve the regional solution adopted by the Policy Board at the October 2005 meeting. The Workgroup leadership agreed to document the problems that it has encountered for discussion at the December Coordinating Committee meeting.

(4) Highway and Road Networks

(Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Liaison to Coordinating Committee)

(a) The “E911 Address and Street Centerline Workgroup” Preliminary data specifications have been agreed upon by the Workgroup for a next-generation regional street centerline dataset. (More information on this workgroup’s efforts can be found at http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml.)

Major prospective producers (all counties and several major cities) of the source data were asked to respond by September 1, 2006, as to whether or not they can support the desired new specifications and, if so, by what date. To staff’s knowledge, only one county and no city interests are prepared to support the required data maintenance in the foreseeable future required to meet the desired regional specifications, many of which are currently met with data obtained via an agreement with The Lawrence Group (TLG). As such, negotiations are in progress with TLG to execute a new agreement, effective January 1, 2007. The current agreement expires on December 31, 2006.

A component of the agreement sought with The Lawrence Group (TLG) is the creation of a means to implement view-only access to TLG data via Internet applications without the need for the user to obtain a licensure. The owner of an Internet application, who wishes to offer view-only access to the TLG Street Centerline dataset, would be required to obtain a license (Web Application Development) from TLG to offer this capability. The license will define the procedures that the host must take to protect the source data from being downloadable.

(b) As of **October 5th** there are currently **184 licenses** issued to access and use The Lawrence Group’s (TLG) Street Centerline Dataset, MetroGIS’s currently endorsed regional solution for address matching. The types of organizations licensed were as follows:

- Local gov’t: **101**
- Regional gov’t: **8**
- State/Federal gov’t: **23**
- Academic: **52**

(c) The MetroGIS Roads & Highways Technical Workgroup

This workgroup was established Fall 2004 to foster a partnership between MnDOT and MetroGIS, whereby MetroGIS would provide a mechanism for the local government community serving the seven-county, Twin Cities community to collectively test an application designed by MnDOT to integrate local datasets with MnDOT’s LDM. The lead staff for MetroGIS’s component of the partnership, Mike Dolbow, changed jobs Fall 2005 and staff support ceased at that time for this workgroup. Information about goals, expectations, and participant roles agreed upon prior to Dolbow’s departure can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml.

As far as progress on development of the actual application, Dan Ross, who heads up the project for MnDOT, provided the following information: “The vendor provided what they believe to be production ready software to Mn/DOT at the end of July. Mn/DOT staff is currently performing a "Proof of Concept" with the software against identified business flows on a representative sample of the Mn/DOT business data. Ratings of the software should be complete in September. At that point, a decision will be made regarding how to move forward. The statewide data is also undergoing a major update at this time. The BaseMap data is being synchronized with the current Transportation Information System (TIS) and road status updates are being completed as well. Successful approval of the software and data updates are required to allow Mn/DOT to effectively share TIS data (e.g. traffic volumes) with other organizations desiring to use their own roadway geometries.”

(5) Jurisdictional Boundaries – Water Management Organizations

The proposed custodian roles and responsibilities, as defined via the Washington County Pilot Project have been shared with each of the recommended candidate custodian interests (counties and Mn Board of Soil and Water Resources [BSWR]). Further talks with the BWSR, county taxation officials, and possibly watershed districts themselves, are needed to finalize a recommendation.

A meeting was held on October 11 with BWSR leadership to explore their interest in serving in the capacity of the regional custodian even though the data would be more accurate than their needs. BWSR recognizes that the proposed procedures could result in less effort than they are currently expending to obtain less robust data and they also understand that this dataset needs to be interoperable with street and parcel data to effectively use it in the Internet environment, which they plan to pursue.

None of the other members of the County Data Producers Workgroup has as yet recognized a need for the procedures developed via the Washington County pilot project, though the group acknowledges that those responsible for property taxation may have a more well aligned business need.

(6) Lakes, Wetlands, etc.

(Nancy Read, Coordinating Committee Chairperson and Workgroup Member)

From an overall project management perspective, it appears to be time to reassess gaps between the hydrology-related information needs identified in 1997 and those which can be met with currently developed (or developing) data. The concept of hosting a strategy session should be investigated among the workgroup members to determine if there is support to reaffirm the user needs and discuss a strategy(ies) to address any gaps relevant to defining a regional solution.

(7) Land Cover

(Bart Richardson, MN DNR, Regional Custodian)

The LMCR has recently funded a project to complete MLCCS coverage in the next year and half for Hennepin, Carver, Scott and Washington Counties. Counting the already completed Dakota and Anoka counties, 95% of the metro area will be inventoried by the spring of 2008. Ramsey County will then be the only incomplete county. Also this year, the National Park Service has funded a project to inventory the St. Croix River from Taylors Falls to Prescott and to update the MLCCS data in the Mississippi National River and Recreation Area. For both of these projects, the DNR is coordinating data quality standards and is acting as the data host.

(8) Parcels *(Mark Kotz, Metropolitan Council, Regional Custodian)*

There are currently **88 licenses** issued to access and use the Regional Parcel Dataset. As of **October 5th**, the types of organizations licensed were as follows:

- Local gov't: 39

- Regional gov't: 3.
- State/Federal gov't: 16
- Academic: 30

(9) Socioeconomic Characteristics of Areas *(Amy West, U of M Population Center, Regional Custodian)*

- (a) Progress is being made on all fronts. Amy West is making progress looking into various ways to provide users with local access to HMDA data (data about home mortgages). Options seem to include the University of Minnesota, the Minneapolis Public Library, and the Federal Reserve Bank of Minneapolis. Along with acquiring the data, she is looking at data documentation with an eye to improving our description of this data source.
- (b) We have also discovered DataPlace (<http://www.dataplace.org>), a new comprehensive source of online socioeconomic data being developed by the Fannie Mae Foundation with significant input from the Urban Institute. Eventually data will be available at the tract level and will be useful to the MetroGIS community. We will continue to monitor this.
- (c) Laura Smith at Macalester has been accessing and mapping property foreclosures in North Minneapolis. She has gotten this data in electronic form from both Hennepin and Ramsey counties. Craig will ask the County Data Producers Workgroup about foreclosure data from the other five counties. This could be a useful addition to DataFinder.
- (d) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for 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. **No update has been received as to whether or not this proposal has been shared with the MN Department of Health for sanctioning.** For more information contact Tim Zimmerman at tim.zimmerman@co.hennepin.mn.us or 612-348-0307.

E) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES - PARCEL DATA ACCESS POLICY

(Submitted by Dave Drealan, Carver County, Workgroup Chair)

This group last met on September the last week in September. The agenda included discussion of the following topics.

(1) Regional Parcel Dataset Policy Investigation – Waive Fee Access by Non-Profit Interests

Following a successful Hennepin County pilot project (Attachment A), each of the other six counties will likely establish a similar policy to waive their fee for access to parcel data for non-profits interests that meet specified criteria. The counties will independently administer this policy and the criteria will likely vary from county to county, based upon the local situation. In general, the rationale is that those non-profits interests that promote and foster economic development activity as an adjunct of government should qualify for a fee waiver.

(2) Redistribution of Parcel Data Summarized to a Larger Geography

The question is whether summarization of parcel data to a larger geography (e.g., census block group, census tract, user-defined area) constitutes a “derivative” product that is not subject to the prohibition on redistribution to which the source parcel data is subject. The group concluded that each user must evaluate their specific situation against the requirements specified in the license and decide for themselves if the summarized product is their product to distribute as they wish or subject to the redistribution restrictions that accompany the source data.

(3) View-Only, Web-based Access Policy for Parcel Data

The question is can licensed users of the regional parcel dataset offer non-licensed interests the ability to view parcel data via an Internet application if the source data can not be obtained (view-only access). In other words, does view-only access constitute redistribution of data, which is prohibited by the parcel data access agreement. The group concluded that each licensed user/prospective application host must evaluate their specific situation against the requirements specified in the license and decide for themselves if offering view-only access to licensed parcel data violates the license that prohibits redistribution.

ATTACHMENT A

NO-FEE ACCESS TO PARCEL DATA FOR NON-PROFIT ORGANIZATIONS

Hennepin County and CURA worked together to develop a set of criteria to be used to determine if access to the Hennepin County parcel data set would be provided to a non-profit organization on a no-fee basis. It should be noted that a non-profit can always purchase the dataset.

The criteria have been distributed to the other Metro Counties for their consideration. At this point there is no consensus that this specific set of criteria will be used by all of the counties. The following criteria were distributed at the June 22nd Producers Workgroup meeting.

PROPOSED POLICY FOR NO-FEE ACCESS TO PARCEL DATA FOR NON-PROFIT ORGANIZATIONS

Last Updated: February 8, 2005

Hennepin County may provide no-fee access to that portion of the current MetroGIS Regional Parcel Dataset, contained within county boundaries to non-profit and community development organizations for individual projects with specific design and purpose subject to the following conditions.

1. The party requesting the data must meet the legal requirements of a non-profit organization under Minnesota law and must have a public purpose or public benefit mission.
2. The organization must have a current data license agreement with Hennepin County which is subject to annual renewal.
3. The organization must make its request in writing and provide a description for the use of the data.
4. The Board of Directors of the organization is composed of community members whose mission and goals are aligned with local government.
5. The organization serves the purpose of promoting jobs, economic development, affordable housing, environmental improvements, or community development
6. Hennepin County will evaluate each request and approve or deny the request based on a case-by-case basis. The decision whether to approve or deny any request will be within the sole discretion of Hennepin County.
7. Data will be used only for officially approved uses related to the organization's non-profit mission and purpose.
8. Data will not be used for private purposes or financial gain.
9. Direct access will be limited to designated staff and leaders of the organization. Each organization will have data privacy and data security guidelines specific to the organization's programs and applications.
10. Access will be password protected



TO: Policy Board

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

SUBJECT: Information Sharing

DATE: October 11, 2006
(For the October 18th meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) CERTIFICATE OF APPRECIATION – CONRAD FISKNESS

At the July Policy Board Meeting, Member Fiskness announced that he would be resigning from the Board effective following the July meeting. Following the meeting, a Certificate of Appreciation (attached), signed by the Chairperson Reinhardt and Vice Chairperson Kordiak, was sent to Member Fiskness. The thank you card received from Member Fiskness is also attached.

B) TESTIMONIAL – U OF M

Prof. Shashi Shekhar with the Computer Sciences Department at the University of Minnesota, noted during his presentation to the Policy Board in April that access to standardized data for the region, made available through MetroGIS's efforts, is very important to reaping the full benefit from the use of the emergency management application that he demonstrated to the Board. In response, staff followed up with him about participating in a testimonial to this effect. Jeanne Landkamer, who has conducted each of the other testimonial interviews for MetroGIS, conducted the interview and expects to complete testimonial document by the week of October 23.

C) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter

An article about the June 1 Imagining Possibilities Forum ("Imagining Possibilities" Forum Generates "Big Ideas") was submitted to GIS/LIS for their fall newsletter. Readers were encouraged to review the forum summary document at <http://www.metrogis.org/specialevents/techpossibilities/index.shtml>.

2. Presentations

Mn GIS/LIS Conference: Two presentations on MetroGIS activities were made - Emergency Management and Address Standards.

D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. 2006 Polaris Award Recipients Have Made Contributions to MetroGIS

Chris Cialek (LMIC), Joella Givens (MnDOT and member of Coordinating Committee), and Steve Lime (DNR) received the mid-career Polaris Leadership Awards at the 2006 State GIS/LIS Conference October 4-6.

Marvin Bauer will also be achieving the Lifetime Achievement Award. He has worked with the Metropolitan Council on land cover mapping (a common information need of the MetroGIS community).

See the GIS/LIS Newsletter at

(<http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=69>) for more information about the projects and awards.

2. FGDC Funds Local Mapping Efforts

(Submitted by Randy Knippel, Dakota County)

The Federal Geographic Data Committee awarded a \$75,000 grant to a collaborative represented by Richland County, North Dakota, the State of North Dakota, Dakota County, Minnesota, and the Metropolitan Mosquito Control District of Minnesota. The scope of this project aims at improving the ability of local government agencies to deliver enhanced public access to GIS data through the development of client applications providing a consistent look and feel across multiple agencies and jurisdictions.

These development efforts center on providing public users greater access to data from multiple agencies without the need to use complex technologies or presentation techniques making it easier for the general public to understand and use framework data.

Perhaps the greatest benefit of collaborative client application development comes in the form of cost savings. Costs of developing entity specific web-based GIS applications diminish greatly when leveraging the power of the open source model and the collaborative commitments of multiple jurisdictions and agencies at all levels. Also, costs to the end-user diminish when product design and development occurs through the collective efforts of others utilizing the Open Source model, freely distributed to all.. For more information go to <http://www.openmnd.org/>

3. Minnesota Uses Grant to Further Develop GIS Strategic Plan

(Submitted by Fred Logman, Office of Geographic and Demographic Analysis)

Minnesota received a \$50,000 grant from the Federal Geographic Data Committee to assist the state develop a strategic and business plan in support of the National Spatial Data Infrastructure (NSDI) Future Directions Fifty States Initiative. The National States Geographic Information Council (NSGIC) has partnered with the FGDC in this program and provides a brochure describing the program and what is needed in each state for success: http://www.nsgic.org/hottopics/50states_initiative_handout.pdf. Ten other states received similar grants: Connecticut, Louisiana, Maryland, New Hampshire, North Carolina, Oklahoma, Texas, West Virginia, Wisconsin, and Wyoming.

The Minnesota geospatial community has a long tradition of cooperation, reflected in more than thirty years of accomplishments involving the development, distribution, and dissemination of digital geospatial data based upon common needs and adopted standards that support the NSDI. In 2004, Minnesota formally adopted [Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure](#), a plan for coordinating GI technology to support organizations working within the state. The 2004 plan included recommendations addressing policies, procedures and governance issues that support enterprise solutions.

This project supports the next steps required to develop a sustainable Minnesota Spatial Data Infrastructure (MSDI), strengthening coordination within the state while supporting the national goals of the NSDI. The goal of this project is to generate a strategic plan for state geospatial services focusing on organizational and operational recommendations. While focusing on Minnesota's executive branch agencies, the plan will also ensure that the needs of the larger Minnesota geospatial community are addressed.

Several areas that will be examined include: establishing a state "geospatial authority," creating an enterprise geospatial organizational structure and governance model, identifying sustainable funding, updating framework data plans, as well as better integrating state geospatial and traditional IT technologies. The plan and project recommendations will be based on information acquired from interviews, studies and facilitated sessions with stakeholders.

The Land Management Information Center (LMIC) is conducting the project, and the project leader is Fred Logman, who has been active in the Minnesota IT and geospatial community for many years. The Governor's Council on Geographic Information, through its Strategic Plan Committee, will actively participate in the one-year project that started in March.

For further information, please contact Fred Logman at: fred.logman@state.mn.us or 651-201-2495.

E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. 2007 NSDI CAP Funding Program

Announcement for the 2007 program is tentatively proposed to be posted at www.grants.org on October 20, 2006. The application deadline is tentatively proposed for January 19, 2007 with announcement of awards on March 1, 2007. Staff is considering submitting an application under a new category entitled "Geospatial Line of Business" for the pending MetroGIS's Performance Measurement Plan initiative. MetroGIS's current Plan has been recognized as being among the best for Spatial Data Infrastructure interests in a recent study conducted by Kate Lance, who is a PhD candidate at a University in the Netherlands (see Item E1, below, for more information on this study). Ms. Lance is interested in collaborating with MetroGIS on the grant proposal.

2 Blue Book – NSDI Build Out

At the June 1 Imagining Possibilities Forum, Clint Brown, Director of New Product Release for ESRI [Environmental Systems Research Institute], encouraged MetroGIS to review the "Blue Book" on building out the NSDI. The URL is http://gos2.geodata.gov/wps/portal/gos/kcxml/04_Sj9SPykssy0xPLMnMz0vM0Y_QjzKL9443sfQASYGyf6b6kehCFhhCJpZeEDFHC1N9X4_83FR9b_0A_YLc0NCIckdFAEzL9Gs!/delta/base64xml/L3dJdyEvUUd3QndNQSEvNEIVRS82X0tfQTg1. The document contains several hundred pages divided into several sections: Introduction, six case studies, 13 data-specific theme chapters, design pattern and data-theme specifications, and Summary and Recommendations. The Introduction focused on technical aspects of collaboration but is essentially silent on organizational structure needed to actually achieve and sustain collaborative support of required custodial roles and responsibilities. The Staff Coordinator intends to review the entire document for relevance to MetroGIS's Business Planning process that will launch following the Strategic Directions Workshop (Agenda Item 5d).

3. NSGIC Promotes Fifty States Initiative

NSGIC (National States Geographic Information Councils) is holding its annual meeting in Little Rock, October 1-5. Big issue continues to be its "Fifty States Initiative" wherein each state has a strong coordination office. Federal agencies would be required to communicate with that office regarding GIS activities within the state. Minnesota has some of the necessary elements, but no designated office. A strategic planning initiative (Item 3C above) is underway to address this need.

4. DHS Contracts With ESRI for First Responder Training

The Department of Homeland Security (DHS) has entered into a contract with ESRI to provide geographic information system (GIS) software and training to first responders through the Commercial Equipment Direct Acquisition Program (CEDAP). The intent of the CEDAP program is to provide necessary equipment to rural or smaller first responder agencies including law enforcement agencies, fire, and other emergency responders who demonstrate in their application that the equipment will be used to improve their ability and capacity to respond to a major critical incident or improve their ability to work with other first responders. ESRI's CEDAP GIS software and training package consists of two products: ArcGIS ArcView 9.x, ArcGIS Spatial Analyst, and two related Virtual Campus training courses.

5. Address Data Standard in Second Review Phase

The MetroGIS Address Workgroup's efforts to define a data standard for a regional Occupiable Units Address Dataset has played a substantial role in the national street address data standard that is being developed through the URISA (Urban and Regional Information Systems Association) under the auspices of the FGDC (Federal Geographic Data Committee). Supporting organizations are NENA (National Emergency Numbers Association) and the U.S. Census Bureau. The national standard completed its second review period in January. Mark Kotz, staff to the MetroGIS Workgroup, has participated on the development team for the content portion of the national standard. Kotz monitored the national discussion and comments from the second review period. In conjunction with

the Address Workgroup, Kotz proposed some minor modifications to the standard. These changes are being accepted and will be incorporated in the next draft.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The standard is expected to have been adopted by the FGDC by the time the Policy Board meets in October, after which it will be made available for a broader FGDC national review. This standard will be used with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset. Specific E-911 and USPS profiles of the standard are under consideration. *(Submitted by Mark Kotz)*

F) OTHER INFORMATION

1. MetroGIS Performance Measurement Plan Recognized

Kate Lance, who is a PhD candidate at the International Institute for Geo-Information Sciences and Earth Observation (ITC) and Wageningen University in the Netherlands, has recognized MetroGIS's Performance Measurement Plan in research she conducted as an exemplar example among the an international field of Spatial Data Infrastructure programs. Several concepts presented in her paper from other programs and related research are worth considering as potential enhancements of MetroGIS's current measurement criteria.

MetroGIS's proposed 2007 Workplan (Agenda Item 5b) calls of updating of MetroGIS's Performance Measurement Plan following the update of the Business Plan to insure that Performance Measurement Plan reflects policies set forth in the new Business Plan. Staff has extended an invitation to Ms. Lance to participate in the process and she has expressed interest in doing so.

2. Ian Masser and MetroGIS Staff Coordinator Collaborate on Article

Following the June 1 "Imagining Possibilities" Forum, at which Ian Masser served as one of the keynote speakers, he invited the MetroGIS Staff Coordinator to co-author an article about MetroGIS.

The article was published in European GeoInformatics Magazine (<http://www.geoinformatics.com/asp/default.asp?language=1>) in July.

Quote from Ian Masser to the editor of the GeoInformatics Magazine after returning from the June 1 Forum – "...I found the MetroGIS collaborative SDI (Spatial Data Infrastructure) set up quite fascinating and think that it deserves more exposure to a European audience. During my visit I was fortunate in having the opportunity to talk at some length to the politicians who have backed this project for its last ten years and also to other participants in this initiative which has won several awards in the US." Masser was particularly interested in learning about the leadership role elected officials on the Policy Board have played in providing a political reality check and establishing political legitimacy for MetroGIS's efforts.

3. Beyond Spatial Data Infrastructures International Workshop at the GIScience 2006

This Workshop was held on September 20th in Germany. The theme is "What might Spatial Data Infrastructures (SDI) look like in 2016?" The workshop format involved answering this question from the perspective of three distinct three scenarios:

- *As-is-scenario*: Scientific and political efforts to get SDI established succeeded only in part. Clearly geodata is better documented, some metadata and web maps are accessible and you can also download some XML encoded topographic and remote sensing data. However integration of spatial information e.g. for environmental impact assessments is still a nightmare: you suffer from a plethora of licensing policies, schematic and semantic mismatches and tedious pre-processing for your analysis tasks.
- *Positive-Integration-Scenario*: SDI is woven into mainstream GRID and Semantic Web technology. Smart agents arrange a chain of services according to the workflow you described to support your spatial analysis tasks. Clearly data is plenty, easy to find and accessible by all without restrictions at the point of use. GEOSS provide the overall framework to link SDIs from and into various application domains and makes it an integral part of e-government. The different SDI business models have converged and now provide millions of jobs in the private and voluntary sectors creating value added services, as well as

allowing NGOs and citizen groups to exercise their democratic right to scrutinize and hold governments to account.

- *Negative-Integration-Scenario*: Technology integration has moved even further than Scenario 2, incorporating SDIs, GMES, Digital Earth and GEOSS, as well as the systems of the major industrial players into the Echelon surveillance system. The increased focus on security in the early 21st century has led to a tightening of data access rights and much greater control of every form of electronic communication. Liberal ideas about freedom of information and data privacy have fortunately been shed in the light of terrorist concerns, and SDIs are now recognized for their true value: i.e. the ability to track the location of every individual at all times.

Staff hopes the proceedings will be available for review prior to the hosting MetroGIS Strategic Directions Workshop, as there appears to be substantial overlap with MetroGIS's situation. For more information see <http://sdi.jrc.it/ws/BeyondSDI>.

F) MEETING SUMMARY – SEPTEMBER 13TH COORDINATING COMMITTEE MEETING

The meeting summary for the Committee's September 13, 2006 meeting can be viewed at http://www.metrogis.org/teams/cc/index.shtml#agendas_minutes



CERTIFICATE OF APPRECIATION

presented to

Conrad Fiskness

Metro Chapter of MN Association of Watershed Districts

Thank you for your invaluable contributions and leadership to the development and realization of the MetroGIS vision. You distinguished yourself as a willing and active participant and a charter member of the MetroGIS Policy Board from January 1997 to July 2006.

Your dedication to acceptance of Geographic Information Systems (GIS) technology as a standard business tool of government has helped to bring together the vast MetroGIS stakeholder community to improve the way we share and use geospatial information.

On behalf of the MetroGIS community, thank you for your valued contributions and we wish you the best in your next endeavors.

July 2006

Victoria Reinhardt, Chair

MetroGIS Policy Board and
Ramsey County Commissioner

Jim Kordiak, Vice-Chair

MetroGIS Policy Board and
Anoka County Commissioner

August 2006

Dear Randy

Please pass on my thanks for the Certificate of Appreciation to Chair Victoria Reinhardt, Vice Chair Jim Kordiah and all the members of the Policy Board.

I truly appreciate being recognized with this certificate and it brings closure to an enjoyable and informative almost ten years.

I take great pleasure in having been a part of a very unique and valuable endeavor.
Thanks again! Conrad Fiskness

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
October 18, 2006**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:30 p.m. and recognized Roger Lake who joined the Board as the water management organization representative, replacing retired member Fiskness. She invited Member Lake to introduce himself and then asked each of the other members and visitors to also introduce themselves.

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), Dan Cook (School Districts - TIES), and Tony Pistilli (Metropolitan Council).

Members Absent: Tom Egan (Dakota County), Randy Johnson (Hennepin County), Joseph Wagner (Scott County)

Coordinating Committee Members Present: David Arbeit, David Claypool, Will Craig, Rick Gelbmann, Jane Harper, Randy Knippel, Nancy Read (Chairperson), and Mark Vander Schaaf.

Visitors: Oriane Casale (MN DEED) and Jeff Matson (CURA)

Support Staff: Randall Johnson and Chris Kline

2. ACCEPT AGENDA

Member Pistilli moved and Member Schneider seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Delaney moved and Member Pistilli seconded to approve the July 19, 2006 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Minnesota 3-D: An Online Mapping System Designed to Close the Spatial Mismatch Between Affordable Housing and Living Wage Jobs

Will Craig, Associate Director of the Center for Urban and Regional Affairs (CURA) at the University of Minnesota and Member of the Coordinating Committee, introduced Oriane Casale (MN DEED) and Jeff Matson (CURA). Craig summarized the collaboration between CURA and DEED to manage the M3D project and role of the U.S. Department of Commerce's Technology Innovations Program (TIP) that funded it and that the project is in its third and final year of TIP funding. He explained that the primary objective of the project was to provide an online analytical tool capable of addressing issues related to resolving the mismatch between employment opportunities and housing. Another key objective of the M3D project was to create an environment where the user can leave to someone else the complex and time consuming, sometimes prohibitive, world of acquiring suitable data and manipulating it into a useable form prior to use.

Casale used three case studies to illustrate capabilities provided by M3D's online, GIS based application, which is designed to provide assist users with a host of analyses options related to the topic of community economic development, in particular those related to relationships between jobs and housing.

Matson then provided a live demonstration of M3D's capabilities. He showed the ease at which the user can find and use various components of the application and the speed that queries can be answered. He noted that the application contains over 90 data layers, many of which are obtained via MetroGIS DataFinder. Matson emphasized the efficiencies that are gained by the user via use of the M3D

application. That is, the ability to perform analysis without having to spend significant time and effort locating needed data and, in many cases, also having to spend considerable effort readying the data for use. He commented that the M3D project, ongoing support, and users are also benefiting greatly from the regional datasets that have been developed through MetroGIS's efforts. As a result of access to the regional datasets, seamless analytical capabilities for the seven-county region are available minimizing the user's need to support of complex and time consuming manipulation of data from multiple sources.

Chairperson Reinhardt recognized the leading edge and unique capabilities provided by the M3D application and asked how long the amalgamation of the data would have taken before the availability of this application. Casale and Craig collectively replied, stating that acquiring and analyzing the data associated with just one of the case study examples would have taken weeks, if not longer, a process which the user can now use the M3D application to accomplish in a matter of moments.

The Staff Coordinator added that the M3D application is the first to his knowledge to take advantage of the recent upgrade of MetroGIS DataFinder to support 35 Web Mapping Services. Several of these Services are being accessed directly by the M3D application via the Internet, providing the user access to up-to-date data without the M3D manager having to manually load it into the M3D application. The Staff Coordinator also commented that this application's use of Web Mapping Services is a tangible example of the vision for Statewide Geospatial Architecture presented to the Board by at its July meeting.

Members asked a number of questions including:

- Who is using the application? *Response: It has only been available in its present form for a couple of months. Known users include neighborhood group and community development interests. At least one community is also using the application. The City of Chaska is using it to evaluate where their residents are traveling to for work and what type of industry in which they are employed. This information is being used to identify employers to target for local community development policy making.*
- What is the smallest geographic analysis unit? *Response: block group?*
- How is user satisfaction gauged? *Response: Formal user satisfaction monitoring and analysis is a component of the project and is supported by Wilder Research.*
- Who can access the application? *Response: It is accessible, free of charge, by anyone who wishes to use it at <http://map.deed.state.mn.us/m3d>.*

The Staff Coordinator commented that this presentation was selected because of its relevance to the discussion planned for the pending Strategic Directions Workshop – what role should MetroGIS play in the fostering of solutions concerning applications that run on commonly needed geospatial data?

Board members thanked the presenters. (The presentation slides can be viewed at http://www.metrogis.org/documents/presentations/M3D_PolicyBoard_101806.pdf)

5. ACTION AND DISCUSSION ITEMS

a) Modification to Operating Guidelines – Decisions Between Meetings

Coordinating Committee Chairperson Read introduced the topic, informing the Policy Board that the Coordinating Committee had recommended the proposed modifications to MetroGIS's operational guidelines, as presented in the agenda report. Chairperson Reinhardt explained that changes had been made to an early version by the Committee at her request to insure consistency with Roberts Rules of Order, for which she thanked the Committee. She also noted that the proposed modifications had been sent to Board members on two occasions for comment and that none had been received.

Member Lake suggested and the group concurred that the appropriateness of the 10% threshold rule (Article II, Section 5b, 5th item) should be monitored, noting that it could be rather restrictive in a time-sensitive matter. Member Kordiak suggested and the group concurred to remove the phrase “as a consent item” from (Article II, Section 5b, last item) to provide the opportunity to discuss the item.

Member Pistilli questioned if voting conducted via email would constitute be a violation of the Open Meeting Law. This comment prompted a question as to whether the Policy Board is subject to the Open Meeting Law. Member Pistilli noted that even if the Board is not technically covered by the Law, the Board may want to continue to operate as if it were subject to the Law given elected officials comprise its membership.

Member Schneider stated that if the Policy Board is subject to the Open Meeting Law, then the modifications would not be permissible based upon extensive research that has been conducted by the City of Minnetonka and the League of Cities. Members agreed with the premise of authorizing between-meeting voting and concurred that if E-voting is not a viable option that delegation of the decision to an Executive Committee should be considered as a Plan B.

Chairperson Reinhart suggested, and the Board agreed, that the matter be tabled to the January 2007 Board meeting. Staff was directed to obtain an opinion as to whether or not the Policy Board is subject to the Open Meeting Law. If the Board is subject to this Law, the matter of delegating authority for between-meeting decisions to an Executive Committee would then be considered.

b) Preliminary 2007 Budget and Major Program Objectives

Coordinating Committee Chairperson Read summarized the recommendation of the Coordinating Committee concerning a preliminary 2007 Budget and Major Program Objectives for MetroGIS's "foster collaboration" function. She also commented that the proposed budget represents the status-quo pending the results of the February 8, 2007 Strategic Directions Workshop.

Read noted that one of the Committee's recommendations requests Policy Board authorization to use all remaining funds donated to MetroGIS to support pending efforts to update the Business and Performance Measurement Plan updates. The Staff Coordinator explained the source of the donated funds, that the remaining balance is approximately \$5,100, and that accomplishing the Plan Update processes planned for 2007 could make use of specialized consultant services that will likely exceed other available resources.

Member O'Rourke questioned whether a better use for the \$5,100 in donated funds might be to pay for any internal staffing expenses that may exceed the planned level of support (1.65 FTE) as opposed to designating it for outsourcing. Mark Vander Schaaf, Director of the Metropolitan Council Department that houses MetroGIS, clarified that the 1.65 FTE allocation is an internal allocation for work programming and that if the actual count is higher than 1.65 FTE, there will be no financial ramifications for MetroGIS.

Member Pistilli asked if funding had been set aside to pursue any new initiatives that may be identified at the February 8th Strategic Directions Workshop. The Staff Coordinator stated that the \$22,000 budgeted for Regional GIS Projects could be used for this purpose. The Staff Coordinator also suggested that an "official call" for candidate proposals not be made until following February 8th workshop.

Motion: Member Delaney moved and Member Pistilli seconded to:

- 1) Accept the preliminary 2007 MetroGIS Budget and Major 2007 Program Objectives, as proposed in the agenda report dated October 11, 2006 for MetroGIS's "foster collaboration" function and
- 2) Authorize expenditure of the balance of funds donated to MetroGIS for business and performance measurement plan updates, subject to the Chairperson's approval of specific expenditures.

Motion carried, ayes all.

c) 2007 Meeting Schedule

Member Pistilli moved and Member Lake seconded to set the following meeting schedule for 2007: January 17, April 25, July 25, and October 17. Motion carried, ayes all.

d) Preparations for Strategic Directions Workshop

Coordinating Committee Chairperson Read introduced the topic noting that the workshop is planned for February 8, 2007. Chairperson Reinhardt emphasized the need for Policy Board members to participate as the objective is to set policy direction to guide MetroGIS's efforts for the next 3-5 years. Chairperson Reinhardt also emphasized that a requirement of the event is that it must be "policy-maker friendly". The Staff Coordinator reported that an agreement-in-principle has been reached with the Professor John Bryson, University of Minnesota, to facilitate this workshop and that he was expressly sought out because of his demonstrated ability to keep the workshop focused at a policy level and for his ability to achieve objectives. The Staff Coordinator reported that a November 1 meeting is scheduled with Professor Bryson to clarify expectations and that formal invitations to the workshop are anticipated to begin in early November.

Read then shared several candidate discussion topics identified by the Coordinating Committee for which policy direction will be sought (e.g., resolving concerns raised by solutions that require dependencies on other organizations, refining data access policies related to non-government interests in light of technology options only recently possible, and clarifying policies related to citizen expectations of government concerning access to geospatial data.) Member Lake concurred that there is need to be clear on what the community does not want to do as well as to be clear on the why's for all policy implications.

Member Cook asked for clarification about how the results of the workshop would be used. Chairperson Reinhardt commented that the purpose of the workshop is to provide policy level direction for the Business Plan Update process scheduled to begin immediately following the workshop.

Member Pistilli inquired about the status of Intellectual Property Rights relative to regional data solutions. The Staff Coordinator explained that the producer organization (e.g., counties in the case of parcels) retains all intellectual property rights even when the data are aggregated into a regional product by a regional aggregator (e.g., Metropolitan Council in the case of parcel data) because changes to the source data are not permitted.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the topics listed in the agenda report.

7. INFORMATION SHARING

Chairperson Reinhardt called the Board's attend to a testimonial from Professor Shekhar, University of Minnesota, that was the topic of the Technology Demonstration at the Policy Board's April 2006 meeting, which includes the following quote:

In order to run the algorithms (contained in the subject evacuation planning application), the research team needed a variety of geospatial data, including road maps with capacity information and basic daytime population estimates. Much of the data they required were available free of charge on the MetroGIS DataFinder website.

"If we didn't have easy access to these datasets than the use of our algorithms would be extremely difficult if not impossible," said Dr. Shekhar. Collecting and verifying the data from multiple jurisdictions would take a tremendous amount of time. The cost could make such an effort unfeasible.

When finalized, this testimonial will be published on the MetroGIS general information website located at <http://www.metrogis.org/benefits/testimonials/index.shtml>.

There was no discussion of the other update topics listed in the agenda report.

Member Cook informed the Board of a technology conference that TIES is organizing and invited the members of the Board to attend. He offered to send information about to the Staff Coordinator to pass along the members.

The Staff Coordinator informed the Board that Professor Ian Masser had invited him to co-author an article about MetroGIS's organizational structure following the June 1 "Imagining Possibilities: The Next Frontier for Geographic Information Technology forum at which he was a keynote speaker". The article which was published in the in the September 2006 issue of the European publication GEOInformatics (See Attachment A or go to http://www.metrogis.org/documents/articles/06_09_MetroGIS_GEOInformatics_Sept2006.pdf).

8. NEXT MEETING

The next meeting is scheduled for January 17, 2007.

9. ADJOURN

The meeting adjourned at 8:15 p.m.

Prepared by:

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Christopher Kline
MetroGIS Support Team

ATTACHMENT A

(Chris please insert the PDF file that is located in the Board's 10/18 subdirectory – "prelm")



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Tom Workman,
Carver County

Roger Lake,
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

William Brown,
Chairperson

Hennepin County

Ned Phillips,
Vice-Chairperson
Rice Creek WSD

Staff Coordinator

Randall Johnson,

January 17, 2007

6:30 p.m.

Metropolitan Mosquito Control District Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

Agenda

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1. Call to Order and Introduce Commissioner Workman - Carver County's New Representative to the Board	
2. Accept Agenda	
3. Accept October 19th Meeting Summary	<i>action</i> 1
4. GIS Technology Demonstration: <i>(Effective Decisions Through Effective Data Distribution)</i>	14
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a) MetroGIS DataFinder Café Upgrade	
b) 2006 Regional GIS Projects	
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7. Information Sharing	58
a) New Coordinating Committee Officers Elected	
b) Presentations / Outreach / Studies	
c) Metro and State Geospatial Initiatives Update	
d) National/Federal Geospatial Initiatives Update	
e) December 21, 2006 Coordinating Committee Meeting Summary	
8. Next Meeting April 25, 2006	
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
Metropolitan Mosquito Control District Offices
October 18, 2006**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:30 p.m. and recognized Roger Lake who joined the Board as the water management organization representative, replacing retired member Fiskness. She invited Member Lake to introduce himself and then asked each of the other members and visitors to also introduce themselves.

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), Dan Cook (School Districts - TIES), and Tony Pistilli (Metropolitan Council).

Members Absent: Tom Egan (Dakota County), Randy Johnson (Hennepin County), Joseph Wagner (Scott County)

Coordinating Committee Members Present: David Arbeit, David Claypool, Will Craig, Rick Gelbmann, Jane Harper, Randy Knippel, Nancy Read (Chairperson), and Mark Vander Schaaf.

Visitors: Oriane Casale (MN DEED) and Jeff Matson (CURA)

Support Staff: Randall Johnson and Chris Kline

2. ACCEPT AGENDA

Member Pistilli moved and Member Schneider seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Delaney moved and Member Pistilli seconded to approve the July 19, 2006 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Minnesota 3-D: An Online Mapping System Designed to Close the Spatial Mismatch Between Affordable Housing and Living Wage Jobs

Will Craig, Associate Director of the Center for Urban and Regional Affairs (CURA) at the University of Minnesota and Member of the Coordinating Committee, introduced Oriane Casale (MN DEED) and Jeff Matson (CURA). Craig summarized the collaboration between CURA and DEED to manage the M3D project and role of the U.S. Department of Commerce's Technology Innovations Program (TIP) that funded it and that the project is in its third and final year of TIP funding. He explained that the primary objective of the project was to provide an online analytical tool capable of addressing issues related to resolving the mismatch between employment opportunities and housing. Another key objective of the M3D project was to create an environment where the user can leave to someone else the complex and time consuming, sometimes prohibitive, world of acquiring suitable data and manipulating it into a useable form prior to use.

Casale used three case studies to illustrate capabilities provided by M3D's online, GIS based application, which is designed to provide assist users with a host of analyses options related to the topic of community economic development, in particular those related to relationships between jobs and housing.

Matson then provided a live demonstration of M3D's capabilities. He showed the ease at which the user can find and use various components of the application and the speed that queries can be answered. He noted that the application contains over 90 data layers, many of which are obtained via MetroGIS DataFinder. Matson emphasized the efficiencies that are gained by the user via use of the M3D

application. That is, the ability to perform analysis without having to spend significant time and effort locating needed data and, in many cases, also having to spend considerable effort readying the data for use. He commented that the M3D project, ongoing support, and users are also benefiting greatly from the regional datasets that have been developed through MetroGIS's efforts. As a result of access to the regional datasets, seamless analytical capabilities for the seven-county region are available minimizing the user's need to support of complex and time consuming manipulation of data from multiple sources.

Chairperson Reinhardt recognized the leading edge and unique capabilities provided by the M3D application and asked how long the amalgamation of the data would have taken before the availability of this application. Casale and Craig collectively replied, stating that acquiring and analyzing the data associated with just one of the case study examples would have taken weeks, if not longer, a process which the user can now use the M3D application to accomplish in a matter of moments.

The Staff Coordinator added that the M3D application is the first to his knowledge to take advantage of the recent upgrade of MetroGIS DataFinder to support 35 Web Mapping Services. Several of these Services are being accessed directly by the M3D application via the Internet, providing the user access to up-to-date data without the M3D manager having to manually load it into the M3D application. The Staff Coordinator also commented that this application's use of Web Mapping Services is a tangible example of the vision for Statewide Geospatial Architecture presented to the Board by at its July meeting.

Members asked a number of questions including:

- Who is using the application? *Response: It has only been available in its present form for a couple of months. Known users include neighborhood group and community development interests. At least one community is also using the application. The City of Chaska is using it to evaluate where their residents are traveling to for work and what type of industry in which they are employed. This information is being used to identify employers to target for local community development policy making.*
- What is the smallest geographic analysis unit? *Response: block group?*
- How is user satisfaction gauged? *Response: Formal user satisfaction monitoring and analysis is a component of the project and is supported by Wilder Research.*
- Who can access the application? *Response: It is accessible, free of charge, by anyone who wishes to use it at <http://map.deed.state.mn.us/m3d>.*

The Staff Coordinator commented that this presentation was selected because of its relevance to the discussion planned for the pending Strategic Directions Workshop – what role should MetroGIS play in the fostering of solutions concerning applications that run on commonly needed geospatial data?

Board members thanked the presenters. (The presentation slides can be viewed at http://www.metrogis.org/documents/presentations/M3D_PolicyBoard_101806.pdf)

5. ACTION AND DISCUSSION ITEMS

a) Modification to Operating Guidelines – Decisions Between Meetings

Coordinating Committee Chairperson Read introduced the topic, informing the Policy Board that the Coordinating Committee had recommended the proposed modifications to MetroGIS's operational guidelines, as presented in the agenda report. Chairperson Reinhardt explained that changes had been made to an early version by the Committee at her request to insure consistency with Roberts Rules of Order, for which she thanked the Committee. She also noted that the proposed modifications had been sent to Board members on two occasions for comment and that none had been received.

Member Lake suggested and the group concurred that the appropriateness of the 10% threshold rule (Article II, Section 5b, 5th item) should be monitored, noting that it could be rather restrictive in a time-sensitive matter. Member Kordiak suggested and the group concurred to remove the phrase “as a consent item” from (Article II, Section 5b, last item) to provide the opportunity to discuss the item.

Member Pistilli questioned if voting conducted via email would constitute be a violation of the Open Meeting Law. This comment prompted a question as to whether the Policy Board is subject to the Open Meeting Law. Member Pistilli noted that even if the Board is not technically covered by the Law, the Board may want to continue to operate as if it were subject to the Law given elected officials comprise its membership.

Member Schneider stated that if the Policy Board is subject to the Open Meeting Law, then the modifications would not be permissible based upon extensive research that has been conducted by the City of Minnetonka and the League of Cities. Members agreed with the premise of authorizing between-meeting voting and concurred that if E-voting is not a viable option that delegation of the decision to an Executive Committee should be considered as a Plan B.

Chairperson Reinhart suggested, and the Board agreed, that the matter be tabled to the January 2007 Board meeting. Staff was directed to obtain an option as to whether or not the Policy Board is subject to the Open Meeting Law. If the Board is subject to this Law, the matter of delegating authority for between-meeting decisions to an Executive Committee would then be considered.

b) Preliminary 2007 Budget and Major Program Objectives

Coordinating Committee Chairperson Read summarized the recommendation of the Coordinating Committee concerning a preliminary 2007 Budget and Major Program Objectives for MetroGIS's "foster collaboration" function. She also commented that the proposed budget represents the status-quo pending the results of the February 8, 2007 Strategic Directions Workshop.

Read noted that one of the Committee's recommendations requests Policy Board authorization to use all remaining funds donated to MetroGIS to support pending efforts to update the Business and Performance Measurement Plan updates. The Staff Coordinator explained the source of the donated funds, that the remaining balance is approximately \$5,100, and that accomplishing the Plan Update processes planned for 2007 could make use of specialized consultant services that will likely exceed other available resources.

Member O'Rourke questioned whether a better use for the \$5,100 in donated funds might be to pay for any internal staffing expenses that may exceed the planned level of support (1.65 FTE) as opposed to designating it for outsourcing. Mark Vander Schaaf, Director of the Metropolitan Council Department that houses MetroGIS, clarified that the 1.65 FTE allocation is an internal allocation for work programming and that if the actual count is higher than 1.65 FTE, there will be no financial ramifications for MetroGIS.

Member Pistilli asked if funding had been set aside to pursue any new initiatives that may be identified at the February 8th Strategic Directions Workshop. The Staff Coordinator stated that the \$22,000 budgeted for Regional GIS Projects could be used for this purpose. The Staff Coordinator also suggested that an "official call" for candidate proposals not be made until following February 8th workshop.

Motion: Member Delaney moved and Member Pistilli seconded to:

- 1) Accept the preliminary 2007 MetroGIS Budget and Major 2007 Program Objectives, as proposed in the agenda report dated October 11, 2006 for MetroGIS's "foster collaboration" function and
- 2) Authorize expenditure of the balance of funds donated to MetroGIS for business and performance measurement plan updates, subject to the Chairperson's approval of specific expenditures.

Motion carried, ayes all.

c) 2007 Meeting Schedule

Member Pistilli moved and Member Lake seconded to set the following meeting schedule for 2007: January 17, April 25, July 25, and October 17. Motion carried, ayes all.

d) Preparations for Strategic Directions Workshop

Coordinating Committee Chairperson Read introduced the topic noting that the workshop is planned for February 8, 2007. Chairperson Reinhardt emphasized the need for Policy Board members to participate as the objective is to set policy direction to guide MetroGIS's efforts for the next 3-5 years. Chairperson Reinhardt also emphasized that a requirement of the event is that it must be "policy-maker friendly". The Staff Coordinator reported that an agreement-in-principle has been reached with the Professor John Bryson, University of Minnesota, to facilitate this workshop and that he was expressly sought out because of his demonstrated ability to keep the workshop focused at a policy level and for his ability to achieve objectives. The Staff Coordinator reported that a November 1 meeting is scheduled with Professor Bryson to clarify expectations and that formal invitations to the workshop are anticipated to begin in early November.

Read then shared several candidate discussion topics identified by the Coordinating Committee for which policy direction will be sought (e.g., resolving concerns raised by solutions that require dependencies on other organizations, refining data access policies related to non-government interests in light of technology options only recently possible, and clarifying policies related to citizen expectations of government concerning access to geospatial data.) Member Lake concurred that there is need to be clear on what the community does not want to do as well as to be clear on the why's for all policy implications.

Member Cook asked for clarification about how the results of the workshop would be used. Chairperson Reinhardt commented that the purpose of the workshop is to provide policy level direction for the Business Plan Update process scheduled to begin immediately following the workshop.

Member Pistilli inquired about the status of Intellectual Property Rights relative to regional data solutions. The Staff Coordinator explained that the producer organization (e.g., counties in the case of parcels) retains all intellectual property rights even when the data are aggregated into a regional product by a regional aggregator (e.g., Metropolitan Council in the case of parcel data) because changes to the source data are not permitted.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the topics listed in the agenda report.

7. INFORMATION SHARING

Chairperson Reinhardt called the Board's attend to a testimonial from Professor Shekhar, University of Minnesota, that was the topic of the Technology Demonstration at the Policy Board's April 2006 meeting, which includes the following quote:

In order to run the algorithms (contained in the subject evacuation planning application), the research team needed a variety of geospatial data, including road maps with capacity information and basic daytime population estimates. Much of the data they required were available free of charge on the MetroGIS DataFinder website.

"If we didn't have easy access to these datasets than the use of our algorithms would be extremely difficult if not impossible," said Dr. Shekhar. Collecting and verifying the data from multiple jurisdictions would take a tremendous amount of time. The cost could make such an effort unfeasible.

When finalized, this testimonial will be published on the MetroGIS general information website located at <http://www.metrogis.org/benefits/testimonials/index.shtml>.

There was no discussion of the other update topics listed in the agenda report.

Member Cook informed the Board of a technology conference that TIES is organizing and invited the members of the Board to attend. He offered to send information about to the Staff Coordinator to pass along the members.

The Staff Coordinator informed the Board that Professor Ian Masser had invited him to co-author an article about MetroGIS's organizational structure following the June 1 "Imagining Possibilities: The Next Frontier for Geographic Information Technology forum at which he was a keynote speaker". The article which was published in the in the September 2006 issue of the European publication GEOInformatics (See Attachment A or go to http://www.metrogis.org/documents/articles/06_09_MetroGIS_GEOInformatics_Sept2006.pdf).

8. NEXT MEETING

The next meeting is scheduled for January 17, 2007.

9. ADJOURN

The meeting adjourned at 8:15 p.m.

Prepared by:

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

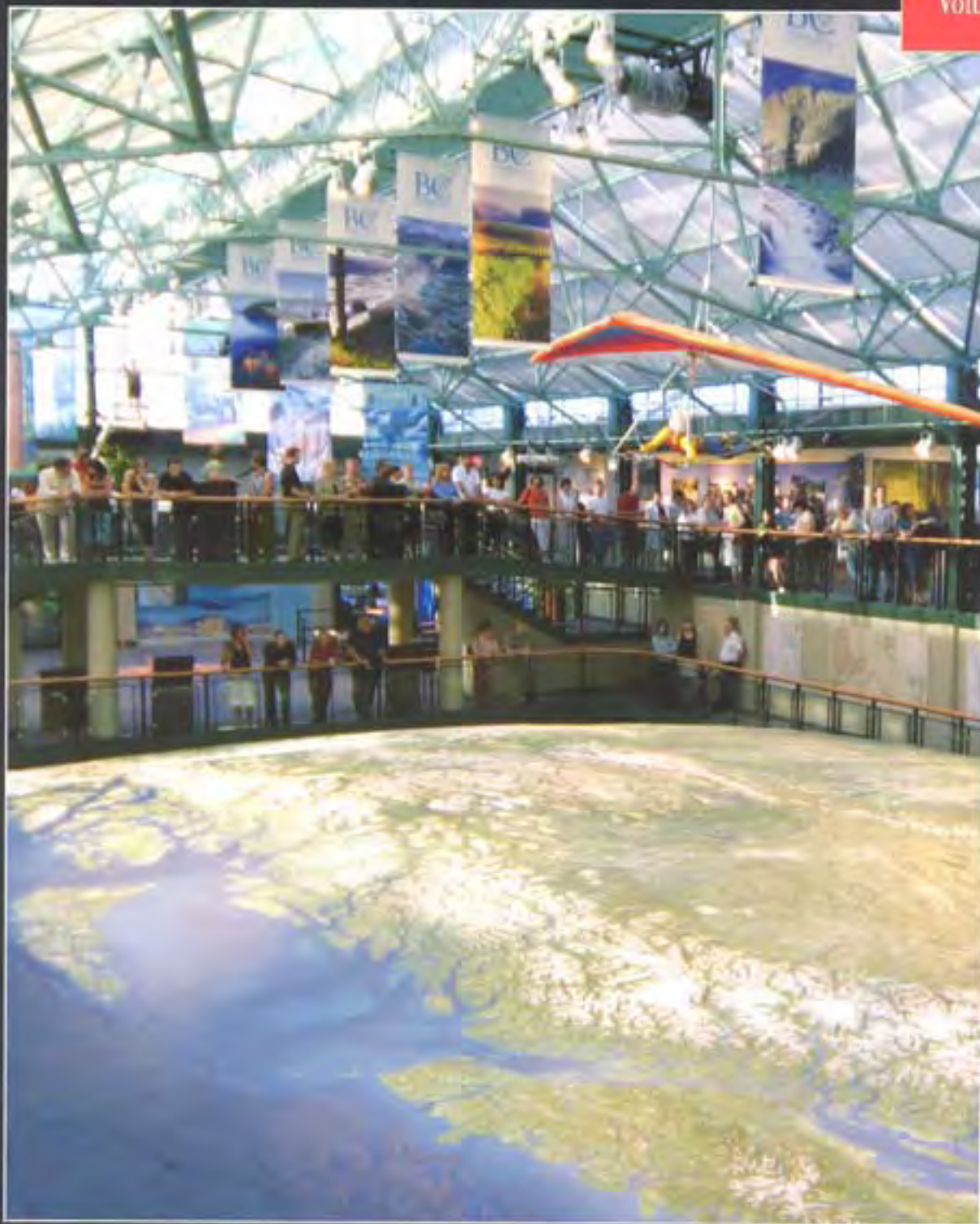
Christopher Kline
MetroGIS Support Team

GEOinformatics

Magazine for Surveying, Mapping & GIS Professionals

6

September 2006
Volume 9



- Special on INTERGEO & FIG Conference
- OGC and the Need for GEOSS
- Moving Toward a Broader LBS Eco-System
- Report ESRI International User Conference

Implementing SDIs through effective networking: the MetroGIS Geospatial Data Collaborative

Ian Masser and Randall Johnson

It has often been argued that effective networking is the key to successful SDI implementation but it is not often recognised that new types of organisation may be needed for such purposes. For this reason the experiences of the MetroGIS geospatial data cooperative are likely to be of interest to international as well as North American audiences.

Origins

Organizations in the state of Minnesota have a long tradition of cooperative development and use of geographic information system technology. Hereby they address issues that significantly affect the quality of life. In the early 1990s a number of local governments began to explore the benefits of GIS technology and state and regional government. Six of the seven counties that make up the Minneapolis–St. Paul metropolitan area made considerable investments.

The result was a plethora of conflicting data-access policies, inconsistent and time-consuming licensing requirements, and duplication of data-development efforts. Where data documentation existed, it varied significantly in quality and format. Small pockets of collaboration began to emerge as the GIS community became increasingly aware of the duplication of effort and expense that was occurring.

Guiding vision

MetroGIS was created in 1996 to improve the efficiency and quality of decisions made by governments in the Twin Cities area through widespread geospatial data sharing. The guiding vision of MetroGIS is to ‘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.’

Its goal has been to integrate into the day-to-day functions of stakeholder organizations the systems and procedures needed to sustain the desired data-sharing outcomes. The result is that both data users and producers share in the efficiencies of users being able to effortlessly obtain data needed from others, in the form needed, and when it is needed.

MetroGIS's comprehensive solution can be characterized as a distributed system comprised of three interrelated, technology dependent components:

- Coordinated production, maintenance, and documentation of regional data solutions for common information needs;
- A one-stop shop for discovery and distribution of data important to and consistent with stakeholder business functions (MetroGIS DataFinder);
- Knowledge sharing and fostering use of endorsed best practices through the general-information Web site, special purpose forums, and scheduled meetings of the policy Board and committees.



Figure 1 More than 300 local and regional government units serve the seven county Minneapolis Saint Paul metropolitan area

The MetroGIS concept

MetroGIS provides an innovative and effective system for collaboration between the geospatial data producer and user communities to assemble, document, and distribute geospatial data commonly used by the more than 300 local and regional government units serving the seven-county Minneapolis–St. Paul metropolitan area, see figure 1. It is a voluntary organization that provides an effective forum to identify common geospatial

data related needs, collectively define the organisational and technical solutions needed to address those needs, and share geospatial data knowledge. MetroGIS has no legal standing and, as such, cannot own data, hire staff, or finance projects. It relies on its stakeholder organizations to develop and maintain all data, develop and support data-distribution tools, and finance its staff and project needs. The key to MetroGIS's ability to accomplish institutional changes needed to achieve the vision of both the MetroGIS community is its unconventional organizational structure. Its Policy Board consists of 12 elected officials from its core local and regional government communities - counties, cities, school districts, watershed districts, and regional government. These members are appointed by their respective communities to the Board, which has no formal legal standing, see figure 2.

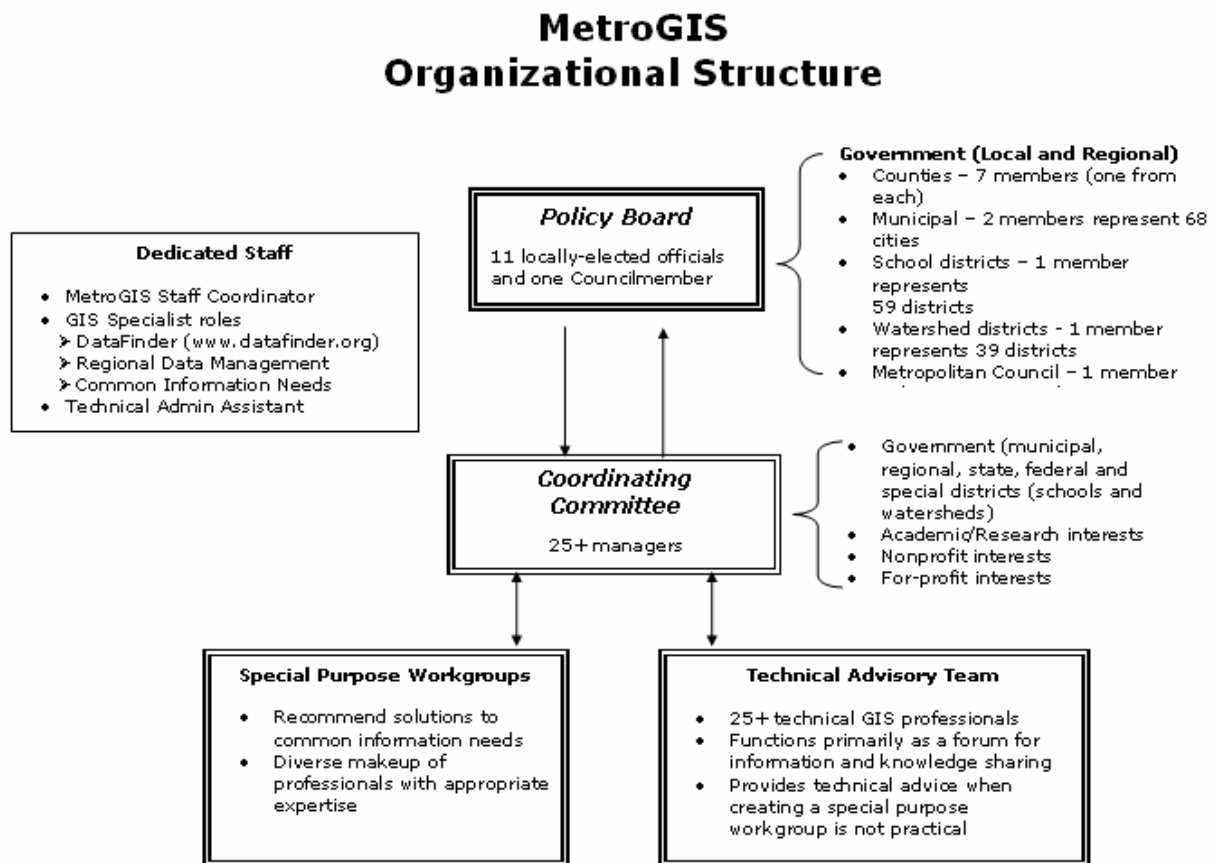


Figure 2 The Policy Board is supported by a 25 member Coordinating committee

The Policy Board is supported by a 25-member Coordinating committee. This provides a forum to discuss MetroGIS design, implementation, and operations. It defines goals and issues for strategic work groups, and makes recommendations to the Policy Board. Its members are drawn from a wide variety of public, academic, private, nonprofit, and for-profit stakeholders of MetroGIS.

MetroGIS has been successful because it focuses on both technology and building interorganisational relationships, and it raises issues to a level of public purpose. This structure ensures that “all relevant and affected interests are involved, dominated by none.” At the outset, participants recognized that conventional hierarchical, command-and-control structures would not be capable of building and maintaining the trust relationships needed to bring all essential participants to the table or of overcoming fears of “hidden agendas.”

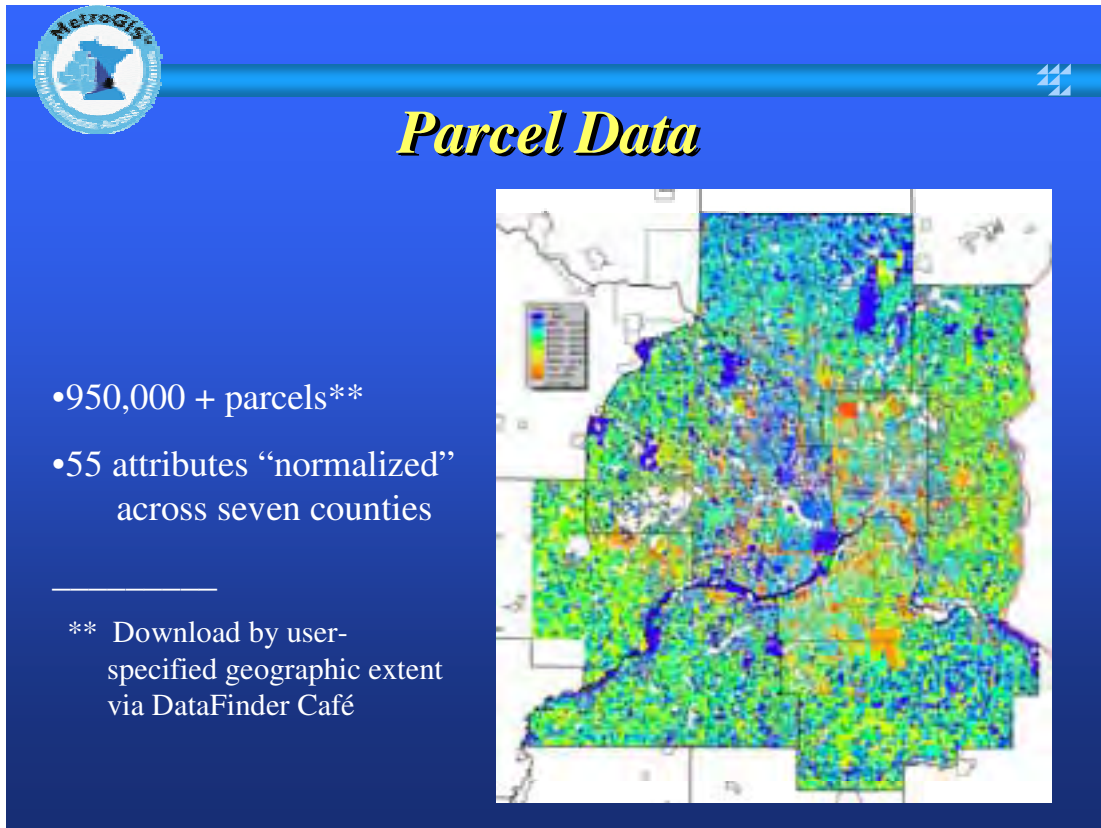


Figure 3 The seven individually produced county parcel data sets have been assembled into a single regional solution with attributes that have been reformatted to have consistent names, character types and sizes

Current status

During its ten year lifetime MetroGIS has had a significant positive impact on improving the efficiency of government operations in the Twin Cities area. The primary reasons for the improved efficiencies include: reduced duplication of effort to find and use data; access to data not previously available; cost avoidance through collaborative solutions;

improved data quality; and greater understanding of the community's geospatial data needs and opportunities through increased networking.

Benefits of regional data solutions to common information needs include



- Uniform data solutions across the seven-county area, notwithstanding that in most cases each regional data set is an assembly of several components or primary data sets. For example, the seven individually produced county parcel data sets have been assembled into a single regional solution with attributes that have been reformatted to have consistent names, character types, and sizes, see figure 3.
- Interoperable regional data solutions which significantly reduce the time and effort needed to manipulate data for use once it is located and obtained.

The experience of the Metropolitan Mosquito Control District is a good example of these benefits. Prior to access to MetroGIS data, district staff spent thousands of dollars and many hours acquiring, downloading, manipulating, and reconciling parcel data from seven different counties to generate accurate and comparable field maps. Now the data is free and can be downloaded from one spot. Quarterly updates are available at no charge. In just two months after an updated and enhanced parcel data set was released in early 2005, nearly 50 organizations had sought and obtained licenses for access to this data.

Experiences

Riley-Purgatory-Bluff Creek Watershed District has also benefited considerably from MetroGIS. The District works with other government bodies to regulate storm water runoff, improve water quality, and provide recreation. GIS Specialist Tim Anderson, from the District's consulting firm, Barr Engineering, explains that before MetroGIS, his firm had to spend time and money getting data from two separate counties and several cities and then reconciling the data. Through the MetroGIS data-sharing agreements, that data can be downloaded for free and is often contained in a regional dataset that doesn't require any further work to piece it together. "This represents a savings for our clients because we don't have to generate or look for the data," Anderson said.

The City of Roseville's experience is similar to those described above. Roseville is a first-ring suburban community of 33,690, situated just north of St. Paul. It is home to more than 2,200 businesses that employ more than 39,000 people, many of whom live outside the city. The culture of data-sharing facilitated by MetroGIS, and its easy data access tool, DataFinder, make cross-jurisdictional analysis not only possible but quick and easy, see figure 4. 'Having an organization that coordinates the sharing of data is a much more efficient mechanism than having all the region's cities, and other organizations, spending time to acquire the data individually' said Dennis Welsch, Roseville's community development director. 'The bottom line is better service to the public – by enabling management and elected officials to make more informed decisions because of access to the wealth of information that can be processed and displayed using GIS.'

DataFinder: Internet Data Discovery and Retrieval Tool


Suite of Functions

DataFinder Catalog
Metadata grouped by the 19 ISO Data Theme Categories

DataFinder Search
Node of National GeoSpatial Data Clearinghouse

DataFinder Café
Bundles & downloads selected data for specified geographic extent, in multiple formats

- 620+ downloads/mo. (2005)
- 136 datafiles available



(www.datafinder.org)

Figure 4 The culture of data sharing facilitated by MetroGIS, and its data access tool, DataFinder, make cross jurisdictional analysis quick and easy

MetroGIS from an international perspective

The experiences of MetroGIS show what can be achieved through effective networking through new kinds of organisation at the metropolitan level to implement SDIs. Despite the collaborative's reliance on consensus decision making procedures it has proved a remarkably robust model for interagency networking over the last years and is therefore of considerable interest to the international SDI community as well as a north American audience.

One factor that underlies the success of MetroGIS is the key role that local politicians have played in the development of MetroGIS through their participation in its Policy Board. This has been very important in building up support for its activities amongst the key stakeholders and giving it some measure of protection from external threats during this period.

The other main factor behind MetroGIS's success is the extent to which it is the product of enlightened self interest on the part of its stakeholders. During the ten years that it has been in operation MetroGIS has built up a core of active users in a wide range of

agencies who are able to access data that they regard as being of importance to their work through MetroGIS. MetroGIS is also attractive to politicians and taxpayers because it saves money and makes better use of existing resources. The only direct cost of its operations is the \$200,000 that is paid annually by the Metropolitan Council to cover the costs of coordination. However, the seven counties also contribute the equivalent of 20 FTE staff time each year through the work that they carry out with respect to the core land parcel database and a state agency and the University of Minnesota also contribute to the collaborative solutions.

Regional solutions

The value added dimension of MetroGIS to users is that it provides regional solutions to common information needs. No single entity in the Twin Cities has the charge to secure the regional solutions that have been achieved through MetroGIS's efforts, due to the diversity of business needs being served. In a recent program evaluation study of the value of MetroGIS, the Metropolitan Council found that other metropolitan governments in the United States, with similar responsibilities, are paying 5 to 6 times its \$200,000 investment for similar and, in some cases, less robust data. The Council's unanimous conclusion was that MetroGIS is not only extremely economical for its needs but that it is also providing significant benefits to the region as a whole through the leveraging and coordination of existing investments by a host of data producers closest to the source of data commonly used by many.

Further information

MetroGIS websites - www.metrogis.org and www.datafinder.org.



TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration
(*Effective Decisions Through Effective Data Distribution*)

DATE: January 4, 2007
(*For the Jan 17th meeting*)

INTRODUCTION

The focuses of the GIS Technology Demonstration at the January Policy Board meeting will be threefold:

- 1) Demonstrate how the capabilities of MetroGIS DataFinder (www.datafinder.org) are assisting public and non-public organizations improve service delivery and internal efficiencies.
- 2) Demonstrate how existing data services, currently available via DataFinder, are being merged with new increasingly popular "GIS like" technologies (e.g., Google Earth) and how the information obtained through use of these technologies is being used to improve community-based decision support by traditional, as well as, non-traditional users of geospatial data.
- 3) Talk about why these new GIS-like technologies can NOT replace the analysis capabilities achieved through a traditional "shop GIS" but can be leveraged to extend the functionality of data services provided by MetroGIS.

The two presenters are each members of the Coordinating Committee representing the private sector and non-profit organizations. They are Chet Harrison (CB Richard Ellis) and Sally Wakefield (1000 Friends of Minnesota).

RELEVANCE TO FEBRUARY 8TH STRATEGIC DIRECTIONS WORKSHOP

Google Earth (<http://earth.google.com/>) and similar "GIS-like" technologies are rapidly becoming mainstream technology used to support day-to-day services of stakeholders within the MetroGIS community. These capabilities did not exist when the 2003-2005 MetroGIS Business Plan was prepared. As these new-generation technologies gain favor by the public, the demand for government to incorporate them into day-to-day services is expected. As such, this presentation is offered to help Policy Board members better understand these technologies and how they relate to MetroGIS's current efforts in preparation for policy-related discussion anticipated to occur at the February 8th Strategic Directions Workshop.

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

PREVIOUS GIS TECHNOLOGY DEMONSTRATIONS

- Oct. 2006 ...*Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs*
- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *(No presentation)*
- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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: Policy Board

FROM: MetroGIS Staff Support Team
Chairperson: William Brown, Hennepin County
Contact: Randall Johnson (651-602-1638)

SUBJECT: 2006 Major MetroGIS Accomplishments

DATE: January 4, 2007
(For the Jan 17th Meeting)

REQUEST

The purpose of this report is to share a listing of MetroGIS's major accomplishments in 2006 with the Policy Board for comment. This information will be used to generate the 2006 Annual Report, the theme for which is proposed to be "how the existence of MetroGIS is making a difference and facilitating e-government solutions while doing so". (A detailed listing of activities and accomplishments is available upon request.)

COORDINATING COMMITTEE CONSIDERATION

At its meeting on December 21, 2006, the Coordinating Committee accepted the subject listing of major accomplishments for 2006 and the suggested theme for the 2006 MetroGIS Annual Report.

MAJOR ACCOMPLISHMENTS DURING 2006

MetroGIS's impacts were demonstrated in 2006 through improved access to data produced by others, in the form needed, and by continued leveraging of resources through partnerships and collaboration.

Significant accomplishments in 2006 included (listed in relative order of importance):

- ✓ Received endorsement from the Metropolitan Council, as a result of a year-long study, that MetroGIS is serving a critical function for Council as well as providing substantive value to the region as a whole.
- ✓ Realized continued growth in data distribution activity via DataFinder.
- ✓ Hosted a forum entitled "Imagining Possibilities: The Next Frontier for Geographic Information Technology" that was attended by over 200 individuals. Several Coordinating Committee members concurred with Will Craig's statement that this was the best event he has attended in over 10 years and that it has had significant impact.
- ✓ Reached agreement with The Lawrence Group (TLG) to continue to provide access to the TLG Street Centerline Dataset as the endorsed regional street centerline data solution, including the first policy for view-only public access to licensed data.
- ✓ Fostered identification of five public-private partnering opportunities, through discussions with non-profit and for-profit interests, to address common geospatial needs for consideration during 2007 Business Planning initiative.
- ✓ Fostered discussion among county officials to investigate the possibility of permitting licensed access to parcel data, without fee, by specified non-profit interests on a county-by-county basis.
- ✓ Upgraded DataFinder and DataFinder Café to once again provide state-of-the-art data discovery and access capabilities.
- ✓ Washington County concluded a pilot project for MetroGIS regarding development of a regional solution for water management organization jurisdictional boundary data and presented a recommendation to the Mn Board on Soil and Water Resources (BSWR) that it serve as the regional custodian/area aggregator.
- ✓ Produced a ninth testimonial to the benefits of MetroGIS's efforts – U of M Computer Sciences Department (Dr. Skehkar's emergency evacuation application).
- ✓ Made substantive progress toward to set the stage for launching Business Plan Update initiative in 2007.
- ✓ Funded two Regional GIS Pilot Projects (Web Services Broker Project managed by the Mn Land Information Center and Needs Assessment for Web-Based Address Editing Application to be conducted by URS Corporation.) Funding is provided by the Metropolitan Council in its role as custodian of the "foster collaboration function for MetroGIS.
- ✓ Aligned proposed regional address standards with proposed national standards and demonstrated they are achievable.

RECOMMENDATION

That the Policy Board suggest any additions and/or modifications to the:

- 1) Summary of major MetroGIS accomplishments in 2006 listed herein.
- 2) Proposed theme for the 2006 annual report of "how the MetroGIS's efforts are making a difference and facilitating e-government solutions while doing so".

REFERENCE SECTION

As has been the case for the past several annual reports, the single page, double-sided format, written from Chairperson Reinhardt's perspective, is proposed. The report would again be distributed in combination with an informational brochure, which was last updated in 2004. Production of a new brochure is suggested in 2007 to reflect the results of the pending Business Plan Update process. Last year's brochure can be viewed at http://www.metrogis.org/about/annual_reports/05brochure.pdf.



TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2006 Annual Performance Measurement Report

DATE: January 4, 2007
(For the Jan 17th meeting)

INTRODUCTION

The draft 2006 Annual Performance Measures Report (separate document), dated December 21, 2006 is presented for the Policy Board's acceptance. Direction is also requested on several matters relating to future Performance Measurement-related procedures and activities. The Report is organized around four MetroGIS outcome statements defined in Performance Measurement Plan, adopted by the Policy Board in 2002.

COORDINATING COMMITTEE CONSIDERATION

On its December 21, 2006 meeting, the Coordinating Committee recommended that the Policy Board accept the 2006 Annual Performance Measures Report, along with conclusions noted below. In addition, the Committee acknowledged that when MetroGIS's Performance Measurement Plan is updated, following Update of the Business Plan (Agenda Item 5d), the topic of setting performance measurement targets should be considered. That said, the consensus at this time is that setting targets is at best premature. Some of the members expressed concern that the process of setting targets would be an arbitrary exercise that would take time away for the value that can be received from simply evaluating reasons for trends detected in the data currently collected.

However, all agreed that the metrics currently captured are valuable for evaluating trends and identifying where changes are occurring so that adjustments can be made to rectify problems and support good outcomes. All concurred that MetroGIS should continue to use the existing metrics to analyze trends and determine where to focus MetroGIS's efforts.

MAJOR PERFORMANCE MEASUREMENT FINDINGS AND CONCLUSIONS

The findings and conclusions presented below represent an overview of a more detailed analysis presented in the actual annual report

(http://www.metrogis.org/teams/pb/meetings/07_0117/5b_PerformanceMeasurementReport_2006_final.pdf).

1. Ease of Data Discovery and Access

- **Use** of the two endorsed **regional applications** (mailing labels and socioeconomic web resources page) nearly **doubled**. This result supports a policy statement in the current Business Plan noting that addressing common information needs often involves securing data and an application(s) to use those data to answer particular question(s).
- **Searchable metadata** records and **downloadable datafiles** in DataFinder **increased by 17** (9.0 percent) **and 7** (4.6 percent), respectfully.
- Data discovery and **downloading events** were essentially the **same as last year**. This result, notwithstanding an increase in records could be a result of DataFinder Café not functioning for much of the year.

Comments/Suggested Action:

- 1) The software platform for DataFinder Café was replaced in October 2006. The new platform supports the functionality provided by the former platform, plus it provides the capability to distinguish among use of web mapping services, not only from downloads of source data but it can also distinguish online browsing of data from actual use of a web mapping service as a data

source. Distinguishing between these differing capabilities is important to understanding user needs and should be captured and documented in future Performance Measurement Reports.

- 2) Modifications to the current performance measure metrics should be pursued to provide a means to effectively integrate data use reporting metrics with those for MetroGIS supported applications.

2. Data Currency and Usefulness (Endorsed Regional Data Solutions)

- All **endorsed regional data solutions** were **maintained to the specifications** established by the MetroGIS community.
- “**Endorsed regional data solutions**” comprised **46 percent of the total downloads** in 2006.
- All **six regional solutions** were **in the top eight most often downloaded datasets** in 2006.

Endorsed regional datasets (*for which data access metrics are maintained by MetroGIS*):

Dataset⁽¹⁾	# of Downloads	2006 Rank
County & Municipal Boundaries	832	1
Parcels	793	2
Census Demographic Profiles	793	3
Street Centerlines	419	4
Census Geography (e.g. tracts and blocks)	311	7
Planned Land Use	183	8

⁽¹⁾ Eight regional solutions have been enacted by MetroGIS but only six are tracked for purposes of Performance Measurement Reporting. Land Cover is distributed by DNR, its custodian. The Land Cover metadata record is posted on DataFinder but directs the user to DNR's website. The Unique Parcel ID solution is a component of the Regional Parcel Dataset and, thus, not tracked separately.)

Comments/Suggested Action:

- 1) These results, together with similar strong results in all previous reports past years corroborate that MetroGIS's efforts to create sustainable regional solutions to common information needs are serving a valuable service.
- 2) Gaining further insight into benefits realized through use of endorsed regional solutions should be a focus of the User Satisfaction Survey planned as part of the 2007 Business Plan Update project.
- 3) Work with DNR to capture/report download statistics for the regional Land Cover dataset.

3. Internal Efficiencies, Level of Cooperation

- **Ten (10) stakeholder organizations** continue to effectively support **23** distinct primary and regional **custodian roles** in accordance endorsed regional solutions to common geospatial needs.
- The **number of organizations** utilizing DataFinder to **publish metadata** (18) and / or actual **geospatial files** (10) remained the **same as last year**.

Comments/Suggested Action:

- a) The pending Business Plan Update process should corroborate that core stakeholders are comfortable with their respective roles and contributions and if not, strategies should be identified to address any concerns. Sustaining long-term solutions to common information needs requires all parties to achieve a level of comfort that their respective contributions equate to less cost than pursuing solutions on their own.
- b) In accordance with achieving the objective of MetroGIS DataFinder serving as a one-stop-shop for geospatial data, increased outreach efforts should be pursued to encourage data producers, who are not currently taking full advantage of the existence of DataFinder to consider using it (or increasing their use) to share knowledge of their data holdings and leverage its one-stop-shop distribution potential.

4. Decision Making, Service Delivery

One testimonial to the benefits of MetroGIS's efforts was produced in 2006, for a **total of nine**.

Comment/Suggested Action: User testimonials to the value gained from MetroGIS's efforts should continue to be developed, as they are presently the only method available to assess MetroGIS's impact on improvements to its stakeholders' internal organizational effectiveness and efficiency.

RECOMMENDATION

That the Policy Board accept the MetroGIS 2006 Performance Measurement Report, dated December 21, 2006 and the follow-up conclusions and recommended actions noted herein.

REFERENCE

GENERAL BACKGROUND

1. This is the fifth annual Performance Report produced about MetroGIS. The four previous reports can be viewed at http://www.metrogis.org/benefits/perf_measure/index.shtml. Much of the analysis related to MetroGIS DataFinder capabilities and use.
2. The Policy Board has requested a performance measures based report on MetroGIS's activities on an annual basis. Presentation of the annual report has occurred at the Board's January meeting in the past. To accommodate this schedule, an October 1 to September 30 time frame has been used.



TO: MetroGIS Policy Board

FROM: Beyond Government Users Workgroup
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Beyond Government Users – Partnering Opportunities

DATE: January 8, 2007
(For the January 17th meeting)

INTRODUCTION

The Beyond Government Users Workgroup has identified five prospective public-private partnership opportunities to achieve common geospatial needs. This agenda item is brought to the Policy Board at this time to identify any additional information desired by the Board prior to considering these proposals at the February 8th Strategic Directions Workshop.

PRIOR POLICY BOARD CONSIDERATION

At its January 2006 meeting, the Board adopted the following principles to guide consideration of prospective public-private partnering proposals

- Value added to public sector assets from non-public sources is encouraged provided it does not detract from the public sector objective.
- Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- Contributions can be comprised of funds, data, equipment and/or people.
- Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

THEMES OF PROSPECTIVE PARTNERING OPPORTUNITIES

The following five themes are offered by the Workgroup as opportunities to achieve widespread partnering by government and non-government interests to address common geospatial needs:

- *Foster Statewide Adoption Of Principles that Underpin MetroGIS.*
- *Foster an Open Source Data Model*
- *Implement ApplicationFinder Concept (In progress - pilot project funded December 2006)*
- *Foster a Marketplace For Geospatial Resources*
- *Expand Policy Board Membership To Include Non-Government Interests*

Refer to Attachment A for a brief “opportunity statement” for each of these proposals and to the Reference Section for a summary of the process through which the subject proposals were developed.

RECOMMENDATION

That the Policy Board identify any further additional information it desires, regarding the subject opportunity proposals, prior to considering them at the February 8th Strategic Directions Workshop.

REFERENCE SECTION

Educational Forums – Preparations for February 2007 Strategic Directions Workshop:

MetroGIS hosted the following forums and follow-up efforts to provide foundation information for the MetroGIS Strategic Directions Workshop that is scheduled for February 8, 2007 (Agenda Item 5d).

A. Beyond Government Users Initiative - Defining Collaborative Partnering Opportunities.

- 1) Phase I: On November 15th, 2005 MetroGIS hosted the “Beyond Government Users: Future Directions for MetroGIS”. The Policy Board asked for this type of forum to be hosted at its April 2005 meeting.

The Forum summary report can be viewed at

http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf. Twenty-nine individuals attended, representing 27 for-profit and 2 non-profit interests. The attendees concluded that collaborative opportunities with government interests should be investigated in three topical areas:

- How can we work together to reduce costs?
- What innovations can we work together to develop?
- How can we promote a statewide GIS cooperative effort?

Forty-five candidate ideas were identified for consideration within these three topical areas.

- 2) Phase II: A Workgroup comprised of several individuals who attended the November 15, 2006 workshop met three times in August and September 2006 to mature ideas identified at the forum the forum. The group focused its efforts on five opportunity themes and developed detailed proposals for two of the five themes in accordance with the following principles established by the Policy Board at its January 2006 meeting to govern prospective partnerships with non-government interests (see the Prior Policy Board Consideration section).

B. *Imagining Possibilities Forum*: On June 1, 2006 MetroGIS hosted a forum entitled “Imagining Possibilities: The Next Frontier for Geographic Information Technology”. (See <http://www.metrogis.org/specialevents/techpossibilities/index.shtml> for a summary document and information about the four national and internationally respected keynote speakers) 228 individuals participated. The keynote speakers offered an amazing array of possibilities which will be considered as the MetroGIS leadership decide MetroGIS’s next-generation priorities. The “big ideas” shared at this forum will be used to facilitate discussion of strategic initiatives that MetroGIS should pursue over the next few years.

Participants - Beyond Government Users Workgroup

The following individuals participated on this workgroup:

- John Carpenter, Excensus Ltd
- Jason Johnson, Welsh Companies
- Sally Wakefield, 1000 Friends of Minnesota (*MetroGIS Coordinating Committee*)
- Will Craig, Center for Urban and Regional Affairs, U of M (*MetroGIS Coordinating Committee*)

ATTACHMENT A

Beyond Government Users Partnership Opportunities (To address common geospatial needs)

The purpose of MetroGIS's "Beyond Government Users" initiative was to investigate opportunities for partnering between non-government and government interests which serve the seven-county, metropolitan area to address common geospatial-related needs. The following "opportunities" were identified through a process that began with a forum¹ in November 2005. The forum was then followed by workgroup process through which several participants² of the forum refined those opportunities they believed to be the best and most achievable. Summaries of each of the following opportunities are provided in this Attachment:

- ***Foster Statewide Adoption Of Principles That Underpin MetroGIS.***
- ***Foster An Open Source Data Model***
- ***Implement ApplicationFinder Concept***
- ***Foster a Marketplace For Geospatial Resources***
- ***Expand Policy Board Membership To Include Non-Government Interests***

Each of these proposals, to the extent currently conceived, is consistent with the Evaluation Criteria identified by the Policy Board at its January 2006 meeting:

- Value-added to public sector assets is encouraged provided it does not detract from the public sector objective.
- Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- Contributions can comprise of funds, data, equipment and/or people.
- Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

¹ A summary of the event can be viewed at www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf

² The Workgroup was comprised of John Carpenter, Excensus; Jason Johnson, Welsh Companies; Sally Wakefield, 1000 Friends of Minnesota; and Will Craig, U of M CURA

1. FOSTER STATEWIDE ADOPTION OF PRINCIPLES THAT UNDERPIN METROGIS

Leader drafter: Will Craig (Version 2, October 23, 2006)

What: MetroGIS was built on the principle that data should be shared among all stakeholders – at least governments and academia. It has facilitated sharing with the help of the Metropolitan Council as a regional custodian of data, self-defined standards, common licenses, and the DataFinder website. Equally importantly, MetroGIS has provided a forum for stakeholders to work together to identify problems of common interest and their solutions. Ways need to be explored to encourage similar principles and activities in Greater Minnesota.

Example: The Minnesota Department of Natural Resources has a very tough time getting local parcel data in central Minnesota, for two reasons: 1) lack of data standards and 2) every county has a unique licensing process. Local school and watershed districts have similar difficulties. Counties have a hard time both enforcing their license agreements and getting their data used by relevant stakeholders. Common access agreements would aid DNR as well as local school districts. Moreover, data standards would allow counties to share data with each other.

Why MetroGIS Cares: Many Metro entities straddle the metro/collar fringe, including E911. Other people working on similar goals might provide solutions we could use. Their endorsement of our efforts gives us gratification and glory.

Why Private Sector Cares: Business activities and opportunities do not stop at jurisdictional boundaries. This includes utilities and others.

Potential Options:

- State provides resources similar to what Metropolitan Council did for MetroGIS.
- MetroGIS and Governor's Council develop and market standard parcel license.
- Private sector is involved as the provider of parcel mapping services (e.g., ProWest has contracts with many counties for developing and supporting parcel mapping)
- Regional Development Commissions, where they exist, play the role of Metropolitan Council.
- Grassroots GIS user groups take the lead. The Pine-to-Prairie User Group may be the prime example. A nascent County GIS Directors group appears to be forming.
- More formalized cooperatives, something like the Central Minnesota Regional Technical Advisory Committee, which is developing a common portal for five counties and the City of St. Cloud.

2. FOSTER AN OPEN SOURCE DATA MODEL FOR METROGIS

Lead Drafter: John Carpenter (Version 1, November 1, 2006)

What: The linear pattern of GIS data development that characterized the early years of MetroGIS has changed. There is now a robust marketplace of public and private sector GIS application developers and users in the Twin Cities. With this growth has come an increasing interest in building upon parcel base data sets obtained through MetroGIS and the originating counties. They view the parcel geographies, for example, as a unique and stable backdrop for constructing various kinds of map overlays. In addition, property and land use attributes can be of considerable value in development of various kinds of GIS overlay products. In the course of developing these applications, developers are also discovering ways to augment and improve the source data based on other sources of information at their disposal.

At present, licensing restrictions do not permit parcel geographies to be incorporated into web-based applications and few if any of the improvements to the parcel attributes are finding their way back to the source data sets. Ways need to be explored to encourage collaborative development and sharing this area.

The Open Source software development model would seem to offer a well-accepted framework for collaborative public/private data sharing and data improvements in the Twin Cities GIS community. In this framework, users are typically granted free access to the latest version of the application code and agree to share improvements they make to the software. The process is self-policing, meaning that a dedicated core of users undertakes a careful review of code changes to ensure that the software remains secure and reliable. The result of this collaboration of users is the very fast and affordable development of high quality technologies and software products.

How this could work: By applying the Open Source Data Model concept to parcel development, for example, the GIS user communities (both public and private) in the Twin Cities might cooperatively agree to post all corrections and improvements to the parcel geographies and attributes in exchange for less restrictive uses for the data, including incorporation parcel base raster images into web-based applications. A core group of users, operating under the auspices of the MetroGIS, would be responsible for assessing or rating incoming data changes. All user submissions would be kept in a separate, fully documented data warehouse for use by others. The counties would still have responsibility for ensuring the accuracy and reliability of the parcel data sets, but would be able to draw upon any of the contributed changes.

Why MetroGIS Cares: Building an active, collaborative base of GIS data user is at the core of the MetroGIS mission. Given limited public sector budgets and the growing interest and resources of non-public users, adoption of the Open Source development model seems not only reasonable, but essential.

Why Private Sector Cares: There is a significant cost to GIS application developers in reprocessing property and land use data sets to incorporate new construction changes, correct errors, or to fill-in missing field entries. Many of these costs are repeated each time an update is produced. Collaboration offers the potential to significantly reduce many of these costs.

Potential Benefits:

- Improved data quality and timeliness.
- Expanded access to parcel data for GIS application developers willing to return new or enhanced data sets deemed of value to others.
- Reduced costs for development and updating of core data sets.
- Expanded uses and market place exposure for parcel-based data that in turn increases the perceived public value and demand of this information.
- Implement effective ways to integrate data from multiple sources
- Investigate potential for processes to post suggested corrections for consideration by the custodian.
- Implement a process(es) to return improved data to the data stream.

3. IMPLEMENT APPLICATIONFINDER CONCEPT

The Workgroup concluded that the Regional GIS Project funded December 2006 and entitled “Geospatial Services Directory and Broker” is consistent with the intent of the November 2005 Forum participants and, therefore, the objective to foster consideration of this opportunity has been satisfied.

The in-progress pilot project calls of the Mn Land Management and Information Center (LMIC), in conjunction with the Metropolitan Airports Commission, to develop and implement a directory of shared geospatial web services and software components and tools for the MetroGIS stakeholder community. Specifically, the following capabilities will be developed:

- **A Catalog of Geospatial Services.** The catalog will be initialized with data produced from the Governor’s Council on Geographic Information (GCGI) Shared Geospatial Services survey.
- **Catalog Maintenance, Query and Search Tools.** A user interface that provides catalog maintenance, query, and search functions similar to those developed for the MN Geographic Data Clearinghouse.

- **Shared Service Use Demonstration.** An application broker that demonstrates the interactive use of LMIC's Open Geographic Consortium (OGC)-compliant Web Mapping Services (WMS) Image Server as an example of a hosted shared service that directly supports applications meeting MetroGIS business needs.
- **Geospatial Toolkit Library.** An on-line repository for applications and software code that is available to MetroGIS member organizations.

4. FOSTER A MARKETPLACE FOR GEOSPATIAL RESOURCES

Lead Drafter: Entire workgroup (August 29, 2006)

What:

This opportunity builds on the "Opportunity 2: Foster an Open Source Data Model for MetroGIS". Realization of a geospatial resources marketplace concept, could greatly enhance geospatial data and application access options, with acquisition arrangements ranging from bartering to subscriptions. The marketplace should place special attention to fostering outsourcing of application needs, as well addressing the preferences of some users who will want to bring an application in-house to experiment with the code and functionality themselves. Another focus should be on applications and web services that are not part of the standard desktop suite (e.g., commercial GIS software).

How This Could Work/Example

To fully achieve the potential of the open source data model, the various sectors/interests need to better understand the geospatial resources of others and what might be valuable to their needs. A series of *focus groups* among the various interests is suggested to identify potential connections. All interests should be invited to participate, regardless of their current capabilities as their ability to contribute may not be readily identifiable at this time. Topics that should be explored include data produced and used as well as capabilities to use and produce geospatial products. The goal should be to expand the user community (market), not close it down when budget constraints exist or are pending.

Why MetroGIS Cares/Why Private Sector Cares

- Expanded access to the geospatial data resources would facilitate application development that, in turn, would create opportunity for the public and non-public sectors to leverage for their particular needs.
- Maintaining trust in data accuracy, completeness, and availability are critical components to achieving the fundamental objectives of MetroGIS - minimizing duplication of effort and broad leveraging of existing resources.
- Public-private leveraging of existing investments provides opportunities greater than either sector can achieve on its own.
- Expansion of the user base (regional data solutions) expands potential partnerships to pursue collaboratively other next-generation enhancements valuable to all.
- A distributed system of producers of property related data is suggested that creates a one-stop access point for parcel-related data produced by government and non-government interests alike.

Potential Options

TDB

5. EXPAND POLICY BOARD MEMBERSHIP TO INCLUDE NON-GOVERNMENT INTERESTS

Lead Drafter: Entire workgroup (August 29, 2006)

What:

Amend the Operating Guidelines to expand Policy Board membership and include one of more senior officials from non-profit and for-profit interests valuable to achieving MetroGIS's vision and objectives.

Example

Expand the current eleven-person Policy Board, which is comprised of representatives from city, county, water management district, school district and regional governmental interests, to include one or more senior non-profit and for-profit officials.

Why MetroGIS Cares

Participation of leadership from the non- and for-profit communities on the Policy Board could result in collaboration opportunities valuable to government community that might not otherwise be identified. For instance, the presentation to the Policy Board in April 2006 by Professor Shekhar (http://www.metrogis.org/teams/pb/meetings/06_0419/Shekhar_presentation.pdf) has resulted U. S. Bank Corporation's investigating working the MetroGIS to address its emergency management needs.

Why Private Sector Cares

- Leverage investments to jointly address opportunities important to non-government as well as the MetroGIS communities.
- Improve efficiencies and service delivery
- Improve communication between the sectors concerns geospatial needs and opportunities.

Potential Options

TBD



TO: Policy Board

FROM: Planning Team - Strategic Directions Workshop
Coordinating Committee Chair – William Brown,, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Preparations for Strategic Directions Workshop (February 8, 2007)

DATE: January 9, 2007
(For the Jan 17th Mtg)

INTRODUCTION

The purposes of this report are to:

- 1) Share progress made to prepare for the February 8, 2007 Strategic Directions Workshop.
- 2) Give Board members an opportunity to identify any concerns with current philosophy and policies that underpin MetroGIS's efforts and an opportunity to identify items that should be added to the list for consideration.
- 3) Encourage members to speak with their respective organization's leadership about perceived value received from participating in MetroGIS's efforts.

Refer to the Reference Section for key Workshop components (e.g., purpose, focusing themes, participants, process goals, inputs, etc.) that were shared with the Board for comment at the October Board meeting.

LOGISTICS UPDATE

- Professor John Bryson (U of M) has agreed to facilitate the Workshop.
- The final Workshop program is expected to be essentially as outlined in Attachment A. An all-day commitment is needed to participate. A continental breakfast and box lunch will be provided.
- Members of Policy Board and Coordinating Committee, supplemented by individuals with perspectives not otherwise represented by the standing members, are the target participants. A maximum of 36 participants can be accommodated. To date, 26 individuals have committed to participate.
- The workshop will be held at the Humphrey Center on the U of M Campus.
- Funding will come from MetroGIS's "fostering collaboration" budget provided by the Metropolitan Council and from funds donated to MetroGIS. The current cost estimate for the Workshop and follow up activities is between \$9,000 and \$9,500, assuming a \$500 contingency.

STARTER KIT STATEMENTS

To make the best use of the time available at the Workshop, the facilitator has suggested that MetroGIS leadership identify existing MetroGIS philosophies, policies, desired outcomes, and activities that they have no issues with. Then, the focus can be on those topics for which there is not unanimous acceptance as currently stated and on topics that are not listed.

A listing of existing philosophies, policies, desired outcomes and activities is provided in Attachment B. At its December meeting the Coordinating Committee broke into four small groups to evaluate each statement. Of the 50 statements listed in Attachment B, 21 of these statements was accepted as is, no changes suggested. These 21 statements are listed in Part I of Attachment C. The substance of the remaining 29 statements (Part II) is acceptable but clarification is requested. The Workshop Planning Team will offer suggested clarifying language for the workshop.

PREPARATION – DISCERN ORGANIZATIONAL PERSPECTIVE

A goal for the February 8th Workshop is for each participant to represent their respective organizational perspectives, to the extent practical, when participating in the dialogue and exercises. This is because organizational commitments are critical to the long-term support of regional solutions, policies and practices endorsed and pursued through MetroGIS's efforts.

To assist Committee members discern their organization's perspective relative to MetroGIS's efforts, the Workshop Planning Team offers the following questions to guide internal conversations with managers and policy makers prior to the Workshop:

- What do you (*organization*) need to do your job?
- What do you (*organization*) need for which you are relying on other entities?
- What do you (*organization*) need to do that you can not do by yourself?
List benefits of any current collaborating on common GIS needs and/or opportunities
Estimate of impact on costs of collaborating, not collaborating
- What does your organization want to get out of MetroGIS?
- What is your organization willing to contribute to MetroGIS?

Of note is that questions of this nature were at the center of Metropolitan Council's recent extensive evaluation of benefits it receives from participating in MetroGIS's efforts. In June 2006, the Council's conclusion was that MetroGIS's existence provides a cost-effective means to obtain the data it needs from others and that the region, in general, is benefiting from MetroGIS's efforts. (See http://www.metrogis.org/about/affiliations/index.shtml#met_council for more information about the Council's evaluation process and findings.)

RECOMMENDATION

That Policy Board members:

- 1) Identify any Statements in Part I of Attachment C that you are not comfortable with as currently stated.
- 2) Prior to the February 8th Workshop, work with your Coordinating Committee member(s) to engage in conversations with your respective organization's leadership to discern satisfaction with results and/or perceived value received from participation in MetroGIS's efforts.

REFERENCE SECTION

A. WORKSHOP PLANNING TEAM

The members of the Workshop Planning Team are Nancy Read, Jane Harper, David Arbeit, Rick Gelbmann, Mark Vander Schaaf and the Staff Coordinator.

B. WORKSHOP PURPOSE AND COMPONENTS

Purpose of Strategic Directions Workshop:

- Corroborate principles to guide MetroGIS's efforts
- Establish clear and agreed upon direction regarding key issues and opportunities to be explored during the Next-Generation MetroGIS Business Planning process
- Improve understanding of what stakeholders need to obtain from and are able to contribute to MetroGIS.

Role of Strategic Directions Workshop:

The Strategic Directions Workshop is being pursued to provide clear direction for the Business Plan Update process, which is scheduled to begin immediately following the Workshop. The current goal is to present an updated Business Plan to the Policy Board for consideration in July 2007. Following the Business Plan Update project, the 2007 Work Plan proposes a project to update the MetroGIS's Performance Measurement Plan to insure it is in lock step with the next generation Business Plan. The goal is to begin its implementation of an updated Performance Measurement Plan by October 1, 2007.

Proposed Program:

The proposed program for the day is attached (Attachment B) for the Committee's information. The day has been designed to leverage Professor Bryson's considerable expertise with the dynamics of organizational policy development.

The goal is to provide a policy-maker friendly experience – with focus on the “What” and “Why” (collaborative opportunities) and “Should dos” (community priorities). The “Who”, in terms of questions of equity, will also be explored. The “How” and “When” will not be a focus as these dimensions are intended to be the focus of the subsequent Business Planning process.

Scoping Themes:

Several policy themes have been identified by the current and previous Oversight Teams as having strategic importance to MetroGIS identity and perceived value. They are as follows in suggested relative order of importance:

- Guiding philosophy (What changes, if any, are desired to the MetroGIS's underpinning principles?)
- Are we done? Do we just maintain what we have in place or are there more opportunities to explore?
 - Regional geospatial data solutions to common needs (Should solutions continue to be pursued for unresolved common information needs?)
 - Beyond regional data solutions (Should MetroGIS identify applications and opportunities that should be addressed in the Business Plan? Should MetroGIS foster collaborative solutions to common application/web services needs?)
 - Competencies (What resources are needed to maintain the status quo? To go beyond the status quo?)
- Stakeholders and Non-traditional users (What interests should MetroGIS serve? What deliverables are needed by stakeholders to remain engaged? What are stakeholders able to contribute to MetroGIS? What role should MetroGIS play in [serving?] policy making regarding information access by (a) interests other than local and regional government, i.e. non-profits and/or private sector and/or state or federal government; (b) users in fields beyond community development and environmental services; and (c) less technically-inclined users, who are increasingly able to utilize GIS due to improvements in technical tools?)
- Do we need to change how we do business, how we get things done?
- Geographic extent (How should MetroGIS work with interests beyond the seven county Metropolitan Area (e.g., collar counties) – directly or by promoting needed collaboration policies through Mn Governors Council on Geographic Information and other relevant institutions?)
- Intellectual/Digital Property Rights (What role should MetroGIS play to set standardized best practices/ intellectual rights policy related to derivative datasets, access to data and information via the Internet, etc?)

Educational initiatives in preparation for Workshop:

Two initiatives have been hosted in preparation for the February 2007 Workshop. They are as follows::

- *Imagining Possibilities Forum*: On June 1, 2006, MetroGIS hosted a forum entitled “Imagining Possibilities: The Next Frontier for Geographic Information Technology”. (See <http://www.metrogis.org/specialevents/techpossibilities/index.shtml>. for a summary document and information about the four national and internationally respected keynote speakers) 228 individuals participated. The keynote speakers offered an amazing array of possibilities which will be considered as the MetroGIS leadership decide MetroGIS’s next-generation priorities. The “big ideas” shared at this forum will be used to facilitate discussion of strategic initiatives that MetroGIS should pursue over the next few years.

-Beyond Government Users Initiative – Defining Collaborative Partnering Opportunities

- 1) Phase I: On November 15th, 2005 MetroGIS hosted the “Beyond Government Users: Future Directions for MetroGIS”. The Policy Board asked for this type of forum to be hosted at its April 2005 meeting.

The Forum summary report can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf. Twenty-nine individuals attended, representing 27 for-profit and 2 non-profit interests. The attendees concluded that collaborative opportunities with government interests should be investigated in three topical areas:

- How can we work together to reduce costs?
- What innovations can we work together to develop?
- How can we promote a statewide GIS cooperative effort?

Forty-five candidate ideas were identified for consideration within these three topical areas.

The MetroGIS Policy Board endorsed the following principles at its January 2006 meeting for the prospective partnering ideas:

- Value added to public sector assets is encouraged provided it does not detract from the public sector objective.
- Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- Contributions can be comprised of funds, data, equipment and/or people.
- Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

- 2) Phase II: The Beyond Government Users Workgroup, comprised of several individuals who attended the November 15, 2006 workshop, met three times in August and September 2006 to mature ideas identified at the November 2005 forum. The group focused its efforts on developing detailed proposals for two of the five opportunity themes identified at the November 2005 forum in accordance with the above-stated principles established by the Policy Board at its January 2006 meeting to govern prospective partnerships with non-government interests.



Strategic Directions Workshop
Setting the Stage for the Next-Generation of Collaboration

Thursday, February 8, 2007
Room 180, Hubert H. Humphrey Center, University of Minnesota
7:45 a.m. to 4:30 p.m.

Preliminary Program

7:45 a.m. Continental Breakfast and Pick up Program Materials

8:15 Welcome
Victoria Reinhardt, MetroGIS Policy Board Chairperson and Ramsey County Commissioner

8:20 Introductions

8:50 Setting the Stage:

- Summary of progression in MetroGIS Business Planning focuses
- What does it mean to be a member of MetroGIS - what's working and what's not
- Questions about background materials provided to participants prior to Workshop
- Organizational perspectives as opposed to participant perspectives

10:00 Refreshment Break

10:15 Provide Desired Strategic Direction: Part 1 – Opportunities, Challenges, Activities
Facilitation question – What should MetroGIS be doing the next 3-5 years?

12:00 p.m. Lunch (on site)

12:45 Provide Desired Strategic Direction: Part 2 – Outcomes, Results
Facilitation question – What would result if MetroGIS did these things?

2:30 Refreshment Break

2:45 Provide Desired Strategic Direction: Part 3 – Priorities

3:15 Provide Desired Strategic Direction: Part 4 – Confirm Direction

4:25 Closing
-Participant Reflections
-Overview of Next Steps

ATTACHMENT B

(Last Updated: December 6, 2006)

MetroGIS Strategic Directions Workshop “Starter Kit” Statements

Introduction

Participants at the MetroGIS Strategic Directions Workshop will focus their discussion on two questions:

1. Activities: What should MetroGIS be doing in the next 3-5 years?
2. Outcomes: What would be the result if MetroGIS does these things?

In preparation for the workshop, participants are asked to meet with relevant people in their organization to consider these questions. The following “Starter Kit” of statements is provided to stimulate thinking by participants and their organizations prior to the workshop. It includes a listing of key current MetroGIS activities and potential new activities that some have already suggested; and current desired outcomes as well as potential new desired outcomes.

“Starter Kit” Statements

The following statements are provided to expedite identification of any issues or concerns with current MetroGIS practice and several opportunities for MetroGIS’s leadership to consider. These listings are not exhaustive but hopefully cover all significant elements. The “current” items have been extracted from a variety of documentation as stated. The “new” opportunities have been identified in a variety of venues over the past year. These listings are also not intended to reflect an order of relative importance.

I. Current Desired Outcomes:

1. Improved participant operations
2. Improved stakeholder effectiveness in achieving livable community goals, enhancing their constituents’ quality of life, and improving their economic competitiveness
3. Reduced participant costs

II. Potential New Desired Outcomes:

4. *Enhanced capacity resulting from partnering*
5. *Improved capacity for cross-jurisdictional decision making*

III. Current Guiding Philosophies and Policies:

1. Build Once, Sharing Many Times
2. Secure Champions
3. Have Broad Support of Vision and Expectations
4. Have Active Involvement of Policy Makers to Set Policy Direction
5. Rely on Consensus on Policy Decisions Fundamental to Long Term Success
6. Represent Diverse Perspectives
7. Maintain Focus on Common Business Information Needs
8. Focus on Stakeholder Benefits
9. Involve all relevant and affected parties, dominated by none
10. Acknowledge Fair-Share Contribution in several forms (data, people, equipment, and/or funds)
11. Share Investments Made By One Government Entity With Other Government Entities
12. Rely on Voluntary Compliance With Endorsed Standards and Procedures
13. Align with Internal Business Needs
14. Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own

15. Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs
16. Encourage adding value to public sector assets provided it does not detract from the public sector objective
17. Rely upon willing stakeholders with adequate capacity to voluntarily support components of endorsed regional solutions to common information needs
18. Rely on Metropolitan Council to support MetroGIS “foster collaboration” function

IV. Current Activities:

1. Develop and maintain regional solutions to previously identified common information needs
2. Develop standards for GIS content, data documentation, and data management for regional solutions to MetroGIS-endorsed common information needs
3. Operate an Internet-based tool (DataFinder) for discovering and retrieving geographic data
4. Provide a forum for knowledge sharing
5. Collaborate to fund regional GIS research and development projects
6. Facilitate data sharing agreements among MetroGIS stakeholders
7. Foster wide-spread data sharing
8. Maintain liaison relationships with interests that have similar objectives
9. Secure broad support for vision and policies
10. Secure elected officials as policy makers and advocates for MetroGIS
11. Support a metro-wide, structure that effectively represents all key stakeholder interests
12. Waive cost recovery for data development expenses
13. Advocate for MetroGIS needs and desires to State and Federal policy makers
14. Document Stakeholder Benefits
15. Promote Understanding (*among policy makers*)
16. Maintain an Institutional Memory
17. Connect with other Spatial Data Infrastructure Initiatives with similar objectives

V. Potential New Activities:

18. *Add more items to the list of MetroGIS-endorsed common information needs*
19. *Advance idea that data is infrastructure (key asset)*
20. *Advocate for the creation of a Statewide equivalent of MetroGIS*
21. *Develop standards and processes for developing and sharing commonly needed GIS programs, applications and services.*
22. *Make available a comprehensive set of applications running on MetroGIS-endorsed regional datasets*
23. *Engage non-traditional users*
24. *Provide for users to contribute data directly to MetroGIS endorsed regional datasets*
25. *Pursue public-private partnerships to address common information needs*
26. *Pursue technology interdependencies (shared services) among organizations*
27. *Work with adjacent counties (beyond 7-county area) to ensure that their data is readily available and compatible with that endorsed by MetroGIS*

ATTACHMENT C

Starter Kit Statements
Preparations for
MetroGIS Strategic Directions Workshop

Part I: Current Statements Accepted As Is, No Changes Suggested

(Coordinating Committee - December 21, 2006)

(The numbers relate the original listing presented in Attachment B. These statements will be present in the facilitation materials but will be identifiable coming into the Workshop that they are okay as currently stated. It will be possible to revisit any or all of them, if the need arises, during the Workshop.)

I. Current Desired Outcomes

1. Improved participant operations
3. Reduction of participant costs

III. Current Guiding Philosophies and Principles

4. Have Active Involvement of Policy Makers to Set Policy Direction
5. Rely on Consensus on Policy Decisions Fundamental to Long Term Success

IV. Current Activities

1. Develop and maintain regional solutions to previously identified common information needs
2. Develop standards for GIS content, data documentation, and data management for regional solutions to MetroGIS-endorsed common information needs
3. Operate an Internet-based tool (DataFinder) for discovering and retrieving geographic data
4. Provide a forum for knowledge sharing
6. Facilitate data sharing agreements among MetroGIS stakeholders
7. Foster wide-spread data sharing
8. Maintain liaison relationships with interests that have similar objectives
11. Support a metro-wide structure that effectively represents all key stakeholder interests
13. Advocate for MetroGIS needs and desires to State and Federal policy makers
14. Document Stakeholder Benefits

Part II: Statement Substance Accepted, but Clarification Suggested

(Coordinating Committee - December 21, 2006)

(The numbers relate to the original listing of statements presented in Attachment B)

I. Current Desired Outcomes

2. Improved stakeholder effectiveness in achieving community goals, enhancing their constituents' quality of life, and improving their economic competitiveness.

Suggested revision: *Improved stakeholder effectiveness in achieving their core goals.*

Committee Comment: The primary question in this case was whether or not all stakeholders would share goals considering the broad array of organizations they represent. A water management organization may not share the same goals as a non-profit charity organization.

Staff Comment: The focus of MetroGIS's efforts, to date, has been local and regional government.

II. Potential Desired Outcomes

4. Enhanced capacity resulting from partnering
5. Improved capacity for cross-jurisdictional decision making

Committee Comment: There is some question on the usage of the word "capacity" in these two statements and its meaning in relation to the overall context of our current desired outcomes.

III. Current Guiding Philosophies and Principles

Committee Comment: There should be a general discussion of all the topics in this section, with the idea being that MetroGIS cannot function as an island.

1. Build Once, Sharing Many Times
Suggested revision: *"Share investments made by one government entity with other government entities, i.e. build once share many times."*

Committee Comment: This item should be combined with IV-11, as illustrated in the suggested revision.

2. Secure Champions
Suggested revision: *"Secure policy, management, and technical advocates within organizations key to long-term success"*

Committee Comment: Is this principle legitimate, and if so, should the wording be changed?

3. Have Broad Support of Vision and Expectations

Committee Comment: The wording seems awkward. Does it mean that the vision and expectation require broad support (i.e. to be adopted by the group?)

Committee Comment: This item needs further discussion and structure.

6. Represent Diverse Perspectives

Committee Comment: Focus on “How do we do it?” and how to measure success based off the principle.

Staff Comment: This statement was directed at the decision-making process to insure that adopted policies are relevant and broadly supported by the stakeholder community, in particular, stakeholders important to long-term success.

7. Maintain Focus on Common Business Information Needs

Suggested revision: Focus on needs common to key stakeholders and those critical to society and important to a significant subset of stakeholders.

Committee Comment: Focus on “How do we do it?” and how to measure success based off the principle.

Committee Comment: We need to consider the diversity of needs which may not be common to all but some of which critically important from a societal perspective, such as Emergency Services and Public Health. These critical but not common needs, can be important to a significant subset of stakeholders.

8. Focus on Stakeholder Benefits

Suggested revision: Focus on collaborative policies, programs, and initiatives that have the promise of improving stakeholder operations.”

Committee Comment: Focus on “How do we do it?” and how to measure success based off the principle.

Staff Comment: The intent of this statement is to focus MetroGIS’s efforts on initiatives that will likely result in improved participant operations, decision support, and ultimately improved quality of life and economic competitiveness of the seven-county metropolitan area. Stakeholder testimonials to benefit received are the only know way to measure success.

9. Involve all relevant and affected parties, dominated by none

Suggested revision: In decision-making critical to long- term success involve all relevant and affected parties, dominated by none.”

Committee Comment: What is the intended goal? The principle may need to be clarified.

Committee Comment: This is a worthy goal, even if it does not always happen.

Staff Comment: This philosophy complements and reinforces the philosophies of consensus-based decisions for matters critical to long-term success and voluntary acceptance of roles and responsibilities by willing organizations to support regional solutions. The relevance of this policy was recognized by staff when participating in a national initiative involving the launch of the National Geodata Alliance (GDA).

10. Acknowledge Fair-Share Contribution in several forms (data, people, equipment, and/or funds)

Committee Comment: Should this item be dropped altogether?
Committee Comment: This is an important philosophy to sustaining collaborative solutions.

11. Share Investments Made By One Government Entity with Other Government Entities

Suggested revision: “Share investments made by one government entity with other government entities, i.e. build once share many times.”

Committee Comment: This item should be combined with III-1, as illustrated in the suggested revision.

Committee Comment: Does this item cover the subject of III-10?

12. Rely on Voluntary Compliance with Endorsed Standards and Procedures

Committee Comment: Would like to expand the context of this principle (or **add another**) that recognizes the need to align with the state and LIS/GIS. The underlying idea is that for MetroGIS to be strong, the statewide support for GIS needs to be strong – this way they can empower each other.

Committee Comment: The cross-jurisdictional nature of MetroGIS enforces “voluntary” compliance with standards.

13. Align with Internal Business Needs

Suggested revision: “Align custodian roles and responsibilities for regional solutions with stakeholders who are willing, have an internal business need, and have adequate resources.”

Committee Comment: Rewording may be necessary to specify what MetroGIS is aligning and for whose business needs.

Committee Comment: Are the internal business needs those of stakeholders, or just the Council’s?

14. Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

Suggested revision: "Collaborative solutions, sharing costs and efforts, will be pursued when it is more efficient than pursuing the solution on one's own."

Committee Comment: This principle needs to be simplified.

Committee Comments: Is the concept behind this principle that the collective benefit is of a higher order of importance than the needs of individual organizations?

Committee Comment: Does "equity" sound too much like "equal?" Does the rest of the statement imply to others that its up to participants to decide what is appropriate?

Committee Comment: Needs to be shorter while providing clarification and justification of why they are core.

15. Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs

Committee Comment: This principle needs to be simplified.

Committee Comment: An interpretation of this is that "no one is strong-armed to contribute."

Committee Comment: Needs to be shorter while providing clarification and justification of why they are core.

16. Encourage adding value to public sector assets provided it does not detract from the public sector objective

Suggested revision: "Welcome enhancements that benefit non-public entities, provided they do not detract from public sector objectives."

Committee Comment: This principle needs to be simplified.

Committee Comment: Interpreted as allowing private-for-profit use of public data (given caveat.)

Committee Comment: Needs to be shorter while providing clarification and justification of why they are core.

17. Rely upon willing stakeholders with adequate capacity to voluntarily support components of endorsed regional solutions to common information needs

Suggested revision: "Rely upon willing stakeholders to support components of endorsed regional solutions."

Committee Comment t: This principle needs to be simplified.

Committee Comment: What happens when there is no willing stakeholder with adequate capacity?

18. Rely on Metropolitan Council to support MetroGIS “foster collaboration” function

Committee Comment: Should this principle be part of the guiding principles, or should it be combined with IV-10 so that one principle focuses on where MetroGIS receives its resources?

IV. Current Activities

Committee Comment: All of the items in this category should be the focus of some debate to insure clarity of objective and relative priority to suggested new activities.

5. Collaborate to fund regional GIS research and development projects

Committee Comment: This item needs some discussion .

Committee Comment: How is this activity administered and how is the decision made? The decision on what is funded should come from a work group representing with broad representation (one state, one county, one regional, one non-profit.) We do not like that the final decision is made solely by Metropolitan Council. This is contrary to the nature of MetroGIS as a collaborative group. It goes against many of the principles, specifically 6, 8, and 9.

Staff Comment: The decision making process was modified for the 2006 funding cycle to include review as concept and final proposals. The Coordinating Committee’s and Policy Board’s respective roles are to evaluate whether a particular proposal is a “good” use of public resources, offer advise how a particular proposal can be improved, and offer advise as to the relative priority of multiple proposals. The funding guidelines state that proposals “must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization must be able to recognize a benefit to itself, which depending upon the nature of the proposal may be tangible and/or intangible.”

9. Secure broad support for vision and policies

Committee Comment: This item is the same as IV-10 and IV-15.

10. Secure elected officials as policy makers and advocates for MetroGIS

Committee Comment: This item is the same as IV-9 and IV-15.

12. Waive cost recovery for data development expenses

Committee Comment: This activity should be expanded to include raising awareness and getting others to buy into the idea that GIS cannot

be justified through a direct return in terms of revenue generated; it needs to be seen as a cost of doing business in today's world with today's technology; it is part of the internal business infrastructure.

15. Promote Understanding (*among policy makers*)
Suggested revision: “Promote understanding among key constituencies at the policy maker, manager, and technologist levels.”

Committee Comment: Policy makers are important, but shouldn't we include others?

Committee Comment: This item is the same as IV-9 and IV-10.

16. Maintain an Institutional Memory

Committee Comment: This activity may be so obvious as to not be proposed for debate.

Staff Comment: Resources are involved in maintaining a useful institutional memory (e.g., meeting summaries, www.metrogis.org, and project summaries). To do so, the effort must be intentional and an expectation of the support team. As such, in previous Business Planning initiatives, this topic has been identified as a critical function and expectation. Intentionally maintaining an institutional memory has also been found to be a characteristic of successful collaboratives (see pages 57 and 67 of the document at http://www.metrogis.org/documents/articles/lessons_entire.pdf.)

17. Connect with other Spatial Data Infrastructure Initiatives with similar objectives

Committee Comment: This item is the same as IV-8.

V. Potential New Activities

18. Add more items to the list of MetroGIS-endorsed common information needs

Committee Comment: We also need to evaluate the need and review the relevance of current needs as well.

19. Advance idea that data is infrastructure (key asset)

Committee Comment: This is an excellent idea and should be discussed. The DNR is pushing this concept.

20. Advocate for the creation of a Statewide equivalent of MetroGIS

Committee Comment: See comments in item III-12 regarding the relationship with the state and LIS/GIS. We aren't sure that the solution

is to create a statewide equivalent to MetroGIS. The activity should be written in such a way as to not presume the solution.

Part III: Suggested New Activities

(These activities have been suggested in a number of MetroGIS-related venues over the past few years as opportunities MetroGIS should consider pursuing.)

V. Potential New Activities

21. Develop standards and processes for developing and sharing commonly needed GIS programs, applications and services.
22. Make available a comprehensive set of applications running on MetroGIS-endorsed regional datasets
23. Engage non-traditional users
24. Provide for users to contribute data directly to MetroGIS endorsed regional datasets
25. Pursue public-private partnerships to address common information needs
26. Pursue technology interdependencies (shared services) among organizations
27. Work with adjacent counties (beyond seven-county metropolitan area) to ensure that their data is readily available and compatible with that endorsed by MetroGIS

Part IV: Substance of Statements Rejected by Coordinating Committee

I. Current Desired Outcomes

None

II. Potential Desired Outcomes

None

III. Current Guiding Philosophies and Principles

None

IV. Current Activities

None

V. Potential New Activities

None



TO: Policy Board

FROM: MetroGIS Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Modify Bylaws – Executive Committee of Board, and E-voting procedures for Coordinating Committee

DATE: January 5, 2007
(For Jan 17th meeting)

INTRODUCTION

An amendment to MetroGIS's Operating Guidelines is attached for the Board's consideration. If enacted it would establish a mechanism to authorize decisions between regular meetings of the Policy Board and Coordinating Committee for urgent, non-policy matters. Specifically, this amendment would: 1) create an executive committee of the Policy Board and 2) authorize the Coordinating Committee to make decisions between meetings via E-voting.

Hearing requirements have been satisfied. (Refer to the Reference Section for the chronology of actions through which this proposal evolved and findings of research into E-voting procedures.)

RATIONALE - FOR SEEKING AUTHORIZATION TO MAKE DECISIONS BETWEEN STANDING MEETINGS

Two instances arose last winter which raised consciousness that the lack of a means to address non-policy matters that arise between standing meetings could result in lost opportunities. These instances involved a request for MetroGIS to endorse a federal grant application proposed by another interest that was relevant to MetroGIS objectives and a need to secure approval from the Policy Board to use funds donated to MetroGIS to secure meeting facilities and catering for the June 1, 2006 Imagining Possibilities Forum.

PREVIOUS DIRECTION FROM POLICY BOARD –OCTOBER 2006

At its October 2006 meeting, the Policy Board tabled consideration of the previous version of this amendment. That proposal would have authorized both the Policy Board and Coordinating Committee to utilize E-voting to act on urgent, non-policy related needs between regular (quarterly) meetings. During its deliberations, the Board was apprised that the Association of Metropolitan Municipalities had received a legal opinion that E-voting is not permissible under the provisions of Minnesota's Open Meeting Law. The Board tabled consideration and asked staff to investigate whether MetroGIS is subject to the Open Meeting Law and, if so, to also investigate creation of an "executive committee" alternative to provide the ability to act on urgent, non-policy needs between regular meetings. (See Reference Section for an excerpt of the full meeting summary.)

OPEN MEETING LAW OPINION

Following the October 2006 Policy Board meeting, a member of the Metropolitan Council's legal staff was asked for an opinion as to whether MetroGIS's meetings are subject to the Open Meeting Law. His response is that MetroGIS's meetings are not subject to the Open Meeting Law, other than if a quorum of elected officials, representing any particularly stakeholder interest, happened to be in attendance.

However, since the inception of MetroGIS, a philosophy that has been followed that decision making should be conducted as if a governmental unit. Adhering to the provisions of the Open Meeting Law, even though the organization is not expressly required to do so, recognizes that the Policy Board is comprised of elected officials, who are subject to the Open Meeting Law in the conduct of their other responsibilities.

COORDINATING COMMITTEE CONSIDERATION

At its meeting on December 21, 2006, the Coordinating Committee unanimously recommended that the Policy Board amend the operating guidelines to authorize the Committee to use e-voting in the event an urgent non-police matter arises between regular meetings.

The Committee's primary rationale for continuing to seek E-voting authority is that unlike members of the Policy Board, its members are not elected and, therefore, not subject to the provisions of the Open Meeting Law. The Committee also prefers the E-vote option to creating an executive committee. More importantly, the Committee believes that the proposed procedures insure that a balance is provided between the: a) preference for flexibility to expedite some non-policy decisions and b) need to facilitate face-to-face meetings to arrive at consensus on other matters critical to long-term stability and preserving trust in MetroGIS's decision-making processes.

OVERVIEW OF PROPOSED AMENDMENT

Please refer to Attachment A for the complete proposal, only the key provisions are listed here:

Policy Board

The proposed amendment would authorize the Policy Board to create a three-member Executive Committee, subject to the following provisions:

- 1) Chairperson Reinhardt has suggested that the members be the Policy Board Chairperson and Vice Chairperson and the Metropolitan Council's representative to the Board.
- 2) The Executive Committee would have authority to decide urgent, non-policy matters between meetings and such other matters as expressly delegated to it by the Policy Board.

Coordinating Committee

The proposed amendment would authorize the Committee to utilize E-voting to decide matters between meetings, subject to the following restrictions:

- 1) Limit "between meeting decision making" to decisions related to urgent operational (non-policy) matters. Doing so greatly mitigates concerns raised in the literature and Robert's Rules of Order concerning E-voting.
- 2) Institute a two-step process for E-voting. This idea was gleaned from the research requested by Chairperson Reinhardt and would mitigate any remaining concerns for the need to balance expediency through E-voting with dialogue to resolve any differences. The proposed two-step process for E-votes would begin by asking if the topic is suitable for an E-vote and, if so, a vote could then occur on the main motion. The threshold for determining whether the topic is inappropriate should be small (e.g., 10 percent of the members is suggested by the Committee). If 10 percent or more of the members declare the topic to be inappropriate for an E-vote, then it is automatically tabled to the next meeting. If the matter is determined to be an appropriate topic for a decision between meetings, then 75 percent of the votes must be in favor to approve the item.
- 3) Ratify at next meeting for the record. The substance of the E-vote decision could be acted on immediately following the conclusion of the vote. However, for purposes of properly documenting the action, the decision would be listed as a consent item for ratification at the next regular or special meeting.

RECOMMENDATION

That the Policy Board approve the proposed amendment to MetroGIS's Operating Guidelines, dated January 4, 2007 (Attachment A), authorizing the Policy Board to create an Executive Committee and the Coordinating Committee to use of E-voting to decide urgent, non-policy matters between meetings.

REFERENCE SECTION

EXCERPT FROM SUMMARY OF OCTOBER 2006 POLICY BOARD DELIBERATION

5a) Modification to Operating Guidelines – Decisions Between Meetings

“..... Chairperson Reinhardt explained that changes had been made to an early version by the Committee at her request to insure consistency with Roberts Rules of Order, for which she thanked the Committee.....

Member Lake suggested and the group concurred that the appropriateness of the 10% threshold rule (Article II, Section 5b, 5th item) should be monitored, noting that it could be rather restrictive in a time-sensitive matter. Member Kordiak suggested and the group concurred to remove the phrase “as a consent item” from (Article II, Section 5b, last item) to provide the opportunity to discuss the item. (Editor’s note: the January 2007 version does not include the “consent agenda” provision.)

Member Pistilli questioned if voting conducted via email would constitute be a violation of the Open Meeting Law. This comment prompted a question as to whether the Policy Board is subject to the Open Meeting Law. Member Pistilli noted that even if the Board is not technically covered by the Law, the Board may want to continue to operate as if it were subject to the Law given elected officials comprise its membership.

Member Schneider stated that if the Policy Board is subject to the Open Meeting Law, then the modifications would not be permissible based upon extensive research that has been conducted by the City of Minnetonka and the League of Cities. Members agreed with the premise of authorizing between-meeting voting and concurred that if E-voting is not a viable option that delegation of the decision to an Executive Committee should be considered as a Plan B.

Chairperson Reinhart suggested, and the Board agreed, that the matter be tabled to the January 2007 Board meeting. Staff was directed to obtain an opinion as to whether or not the Policy Board is subject to the Open Meeting Law. If the Board is subject to this Law, the matter of delegating authority for between-meeting decisions to an Executive Committee would then be considered.”

PAST COORDINATING COMMITTEE CONSIDERATION

1) September 21, 2005 meeting: The Committee:

- (a) Concurred that the Operating Guidelines should be modified to permit the Committee to make decisions between meetings, subject to conditions (See Item 5c page 3 of meeting summary).
- (b) Directed staff and Chairperson to propose amendment language to accomplish the desired modification.

2) December 19, 2005 meeting: The Committee unanimously agreed to modify the proposed language to allow the possibility of either the Chair or the Vice Chair appointing a designee if they will be out of touch who can act in their behalf to initiate and act on proposals for decision-making between meetings.

3) March 29, 2006 meeting: The Committee unanimously approved language that restricted decisions between meetings to operational matters – matters of policy must be taken up at meetings – and setting “a quorum for purposes of e-voting as the entire Committee membership.” This latter proposal was shared with Chairperson Reinhardt who directed staff to investigate whether Robert’s Rules of Order addresses e-voting and the quorum requirements involved. She also decided the matter was premature to take to the Policy Board until this investigation was complete.

4) June 28, 2006 meeting: The Committee modified the recommendation it offered at its March meeting concerning quorum requirements, reversing its position and agreeing that the standard 50 percent plus one member is appropriate. In place of a higher quorum requirement, the Committee recommended

language requiring a two-step vote – vote on the appropriateness of the topic then on the substance – and increased the approval threshold to 75 percent.

The consensus was that the provisions of the amendment approved at the June meeting satisfactorily addresses previous concerns about potential short comings of E-voting.

This matter could not be considered by the Policy Board until its October 19, 2006 meeting because the 15-day hearing notice requirement could not be satisfied to consider it at the July 2006 meeting.

MAJOR RESEARCH FINDINGS - ON VOTING BY EMAIL AND QUORUMS (JUNE 2006)

The following excerpts from documents researched in response to Chairperson's request into the matter of what others are doing with respect to electronic voting are offered for the Committee's consideration:

1. Robert's Rules of Order – Page xx, 10th Edition.“the opportunity for simultaneous aural communication among all participants is central to the deliberative character of a meeting. It recognizes, therefore, that meetings may be conducted by videoconference or teleconference, when authorized by the bylaws and when regulated by appropriate special rules of order and standing rules specifying such things as how recognition is to be sought and the floor obtained. On the other hand, it warns that although **e-mail or faxes** may provide a suitable substitute for postal mail in the issuance of calls for meetings or the conduct of mail voting, **they are not suited for the conduct of the deliberative process under the precedents and procedures common to parliamentary law.**” (*Staff comment*: This is the reason that voting would be limited to urgent operational matters. Policy matters would not be permitted.)
2. Opinion of a Parliamentarian written in 2002 (<http://archiver.rootsweb.com/th/read/APG/2002-09/1031638174>). In his comments, the author, Bobbi King, raises concerns about the use of E-voting and lists 5 concerns about e-voting.
 - a. How to assure all members have an opportunity to vote within the time frame required (Sam is on vacation, and doesn't read his email for a month).
 - b. Is secrecy required? (You can't cast a "secret" vote on a group email.) Sometimes a secret, ballot vote is deemed necessary by a member, on the spot as a situation arises; you would lose that option on e-voting. (A vote involving money, a candidate for office).
 - c. Intimidation by seeing results too soon (an overwhelming majority votes Yes, but you want to vote No, but you don't want to be the odd person).
 - d. How do you know this is the actual person? (Spouse? Child? who has access to family email?).
 - e. Can a vote be changed after filing an email message, or is it "set in stone"?

None of these concerns appears to be a substantive concern for the issue at hand for MetroGIS when viewed in the context of Committee's proposal to use e-voting only for urgent operational matters, that Committee has a defined membership, and the safeguards that have been included in the proposed amendment to balance the need to decide a matter and maintain a deliberative and representative process.

3. Electronic Meetings, National Association of Parliamentarians – <http://www.parliamentaryprocedure.org/pdf/AIPemeet5.PDF>. This document contains six reprinted articles, dated 2000-2003, that address various aspects of E-voting. Valuable insight gleaned from these articles, includes:

- Page 6: Recognizes concerns raised in Robert's Rules of Order, 10th Version concerning E-voting but also encourages parliamentarians to remain abreast of technological advancements and to remain open to new ways of conducting business.
- Pages 10-25: A detailed point by point argument is made that e-meetings can be designed to comply with Robert's Rules of Order.
- Page 5: Committee members may initiate an electronic vote and the Chairperson should have the authority to declare out of order – deferring to a regular or special meeting - as they would be able to in a face-to-face meeting.

- Page 5: A limited opportunity may be provided for comment on the language/provisions of a motion presented for E-vote. Once this period is over, no changes are permitted to the motion.
- Page 5: A quorum is defined as 51 percent of total members. The number of votes cast, including abstentions, determines verification of a quorum.
- Page 16: At least one officer must participate (in our case the Chairperson or Vice Chairperson)
- Page 17: the Chairperson or Vice Chairperson is the gatekeeper (receives e-votes and verifies they are authentic and within required time frame)
- Page 22: Comments/discussion on the motion must be copied to all members.
- Page 22: Seconds are not required and a motion to adjourn is out of order until the specified time period expires.

3. Article V, Section 5, Faculty Senate Bylaws, University of Texas San Antonio

(www.utsa.edu/senate/fsbylaws/ArticleVo4.htm) (Approximately 80 senators comprise the Senate .)

“Voting will follow Robert’s Rules of Order. electronic voting shall follow a two-tiered process: (1) senators will be asked if they vote for or against electronic voting on the case at hand (2) senators will be asked to vote in the case at hand. If a minimum of 5 senators vote against electronic voting the vote will be tabled until the next regular or special meeting of the Senate. A quorum for the electronic vote will be established by receipt of votes from 50 percent of the Faculty Senate Membership.”

3. Part 2, Article 8, Section 2, Constitution and By-Laws of the Smoky Mountain Chapter of the American Meteorological Society (<http://www.ametsoc.org/chapters/smokymnt/constitution.html>)

A simple majority of the quorum is required for matters other than constitutional reform. Voting may take place by one of two methods:

- a. If a quorum is present at a meeting, voting may take place at that time.
- b. If a quorum is not present at a meeting, then all matters that require voting will be subject to electronic voting. Electronic voting will take place one week after the minutes for the previous meeting have been made available. After the one week waiting period, the president (or the president's designee) will post the question to all active members via electronic mail. Voting will take place within a one week window beginning with the day the question is posted. This will ensure the vote will be completed by the next meeting. Votes will be made via electronic mail directly to the president (or the president's designee). Members without electronic mail capability will have their vote forwarded by a member who does. Results of the vote will be announced at the next meeting, and by electronic mail to all active members.
- c. If electronic mail vote is authorized, then the President or a designee of the President shall retain copies of all electronic mail ballots for a period of one year.
- d. If a quorum is not met via electronic voting, the matter shall be tabled until the next meeting....”

COMMENT FROM MEMBER WILLIAM BROWN AND COMMITTEE RESPONSES TO MODIFICATIONS

a) Comment from Brown: “For the sake of discussion I have a few comments to offer prior to our meeting on the 29th. I already feel inundated with email that I have to deal with on a daily basis and this proposal could potentially increase the amount of time that I spend on incidental tasks. I am concerned that the amendment will take the business of the Coordinating Committee out of the framework of scheduled meetings and drop it directly into my daily routine. The proposition also limits the opportunity for spontaneous conversation that I believe is necessary for consensus. Based on past business (I became involved with MetroGIS in 2000), I just haven't seen the emergence of many urgent needs.

b) Response to Staff’s Suggested Language Modification - Harper: “I would take out the reference to decisions that are important to long-term success and just reference decisions that are operational rather than policy. The way you have attempted to describe the nature of the types of decisions that would be made using E-vote makes operational issues seem unimportant to the organization's future success. I don't think we should go down the path of making a judgment on which decisions are critical to future success and which ones are not.”

c) Response to Staff’s Suggested Language Modification – Maki: “I agree with Jane. This all started simply because it became apparent that, on occasion, the committee needs to resolve certain

time-sensitive, non-controversial issues between meeting dates. My experience with the committee leadership is that they have been respectful of protocol and quick to recognize when an issue needs to be deferred for discussion at a full committee meeting.

I, for one, see this as a mechanism for improving the “nimbleness” of the committee, and one that can easily be withdrawn should the committee members feel that it is working at cross-purposes with their intentions.”

COMMENT FROM CHAIRPERSON REINHARDT FOLLOWING DECEMBER 2005 COMMITTEE MEETING

Excerpt from December report to the Committee: “She (Chairperson Reinhardt) concurred that establishing procedures for “between meeting decisions” is a good idea not only for the Committee but also for the Policy Board. She noted that as the Board chair, she would also prefer to have the option of conducting business for an urgent item via e-mail, if possible, as opposed to having to call a special meeting and find a date where a quorum of the Board is able to attend.

The proposed conditions of a minimum response period and support by both the chairperson and co-chairperson were suggested to maintain internal consistency with the other provisions of the Guidelines. Note that following the conversation with Chairperson Reinhardt, the initially suggested minimum proposed response period was increased from three to five days. This change recognizes that the three-day minimum was set for calling a special meeting. Chairperson Reinhardt felt that a couple of additional days should be provided to allow time to think about a substantive decision before voting. She also suggested that only the Chair and Vice/Co-Chair should be eligible to initiate an E-vote. The version of the proposal attached to this report contains the modifications suggested by Chairperson Reinhardt.”

RULES PERTAINING TO AMENDING THE OPERATING GUIDELINES

Article V, Section 2 of MetroGIS’s Operating Guidelines states that “To become effective, amendments to these Operating Guidelines shall receive two readings; one before the Coordinating Committee and one before the Policy Board, each preceded by written notice to each member of the Coordinating Committee and each member of the Board at least **fifteen (15) days prior** to their respective consideration. Amendment proposals may be considered at a regular or a special meeting of the Committee and/or the Policy Board, provided the notification requirements in this Section are satisfied.”

The Coordinating Committee satisfied the 15-day notice rule for each of its last three deliberations. Policy Board notification occurred the week of September 11, 2006 for the meeting of the Board the evening of October 18th.

ATTACHMENT A
PROPOSED MODIFICATIONS
MetroGIS Operating Guidelines
(Rules for Decision-Making Between Meetings)
(Last Modified: January 4, 2007)

(~~Language crossed-out to be deleted and~~ language underlined to be added)

Article II
Policy Board

Section 6. Executive Committee

The Policy Board may create an Executive Committee. If an Executive Committee is created, the following procedural specifications shall govern its activities:

- a) It shall be comprised of the following three members:
 - (1). Policy Board Chairperson
 - (2). Policy Board Vice Chairperson
 - (3). Metropolitan Council Representative to the Policy Board
- b) Its domain shall be restricted to urgent, non-policy matters, unless the Policy Board expressly delegates a matter of policy to the Committee to decide. Such delegation is restricted to a case-specific basis.
- c) Its decision making rules shall comply with the following requirements:
 - (1). All three members must be present to take action.
 - (2). A simple majority in favor is required to approve non-policy decisions.
 - (3). A unanimous decision is required for all other decisions.
 - (4). The Policy Board Chair shall preside over meetings.
- d) Decisions of the Executive Committee may go into effective immediately.
- e) A written summary of each meeting of the Executive Committee shall be provided to the Policy Board at its next regular meeting.

Section 7. Meetings

The Board shall meet as necessary to carry out its responsibilities. The time and place of the meetings shall be at the discretion of the Board membership.

Written notice (mail, facsimile, email) of the regular meetings of the Board shall be given to each member at least five (5) days prior to the meetings and shall comply with all applicable provisions of the Open Meeting Law. Special meetings of the Board or Executive Committee meetings may be called by the Board Chair, at their discretion, provided that at least three (3) days written notice is given to each member.

Section 8. Quorum

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

Section 9. Chair

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.

Section 10. Vice Chair

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.

Section 11. Member Absenteeism

The Board's ability to achieve collaboration that is necessary to achieve long-term solutions to common geospatial needs is compromised when its members do not regularly participate in its affairs. Successful implementation of regional solutions requires champions within each of the affected organizations, a role expected of Board members.

If a member misses three (3) consecutive meetings and does not arrange for an alternate, the member shall be contacted to investigate options to ensure the member's constituency is appropriately represented in the affairs of MetroGIS.

Article III **Coordinating Committee**

Section 9. Voting and Decision Making

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

a) At meetings

(1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.

(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- (1). This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting of the Committee must be called for consider such decisions if between regularly scheduled meetings.
- (2). The Committee Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
- (3). The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- (4). Members are provided with at least five (5) working days to respond.

- (5). The rules set forth in Sections 8 in this Article governing the Committee's quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.
- (6). Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If ten percent or more of the members state the topic is inappropriate for an E-vote, the motion is automatically tabled to the next regular or special meeting of the Committee.
- (7). Motions must be supported by a minimum of 75 percent of the votes cast to be approved.
- (8). The Committee is apprised of the results and the course of action to be followed by email immediately following conclusion of the voting.
- (9). The action is ratified at next regular or special meeting of the Committee as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.



TO: Policy Board

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

SUBJECT: Major Activity Updates

DATE: January 8, 2007
(For the Jan 17th meeting)

Information provided by persons other than the Staff Coordinator is noted.

A) METROGIS DATAFINDER CAFÉ UPDATE

Upgrading of DataFinder Café is nearly complete. The project was achieved in cooperation with Latitude Geographics (British Columbia, Canada), the owners of GeoCortex software which is an integral component of the improved DataFinder Café application. DataFinder Café is once again a state-of-the-art tool for obtaining geospatial data, which now includes the capability of accessing 35 Mapping Services via the Internet in addition to 158 datasets. The upgrade was made possible through a federal grant received from the NSDI program. The detailed upgrade specifications are available upon request. The only component not complete, at the time of this writing, was a function within the statistics package that will for the first time allow us to distinguish use of map services from data downloads. The upgraded application is otherwise fully operational for the user community. Alison Slaats has served as the Project Lead.

B) 2006 REGIONAL GIS PROJECTS

Agreements have been signed with the respective contractors for both projects authorized for funding under the 2006 program. The agreements will be posted on the MetroGIS website once executed. These agreements include the project specifications accepted by the Policy Board at the July 2006 meeting. Both projects are anticipated to be complete by mid-2007. An update on each project follows:

- URS was the successful bidder for the viability assessment for a proposed web-editing tool associated with Addresses of Occupiable Units Project. Brad Henry will be the lead researcher. Endorsement of this assessment is being sought from the Metropolitan Emergency Services Board (MESB) and Association of Metropolitan Municipalities (AMM).
- LMIC (Mn Land Management Information Center) and the Metropolitan Airports Commission (LMIC) will be developing a Geospatial Services Directory and Broker prototype.

C) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS (ANNUAL REPORT)

a. Addresses

Consensus was reached on a proposed next-generation address standard that is consistent with the emerging national address standard. Nine county and city stakeholders tested the proposed standard and concluded that although some issues will need to be addressed, the next-generation standard is in fact reasonable and doable. \$21,000 in Regional GIS Project funding was authorized to conduct a viability assessment for a proposed “web editing application” targeted at smaller city entities, whose participation is believed to be central to achieving the vision for a regional occupiable units dataset. This assessment is expected to be completed by mid-2007, at which time a decision will be made whether or not to pursue actual development of the web-based application.

b. Emergency Preparedness

The Emergency Preparedness workgroup concluded that implementation of the vision endorsed October 2005 was limited by the need for increased leadership and involvement at the state level.

Therefore, the workgroup has directly aligned its efforts with those of the Governor's Council on Geographic Information (GCGI) Emergency Preparedness Committee. This will allow workgroup members to focus on reinforcing the statewide efforts, eliminate duplication of effort between MetroGIS and GCGI committees, and maximize Metro efforts expended to this point. The workgroup will continue to discuss the effectiveness of this strategy to determine when it should refocus on a metro context and will report updates to the Coordinating Committee.

c. Highways and Roads:

The Metropolitan Emergency Services Board (MESB) operationalized specialized software to ensure Master Street Address Guide (MSAG) data records can be fully synchronized with associated street centerline data managed in a GIS environment. Desired standards for a next-generation street centerline dataset were developed with an objective to eventually transition from 100 percent reliance upon The Lawrence Group's (TLG) street centerline data to solution produced by public entities. This transition is expected to take some time to materialize and, as such, extension of the agreement with TLG was pursued. At the time of this writing, the new agreement was proceeding through legal review. Once in place, it will provide up to three one-year extensions to the current agreement. The new agreement also authorizes licensed users to incorporate the TLG street centerline dataset into web-based applications their host provided access by non-licensed users is restricted to view-only. This "view-only" access provision is the first of its kind and represents a major step forward toward policy innovations which balance of intellectual property rights with the desire to utilize licensed data in web-based applications.

d. Jurisdictional Boundaries

- Watershed District Boundaries. The results of Washington County pilot project were conveyed in October 2006 to representatives of the Mn Board on Soil and Water Resources BSWR. A recommendation of the Washington County pilot was that BWSR is the most logical entity to serve in the roles of Regional Custodian. As of this writing, BWSR had not yet responded to the proposal.
- School District Boundaries. No work was initiated to identify an appropriate regional custodian due to budget cuts and reorganization of LMIC. LMIC had been identified as the most logical custodial option given their as contractor relationship with the Department of Education

e. Land Cover

The extent of coverage is nearing 90 percent. A map of the coverage status can be viewed at http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf. In addition, two technical forums for current users forum was held in September and December 2006 to share new coding and systems criteria. These events were attended by approximately 36 individuals.

f. Parcels:

- Government and Academic Interests
No changes made to the data standards or custodial roles and responsibilities
- Non-Profit and For-Profit Access
Agreement was reached via the County Data Producers Workgroup to:
 - 1) Permit licensed users of parcel data (spatial and attribute) may authorize Internet access by non-licensed users, provided the application does not permit the user to gain access to the source database (view-only access). The counties' position is that no written modification of current regional policy or the data sharing agreement itself is needed to achieve this capability (e.g., view –only access does constitute redistribution of the source data).
 - 2) Fostered discussion among county officials to investigate the possibility of permitting licensed access to parcel data, without fee, by specified non-profit interests on a county-by-county basis.

A third initiative by the Metropolitan Council, targeted at clarifying the definition of "derivative product", was withdrawn. The proposal was pursued to clarify policy concerning summarization of data to larger geographies than the parcel base from which the data originated. The proposal sought to establish the level of summarization required to constitute a derivative product for which the intellectual property rights would run with the user, not the

producer of the original data. Concerns were raised that greatly complicated the deliberations and, as such, the proposal was withdrawn.

g. Socioeconomic Characteristics of Areas

The custodian, University of Minnesota Population Center, added several new data sources to MetroGIS Socioeconomic Resources Page

(http://www.datafinder.org/mg/socioeconomic_resources/index.asp). The new data sources include: HMDA data (data about home mortgages), DataPlace (<http://www.dataplace.org/>) and foreclosure data.



TO: Policy Board

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

SUBJECT: Information Sharing

DATE: January 5, 2007
(For the Jan 17th meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) NEW COORDINATING COMMITTEE OFFICERS ELECTED

At its meeting on December 21, 2006, the Coordinating Committee elected William Brown, Hennepin County, as its Chairperson and Ned Phillips, Rice Creek Watershed, as its Vice-Chair for 2007. Nancy Read, Metropolitan Mosquito Control District, and Randy Knippel, Dakota County, served as the Chairperson and Vice Chairperson, respectively, in 2006.

B) PRESENTATIONS / OUTREACH / STUDIES (NOT MENTIONED ELSEWHERE)

1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter

An article was submitted about updates that have been made to DataFinder Café. When published, the article will be able to be viewed at
<http://www.mngisliis.org/displaycommon.cfm?an=1&subarticlenbr=93>.

2. Presentations

None

C) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. New Dakota Real Estate Inquiry Application – Carver, Dakota, and Scott County Collaborative Project

The Counties of Carver Dakota and Scott have collaboratively developed a new on-line GIS application to support real estate inquiries. It replaces Dakota County's long time Real Estate Inquiry application and DakotaNet GIS. The application can be viewed at
<http://www.dakotacounty.us/Departments/GIS/Newsletter/Winter2007DesktopGISDakotaNetGIS2007.htm>. For more information contact Randy Knippel at Randy.Knippel@co.dakota.mn.us.

2. New Hennepin County Property Mapping Application (Beta) Available To Public

The Hennepin County GIS Division has recently released a new Property Mapping Application (BETA) for public use (see link below). We encourage you to try the new application and/or pass the link to any colleagues interested in GIS or Hennepin County Property/Tax Data. We are currently accepting feedback (both map and data) via an Internet page (see link below). We look forward to reading your comments.

Main Application Link: http://www13.co.hennepin.mn.us/PropertyMap_Beta/Default.aspx
Feed Back Link: http://www13.co.hennepin.mn.us/PropertyMap_Beta/Feedback.aspx

For more information, contact the Hennepin County Taxpayer Services, GIS Division, at
gis.info@co.hennepin.mn.us.

2. New Digital Elevation Committee proposed

The Executive Committee voted to form this new committee, and the full council will vote to ratify the decision at the 9/20 meeting. The committee would essentially be a continuation of the Statewide DEM Working Group which has been working for years to improve Minnesota's elevation data. Assuming the decision is ratified, a committee page will be added to the council website. In the meantime, for more information contact Ron Wencil who now co-chairs the working group along with David Claypool, Ramsey County Surveyor:

http://www.gis.state.mn.us/Members/2007/07_wencil.html

3. New Wetlands Subcommittee

At the council's June meeting, the Hydrography Committee announced that it was creating a subcommittee on wetlands data. This would more formally link the activities of a coalition of state and federal agencies with the council -- the coalition has been developing a comprehensive wetland assessment monitoring and mapping strategy for the state and includes staff from the MN Pollution Control Agency, MN Dept. of Natural Resources, MN Board of Water and Soil Resources, MN Department of Agriculture, U.S. Environmental Protection Agency and U.S. Fish & Wildlife Service.

4. Minnesota Uses Grant to Further Develop GIS Strategic Plan

(Submitted by Fred Logman, Office of Geographic and Demographic Analysis)

Minnesota received a \$50,000 grant from the Federal Geographic Data Committee to assist the state develop a strategic and business plan in support of the National Spatial Data Infrastructure (NSDI) Future Directions Fifty States Initiative. The National States Geographic Information Council (NSGIC) has partnered with the FGDC in this program and provides a brochure describing the program and what is needed in each state for success:

http://www.nsgic.org/hottopics/50states_initiative_handout.pdf. Ten other states received similar grants: Connecticut, Louisiana, Maryland, New Hampshire, North Carolina, Oklahoma, Texas, West Virginia, Wisconsin, and Wyoming.

The Minnesota geospatial community has a long tradition of cooperation, reflected in more than thirty years of accomplishments involving the development, distribution, and dissemination of digital geospatial data based upon common needs and adopted standards that support the NSDI. In 2004, Minnesota formally adopted [Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure](#), a plan for coordinating GI technology to support organizations working within the state. The 2004 plan included recommendations addressing policies, procedures and governance issues that support enterprise solutions.

This project supports the next steps required to develop a sustainable Minnesota Spatial Data Infrastructure (MSDI), strengthening coordination within the state while supporting the national goals of the NSDI. The goal of this project is to generate a strategic plan for state geospatial services focusing on organizational and operational recommendations. While focusing on Minnesota's executive branch agencies, the plan will also ensure that the needs of the larger Minnesota geospatial community are addressed.

Several areas that will be examined include: establishing a state "geospatial authority," creating an enterprise geospatial organizational structure and governance model, identifying sustainable funding, updating framework data plans, as well as better integrating state geospatial and traditional IT technologies. The plan and project recommendations will be based on information acquired from interviews, studies and facilitated sessions with stakeholders.

The Land Management Information Center (LMIC) is conducting the project, and the project leader is Fred Logman, who has been active in the Minnesota IT and geospatial community for many years. The Governor's Council on Geographic Information, through its Strategic Plan

Committee, will actively participate in the one-year project that started in March. The MetroGIS Staff Coordinator is a member of the core project team.

For further information, please contact Fred Logman at: fred.logman@state.mn.us or 651-201-2495.

E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. 2010 Census LUCA (Local Update of Census Addresses) Program

(Submitted by Craig Best, Census Bureau, Kansas City Regional Office, craig.duane.best@census.gov)

The LUCA program is a decennial census geographic partnership program that will allow the U.S. Census Bureau to benefit from local knowledge in developing its Master Address File (MAF) for the 2010 Census. Tribal, state, and local governments can contribute to a more complete and accurate census for their community by reviewing and commenting on the list of housing units and group quarters addresses that the Census Bureau will use to deliver questionnaires within their community.

The LUCA Program is scheduled to **kick off in late January 2007** when announcement letters will be mailed to the highest elected officials of all local governments. The Census Bureau will sponsor a series of LUCA informational presentations throughout the state in the spring. Local governments will receive the formal invitation and sign-up forms in July and will be invited to attend technical training sessions in late summer.

Program participants will have at least 120 days to conduct their reviews with all material returned to Census Bureau by April 2008. The Census Bureau will process the returned materials, will field verify all information in Spring 2009, and will provide feedback to the participants by October 2009.

More information on the LUCA program is available on our website at www.census.gov/geo/www/luca2010.html

In addition, a brochure entitled "Will your Community Be Ready for the 2010 Census Local Update of Census Addresses Program?" is available in a PDF format at www.census.gov/geo/www/luca2010/LUCA%20flyer_06262006.pdf

2. Will Craig was recently appointed as NSGIC's (National State Geographic Information Council) representative to a National Address Standard Working Group. He is also a member of NSGIC's Address Committee through which he is promoting MetroGIS's vision for a regional occupiable units database.

NSGIC also responded to a paper Craig submitted to URISA by forming a working group, with him as co-chair. The mission and charter for the new work group, plus his URISA paper, can be viewed at <http://www.nsgic.org/committees1/committee.cfm?cid=105>

3. Address Data Standard in Second Review Phase

The MetroGIS Address Workgroup's work to define a data standard for a regional Occupiable Units Address Dataset has played a substantial role in the national street address data standard that is being developed through the URISA (Urban and Regional Information Systems Association) under the auspices of the FGDC (Federal Geographic Data Committee). Supporting organizations are NENA (National Emergency Numbers Association) and the U.S. Census Bureau. The national standard completed its second review period in January. Mark Kotz, lead staff to the MetroGIS Workgroup, has participated on the development team for the content portion of the national standard. The second and final round of review under URISA's guidance is expected to end within the month. The FGDC is expected to make the proposal available for a broader national review before it acts on the proposal. All modifications requested by the MetroGIS Address Workgroup have been incorporated into the current version of the standard.

The MetroGIS Workshop has also tested the proposed national standard and found it to be doable for local address authorities.

The national street address data standard consists of four parts: content, classification, quality, and transfer. This standard will be used with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset. Specific E-911 and USPS profiles of the standard are under consideration. *(Submitted by Mark Kotz)*

F) OTHER INFORMATION

1. MetroGIS Performance Measurement Plan Recognized

Kate Lance, who is a PhD candidate at the International Institute for Geo-Information Sciences and Earth Observation (ITC) and Wageningen University in the Netherlands, has recognized MetroGIS's Performance Measurement Plan in research she conducted as an exemplar example among the an international field of Spatial Data Infrastructure programs. Several concepts presented in her paper from other programs and related research are worth considering as potential enhancements of MetroGIS's current measurement criteria.

MetroGIS's proposed 2007 Workplan calls of updating of MetroGIS's Performance Measurement Plan following the update of the Business Plan to insure that Performance Measurement Plan reflects policies set forth in the new Business Plan. Staff has extended an invitation to Ms. Lance to participate in the process and she has expressed interest in doing so.



Sharing Information Across Boundaries

MetroGIS 2006 Performance Measurement Report

For the period October 1, 2005 through September 30, 2006

December 21, 2006

This Report was prepared by MetroGIS Staff, accepted by the MetroGIS Coordinating Committee on December 21, 2006, and approved by the MetroGIS Policy Board on January xx, 2007.

**Excerpt
MetroGIS Policy Board Meeting Summary
January xx, 2007**

a) 2006 Annual Performance Measurement Report

TBD included after Policy
Board meeting

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I. Authority and Context

This report is the fifth in series of annual reports on Performance Measurement Results for MetroGIS's efforts, covering the period from October 1, 2005 through September 30, 2006.

In April 2002 MetroGIS adopted a Performance Measurement Plan¹, to more clearly state desired outcomes, demonstrate accountability for results, and support continuous organizational improvement. This process is also designed to foster continued dialogue about outcomes that MetroGIS should focus on and how MetroGIS can demonstrate value to its stakeholders.

The foundation for measurement of MetroGIS's performance is its Mission Statement that was established in 1996:

MetroGIS's mission is to provide an ongoing, stakeholder-governed, metro-wide mechanism through which participants easily and equitably share geographically referenced graphic and associated attribute data that are accurate, current, secure, of common benefit and readily usable.

The Performance Measurement Plan identifies four "outcomes", to be achieved through MetroGIS's efforts, which parallel MetroGIS's core functions².

These "outcomes" involve desired improvements in the following general areas:

- *Ease of data discovery and access*
- *Data currency*
- *Internal efficiencies, level of cooperation*
- *Decision making, service delivery*

Ten performance measures provide the structure through which to assess progress toward achieving the four outcomes. Key findings are summarized in Section II and a detailed explanation of the results for each of the ten measures is provided in Section III.

The focus of these performance measures is not only on data-related preferences from the user's and producer's perspectives but also on broader desired organizational efficiencies and effectiveness. Assessment of MetroGIS's progress, by way of these measures, to achieve the desired outcomes comprises the substance of this annual report, culminating a year-long process. Performance measurement data are generally analyzed by staff on an ongoing basis to better understand trends that may be occurring, and reports are made quarterly to the Coordinating Committee and annually to the Policy Board. In past years, on a quarterly basis, staff raised for discussion with the Coordinating Committee one or more anomalies in the data or trends that had been detected. In 2006, due to transitions in available staffing, quarterly reports to the Coordinating Committee could not be produced. They will be resumed in 2007.

The first annual performance measurement report, accepted by the MetroGIS Policy Board in January 2003, established baseline measurement information. It was largely descriptive. After the initial year of experience, more detailed metrics were devised. Consequently, some measures include data for 2002 and some do not.

This 2006 report provides more insight into trends as at least three years of data are now available for all of the current metrics. As a result, a better understanding of causal relationships between resources allocated to specific activities and desired outcomes is possible. The expectation is that MetroGIS leadership will continue to revise and shape MetroGIS's activities and programs based, in part, on what is learned through this performance measurement process.

II. Summary of Key Findings

Key results for 2006 are summarized in this section for each of the ten established performance measures arranged by their respective statement of desired outcome. No attempt is made to explain the meaning of these results in this Section. A more in-depth analysis of findings for each measure is provided in Section III, including comparison and contrast with results for similar monitoring data captured in previous years.

OUTCOME A. EASE OF DATA DISCOVERY AND ACCESS

Understanding the purpose and components of the MetroGIS DataFinder (www.datafinder.org) application is important to gleaning the meaning of the performance measures data used to report on progress toward achieving Outcome 1. A summary of the functionality achieved via DataFinder is provided in Section III.

Four distinct performance measures have been adopted to evaluate progress relative to the “Ease of Data Discovery and Access” performance outcome, each of which is related to MetroGIS DataFinder. The trend in each case, despite problems experienced using DataFinder Café during the 2006, was essentially the same or a slightly greater amount of activity than experienced in previous years. A fifth informal measure was added in 2003 by staff following adoption of the 2003-2005 Business Plan in accordance with growing interest in defining a role for MetroGIS in fostering collaborative solutions to common application needs. Key findings for 2006 were:

1. Number of visitor sessions to DataFinder (*Data Discovery via Catalogue and Café*)
15,720 events, **up .04 percent from 2005**
2. Number of partial or whole datasets downloaded via DataFinder (*Catalogue and Café*)
7347 events, **down 1.6 percent from 2005**
- 2a. Number of visits to regional applications (informally added when two applications added)
1389 visits, **up 151 percent from 2005**
3. Number and type of sector/stakeholder groups using Web Mapping Services
(No means to measure available until 2007)
- 3a. Location of sector/stakeholder groups accessing data from DataFinder
(informally added 2005).
4. Number of datasets downloadable and metadata records on DataFinder
205 metadata records, **up 17 from 2005**
158 datasets, **up 7 from 2005**

OUTCOME B. DATA CURRENCY, USEFULNESS

One performance measure has been established for this outcome. Eight MetroGIS-endorsed regional data solutions have been implemented. No new regional data solutions were implemented in 2006.

5. Percent of regionally endorsed datasets maintained to agreed upon currency specification
100 percent, as was the case in 2005

There was no change in the number (**21**) of custodian roles and responsibilities associated with maintaining these regional solutions that are performed by **10** different **organizations**.

While these solutions comprise only 4.5 percent of the total datasets available via DataFinder, they continue to be the **most popular datasets** downloaded, increasing from 31.3 percent of the total downloads in 2005 to **46.0 percent** in 2006, for an **increase of 14.7 percent**.

OUTCOME C. INTERNAL EFFICIENCIES, LEVEL OF COOPERATION

Four distinct performance measures are used to evaluate progress relative to this “Internal Efficiencies, Level of Cooperation” performance outcome. Data is not available to utilize two of the measures. Key findings in 2006 were:

6. Number of manual vs. self-service requests for data (by producer type)
(No effective means defined to measure)
7. Hours of staff time saved in data distribution tasks (by producer type – focus on counties and the Metropolitan Council)
(No effective means defined to measure)
8. Number (and names) of entities listing metadata records (which includes entities listing datasets) on DataFinder
18 publishers of metadata, same as 2005
(*The names of each are maintained in the source performance data file*)
9. Number (and names) of entities using DataFinder as a data distribution method
10 publishers of data, same as 2005
(*The names of each are maintained in the source performance data file*)

OUTCOME D. DECISION MAKING, SERVICE DELIVERY

One performance measure has been established for this outcome.

10. Testimonials/case studies on how data access and delivery, and the MetroGIS forum, were used to improve operations/systems/decision-making by sector/stakeholder group
9 testimonials, increase of 1 from 2005

The subject of the testimonial produced in 2006 was Professor Shekhar’s team at the U of M. The focus of this testimonial is an emergency evacuation planning application they developed. To quote Professor Shekhar “...the research team needed a variety of geospatial data, including road maps with capacity information and basic daytime population estimates. Much of the required data were available free of charge on the MetroGIS DataFinder website. If we didn’t have easy access to these datasets then the use of our algorithms would be extremely difficult if not impossible”.

In a related effort, the Metropolitan Council completed a year-long independent evaluation of MetroGIS’s efforts and value obtained from its investment in the effort. The findings corroborated substantive internal efficiencies that the Council and other organizations are experiencing as a result in participating in MetroGIS’s efforts.

III. Summary of Results by Measure

INTRODUCTION

In this fifth annual report, the following findings and conclusions are identified for each of ten performance measures, organized by each of the four outcomes described in the previous section.

With the data obtained during the 2006 reporting period, at least four years of comparable monitoring data are available for many of the ten defined performance measures. In 2007, MetroGIS's Performance Measurement Plan is scheduled to be updated following an initiative to update the MetroGIS Business Plan. Updating of the Performance Measurement Plan is to insure consistency between outcomes and related policy presented in the two documents. During these update processes, the desirability of setting performance targets for several of the measures is anticipated to be a matter of consideration.

Note to the Reader: In preparation for this 2006 annual report, the source data files were consolidated and reformatted to both automate and improve comparative analysis and charting. In the process of doing so, a few errors in the counts and in embedded formulas were detected which resulted in minor deviations from metrics reported in previous annual reports for Performance Measures 4, 8 and 9.

OUTCOME A. EASE OF DATA DISCOVERY AND ACCESS

Preface: A key to understanding the meaning of the measures associated with Outcome 1 is one's understanding of the mechanism developed by MetroGIS to support online discovery and access to geospatial data³ produced by others which is important to carrying out business responsibilities of other organizations. This mechanism is MetroGIS DataFinder (www.datafinder.org).

MetroGIS DataFinder is intended to provide a one-stop-shop through which MetroGIS stakeholders discover and obtain geospatial data which are produced by multiple entities and which pertain to the seven– county, Minneapolis-St. Paul Metropolitan Area. DataFinder has two principle components – Catalogue and Café. The Catalogue contains metadata records⁴ for each dataset available via the DataFinder website and for a limited number of datasets that one must go directly to the producer to obtain. For those datasets available via DataFinder, a hyperlink is provided in the corresponding metadata records searchable in the Catalogue. Clicking on a hyperlink permits the user to download a particular dataset in its entirety⁵. Café, on the other hand, provides the user with the ability to download self-selected portions of available datasets, as well as, bundle selections of multiple datasets in to a single download event. The Catalogue initially went on line in spring 1998 DataFinder and Café was initially launched in summer 2002.

By 2006, Café's software and hardware platform had become obsolete and were no longer fully functional. Anticipating these problems, software and hardware improvements were defined through a user satisfaction-based process that was initiated in May 2005. A preferred solution was approved in early winter 2006 and implementation proceeded spring 2006. The resulting improvements were fully operational in November 2006, several weeks after the close of the current reporting period. These improvements⁶ once again establish MetroGIS DataFinder as a state-of-the-art data discovery and access tool.

INTRODUCTION

While DataFinder Café was not working properly, it is not known to what extent users switched to using the FTP (File Transfer Protocol) option offered via links from the DataFinder catalogue to obtain data they needed or elected to forego obtaining new data.

PERFORMANCE MEASURE 1: Number of visitor sessions to DataFinder (Data Discovery via Catalogue and Café)

Table 1: Total Visitor Sessions to DataFinder

Year	Events	Annual Change	Change since inception	Target
2003	13,841			N/A
2004	15,258	10.2 %		Not Set
2005	15,658	2.6 %		Not Set
2006	15,720	0.4 %	3.0 %	Not Set

Website visit activity collected via WebTrends software is used to measure use of DataFinder for discovering data through searching metadata records, reviewing data characteristics provided in the metadata, and viewing the actual data online. Supporting a Web-based tool to improve efficiencies related to data discovery and distribution (DataFinder) is a core function of MetroGIS.

FINDINGS:

Notwithstanding the operational problems experienced using Café during the 2006 reporting period, **data discovery activity**, via MetroGIS DataFinder, remained essentially the same as last year with an **increase of .04 percent** to a total of 15,720 events versus 15,658 events experienced in 2005 or up 3.0 percent since 2003. This finding could be the result of the user community becoming more knowledgeable about the data available and choosing to download the data without first viewing the metadata, as metadata is bundled with each downloaded file.

The monthly pattern in data discovery-related visits that appeared to be emerging from review of the 2004 and 2005 monitoring data did not repeat itself in 2006. In the past, the highest activity was occurring February through April and the lowest activity was occurring July through September. Conversely in 2006, a slight reversing of the patterns occurred along, with less variation in the monthly differences. More monitoring data is needed to determine if the 2006 activity was an anomaly or the beginnings of a new trend. Staff continue to evaluate whether predictable patterns exist in this activity.

Figure 1a. Data Discovery Activity via DataFinder – Quarterly 2003-2006

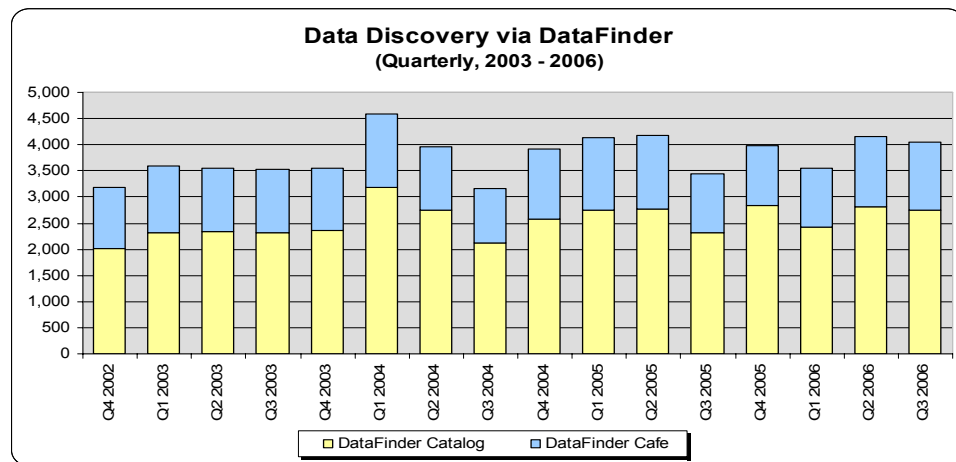
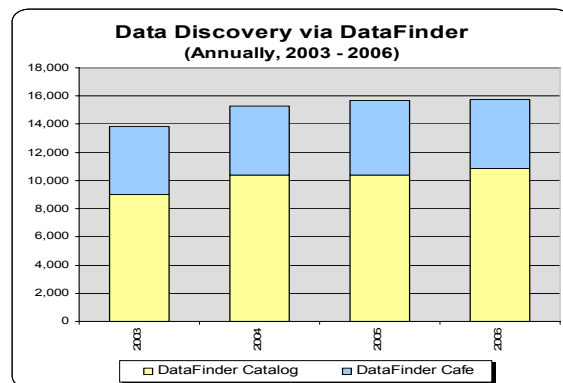


Figure 1b. Data Discovery Activity via DataFinder – Annually 2003-2006



DataFinder **Café activity** continued to comprise over 30 percent of the data discovery activity supported by DataFinder, as a whole, despite software aging problems⁷ that compromised Café's functionality for a large portion of the reporting period. In 2006, **31.1 percent of total data** discovery activity was via Café. This, however, was lowest percentage experienced since monitoring began. The highest percentage occurred in 2003 with Café accounting for 35.1

percent of the total data download events. Software problems experienced by Café (see Endnote 2) may have been a factor in the reduction in Café's usage in 2006. These problems should be corrected as of December 2006. This modest decrease could also be related to the leveling off of data discovery activity associated with the DataFinder Catalogue, as noted above.

In addition to maintaining data discovery metrics for DataFinder, metrics are also maintained for discovery of data activity experienced via the **MetroGIS Socioeconomic Resources Page**. Use of the Socioeconomic Web Resources Page has **doubled** in each of the last two years. In 2006, the average monthly usage increased to 108.9 visits per month that involved viewing of at least one data source page. (See the Regional Applications section, below, for additional information.) When the Performance Measurement Plan is updated, staff suggests that an effective means to integrate these application related metrics with other data discovery metrics should be investigated to insure the breadth of data discovery activities are comprehensively monitored.

PERFORMANCE MEASURE 2: Number of whole or partial datasets downloaded through DataFinder [Catalogue and Café] (by dataset, and by sector/stakeholder group if possible).

The primary benefit of DataFinder is that it provides a centralized location from which to obtain geospatial data pertaining to the seven-county, Twin Cities Metropolitan Area. DataFinder Café, a component of DataFinder, also supports subsetting of data and multiple data formats, which help the user put needed data into to use more quickly once downloaded.

The DataFinder website serves as a one-stop-shop home for 150 datasets, eight of which have been endorsed by MetroGIS as meeting high-priority common information needs for the region, and as meeting MetroGIS-defined data standards. The other datasets, although not components of current endorsed regional solutions, are being made accessible via DataFinder to act on the goal of maintaining a one-stop-shop for data access and because some of these data datasets may be of potential regional interest.

Table 2: Total Data Downloads

Year	All Data Download Events	Annual Change	Change since inception	Target
2003	7,073	-	-	N/A
2004	7,608	7.6 %	-	Not Set
2005	7,463	-1.9 %	-	Not Set
2006	7,347	-1.6 %	3.8 %	Not Set

FINDINGS:

Notwithstanding the operational problems experienced using Café during the 2006 reporting period, **data download activity** was also **essentially the same** as last year with only a slight decrease of 1.6 percent to 7347 events, as opposed to 7463 events experienced 2005 but up 3.8 percent since 2003 .

The lack of substantive growth in data downloading, despite an increase in the number of available datasets, may be associated with the software problems experienced with Café. Or, it could mean that the target user community capacity has been reached, at for the time being. More information is needed to determine if a change in MetroGIS policies or procedures is in order to address this finding. This topic may be a good candidate to include in the User Satisfaction Survey proposed as a component of the pending 2007 Business Plan Update project.

Figure 2a. Total Data Downloads via DataFinder – Quarterly, 2003-2006

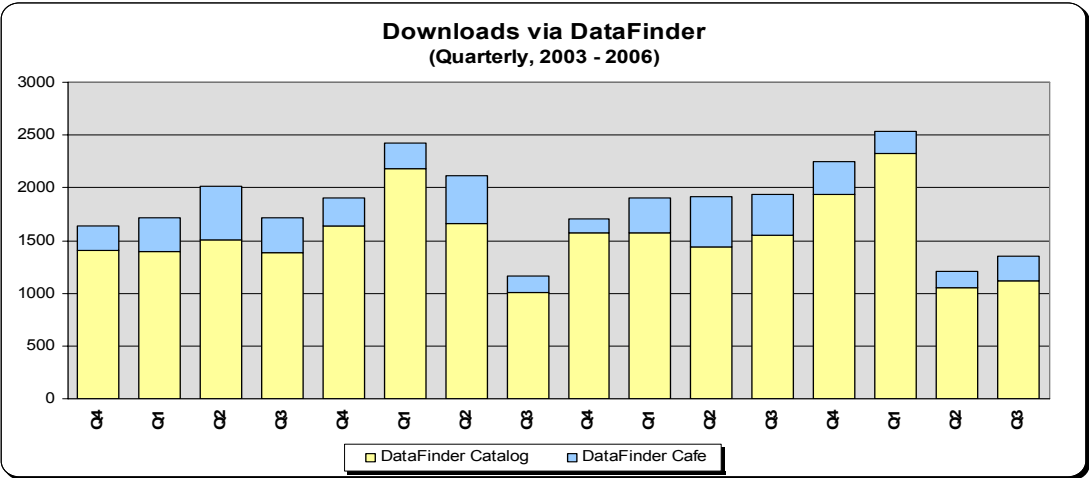


Figure 2b. Total Data Downloads via DataFinder – Annually, 2003-2006

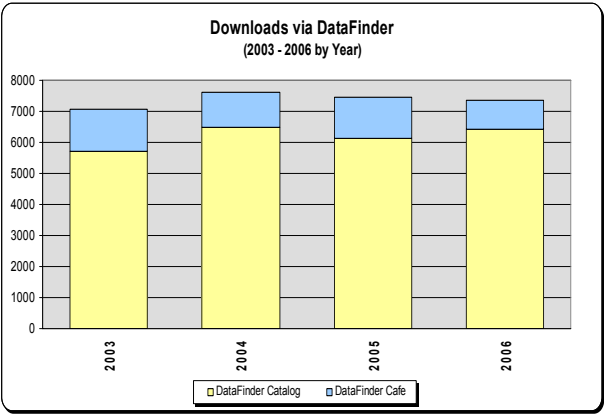


Figure 3a. Percent Downloads Via Café – Quarterly, 2003-2006

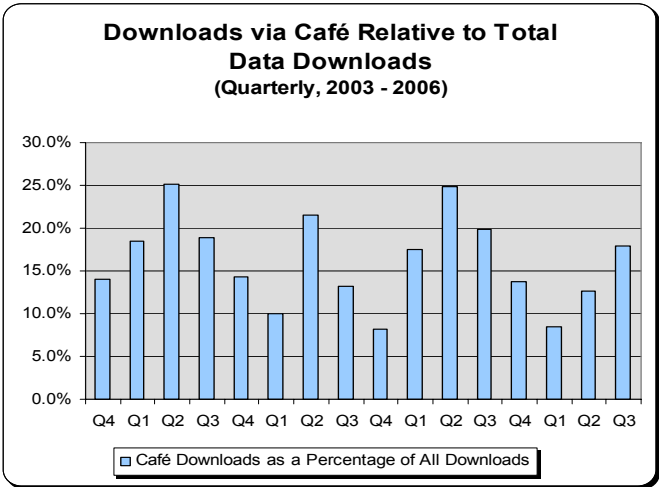
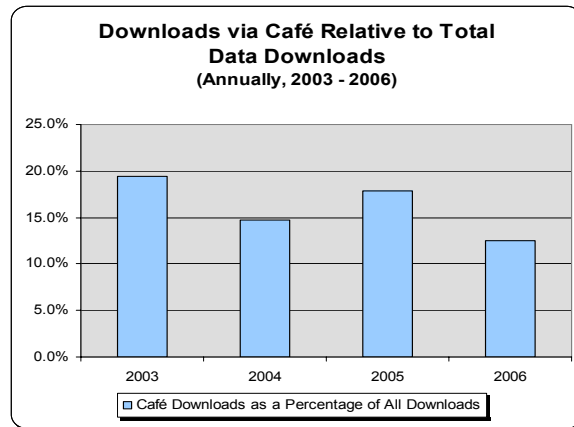


Figure 3b. Percent Downloads Via Café – Annually, 2003-2006



The existence of a relatively flat trend in overall downloads is in contrast to a substantively increasing portion of download events that are comprised of endorsed datasets (Table 3, below). This finding suggests that less downloading of the other 152 datasets available on DataFinder is occurring even though there has been growth in the number of other datasets. Another possible explanation for a portion of the decrease in overall downloading activity is that DataFinder Café was not working properly for most of the 2006 reporting period (see Endnote 2). Software improvements were partially installed in July but were not fully operational until November 2006, after this reporting period closed. As there was no significant drop off in total downloading activity, it is assumed that users either elected to use the FTP data downloading option accessible via the DataFinder catalogue to obtain data they needed or the software incompatibilities with the new version of JAVA were not widely experienced. The latter means few of the users elected to upgrade the JAVA component of the Café application. More monitoring information is needed to understand the effect of Café not properly functioning for much of the year. To simplify the DataFinder tool and minimize the potential for this type of software incompatibility in the future, the new version of Café no longer requires the user to download component software (JAVA code) to their own systems before they can utilize Café.

Even though there is little to report concerning total downloading activity, three other observations are noteworthy:

First, the **temporal pattern of data downloading activity** experienced in 2006 was **different** from that experienced in 2004 and 2005 as well as different from the pattern for data discovery. The large decrease in overall downloading activity witnessed during the 3rd quarter of 2004, which repeated in 2005, once again was also evident in 2006. The explanation previously offered for the 2004 drop off in activity was the absence of access to the regional parcel dataset. Since the regional parcel dataset was available for all of 2006, that explanation no longer seems to fit. Additional monitoring is needed to determine whether a change in usage is in progress or if the 2006 usage pattern is an anomaly.

Second, **DataFinder Café continues to exceed over 30 percent of the total discovery events**. Up until now, this metric was the only way MetroGIS could attempt to monitor interest in online browsing of geospatial data, as an end in itself, as opposed to prospective users evaluating data for their particular need prior to downloading it. The consistent use of Café's web mapping services supports a possible future trend identified in the current Business Plan that asserts an increasing number of users may wish to obtain some of the geospatial information they need online, as opposed to downloading all data for use on their internal systems. The new software platform (Geocortex IMF) that now supports DataFinder Café provides a direct means to distinguish monitoring of the browsing of data for fitness of use verse actual use of the data available via Café (e.g., web mapping service) for decision support. This may be a topic to be pursued in the pending 2007 User Satisfaction Survey.

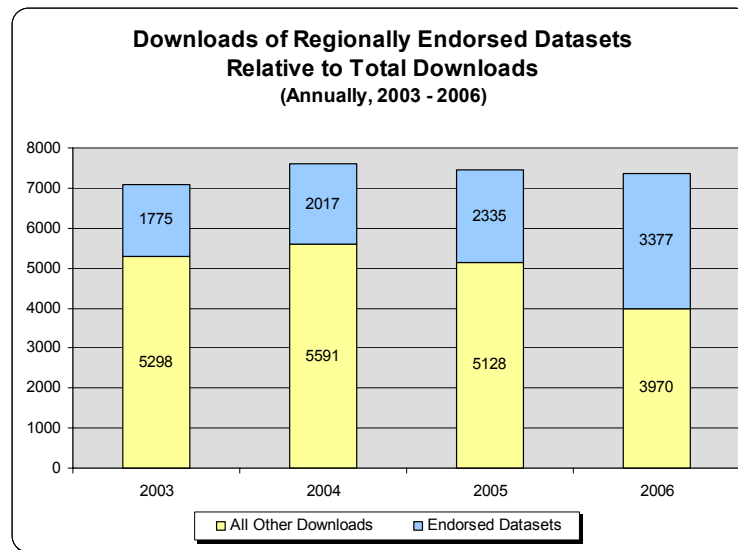
Third, of the increasing number of total datasets available via DataFinder, the six MetroGIS endorsed regional datasets⁸ have been consistently among the top ten datasets downloaded. In 2006, the **regional endorsed datasets were all among the top eight downloaded datasets**, accounting for **46.0 percent of the total data downloads**, the highest to date, despite addition of 20 new non-endorsed datasets for a total of 150 other datasets available via DataFinder in 2006. The relative **popularity** of the regional endorsed datasets has also **nearly doubled** (90.2 percent increase) **since 2003** when they comprised 25.1 of the total downloads.

Table 3: Downloads of MetroGIS Endorsed Regional Datasets

Year	MetroGIS-Endorsed Regional Dataset Download Events	Annual Change	Change since inception	Percent of Total Downloads	Target
2003	1,775	-	-	25.1 %	N/A
2004	2,017	13.6%	-	26.5 %	Not Set
2005	2,335	15.8%	-	31.3 %	Not Set
2006	3,377	44.6 %	90.2%	46.0 %	Not Set

Facilitating effective long-term solutions to priority common information needs, known as endorsed regional datasets, constitutes one of three core MetroGIS functions. The data downloading statistics described herein, together with user testimonials (PM #10), are definitive evidence of the value of continuing efforts to address common information needs through regional solutions

Figure 4. Downloads of Regionally Endorsed Datasets Relative to Total Downloads



A partial explanation for the increasing relative popularity of the MetroGIS's regionally endorsed datasets may be that the number of entities **licensed to access** the regional parcel and street centerline datasets both increased in 2006 for a combined **increase of 15.2 percent** over 2005 or (a total of 272 total licenses in 2006 versus 236 in 2005). Increased trust in the data may also be a factor. The User Satisfaction Survey that is proposed as a component to of the 2007 Business Plan Update process should include questions targeted to a better understanding of the increase in popularity of endorsed regional datasets and whether any changes in policy or procedures are warranted to sustain this situation.

Table 4: Download Events for MetroGIS Endorsed Regional Datasets

Dataset (2006 rank)	Number of downloads				Percent change
	2003	2004	2005	2006	From 2003 / From 2005
County & Municipal Boundaries (1)	441	484	479	832	+88.7% / 73.7%
Census Demographic Profiles (2)	295	479	516	793	+168.8% / +53.7%
Parcels (3)	255	258 ⁽¹⁾	576	793	+211.0% / 37.7%
Street Centerlines (4)	218	249	322	419	+92.2% / 30.1%
Census Geography (7) (e.g. tracts and blocks)	286	244	228	311	+8.7% / 36.4%
Planned Land Use (8)	260	288	208	183	-29.6% / -12.0%
Subtotal	1,755	2,002	2,329	3,331	
<i>All other downloads</i>	<u>5,318</u>	<u>5,606</u>	<u>5,134</u>	<u>4,016</u>	
TOTAL	7,073	7,608	7,463	7,347	+3.9% / -1.6%

⁽¹⁾Access to parcel data via MetroGIS ceased in February 2004 due to the lack of a Data Sharing Agreement. Access was reinstated January 2005.

PERFORMANCE MEASURE 2A: Number of visits to regional applications (informally added in 2003 was added by staff following adoption of the 2003-2005 Business Plan and following availability of two applications implemented as MetroGIS initiatives)

Table 5: Usage General MetroGIS Website

	1998	1999	2000	2001	2002	2003	2004	2005	2006
General Information Website						56,653	75,718	89,138	83,251

Table 6: Usage of MetroGIS Endorsed Web-based Applications

	2004	2005	2006
Mailing Labels	-	106	82
Socioeconomic Web Resources Page	124	446	1307
Total	124	552	1389

FINDINGS:

No new regional endorsed web-based applications were launched in 2006. Comments follow about each of the applications currently supporting a MetroGIS initiative.

In addition, funding was authorized in 2006 for a Regional GIS Pilot Project to develop a web-based application to assist prospective users locate existing geospatial-related applications and web mapping services that meet their needs. The project's goal is similar in concept to how DataFinder expedites discovery of existing geospatial data resources. Once this "ApplicationFinder" tool is available, less reliance on direct outreach efforts should be required to get the "word out" about the availability of the geospatial applications cited below.

- a) General Information Website (www.metrogis.org). This website was initially launched in 1997. It includes information about every aspect of MetroGIS, in effect serving as its institutional memory. It is one of several communication and outreach methods supported on an ongoing basis in conjunction with another of MetroGIS's core functions – support a "forum" to foster coordination through knowledge sharing and use of best practices. Support of activities, which foster knowledge sharing, are acknowledged as critical to continued innovation to achieve the most effective and efficient services possible.

Use of MetroGIS's general web site (www.metrogis.org) as a primary means to share information was slightly down (-7.1 percent) in 2006, with 83,251 total visits, as opposed to 89,138 total visits experienced in 2005. Experiencing fewer visits in 2006 than in 2005 is not unexpected as visits in 2005 were up over 18 percent from the 2004 traffic. This

level of usage was directly the result of MetroGIS receiving several national and international recognitions in 2005, which was not the case in 2006.

In 2006, staff is aware of only one such recognition, Professor Ian Masser published an article about MetroGIS in the European Journal "GeoInformatics". As such, it is not surprising that the rapid growth realized in the past mitigated somewhat in 2006.

Figure 5a. General Information Website Activity

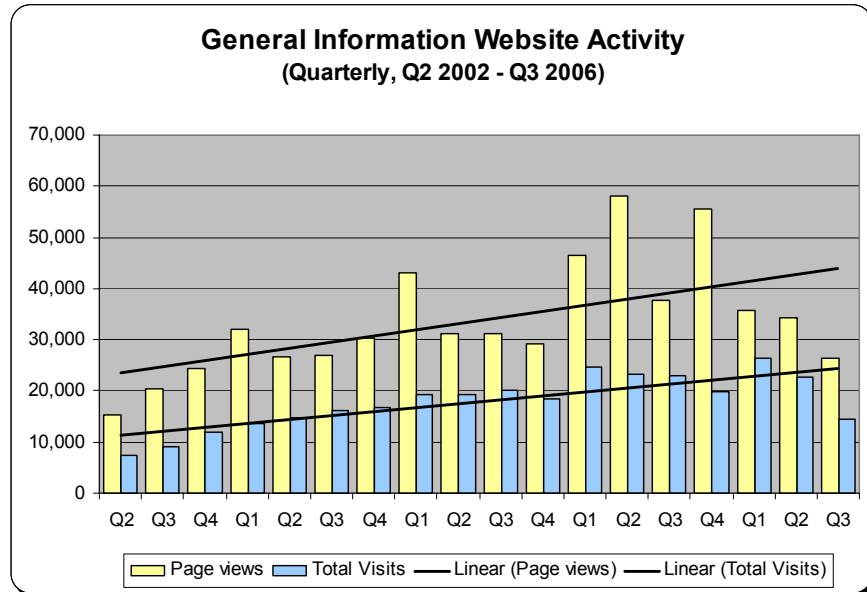
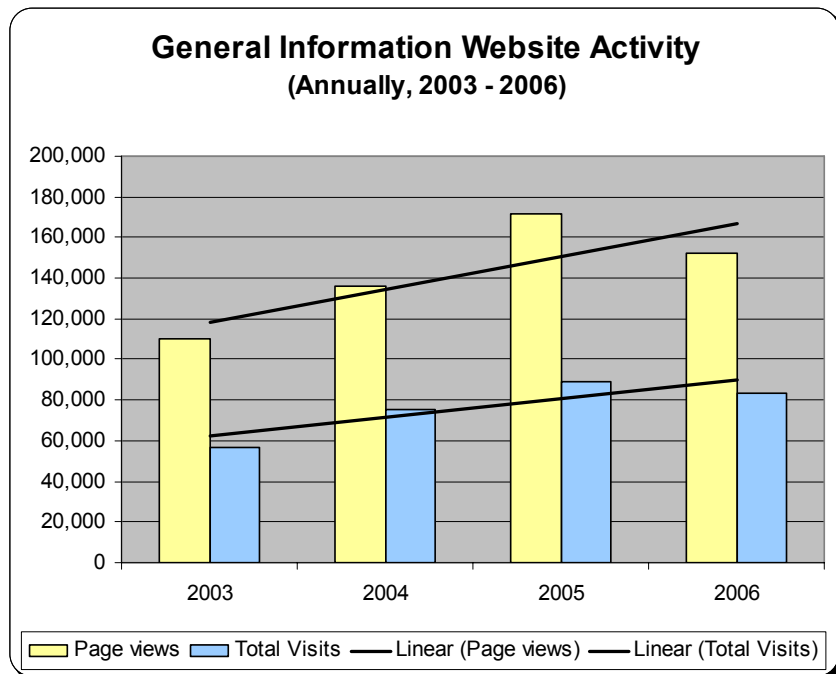


Figure 5b. General Information Website Activity



Need to update the following text when the data become available. In 2006, the top visited pages include a host of standards and guidelines, as well as organizational information. Top downloaded documents include the DataFinder Café scope of work and functional design criteria, Business Object Framing Model, Organizational Structure, Performance Measurement Plan, and Business Plan.

b) Socioeconomic Web Resources Page

(www.datafinder.org/mg/socioeconomic_resources/index.asp)

This webpage was implemented in April 2004. Monthly average use nearly doubled from 37.2 to 108.9 visits per month during the 2006 reporting period. In 2005, usage nearly tripled from 10.3 to 37.2 visits per month. The first year's growth was not unexpected once availability of the site became more widely known but another doubling in the second year was not expected. One or two years of additional monitoring should provide sufficient information to understand a typical level of use.

c) Regional Mailing Label Application (www.datafinder.org/labels/login.asp)

This application became fully operational in November 2005. It was especially designed for users who want to make mailing labels for geographic areas that cross county boundaries, as it runs on the regional parcel dataset. Users must be licensed to access the regional parcel dataset, of which there are currently 88 licensees. The current reporting period provided the first complete year of monitoring data, which showed a decrease from 106 lists created in 2005 to 82 created in 2006 or a decrease of 22.6 in usage during the current reporting period. The peak usage in 2006 was in April with 25 mailing lists created, down from the 2005 peak of 39. An explanation for this decrease in usage is not readily apparent. More information is needed to determine if the application is meeting current needs or if prospective users are unaware of its existence. In an attempt to gain this understanding, MetroGIS staff intends to send a notice to each of the 88 entities licensed to use the underlying regional parcel dataset to inquire if they have any concerns regarding the application's functionality. This topic should also be addressed in the pending User Satisfaction Survey to be conducted as part of the Business plan Update process.

d) Regional Emergency Preparedness Application

This application was launched in 2005. Since that time it has been used strictly as a training tool by the Emergency Preparedness Workgroup to educate emergency managers. The main focus of this outreach effort has been on demonstrating the value of GIS technology to addressing emergency management related data and analysis needs pertaining to disaster planning, response, and recovery. Access to the application is password-protected. If and when this application is moved to a production environment, metrics will be established to monitor its use.

PERFORMANCE MEASURE 3: Number and type of sector/stakeholder groups using Web Mapping Services

FINDINGS:

(No means to measure use web mapping service available until 2007.)

BACKGROUND:

Up until the software platform that supports DataFinder was updated this past year, technology did not exist to allow us to distinguish between a user browsing/viewing data online via Café as part of their evaluation of fitness for use prior to downloading a particular dataset and actual use of the data to support decision making. Beginning with the 2007 reporting period, staff believes the Geocortex IMF software that now serves as the platform for DataFinder Café will provide this capability. This new capability is important to achieving a better understanding of the use of currently supported web services and related Web-based applications⁹. This understanding is, in turn, important to deciding future policy regarding preferences for regional web-based applications, in particular, those that are intended to run on endorsed regional data solutions.

In the past, events attributed to Café in Performance Measure #1 metrics¹⁰, as a component of all discovery activity, were used to estimate online data browsing/viewing activity. For instance, in 2005 this logic was used to corroborate the findings of a 2005 survey of DataFinder users which documented that browsing (viewing) data was the most often used Café function. This preference (browsing as opposed to downloading) showed up in the 2005 metrics as a nearly two-to-one (33.5 verses 17.9 percent) use of Café as a browsing tool to its function as a data downloading tool. Applying the same logic to 2006 metrics, similar preference results are realized with 31.1 percent using Café as a browsing tool, as opposed to 12.5 percent using it for a data downloading tool.

Policy guidance, as to the preferred role for MetroGIS regarding the topic of online applications, is planned as a topic of discussion during the forthcoming Business Plan Update process. Once policy direction is clear, tools such as the new monitoring capabilities that will be available in 2007 can be put to the most effective use.

When the Performance Measurement Plan is updated in 2007, a means to reconcile how to best measure web services activity relative to use of the Socioeconomic Web Resources Page, and Regional Mailing Label Application usage counts, not included in this year's assessment, should also be investigated.

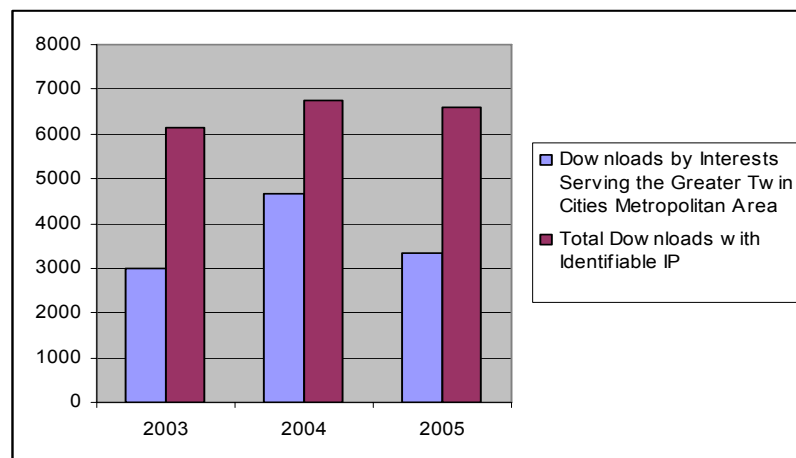
PERFORMANCE MEASURE 3a: Number and type of sector/stakeholder groups accessing data from DataFinder (informally added).

This measure was added to the Annual Performance Measurement Report in 2005. Prior to that time, information about where data obtained via MetroGIS DataFinder was going when downloaded (e.g., measure whether the majority of the users are located within the seven-county, Minneapolis- St. Paul Metropolitan Area) was not available. When staff learned that records contained within the DataFinder log files could be assigned geographic coordinates, through a process developed by Quova, Inc., a service agreement was secured with for a fee of \$250. *In 2006, Quova reorganized and, as of this writing; progress had been made on a new agreement but the final agreement had not been reached to continue this service. If an agreement is reached, the following text from the 2005 report will be updated. Otherwise it will be left as is for historical purposes.*

FINDINGS:

From the 2005 Report: From October 1, 2004 to September 30, 2005, 50.8 percent of 6,579 identifiable download events via DataFinder were by interests located within the Minneapolis-St. Paul DMA¹¹, down 22 percent from 2004. The 2005 level of "In Metro Area" use is similar to that experienced in 2003 (49.4) but down from that experienced in 2004 (69.0 percent).

Figure 6. Data Downloads by Location of User (Within and Beyond Seven County Area)



The large increase in “Non-Metro Area” data downloading activity during 2005 should be monitored but may be an anomaly due to significant attention received this past year by national and international interests. The most prominent being:

- Recognition in a book published by ESRI International Press in March that focused on MetroGIS’s governance structure,
- MetroGIS’s data distribution architecture being highlighted in March by the Open Geospatial Consortium (OGC) as its top example of a successful regional system,
- URISA selecting MetroGIS’s accomplishments among its top 15,
- Presentations made at a November Innovations in Governance Program at the Kennedy School of Government, and
- The National Map (TNM) linkages to web services distributed via DataFinder is likely because MetroGIS’s services were highlighted at least one major conference that promoted TNM.

An assumption made in the initial Performance Measurement Report recognized the likelihood that local usage could be expected to decrease as communities of interest outside of the area learn of the wealth of data resources provided via DataFinder. Notwithstanding, the user satisfaction survey that is anticipated in 2007 as part of Business Plan Update initiative should explore any concerns of local users that may be impeding their use of DataFinder.

As in the past, those entities using DataFinder the most during current reporting period were academic institutions of higher learning and state, regional, and local government interests. Dakota County and Hennepin County are again listed among the top 25 download recipients, with activity at essentially the same level as in 2004. It should, however, be noted that downloading activity associated with local planning and engineering firms, the third highest user community in 2004, was down over 59 percent. This is a potential concern, as the majority of their activity is assumed to be on behalf of the area’s government units. Some of this decrease could be attributed to coincidental 63.4 increase in use by government users. The survey proposed as part of the next Business Plan Update project that should include questions to investigate this situation.

The user-based information used for this analysis was obtained from a \$250 report generated for MetroGIS by Quova, a web-tracking firm. Although some questions remain with certain aspects of the methodology used, the Quova report represents the best information available. Thus, a report from Quova should again be pursued for the 2006 MetroGIS Performance Measurement Report.

PERFORMANCE MEASURE 4: Number of datasets and metadata records on DataFinder

In accordance with its policy to promote leveraging of investments within the community, MetroGIS should continue to encourage data producers to publish metadata, as well as their actual data holdings, via the DataFinder tool in an effort to continue to improve user and producer efficiencies related to discovery and distribution of geospatial data.

Table 7: Metadata Records Searchable on DataFinder

Year	Searchable Metadata	Annual Change	Change since inception	Target
2002	136	-	-	Not set
2003	166	22.0 %	-	Not set
2004	183	10.2 %	-	Not set
2005	188	2.7 %	-	Not set
2006	205	9.0 %	50.7 %	Not set

Table 8: Datasets Directly Downloadable via DataFinder

Year	Directly Downloadable Datasets	Annual Change	Change since inception	Target
2002	107	-	-	Not set
2003	136	27.1 %	-	Not set
2004	145	6.6 %	-	Not set
2005	151	4.1 %	-	Not set
2006	158	4.6 %	47.7 %	Not set

FINDINGS:

Even though the number of entities participating did not change, the number of **metadata records searchable** on DataFinder increased from 188 to 205 or **up 9 percent** and number of **datasets downloadable** via DataFinder increased from 151 to 158 or **up 4.6 percent**.

OUTCOME B. DATA CURRENCY, USEFULNESS

The 2002 MetroGIS Performance Measurement Plan established one measure of the “Data Currency” outcome. 2006 results and 2002-2006 trends for this measure it is as follows:

PERFORMANCE MEASURE 5: Percent of regionally endorsed datasets maintained to agreed-upon currency specifications.

Table 9: Compliance with Custodial Responsibilities

Year	Percent Compliance	Annual Change	Change since inception	Target
2002	100	-	-	Not set
2003	100	0 %	-	Not set
2004	100	0 %	-	Not set
2005	100	0 %	-	Not set
2006	100	0 %	0 %	Not set

FINDINGS:

A total of twenty-three (23) **custodial roles and responsibilities** defined by MetroGIS have been assumed by ten (10) separate **willing organizations** with appropriate support resources. Twenty one (21) of these custodian roles and responsibilities are associated with maintaining regional data solutions endorsed by MetroGIS. All of these data maintenance-related **responsibilities** were also supported **in accordance with agreed upon specifications**, as has been the case in the past.

The other two responsibilities -- support a one-stop, Web-based data discovery and distribution mechanism (DataFinder) and support a forum to foster collaboration – were also supported in accordance with expectations. The Metropolitan Council supports these latter two responsibilities.

The idea of promoting use of DataFinder to a broader group of producers, who are not currently using it to distribute their data (or who are using it minimally), is among the topics planned for discussion topic at the pending Strategic Directions Workshop¹².

OUTCOME C. INTERNAL EFFICIENCIES, LEVEL OF COOPERATION

Four distinct performance measures are used to evaluate progress relative to this “Internal Efficiencies, Level of Cooperation” performance outcome. No means is available to monitor two of measures, although the trend is toward increased involvement by data producers. Findings for each of these measures follow.

PERFORMANCE MEASURE 6: Number of manual vs. self-service requests for data (by producer type)

PERFORMANCE MEASURE 7: Hours of staff time saved in data distribution tasks (by producer type) – focus on counties and the Metropolitan Council

FINDINGS (PM#s 6 and 7):

(No effective means yet defined to measure)

PERFORMANCE MEASURE 8: Number (and names) of entities listing metadata records (which includes entities listing datasets) on DataFinder.

In accordance with its policy to promote leveraging of investments within the community, MetroGIS's strategy has been to encourage data producers to publish metadata, as well as their actual data holdings, via the DataFinder tool in an effort to continue to improve user and producer efficiencies related to discovery and distribution of geospatial data.

Table 10: Entities Publishing Metadata Records via DataFinder

Year	Searchable Metadata	Annual Change	Change since inception	Target
2002	15	-	-	Not set
2003	16	6.7 %	-	Not set
2004	18	12.5 %	-	Not set
2005	18	0 %	-	Not set
2006	18	0 %	20.0 %	Not set

(The names of participating entities are maintained in a separate source data file)

FINDINGS:

There was no change during this reporting period in the number of organizations using DataFinder to advertise availability of geospatial data holdings. The number remains at 18. This lack of growth may be at least partly due to less time spent on networking and outreach activities over the past year or so. Staff resources were more limited in 2005 and 2006 than in the past and higher priorities dominated staff resources, resulting in less opportunity for outreach activities. Notwithstanding, the number of metadata records increased from 188 to 205

PERFORMANCE MEASURE 9: Number (and names) of entities using DataFinder as a data distribution method.

In accordance with its policy to promote leveraging of investments within the community, MetroGIS's strategy has to encourage data producers to publish metadata, as well as their actual data holdings, via the DataFinder tool in an effort to continue to improve user and producer efficiencies related to discovery and distribution of geospatial data

Table 11: Entities Publishing Geospatial Data via DataFinder

Year	Directly Downloadable Datasets	Annual Change	Change since inception	Target
2002	7	-	-	Not set
2003	7	0 %	-	Not set
2004	10	42.8 %	-	Not set
2005	10	0 %	-	Not set
2006	10	0 %	42.8 %	Not set

(The names of participating entities are maintained in a separate source data file)

FINDINGS:

There was no change during the reporting period in the number of organizations using DataFinder as a data distribution mechanism. The number remains at 10. This lack of growth may be at least partly due to less time spent on networking and outreach activities over the past year or so. Staff resources were more limited in 2005 and 2006 than in the

past and higher priorities dominated staff resources, resulting in less opportunity for outreach activities. Notwithstanding, the number of number of datasets downloadable via DataFinder increased from 151 to 158.

OUTCOME D. DECISION MAKING, SERVICE DELIVERY

PERFORMANCE MEASURE 10 (NON-QUANTITATIVE MEASURE): Testimonials/case studies on how data access and delivery, and the MetroGIS forum, were used to improve operations/systems/decision-making by sector/stakeholder group.

FINDINGS:

A ninth testimonial¹³ was added in 2006 to benefits realized from MetroGIS's efforts. The subject was an Emergency Evacuation Planning tool developed by Professor Shekhar's Department of Computer Sciences Team at the University of Minnesota. This and the previous eight testimonials that have been produced continue to indicate a high level of satisfaction and perceived value associated with processes and tools developed through MetroGIS's efforts. The 2007 workplan calls for the production of 1-2 additional testimonials.

BACKGROUND (Related to PM#s 6, 7 and 10):

None of the MetroGIS Performance Measurement efforts to date has included quantitative measurement of efficiencies gained by data producers through tools and processes developed and supported by MetroGIS. The primary reason is that quantifying this benefit is extremely complicated due to the variety of business models used by various producers. Staff brought this need to the 2005 Innovations in Governance Program at the Kennedy School of Government, as a component of a MetroGIS case study. The consensus was that an economic model does not exist that could be used for this purpose. Most agreed that an organization-by-organization evaluation of cost to benefit to participate in a collaborative solution versus pursuing a solution on their own is likely the only reasonable way to approach this need.

As a component of its Performance Measure Plan Update project proposed for 2007, MetroGIS will investigate changes to this measure or seek additional ways to document efficiencies gained by producers of data that are components of endorsed regional data solutions. Benefits related to leveraging existing resources, such as Washington County's use of the DataFinder web server to save significant hardware and software startup costs, as well as, monthly Internet Service Provider (ISP) expenses to host an ArcIMS application, are among examples of modifications that might be included in future evaluations.

Source Data for Metrics

Detailed data are captured monthly for each performance measure. These detailed source data are maintained in a complex spreadsheet along with related summary set of tables and graphics. These detailed data are the foundation from which staff identify anomalies, both positive and troublesome items, for discussion with the Coordinating Committee on a quarterly basis in an attempt to better understand the causes and identify any desirable mitigating actions that should be pursued.

The Source Data are maintained by Measure in the same manner as reported herein:

A. Outcomes for Data Users - Ease of discovery and access

PM #1: Visitor sessions to DataFinder web site

PM #2: Datasets downloaded through DataFinder

PM #3: Sector/stakeholder groups

PM #4: Datasets and metadata records on Data Finder

B. Outcomes related to Users - Data Currency

PM #5: Percent of Datasets Updated

C. Outcomes related to Producers - Internal efficiencies; level of cooperation

PM #6: Manual vs. self-service requests for data (by producer type)

PM #7: Staff time saved in data distribution tasks (by producer type)

PM #8: Entities listing metadata records on DataFinder

PM #9: Entities using DataFinder and DataFinder Cafe as a data distribution method

D. Ultimate Outcomes – Improved decision-making and better service to the public

PM # 10: Testimonials (Non-quantitative)

Endnotes:

- ¹ The adopted MetroGIS Performance Measurement Plan can be viewed at www.metrogis.org/benefits/perf_measure/index.shtml.
- ² Section 1.3.2 of MetroGIS's 2003-2005 Business Plan identifies three functions core to MetroGIS's efforts:
 - Support a "forum" to foster coordination through knowledge sharing and use of best practices.
 - Facilitate effective long-term solutions to priority common information needs (regional datasets), and
 - Support an efficient mechanism for Internet-based data discovery and retrieval (MetroGIS DataFinder)
- ³ Features with a geographic component, such as the location of parcels of land and descriptive information about each parcel, location of city boundaries, location of lakes and descriptive information about each lake, etc.
- ⁴ Metadata provides information about geographic data important to evaluating its fitness for use, such who created the data, when created, source from which created, data projection, explanation of descriptive attributes, update cycle, etc.
- ⁵ Links through with to download data via the DataFinder Catalogue utilize FTP (File Transfer Protocol) technology.
- ⁶ See <http://www.metrogis.org/data/datafinder/index.shtml> for a summary of the process utilized to define desired improvements, establish functional design specifications, and evaluate software options to accomplish desired specifications.
- ⁷ Problems with Café's functionality began to be noticeable spring 2005 with a new release of JAVA that was incompatible with the Café application developed by Syncline, Inc., originally installed July 2002. The result was that parties that had been using Café could continue to do so, as long as they did not upgrade the component JAVA code. No new users could access Café. Café's security module also experienced software problems that resulted in having to discontinue password-protected access to parcel and street centerline data via Café. Users could still obtain these datasets but they had to do so via FTP, which does not support subsetting that was one of the main reasons for developing Café in the first place. In October 2006, the software platform for DataFinder Café was changed to Geocortex IMF, licensed through Latitude Geographics. As with the previous Café, we will be able to count the number of downloaded datasets, but now we will use the Statistics extension from Latitude Geographics. In addition, this Statistics extension will let us measure the direct use of DataFinder map services (in desktop GIS, web-based and other applications), which we were unable to do before. DataFinder now offers OGC (WMS and WFS) and ArcIMS (image and feature) map services and we plan to measure their usage in the performance measures report next year. We anticipate that examining these numbers in relation to numbers of downloaded datasets may reveal trends on preferences for using GIS data directly over the internet or for download the datasets, or a mix of both.
- ⁸ See <http://www.metrogis.org/data/index.shtml> for a listing of endorsed regional datasets (solutions to common information needs) and information about the specific data content specifications, custodial roles and responsibilities, and general history of the regional solution. (Note: eight regional solutions have been enacted by MetroGIS but only six are tracked for purposes of Performance Measurement Reporting. Land Cover is distributed by DNR, its custodian. The Land Cover metadata record is posted on DataFinder but directs the user to DNR's website. The Unique Parcel ID solution is a component of the Regional Parcel Dataset and, thus, not tracked separately.)
- ⁹ In October 2006, the software platform for DataFinder Café was changed to Geocortex IMF, licensed through Latitude Geographics. As with the previous Café, we will be able to count the number of downloaded datasets, but now we will use the Statistics extension from Latitude Geographics. In addition, this Statistics extension will let us measure the direct use of DataFinder map services (in desktop GIS, web-based and other applications), which we were unable to do before. DataFinder now offers OGC (WMS and WFS) and ArcIMS (image and feature) map services and we plan to measure their usage in the performance measures report next year. We anticipate that examining these numbers in relation to numbers of downloaded datasets may reveal trends on preferences for using GIS data directly over the internet or for download the datasets, or a mix of both.
- ¹⁰ Performance Measure 1 (33.5) was used as a proxy for online browsing and Performance Measure 2 (17.9) was used as a proxy for measure use of the data.
- ¹¹ DMA (Designated Market Area) is a geographic area used for this analysis. The Minneapolis St. Paul DMA includes the 7-county metropolitan area, the 12 collar counties (including 3 in Wisconsin) adjoining in the metro area, and a few counties beyond the collar counties.
- ¹² This idea was identified as a collaboration opportunity at MetroGIS's November 15, 2005 forum entitled "Beyond Government Users: New Directions for MetroGIS".
- ¹³ Each of the nine referenced testimonials can be viewed at http://www.metrogis.org/benefits/perf_measure/index.shtml

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
January 17, 2007**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:30 p.m.

Members Present: Jim Kordiak (Anoka County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Tom Workman (Carver County), Tom Egan (Dakota County), Joseph Wagner (Scott County), Terry Schneider (AMM- City of Minnetonka), and Dan Cook (School Districts - TIES)

Coordinating Committee Members Present: Rick Gelbmann, Chet Harrison, Ned Phillips (Vice Chair), Nancy Read, Sally Wakefield, and Mark Vander Schaaf.

Support Staff: Randall Johnson and Christopher Kline

Visitors: Alison Slaats (Manager MetroGIS DataFinder and member Metropolitan Council GIS Unit) and Jeff Heegaard, Executive Director - 1000 Friends of Minnesota.

2. ACCEPT AGENDA

Alternate Member O'Rourke moved and Member Lake seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Kordiak moved and Member Pistilli seconded to approve the October 18, 2006 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Effective Decisions Through Effective Data Distribution

Nancy Read, Member of the Coordinating Committee, introduced the topic and provided a brief summary of prior GIS Technology Demonstrations and the rationale behind having them. She explained that demonstration planned for this meeting was designed to explain how data obtained from MetroGIS DataFinder by non-governmental entities is being used to improve decision support in their respective arenas. She introduced Chet Harrison, Senior Associate with CB Richard Ellis and a Member of the Coordinating Committee, who presented the first of two demonstrations.

Harrison noted that specializes in land sales, site selection and large acreage land assemblage and uses Geographic Information System (GIS) applications to efficiently find and evaluate sites. He also noted that CB Richard Ellis's is the largest real estate brokerage firm in the world. He then presented a case study, which earlier that day had been awarded the Land Transaction of the Year Award for the Twin Cities, to illustrate how he had used data obtained via MetroGIS DataFinder to assist him locate a developable parcel for a major land development client of at least 230 contiguous acres located as close as possible to center of population for the Twin Cities. Using the IDS Center in Minneapolis as an assumed center of population and using GIS technology, a 17.9-mile buffer was created which included over 40,000 candidate sites. Harrison then explained that through the use of a subtractive methodology carried out through a series of queries using GIS technology, to narrow down the number of candidate sites to seven. He then explained how he used an additional series of GIS queries together with other supplemental information gained from digital orthoimagery and other sources, to select the development site most compatible with the clients' needs, which is located in Hassan Township, along I-94, to the northwest of Minneapolis. (Editor's Note: A copy of Mr. Harrison's presentation has been requested and will be posted when available.)

Members asked several questions following the presentation, including:

- How much time did the analysis require? *Response: The analysis took one day; the standardization of parcel data across the seven county area provided through MetroGIS's efforts allowed the process to be relatively simple as compared to how it was in the past and is currently the case in other parts of the country. The availability of a standardized Planned Land Use dataset through MetroGIS's efforts for the entire seven- county area was specifically mentioned as an outstanding product that played an important role in the analysis and saved an enormous amount of time.*
- How do MetroGIS's efforts to implement standards, web services, and efficient data access tools compare with efforts of others around the country? *Response: There are other organizations, but the quality of their data is generally poorer from a multiple jurisdiction perspective due to the lack of standardization. Harrison also noted that the existence of DataFinder is saving him time and effort. He also made a point of thanking MetroGIS for deciding to publish a large number of web services via DataFinder because he no longer has to save the data internally, rather he is able to automatically access the most recent version when he starts his internal applications. He also commented that the amount of standardization of data in this area has and will continue to encourage development of tools that run on the standard data which in turn further improve efficiencies. He mentioned that having to pay for parcel data is not a major issue for CB Richard Ellis but noted that it is for others and that he suggested that the Policy Board revisit the value of potential benefits that could be gained from permitted free access and compare that value to the revenue currently received. He guessed that offering free access would generate more overall value.*
- How were the assumptions in the analysis determined? *Response: Experience in the local market and the client's preference for a location as close as possible to the central core drove the assumptions.*

(Note to reader: The following day, Mr. Harrison submitted the comments listed in Attachment A and asked that they be passed along the Policy Board which will occur when this meeting summary is submitted to the Policy Board for approval.)

Sally Wakefield, GIS Coordinator with the 1000 Friends of Minnesota and Member of the Coordinating Committee, introduced herself and provided a brief overview of her organization's work, which involves providing assistance to citizen planners – persons generally with low-level GIS skill sets and limited budgets, mostly located in low population communities on the fringe of the seven-county region. They teach how to use Google Earth, a free public access browser, as a means to utilize geospatial data available via DataFinder. Through assistance of the 1000 Friends organization, these communities are visualize their community's resources, development constraints, and alternative development scenarios and as a result are better positioned to as they prepare their comprehensive plans and respond to development proposals.

Wakefield then used a case study to demonstrated how 1000 Friends of Minnesota collaborated with the City of Dayton to develop a comprehensive plan using Google Earth and a wealth of data obtained via MetroGIS DataFinder, including critical natural resource areas, wetlands, conservation corridors, and proposed regional parks and trails, to assist them in their effort to design a plan to accommodate the 15,000 new residents they expect to live in their community in the next 30 years.

Members asked several questions including:

- Where does Google Earth obtain their image data? *Response: Google Earth obtains its data through private vendors via license agreement, similar to what MetroGIS does with street centerline data.*
- Does the data currently available from MetroGIS meet your needs? *Response: Yes. DataFinder is an excellent resource for the work of 1000 Friends because the data are current, work together, and the one-stop shop provide by DataFinder saves a great deal of time.*

5. ACTION AND DISCUSSION ITEMS

a) 2006 Accomplishments

Coordinating Committee Member Read introduced the topic and informed the Policy Board that the Coordinating Committee had accepted the listing of major accomplishments for 2006 and the suggested theme (how the existence of MetroGIS is making a difference and facilitating e-government solutions while doing so) for the 2006 MetroGIS Annual Report, as outlined in the agenda materials.

Read then highlighted several of the major accomplishments, including hosting the “Imagining Possibilities: The Next Frontier for Geographic Information Technology” forum on June 1st, reaching agreement with The Lawrence Group (TLG) to continue to provide access to the TLG Street Centerline Dataset including the first view-only public access to the dataset, and a proposal to the Board of Soil and Water Resources concerning maintenance of water management jurisdictional boundaries.

Chairperson Reinhardt called for any revisions or comments regarding the listing of accomplishments.

Member Pistilli asked for more information about progress made to grant non-profit interests access to licensed parcel data, without fee. The Staff Coordinator explained that to his knowledge the members of the County Data Producers Workgroup had agreed in principle to recommend to their leadership to follow Hennepin County’s lead and allow community-based, non-profit interests to receive free access to parcel data but decide on a county-by-county basis which interests would qualify for access without fee.

Member Pistilli, commented that he would like more information about the rationale behind the current practice of charging a data development cost recovery fee to non-government interests for access to parcel data, noting the development project used as case study in the GIS Technology Demonstration opens the question whether free access would not be a better policy as amount of revenue received through cost recovery may be substantially less than the economic and social benefits of allowing free access.

Chairperson Reinhardt asked Member Simmer about Hennepin County’s pilot testing of policies regarding non-profit access to parcel data. Simmer noted that he had not been involved in the discussions and suggested that this information be requested from William Brown, Hennepin County Surveyor, who is more familiar with the topic. He did however note that he believed that Mr. Brown was in conversation with the county attorney about the possibility of converting to a much simpler (shrink-wrap) licensing process as the current process is extremely labor intensive for the user as well as the county.

No additions or modifications were suggested to the listing of accomplishments or suggested theme for the 2006 Annual report.

b) 2006 Annual Performance Measurement Report

Coordinating Committee Member Read introduced the topic, informing the Policy Board that the Coordinating Committee had accepted the 2006 Annual Performance Measurement Report, as presented in the Policy Board’s agenda packet. She noted that the metrics and analysis show that usage of MetroGIS DataFinder had increased and the demand continues for data accessible via DataFinder, despite the absence of the Café component for several months during its upgrade process.

Motion: Member Pistilli moved and Alternate Member Simmer seconded to accept the 2006 Annual Performance Measurement Report, dated December 21, 2006, together with conclusions and recommended actions therein. Motion carried, ayes all.

c) Beyond Government Users – Partnering Opportunities

The Staff Coordinator commented that the Policy Board, at Member Schneider’s suggestion, had recommended that MetroGIS explore potential partnerships with non-governmental entities to address common needs. The Beyond Government Users workgroup was formed to foster this collaboration. The Staff Coordinator then summarized each of the five suggested partnering opportunities that had been identified by the Workgroup, as outlined in the agenda packet.

In response to a comment by Vice Chairperson Kordiak inquiring as the amount of revenue involved from data sales, the members agreed that it would be helpful to know the extent the counties are currently relying upon revenues gained from cost recovery of parcel data development costs. The members also concurred that it may be time to revisit current cost recovery policy. Member Pistilli agreed with Vice Chairperson Kordiak, that these data were developed for a public purpose and that the tax payer might benefit more from value added to the data by others and economic development resulting from use of the data if it were more widely available. Member Pistilli concluded the discussion with the rhetorical comment “where is the harm in offering the private sector access to data that they can utilize to enrich their businesses?”

The Staff Coordinator agreed to draft a request for Chairperson Reinhardt’s signature to send to the county representatives to the Coordinating Committee with a copy to the Policy Board requesting an estimate of how much revenue is received annually from data sales (not including any added value by staff to produce derivative products) together with an estimate and how much it costs to support the data sales procedures.

d) Preparations for Strategic Directions Workshop

Chairperson Reinhardt introduced the topic, noting that the workshop is planned for February 8, 2007. She then encouraged the members to speak with staff and colleagues at their respective organizations before the workshop about the “starter kit statements” listed in Attachment C of the agenda packet to make sure any issues or concerns are identified at the Workshop.

Member Pistilli asked if cost recovery policy questions surrounding parcel data, raised previously in the meeting, should be addressed before the Strategic Directions Workshop. The Staff Coordinator stated that in his opinion, there is no need to address the cost recovery policy matter before moving forward with talks on a host of other topics important to the success of MetroGIS. He encouraged the members to offer general direction at the Workshop for the appropriateness of MetroGIS engaging and, if so, provide general direction as to the desired outcome but there is no need to attempt to decide any specifics at the Workshop.

Coordinating Committee member Read, who is a member of the Workshop Planning Team, commented that she hopes to hear from Policy Board members at the Workshop what they are running into in their participation other boards and commissions regarding data and technology needs that may be appropriate for MetroGIS to address.

e) Modify Bylaws - Executive Committee of the Board, and E-voting Procedures for Coordinating Committee

Chairperson Reinhardt introduced the topic noting that the matter had been tabled at the last Board meeting for an opinion whether MetroGIS is subject to the Open Meeting Law. She reported that although it is not subject to the law that the Board has always conducted its business as it is subject to the law. She then summarized the Committee’s recommendation that it be permitted to use E-voting as it is comprised of staff and not elected officials. She then outlined a suggestion that the Board create an Executive Committee comprised of three members that could be called upon to decide matters between Board meetings in circumstances where:

- a) A matter is deemed urgent by the Chairperson who then calls a meeting of Executive Committee to consider the matter. If none of the Board members objects to the Executive Committee considering the matter, the Executive Committee may meet and consider it. If there is an objection, the matter would need to be brought to the full Board.
- b) The Policy Board, at a meeting, delegates a topic to the Executive Committee to resolve.

Member Pistilli recommended that the Executive Board’s decision should be unanimous on any matter that it considers or the matter must be forwarded to the Policy Board for decision. The membership concurred with the suggested language change.

Motion: Alternate Member O'Rourke moved and Alternate Member Simmer seconded to amend MetroGIS's Operating Guidelines, as presented in Attachment A of the agenda report, dated January 4, 2007, authorizing the Policy Board to create an Executive Committee and the Coordinating Committee to use E-voting to decide urgent, non-policy matters between meetings, subject to changing the proposed language to require a unanimous decision for motions to be approved by the Executive Committee, that is all three members must vote in favor to approve a motion. Motion carried, ayes all.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the topics listed in the agenda report.

7. INFORMATION SHARING

There was no discussion of the topics listed in the agenda report.

8. NEXT MEETING

The next meeting is scheduled for April 25, 2007. Staff was asked to include on the agenda welcoming to the Board of Commissioner Workman from Carver County, who was appointed to the Policy Board earlier in the month but was unable to attend this meeting.

9. ADJOURN

The meeting adjourned at 8:20 p.m.

Prepared by:

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Christopher Kline
MetroGIS Support Team

Attachment A

Comments submitted to the Policy Board following its January 17, 2007 meeting from Chet Harrison, Senior Associate, CB Richard Ellis, Land Services Group:

“Here are a few thoughts I would like to pass on to the Policy Board. Each quarter I spend roughly 16 hours tracking down parcel data from each of the seven counties with which I have subscriptions. It is a drain on my time, worth more than what I pay for the data, and on theirs, especially considering the MetGIS has the technology and already in place to deliver it to me in real time with no human interaction. Apparently the barrier to private access of MetGIS data is legal. I would propose that the counties use the most aggressive data agreement, most likely Hennepin, and make this service available to private entities.

I would like to see MetGIS push standards beyond the 7 metro counties. They have done a great job of using dialog not mandate to drive evolution. I will continue to use MetGIS as an example of the efficiencies realized from collaborative standardization as I expand into other regions of the country. We anticipate working with approximately 350 counties in the major real estate markets by 2008.

While my presentation may seem threatening to slow / no growth communities it should appear exciting to the communities looking for economic growth and real estate tax base. The Lake Elmo's of the world wish to be left in a rural state while the Woodbury's welcome development. This information can be captured spatially and incorporated in to the types of analysis I perform for clients. Nobody wishes to waist a lot of time pushing a project in a city that doesn't want growth.

One more specific suggestion I think would be easy to implement is to request a consistent address format for the OwnerAddress and TaxPayerAddress fields. Some counties use both, others use one or the other. The address info is distributed inconsistently across the three address fields as well.

Keep up the good work,”



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Tom Workman,
Carver County

Roger Lake,
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

William Brown,
Chairperson
Hennepin County

Ned Phillips,
Vice-Chairperson
Rice Creek WSD

Staff Coordinator

Randall Johnson,

April 25, 2007

6:30 p.m.

Metropolitan Mosquito Control District Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

Agenda

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1. **Call to Order and Introduce Commissioner Workman**
- Carver County's New Representative to the Board
2. **Accept Agenda**
3. **Accept January 17th Meeting Summary** action 1
4. **GIS Technology Demonstration:** 7
(Efficiencies Realized through Coordinated Application Development:
Lessons Learned From the OpenMNND Project)
5. **Action/Discussion Items**
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Suggested MetroGIS Next Generation Policy Foundation
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 - b) 2006 Regional GIS Project (Status Reports)
 - c) Priority Business Information Need Solutions and User Satisfaction Forums
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 - a) 2006 MetroGIS Annual Report Distributed
 - b) Letter of Support Preserve Funding for LMIC
 - c) Presentations / Outreach / Studies
 - d) Metro and State Geospatial Initiatives Update
 - e) National/Federal Geospatial Initiatives Update
 - f) March 28, 2007 Coordinating Committee Meeting Summary
8. **Next Meeting**
July 25, 2007
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
Metropolitan Mosquito Control District Offices
January 17, 2007**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:30 p.m.

Members Present: Jim Kordiak (Anoka County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Tom Workman (Carver County), Tom Egan (Dakota County), Joseph Wagner (Scott County), Terry Schneider (AMM- City of Minnetonka), and Dan Cook (School Districts - TIES)

Coordinating Committee Members Present: Rick Gelbmann, Chet Harrison, Ned Phillips (Vice Chair), Nancy Read, Sally Wakefield, and Mark Vander Schaaf.

Support Staff: Randall Johnson and Christopher Kline

Visitors: Alison Slaats (Manager MetroGIS DataFinder and member Metropolitan Council GIS Unit) and Jeff Heegaard, Executive Director - 1000 Friends of Minnesota.

2. ACCEPT AGENDA

Alternate Member O'Rourke moved and Member Lake seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Kordiak moved and Member Pistilli seconded to approve the October 18, 2006 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Effective Decisions Through Effective Data Distribution

Nancy Read, Member of the Coordinating Committee, introduced the topic and provided a brief summary of prior GIS Technology Demonstrations and the rationale behind having them. She explained that demonstration planned for this meeting was designed to explain how data obtained from MetroGIS DataFinder by non-governmental entities is being used to improve decision support in their respective arenas. She introduced Chet Harrison, Senior Associate with CB Richard Ellis and a Member of the Coordinating Committee, who presented the first of two demonstrations.

Harrison noted that specializes in land sales, site selection and large acreage land assemblage and uses Geographic Information System (GIS) applications to efficiently find and evaluate sites. He also noted that CB Richard Ellis's is the largest real estate brokerage firm in the world. He then presented a case study, which earlier that day had been awarded the Land Transaction of the Year Award for the Twin Cities, to illustrate how he had used data obtained via MetroGIS DataFinder to assist him locate a developable parcel for a major land development client of at least 230 contiguous acres located as close as possible to center of population for the Twin Cities. Using the IDS Center in Minneapolis as an assumed center of population and using GIS technology, a 17.9-mile buffer was created which included over 40,000 candidate sites. Harrison then explained that through the use of a subtractive methodology carried out through a series of queries using GIS technology, to narrow down the number of candidate sites to seven. He then explained how he used an additional series of GIS queries together with other supplemental information gained from digital orthoimagery and other sources, to select the development site most compatible with the clients' needs, which is located in Hassan Township, along I-94, to the northwest of Minneapolis. (Editor's Note: A copy of Mr. Harrison's presentation has been requested and will be posted when available.)

Members asked several questions following the presentation, including:

- How much time did the analysis require? *Response: The analysis took one day; the standardization of parcel data across the seven county area provided through MetroGIS's efforts allowed the process to be relatively simple as compared to how it was in the past and is currently the case in other parts of the country. The availability of a standardized Planned Land Use dataset through MetroGIS's efforts for the entire seven- county area was specifically mentioned as an outstanding product that played an important role in the analysis and saved an enormous amount of time.*
- How do MetroGIS's efforts to implement standards, web services, and efficient data access tools compare with efforts of others around the country? *Response: There are other organizations, but the quality of their data is generally poorer from a multiple jurisdiction perspective due to the lack of standardization. Harrison also noted that the existence of DataFinder is saving him time and effort. He also made a point of thanking MetroGIS for deciding to publish a large number of web services via DataFinder because he no longer has to save the data internally, rather he is able to automatically access the most recent version when he starts his internal applications. He also commented that the amount of standardization of data in this area has and will continue to encourage development of tools that run on the standard data which in turn further improve efficiencies. He mentioned that having to pay for parcel data is not a major issue for CB Richard Ellis but noted that it is for others and that he suggested that the Policy Board revisit the value of potential benefits that could be gained from permitted free access and compare that value to the revenue currently received. He guessed that offering free access would generate more overall value.*
- How were the assumptions in the analysis determined? *Response: Experience in the local market and the client's preference for a location as close as possible to the central core drove the assumptions.*

(Note to reader: The following day, Mr. Harrison submitted the comments listed in Attachment A and asked that they be passed along the Policy Board which will occur when this meeting summary is submitted to the Policy Board for approval.)

Sally Wakefield, GIS Coordinator with the 1000 Friends of Minnesota and Member of the Coordinating Committee, introduced herself and provided a brief overview of her organization's work, which involves providing assistance to citizen planners – persons generally with low-level GIS skill sets and limited budgets, mostly located in low population communities on the fringe of the seven-county region. They teach how to use Google Earth, a free public access browser, as a means to utilize geospatial data available via DataFinder. Through assistance of the 1000 Friends organization, these communities are visualize their community's resources, development constraints, and alternative development scenarios and as a result are better positioned to as they prepare their comprehensive plans and respond to development proposals.

Wakefield then used a case study to demonstrated how 1000 Friends of Minnesota collaborated with the City of Dayton to develop a comprehensive plan using Google Earth and a wealth of data obtained via MetroGIS DataFinder, including critical natural resource areas, wetlands, conservation corridors, and proposed regional parks and trails, to assist them in their effort to design a plan to accommodate the 15,000 new residents they expect to live in their community in the next 30 years.

Members asked several questions including:

- Where does Google Earth obtain their image data? *Response: Google Earth obtains its data through private vendors via license agreement, similar to what MetroGIS does with street centerline data.*
- Does the data currently available from MetroGIS meet your needs? *Response: Yes. DataFinder is an excellent resource for the work of 1000 Friends because the data are current, work together, and the one-stop shop provide by DataFinder saves a great deal of time.*

5. ACTION AND DISCUSSION ITEMS

a) 2006 Accomplishments

Coordinating Committee Member Read introduced the topic and informed the Policy Board that the Coordinating Committee had accepted the listing of major accomplishments for 2006 and the suggested theme (how the existence of MetroGIS is making a difference and facilitating e-government solutions while doing so) for the 2006 MetroGIS Annual Report, as outlined in the agenda materials.

Read then highlighted several of the major accomplishments, including hosting the “Imagining Possibilities: The Next Frontier for Geographic Information Technology” forum on June 1st, reaching agreement with The Lawrence Group (TLG) to continue to provide access to the TLG Street Centerline Dataset including the first view-only public access to the dataset, and a proposal to the Board of Soil and Water Resources concerning maintenance of water management jurisdictional boundaries.

Chairperson Reinhardt called for any revisions or comments regarding the listing of accomplishments.

Member Pistilli asked for more information about progress made to grant non-profit interests access to licensed parcel data, without fee. The Staff Coordinator explained that to his knowledge the members of the County Data Producers Workgroup had agreed in principle to recommend to their leadership to follow Hennepin County’s lead and allow community-based, non-profit interests to receive free access to parcel data but decide on a county-by-county basis which interests would qualify for access without fee.

Member Pistilli, commented that he would like more information about the rationale behind the current practice of charging a data development cost recovery fee to non-government interests for access to parcel data, noting the development project used as case study in the GIS Technology Demonstration opens the question whether free access would not be a better policy as amount of revenue received through cost recovery may be substantially less than the economic and social benefits of allowing free access.

Chairperson Reinhardt asked Member Simmer about Hennepin County’s pilot testing of policies regarding non-profit access to parcel data. Simmer noted that he had not been involved in the discussions and suggested that this information be requested from William Brown, Hennepin County Surveyor, who is more familiar with the topic. He did however note that he believed that Mr. Brown was in conversation with the county attorney about the possibility of converting to a much simpler (shrink-wrap) licensing process as the current process is extremely labor intensive for the user as well as the county.

No additions or modifications were suggested to the listing of accomplishments or suggested theme for the 2006 Annual report.

b) 2006 Annual Performance Measurement Report

Coordinating Committee Member Read introduced the topic, informing the Policy Board that the Coordinating Committee had accepted the 2006 Annual Performance Measurement Report, as presented in the Policy Board’s agenda packet. She noted that the metrics and analysis show that usage of MetroGIS DataFinder had increased and the demand continues for data accessible via DataFinder, despite the absence of the Café component for several months during its upgrade process.

Motion: Member Pistilli moved and Alternate Member Simmer seconded to accept the 2006 Annual Performance Measurement Report, dated December 21, 2006, together with conclusions and recommended actions therein. Motion carried, ayes all.

c) Beyond Government Users – Partnering Opportunities

The Staff Coordinator commented that the Policy Board, at Member Schneider’s suggestion, had recommended that MetroGIS explore potential partnerships with non-governmental entities to address common needs. The Beyond Government Users workgroup was formed to foster this collaboration. The Staff Coordinator then summarized each of the five suggested partnering opportunities that had been identified by the Workgroup, as outlined in the agenda packet.

In response to a comment by Vice Chairperson Kordiak inquiring as the amount of revenue involved from data sales, the members agreed that it would be helpful to know the extent the counties are currently relying upon revenues gained from cost recovery of parcel data development costs. The members also concurred that it may be time to revisit current cost recovery policy. Member Pistilli agreed with Vice Chairperson Kordiak, that these data were developed for a public purpose and that the tax payer might benefit more from value added to the data by others and economic development resulting from use of the data if it were more widely available. Member Pistilli concluded the discussion with the rhetorical comment “where is the harm in offering the private sector access to data that they can utilize to enrich their businesses?”

The Staff Coordinator agreed to draft a request for Chairperson Reinhardt’s signature to send to the county representatives to the Coordinating Committee with a copy to the Policy Board requesting an estimate of how much revenue is received annually from data sales (not including any added value by staff to produce derivative products) together with an estimate and how much it costs to support the data sales procedures.

d) Preparations for Strategic Directions Workshop

Chairperson Reinhardt introduced the topic, noting that the workshop is planned for February 8, 2007. She then encouraged the members to speak with staff and colleagues at their respective organizations before the workshop about the “starter kit statements” listed in Attachment C of the agenda packet to make sure any issues or concerns are identified at the Workshop.

Member Pistilli asked if cost recovery policy questions surrounding parcel data, raised previously in the meeting, should be addressed before the Strategic Directions Workshop. The Staff Coordinator stated that in his opinion, there is no need to address the cost recovery policy matter before moving forward with talks on a host of other topics important to the success of MetroGIS. He encouraged the members to offer general direction at the Workshop for the appropriateness of MetroGIS engaging and, if so, provide general direction as to the desired outcome but there is no need to attempt to decide any specifics at the Workshop.

Coordinating Committee member Read, who is a member of the Workshop Planning Team, commented that she hopes to hear from Policy Board members at the Workshop what they are running into in their participation other boards and commissions regarding data and technology needs that may be appropriate for MetroGIS to address.

e) Modify Bylaws - Executive Committee of the Board, and E-voting Procedures for Coordinating Committee

Chairperson Reinhardt introduced the topic noting that the matter had been tabled at the last Board meeting for an opinion whether MetroGIS is subject to the Open Meeting Law. She reported that although it is not subject to the law that the Board has always conducted its business as it is subject to the law. She then summarized the Committee’s recommendation that it be permitted to use E-voting as it is comprised of staff and not elected officials. She then outlined a suggestion that the Board create an Executive Committee comprised of three members that could be called upon to decide matters between Board meetings in circumstances where:

- a) A matter is deemed urgent by the Chairperson who then calls a meeting of Executive Committee to consider the matter. If none of the Board members objects to the Executive Committee considering the matter, the Executive Committee may meet and consider it. If there is an objection, the matter would need to be brought to the full Board.
- b) The Policy Board, at a meeting, delegates a topic to the Executive Committee to resolve.

Member Pistilli recommended that the Executive Board’s decision should be unanimous on any matter that it considers or the matter must be forwarded to the Policy Board for decision. The membership concurred with the suggested language change.

Motion: Alternate Member O'Rourke moved and Alternate Member Simmer seconded to amend MetroGIS's Operating Guidelines, as presented in Attachment A of the agenda report, dated January 4, 2007, authorizing the Policy Board to create an Executive Committee and the Coordinating Committee to use E-voting to decide urgent, non-policy matters between meetings, subject to changing the proposed language to require a unanimous decision for motions to be approved by the Executive Committee, that is all three members must vote in favor to approve a motion. Motion carried, ayes all.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the topics listed in the agenda report.

7. INFORMATION SHARING

There was no discussion of the topics listed in the agenda report.

8. NEXT MEETING

The next meeting is scheduled for April 25, 2007. Staff was asked to include on the agenda welcoming to the Board of Commissioner Workman from Carver County, who was appointed to the Policy Board earlier in the month but was unable to attend this meeting.

9. ADJOURN

The meeting adjourned at 8:20 p.m.

Prepared by:

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Christopher Kline
MetroGIS Support Team

Attachment A

Comments submitted to the Policy Board following its January 17, 2007 meeting from Chet Harrison, Senior Associate, CB Richard Ellis, Land Services Group:

"Here are a few thoughts I would like to pass on to the Policy Board. Each quarter I spend roughly 16 hours tracking down parcel data from each of the seven counties with which I have subscriptions. It is a drain on my time, worth more than what I pay for the data, and on theirs, especially considering the MetGIS has the technology and already in place to deliver it to me in real time with no human interaction. Apparently the barrier to private access of MetGIS data is legal. I would propose that the counties use the most aggressive data agreement, most likely Hennepin, and make this service available to private entities.

I would like to see MetGIS push standards beyond the 7 metro counties. They have done a great job of using dialog not mandate to drive evolution. I will continue to use MetGIS as an example of the efficiencies realized from collaborative standardization as I expand into other regions of the country. We anticipate working with approximately 350 counties in the major real estate markets by 2008.

While my presentation may seem threatening to slow / no growth communities it should appear exciting to the communities looking for economic growth and real estate tax base. The Lake Elmo's of the world wish to be left in a rural state while the Woodbury's welcome development. This information can be captured spatially and incorporated in to the types of analysis I perform for clients. Nobody wishes to waist a lot of time pushing a project in a city that doesn't want growth.

One more specific suggestion I think would be easy to implement is to request a consistent address format for the OwnerAddress and TaxPayerAddress fields. Some counties use both, others use one or the other. The address info is distributed inconsistently across the three address fields as well.

Keep up the good work,"



TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration
(Efficiencies Realized through Coordinated Application Development: Lessons Learned from the OpenMNND Project)

DATE: April 11, 2007
(For the Apr. 25th meeting)

INTRODUCTION

The GIS Technology Demonstration at the April Policy Board will focus on the topic of cross-organization collaboration to address shared application development needs. The Coordinating Committee believes this is an especially timely topic since one of several desired outcomes identified for MetroGIS at February's Strategic Directions Workshop is "Have Common Applications".

Randy Knippel, Dakota County GIS Manager, member of the MetroGIS Coordinating Committee, and key participant in the OpenMNND project, will share benefits that have been achieved through the OpenMNND project.

OPENMNND PROJECT

OpenMNND is a Minnesota – North Dakota application development collaborative. Its project is to establish an open-source, freely available product (application) to help counties and other local government units provide information to citizens through a web-based map. Funding is provided by federal grant in support of the development of a National Spatial Data Infrastructure (NSDI). See <http://www.openmnnd.org/pdfs/gan.pdf> for more information about the project.

The partners in the project include:

Twin Cities: Dakota, Scott and Carver Counties, City of St. Paul, the Metropolitan Mosquito Control District, and Metropolitan Airports Commission.

Greater Minnesota and North Dakota: Richland County, ND, State of North Dakota - Information Technology Department, Fargo-Moorhead GIS Community Technical Committee, and others.

PRESENTATION MESSAGES

- 1) Value of working together, what we can do when resources are leverages to collaboratively address common needs, how (grant) funding is used to support such projects,
- 2) Value of the knowledge sharing forum supported by MetroGIS which played a significant role in catalyzing this project,
- 3) How MetroGIS can expand its influence beyond the Metro Area through partnering in accordance with one of the objectives identified at the February 8th Strategic Directions Workshop,
- 4) Benefits of using Web Services and their relevance to applications,
- 5) Role of government to promote open source solutions - related licensing questions?,
- 6) How funding is used to foster collaboration.

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

PREVIOUS GIS TECHNOLOGY DEMONSTRATIONS

- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs
- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *(No presentation)*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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: April 11, 2007
(For the Apr. 25th Meeting)

INTRODUCTION

The Policy Board's operating guidelines call for the annual election of a chair and vice-chair. Members Reinhardt and Kordiak were elected as Chair and Vice-chair, respectively, on April 19, 2006. 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 2007. 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 2007.

Policy Board Members
April 2007

Member last	Member first	Represents	Begin date
Egan	Tom	Dakota Co.	January 2005
Workman	Tom	Carver Co.	January 2007
Lake	Roger	MAWD	October 2006
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: Business Planning Oversight Team
Co-Chairs: Nancy Read (MMCD) and Randy Knippel (Dakota County)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: MetroGIS Business Plan Update – Suggested Next-Generation Policy Foundation

DATE: April 18, 2007
(For the Apr. 25 meeting)

INTRODUCTION

The MetroGIS Business Planning Oversight Team is requesting Policy Board comment on a working draft policy foundation to guide MetroGIS's efforts during the next 3-5 years.

The components of the draft policy foundation are:

- Vision (destination) statement
- Mission (general organizational purpose) statement and component major desired outcomes
- Principles to guide decision making and operations
- Major activities to achieve desired outcomes

The Oversight Team is asking for the Policy Board's initial reaction to this material so that those messages can be passed along to the Coordinating Committee when it reviews the materials. Final Policy Board approval of a next-generation policy foundation is proposed to occur as part of the adoption of a complete next-generation Business Plan for MetroGIS. In other words, the policies suggested herein are proposed to remain designated as "works in progress" until adopted as part of a complete Plan. (See Item 4c Reference Section for more information.)

Policy Board consideration of major components of a draft Next-Generation Business Plan is anticipated at its July meeting. Final approval is expected to be requested at the Board's October meeting.

STRATEGIC DIRECTIONS WORKSHOP - SOURCE OF SUGGESTED POLICY FOUNDATION

On February 8, 2007, thirty-two individuals, each of whom possesses insight important to MetroGIS's continued success, including five members of the Policy Board, participated in the day-long MetroGIS Strategic Directions Workshop event. The purpose of the Workshop was to solicit input on the direction MetroGIS should take over the next 3-5 years. According to the participant evaluations, the Workshop successively achieved this purpose. The participants' ratings of the effectiveness of the workshop activities ranged from 4.25 to 4.72, with an overall average of 4.44 on a scale of 1 to 5, with a 5 meaning "outstanding". Chairperson Reinhardt and others have stated that they realized a sense of empowerment and that substantive direction was agreed upon.

In addition to identifying desired major outcomes and activities for MetroGIS to pursue over the next 3 to 5 years, and changes desired to guiding principles, the participants also concluded that:

- 1) MetroGIS is serving a valuable public purpose,
- 2) The collaborative solutions and best practices that have been achieved through MetroGIS's efforts should be sustained,
- 3) The scope of MetroGIS's activities should focus on "shared" as opposed to "common" information needs thereby enabling work on shared needs recognized to be critical to the region but which do not directly impact all core stakeholders.
- 4) Efforts should be made to broaden participation – users, contributors, and jurisdictions adjoining the Twin City Metropolitan Area.
- 5) The range of existing activities should be expanded to include:
 - Addressing shared application needs related to solutions to shared information needs,

- Fostering development of technology advancements and infrastructure improvements needed to achieve MetroGIS's desired outcomes,
 - Expanding outreach efforts to include benefits of using GIS technology, itself, in addition to the current focus on fostering collaboration and data sharing to address shared information needs.
- 6) The next step should be to obtain agreement on a policy foundation which reflects the direction provided at the Workshop (subject of this report).

(See Item 4 in the Reference Section for more information about the Workshop, direction provided and, follow-up work to refine that direction into the suggested policies presented in this report.)

DRAFT NEXT-GENERATION METROGIS POLICY FOUNDATION

1. Suggested Vision (destination) Statement: *“Organizations serving the Minneapolis-St. Paul Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems.”*

This statement is intended to describe the benefit to society or the public value created through MetroGIS's efforts. High level, “community-focused” outcomes are achieved through the result of stakeholder actions as they carry out their particular responsibilities. MetroGIS's role is that of enhancing stakeholder capacities and, therefore, is not directly accountable for these outcomes.

Desired “community-focused” outcomes from MetroGIS's efforts identified at the Workshop were:

- Solve Real World Problems
- Better decisions being made
- Stronger local economy
- More informed citizens
- Achieve community goals
- Improve quality of life

A vision statement has not previously been formally adopted by MetroGIS but the intent of MetroGIS serving as a capacity builder for its stakeholders has been understood, although not specifically articulated.

2. Suggested New Mission Statement: *“The mission of MetroGIS is to address shared geographic information technology needs, through a collaboration of organizations that serve the Minneapolis-St. Paul Metropolitan Area, especially regional and local governments.”*

The suggested mission statement, or statement of operational purpose, is intended to work in concert with the vision statement and guiding principles (below). Its substance is also intended to embody the following five major outcomes for which the MetroGIS organization is proposed to be directly accountable for achieving (no order of priority is intended):

- Expanded Resource Availability Through Partnering
- Cost Avoidance
- More Efficient/Effective Core Stakeholders
- Enhanced (Broadened) Understanding of Our Region
- Broadened Participation (users, producers and extent)

This new version of the mission statement does not incorporate the specificity that was included the current mission statement (Reference Section). Consensus at the workshop was that MetroGIS has evolved into an organization with more breadth than what was originally envisioned. There was strong consensus that MetroGIS has outgrown its current mission statement and a new one is needed. The specificity of the past mission statement is now proposed to be included in the guiding principles.

3. Guiding Principles - Operating Framework (MetroGIS “should”):

Several statements of operational policy have become defacto guiding principles as MetroGIS's operations and purpose matured. Most have also guided MetroGIS's efforts for some time.

The existing principles were discussed for some time at the workshop. (See the Reference Section for the direction received regarding each statement). The agreed upon changes have been incorporated into the

statements below. The most significant changes from past policy and practice are shaded and represent expansions of current practice. The key ideas expressed in each statement are underlined. These revised guiding principles are intended to work in concert with the new vision and mission statements to guide MetroGIS's decision making and operations over the next 3 to 5 years:

- A. Pursue collaborative efficient solutions that provide greatest public good when choosing among options.
- B. Have active involvement of policy makers to set policy direction
- C. Seek comprehensive and sustainable solutions to shared information needs (*data, applications, custodial responsibilities, and infrastructure*)
- D. Pursue solutions that coordinate and leverage resources (*build once, make available for use by many*).
 - Leverage the Internet and related technology capabilities.
 - Value knowledge sharing as an activity that is as important as data sharing.
 - Pursue interoperability with adjoining jurisdictions and alignment with related state and national efforts.
- E. When appropriate, seek cross-sector (public, non-profit, academic, utility and for-profit) solutions, including data enhancements from many sources, to shared geographic information needs.
- F. Acknowledge that the term “stakeholder” has multiple participation characteristics: contributor of resources, consumer of the services, active and prospective, continuous and infrequent.
- G. Acknowledge participant contributions in multiple forms (funding, people, infrastructure, and data)
- H. Rely upon voluntary compliance for all aspects of participation.
- I. Rely upon consensus-based decision making for decisions critical to sustainability.
- J. Have all relevant and affected perspectives involved in the exploration of needs and options.
- K. Have many champions from diverse perspectives for MetroGIS's policies and activities.

4. Major Business Functions (Next 3 to 5 Years)

MetroGIS's work program for the next 3 to 5 years would be focused on the following major activity or business function areas. These functions are strategically related to the MetroGIS's ability to achieve the major outcomes identified above. Successfully carrying out each of these functions is essential to achieving at least two major outcomes. These functions are not intended to be listed in any order of importance, as setting of priorities will occur during development of the Next Generation Business Plan:

- Sustain stakeholder satisfaction with MetroGIS's accomplishments and products to date.
 - Regional data solutions to shared information needs
 - One-stop, Internet-based tool for data discovery and access (MetroGIS DataFinder)
 - Adopted standards and best practices
 - Data sharing policies and agreements
 - Forum for knowledge sharing and spirit of working together
- Facilitate better data sharing (*more data available, more users, improved processes*)
- Expand regional solutions (*to shared information needs*) to include applications and foster infrastructure enhancements needed to fully leverage the capabilities of regional solutions.
- Expand MetroGIS stakeholders:
 - Interoperability with jurisdictions adjoining the seven-county Metropolitan Area.
 - Municipal government participating as producers of data for regional solutions (e.g., *addresses*)
 - Partnerships with non-government entities to secure resources needed to address shared needs.
 - More users of MetroGIS's services.
- Build advocacy and awareness (*of the benefits of collaborative solutions to shared needs*)
 - Improve understanding among government leadership that use of GIS technology is a cost of effectively doing business in today's high-tech world and that cross-organization collaboration is necessary to fully realize these capabilities.
 - Coordinate with the State of Minnesota's Spatial Technology Infrastructure planning to seek alignment between state policies and MetroGIS's solutions to shared information needs and distribution architecture.
- Optimize MetroGIS organization
 - Sustain a broadly supported stakeholder-governed organizational structure consistent with guiding principles and capabilities required to achieve major desired outcomes.
 - Have funding policies that result in the most efficient and effective use of taxpayers' money
 - Sustain and enhance core and distinctive competencies

NEXT STEPS – SPECIAL MEETING OF THE POLICY BOARD

Assuming the Policy Board is comfortable with the suggested material offered herein, the next step for the Policy Board in the Business Planning process would be to begin to consider recommendations for more concrete strategies, projects and activities to move the organization's work forward and sustain agreed upon business functions.

Workgroups of the Coordinating Committee will be formed to develop recommendations. Each will have responsibility for not only recommending solutions for their respective topic area but they will also be responsible for relating their recommended solutions to key performance measures. To insure the workgroups have the direction needed to proceed in a time effective manner, a special meeting of the Policy Board (mid-May to early June) is suggested to review and comment on suggested key performance measures. Comment and direction from the Policy Board in this regard is desired before the Workgroups begin to finalize their recommendations. If the Policy Board so chooses, it could delegate this responsibility to its Executive Committee.

RECOMMENDATION

That the Policy Board:

- 1) Offer any desired additions or modifications to the suggested components of the next-generation policy foundation for MetroGIS that is presented in this report.
- 2) Decide how it wants to provide direction (special meeting, Executive Committee, other.) regarding key performance measures.
- 3) Authorize development of modified 2007 MetroGIS budget and associated workplan for Policy Board approval that realigns preliminary allocations to be consistent with the priorities decided as a result of the February 8th Strategic Directions Workshop.

REFERENCE SECTION

1) Policy Foundation ENTERING INTO the February 8th Workshop

- a) Mission statement: *"To 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. The desired outcomes of MetroGIS include:*
- *Improve participant operations.*
 - *Minimize stakeholder expense and duplication of effort.*
 - *Support cross-jurisdictional decision making."*

This statement, which was adopted in February 1996, has guided MetroGIS's efforts since that time and is exactly as originally adopted.

b) Guiding Principles (Excerpt from Workshop Summary Document)

Item 3, Main Body of Report	Principle/Operating Standard (Short Name)	Direction Received February 8, 2007 Strategic Directions Workshop
A	Focus on Stakeholder Benefits	Agree that: <ul style="list-style-type: none"> • All stakeholder interests have a common motivation to maximize efficiencies and effectiveness. • Sharing/collaboration is fundamental to maximizing effectiveness and efficiencies. • The benefit focus should migrate from the individual organization to the common good (benefits to taxpayer /(society) as a whole). That is, organizations need to be introspective when it comes to electing to provide support. • Some stakeholders get little direct benefit from participation but do so because they believe participation is the "right" thing to do and accept the notion of interdependencies is the current reality. • An expectation should be that all interests will do what they can – that the concept of a balance sheet gets in the way.
A	Pursue collaborative solutions when more efficient option	Agree that: <ul style="list-style-type: none"> • Each organization participating in the support of a MetroGIS endorsed collaborative solution(s) should not be concerned about MetroGIS addressing needs beyond their individual needs as long as they obtain what they need from MetroGIS's efforts and are satisfied that their investment is cost effective relative to their internal needs. (E.g. Councilmember Pistilli used the example that it will not be an issue for the Metropolitan Council if MetroGIS pursues policies that involve geography/jurisdictions beyond the seven-county, Metropolitan Area, as long as the Council continues to receive what it needs from MetroGIS's efforts.) • Change the phrase to "pursue collaborative efficient solutions".
B	Have active involvement of policy makers to set policy direction	Concurred acceptable as stated.
C	Focus on common needs	Agree that: <ul style="list-style-type: none"> • Limiting focus to "common needs" should be revisited and that means to provide flexibility should be investigated to permit solutions that are critical to society but not necessarily common or critical to all individual stakeholders. • Use of the term "commonly-recognized need" or "shared" need appears to provide the flexibility desired.

C	Voluntary compliance with standards	<p>Agreed that:</p> <ul style="list-style-type: none"> • Voluntary compliance was necessary to launch MetroGIS but standards and dominance by others are not longer viewed as threat. Offered as an escape clause. • MetroGIS is not a “legal entity” so voluntary was the only option. Worked well to build to credibility and demonstrate with “willing participants” the value of standards and collaborative solutions. • Widespread adherence to standards will be necessary to achieve expectations for application/service sharing and technology interdependencies. Voluntary compliance is counter intuitive in the current environment which is demanding interoperability. • Need to investigate is possible to pursue “mandatory” implementations with regressing in support. • Need to investigate the implications of mandatory requirements in terms of a broader stakeholder community.
D	Build once, share many times	<p>Concern was raised that the term “sharing” does not communicate the core concept of increasing inter-organizational cooperation. Agree that:</p> <ul style="list-style-type: none"> • Consideration should be given to changing “share” to “use”. • This topic takes on broader implications if the stakeholder community is broadened.
E,F	Encourage data enhancements from many sources	Concurred acceptable as stated.
G	Acknowledge fair-share contribution in several forms	<p>Agree that:</p> <ul style="list-style-type: none"> • It is important to recognize that stakeholder contributions come in a variety of forms (i.e. funding, data, expertise, etc) and that all contributions are helpful. • The ramifications of “expecting” stakeholders to bring something to the table should be investigated. What are the implications if the stakeholder community broadens?
H	Align regional solutions with willing custodian organizations	<p>Agreed:</p> <ul style="list-style-type: none"> • Works well if an organization(s) has a perceived need to support a regional solution (component). If not, the voluntary model may need to be modified to include encouragement (incentives) to support a regional solution. • To consider dropping the term “regional” solution. Instead consider referring to as simply “collaborative” solution?.
I	Have consensus-based decision making	<p>Agree that <u>consensus</u>:</p> <ul style="list-style-type: none"> • Should remain an important component of the way MetroGIS decides issues important to long-term success. • Is attained when all parties are either in favor of or can tolerate particular outcomes or decisions.
J	Have all relevant and affected perspectives	Concurred that involvement by diverse perspectives will result in the ability to serve many purposes/users which will strengthen base of support.
K	Have broad support of vision and objectives	Concurred and reinforced that support is necessary by many champions to sustain efforts.
K	Have many champions with diverse perspectives	<p>Agree that:</p> <ul style="list-style-type: none"> • To change “with” to “from” (e.g., Have many champions from diverse perspectives). (This change addresses a concern had been raised that continued inclusion of the term “with” would have resulted in problems agreeing on collective courses of action via a consensus based decision model if the stakeholder community is broadened.) • That “champion” is synonymous with “advocacy” and includes individuals and organizations. It does not imply a vote/decision focus.

2) Business Planning Oversight Team Consideration

On April 11, the Business Planning Oversight Team met and concurred on the content of this report to the Policy Board. Assuming the Board concurs with suggested policy foundation, the Team's next steps in the formulation of a policy foundation for MetroGIS will involve seeking Board direction on key performance measures, also known as critical success factors (CFS), and identification of competencies that MetroGIS must possess to effectively carry out activities critical to achieving desired outcomes. Workgroups will also be launched to begin the work of defining strategies to carry out each of the major activity focuses.

Preliminary work to identify key performance measures and identification of organization competencies has been initiated. Board corroboration of desired outcomes is needed before further work can pursue. Key performance measures or critical success factors are generally depicted on the "causal map" as the statement in red below the major desired outcomes shown in red boxes.

3) Coordinating Committee – Project Update and Direction Sought

On March 14th the Business Planning Oversight Team met to agree on the content for recommendation to the Coordinating Committee at its March 28th meeting concerning next steps following the Strategic Directions Workshop. The substance of the Team's recommendations to the Coordinating Committee is listed below for information. The Committee concurred that agreement on a next-generation policy foundation should be reached before launching any other initiatives and as such deferred consideration of the Team's suggested actions. The Committee concluded that agreement on policy foundation would expedite subsequent activities. The Business Planning Oversight Team accepted responsibility to lead the effort to achieve agreement on the next-generation policy foundation (the subject of this report).

Note that the guiding principles suggested in the main body of this report incorporate the concepts set forth below in the key cross-cutting policy issues outlined in Item A, below.

- a) The **direction** received during the Workshop concerning several **key cross-cutting policy issues** is sufficient to **move forward**.
- **Information Needs** – *Direction Received*: Broaden the current scoping policy of pursuing only those needs which are common to the core stakeholder community to also encourage efforts involving collaborative solutions to needs that are critical to a significant contingent of MetroGIS's participants.
 - **Geographic Reach** – *Direction Received*: The geographic scope of MetroGIS extends beyond the seven-county metropolitan region, as needed, to address issues and provide or enhance services important to its members.
 - **Critical Infrastructure** – *Direction Received*: Investigate how best to interface with/promote Information Systems infrastructure important to MetroGIS's ability to achieve its goals but beyond the scope of GIS technology.
 - **Stakeholders, Participants, and Partners** – *Direction Received*: There is a need to establish terminology, whether using these or other words, which clearly communicates those who contribute to and benefit from MetroGIS's efforts as well as clearly define expectations for participation. The key is to be clear on expectations for support roles and other means of contributing to MetroGIS's efforts; as such, the Oversight Team believes this definitional need is best addressed as a component of defining strategies to achieve priority needs and not as a separate exercise - form to follow function.
- b) Rely upon a **workgroup-based process methodology**, similar to that used the past, should be utilized to evaluate options and formulate recommendations for desired courses of action to address priority needs - the core component of the Next –Generation MetroGIS Business Plan. The first two workgroups would work simultaneously – Policy Foundation (vision, principles, etc.) and an Applications Workgroup.
- c) The **priority outcomes and activities** as **established at the Workshop** should **drive the Business Plan Update** process. That is, a survey of the broad community is not necessary to set priorities, given the breadth of perspectives involved in the Strategic Directions Workshop exercises, including both policy makers and managers, and the maturity of MetroGIS's philosophies since

the survey of stakeholders was administered in 1999 to establish MetroGIS's initial priority functions. The Oversight Team members did, however, concur that a survey could be useful later in the process as we get further into projects concerning updating of information needs and/or identifying real world problems facing participants.

d) Suggested Project Schedule (Milestones only)

- March 28 - Coordinating Committee Meeting (*Create Applications Workgroup*). (NOT DONE)
- June (tentatively): GCGI Strategic Planning Workshop (*coordinate on areas of common interest*)
- June 27 - Coordinating Committee Meeting: Act on draft findings/recommendations
- July 25 - Policy Board Meeting: Provide direction, adopt positions preliminary plan.
- July or August – Begin Performance Measurement Plan Update process
- September 12 - Coordinating Committee Meeting – Recommend Approval of Business Plan Update
- October 17 Policy Board meeting - Target adoption of Business Plan Update
- January XX Policy Board meeting - Target adoption Performance Measurement Plan Update

4) Chronology - Strategic Directions Workshop & Causal Map Refinement and Interpretation

Preferences for desired activities and outcomes that were generated at the February 8th Workshop were captured and distilled over a 6-week process the results of which are presented in this report. The steps involved in the distillation process are the focus of this section.

The raw materials generated at the Workshop (desired activities, desired outcomes, and straw polling to obtain a sense of the topics most important to the participants) are illustrated on the attached “causal map”. (Go to http://www.metrogis.org/teams/pb/meetings/07_0425/index.shtml) to view/download an 11 x 17 version of this “map”.) The following activities were involved in developing the policy foundation presented in this report.

- a) On February 8, 2007, MetroGIS hosted a Strategic Directions Workshop. The purpose was to provide policy level direction to guide MetroGIS's efforts over the next 3 to 5 years. Thirty-two individuals, each of whom possesses insight important to MetroGIS's continued success, including four members of the current Policy Board, participated in this day long event. The activities and results of those activities are summarized in a draft report that can be viewed at http://www.metrogis.org/about/business_planning/sdw/workshop_summary_%2007_0315.pdf.
- b) The staff support team produced a draft Workshop Summary to document the processes used at the Workshop and the major results of those processes. This document was distributed to the Workshop participants for comment on March 15 to insure their recollections of the day were correctly captured. Several participants commented that the summary accurately documented the day. The only change requested was from Chairperson Reinhardt who asked that the Executive Summary more clearly state the outcomes of the workshop relative to where the group started the day. This request resulted in a decision to expand the summary document to include the refinement process in addition to documenting the result achieved at the workshop itself.
- c) Immediately following the Workshop, Chris Kline, member of the staff support team, captured the ideas generated at the workshop in the form of a “causal map”, using specialized software provided by Professor Bryson who facilitated the Workshop. The support staff then met six times from February 27 to April 9, the last four meetings with Professor John Bryson, to distill and interpret the direction received at the workshop into the policy foundation components presented in this report.

After each meeting, a modified “causal map” was produced, which in turn, led to the identification of further desired refinements to improve the usefulness of the product. Refinements included:

- (1) Rearranging the activities and outcomes presented in the “causal map” to improve clarity and understanding of relationship. Among the major realizations that occurred early on was the presence of both community-focused outcomes and capacity building outcomes. .
- (2) Adding “best estimates” of causal relationships between activity and related outcome statements that had been identified by the three individual workgroups at the workshop and for those not identified on the combined concept map created by the full group at the February 8 Workshop,
- (3) Consolidating like statements.
- (4) Applying a color and highlighting scheme to clarify the hierarchy between highest level and supporting outcomes and activities.

The primary reasons for taking the time and effort to distill the “causal map” into a product that more clearly illustrates major elements are to: 1) insure none of ideas is lost and 2) establish a well grounded and coherent starting point for analysis of options for each of the major activity areas. Using this “causal map;” special purpose workgroups will be able to identify the outcomes that their efforts are intended to achieve, as well as, easily see related subtasks that were identified by the participants of the Strategic Directions Workshop, and a preliminary view of steps that likely will be important to defining a recommended solution.

As the workgroups proceed with their respective investigations, modifications are expected to the relationships between activities and outcomes depicted in the attached Version 1 Causal Map, dated April 13. It is also possible that desired modifications may also be identified to the outcomes and or activities as the workgroups develop their recommendations for particular topics. For this reason, final Policy Board approval of a next-generation policy foundation for MetroGIS is proposed to occur as part of the adoption of a complete Plan. In other words, the policies suggested herein are proposed to remain designated as “works in progress” until adopted as part of a complete Plan.

Causal Map

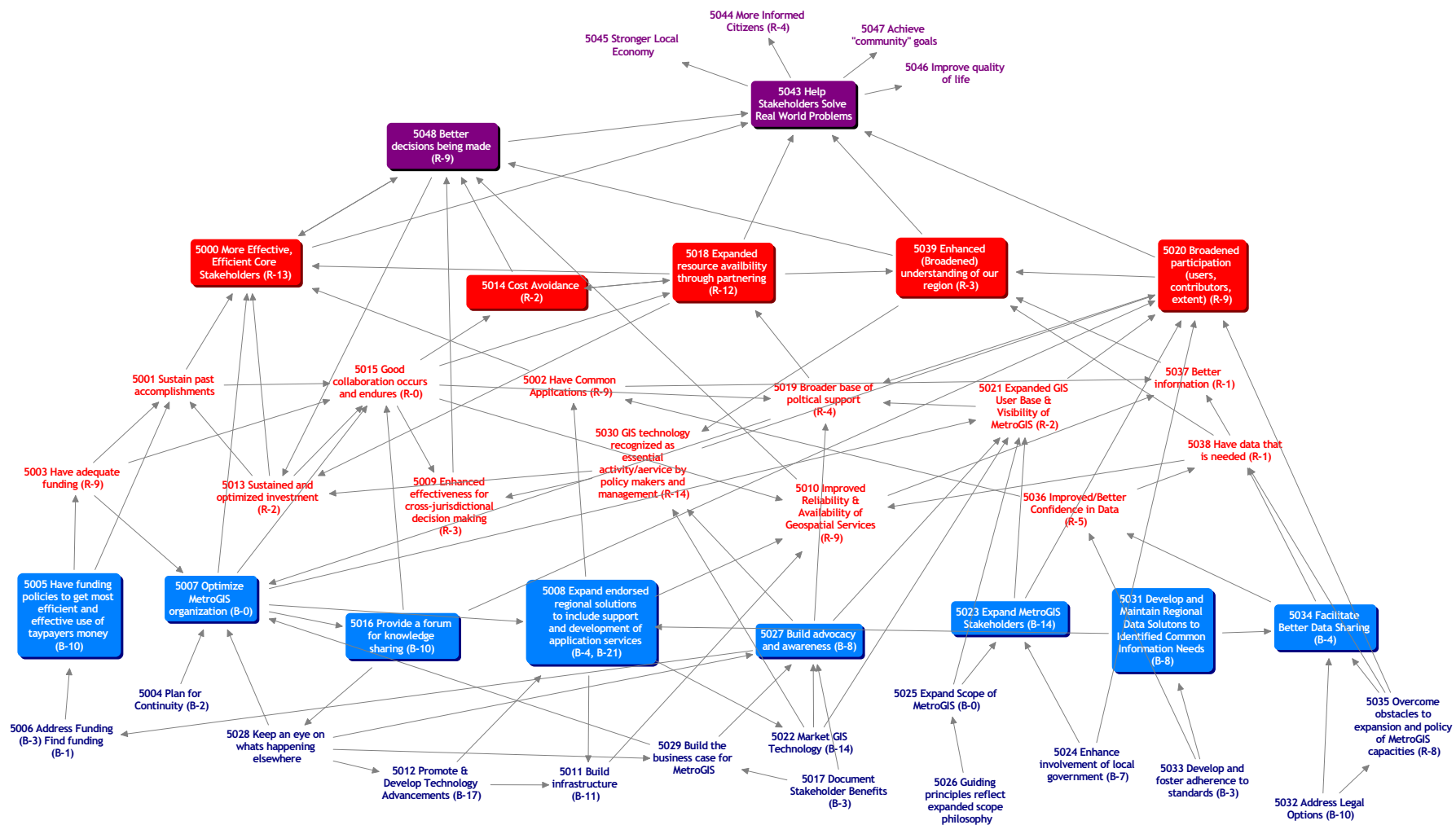
(April 13, 2007 Version)

(For an 11 x 17 version of map deliverable go to
http://www.metrogis.org/teams/pb/meetings/07_0425/index.shtml)

Note to the reader:

The complete Causal Map consists of:

- 1) Composite map of the three teams' individual efforts
- 2) Each of the three Team maps, which provide additional detail for most outcomes and \activities.
The additional detail is expected to be valuable resource for the workgroups charged with making recommendations to implement the related major strategies/activities.





TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Regional GIS Project Funding – Concept Endorsement

DATE: April 16, 2007
(For the Apr. 25th Meeting)

INTRODUCTION

The Coordinating Committee is seeking Policy Board endorsement of its conclusion to grant concept approval for the 2007 Regional GIS Project candidate entitled “**Geocoding Service and Application Code**”.

Approximately \$10,000 is requested to develop a standardized tool/method to support address matching functionality (geocoding) that would run on datasets endorsed by MetroGIS as endorsed regional solutions to shared information needs. Development of this tool would leverage related technology that has been developed by the Metropolitan Airports Commission. (See Attachment C for the submitted Application, which provides a summary of the project, participants, and the project’s importance to the community.)

This tool would allow users to map the location of people and objects for which they have an associated address(es) located in any portion of the Metro Area. For instance, the Metropolitan Mosquito Control District maintains a home address for each individual who serves on its committees in an electronic database. The district could use the proposed tool, in conjunction with its address database, to create a map showing the location of each committee member’s home address.

Nancy Read, Technical Lead for the Metropolitan Mosquito Control District and member of the Coordinating Committee, coordinated development and submission of this proposal. She has agreed to summarize the proposal at the Policy Board’s April 25th meeting and to be available for questions.

POLICY BOARD’S ROLE

The Policy Board’s role is primarily that of advising whether a project has sufficient merit to warrant expenditure of public funds. The Coordinating Committee’s role is to advise whether the technical merit of a particular project’s outcomes are consistent with shared needs of the MetroGIS community and whether the project is in fact doable.

OVERVIEW - REGIONAL GIS PROJECT FUNDING

A total of \$22,000 in funding is available for 2007 Regional GIS Projects. This funding is provided by the Metropolitan Council as part of its commitment to supporting MetroGIS’s “fostering collaboration” function. Last year, two projects were funded and are currently in progress (Agenda Item 6b).

If concept approval is granted, the applicant will prepare a detailed application for review by the Coordinating Committee at its June meeting. The final decision, as to whether or not to approve funding for the project, will be made by Metropolitan Council management in consideration of comment received from the Coordinating Committee and Policy Board at their June and July meetings, respectfully. The final decision is expected the week of July 30. See Attachment D for the Call for 2007 Proposals, which includes the program guidelines and review schedule.

COORDINATING COMMITTEE CONSIDERATION

At its March 28th meeting, the Coordinating Committee found the subject proposal to be consistent with the intent of the Regional GIS Project program and recommended concept approval subject to two technical modifications which were acceptable to the applicant. Two other proposals were considered but not endorsed. (See the Reference Section for more information.)

During the Committee's deliberation, it was recognized that this project could also serve as a valuable testbed for working through issues and opportunities that will likely arise as MetroGIS defines a strategy for addressing shared application needs, for which geocoding is expected to be among the top collaborative application candidates, possibly the top candidate. Defining how to best to collaborate to address shared application needs has been identified as a core function for MetroGIS over the next 3-5 years (see Agenda Item 5b). As such, the Committee was comfortable with allowing this project to launch before a comprehensive strategy is determined for how MetroGIS should proceed with addressing shared application needs.

UNALLOCATED FUNDS - ALTERNATIVE USE SUGGESTED

The "Geocoding Service and Application Code" project proposal is anticipated to encumber less than half of the \$22,000 designated for 2007 Regional GIS Project funding. Staff offered a suggestion to the Coordinating Committee at its March meeting to utilize these uncommitted funds to retain a well-qualified consultant to assist MetroGIS define an effective and broadly supported plan to define and address shared application needs. The Committee deferred consideration of this proposal until the Policy Board is comfortable with the next-generation policy foundation (vision, mission/desired outcomes, guiding principles, and major activities) for MetroGIS (Agenda Item 5b).

If the Policy Board generally endorses the policy foundation presented to it at the April 25th meeting, work will begin immediately on development of a Business Plan to achieve those outcomes, given that development of Next –Generation MetroGIS Business Plan is the top priority for 2007. Consultant assistance may be identified as a prudent means to identify possibilities important to success, particularly with regard to shared application needs. Use of the excess funds allocated for 2007 Regional GIS Projects would be a potentially valuable resource in this regard.

RECOMMENDATION

- 1) That the MetroGIS Policy Board concur with the Coordinating Committee's finding that the concept project entitled "Geocoding Service and Application Code", involving approximately \$10,000 in funding, is consistent with the requirements for funding as a Regional GIS Project and warrants further consideration, that is, embodies a good use of public funds.
- 2) Assuming the overarching permission was granted as part of Agenda Item 5b, that the MetroGIS Policy Board concur with modifying the 2007 MetroGIS budget to utilize unused 2007 Regional GIS Project funds to support needs associated with the Next –Generation MetroGIS Business Plan.

REFERENCE SECTION

1. See the attached “Call for Proposals” (Attachment D) for answers to the following questions:
 - What Projects are Eligible for Funding?
 - What Criteria Will Be Used To Decide Which Project(s) Are Funded?
 - Who Will Decide and When?
 - Who is Eligible to Submit a Proposal?
2. Refer to Exhibit 1 of the Call for Proposals (Attachment D) for the project review schedule, which began with an initial Proposal Review Team meeting on March 19th to prepare for consideration at the March 28th Coordinating Committee meeting.
3. The Call for Proposals was made via email on March 2nd as follows:
“Members of MetroGIS committees and workgroups:

The purpose of this message is to announce a call for 2007 Regional GIS Project Proposals. \$22,000 is available. These funds are intended to provide a catalyst for research and development important to addressing priority needs of the MetroGIS community. The deadline to submit a concept proposal (1 page) is **Friday, March 16, 2007**.

The attached document explains the eligibility requirements, schedule, and submission requirements. If you have any questions, please call Randall Johnson at 651-602-1638.”

The Call was sent to the members of the following MetroGIS groups: Policy Board; Coordinating Committee; Address Workgroup; E911 Street Centerline Workgroup (2006); and Technical Advisory Team.

4. Coordinating Committee Consideration of Candidate Proposals
On March 28th, the Coordinating Committee considered three concept project proposals.

<u>Candidate</u>	<u>Project Theme/Name</u>	<u>Contact</u>
A	Data Collection Assessment	Brad Henry, URS
B	Geocoder Viability Assessment’	Brad Henry, URS
C	Geocoding Service and Application Code	Nancy Read

Proposals A and B did not receive endorsement by the Coordinating Committee for the following reasons (excerpts from the Committee’s meeting summary). Candidate C was found to warrant further consideration, as noted in the main body of this report. The complete summary can be viewed at http://www.metrogis.org/teams/cc/meetings/07_0328/07_0328m_draft.pdf:

Candidate A: Data Collection Assessment (*Proposed Regional Addresses of Occupiable Units Dataset*). ...the group concurred ... that this project is premature until the result of two related projects that are in process by Hennepin County (related to a 2006 Regional GIS Project) and the MetroGIS Address Workgroup (2006 Regional GIS Project) are completed and the results are considered by the Coordinating Committee. The deliverables are expected to define specific needs (organizational and technical) and provide focus for addressing any further assessment needs, political support needs, and functional requirements required for development of actual tools. These results are estimated to be available in fall 2007.

Candidate B: Geocoder Viability Assessment. The applicant withdrew the proposal, concurring with the finding that it was a component of the broader Candidate C proposal.

Candidate C: “Geocoding Service and Application Code”. ... the functional design requirements for an open source geocoding service consistent with needs of the MetroGIS community would be developed.

The practical effect would be that (MetroGIS stakeholders) would be able to leverage the programming code developed by the Metropolitan Airports Commission's geocoding serviceand, thereby, also further leverage the value of the high quality data available via the MetroGIS Regional Parcel and the TLG Street Centerline datasets and eventual via the regional addresses of occupiable units dataset. Read closed her comments by commenting that some flexibility to exceed the \$10,000 estimate is desired while the final proposal is being developed.

Motion: Knippel moved and Bitner seconded that the Coordinating Committee recommend approval of Candidate C, as explained in ...the agenda report, subject to including in the final proposal: 1) "cascading" functionality as a functional design requirement and 2) more details about how the funding would be used in the final proposal. Motion carried, ayes all.

Motion: Gelbmann moved and Knippel seconded that the Coordinating Committee find that consideration of the Candidate A proposal (*Data Collection Assessment*) is premature until the findings of the Web-Based Editing Application Assessment project (also related to the proposed regional addresses of occupiable units dataset) have been considered by the Committee. Motion carried, ayes all.

Read inquired if the available funding is not fully allocated in 2007 whether it can be rolled over to 2008. The Staff Coordinator commented that he would investigate the possibility.

ATTACHMENT A

CALL FOR PROPOSALS: 2007 REGIONAL GIS PROJECTS (Regional Occupiable Units Data Collection Assessment)

- 1) **Statement of project objective and why the requested funding is needed:** The objective of the proposed 'Regional Occupiable Units Data Collection Assessment' project is to assess the time and effort to collect the regional address and point data envisioned by the MetroGIS Occupiable Units project in order to determine where the MetroGIS community is today regarding collecting the data to achieve the goal of the Occupiable Units project, how long it will take to achieve that goal and strategies to speed up achievement of that goal.

MetroGIS has a project to assess the need for a Regional Occupiable Units Web Editing Application. The project is an outgrowth of an excellent body of work done by the MetroGIS Address Workgroup. The project identifies the vision, the goal, the need, the value, the support for and potential strategies for a metro-wide occupiable units database.

What is currently missing is an objective assessment of 'how close are we to achieving' the goal, when will we reach our goal and, if that data is unsatisfactory, what are strategies to speed up achievement of the goal,

The objective is based upon two facts: 1) In every discussion of the occupiable units project, the importance of 'currentness' of data arises; and 2) the metropolitan region has approximately 900,000 parcels and 2.8 million people. Therefore to make the Occupiable Units project viable, it is incumbent upon project members to know how to reach the data acquisition goal and when it will be reached.

- 2) **How the proposed project conforms with a Regional GIS Project objective(s).** The data collection assessment fits with the current Regional Occupiable Assessment by helping to clarify and confirm the data collection effort.
- 3) **Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).** Maintaining momentum is possibly the most important part of any project. The first large-scale GIS project in the metropolitan area was building the original parcel basemaps. The vision for creating the first map was relatively quickly established. The initial actual map construction proceeded relatively slowly, until a way was identified to assess the progress of the map, to calculate a tentative completion date and to create a way to speed up the completion date. It is possible that without that effort, the GIS parcel mapping in the metro area may have happened much later.
- 4) **Activities necessary to achieve the project objective and relationship of the requested funds.** In order to complete the Data Collection Assessment, a determination will be made of how many 'occupiable units' exist in the MetroGIS community. They will be grouped as per the categories already identified by the Address Workgroup, that is parcels, condos, and multi-family units (duplexes, triplexes and apartment units) and commercial. The assessment will be performed for every county and ideally for every city, as a cross-check. More likely a representative cross section of large, medium and small cities will be checked.

For example, Minneapolis has 125,000 parcels, 380,000 population, 75,000 single family homes, 100,000 living units, and 10,000 commercial units. In order to estimate the magnitude of the MetroGIS address data collection task, these numbers will be compared to counts across the metro area. Then an assessment will be made as to how long the data collection effort will be metrowide by a strictly voluntary effort and if techniques are available to speed up the effort.
- 5) **Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.** Upon approval by MetroGIS, the project could begin immediately.
- 6) **Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.** The benefit to MetroGIS is that by establishing a measurable timeframe for the occupiable address project, the Data Collection Assessment project will enhance the probability of the current occupiable address project.
- 7) **Total value and description of required resources that would be leveraged if funding is awarded.** The effort will be geared to the budget.
- 8) **Effect of receiving funding approval if for less than the full amount requested.** A representative, but lesser number of governmental agencies will be contacted.
- 9) **Time frame for project completion.** It is estimated that the project will be completed within six months.

ATTACHMENT B

CALL FOR PROPOSALS: 2007 REGIONAL GIS PROJECTS Regional Occupiable Units Geocoder Viability Assessment and Pilot Project

- 1) **Statement of project objective and why the requested funding is needed:** The objective of the proposed ‘Regional Occupiable Units Geocoder Viability Assessment’ project is to assess the time and effort to build a cascading geocoder that accurately works against MetroGIS data, including the ‘Occupiable Units’ dataset of addressable addresses and coordinates.

The project will first investigate geocoders that are available to the MetroGIS community and the secondly test the ‘robustness’ of the geocoders against MetroGIS address data, which will include parcels, discrete address points and coordinates collected in the MetroGIS Occupiable Units project. To test that robustness, a pilot project use all the available geocoders against a variety of sample address datasets.

The results of the pilot project will be presented to the MetroGIS community before all of the address data is collected metrowide in order to validate the data collection formats and the geocoders to be used on those datasets early enough to validate the ‘Occupiable Units’ data collection format and methods.

- 2) **How the proposed project conforms with a Regional GIS Project objective(s).** The geocoder assessment fits with the current Regional Occupiable Assessment by helping to clarify and confirm the format of the data collection portion.
- 3) **Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).** MetroGIS is built on a foundation of sharing among participants. By potentially sharing geocoders across the metro area, it reinforces the concept of MetroGIS. Also by testing the geocoders against the proposed address datasets, early in the address data collection process, corrections can be identified early in the process to minimize wasteful duplication of effort, or potentially having to start the data collection effort over.

By implementing this proposal chances will be improved of developing a viable data set and a geocoder.

- 4) **Activities necessary to achieve the project objective and relationship of the requested funds.** In order to complete geocoder viability assessment, members of the MetroGIS community will have to agree to participate in the project. The project funds will be spent on staff time to assemble and perform the pilot project, and potentially for limited development to the geocoder.
- 5) **Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.** Upon approval by MetroGIS, the project could begin immediately.
- 6) **Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.** The benefit to the MetroGIS community is that by testing the geocoder against address data early in the process, the probability of success in the overall occupiable units process will be increased.
- 7) **Total value and description of required resources that would be leveraged if funding is awarded.** The effort will be geared to the budget. The project can also potentially be performed in conjunction with the Data Collection Assessment project.
- 8) **Effect of receiving funding approval if for less than the full amount requested.** A representative, but lesser number of governmental agencies with geocoders will be contacted.
- 9) **Time frame for project completion.** It is estimated that the project will be completed within six months.

ATTACHMENT C

MetroGIS - 2007 Regional GIS Projects

Project Proposal:

Geocoding Service and Application Code based on TLG Streets and/or Parcel Data

Objective:

Many participants in MetroGIS, both governmental and private, are building web-based mapping applications to help citizens or staff find data related to an address. An address look-up (geocoder) is often the first step for access to these sites. A clear need exists for a service that could take a request from a web or desktop application and return a set of likely matching addresses and locations, based on address ranges in the TLG Street Centerlines dataset, and possibly also using the Regional Parcel Dataset and eventually the proposed Occupiable Units Address Points Dataset. This project would do two things:

1. Define requirements for a geocoding service that would address needs of MetroGIS participants, including functional requirements, data and support implications, and standards for data and the service itself, and determine priorities and feasibility.
2. Create and deploy an on-line geocoding service that would meet these requirements.

Activities Proposed:

- define functional requirements of a geocoding service for the MetroGIS community and decide scope of current project (e.g., single requests and/or batch, open or access-limited)
- define support issues, including data currentness, maintenance, and licensing, and host/service uptime and capacity needs
- assess relationship to applicable standards (National Street Address Standard, OGC location standard, SOAP)
- evaluate existing geocoding code offered by MAC, assess changes needed to meet MetroGIS community needs, and use funding for programming to make those changes and/or develop new code as needed.
- find an organization willing to host the service
- set up procedures for maintaining the referenced TLG street data and other data used
- explore use of the MetroGIS Regional Parcel Dataset or Occupiable Units Point Dataset (as available) as a resource to improve hit rate and accuracy
- add street intersection look-up (if there is sufficient interest)
- develop documentation for those planning to build applications that use the service or those wishing to use the geocoder code, either in open-source or ArcIMS environments

Participants (Project Team):

An ad-hoc “geocoding workgroup” from the MetroGIS Technical Advisory Team has expressed interest in being involved with this project, including Jim Maxwell (TLG), Matt McGuire and Mark Kotz (Metropolitan Council), Gordon Chinander (Metro Emergency Services Board), Bob Basques (City of St. Paul), Chris Cialek (LMIC), Dave Bitner (MAC) and Nancy Read (MMCD), contact for proposal correspondence, nancread@mmcd.org, 651-643-8386). This group gives good representation of likely organizations involved and skills/resources needed.

Funding Requested:

\$10,000 for programming and set-up, to be completed within 6 months of receiving funding. All code developed would be open-source and available freely after the project is completed. The geocoding service would also be freely available for public or private use (if/as arranged with TLG and Parcel license). If less funding is available the project would take longer to occur as it would have to be done with in-house resources by participants.

Benefits:

Any organization building a web site with address look-up in the metro could use the service or code and save many hours of programming and testing time, as well as saving on long-term maintenance of the underlying data.



**CALL FOR PROPOSALS
-2007 REGIONAL GIS PROJECTS-**

Introduction

The 2007 MetroGIS budget includes \$22,000 as a catalyst for Regional GIS Projects. This program is not intended to be a competition but rather a process by which ideas, which have promise as solutions to geospatial needs and opportunities of regional importance, are matured.

The source of the \$22,000 in funding for 2007 is the Metropolitan Council. The Council is, therefore, the final decision-maker as to whether a proposed project is to receive these funds, as it is accountable for their appropriate use. MetroGIS's role is to advise the Council and any other partner organizations as to whether a candidate project merits funding. The deadline for submittal of a one-page concept description is **Friday, March 16, 2007**.

What Projects are Eligible for Funding?

Only those projects which satisfy all of the following criteria are eligible for consideration:

1) Consistency with one or more objectives of a Regional GIS Project, which are defined as:

"... a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board-endorsed priority common information need, or develop or enhance a geospatial application¹ that enhances access to data that addresses a priority information need endorsed by MetroGIS."

...or a project that investigates a priority outcome defined at the February 8, 2007 MetroGIS Strategic Directions Workshop². The following four such outcomes were identified:

- *Project with one or more adjoining counties that fosters interoperability and sharing of data important to addressing priority common information needs,*
- *Project with a non-government interest that fosters partnering and or access to data important to the government community and/or resources important to a geospatial application(s) and infrastructure related to addressing a priority business information need(s) of the MetroGIS government community.*
- *Project that focuses on developing an application that addresses a common priority information need.*
- *Project that focuses on a means to resolve an infrastructure obstacle to broad use of the Internet by all MetroGIS stakeholders.*

- 2) The proposed project must supplement activity that is a component of authorized MetroGIS activity or a MetroGIS-defined common priority need.
- 3) The proposal must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization(s) must be able to recognize a benefit to themselves, which depending upon the nature of the proposal may be tangible and/or intangible.
- 4) For projects that involve development of software (applications and/or services), whether stand-alone or an extension:
 - a) Such projects must include an objective which promotes interoperability with other existing or anticipated system architectures/platforms. Projects that promote a similar user experience for metro-area users are preferred.
 - b) Although the funding organization(s) would own the product, it must be open-source or licensed so that other MetroGIS participants can access and modify the source code without additional fees.

¹ The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

² The MetroGIS Policy Board added this criterion at its October 2006 meeting.

Note: The above-stated criteria are intended to supplement, not supersede, the guidelines which established this program (Attachment B).

What Criteria Will Be Used To Decide Which Project(s) Are to be Recommended for Funding?

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project warrants funding. (The concept description should not exceed one (1) page. The full submission should not exceed two (2) pages, less any supplemental material.)

- 1) Statement of project objective and why the requested funding is needed.
- 2) How the proposed project conforms with a Regional GIS Project objective(s).
- 3) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).
- 4) Activities necessary to achieve the project objective and relationship of the requested funds.
- 5) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.
- 6) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.
- 7) Total value and description of required resources that would be leveraged if funding is awarded.
- 8) Effect of receiving funding approval if for less than the full amount requested.
- 9) Time frame for project completion.

Who Will Decide and When?

The MetroGIS Coordinating Committee will select project priorities, work with project proposers to make any adjustments, and forward a prioritized list to the MetroGIS Policy Board for review. The Policy Board will then forward its recommendation to the Metropolitan Council and any other funding organization, which will make their final decision and administer award of their funds. Refer to Attachment A for the schedule and a brief description of the entity responsible and the desired outcome for each element of the process. The processes utilized to finance the selected project(s) must comply with the accounting, contracting, and other fiduciary responsibilities of the funding agency.

Who is Eligible to Submit a Proposal?

Any individual(s) affiliated with an authorized MetroGIS project, committee or workgroup.

What is the Deadline for Submission of a Concept Proposal?

Applications must be received by **Friday, March 16, 2006**. Proposals should be submitted to the Staff Coordinator at randy.johnson@metc.state.mn.us.

Questions

Contact Randall Johnson, MetroGIS Staff Coordinator (651-602-1638), or William Brown, MetroGIS Coordinating Committee Chairperson (612-348-3143), with any questions.

Exhibit A

2007 Program Schedule

1. Call for Concept Proposals: March 2, 2007
2. **Concept Proposal Submission Deadline: March 16, 2007**
3. Screening: March 19 or 20, 2007
A Workgroup will review the concepts received for gaps in procedures and for missing information. The Metropolitan Council (administration) will decide if any of the concept proposals is out of scope for funding under this program. If such a finding is made, this finding will be shared with the Coordinating Committee.
4. Initial Coordinating Committee Consideration: March 28, 2007
Review concept proposals relative to the suggested program guidelines and comment on potential benefit to cost. In addition, identify any desired additional information and/or project modifications that would improve the proposal(s). (If necessary, the Committee would create a workgroup to assist applicants address outstanding questions and, in general, make the proposal(s) the best it/they can be.)
5. Initial Policy Board Consideration: April 25, 2007
Review the proposals from the perspectives of: appropriate use of public funding and importance of policy issues involved. Identify any desired additional information.
6. **Final Proposal Submission: June 8, 2007**
7. Coordinating Committee Consideration: June 27, 2007
(Same criteria as identified in Step 4, above.)
8. Policy Board Consideration: July 18, 2007
(Same criteria as identified in Step 5, above.) The Policy Board forwards its advice, along with that of the Coordinating Committee, to the entities providing funding or other resources.
9. Metropolitan Council Decision (Administration): August 3, 2007
Initiate Council procurement requirements, required agreements, etc.

Exhibit B

Principles for Allocating MetroGIS's Data Quality and Access Enhancement Funds (Adopted October 29, 2003)

Introduction

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g., counties related to parcel data). They are intended to supplement and expand upon, not supersede, the more general principles³ that have governed MetroGIS's efforts for some time.

Data Quality and Access Enhancement Funding Principles

The following principles are assumed to be part of the annual MetroGIS budget, and be approved as part of the budget approval process. Currently the only such recipients of these enhancement project funds are the counties, though it is anticipated that other organizations will serve in similar capacities for regional data solutions that have not as yet been defined.

- 1) Receipt of these funds by a data producer is not a payment for data but rather for services performed of importance to the broad MetroGIS community.
- 2) Funding can also be for specific data enhancements, which are to be identified through a forum of data users and producers, in a manner that is consistent with past, broadly participatory, MetroGIS processes.
- 3) The purpose of this funding is four-fold:
 - To recognize the importance to the MetroGIS community of participation by producers of data that are critical components to regional solutions (e.g., parcel data produced by the seven metro area counties).
 - To assist data producers in performing primary custodial responsibilities, which have been endorsed by the Policy Board and exceed internal business functions, including extracting, documenting, manipulating, and delivering these data to the regional custodian.
 - To finance data quality and access enhancements, defined through MetroGIS's processes.
 - To assist data producers with costs associated with sharing of information about what was learned and the outcome of data enhancement projects in accordance with a MetroGIS core function to foster sharing of knowledge.
- 4) Data producers have the option of pooling funds allocated to other data producers for purposes of conducting projects that will have mutual benefit to the producers and to data users.

Note: On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the third generation parcel data sharing agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition being as follows:

"Regional GIS Project" means a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."

³ The following principles govern MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

- a) No organization will be asked to perform a task for the collaborative that they do not have an internal need to perform.
- b) Build once, share many times (data and applications).
- c) Investments made by one government interest ought to be leverageable by other government interests.
- d) All relevant and affected interests participate, dominated by none.
- e) Widespread sharing of the data improves data quality and ultimately decision support.
- f) Cost recovery of data development expenses stifles sharing of commonly needed data.



TO: Policy Board

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

SUBJECT: Major Activity Updates

DATE: April 11, 2007
(For the Apr. 25th meeting)

Information provided by persons other than the Staff Coordinator is noted.

A) PARCEL DATA COST RECOVERY POLICIES - ESTIMATE OF FUNDS RECEIVED

At its January 17th meeting, the Policy Board concluded that it may time to revisit policies related charging a fee for access to parcel data (see Meeting Summary). As such, a request was made of each County by Chairperson Reinhardt (Attachment A) to submit an estimate of total funds received and the cost to support the recovery of these funds. The information received from each county is summarized in the following table. The actual responses received from each county are listed in Attachment B.

County	Estimated Gross Proceeds (Parcel Data) (2006)	Estimated Cost to Support Recovery of Proceeds (Parcel Data) (2006)	Estimated Net Proceeds (2006)
Anoka	\$15,000	\$500	\$14,500
Carver	\$8,147	\$1,000 to \$2,000	\$6,147 to \$7,147
Dakota	\$7,000	Negligible (Automated)	\$7,000
Hennepin	\$79,500	Negligible (Automated)	\$79,500
Ramsey	\$6,000	\$2,070	\$3,930
Scott	\$2,424	\$650	\$1,774
Washington	\$9,997	\$2,550	\$7,447

Along with the responses, David Claypool, Ramsey County Surveyor, suggested that before any discussion proceeds on this topic that there should be some assurance that the figures are based upon the same assumptions. He also commented an effort should be made to quantify the proceeds as to their relative relationship to the budgets for the responsible departments.

B) 2006 REGIONAL GIS PROJECTS

Web Editing Application Assessment Project (proposed regional addresses of occupiable units dataset)
Matt McGuire, the project manager, explained that endorsement of the vision for a regional addresses of occupiable units dataset was being sought from Metropolitan Emergency Services Board (MESB) as well as its support of the subject Assessment (Editor's note: MESB endorsement was received April 11). McGuire commented that the MESB endorsement was sought as a means to increase attendance by local address authorities at three forums planned for the month of May as part of the subject Assessment. A component of the Assessment involves obtaining direction concerning functional requirements for the proposed web-based editing application that would be needed to achieve local government use of the tool. The first of the workshops is scheduled for May 10 and will be targeted to local addressing authorities with jurisdiction in Anoka, Ramsey and Washington counties. The second and third workshops will be targeted to local addressing authorities with jurisdiction in Dakota, Carver and Scott counties and those authorities with jurisdiction in Hennepin County, respectively.

Service Broker Project

Fred Logman, the project manager with LMIC, explained that though the project had only recently begun, good progress had been made to define metadata requirements for describing web services that will be searchable via the service broker application.

C) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS (ACTIVITY SINCE LAST UPDATE)

a. Addresses (of Occupiable Units)

Work is proceeding to evaluate whether local addressing authorities (generally cities) will be willing to participate in the regional solution, as currently defined. See Agenda Item 5c for more information about the MetroGIS sponsored project. Hennepin County is also involved in a related project, the goal of which is to develop a standardized county-wide database of addresses at the unit level.

b. Highways and Roads:

- A three-year, annually renewable agreement was reached in late December between the Metropolitan Council and The Lawrence Group (TLG). This agreement makes the TLG street centerline database available to government and academic interests at no free to them. It also authorizes licensed users of the TLG Street Centerline dataset to incorporate this dataset into web-based applications they host, provided access by non-licensed users is restricted to view-only. This “view-only” access provision is the first of its kind and represents a major step forward toward policy innovations needed to balance of intellectual property rights with the desire to utilize licensed data in web-based applications. At the time of this writing, Metropolitan Council and TLG had reached agreement on the technical provisions to achieve the view-only requirement in the GeoCortex IMS environment utilized by the Council and the general content of the actual license agreement. Once the application license agreement is in place, agreement on technical specifics for other platforms will be pursued.
- The Staff Coordinator has been notified that MnDOT’s Anchor-Segment Project has been indefinitely suspended because the software required to manage the system could not be migrated to a production mode.
- Notice of the availability of most recent quarterly update of the TLG Street Centerline dataset was sent to licensed users on March 15th. Two new attributes were added to hold the new federal standard unique ID for cities and townships. That is the GNIS_R and GNIS_L. This is the same code that we call CTU_ID.

c. Jurisdictional Boundaries

- Watershed District Boundaries: The results of Washington County pilot project were conveyed in October 2006 to representatives of the Mn Board on Soil and Water Resources BSWR. A recommendation of the Washington County pilot was that BWSR is the most logical entity to serve in the roles of Regional Custodian. As of this writing, BWSR had not yet responded to the proposal.
- School District Boundaries: No work has been initiated to identify an appropriate regional custodian due to pending budget cuts and reorganization of LMIC. LMIC had been identified as the most logical custodial option given their as contractor relationship with the Department of Education

d. Land Cover

- The extent of coverage is nearing 90 percent. A map of the coverage status can be viewed at http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf. In addition, a technical forum for current users was held on December 16 to share new coding and systems criteria.
- At the December Committee meeting, Tim Loesch with DNR agreed to supply download statistic data for the seven county metro portion of the Land Cover dataset. The protocol to support integrate this information into MetroGIS’s Performance Measurement Program on ongoing basis is under development.

- e. Parcels:
Notice was sent in January to all licensed users stating that the fourth quarter 2006 update was available.
- f. Socioeconomic Characteristics of Areas
The custodian, University of Minnesota Population Center, added several new data sources to MetroGIS Socioeconomic Resources Page (http://www.datafinder.org/mg/socioeconomic_resources/index.asp).

Update submitted by Will Craig: One of the key indicators of urban problems is property foreclosure. Thanks to the Minnesota 3D program at the Center for Urban and Regional Affairs (www.cura.umn.edu/M3D.php), we now have contact information to obtain that data in the Twin Cities region. Unfortunately, most counties still provide copies of only the paper forms. Hennepin County is the leader, providing critical information (including address) in Excel format. Contact and other information is provided for all counties.

In the Socioeconomic Data Source section of DataFinder (www.datafinder.org/mg/socioeconomic_resources/), look at Property Foreclosure and search under Data Source (County Sheriff Department) or Data Category (Housing). Most of the foreclosures are on housing, but the data sources cover everything.

E) REGIONAL MAILING LABEL APPLICATION RETIRED

In late January, Alison Slaats, member of the MetroGIS support team and manager of DataFinder, became aware that an access breach concerning the regional mailing label application had occurred. The application was immediately removed from service. After considering options, the application was retired, as explained in Attachment C. For reasons not fully understood, the application had only been utilized by six parties in the past year. Those six parties were informed of the incident and reasons for the decision to remove the application from service. No one expressed opposition to the decision, given the circumstances.

This experience points out the need to clearly define user needs before expending resources to develop a tool. This application was developed as a means to help the Policy Board better understand the distinction between providing access to geospatial data and actually addressing a common information need (i.e., I need to know the address of a property and how to get in touch with the resident?) The trial achieved its purpose but the application failed because it was not being used.

ATTACHMENT A

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



February 9, 2007

Name – Separate letter to Each County Representatives to MetroGIS Coordinating Committee

Address

Address

Address

RE: Cost Recovery Practices Pertaining to Parcel Data Development Expenses

REQUEST

That each of the seven metropolitan area counties provides the MetroGIS Policy Board with a summary of the amount of net revenue it receives annually from charging a cost recovery fee to for access to parcel data.

POLICY BOARD DIRECTION

At its January 17th meeting, the topic of cost recovery policies related to parcel data came up in Policy Board discussions on three occasions. (Refer to the Attachment for excerpts from the summary for the January 17, 2007 meeting.)

During consideration of Agenda Item 5c – “Beyond Government Users – Partnering Opportunities” Policy Board members talked about the possibility of counties reevaluating their current cost recovery practices. The Board expressed interest in investigating whether greater benefit might be obtained if parcel data were to be more broadly accessible than is currently possible.

TYPE OF INFORMATION REQUESTED

The Policy Board is requesting the following information from each county:

- 1) Estimate of amount of cost recovery revenue received annually from parcel data sales, not including any added value by staff to produce derivative products.
- 2) Estimate of annual cost to support parcel data cost recovery policies.

Although, the Policy Board’s request did not specifically differentiate between parcel boundary data (surveyor managed) and parcel attribute data (assessor managed), for purposes of this request it would be appreciated if you could make this distinction. Further, it would be appreciated if you would include only data components that are part of the regional parcel dataset. Cost recovery fees for data components that are not part of the regional parcel dataset are out of scope for this request because MetroGIS’s interest applies only to those data that are components of regionally endorsed parcel dataset.

If you have any questions, do not hesitate to contact either Randall Johnson, MetroGIS Staff Coordinator, who can be reached at 651-602-1638 or randy.johnson@metc.state.mn.us. or me (651-266-8363).

Please submit the requested information to Randall Johnson. It will be utilized during the pending Business Plan Update process. As such, it would be greatly appreciated if you could submit it by February 23, 2007, if at all possible.

Sincerely,

Victoria Reinhardt,
Policy Board Chairperson *and*
Ramsey County Commissioner

EXHIBIT

Excerpt from January 17, 2007 Policy Board Meeting Summary

5a) 2006 Accomplishments

Coordinating Committee Member Read introduced the topic and informed the Policy Board that the Coordinating Committee had accepted the listing of major accomplishments for 2006

Chairperson Reinhardt called for any revisions or comments regarding the listing of accomplishments.

Member Pistilli asked for more information about progress made to grant non-profit interests access to licensed parcel data, without fee...

Member Pistilli, commented that he would like more information about the rationale behind the current practice of charging a data development cost recovery fee to non-government interests for access to parcel data, noting the development project used as case study in the GIS Technology Demonstration (Agenda Item 4) opens the question whether free access would not be a better policy as amount of revenue received through cost recovery may be substantially less than the economic and social benefits of allowing free access.

5c) Beyond Government Users – Partnering Opportunities

The Staff Coordinatorsummarized each of the five suggested partnering opportunities that had been identified by the (Beyond Government Users) Workgroup, as outlined in the agenda packet.

In response to a comment by Vice Chairperson Kordiak inquiring as the amount of revenue involved from data sales, the members agreed that it would be helpful to know the extent the counties are currently relying upon revenues gained from cost recovery of parcel data development costs. The members also concurred that it may be time to revisit current cost recovery policy. Member Pistilli agreed with Vice Chairperson Kordiak, that these data were developed for a public purpose and that the tax payer might benefit more from value added to the data by others and economic development resulting from use of the data if it were more widely available. Member Pistilli concluded the discussion with the rhetorical comment “where is the harm in offering the private sector access to data that they can utilize to enrich their businesses?”

The Staff Coordinator agreed to draft a request for Chairperson Reinhardt’s signature to send to the county representatives to the Coordinating Committee with a copy to the Policy Board requesting an estimate of how much revenue is received annually from data sales (not including any added value by staff to produce derivative products) together with an estimate and how much it costs to support the data sales procedures.

5d) Preparations for Strategic Directions Workshop

Chairperson Reinhardtencouraged the members to speak with staff and colleagues at their respective organizations before the workshop about the “starter kit statements” listed in Attachment C of the agenda packet to make sure any issues or concerns are identified at the Workshop.

Member Pistilli asked if cost recovery policy questions surrounding parcel data, raised previously in the meeting, should be addressed before the Strategic Directions Workshop..... He encouraged the members to offer general direction at the Workshop for the appropriateness of MetroGIS engaging and, if so, provide general direction as to the desired outcome but there is no need to attempt to decide any specifics at the Workshop.

ATTACHMENT B

Excerpt From Responses Submitted By County Representatives

Question 1: Estimate of amount of cost recovery revenue received annually from parcel data sales, *not including* any added value by staff to produce derivative products.

Question 2: Estimate of annual cost to support parcel data cost recovery policies.

Anoka County

1. Between selling complete county-wide data parcel datasets and smaller subsets, I'd estimate our recovery cost to be \$15,000. That includes data sold to the public and yearly licensing fees from the cities.
2. I'd estimate about \$500 worth of time is spent yearly on data cost recovery policies. Of course, if parcel data was free and downloadable from an FTP site then our time spend taking calls and processing data requests would also be much less.

Carver County

1. Last year we collected \$8,147 in parcel revenue.
2. The cost now is low in providing this information to our customers. We have setup up processes that export the data out weekly to a website where the data can be downloadable with a username and password. If there are any custom requests for parcel data we bill out our time to complete the task in our setup fee. There is still the maintenance of these scripts, web server, logins, etc. that take staff time. If I had to put a cost on setting this up it would be \$1000 - \$2000 in staff time last year. We currently offer a yearly subscription to our repeating users for a low cost and this provides them access to a downloadable website where they can get new data weekly, they just need to buy the whole county once. We currently only have 5 subscribers, but this is very low maintenance on our side. The parcel dataset comes with the same attributes we send to MetroGIS quarterly.

Dakota County

1. Dakota County received about \$7,000 in revenue from the sale of parcel data in 2006. All parcel data is delivered in the same format as that provided to MetroGIS. Sale of other GIS data generated an additional \$17,000 in revenue (*not included in this survey*). All revenue from the sale of GIS data is placed in an enterprise fund that can only be used to help offset annual GIS database maintenance costs for the county and its GIS partners, including the cities and Dakota Electric Association.
2. Dakota County operating costs directly associated with parcel data sales are negligible, especially since parcel data is usually either bundled with the sale of other GIS data or delivered as a subscription service using automated procedures. Any operating costs are charged directly to customers as a service fee on top of the data costs.

However, at times over the past 10 years, we have had instances where the County Attorney's Office needed to be involved in developing, modifying, or defending the GIS data license agreement. While this governs all GIS data, it has been recently driven primarily by discussions with other metro counties and the Metro Council for providing consistent data to MetroGIS and its constituents. These instances have been very time consuming for our attorneys and, although those costs have not been paid from GIS data sales revenue, they likely offset any revenue generated from the sale of parcel data alone. (*MetroGIS Staff Note: Attorneys from Dakota County and Hennepin County represented counties in the negotiations that resulted in the current Parcel Data Sharing Agreement.*)

Hennepin County

1. Hennepin County's Electronic Proprietary Data Base (EPDB) comprises: attribute data related to land, attribute data related to property owners, and property map information. Although the attribute and parcel mapping data are available in many forms, to accommodate our users, they are all licensed under a single agreement and (if sold) conform to a single pricing schedule. They are not

differentiated (for sale or distribution) based on where they originate or where development/maintenance occurs.

These figures pertain to FY 2006

Sale of parcel attribute and mapping data: \$79,500

Sale of aerial photography (annual average
for recent two year contract.)

\$35,261 *(Not included in the results of this survey)*

Annual Total

\$114,750

2. The licensing process does present an obstacle to first time users and consumes the time of county staff from several departments. The need to administer hand signed copies of contracts by multiple agencies and departments could be streamlined and it is our hope to do so in the near future. The same does not apply to the sale of data however, that is a separate issue. Data sales enabled by 13.03 Sub. 3 (d), may or may not pertain to licensed data. Cost recovery for aerial photography and GIS data is a point of sale activity and doesn't appreciably increase expense to the county.

Cashiering, fee schedules, and financial reporting systems are in place for multiple purposes across the county, most of which unrelated to GIS or parcel data.

Ramsey County

1. \$6,000 billed for parcels.
2. \$2,066 - annual for all parcel data processing. (rounded to \$2,070)
(The figures do not include any customized data processing. We don't have time to do any customized processing, so people are limited to receiving our datasets in the general formats we process on a monthly or quarterly basis.)

Scott County

1. Here is our information pertaining to the request for parcel data sales for Scott County.

Sale of parcel data for 2006 \$2,424

2. Annual cost to support parcel data cost recovery..... \$650

The annual cost is based on the number of hours for a technician to fulfill parcel data information requests. This time only considers the time spent on an actual sale. We also have a number of hours that are tied to inquiries and potential sales that ultimately do not occur for one reason or another.

Like Hennepin County, we have billing, receipting and other financial processes in place for many County functions that are unrelated to parcel data sales and are not significant in this process.

Washington County

The county sells two parcel data sets.

1. The Surveyor Division sells parcel data to customers in AutoCAD and ArcView Shapefile format with full attribute information (I don't believe this data set includes the Assessor's data). 2006 revenue from this data was \$5,997.30. It took 102 hours to prepare the data (assume \$25/hour) or \$2,550.

The GIS Support Unit prepares and distributes the MetroGIS Version of the parcel data dataset - an ArcView Shapefile format with limited parcel attribute information but with complete attributes as prescribed by MetroGIS. Revenue from sales in 2006 was approximately \$4000.

In the past 11 months the county took in \$34,000 in revenue from aerial photos. *(Not included in the results of this survey)*

ATTACHMENT C

From: Mark Kotz, Metropolitan Council GIS
To: MetroGIS Coordinating Committee Members
Date: 2/15/07 9:08A.M.
Subject: MetroGIS Mailing Label Application Retired

Hello Coordinating Committee Members,

I wanted to let you all know that the Metropolitan Council as retired the MetroGIS Mailing Label Application that was running on the DataFinder site and which used the regional parcel dataset. This application was released in January, 2005 and has been available only to licensed users of the parcel data. Recently we discovered that the application had been accessed by unauthorized users who took advantage of an SQL security vulnerability to basically trick the application into accepting a bogus user and password. Logs of the application activity show that no mailing labels were actually created by the unauthorized users, and most of these logins were on one day. This seems to have been someone testing this bogus login trick and not someone trying to actually use the application. There is no direct access to the parcel data from this application.

The application was removed from the server on January 17th when we discovered the problem.

After assessing our options, we have decided to retire the application for three reasons:

1. Application logs show very little use of the mailing label application. In 2006, there were only two repeat user organizations.
2. A significant investment in staff time would be required to make the login secure.
3. The purchase of new web software (Geocortex IMF) provides an alternative client in which to develop a next generation application with improved security features.

Please let me know if you have any questions or concerns about this.

Mark

CC: Technical Advisory Team



TO: Policy Board

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

SUBJECT: Information Sharing

DATE: April 16, 2007
(For the Apr 25th meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) 2006 ANNUAL REPORT

The 2006 MetroGIS Annual report was distributed the week of March 19th to around 1550 individuals. Approximately 800 individuals who serve as a chief elected or chief administrative official with government organizations that serve the seven county, Minneapolis St. Paul Metropolitan Area were mailed a postcard informing them that the report was available and encouraged them to access it via the MetroGIS website. Another 750 individuals who have asked to be kept advised of MetroGIS's activities and for whom, MetroGIS has an email address on file were sent an email notice that the report is available. Members of MetroGIS's committees and workgroups, including the members of the Policy Board, were among the 750 individuals who were sent email messages. The report and the accompanying informational brochure can be viewed at http://www.metrogis.org/about/annual_reports/index.shtml

B) LETTER OF SUPPORT TO PRESERVE FUNDING FOR LMIC

MetroGIS received a request to submit a letter of support to preserve LMIC's budget after the MetroGIS Policy Board had met in January. As such, Chairperson Reinhardt elected to send a letter of support on Ramsey County's letterhead to key legislative contacts which included MetroGIS's perspective, essentially as had been stated in the 2005 letter submitted for the same purpose. The letter submitted by Chairperson Reinhardt is presented in Attachment A.

C) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter:

An article was submitted about the results of the February 8, 2007 MetroGIS Strategic Directions Workshop. The article will be able to be viewed at <http://www.mngisliis.org/displaycommon.cfm?an=1&subarticlenbr=189>.

2. Presentations

Mark Kotz, Lead Staff to the MetroGIS Addresses of Occupiable Units Workgroup, presented an update to a gathering of Twin Cities Researchers on MetroGIS's efforts to pursue creation of a Regional Addresses of Occupiable Units database. The following is text from the flier introducing Kotz's presentation:

"The MetroGIS community has good data for roads and for property parcels -- but what about spatial data for buildings and even individual occupiable units (apartments, office suites, stores in a strip mall)? How can this type of data be developed and maintained in a standardized format for the Twin Cities region?

A MetroGIS workgroup, with members from 15 municipal, county and regional organizations, has prepared a white paper outlining the needs for this type of geographic information,

requirements for creating and maintaining it, and a roadmap for the eventual implementation of a shared, metro-wide occupiable units point dataset.

The occupiable units initiative is a work-in-progress; its ultimate success dependent on the business case, resources, planning and metro-wide cooperation. Mark Kotz's presentation is a case study of the work thus far -- and offers lessons for future geodata development initiatives.”

D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

U of M Joins National Neighborhood Indicators Partnership

Submitted By Will Craig, CURA, University of Minnesota

Minneapolis is now officially part of the National Neighborhood Indicators Partnership. NNIP is a collaborative effort by the Urban Institute and local partners to further the development and use of neighborhood-level information systems in local policymaking and community building. Some two dozen were local partners. Minneapolis and New York City were added in January 2007.

Minneapolis is represented by the Center for Urban and Regional Affairs (CURA) at the University of Minnesota. CURA has been helping neighborhoods take advantage of GIS for more than a decade. As a result, we were invited to apply. Members need to demonstrate a mission of:

- (1) Building and operating an advanced information system with integrated and recurrently updated information on neighborhood conditions in its city;
- (2) Facilitating and promoting the direct practical use of data by community and city leaders in community building and local policymaking; and
- (3) Giving emphasis to using information to build the capacities of institutions and residents in distressed neighborhoods.

For more information on NNIP and CURA's activities, see <http://www2.urban.org/nnip/>

F) MEETING SUMMARY – MARCH 28, 2007 COORDINATING COMMITTEE MEETING

The draft summary for the Committee's March 28, 2007 meeting can be viewed at http://www.metrogis.org/teams/cc/meetings/07_0328/07_0328m_draft.pdf.

ATTACHMENT A

RAMSEY COUNTY LETTER HEAD

February 2, 2007

Representative Steve Sviggum
Speaker of the House
463 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155-1206

(ALSO TO THE OTHERS – LIST FROM ARBEIT)

MN Land Management Information Center - Letter of Support

Dear Speaker Sviggum:

This letter is in regard to the 75 percent reduction that has been proposed by the Governor in the Department of Administration's budget for the Land Management Information Center (LMIC). I am sending this letter to you to make certain you are aware of the value LMIC has brought to the seven-county, Metropolitan Area and the important services that would be lost if the proposed budget cut were to become reality.

By way of introduction, I am a Ramsey County Commissioner and I serve as the Chairperson of the MetroGIS Policy Board, a voluntary regional geographic information systems collaborative that serves the seven-county, Minneapolis-St. Paul Metropolitan Area. MetroGIS's Policy Board is comprised of 10 locally elected officials and a member of the Metropolitan Council. The Board members represent cities, counties, school districts, watershed districts and regional government interests. MetroGIS has been providing a regional forum to promote and facilitate widespread sharing of geospatial (GIS) data since 1995. Its primary focus is to foster collaborative solutions to information needs common to local and regional government that serve the seven county metropolitan area. In addition to its core stakeholders, MetroGIS also seeks partnerships with state and federal government, academic institutions, nonprofit organizations and businesses to accomplish its mission.

I would also like to take this opportunity to share with you six examples of how LMIC has or is assisting MetroGIS's efforts in the seven-county, Minneapolis-St. Paul Metropolitan Area. Each illustrates the value of coordinating efforts to save resources and help government operate more efficiently:

1. Foster Statewide Coordination of Geospatial Policy. The benefits of collaboration within the seven-county, Metropolitan Area that have been facilitated through MetroGIS's efforts to foster collaboration are many fold. However, a higher order goal and the primary reason for this letter, is that without coherent statewide policies, MetroGIS's stakeholders will not be able to effectively share data or leverage existing investments with those local, regional and state government interests which have jurisdictions adjoining the seven-county Metropolitan Area. Over the past several years, through LMIC's guidance and support, this goal of workable and sustainable statewide policies to accomplish the desired data sharing and leveraging of existing investments is beginning to take shape. A Strategic Plan (*Foundations for Coordinated GIS*) was adopted last year by the Governor's Council on Geographic Information. It identifies several critical next steps. If the funding cut that has been proposed for LMIC becomes reality, this important work to foster coordination would cease, as there is no other organization responsible for this important work.
2. MN Geographic Data Clearinghouse. LMIC's investment and ongoing counsel made it possible for the MetroGIS community to implement a state-of-art, Internet-based data discovery and distribution

tool. MetroGIS DataFinder (www.datafinder.org) works seamlessly with the state's clearinghouse and offers the customization needed for easy discovery and access to geospatial data particular to the metropolitan area. LMIC developed and supports the GeoGateway solution to linking organizations that offer geospatial data through web services. LMIC GeoGateway services include providing incubator host sites for other organizations until they are ready to support them on their own. LMIC continues to host the MetroGIS DataFinder GeoGateway site.

3. Federal Agency Coordination. Effective data sharing and leveraging of existing geospatial data and related support infrastructure investments have been hot topics across the nation for over two decades. National interests recognize that much of the data they need is produced by local government, yet without an effective means to access and integrate the locally produced data, much duplication in data development has resulted. The vision of the National Spatial Data Infrastructure (NSDI) was borne in the early 1990s in an attempt to define the organizational and technical components needed to achieve widespread sharing of existing investments in these framework geospatial data. LMIC's advocacy with its federal counterparts is important to MetroGIS's ability to work effectively with federal interests needed to effectively implement partnerships that are equally important to local and regional government as they are to federal interests. All parties seek the same outcome - improve efficiencies and service delivery.
4. Standards Development. LMIC's staff support, which ultimately resulted in the adoption of standards for metadata content and format, are fundamental to MetroGIS's efforts. Without metadata, MetroGIS DataFinder could not function. Without DataFinder, the goal of efficient and easy access to geospatial data, when needed in the format needed, could not have been achieved. Similarly, support from LMIC assisted with development of the Unique Parcel Identification standard that made possible a Regional Parcel Dataset for the seven-county, Metropolitan Area.
5. Tools and Training that Support Best Practices. LMIC efforts to provide training and tools to streamline capture of the information that comprises metadata records and documentation of geospatial data accuracy have been of substantive value to the many organizations that comprise the MetroGIS community – ultimately saving them time, resources, and effort.
6. Launch of MetroGIS. LMIC played a key role in the early years of the effort to launch an unprecedented regional initiative, which became known as MetroGIS. MetroGIS is widely recognized as the most successful regional geospatial collaborative in the country.

The six examples noted above are the most prominent. Loss of the referenced resources would have a substantive negative impact on the local and regional government interests that comprise MetroGIS. From our perspective, it goes without saying that LMIC's activities are useful and productive, most of which are not provided by any other organization in the state. There is clear need for the inter-organizational –local, regional, state, federal interests at minimum - communication vehicle that LMIC provides. Effectively collaboration to address common needs and leverage limited resources can not occur without this communication.

Feel free to contact me (651-266-8363) if you would like to discuss this issue.

Sincerely yours,
Victoria Reinhardt,
Chair, MetroGIS Policy Board and
Ramsey County Commissioner

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
April 25, 2007**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:35 p.m. She welcomed Commissioner Tom Workman as the new representative from Carver County, and invited all persons present to introduce themselves.

Members Present: Jim Kordiak (Anoka County), Tom Workman (Carver County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), Tony Pistilli (Metropolitan Council), Terry Schneider (AMM- City of Minnetonka), and Dan Cook (School Districts - TIES).

Members Absent: Tom Egan (Dakota County) and Joseph Wagner (Scott County)

Coordinating Committee Members Present: David Arbeit, William Brown, David Drealan, Rick Gelbmann, Jane Harper, Randy Knippel, and Nancy Read.

Support Staff: Randall Johnson, Christopher Kline, and Jonathan Blake (Richardson Richter Associates and member of the Staff Support Team)

Visitors: Dan Falbo (ESRI) and Brian Hubberty (U.S. Department of Fish and Wildlife)

2. ACCEPT AGENDA

Member Pistilli moved and Member Workman seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Pistilli moved and Member Cook seconded to approve the January 17, 2007 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project

Randy Knippel, member of the Coordinating Committee, introduced the topic and provided a brief background on the OpenMNND (pronounced "open mind") project. OpenMNND is a collaborative effort between organizations in Minnesota and North Dakota, facilitated through contacts and relationships that originally developed as a result of networking fostered by the MetroGIS forum provided by MetroGIS, a point that Knippel emphasized. Funded through a Federal grant of \$75,000, the project's objectives are to create a low-cost, easy to implement, and highly customizable open-source mapping application that can be shared many times with organizations everywhere. In other words, work together to leverage resources and improve cost efficiencies for the hosting organizations and establish more consistency among similar websites to improve user efficiencies. Knippel noted that support from MetroGIS stakeholders and users was critical to obtaining the grant from the Federal government. OpenMNND leverages existing open-source efforts, such as GeoMOOSE from the City of Saint Paul and MapServer from the University of Minnesota. OpenMNND uses a decentralized data structure, relying on Internet-based web mapping services to provide the data layers upon demand. Knippel explained how web mapping services work machine to machine and emphasized the efficiencies that the user can realize by taking advantage of this technology. The presentation slides can be viewed at (URL)

Member Pistilli asked what would motivate a county to share their data – asking "Why would a county give up the revenue from their data by making it for free?" Knippel responded by stating that use web mapping service technology enables them to improve service delivery by minimizing staff support and provide the user with the most update to date data 24-7. He noted that the Dakota County's policy and

that of most of the other metro area counties that support on-line real estate look-up services find that the reduction in support costs and improved service to residents is more important than pursuing a strict cost recovery policy. He mentioned that the web-based applications/tools allow the hosting agency to turn off parcel and other valuable data, such as contours, when the user zooms out to a given radius beyond the subject property. Knippel commented that users that want to investigate larger areas or have a need for data analysis still need to purchase the data to accomplish their needs.

Pistilli asked if this type of access policy will be considered for regional applications facilitated by MetroGIS's efforts. The Staff Coordinator commented that a regional policy concerning related to parcel data has been under consideration for some time and that the OpenMNND project is helping to mature it. He also commented that an agreement in principle has been reached with The Lawrence Group concerning this type of "view-only" access to the regional TLG Street Centerline dataset. Pistilli then encouraged the staff and the Coordinating Committee to investigate a partnership with the real estate industry to leverage access to their parcel related data resources in a way easily combinable with data produced by the counties.

Rick Gelbmann, a member of the Coordinating Committee, asked if a county can control what data they release via the web services used by OpenMNND. Knippel replied, stating that since a data provider has control of their data at their location, they can restrict access to data to whatever criteria they establish.

Alternate Member Simmer asked what would happen if one or more web services was unavailable when the interface is being used. Knippel stated that the OpenMNND application would "gray-out" the option for that data layer until it again becomes available. This capability was specifically created by the City of St. Paul in the foundation code to insure that the web application does not become disabled when a particular service goes down for whatever reason. The idea being that the producer of the data contained in each service is responsible for that service and its operation is independent of all other services accessible via a particular application.

Member Kordiak asked if the application was specific to Minnesota and North Dakota. Knippel replied that the application is not specific to particular area and could be adapted for use anywhere.

Members Lake and Kordiak asking what would happen if the visual aspects of the data did not match – using an example of two jurisdictions mapping stop signs, with one using a red dot and others using another kind of indicator. Knippel replied that the growing presence of applications will act as a catalyst to improving understanding of the value data content standards and adherence to them, particular with respect to data important to others, such as data that are components of regional solutions pursued by organizations like MetroGIS. Knippel also noted that the individuals developing their respective OpenMNND interfaces will be insuring that metadata is provided for the data that comprise each web mapping so the user can determine if a particular dataset meets their respective needs.

Member Pistilli asked if the OpenMNND project would eliminate the need for the regional parcel or street centerlines dataset. Knippel replied that the need for these datasets would be reinforced to insure interoperability among jurisdictions, even though the geographic extent shown by a particular organization would comprise only a portion of the whole.

Member Cook commented that school districts in the area are pursuing interoperability regarding data that are routinely used by multiple districts and encouraged Knippel to speak to them about the OpenMNND web interface.

Chairperson Reinhardt thanked Knippel for his presentation commenting on its timeliness given the desire of the MetroGIS community's preference to pursue collaborative solutions to shared application needs and opportunities.

5. ACTION AND DISCUSSION ITEMS

a) Election of Officers

Chairperson Reinhardt introduced the topic, stating that she and Vice-Chairperson Kordiak have served for many years and are both amenable to reelection if that is the preference of the Board.

Motion: Member Pistilli moved and Member Schneider seconded to move the current slate of officers to serve as MetroGIS's officers for the coming year. Motion carried, ayes all.

Member Pistilli asked about the open seat on the Board for the representative from the Association of Metropolitan Municipalities (AMM) for Large Cities. Member Schneider elaborated, explaining that AMM had not been able to find anyone that would fill the Large City position, and he suggested that an option may be pursue a GIS professional affiliated with the LOGIS organization as they are as knowledgeable as anyone of the city community's use of GIS technology. Following a comment by the Staff Coordinator that members of the Policy Board are intended to be a member of a stakeholder organization's policy body the members asked Member Schneider staff to continue to look into the LOGIS option and the possibility of the GIS professional serving as an alternate for a policy maker. .

b) MetroGIS Business Plan Update Project

Coordinating Committee Chairperson Brown introduced the topic, providing background related to the February 8 Strategic Directions Workshop and the process used to distill the results for this [presentation](#) to the Board. Brown stressed that the information being presented during the meeting was the raw material from which a final business plan would be crafted, and urged the Policy Board to recognize that what they were reviewing was a work in progress.

Chairperson Reinhardt commented that she left the February 8th Strategic Directions Workshop with a sense of vitality and believes that the time spent together was valuable use of each participant's time. She emphasized that the reasons that the workshop and MetroGIS work are working well is that no one is attempting to tell anyone else how to do anything but rather focusing on how we can work together to accomplish shared needed. She also noted that she believes the camaraderie among the participants is also improved as a result of the networking and knowledge sharing that occurred at the workshop. Chairperson Reinhardt concluded her introductory remarks by emphasizing that significant technological advancements have occurred since the current mission statement was adopted and MetroGIS's initial success of figuring out how to "stitch" together parcel data produced by the seven counties, warranting the scope changes identified for MetroGIS at the workshop.

Member Kordiak asked how many years the new plan would cover. The Staff Coordinator replied that the plan's time frame had not been established beyond a general 3 to 5 year timeframe that was used to generate discussion at the Strategic Directions Workshop and that the actual duration of the new plan would be determined as part the plan development as strategies are considered. Member Schneider added that he concurred with the request for Policy Board endorsement of set some basic goals, with the understanding that some strategies will be short term and others will likely have a longer term the basis for which will be defined in the final recommendation.

Brown continued, stating the mission statement that has been effect for some time is technologically and process focused, while the suggested new statement is aimed on the why - improving the region's livability and effectiveness.

Brown proceeded to review the general findings of the strategic directions workshop, a suggested vision statement, the suggested mission statement, and major business functions to guide MetroGIS's efforts for the next 3-5 years. He added that the suggested vision statement was a new concept, as a vision statement had not been previously adopted as a separate statement. Brown stressed that the suggested vision statement and the suggested mission statement are not final versions, but should be viewed as starting places from which to proceed with development of the Next-Generation Business Plan and that as such approval is "works in progress" was sought. The presentation slides can be viewed at [URL](#).

Member Kordiak asked if the public can access data through MetroGIS. The Staff Coordinator replied that the general public can access over 150 datasets, without fee or licensure from through DataFinder but not including parcel or street centerline data which require licensure as an academic or government

interest. Member Kordiak then asked for clarification whether MetroGIS's primary focus is government interests or the general public. Chairperson Reinhardt responded that the public has been able to use the data for personal uses for some time but she also mentioned that MetroGIS's focus is on helping organizations, whose business it is to serve the general public, to do a better a better job more cost effectively. Coordinating Committee Member Gelbmann stated that indirect benefits to citizens arrive by having increased efficiency in government programs. Member Schneider replied that the general public is more sophisticated with GIS technologies than it used to be and that this increasing sophistication will continue to push government to provide information in increasingly supplicated ways. Brown commented that the counties have implemented applications like Knippel demonstrated earlier in the meeting in an attempt to address the increasingly web-reliant services demanded the public.

Chairperson Reinhardt suggested **removing "... especially local and regional governments." from the suggested mission statement.** After a brief discussion of the Board's desire for MetroGIS to seek out partnerships with non-government interests to address shared needs, consensus on this change was obtained. In defense of the change, Chairperson Reinhardt commented that MetroGIS is each of our organizations working tighter to do a better job and not about getting bigger. The members **concurred with the concept that MetroGIS is a "capacity builder"** and that to achieve the "greatest public good" goal stated in the guiding principles that future efforts cannot be limited to action that focus on the needs of some of the stakeholders (local and regional government) but rather needs to be responsible to the shared needs of the broad community – government and non-government alike. Seeking out "quid pro quo" solutions to shared needs was acknowledged as an important tactic for future regional solutions. Chairperson Reinhardt commented that the need for analysis of data to address issues and needs that cross jurisdictions is a primary reason for MetroGIS's being. *(Editor's note: Following the Board meeting, at Member Harper's suggestion, the Planning Oversight Team elected to add back the "capacity builder" statement that it had removed from the initial draft of the mission statement suggested by staff.)*

Schneider concurred noting that he supported the suggested change in the guiding principles to seek out other interests (other than local and regional government) to participate in regional solutions because he believes such partnerships will add value to solutions supported solely by parochial interests. He also encouraged Board members to think about opening Board membership, not necessarily voting, to include a broader range of stakeholder interests. Pistilli commented that he is supportive of investigating the opening up of the Board membership as a topic of consideration in the Business Planning process. In response to a question from Kordiak Schneider commented that he would like to see a policy whereby stakeholder interests not currently at the table set up "coordinating committees" of their own like interests and that their chairperson have a seat at the Policy Board. Kordiak noted that he is supportive of a process and procedures that results in more opportunities.

In response to a comment from Reinhardt and Kordiak that they did not believe it be appropriate to describe MetroGIS's place or territory as "Minneapolis- St. Paul Metropolitan Area, the group concurred that retaining a designation of "place" in the mission statement was important but asked staff to offer a substitute for "Minneapolis- St. Paul". *(Editor's note: "Twin Cities" will be offered as the suggested substitute.*

No other modifications or suggestions were offered to the suggested vision and statements, guiding principles statement, and major business functions to guide MetroGIS's efforts for the next 3 to 5 years.

Motion: Member Kordiak moved and Member Schneider seconded to accept the Next-Generation Policy Foundation, as presented in the agenda packet, as "works in progress" from which to proceed with the development of a Next Generation Business Plan for MetroGIS, subject to:

- 1) Removing the phrase "essentially local and regional government" from the suggested mission statement
- 2) Offering a substitute for the place description of "Minneapolis-St. Paul" in the suggested mission and vision statement.

Motion carried, ayes all.

Motion: Member Pistilli moved and Member Schneider seconded to authorize the Chair to call a special MetroGIS Policy Board before the next regular scheduled meeting, if necessary, to review key performance measures. Motion carried, ayes all.

Motion: Alternate Member O'Rourke moved and Member Schneider seconded to authorize development of a modified 2007 MetroGIS budget and associated workplan for Policy Board approval that realigns preliminary allocations to be consistent with the priorities decided as a result of the February 8th Strategic Directions Workshop. Motion carried, ayes all.

c) 2007 Regional GIS Projects – Concept Endorsement

Coordinating Committee Chair Brown introduced the topic, stating that the Coordinating Committee had found that the “Geocoding Service and Application Code” project proposed by Nancy Read of the Metropolitan Mosquito Control District, warranted concept approval. He explained that two other proposals were considered in the process, but the selected concept was deemed to have the most merit. Chairperson Reinhardt asked the Board if desired any further information before acting on the Committee’s recommendation. The members concurred that no further information was desired.

Motion: Member Lake moved and Member Pistilli seconded to concur with the Coordinating Committee’s finding that the concept project entitled “Geocoding Service and Application Code”, and involving approximately \$10,000 in funding, is consistent with the requirements for funding as a Regional GIS Project embodies a good use of public funds and warrants further consideration. Motion carried, ayes all.

Member Pistilli commented that U.S. Bank had considered submitting an application in conjunction with Professor Shekhar, from whom the Board heard a presentation last April, which would have sought a public-private partnership to implement the Professor’s Evaluation Planning Application. Pistilli noted that although an application was not made, he believes that this is the type of partnership that MetroGIS continue to explore.

6. MAJOR ACTIVITY UPDATES

a) Parcel Data Cost Recovery Policies – Estimate of Net Revenue Realized

Chairperson Reinhardt introduced the information that was presented in the agenda packet, noting that Board had requested this information at January meeting. Alternate Member O'Rourke suggested that before the Board gives further consideration that the Coordinating Committee should review, as suggested by David Claypool, the criteria used by each county to gather their data. Chairperson Reinhardt agreed, asking the Coordinating Committee to insure the data collection assumptions are the same across the counties, refine the table as needed, then report back to the Policy Board.

Schneider offered that the concept of limiting charging cost recovery fees to situations when data certification is needed and allowing free access to “uncertified” data as may be a middle ground worth pursuing. Those who need certification, expect to pay. General information for free is fine but can’t rely upon it.

Brown offered a similar question – Does cost recovery policy get in the way of good public policy associated with providing services?

Questions posed by the Board it asked the Committee to consider as it developing the Business Plan and related policies:

- What level of sophistication is needed in the data and when?
- What will a client need to do to correct any possible misinformation, if data is not accurate?

Kordiak commented that times and expectations have changed since the cost recovery policies were enacted. A comparison of desired outcomes then and now is probably in order.

Pistilli commented that if the stakeholder is the public, they have already paid for the data, unless a level of certification is needed.

7. INFORMATION SHARING

There was no discussion of the topics listed in the agenda report.

Cook commented that the Anoka-Hennepin School District has d recently completed the installation of 80 miles of fiber. He noted that it was installed for the purpose of sharing. Cook agreed to send a brief abstract to staff to pass along to local government that have jurisdiction in the area served by Anoka-Hennepin School District

Hubberty informed the Board that Minneapolis has a good chance of being selected as the location for a 2011 National Conference of Remote Sensing professionals. He also informed the Board about an EROS conference that will be held in the Twin Cities in June 2007. He agreed to send information to the Staff Coordinator who agreed to forward it to Coordinating Committee and Board members.

8. NEXT MEETING

The next meeting is scheduled for July 25, 2007.

9. ADJOURN

The meeting adjourned at 9:05 p.m.

Prepared by:

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Christopher Kline
MetroGIS Support Team



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Tom Workman,
Carver County

Roger Lake,
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

William Brown,
Chairperson
Hennepin County

Ned Phillips,
Vice-Chairperson
Rice Creek WSD

Staff Coordinator

Randall Johnson

July 25, 2007

6:30 p.m.

Metropolitan Mosquito Control District Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

Agenda

Page

1. Call to Order
2. Accept Agenda
3. Accept April 25th Meeting Summary action 1
4. GIS Technology Demonstration:
The New "Maps" at the Metropolitan Council
5. Consent Agenda
 - a) 2007 Regional GIS Projects – Final Endorsement action
 - b) Amended 2007 MetroGIS Budget for Fostering Collaboration action
6. Action/Discussion Items
 - a) Next Generation MetroGIS Business Plan:
 - Preliminary Acceptance of Strategies Acceptable "As Is" to Coordinating Committee action
 - Direction on Strategies Identified as Needing Policy Direction action
7. Major Activity Update
 - a) Parcel Data Cost Recovery Policies – Estimate of Net Revenue Realized
 - b) 2006 Regional GIS Project (Status Reports)
 - c) Performance Measurement
 - d) DataFinder Upgraded
 - e) Priority Business Information Need Solutions and User Satisfaction Forums
8. Information Sharing
 - a) Report on LOGIS Option – Municipal Representative to Policy Board
 - b) Presentations / Outreach / Studies
 - c) Metro and State Geospatial Initiatives Update
 - d) National/Federal Geospatial Initiatives Update
 - e) June 27, 2007 Coordinating Committee Meeting Summary
9. Next Meeting
October 17, 2007
10. 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
Metropolitan Mosquito Control District Offices
July 25, 2007**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:35 p.m. She welcomed all attendees and invited them to introduce themselves.

Chairperson Reinhardt then shared an announcement from the Mn GIS/LIS Consortium (http://www.mngislis.org/associations/6078/files/polaris_winners/andy_johnson.htm) that the Staff Coordinator has been selected as a 2007 recipient of its Polaris Award for mid-career GIS professionals and that she had accepted an invitation to attend the award presentation in October.

Members Present: Jim Kordiak (Anoka County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), Tony Pistilli (Metropolitan Council), Terry Schneider (AMM- City of Minnetonka), and Dick Carlstrom for Dan Cook (School Districts - TIES).

Members Absent: Tom Workman (Carver County), and Joseph Wagner (Scott County)

Coordinating Committee Members Present: David Arbeit, William Brown, David Claypool, David Drealan, Jane Harper, Randy Knippel, Nancy Read, and Mark Vander Schaaf.

Support Staff: Randall Johnson, Christopher Kline, and Jonathan Blake (Richardson Richter Associates and member of the Staff Support Team)

Visitors: Jessica Deegan (Metropolitan Council) and Alison Slaats (Metropolitan Council)

2. ACCEPT AGENDA

Member Pistilli moved and Member Kordiak seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Pistilli moved and Member Egan seconded to approve the April 25, 2007 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

The New "Maps" at the Metropolitan Council

Alison Slaats, GIS Applications Developer with the Metropolitan Council, started by introducing herself and Jessica Deegan, GIS Web Developer with the Metropolitan Council. Slaats explained that the new *Maps* feature on the Council's website is the result of a Council decision to expand its presence on the web and make maps and data more accessible to the public. According to Slaats, prior to the introduction of *Maps*, the content on the Council's site was disorganized, hard to access, or non-existent.

For context purposes, Slaats provided an overview of her own attempts to locate data on the Council's website, revealing the lack of organization and of data that one might assume would be available on the Council's site. Some data were also available in a spreadsheet format; other items were maps that were outdated or did not answer commonly asked questions.

Next, Slaats provided an overview of *Maps* organization and contents, which provides easy access to data from several disparate sources through an easy to navigate community profile format. Each profile provides links to charts, graphs, and pre-made maps that answer commonly asked questions posed by the general public, community staff, and others. In addition, a feature called "Make-A-Map" allows individuals to select from numerous available data layers to create a customized map to support a wide

array of business functions. Slaats closed her comments by emphasizing that the *Maps* application project relies greatly on MetroGIS Endorsed Regional Datasets; noting that the application consumes two regional dataset directly and the Council also leveraged the existence of three others by developing derived datasets that are consumed by the application. She also made a point of informing the Board that its work to foster adoption of standards, acceptance of custodial roles and responsibilities, and regional data solutions themselves make it possible for data displayed via the *Maps* application to be consistent across the seven county metropolitan area as well as trusted, greatly adding to the utility of the application to support decision making. A copy of the presentation slides can be viewed at (http://www.metrogis.org/teams/pb/meetings/07_0725/maps_at_metrocouncil.pdf).

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Slaats closed the demonstration by asking if the members had any comments or suggestions.

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Chairperson Reinhardt thanked both Deegan and Slaats for their presentation.

5. CONSENT AGENDA

a) 2007 Regional GIS Projects – Final Endorsement

b) Amended 2007 MetroGIS Budget for Fostering Collaboration

Chairperson Reinhardt introduced the consent agenda, asking the members of the Board if anyone wished either of the items to be pulled from the consent agenda. Hearing none, she called for a motion to approve.

Motion (Both Items): Member Egan moved and Member Pistilli seconded to approve the actions requested for both of consent agenda items. Motion carried, ayes all.

6. ACTION/DISCUSSION ITEMS

a) Next-Generation MetroGIS Business Plan

Chairperson Reinhardt introduced this agenda item, providing an overview of the process that would be used at this meeting to review the items for which the Coordinating Committee had requested direction from the Policy Board. She emphasized that while there are only thirteen items presented for Board direction by the Committee, the Committee has reached agreement on over seventy other strategies that it intends to include in the Next-Generation Business Plan. She then introduced William Brown, Chairperson of the Coordinating Committee, and Nancy Read, Chairperson of the Business Planning Oversight Team to present the Committee's concerns and suggestions for Board direction.

Brown started the presentation by providing a review of the actions taken by the Board at the April Board meeting. Next he shared the proposed Business Planning development schedule with the Board, which calls for adoption at the Board's October meeting. He then began the consideration of each of the thirteen subject areas.

[Editor's Note: The items below are listed in the chronological order as reviewed by the Policy Board. They are numbered using the method in the July 25, 2007 Policy Board Agenda Packet.]

Activity Area 1- Strategy "a". Use Outreach To Promote Standards And Best Practices

Member Schneider suggested removing the reference encouraging the Governor's Council on Geographic Information to take a leadership role to bring all affected parties together to define a policy for internet distribution.

He commented that he believes that MetroGIS should approach interests that serve areas adjoining the seven county, Metropolitan Area, such as the collar counties, directly instead of relying on the Governor's Council on Geographic Information to take the lead in establishing standards for interoperability. Schneider believes that relying upon the State will take more time than necessary which could result in MetroGIS losing credibility by not being proactive. He emphasized that MetroGIS should approach prospective partners in a diplomatic way to promote standards and with an emphasis on removing barriers to data sharing. An approach of bartering, for example, would be useful: ask the partner to adopt standards, in exchange for access to the benefits of having access to services supported by MetroGIS.

Motion: Member Egan moved and Member Pistilli seconded that the Policy Board direct the Business Planning Oversight Committee to include this strategy, with the following modifications in the 2008-2011 MetroGIS Business Plan:

- Modify to remove reference to deferring to Governor's Council on Geographic Information (GCGI) to take the lead in establishing standards and policies necessary to achieve data interoperability with interests adjoining the seven county Metropolitan Area.
- Promote adoption of standards with interests beyond the Metropolitan Area (regional, state, or federal) via case-by-case negotiations with the goals in mind of eventual applicability statewide of policies and commitments to knowledge sharing and removing barriers to sharing/leveraging geospatial resources.
- Directly approach prospective partners beyond the Metro Area instead of relying on the GCGI to establish statewide standards, sharing what is learned with the GCGI.

Motion carried, ayes all.

Activity Area 1- Strategy "c". Secure Technical Leadership (Solutions to Shared Information Needs)

Member Pistilli commented that this and other desired new directions for MetroGIS are dependent upon obtaining additional technical leadership and coordination. He stated that he would prefer not to

wait until 2009, as is suggested by the language of the currently proposed strategy. He commented that he would be in favor of the Council providing the additional support for a year until the details of longer term arrangement could be worked out and the relative value to other organizations can be established. Pistilli asked Mark Vander Schaaf to investigate the potential of the Council providing such support, beginning in 2008.

Motion: Member Kordiak moved and Member Schneider seconded that the Policy Board direct the Business Planning Oversight Committee to pursue proposed strategy (secure Technical Leadership/Coordination support) immediately, as opposed to postponing to 2009, subject to:

- Support Councilmember Pistilli's idea that the Metropolitan Council consider funding of the desired MetroGIS Technical Coordinator responsibilities in their 2008 budget, with the understanding that options to share the cost of this support be given consideration once the value of such support is realized.
- Accelerate securing an individual(s) to provide the subject Technical Leadership/Coordination responsibilities so other strategies from the Business Plan can be implemented with expedience, instead of delaying these projects to the 2009 fiscal year.
- Integrate the solution for this need for additional Technical leadership with the goal to expand MetroGIS's stakeholder community to include private sector partners (next item).

Motion carried, ayes all.

Activity Area 2- Strategy "a". Identify Public/Private Partnership Opportunities

Member Schneider recommended creation of a private sector version of the Coordinating Committee, which would offer partnering proposals directly address their geospatial needs, as MetroGIS staff do not have the time or resources to effectively seek out partnerships on their own. The new committee would provide a focused means for non-government interests to share their wishes and recommendations with the Policy Board for consideration. This comment led to an acknowledgment that there will be a need to create a method(s) to assign a relative value to proposals but all concurred that these methods should evolve as specific opportunities are considered.

Alternate Member O'Rourke commented that there could be legal implications, such as bidding and contractual issues, from having the Policy Board approve proposals from a Private Sector Coordinating Committee. She recommended caution and more research into the issue before implementation. Member Schneider commented that although Member O'Rourke's concerns are well taken, they are subordinate to the concept of exploring interest in creating a means for cross sector coordination to address hared needs. He also affirmed that proposal must comprise a win-win solution which is more valuable than it costs government or it should not be considered.

Member Egan concurred that there may not be interest in the private sector for such a committee overall, and recommended that a workgroup be created to investigate possibilities.

Motion: Member Lake moved and Member Egan seconded that the Policy Board direct the Coordinating Committee to create a Workgroup, as soon as possible, to investigate interest from non-government entities in pursuing collaborative opportunities with government to address shared geographic information needs, as well as, the creation of private sector coordinating committee that would have representation in MetroGIS's decision making.

Motion carried, ayes all.

Activity Area 2- Strategy "b". Develop Plan for Shared Applications

Nancy Read, Chair of the Business Planning Oversight Team, introduced this topic, indicating that the first part of the proposed direction had been adopted through the Policy Board's previous action on Item 1-c. (Technical Leadership)

A brief general discussion ensued, where the members of the Policy Board agreed that plans for coordination with other organizations and fostering interdependencies should be addressed as they arise.

Motion: Member Pistilli moved and Member Lake seconded that the Policy Board direct the Business Planning Oversight Committee to continue developing a plan for shared applications, with the understanding that:

- Supplemental Technical Leadership/Coordination is needed in order for this strategy to be successful.
- The Plan should focus on the Board's general preference to foster interdependencies and cooperation, without attempting to establish a formal process or policy to guide these decisions at this time. The decision rules are best developed on a case-by-case basis.

Motion carried, ayes all.

Activity Area 7 - Strategy "d". Foster a Marketplace for Geospatial Resources

The members engaged in a brief conversation regarding the viability of this idea noting that it has possibilities but that the policy implications should be refined before there is any further consideration.

Direction: This concept should be resubmitted for Board consideration once the policy implications are better understood.

Activity Area 4- Strategy "a". Expand Support Resources

The Policy Board concurred this item had been in effect dealt with the direction provided for "Activity Area 1- Strategy "c". Secure Technical Leadership"

Direction: Not further direction appropriate at this time.

Activity Area 5-Strategy "b". Encourage Leadership to Assume Advocacy Roles

Brown introduced the topic, commenting that Policy Board members have previously advocated for MetroGIS's objectives on several occasions and through their service on the Board. Member Schneider concurred that advocacy from Board and Committee members among their peers is important to sustaining MetroGIS's relevance and support among stakeholders but he also believes that advocacy from Board members should be understood to be general and high level for the purpose of fostering opportunities for those with stronger understanding of the issues to move forward. He added that all MetroGIS participants should take any opportunity to discuss and inform potentially interested parties when possible. David Claypool, a visitor and member of the Coordinating Committee, added that in many cases Coordinating Committee members do take an advocacy position at conferences, meetings, and other functions that they take part in – but encouraging everyone to do so is important.

Motion: Member Pistilli moved and Member Lake seconded that the Policy Board direct the Business Planning Oversight Committee to incorporate include as a strategy advocacy of the benefits of MetroGIS efforts by participates at all levels as opportunities present themselves.

Activity Area 5- Strategy "a". Develop an Outreach and Marketing Plan

The Policy Board agreed to defer discussion of this strategy until the marketing "message" is clarified which can not be fully accomplished until the Plan for Shared Applications is complete.

Direction: Revisit this strategy once a suggested marketing "message" is available for Board consideration, the target audience(s) has been identified, and an estimate of cost to develop the marketing component is available. It was agreed that professional "marketing" staff affiliated with participating organizations should be leveraged to extent possible to work on this strategy as opposed to outsourcing.

Activity Area 5- Strategy “b”. Secure Dedicated Support - Marketing

As a continuation of the previous item, Member Pistilli commented that there are likely existing marketing resources available in participating organizations that can be captured.

All concurred the topic is premature until the message is defined.

Direction Provided: Defer consideration until the specifics of a marketing plan (previous item) are presented for the Board’s consideration.

Activity Area 6- Strategy a. Periodically Evaluate Board and Committee Membership

The consensus of the Board was that as a routine course of business, the Board will review its membership when it feels the need to do so, such as when prompted by additional counties or organizations participating in MetroGIS. There is no need to specify this action as a strategy.

Motion: Member Schneider moved and Member Kordiak seconded to strike this strategy from the draft Business Plan. Motion carried, ayes all.

Activity Area 7- Strategy a. Promote the Greater Regional Importance

The members engaged in a brief dialogue regarding “Greater Regional Importance” and the implications for MetroGIS and concurred that current practice exceeds policy and should be modified as suggested. Member Schneider commented that as MetroGIS has grown and matured, the need to operate by consensus may be subsiding, but also emphasized that inclusion of opt-out clauses remains important to maintain trust. He also offered that the suggested statement of principle represents a slight shift in philosophy, noting that stating it this way earlier on could have raised concerns by that as a matter of practice MetroGIS has operated in this manner. He believes and the other members concurred that it now acceptable and prudent to state the philosophy in this manner.

Direction Provided: The Policy Board recommended that the Business Planning Oversight Team convert this statement from a strategy to a guiding principle for inclusion in the 2008-2001 Business Plan as explained in the agenda report.

Activity Area 7- Strategy “b”. Foster A Common Philosophy Regarding GIS Return On Investment

Member Kordiak opened by asking what would be the harm of allowing data to be available free to anyone who wishes access, noting that if GIS services are important to government’s work they should be funded as a cost of doing business and not hampered by reliance upon cost recovery based support. Member Pistilli agreed. Following a several brief comments about how the funds raised are currently used to support services and the anticipated impact if this revenue is lost, there was general agreement that consideration of a broad range of impacts should be taken into consideration when setting these policies; that is, impacts that go beyond those of the particular data producer. The consensus was this broader perspective is necessary to achieve collaborative-based policies that seek to leverage existing investments. Board members also concurred that inward looking cost recovery policies, which consider only the producing organization’s perspective, are “old school”. Egan commented that this issue is bigger than MetroGIS. Cost recovery is another type of fee that needs to be occasionally evaluated to insure it is reasonable. He also commented that fees for public services should be given serious reconsideration if their existence results in/forces duplicative efforts elsewhere.

The Board generally agreed that the matter of setting/revising existing cost recovery policy is a matter that should be left to the producing organizations, in the case of parcel data, the counties. It was also agreed that if the counties want to leverage MetroGIS’s resources to aid in addressing this matter, they may but otherwise this matter is not within MetroGIS’s purview to pursue.

Schneider commented that this policy debate also should not be framed in terms of “Should the counties be asked to give up revenue for the common good”, but rather if a proposal is made to the

counties that promises to benefit the community as well as the counties, he would expect them to be open to considering it, assuming a case-by-case consideration of the specifics.

Brown commented that he believes the central policy question is “does the existence of cost recovery fees inhibiting collaboration/data sharing?” He stated that a study of the impacts (tangible and/or intangible) of cost recovery fees would be helpful to the discussion. If a negative impact is demonstrated, which he did not believe to be the case, consideration should be given to adjusting these policies.

Direction Provided: The Policy Board concurred that:

- a) The matter of setting/revising existing cost recovery policy should be left to the producing organizations, in the case of parcel data, the counties.
- b) If data producing organizations (in this case – counties) want to leverage MetroGIS’s resources to aid in evaluating cost recovery policy, they may but otherwise this matter is not within MetroGIS’s purview to pursue.
- c) MetroGIS should assist with obtaining any existing creditable research findings relevant to assessing impacts (tangible and/or intangible) of cost recovery fees on data sharing and collaboration to address shared geospatial needs.

Activity Area 7- Strategy “c”. Seek Legislative Initiatives To Coordinate GIS Investment

Chairperson Reinhardt questioned if this strategy would involve MetroGIS creating proposals for legislation, or supporting existing legislation proposed by others. The Staff Coordinator clarified that the strategy could involve either of both aspects, dependant upon the Board’s preferences. Chairperson Reinhardt commented that her preference would be that the Board support existing initiatives, but it would be up to the local units of government to lobby themselves unless they wanted MetroGIS to take a leadership role, and further that MetroGIS should not expect to serve as a clearinghouse for geospatial legislative initiatives pertaining to the Metropolitan Area. Board members concurred.

Member Kordiak added that multiple voices addressing the Legislature are often more effective than a single voice, and MetroGIS’s ability to align numerous interests presents a huge unifying opportunity to achieve objectives that require legislative action.

Direction Provided: The Policy Board concluded that on a case-by-case basis, MetroGIS should consider assuming a legislative advocacy role:

- When its stakeholder organizations ask it to do so.
- For its own initiatives, as appropriate.

7. MAJOR ACTIVITY UPDATES

There was no discussion of the topics listed in the agenda report.

8. INFORMATION SHARING

Member Schneider commented that the AMM Board is considering the option of inviting an official affiliated with LOGIS to serve in second Policy Board seat allotted to cities.

Claypool, member of the Coordinating Committee, commented that he would prefer to see more emphasis placed on seeking collaboration with the federal government interests included in the strategies to be presented in the Next-Generation Business Plan.

There was no discussion of any of the other topics listed in the agenda report.

9. NEXT MEETING

The next meeting is scheduled for October 17, 2007.

10. ADJOURN

The meeting adjourned at 9:25 p.m.

Prepared by:

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Christopher Kline
MetroGIS Support Team



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Tom Workman,
Carver County

Roger Lake,
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

William Brown,
Chairperson
Hennepin County

Ned Phillips,
Vice-Chairperson
Rice Creek WSD

Staff Coordinator

Randall Johnson

Wednesday, October 17, 2007

6:30 p.m.

Metropolitan Mosquito Control District Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

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- 5. Consent Agenda (no items)**
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 - c) Report on LOGIS Option – Municipal Representative to Policy Board
 - d) Description of MetroGIS Added to Wikipedia
 - e) Real Estate Appraisal Conference
 - f) Presentations / Outreach / Studies
 - g) Metro and State Geospatial Initiatives Update
 - h) National/Federal Geospatial Initiatives Update
 - i) September 12, 2007 Coordinating Committee Meeting Summary
- 9. Next Meeting**
January xx, 2008
- 10. Adjourn**

MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
July 25, 2007

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:35 p.m. She welcomed all attendees and invited them to introduce themselves.

Chairperson Reinhardt then shared an announcement from the Mn GIS/LIS Consortium (http://www.mngislis.org/associations/6078/files/polaris_winners/andy_johnson.htm) that the Staff Coordinator has been selected as a 2007 recipient of its Polaris Award for mid-career GIS professionals recognize mid-career GIS professionals and that she had accepted an invitation to attend the award presentation in October.

Members Present: Jim Kordiak (Anoka County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), Tony Pistilli (Metropolitan Council), Terry Schneider (AMM- City of Minnetonka), and Dick Carlstrom for Dan Cook (School Districts - TIES).

Members Absent: Tom Workman (Carver County), and Joseph Wagner (Scott County)

Coordinating Committee Members Present: David Arbeit, William Brown, David Claypool, David Drealan, Jane Harper, Randy Knippel, Nancy Read, and Mark Vander Schaaf.

Support Staff: Randall Johnson, Christopher Kline, and Jonathan Blake (Richardson Richter Associates and member of the Staff Support Team)

Visitors: Jessica Deegan (Metropolitan Council) and Alison Slaats (Metropolitan Council)

2. ACCEPT AGENDA

Member Pistilli moved and Member Kordiak seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Pistilli moved and Member Egan seconded to approve the April 25, 2007 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

The New "Maps" at the Metropolitan Council

Alison Slaats, GIS Applications Developer with the Metropolitan Council, started by introducing herself and Jessica Deegan, GIS Web Developer with the Metropolitan Council. Slaats explained that the new *Maps* feature on the Council's website is the result of a Council decision to expand its presence on the web and make maps and data more accessible to the public. According to Slaats, prior to the introduction of *Maps*, the content on the Council's site was disorganized, hard to access, or non-existent.

For context purposes, Slaats provided an overview of her own attempts to locate data on the Council's website, revealing the lack of organization and of data that one might assume would be available on the Council's site. Some data were also available in a spreadsheet format; other items were maps that were outdated or did not answer commonly asked questions.

Next, Slaats provided an overview of *Maps* organization and contents, which provides easy access to data from several disparate sources through an easy to navigate community profile format. Each profile provides links to charts, graphs, and pre-made maps that answer commonly asked questions posed by the general public, community staff, and others. In addition, a feature called "Make-A-Map" allows

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Alternate Member O'Rourke commented that there could be legal implications, such as bidding and contractual issues, from having the Policy Board approve proposals from a Private Sector Coordinating Committee. She recommended caution and more research into the issue before implementation. Member Schneider commented that although Member O'Rourke's concerns are well taken, they are subordinate to the concept of exploring interest in creating a means for cross sector coordination to address shared needs. He also affirmed that proposal must comprise a win-win solution which is more valuable than it costs government or it should not be considered.

Member Egan concurred that there may not be interest in the private sector for such a committee overall, and recommended that a workgroup be created to investigate possibilities.

Motion: Member Lake moved and Member Egan seconded that the Policy Board direct the Coordinating Committee to create a Workgroup, as soon as possible, to investigate interest from non-government entities in pursuing collaborative opportunities with government to address shared geographic information needs, as well as, the creation of private sector coordinating committee that would have representation in MetroGIS's decision making.

Motion carried, ayes all.

Activity Area 2- Strategy "b". Develop Plan for Shared Applications

Nancy Read, Chair of the Business Planning Oversight Team, introduced this topic, indicating that the first part of the proposed direction had been adopted through the Policy Board's previous action on Item 1-c. (Technical Leadership)

A brief general discussion ensued, where the members of the Policy Board agreed that plans for coordination with other organizations and fostering interdependencies should be addressed as they arise.

Motion: Member Pistilli moved and Member Lake seconded that the Policy Board direct the Business Planning Oversight Committee to continue developing a plan for shared applications, with the understanding that:

- Supplemental Technical Leadership/Coordination is needed in order for this strategy to be successful.
- The Plan should focus on the Board's general preference to foster interdependencies and cooperation, without attempting to establish a formal process or policy to guide these decisions at this time. The decision rules are best developed on a case-by-case basis.

Motion carried, ayes all.

Activity Area 7 - Strategy "d". Foster a Marketplace for Geospatial Resources

The members engaged in a brief conversation regarding the viability of this idea noting that it has possibilities but that the policy implications should be refined before there is any further consideration.

Direction: This concept should be resubmitted for Board consideration once the policy implications are better understood.

Activity Area 4- Strategy "a". Expand Support Resources

The Policy Board concurred this item had been in effect dealt with the direction provided for "Activity Area 1- Strategy "c". Secure Technical Leadership"

Direction: Not further direction appropriate at this time.

Activity Area 5-Strategy "b". Encourage Leadership to Assume Advocacy Roles

Brown introduced the topic, commenting that Policy Board members have previously advocated for MetroGIS's objectives on several occasions and through their service on the Board. Member Schneider concurred that advocacy from Board and Committee members among their peers is important to sustaining MetroGIS's relevance and support among stakeholders but he also believes that advocacy from Board members should be understood to be general and high level for the purpose of fostering opportunities for those with stronger understanding of the issues to move forward. He added that all MetroGIS participants should take any opportunity to discuss and inform potentially interested parties when possible. David Claypool, a visitor and member of the Coordinating Committee, added that in many cases Coordinating Committee members do take an advocacy position at conferences, meetings, and other functions that they take part in – but encouraging everyone to do so is important.

Motion: Member Pistilli moved and Member Lake seconded that the Policy Board direct the Business Planning Oversight Committee to incorporate include as a strategy advocacy of the benefits of MetroGIS efforts by participates at all levels as opportunities present themselves.

Activity Area 5- Strategy "a". Develop an Outreach and Marketing Plan

The Policy Board agreed to defer discussion of this strategy until the marketing "message" is clarified which can not be fully accomplished until the Plan for Shared Applications is complete.

Direction: Revisit this strategy once a suggested marketing "message" is available for Board consideration, the target audience(s) has been identified, and an estimate of cost to develop the marketing component is available. It was agreed that professional "marketing" staff affiliated with

participating organizations should
to outsourcing.

to work on this strategy as opposed

Activity Area 5- Strategy “b”. Secure Dedicated Support - Marketing

As a continuation of the previous item, Member Pistilli commented that there are likely existing marketing resources available in participating organizations that can be captured.

All concurred the topic is premature until the message is defined.

Direction Provided: Defer consideration until the specifics of a marketing plan (previous item) are presented for the Board’s consideration.

Activity Area 6- Strategy a. Periodically Evaluate Board and Committee Membership

The consensus of the Board was that as a routine course of business, the Board will review its membership when it feels the need to do so, such as when prompted by additional counties or organizations participating in MetroGIS. There is no need to specify this action as a strategy.

Motion: Member Schneider moved and Member Kordiak seconded to strike this strategy from the draft Business Plan. Motion carried, ayes all.

Activity Area 7- Strategy a. Promote the Greater Regional Importance

The members engaged in a brief dialogue regarding “Greater Regional Importance” and the implications for MetroGIS and concurred that current practice exceeds policy and should be modified as suggested. Member Schneider commented that as MetroGIS has grown and matured, the need to operate by consensus may be subsiding, but also emphasized that inclusion of opt-out clauses remains important to maintain trust. He also offered that the suggested statement of principle represents a slight shift in philosophy, noting that stating it this way earlier on could have raised concerns by that as a matter of practice MetroGIS has operated in this manner. He believes and the other members concurred that it now acceptable and prudent to state the philosophy in this manner.

Direction Provided: The Policy Board recommended that the Business Planning Oversight Team convert this statement from a strategy to a guiding principle for inclusion in the 2008-2011 Business Plan as explained in the agenda report.

Activity Area 7- Strategy “b”. Foster A Common Philosophy Regarding GIS Return On Investment

Member Kordiak opened by asking what would be the harm of allowing data to be available free to anyone who wishes access, noting that if GIS services are important to government’s work they should be funded as a cost of doing business and not hampered by reliance upon cost recovery based support. Member Pistilli agreed. Following a several brief comments about how the funds raised are currently used to support services and the anticipated impact if this revenue is lost, there was general agreement that consideration of a broad range of impacts should be taken into consideration when setting these policies; that is, impacts that go beyond those of the particular data producer. The consensus was this broader perspective is necessary to achieve collaborative-based policies that seek to leverage existing investments. Board members also concurred that inward looking cost recovery policies, which consider only the producing organization's perspective, are “old school”. Egan commented that this issue is bigger than MetroGIS. Cost recovery is another type of fee that needs to be occasionally evaluated to insure it is reasonable. He also commented that fees for public services should be given serious reconsideration if their existence results in/forces duplicative efforts elsewhere.

The Board generally agreed that the matter of setting/revising existing cost recovery policy is a matter that should be left to the producing organizations, in the case of parcel data, the counties. It was also agreed that if the counties want to leverage MetroGIS’s resources to aid in addressing this matter, they may but otherwise this matter is not within MetroGIS’s purview to pursue.

Schneider commented that this is framed in terms of “Should the counties be asked to give up revenue for the common good”, but rather if a proposal is made to the counties that promises to benefit the community as well as the counties, he would expect them to be open to considering it, assuming a case-by-case consideration of the specifics.

Brown commented that he believes the central policy question is “does the existence of cost recovery fees inhibiting collaboration/data sharing?” He stated that a study of the impacts (tangible and/or intangible) of cost recovery fees would be helpful to the discussion. If a negative impact is demonstrated, which he did not believe to be the case, consideration should be given to adjusting these policies.

Direction Provided: The Policy Board concurred that:

- a) The matter of setting/revising existing cost recovery policy should be left to the producing organizations, in the case of parcel data, the counties.
- b) If data producing organizations (in this case – counties) want to leverage MetroGIS’s resources to aid in evaluating cost recovery policy, they may but otherwise this matter is not within MetroGIS’s purview to pursue.
- c) MetroGIS should assist with obtaining any existing creditable research findings relevant to assessing impacts (tangible and/or intangible) of cost recovery fees on data sharing and collaboration to address shared geospatial needs.

Activity Area 7- Strategy “c”. Seek Legislative Initiatives To Coordinate GIS Investment

Chairperson Reinhardt questioned if this strategy would involve MetroGIS creating proposals for legislation, or supporting existing legislation proposed by others. The Staff Coordinator clarified that the strategy could involve either of both aspects, dependant upon the Board’s preferences. Chairperson Reinhardt commented that her preference would be that the Board support existing initiatives, but it would be up to the local units of government to lobby themselves unless they wanted MetroGIS to take a leadership role, and further that MetroGIS should not expect to serve as a clearinghouse for geospatial legislative initiatives pertaining to the Metropolitan Area. Board members concurred.

Member Kordiak added that multiple voices addressing the Legislature are often more effective than a single voice, and MetroGIS’s ability to align numerous interests presents a huge unifying opportunity to achieve objectives that require legislative action.

Direction Provided: The Policy Board concluded that on a case-by-case basis, MetroGIS should consider assuming a legislative advocacy role:

- When its stakeholder organizations ask it to do so.
- For its own initiatives, as appropriate.

7. MAJOR ACTIVITY UPDATES

There was no discussion of the topics listed in the agenda report.

8. INFORMATION SHARING

Member Schneider commented that the AMM Board is considering the option of inviting an official affiliated with LOGIS to serve in second Policy Board seat allotted to cities.

Claypool, member of the Coordinating Committee, commented that he would prefer to see more emphasis placed on seeking collaboration with the federal government interests included in the strategies to be presented in the Next-Generation Business Plan.

There was no discussion of any of the other topics listed in the agenda report.

9. NEXT MEETING

The next meeting is scheduled for October 17, 2007.

10. ADJOURN

The meeting adjourned at 9:25 p.m.

Prepared by:

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Christopher Kline
MetroGIS Support Team

DRAFT



TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration
Web maps open government to citizens - Metropolitan Mosquito Control District

DATE: October 5, 2007
(For the Oct 17th meeting)

INTRODUCTION

The GIS Technology Demonstration planned for the October Policy Board will focus on the Metropolitan Mosquito Control District's (MMCD) web-based application recently featured on television.

Mike McLean, MMCD Public Affairs, and Nancy Read, MMCD Technical Coordinator and a member of the MetroGIS Coordinating Committee, will present this topic.

OVERVIEW OF THE PRESENTATION

The demonstration will show how the MMCD is providing information directly to citizens, as well as improving staff access, through its web mapping application. The web map uses the GeoMoose software recently developed through a Federal (FGDC) grant to a consortium of MN and ND local governments (including Dakota Co.). It uses regional datasets implemented via MetroGIS, and aerial photos provided as Web Mapping Services (WMS) through LMIC.

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

PREVIOUS GIS TECHNOLOGY DEMONSTRATIONS

- July 2007: Metropolitan Council new “Maps” mini website
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs
- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: (*No presentation*)
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group’s Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS’s Efforts
- Jan. 2005: Regional Mailing Application
- 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: Policy Board

FROM: Coordinating Committee and Business Planning Oversight Team
Committee Chairperson: William Brown, Hennepin County
Team Chairperson: Nancy Read, Metropolitan Mosquito Control District
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2008-2011 MetroGIS Business Plan – Final Approval

DATE: October 4, 2007
(For the Oct 17th meeting)

INTRODUCTION

The Coordinating Committee and Business Planning Oversight Team respectfully request Policy Board approval of the 2008-2011 MetroGIS Business Plan.

A printed copy of the complete Plan document was mailed to each Policy Board member the week of October 8th at the direction of Chairperson Reinhardt. The following components of the Plan are attached to this report:

- a) Executive Summary - *Attachment A*
- b) Operational Plan (Chapter 4) - *Attachment B*
- c) Table of Contents - *Attachment - C*

This report is intended to be considered in conjunction with Agenda Item 6b – Proposed 2008 Major Program Objectives and Budget. The chronology of activities and direction received during development of this Plan is provided in the Reference Section.

OVERVIEW

The 2008 - 2011 MetroGIS Business Plan is the result of over seven months of thoughtful effort by numerous individuals, beginning with the February 2007 Strategic Directions Workshop. In particular, members of the Business Planning Oversight Team (see Reference Section) are recognized for their considerable efforts. Members of this Team met twelve times in addition to playing key roles in four meetings of the Coordinating Committee and Policy Board in addition to providing comment direction via the email and telephone conversations. The resulting Plan is could not have been produced without their conviction and hard work.

Purposes of this Plan are:

- Identify desired outcomes and strategies for MetroGIS to work toward over the next 3 to 5 years.
- Identify immediate next steps
- Document and explain key components of the MetroGIS organization; the vision, its participants, activities, accomplishments, funding, etc.

The core logic set forth in this Plan has the following key components:

- Aspirations regarding outcomes to result from MetroGIS's efforts
- Guiding principles to follow for decision-making and operations
- Major activity, or program, areas to pursue over the next few years
- Strategies and tactics to achieve desired outcomes
- Introduce the concept “organizational competencies” to sustain relevance and achieve desired outcomes

MetroGIS leadership and support staff compose the target audience for this Business Plan. It is not intended to be read by the general public. Outreach materials that exist or that will be updated are intended to serve the latter purpose.

COORDINATING COMMITTEE CONSIDERATION

At its meeting on September 12, 2007, the Committee unanimously recommended approval of the proposed 2008-2011 MetroGIS Business Plan. A summary of the Committee's deliberation is provided in the Reference Section. Minor modification to the mission statement and the intent of the Outreach Plan were agreed upon and recommendations for immediate next steps that are outlined below were agreed upon.

RECAP OF PAST DIRECTION

The guiding philosophies that provide the foundation for the proposed Business Plan are the product of outcomes defined by MetroGIS Leadership at the February 2007 MetroGIS Strategic Directions Workshop and subsequent direction received from the Policy Board. This foundation has the following major components.

Desired Outcomes: Expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area. And, in so doing:

1. They are better able to solve real-world problems.
2. In solving these problems, they make better decisions.
3. Because better decisions are made, regional economies are strengthened.
4. Citizens are better informed regarding geophysical and geopolitical objects and events.
5. Because of all these factors, citizens and their leaders are more likely to reach community goals.

Performance Measurement: Core ideals upon which MetroGIS is to measure its performance remain as:

1. Expanded resource availability through partnering
2. More efficient use of resources through reduction of duplicative costs
3. More efficient and effective core stakeholder operations
4. Enhanced and broadened understanding of the region
5. Expanded participation by users, contributors and jurisdictions adjoining the Twin City metropolitan area

Major Functions: The functions served that MetroGIS has performed since its inception are to continue to be supported. In addition two more new functions are to be pursued. Enhancements to the previous scope are shaded.

1. Facilitate development and implementation of collaborative, regional solutions to address shared information needs, involving geospatial data, applications, standards and best practices
2. Facilitate widespread access and sharing of geospatial data, principally through the DataFinder.org web site
3. Facilitate knowledge sharing relevant to the advancement of GIS technology
4. Foster recognition of the value of geographic information system (GIS) technology as a core business tool

Expanded Scope of Activities: In addition to maintaining existing accomplishments, the following expansions in scope are to be pursued to ensure continued relevance to stakeholder needs:

1. Expanding solutions to shared geographic information needs beyond data to include applications and possibly infrastructure needed to leverage the full capabilities of GIS technology
2. Broadening participation both organizationally and geographically (jurisdictions adjoining the Twin Cities metropolitan area)
3. Enhancing understanding by policy makers of the value of using GIS technology as a core business tool and the value of collaborating to address shared geographic information technology needs

Major Activity Areas: The strategies set forth in the proposed Plan are intended to serve as the foundation for annual work programming to ensure that MetroGIS's key objectives are achieved. These activity areas previously defined by the Policy Board to achieve desired outcomes are as follows:

1. Develop and maintain regional data solutions to address shared information needs.
2. Expand regional solutions to include support and development of application services.
3. Facilitate better data sharing.

4. Promote a forum for knowledge sharing.
5. Build advocacy and awareness.
6. Expand MetroGIS stakeholders.
7. Maintain funding policies that make the most efficient and effective use of available resources and revenue for system-wide benefit.
8. Optimize MetroGIS governance and organizational structure.

DISCUSSION TOPICS

Since the July Policy Board meeting, the Coordinating Committee has recognized a need to recommend modification of two items previously considered by the Board (Mission Statement and Outreach Plan) and is recommending a strategy to secure technical leadership support resources needed to accomplish the desired expansions in the scope of MetroGIS efforts. These recommendations are as follows:

1. Suggested Modification of Mission Statement The Committee's recommendation is that the "works in progress" mission statement adopted by the Board at the April meeting should be modified as follows (deletions are ~~crossed-out~~ and additions are underlined):

"The mission of MetroGIS is to expand stakeholders' capacity to address shared geographic information ~~technology~~ needs through a collaboration of organizations that serve the Twin Cities ~~Metropolitan Area~~."

Inclusion of the word "technology" was viewed as limiting the scope of the shared needs that can be addressed related to geographic information. Dropping the capitalization of "Metropolitan Area" is to provide more flexibility as the geographic extent of MetroGIS efforts. Capitalization creates a proper name that can be interpreted as meaning the scope of influence is limited to the seven-county service area of the Metropolitan Council.

2. Increase Awareness versus Marketing

At its July meeting, the Policy Board concurred that further discussion of expanding MetroGIS's Outreach Plan to include a marketing component should be deferred until the marketing "message" is clarified which cannot be fully accomplished until the Plan for Shared Applications is complete.

Due to the lack of a clear understanding of the differences between activities that constitute "outreach" as opposed those that constitute "marketing", the Committee concurred that further direction is warranted. It believes there is a difference between these activities and that there is a need to ensure stakeholders are aware of services and products that have been made available through MetroGIS efforts. If partnering proposals come about, so be it, but the focus of the proposed activities would be on increasing awareness.

As such, the proposed 2008 Work Plan (Agenda Item 5b) calls for "*updating the MetroGIS Outreach Plan to emphasize ways to ensure stakeholder awareness of regional datasets, DataFinder and pending solutions related to shared application needs, not on increasing participation in MetroGIS efforts*".

Question: Is this recommended action acceptable given that pursuit of "marketing" activities is not currently within scope?

3. Shared Applications Role and Technical Leadership Resources – Immediate Next Steps

At the April Board meeting, agreement was reached on three scope expansions (above) deemed to be critical for MetroGIS to maintain its relevance to stakeholder needs. At its July meeting, the Policy Board encouraged the Coordinating Committee to define a plan to secure Technical Leadership resources needed to accomplish these scope expansions, in particular related to shared application needs, as soon in 2008 as possible.

Key conclusions of the Coordinating Committee shared with the Board at the July meeting were that:

- 1) Expanded technical leadership/coordination resources required to fully address five of the activities proposed for the 2008 work plan.

- 2) The nature of the technical leadership resource needed cannot be fully understood until MetroGIS defines its role relative to shared application needs.

In response to the Board direction received in July the Coordinating Committee created a Technical Leadership Steering Workgroup at its September 12th meeting and charged it with addressing both tasks – define MetroGIS’s role related to shared applications and a plan to secure additional technical leadership resources – in a timeframe that accommodates Board approval not later than April 2008.

Specifics related to the Technical Leadership Steering Workgroup’s charge:

- **Deliverables:** The Workgroup’s efforts are to produce work priorities, budget impacts, and options for securing needed resources to achieve both tasks. Both of these tasks are proposed as key objectives for the 2008 Work Program (Agenda Item 5b).
- **Members:** Three to four additional individuals, who possess strong applications-related knowledge and representing broad organizational perspectives, are currently being sought to serve on this Workgroup. To date, three individuals have volunteered. They represent county (Washington) and regional (Metropolitan Airports Commission and Metropolitan Council) perspectives.
- **Retain Expert Facilitator:** Several statements are included in Attachment B - Operational Plan (component of the proposed Business Plan) to guide the efforts of this Workshop. A proposed core component of the Workgroup’s effort would be a one-day forum through which the foundation for MetroGIS’s initial shared application role would be defined. A Request for Proposal is proposed to secure an expert facilitator to assist the Workgroup with the forum. The Coordinating Committee believes that MetroGIS could greatly benefit by bringing in a person with an expert understanding of geospatial applications and how organizations can collaborate to manage them to assist the Workgroup with the proposed forum.

Funding, in the amount of up to \$8,750, is proposed to come from MetroGIS’s 2007 Professional Services/Special Projects budget, which has a balance available of \$18,750. There s one other known project for which \$10,000 in funding is proposed (See Agenda Item 5c) from this source.

- **Progress:** At the time of the writing, an initial meeting of the three current volunteers was scheduled for October 11. At that time the workgroup is expected to begin discussion of the qualifications desired in an expert facilitator, candidates for additional Workgroup members, and, in general, next steps assuming the Policy Board endorses the strategy recommended by the Committee.

RECOMMENDATION

That the Policy Board:

- 1) Adopt the 2008-2011 MetroGIS Business Plan, dated October 17, 2007 and distributed with this agenda report, including the above stated modifications to the mission statement.
- 2) Authorize a Request for Proposals for expert assistance to assist with hosting a forum through which to define MetroGIS’s role related to addressing shared application needs and authorize up to \$8,750 for this contract.
- 3) Authorize staff and leadership to make presentations to organizations that serve custodial roles to ensure they are comfortable with the expectations outlined in the 2008-2011 Business Plan.

Approval of this Agenda Item assumes that the proposed 2008 Work Program presented in Agenda Item 5b will also be approved.

REFERENCE SECTION

1. METROGIS BUSINESS PLANNING OVERSIGHT TEAM

Nancy Read, Metropolitan Mosquito Control District (Team Chairperson)
Randy Knippel, Dakota County (Team Vice Chairperson)
William Brown, Hennepin County (Chairperson, MetroGIS Coordinating Committee)
Rick Gelbmann, Metropolitan Council
Jane Harper, Washington County
Mark Vander Schaaf, Metropolitan Council
David Arbeit, Liaison with Strategic Planning Committee, Governor's Council on Geographic Information

Staff Support:

Randall Johnson, MetroGIS Staff Coordinator (Project Manager)
Jonathan Blake and Trudy Richter, Richardson Richter & Associates, Inc.
John Bryson, University of Minnesota Hubert H. Humphrey Institute
Christopher Kline, Metropolitan Council, MetroGIS Administrative Technician
Tess Galati, Practical Communications, Inc.

2. SPECIAL PROJECT FUNDING CAPACITY

The Policy Board approved a budget amendment at the July meeting that authorized moving between \$22,250 and \$26,250 to the MetroGIS's Professional Services/Special Projects budget. These funds came from other line items and the \$4,000 range was set to accommodate the unknown final amount of the for the 2007 Geocoder Project. Since that time, bids for the Geocoder Project indicate that the project will be at or within \$1,000 of the maximum authorization. As such, for purposes of this report, \$22,250 is assumed to have been transferred. \$3,500 of his funds was used for development of the Business Plan, leaving an available balance of \$18,750. These funds will be lost if not encumbered by December 31, 2007.

3. BUSINESS PLAN DEVELOPMENT CHRONOLOGY – MAJOR MILESTONES

A schematic of the major process milestones summarized below is provided in Attachment D.

February 8, 2007 Strategic Directions Workshop: This workshop marked the official beginning of the process to update the 2003-2005 MetroGIS Business Plan. The purpose was to obtain clear strategic direction on desired policy modifications and program objectives to guide MetroGIS's efforts for the next 3-5 years. This "Strategic Directions Workshop" was attended by 32 individuals who represented all interests believed to be important to the long-term success of MetroGIS as it entered its second decade of effort. Numerous desired outcomes, and strategies to achieve those outcomes, were identified in this day-long event.

A summary of the Workshop and the subsequent work by the Business Planning Oversight Workgroup and Coordinating Committee to synthesize the conclusions for consideration by the Policy Board at it April 2007 meeting can be reviewed at http://www.metrogis.org/about/business_planning/sdw/workshop_summary_07_0626.pdf.

April 25, 2007 Policy Board meeting: Desired outcomes for MetroGIS efforts were agreed upon. The Board also adopted, as "works in progress", a vision statement, modifications to the previous mission statement and updated guiding principles. Several major program activity areas were also endorsed through which to focus development of strategies to achieve desired outcomes.

May – June 2007: Based upon this direction received at the April Policy Board meeting, a listing of over ninety candidate strategies and tactics to achieve the agreed upon outcomes was assembled by staff, under the direction of the Business Planning Oversight Team. These strategies were developed principally from source materials created at the February 2007 Strategic Directions Workshop.

June 27, 2007 Coordinating Committee meeting: The listing of candidate strategies and tactics was shared with the Committee for consideration. The Committee ultimately decided that a survey of members should be conducted to ensure that comment was effectively received from its members.

July 2007: A survey was developed and emailed to each Committee member and the members of the Technical Advisory Team. Each member was asked to rate each of the candidate strategy and tactic statements with one of the following responses: 1) Acceptable As Is, 2) Needs More Work, No Policy Direction, 3) Needs More Work, Policy Direction Needed/Requested, and Eliminate. Of the over ninety

candidate strategy and tactic statements, thirteen were called out as in need of direction from the Policy Board. The other statements were either accepted as is or modified as suggested by the membership and are included in Chapter 3 of the Plan.

July 25, 2007 Policy Board meeting: Direction was provided, as requested, to clarify expectations regarding the thirteen candidate actions called out as in need of direction by the Committee. The Board refined the major activities areas accepted at the April meeting to the eight statements. The resulting eight activity statements provide the foundation for Chapter 3 of the proposed Plan. The subject thirteen candidate actions were dealt with, as directed by the Board, and the results were included in Chapter 3. Finally, through its provision of direction, the Board also directed speeding up the pace for securing the additional technical support resources needed to address the top priority need – expand regional solutions to include applications. The Board directed that additional staffing be secured, if possible, by spring 2008 rather than waiting until January 1, 2009.

July and August 2007:

- 1) With the assistance of the Business Planning Oversight Team, the revised strategy and tactic statements were consolidated into the material presented in Chapter Three of the Plan.
- 2) A list of 34 suggested work program activities, generally intended for the 2008 and 2009 program years, was developed to implement the strategies and tactics presented in Chapter Three of the Plan. The Business Planning Oversight Team then invited Coordinating Committee members to rate these actions on two 1-5 scales: a) how important is this activity to achieving the outcomes defined in the Plan and b) how willing are you (committee member) to participate in this activity.

September 12, 2007 Coordinating Committee Meeting:

A. Business Plan:

- 1) The Committee reviewed the results of the rating exercise. The results of the Committee's deliberations, as to recommended priority rankings and timing of action, are presented in Attachments D and E and summarized in Chapter Four of the Business Plan. The Committee also agree several modifications to the language of the activities (refer to item 5a in the full meeting summary at http://www.metrogis.org/teams/cc/meetings/07_0912/07_0912m.pdf for further information.) These activities provide the foundation for the 2008 Work Program Objectives (Agenda item 5b).
- 2) Modifications to the "works in progress" mission statement were recommended as follows: a) drop the capitalization of "Metropolitan Area" and b) drop the word "technology" following the phrase "geographic information".
- 3) Include a priority updating of the Outreach Plan to emphasize the need to increase awareness among stakeholders of services available as opposed to marketing to increase participation
- 4) No modifications were offered concerning the remainder of the proposed Plan other than to instruct the Business Planning Oversight to review the 2008 budget proposal prior to seeking Board approval.

Committee Actions:

Authorize the Business Planning Oversight Team to carry out the following actions in addition to text modifications agreed upon during its consideration:

- a. Compile the approved components of the 2008-2011 MetroGIS Business Plan into a complete document, including completion of incomplete appendices and adding missing facts in the context chapters where placeholders have been are embedded in the text.
- b. Offer suggested definitions for terms not as yet defined in the Glossary for comment by the Committee via web-based SharePoint before submitting the final plan to the Policy Board for approval.
- c. Edit the complete document to improve clarity and correct any formatting inconsistencies, grammar flaws, or other non-content related modifications, as the Team deems appropriate.
- d. Present the "final" Plan, including recommended 2008 budget allocations, to the Policy Board for consideration at the Board's next meeting (October 17, 2007).

B. Applications/Technical Leadership Workgroup

- 1) Create an Applications / Technical Leadership Workgroup.
- 2) Direct the Workgroup to begin to implement the proposal defined in the agenda report, dated September 5, 2007, beginning immediately, and to share their efforts with the Policy Board at its October meeting.

ATTACHMENT A

Executive Summary

(Excerpt from Proposed 2008-2011 MetroGIS Business Plan)

MetroGIS, established in 1995, is an award-winning organization that serves the needs for geospatial information in the Twin Cities metropolitan region of Minnesota. The mission of MetroGIS is to “expand stakeholders' capacity to address shared geographic information technology needs through a collaboration of organizations that serve the Twin Cities metropolitan area.” Relying entirely upon voluntary participation, MetroGIS realizes this mission by:

- Identifying and defining shared geospatial information needs
- Implementing collaborative regional solutions to address shared needs involving geospatial data, applications, standards and best practices
- Fostering widespread access and sharing of geospatial data, principally via its DataFinder.org website
- Fostering recognition of the value of geographic information system (GIS) technology as a core business tool
- Facilitating knowledge sharing relevant to the advancement of GIS technology

The collaborative efforts of MetroGIS result enable users to more readily access and analyze geospatial data. These analyses are used by every public and private organization needing to understand relationships among such factors as employment pools, job opportunities, census data, land use patterns and transportation access. MetroGIS, therefore, benefits local, regional, statewide and federal government agencies; academic institutions and nonprofit organizations; utilities and private sector business interests. Because these entities are producers as well as users of geospatial information, they are natural collaborators in supporting the MetroGIS effort and participating in its evolution.

Over the past ten years, MetroGIS has served its stakeholders by:

- Reducing redundancies of effort to discover and access existing geospatial data
- Providing a forum for knowledge sharing
- Enhancing its stakeholders' capacities to improve service delivery through the use of geospatial data and technologies

Business Plan Development Overview

Development of the current business plan began on February 8, 2007, when 32 key stakeholders, representing a diverse range of organizations and areas of expertise within the MetroGIS stakeholder community, participated in an all-day workshop. The goal of the workshop was to provide policy direction to guide MetroGIS operations for the next three to five years. These leaders collectively identified emerging opportunities and agreed on key desired outcomes, guiding principles and high-level strategies. In an ongoing process of self-evaluation, stakeholders concurred that the direction and activities which have evolved over the past several years do result in substantive public value and should therefore continue into the future. They also agreed that, as opportunities emerge, MetroGIS must be prepared to direct its collaborative community to appropriate outcomes. This 2008-2011 MetroGIS Business Plan was developed to define actions needed to achieve the desired outcomes identified at the February workshop.

Major Challenges: 2008 and Beyond

MetroGIS leaders concurred that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:

- Expand solutions to shared geographic information needs beyond data-centric solutions to include applications and, if necessary, related infrastructure.
- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.
- Seek opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests.

These areas represent an expansion of the previous scope of MetroGIS. In the past, the organization's efforts have been limited to the data component of information needs. Its extent has been limited to governmental organizations. There has been no attempt, to date, to work directly with adjoining jurisdictions to improve data interoperability. The expansions in scope envisioned in this business plan will have limited impact unless the accomplishments achieved by MetroGIS thus far are carefully maintained.

Activity Areas and Strategies

In expanding the scope of MetroGIS, this Plan recommends strategies and actions that respond to identified challenges. These actions are organized into eight major areas that align with eight specific outcomes. The actions and outcomes serve as the foundation for annual work programming to ensure that MetroGIS's key objectives are achieved. The activity areas are:

6. Develop and maintain regional data solutions to address shared information needs.
7. Expand regional solutions to include support and development of application services.
8. Facilitate better data sharing.
9. Promote a forum for knowledge sharing.
10. Build advocacy and awareness.
11. Expand MetroGIS stakeholders.
12. Maintain funding policies that make the most efficient and effective use of available resources and revenue for system-wide benefit.
13. Optimize MetroGIS governance and organizational structure.

Priorities: Next Steps

The most critical need for MetroGIS, in 2008 and beyond, is the development and support of applications necessary to more fully address shared information needs. Addressing this challenge will involve additional resources in the areas of technical leadership and stakeholder cooperation.

Immediate actions needed include:

- Sustaining past accomplishments, including engaged policy makers, participation in decision-making processes of knowledgeable and respected individuals representative of the stakeholder community, implemented regional solutions to shared information needs, DataFinder, performance measurement program, outreach, documentation of benefits to stakeholders from MetroGIS efforts, and a comprehensive and Internet-based institutional memory
- Defining the role of MetroGIS in application development and support and pursuing projects consistent with that role
- Securing additional technical leadership and support needed to address the changing needs of MetroGIS stakeholders

Conclusion

While MetroGIS has focused on building datasets and making information more easily accessible, its future lies in taking collaborative efforts to the next level so as to expand capacity among its stakeholders to leverage the benefits of utilizing GIS technology. This expansion of its role has implications for technical leadership and shared applications.

The maturation of MetroGIS as an organization is reflected in the new vision and mission statements that will guide its efforts into the future. The previous mission statement focused on improving access to "accurate, current, secure, of common benefit and readily usable data." The new statement recognizes MetroGIS's longstanding higher order role as that of facilitating capacity building in the evolving world of geographic information systems. It affirms that MetroGIS will *"expand stakeholders' capacity to address shared geographic information technology needs through a collaboration of organizations that serve the Twin Cities metropolitan area."*

ATTACHMENT B

Chapter 4 -Operational Plan

(Excerpt from Proposed 2008-2011 MetroGIS Business Plan)

General Assumptions

In formulating the MetroGIS 2008-2011 operational plan, the Policy Board rested on certain assumptions regarding the continuance of a demand for MetroGIS products and services, the availability of resources for the operation of MetroGIS as an organization and the stability of elements of its organizational structure. Key assumptions follow.

Assumption 1: Continuance of Demand

- The scope of MetroGIS services will be expanded to maintain relevancy to stakeholder needs because expansion is critical to long-term sustainability.
- Expansion of MetroGIS services that best serves the Twin Cities metropolitan area involves: development of applications to meet regional information needs; partnering with non-government organizations; expanding and improving interoperability of geospatial data to include governmental entities adjoining the Twin Cities metropolitan area.
- MetroGIS will share with the Governor's Council on Geographic Information the results and lessons learned from its efforts to improve data interoperability with its stakeholders and with organizations adjoining the Twin Cities metropolitan area. This sharing will foster the recognition that enactment of statewide policies regarding interoperability is needed.
- MetroGIS output will continue to result in substantial stakeholder efficiencies. This output consists of regional solutions to shared information needs, a one-stop interface for data discovery and retrieval, support of knowledge sharing and documentation of benefits derived through collaboration.
- Organizations serving the Twin Cities metropolitan area will continue to recognize that their shared needs for geographic information are most effectively addressed through collaborative efforts.
- Both the need and opportunities to collaborate will take on added importance as more stakeholders embrace the value of using GIS technology.

Assumption 2: Stakeholder Involvement and Funding

- The Metropolitan Council will continue to serve as the primary sponsor of MetroGIS's "foster collaboration" function.
- Organizations that have accepted custodial roles will continue to serve in those roles.
- Inter-organizational and cross-organizational partnerships and cost-sharing arrangements will continue to be sought for research and development projects and solutions.
- MetroGIS will continue to rely on its stakeholder organizations for development of geographic data and related infrastructure. The pace of development will be set largely by these contributing participants.
- Respected individuals with appropriate skills and expertise, representing all relevant and affected parties, will continue to participate actively in MetroGIS's decision-making process.

Assumption 3: Dedicated Staff Support

- Staff support at least at the level currently provided is required to continue support of functions that were in place prior to adoption of this Business Plan.
- Consulting services continue to play an important role to supplement the skills and expertise of support staff.
- The desired scope expansions defined in this Plan, including the addition of applications to regional data solutions, partnering with non-governmental entities, and improving interoperability of geospatial data with entities adjoining the Twin Cities metropolitan area, cannot be accomplished without additional technical support.
- The additional technical support needed must include competencies in strategic visioning, project management, technical assistance, technical facilitation, programming, technical writing and communications/outreach. The diversity of these competencies may dictate seeking support through multiple sources.

- Dedicated support resources cannot achieve the outcomes defined in this Plan without the active participation of stakeholder representatives who possess appropriate competencies.

Assumption 4: Continuance of MetroGIS Organizational Structure

- Policy makers affiliated with organizations important to the long term success of MetroGIS will continue to play an active role in guiding MetroGIS and advocating for its accomplishments among their peers.
- The MetroGIS Policy Board will continue to provide valuable policy guidance and leadership for MetroGIS and will play a key role in achieving the objectives set forth in this Plan.
- The Coordinating Committee will continue to offer valuable advice to the Policy Board on matters concerning the operations of MetroGIS.
- No organizational restructuring is advisable at this time. However, as MetroGIS pursues the expanded activities set forth in this Plan, particularly the expansion of stakeholder participation, the organizational structure will be revisited to ensure all relevant and affected parties are appropriately represented.

Highest Priority: Expand Regional Solutions to Include Applications

Throughout the process of developing this Business Plan, MetroGIS stakeholders consistently identified the need to expand regional solutions to include applications as the most critical shared need facing the MetroGIS community.

Reaching this goal requires technical leadership and coordination resources that are not currently available. In addition, until MetroGIS defines its role relative to addressing the need for shared applications, the extent of technical leadership and coordination required over the long term cannot be defined. Therefore, an interim solution is needed to ensure that tangible progress is made on a solution to this top priority need while, at the same time, the long term need for technical leadership to sustain the expanded role is being defined. The following recommendations are offered to ensure that progress on defining a MetroGIS role relative to shared application needs while, at the same time, long-term Technical Leadership staff needs are being defined.

Recommendations Regarding Pursuit of Adding Applications and Technical Leadership

1. Assign both short-term planning and identification of longer-term needs to a newly created Technical Leadership Steering Workgroup. The members of this workgroup will be affiliated with stakeholder organizations, will individually possess strong technical expertise relevant to geospatial applications, and will collectively recognize technical leadership and coordination skills desired long-term for a dedicated support resource.
2. Direct the new Technical Leadership Steering Workgroup to convene immediately to define MetroGIS's role relative to shared applications. Initial plans call for a facilitated one-day forum with two major components: 1. knowledge sharing about applications and levels of service integration, and 2. identification of activities appropriate for MetroGIS to initially champion, and the technology and leadership needs associated with those activities. The Workgroup would use the forum results to develop an action plan regarding Technical Leadership needs. This process is intended to minimize the costs of time and funding used for planning, so that more available resources may be used directly to address application needs of stakeholders.
3. Achieve Policy Board endorsement of an action plan for both short- and long-term not later than April, 2008, in order to ensure consideration of costs by affected stakeholders during their 2009 budget deliberations.

Work Program Objectives

Carrying out the actions outlined in this section is necessary both to maintaining accomplishments that currently provide public value and to achieving the expansions defined in this Plan. As noted in the assumptions listed above, the actions associated with achieving the desired expansions in the scope of MetroGIS require technical support resources beyond those currently available.

This Plan will be of limited value unless concrete actions are taken to overcome challenges and implement agreed-upon strategies to achieve desired outcomes. As such, an objective of this business planning process was to identify tactics which, when implemented, will yield the greatest value in

maintaining relevance to stakeholder needs. These thirty-four tactics are listed below in Table 3. They are sorted according to the eight major activity areas presented in the previous chapter and listed according to their relative priority.

The timing of the actions indicated by these tactics and those tactics associated with the overall strategies listed in Chapter Three will be a function of the developing annual work programs. The work plan for 2008 is expected to be adopted at the same time as this Plan.

Table 3. Priority, Scheduling and Resource Needs for Implementing Tactics

Work Program Item (## added 9/12/07 by Coordinating Committee.)	Overall Rank 1	Suggested Program Year	Requires Additional Technical Support	Comment
I. Develop and Maintain Regional Data Solutions to Address Shared Information Needs				
a. Execute Next-Generation Parcel Data Sharing Agreement. Current agreement expires 12/08. <i>(Also Areas 3 and 6)</i>	1	2008		An annual fee has been paid with previous agreements to help counties automate the process of translating data into regional database format.
b. Execute Street Centerline Agreement. Current agreement expires 12/09. <i>(Also Areas 3 and 6)</i>	2	2009		An annual data maintenance fee has been paid with previous agreements.
c. Adopt Best Practices to Provide View-Only Access to Licensed Data Via Applications <i>(Also Area 6)</i>	5	2008*		*This is a component of Activities 1a and 1b.
d. Conduct second generation identification of shared information needs (Related to Activity 2a - Shared Application Need Assessment).	6	2009	X	This is the anticipated next step (late 2008 or 2009) following agreement on an application-sharing policy framework-- Activity 2a.
e. Make substantive progress to achieve vision for next-generation (E911 Compatible) Street Centerlines dataset. <i>(Also Areas 3 and 6)</i>	8	2009	X	Comment from survey: "Requires management and policy leadership from MESB and involvement of PSAPs."
f. Decide next steps for emergency preparedness regional solution. <i>(Also Area 6)</i>	9	2009	X	Evaluate lessons learned from Phase I efforts
g. Make substantive progress to achieve the vision for Addresses of Occupiable Units dataset. This includes implementation of a web-editing application to foster participation by smaller entities. <i>(Also Areas 3 and</i>	13	2008	X*	In progress: *Mark Kotz, Metropolitan Council, is currently filling the technical leadership (TL) role. Depending upon the Council's perception of benefit received, other leadership resources may be needed.

1 The overall priority ranking reflects the results of a survey of Coordinating Committee and Technical Advisory Team members in August 2007. The proposed work program year reflects the final recommendation of the Coordinating Committee. See Appendix K for an ungrouped listing of relative priority.

6)				
h. Achieve regional solution for jurisdictional boundaries such as school districts and water management organizations.	20	2009		This is dependent upon ability to secure regional custodian commitments.
i. Investigate partnering opportunities with non-government Interests. (Also Areas: 2, 3, and 7)	28	2008	X?	This is a top priority of the Policy Board. Assume Staff Coordinator will be the initial contact. As relationships are established, work with Technical Leadership.
Conduct Peer Review Forums. Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology Street Centerlines.	32	2009+	X	Purpose: Invite suggested enhancement to regional solutions to ensure continued relevance to stakeholder needs.
II. Expand Endorsed Regional Solutions To Include Support And Development Of Application Services				
##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope. (Also Area 8)	N/A	Begin 2007 2008	X	This is the highest priority next step. A plan needs to be in place by April, 2008. Board prefers to secure needed resources by mid-year.
a. Develop policy framework and plan for shared applications and begin implementation (e.g., define the range of sharing options and those appropriate for MetroGIS).	3	Begin 2007 2008	X	This is a top priority in moving toward an expanded scope.
b. Apply lessons learned from Geocoding Pilot Project.	10	2008*		*This is a component of Activity 2a.
c. Implement ApplicationFinder. (Also Area 6)	11	2008	X	LMIC's 2007 Service Broker project will define parameters important to implementation.
d. Pursue web-based "message board" to facilitate partnering on shared application needs.	16	2008?	X	Pursue after, or with, development of ApplicationFinder (Priority 11).
III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available, and Enlisting More Users				
a. Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data sharing and interoperability. (Also Area 6)	4	2008	X	Assume the Staff Coordinator will be the initial contact. As relationships are established, work in concert with Technical Leadership.
b. Advocate for MetroGIS's efforts in development of statewide geospatial policies.	14	Ongoing		

c. Develop a management and support plan for DataFinder which incorporates tactics suggested in this Business Plan. (Also Area 6)	24	2009	X	Implement after Activities 8f and 8g.
d. Investigate enhancements to DataFinder. (Also Area 6)	30	2009?	X	Implement after Activities 3c, 8f and 8g, if a need is identified.
e. Explore creation of Geospatial Marketplace, including Metadata "lite" directory to supplement catalogue in DataFinder, and investigate the potential for an "open source data model." (Also Area 6)	31	2008 metadata "lite" component	X	This is ongoing as specific data models are considered.
f. Investigate impact of cost recovery policies on the ability to achieve desired data sharing. (Also Areas 1 and 6)	34	?		This is best addressed within the context of a practical, as opposed to a theoretical, situation.
IV. Promote a Forum for Knowledge Sharing				
a. Host or co-host educational forums. (Also Area 2)	7	2008?		Need to decide purpose of forums
b. Leverage electronic tools.	12	Ongoing		This is a component of the "fostering collaboration" function: "Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders"
V. Build Advocacy and Awareness of the Benefits of Collaborative Solutions to Shared Needs				
a. ##Update the Outreach Plan. Focus on ensuring stakeholder awareness of regional datasets and DataFinder, not on increasing participation in the MetroGIS organization.	N/A	Fall 2007		Added on 9/12/07. The Coordinating Committee concluded the existing Outreach Plan should be updated, as it has not been updated since adopted in 2002.
b. Develop briefing materials to support leaders' advocacy for benefits of collaboration among their peers. (Also Area 6)	17	2009		Implement after shared application role is defined.
c. Expand MetroGIS Outreach Plan to include a marketing component and begin implementation. (Also Area 6)	33	2009		Board direction July, 2007: Not sure if "marketing" is appropriate. Once shared applications role is defined, reassess need and purpose. Leverage marketing expertise possessed by stakeholders before consultant assistance is considered.

VI. Expand MetroGIS Stakeholders				
a. See III(a) "Working relationships with adjoining jurisdictions."				Expands relationships beyond metropolitan area
b. See I(f) "Next steps for emergency preparedness solution."				Expands types of users
c. See I(g) "Addresses of Occupiable Units."				Expands types of users, in particular with cities
d. III (e) "Geospatial Marketplace				Expands relationships with non-government users
VII. Maintain Funding Policies that Make the Most Efficient and Effective Use of Available Resources and Revenue for System-Wide Benefit				
a. Advocate for legislative funding initiatives valuable to outcomes defined by MetroGIS. (Also Area 6)	15	Ongoing		Implement as opportunities arise.
b. Update Performance Measurement Plan (e.g., measures of public value) to align with Business Plan.	21	2008		Pursue this after shared applications-related policies and roles are in place.
c. Investigate creation of a partnership, or joint powers body, to expedite cost sharing on shared data acquisitions, applications, etc. (Also Area 6)	25	2009	X	Seeks to streamline management and spending of funds (contracting and intellectual property rights) where multiple organizations are involved.
d. Foster community-focused philosophy regarding GIS return on investment	26	Ongoing		This has been moved to Guiding Principles. Candidate performance measure.
VIII. Optimize MetroGIS Governance and Organizational Structure				
a. ##Ensure accomplishments are maintained while continuing support of foundation activities for traditional "foster collaboration" function.	N/A	Ongoing		The Coordinating Committee concluded on 9/12/07 that continued support of these ongoing activities functions should be articulated as a priority need.
b. ##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope. (Also Area 2)	N/A	Begin 2007 2008	X	Highest Priority Next Step A plan needs to be in place by April, 2008. Board prefers to secure needed resources by mid-2008.
c. Develop a Leadership Succession Plan and ensure adequate support.	18	Begin 2007 2008		Retirements are pending for key management and political leaders.
d. Update operating guidelines to align with this Plan.	19	2009		Pursue after Outreach (Priority 33a) and Performance Measurement Plans (Priority 21) are updated.

e. Update Performance Measurement Plan (measures of public value) to align with the this Business Plan. Implement Performance Measurement Plan.	21	2008	X?	Pursue once applications-related policies and roles are decided.
f. Evaluate stakeholder participation relative to needs to achieve current regional objectives.	22	2009	X	Pursue after "shared applications" implementation is underway. This is also a component of Activities 8g, 8h, and 8i.
g. Conduct Participant Satisfaction Survey.	23	2009		Pursue after "shared applications" implementation is underway (Activity 2a, Priority 3).
h. Seek reaffirmation of role expectations by key stakeholders (i.e., sponsors and custodians).	27	Begin 2007		The Coordinating Committee concluded on 9/12/07 that this action should involve presentations to key participants to clarify role expectations. There is no formal endorsement to be requested.
i. Conduct an evaluation of "Organizational Competencies" once Technical Leadership resource need is addressed and a plan for addressing shared applications is in place.	29	2009 (2008, time permitting)		Following adoption of "shared applications" plan, and resolution of current technical leadership support needs, complete the work to apply "organizational competencies" concepts fostered by Professor John Bryson, University of MN, to MetroGIS's Business/Work Planning efforts. Work on this management tool had to be postponed until the competency resources and needs related to applications are established.

The MetroGIS "Foster Collaboration" Budget

The following support resources and non-staff expenses are included in the Metropolitan Council's 2008 budget which has been accepted for public hearing. Final adoption by the full Metropolitan Council is scheduled for December, 2007, after adoption of this Plan. Without consideration for inflation, the budgeted resources are sufficient to maintain the status quo for MetroGIS efforts.

A firm cost to secure the additional technical leadership and coordination support resources needed to achieve the desired scope expansion is not available. In this Business Plan, we have recommended that a proposal be submitted by April, 2008.

Table 4. Current Support Expense for "Foster Collaboration" Function

<u>SUPPORT RESOURCE</u>	<u>FTEs</u>	<u>Expense</u> *Salary + Benefits **Non-Staff Funds	<u>Custodian Organization</u>
Staff/Policy Coordinator	1.00	\$90,000*	Metropolitan Council
Administrative Technician	.75	\$41,250*	Metropolitan Council
Technical Project Leads	.05 (as needed)	\$4,500*	Metropolitan Council
Non-Staff Project Funding ⁽¹⁾	N/A	\$86,000**	Metropolitan Council
Total	1.80	\$221,750	

A firm estimate of non-staff project costs cannot be finalized until MetroGIS's role regarding the development of shared application needs has been defined. For illustration purposes, if the supplemental technical leadership expertise were to be filled by the single support position of Technical Coordinator, the annual cost to do so in 2007 dollars is estimated to be \$85,500 more than supporting the status quo.

This assumes no other changes to the program. The current Technical Project Lead expense of about \$4,500 (see Table 4) would be replaced by the Technical Coordinator cost of approximately \$90,000, depending on the actual responsibilities defined for this position. The result is a net increase of approximately \$85,500 annually (see Table 5 on the next page).

Table 5. Add Supplemental Technical Leadership – Anticipated Maximum Expense (2007 dollars)

SUPPORT RESOURCE	FTEs	Expense *Salary + Benefits **Non-Staff Funds	Custodian Organization
Staff Coordinator	1.00	\$90,000*	Metropolitan Council
<i>Technical Leadership / Coordination</i>	<i>(TDB)**</i>	<i>\$90,000+ Est.⁽¹⁾</i>	<i>TBD</i>
Administrative Technician	.75	\$41,250	Metropolitan Council
Technical Project Leads (<i>replaced by technical Coordinator</i>)	<i>N/A</i>	<i>N/A</i>	
Non-Staff Project Funding	<i>N/A</i>	\$86,000	Metropolitan Council
Total	1.75 to 2.75	\$307,250+	

⁽¹⁾ Specific responsibilities cannot be fully defined until the MetroGIS's role related to shared applications is defined. For discussion purposes, an estimate of cost for a full time position is offered.

Conclusion and Next Steps

Throughout the development of this Plan, MetroGIS leaders, representing the stakeholder community, have recognized the substantial benefits that have been realized through MetroGIS efforts. They have affirmed that maintaining the relevance of past accomplishments is a priority. As importantly, leaders have concurred that MetroGIS must broaden its scope and take on new and demanding roles.

Unanimously, they agreed that the top priority is to “expand regional solutions to include applications.” Other priority expansions discussed in this Business Plan include broadening participation in MetroGIS by pursuing strategic partnerships with non-government entities. In particular, the leaders aspire to partnerships that will secure cost-effective data and applications solutions that address shared needs for information and that improve data interoperability with jurisdictions adjoining the Twin Cities metropolitan area. To reach these goals, additional technical leadership must be secured.

The first step in addressing the desired scope expansions defined in this Plan, while maintaining services that are in place, is to define clearly MetroGIS's role in the world of applications and to begin pursuing actions in accordance with that agreed-upon role. Defining this shared applications role will also lay the groundwork for securing the technical leadership and coordination resources needed for MetroGIS to deliver on the key objectives set forth in this Business Plan.

So as to minimize any loss of momentum gained at the February 2007 Strategic Directions Workshop, work should begin immediately, relying upon a short-term workgroup that comprises individuals with strong technical understanding of geospatial applications and is supported by existing dedicated staff. This workgroup is charged with recommending:

1. The initial role of MetroGIS in addressing shared application needs
2. Specifications for the additional technical leadership resources needed to carry out the expanded scope defined in this Plan

Once these recommendations are endorsed by the Policy Board and related resources are secured, we can expect rapid and substantive progress on priority actions associated with each of the eight major activity areas summarized in this chapter (i.e., shared applications, interoperability with adjoining jurisdictions). In the meantime, currently supported collaborative solutions and services will continue to be supported, providing public value through widespread improved capacity among stakeholder organizations to more effectively support the services they are charged to deliver.

ATTACHMENT C

Table of Contents

(Excerpt from Proposed 2008-2011 MetroGIS Business Plan

(The complete plan can be viewed at

http://www.metrogis.org/teams/pb/meetings/07_1017/07_1004_businessplan_final.pdf)

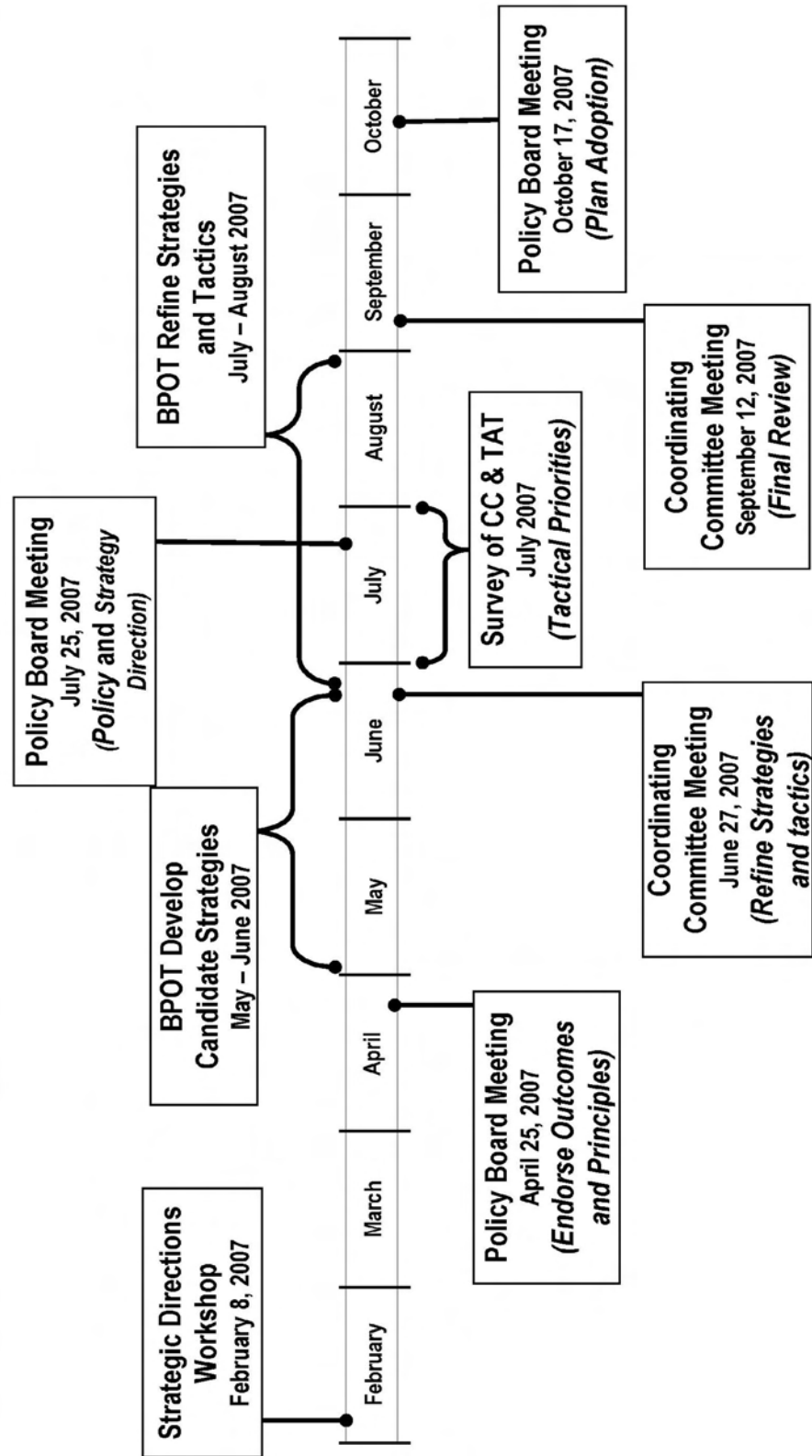
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Business Plan Development: Major Milestones

Schematic of Major Process Milestones





TO: Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Proposed 2008 Major Program Objectives and Budget

DATE: October 2, 2007
(For the Oct. 17th Meeting)

INTRODUCTION

Policy Board approval is requested for proposed 2008 major work program objectives and the budget for MetroGIS's "fostering collaboration" function. Refer to the Reference Section for the chronology of deliberations that shaped these proposals.

(This report is intended to be considered by the Policy Board in conjunction with the proposed 2008-2011 MetroGIS Business Plan. The Business Plan provides the foundation for the work programming and budget proposals presented in this report.)

KEY CONCLUSIONS SET FORTH IN THE 2008-2011 BUSINESS PLAN

Through the June 1, 2006 Imagining Possibilities Forum and the February 2007 Strategic Directions Workshop we concluded:

- Citizen and business expectations for spatial data access are increasing.
- Technology is making it possible to collaborate at much deeper levels.
- New collaborative technologies can help expand use of cost-saving GIS tools and information for more units of government.
- The potential synergy between available data, technology development, knowledge sharing, advocacy and awareness, expanding stakeholders, and regional benefits holds exciting promise for MetroGIS and the region.

This led us to choose the following general directions, as set forth in the 2008-2011 Business Plan:

- 1) Maintain implemented regional solutions:
 - Eight endorsed regional datasets
 - DataFinder (www.metrogis.org)
 - Ten endorsed best practices and data content standards
- 2) Maintain traditional "foster collaboration" function support practices:
(See the Endnote in Attachment A for a listing of these practices)
- 3) Expand MetroGIS's scope to include:
 - Expanding solutions to shared geographic information needs beyond data-centric solutions to include applications, and possibly related infrastructure
 - When appropriate and on a project-by-project basis, seeking ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area
 - Seeking opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests

COORDINATING COMMITTEE AND BUSINESS PLANNING OVERSIGHT TEAM CONSIDERATION

On September 12, 2007, the Coordinating Committee accepted the 2008 program objectives and budget proposals presented herein, subject to final review of the 2008 budget by the Business Planning Oversight Team that occurred on September 28, 2007.

OVERVIEW

Work Program Objectives: The proposed major program objectives for MetroGIS's efforts in 2008 are listed Attachment A. They relate directly to desired outcomes and strategies agreed upon by the Policy Board at the April and July meetings. The strategies are grouped according to eight major activity program areas corroborated by the Policy Board at the July meeting. The recommended objectives for 2008 entail activity within each of these eight activity areas. In general, the proposed program objectives for 2008

involve a mixture of ensuring continued effort to implement regional solutions for priority shared information needs, actions to address newly defined challenges, and ensuring the stakeholder community is aware of products and services available as a result of MetroGIS's efforts.

As was acknowledged by the Policy Board at its July meeting, additional technical support resources will be needed to address the top priority new challenge - expand regional solutions to shared information needs include applications, as well as other desired scope expansions set forth in the new Plan.

Funding and Support: The Metropolitan Council has supported MetroGIS's "Foster Collaboration" function since MetroGIS was created. The proposed total 2008 budget is the same as the 2007 budget - \$86,000 in project funds and a minimum of 1.80 FTE (Attachments B). The line item allocations are different than for 2007 but the total allocation remains the same as for 2007. These proposed line item budgets are not anticipated to change. But if a need arises to do so, a proposal will be brought before the Board for consideration.

As noted above, additional support resources will be needed to address the top priority new challenges. In accordance with this conclusion and direction received from the Policy Board in July, the proposed 2008 work program includes two projects: 1. Define the additional Technical Leadership and Coordination resources needed to achieve the scope expansions and 2. Define MetroGIS's role relative to addressing shared application needs through which the additional resources needed to achieve desired scope expansions are to be described and a plan to acquire them developed. An April 2008 deadline is proposed for completion of these projects in accordance with direction received from the Board in July. At that time, the Board agreed that the target timeframe to secure the needed additional technical support should be spring 2008 rather than the January 1, 2009.

Finally, maintenance of implemented regional solutions (eight regional dataset and DataFinder) is principally a function of sustaining commitments from the ten organizations that have accepted 23 custodial roles related to these solutions. As such, the costs associated with these commitments are not included in the "foster collaboration" budget. But to ensure that each of these custodian organizations is comfortable with the outcomes and strategies defined in the new Business Plan, the proposed work program proposes to communicate these expectations with the custodians.

MAJOR ASSUMPTIONS

1. Custodial 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. (Attachment C)
2. An agreement will be executed among the seven counties and the Metropolitan Council to continue to provide access to the regional parcel dataset.
3. A commitment will be secured with a stakeholder organization(s) to provide additional technical leadership and coordination support resources necessary to carry out objectives that exceed currently available support capabilities.

DISCUSSION

The proposed 2008 budget is sufficient to sustain past "fostering collaboration" practices and to achieve non-technical activities proposed for 2008. Some progress could also be made on desired scope expansions defined in the 2008-2011 MetroGIS Business Plan. However, as discussed with the Policy Board at its July meeting, little progress can be made on the top priority desired new direction – expand regional solutions to shared information needs include applications – until additional technical leadership and coordination resources are secured.

Accordingly, the highest priority next step called for in the Business Plan is to simultaneously define MetroGIS's role relative to addressing shared application needs and secure the technical leadership and coordination expertise required to expand regional solutions to include applications.

RECOMMENDATION

That the Policy Board approve the proposed:

- a) 2008 major work program priorities (Attachment A)
- b) 2008 expense budget for MetroGIS's "Foster Collaboration" function (Attachments B)

REFERENCE SECTION

CHRONOLOGY OF DELIBERATIONS LEADING TO THE PROPOSED 2008 WORK PROGRAM

April 2007 Policy Board Meeting: Desired outcomes for MetroGIS efforts were agreed upon. Specifically, revised vision and mission statements and guideline principles were approved as works in progress. Based upon this direction strategies and tactics were developed from to achieve the agreed upon outcomes. These strategies were developed from source materials created at the February 2007 Strategic Directions Workshop.

June 2007 Coordinating Committee Meeting: A listing of potential strategies and tactics were assembled by staff, under the direction of the Business Planning Oversight Team, from the sources materials generated at the February 2007 Strategic Directions Workshop and shared with the Committee for comment. These strategy and tactic statement were developed to achieve the outcomes agreed upon at the April Policy Board meeting. The Committee ultimately decided that a more effective means to garner comment would be to have the members respond to a survey.

July 2007: Coordinating Committee members responded to this to assist the Business Planning Oversight Team determine if the proposed strategies and tactic statements were: acceptable as stated; needed more work but no policy direction; needed policy direction, or should be abandoned. In general, most of the statements were found to be acceptable as stated or acceptable subject to minor modification. Thirteen statements were identified as in need of policy direction.

July 2007 Policy Board Meeting: The Board provided direction on the thirteen strategy and tactic statement for which direction was sought by the Coordinating Committee. The Board also directed speeding up the pace for securing the additional technical support resources needed to address the top priority need – expand regional solutions to include applications. The Board directed that additional staffing be secured, if possible, by spring 2008 rather than the January 1, 2009 target that had been initially suggested. With the assistance of the Business Planning Oversight Team, the revised strategy and tactic statements were consolidated into the material presented in the Strategies Chapter of the 2008-2011 Business Plan.

July and August 2007: Staff developed a list of 34 suggested work program activities, generally intended for the 2008 and 2009 program years, to implement the strategies and tactics presented in the Plan. The Business Planning Oversight Team then invited Coordinating Committee members to rate these actions on two 1-5 scales: a) how important is this activity to achieving the outcomes defined in the Plan and b) how willing are you (committee member) to participate in this activity.

September 2007 Coordinating Committee Meeting: The Committee reviewed the results of the rating exercise and agreed upon the ranking priorities and timing of action on the activity as illustrated in the chart in Attachments D and E. The results of the Committee's deliberation are summarized in Chapter Four of the Business Plan and provide the foundation for the 2008 Work Program Objectives presented in Attachment A.

Attachment A

Proposed Major 2008 MetroGIS Program Objectives

(**Indicates an activity at least in part dependent upon securing additional technical leadership and coordination resources).

- 1) Sustain traditional “foster collaboration” support activities⁽¹⁾
- 2) Complete in-progress initiatives, including:
 - ***Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution*
 - ***Define a strategy to address shared Emergency Preparedness information needs*
 - Geocoding Pilot Project
- 3) By April 2008, define the additional Technical Leadership and Coordination resources needed to achieve the scope expansions defined in the 2008-2011 Business Plan. Secure approval from affected stakeholders and attain these resources.
- 4) ***By April 2008, define MetroGIS’s role relative to addressing shared application needs, define projects appropriate for MetroGIS, and begin implementation in accordance with this role(s)*
- 5) Execute the Next-Generation Parcel Data Sharing Agreement, including clarification of rules pertaining to “view-only” access via Internet applications without prior licensure)
- 6) ***Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions*
- 7) ***Implement the “ApplicationFinder” concept*
- 8) Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and implement
- 9) Update the MetroGIS Outreach Plan to emphasize ways to ensure stakeholder awareness of regional datasets, DataFinder and pending solutions related to shared application needs
- 10) Adopt a plan to achieve an orderly succession of leadership (Leadership Succession Plan)
- 11) Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan

Time Permitting:

- 12) Following definition of MetroGIS’s role relating to addressing shared application needs, resume evaluation of “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan.

⁽¹⁾ Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

Attachment B

Proposed

Budget

2008 "Fostering Collaboration" Function

2008				
MetroGIS "Foster Collaboration" Budget ⁽¹⁾				
(See Appendix E in the 2008-2011 Business Plan for Expenses Before 2007)				
Funding Source: Metropolitan Council				
Main Activity	Sub-Activity	2007 Approved	Proposed 2008 Budget Itemized	Proposed 2008 Budget Subtotals
Professional Services/Special Projects		\$57,000		\$53,000
	⁽²⁾ See below for assumptions related to 2007 funding		\$5,000	
	Next-Generation Parcel Data Sharing Agreement (negotiations)		\$25,000	
	Regional GIS Projects - Research and Development (may include work on previous projects - e.g., Application Finder, Web Editing Application for Regional Address Dataset)			
	Define Shared Applications Role, Technical Leadership Plan, Leadership Succession Plan, Update Outreach Plan		\$5,000	
	Performance Measurement Plan Update		\$10,000	
	Create new Outreach Materials (see below for printing)		\$3,000	
	Evaluation of Organizational Competencies		\$2,000	
	DataFinder - Contingency Fund for Unexpected Repairs		\$3,000	
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (contract payments to counties)	\$28,000		\$28,000
Outreach		\$800		\$4,600
	Printing of new Outreach Materials (e.g., Information Brochure)		\$3,000	
	Advocacy/Networking Mileage (200 miles x \$.48/mile = \$1,152) ⁽⁴⁾		\$1,200	
	Annual Report/Informational Brochure (see above)			
	• Postage - 800 postcards (\$0.30-\$2.40) in addition to 1500+ via email		\$300	
	• Minimal for other communications		\$100	
Misc Office		\$200		\$400
	Website Domain registration (www.metrogis and www.datafinder - \$20/ea)		\$40	
	Specialty Team Forum Support Materials		\$360	
Dedicated Staff Support		\$86,000		\$86,000
	Staff Coordinator (1.0 FTE)	\$122,645		\$124,485
	Administrative Technician (.75 FTE)			
	Technical Leadership (.05 FTE) ⁽⁵⁾			
	Grand Total	\$208,645		\$210,485
NOTES:				
⁽¹⁾ Individual line items for 2008 are estimates. Actual expenses related to these line item estimates may be necessary to accomplish strategies recommended by the Technical Leadership Steering Workgroup winter 2008.				
⁽²⁾ Assumptions related to projects pursued with 2007 funds:				
1. Contract for facilitator to assist define MetroGIS's Role Related to Shared Applications				
2. Define Technical Leadership Specifications. No contractor costs in addition to those listed for Item 1.				
3. Leadership Succession Plan initiated				
4. Update of Outreach Plan initiated				
⁽³⁾ Travel by participants is paid by the participant's organization				
⁽⁴⁾ Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.				
⁽⁵⁾ Recommendation of Technical Leadership Steering Workgroup anticipated to result in an increase in technical leadership support				

Attachment C

ACCEPTED CUSTODIAL RESPONSIBILITIES – METROGIS ENDORSED

(Last Updated: September 26, 2007)

<p style="text-align: center;">Established Partnerships</p> <p>10 organizations have assumed a total of 23 roles in support of endorsed regional solutions to common geospatial related needs of the community</p>		<p style="text-align: center;">Summary of Collaborative Roles</p> <p>(Bundling Operational Capacity Across Organizations to Address Common Priority Needs)</p>
<p>(2 roles) County: Anoka (Parcels, County/MCD Boundaries)</p> <p>(2 roles) County: Carver (Parcels, County/MCD Boundaries)</p> <p>(2 roles) County: Dakota (Parcels, County/MCD Boundaries)</p> <p>(2 roles) County: Hennepin (Parcels, County/MCD Boundaries)</p> <p>(2 roles) County: Ramsey (Parcels, County/MCD Boundaries)</p> <p>(2 roles) County: Scott (Parcels, County/MCD Boundaries)</p> <p>(2 roles) County: Washington (Parcels, County/MCD Boundaries)</p> <p>(1 role) DNR - Land Cover</p>		<p>Produce and maintain parcel data in consistent format. Submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see www.metrogis.org/data/datasets/parcels/history_pub/policy_sumnv2.0.pdf)</p> <p>Produce and maintain boundary data, submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf)</p> <p>(All seven counties have agreed to assume responsibility for the same roles and responsibilities concerning the region parcel and city/county boundaries datasets. Their combined level of support is estimated to involve 20+ FTE. This effort includes surveyors, assessors, and GIS staff.)</p> <p>(Counties use these data to manage property-related records and to support their tax collection responsibilities.)</p>
		<p>Manage regional database and collaborative process to acquire land cover data compatible with agreed upon data content standards. DNR uses this database to support a number of its metro area natural resources and wildlife management programs. Annual support is about .5 FTE. (For detailed roles see www.metrogis.org/data/datasets/land_cover/policy_summary.pdf)</p>

(1 role) University of Minnesota Population Center (Socioeconomic Characteristics)	Manage content of Socioeconomic Resources Website at www.datafinder.org/mg/socioeconomic_resources/index.asp . Annual support is about .2 FTE . (For detailed roles www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf)
(7 roles) Metropolitan Council (Three categories: data management, data distribution, and fostering regional collaboration)	<ul style="list-style-type: none"> ▪ Annual support for DataFinder and regional data custodian roles, combined about 1.25 FTE. ▪ 2007 budget to support Foster Collaborative Environment: 1.75 FTE and \$86,000.
⇒ Census Geography data	Produce census geography data at time of decennial census that align with other locally produced foundation geospatial data. (For detailed roles see www.metrogis.org/data/datasets/census/policy_summary.pdf)
⇒ County/MCD Boundary data	Assemble boundary data produced by counties into regional dataset. (See County Boundaries above for the specific roles)
⇒ Planned Land Use data	Develop and manage regional dataset. (For detailed roles see www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf)
⇒ Parcel data	Assemble parcel data produced by counties into regional dataset. (See County Parcels above for the specific roles.)
⇒ Street Centerline data	Contract with The Lawrence Group to maintain data to desired specifics. (For detailed roles see www.metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf)
⇒ DataFinder (one-stop data distribution portal)	Maintain DataFinder and DataFinder Café's hardware and software platform and update metadata posted on DataFinder. (For details see Section 1.3.2 - www.metrogis.org/about/business_planning/bplan_0305.pdf)
⇒ Foster Collaborative Environment (<i>regional solutions to common geospatial needs</i>)	Facilitate collaborative decision-making structure, including business planning, performance measures activities, and agreements, as well as, outreach and advocacy efforts to encourage use of and feedback about adopted solutions and best practices.
(Total of 23 roles supported by 10 different organizations)	

Attachment D

Proposed Work Program Priorities 2008 and 2009 *Sorted by Major Activity Area*

Notes: The suggested program year was agreed upon by the Coordinating Committee on 9/12/07, using the survey results as a guide. Work on a project in one activity area often achieves objectives in another area as well.

Work Program Item (## added 9/12/07 by Coordinating Committee.)	Overall Rank (1)	Suggested Program Year	Requires Additional Technical Support	Comment
I. Develop and Maintain Regional Data Solutions to Address Shared Information Needs				
a. Execute Next-Generation Parcel Data Sharing Agreement. Current agreement expires 12/08. <i>(Also Areas 3 and 6)</i>	1	2008		An annual fee has been paid with previous agreements to help counties automate the process of translating data into regional database format.
b. Execute Street Centerline Agreement. Current agreement expires 12/09. <i>(Also Areas 3 and 6)</i>	2	2009		An annual data maintenance fee has been paid with previous agreements.
c. Adopt Best Practices to Provide View-Only Access to Licensed Data Via Applications <i>(Also Area 6)</i>	5	2008*		*This is a component of Activities 1a and 1b.
d. Conduct second generation identification of shared information needs (Related to Activity 2a - Shared Application Need Assessment).	6	2009	X	This is the anticipated next step (late 2008 or 2009) following agreement on an application- sharing policy framework--Activity 2a.
e. Make substantive progress to achieve vision for next-generation (E911 Compatible) Street Centerlines dataset. <i>(Also Areas 3 and 6)</i>	8	2009	X	Comment from survey: "Requires management and policy leadership from MESB and involvement of PSAPs."
f. Decide next steps for emergency preparedness regional solution. <i>(Also Area 6)</i>	9	2009	X	Evaluate lessons learned from Phase I efforts
g. Make substantive progress to achieve the vision for Addresses of Occupiable Units dataset. This includes implementation of a web-editing application to foster participation by smaller entities. <i>(Also Areas 3 and 6)</i>	13	2008	X*	In progress: *Mark Kotz, Metropolitan Council, is currently filling the technical leadership (TL) role. Depending upon the Council's perception of benefit received, other leadership resources may be needed.
h. Achieve regional solution for jurisdictional boundaries such as school districts and water management organizations.	20	2009		This is dependent upon ability to secure regional custodian commitments.
i. Investigate partnering opportunities with non-government Interests. <i>(Also Areas: 2, 3, and 7)</i>	28	2008	X?	This is a top priority of the Policy Board. Assume Staff Coordinator will be the initial contact. As relationships are established, work with Technical Leadership.

¹ The overall priority ranking reflects the results of a survey of Coordinating Committee and Technical Advisory Team members in August 2007. The proposed work program year reflects the final recommendation of the Coordinating Committee. See Appendix L for an ungrouped listing of relative priority.

Conduct Peer Review Forums. Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology and Street Centerlines.	32	2009+	X	Purpose: Invite suggested enhancement to regional solutions to ensure continued relevance to stakeholder needs.
II. Expand Endorsed Regional Solutions To Include Support And Development Of Application Services				
##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope. (Also Area 8)	N/A	Begin 2007 2008	X	This is the highest priority next step. A plan needs to be in place by April, 2008. Board prefers to secure needed resources by mid-year.
a. Develop policy framework and plan for shared applications and begin implementation (e.g., define the range of sharing options and those appropriate for MetroGIS).	3	Begin 2007 2008	X	This is a top priority in moving toward an expanded scope.
b. Apply lessons learned from Geocoding Pilot Project.	10	2008*		*This is a component of Activity 2a.
c. Implement ApplicationFinder. (Also Area 6)	11	2008	X	LMIC's 2007 Service Broker project will define parameters important to implementation.
d. Pursue web-based "message board" to facilitate partnering on shared application needs.	16	2008?	X	Pursue after, or with, development of ApplicationFinder (Priority 11).
III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available, and Enlisting More Users				
a. Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data sharing and interoperability. (Also Area 6)	4	2008	X	Assume the Staff Coordinator will be the initial contact. As relationships are established, work in concert with Technical Leadership.
b. Advocate for MetroGIS's efforts in development of statewide geospatial policies.	14	Ongoing		
c. Develop a management and support plan for DataFinder which incorporates tactics suggested in this Business Plan. (Also Area 6)	24	2009	X	Implement after Activities 8f and 8g.
d. Investigate enhancements to DataFinder. (Also Area 6)	30	2009?	X	Implement after Activities 3c, 8f and 8g, if a need is identified.
e. Explore creation of Geospatial Marketplace, including Metadata "lite" directory to supplement catalogue in DataFinder, and investigate the potential for an "open source data model." (Also Area 6)	31	2008 metadata "lite" component	X	This is ongoing as specific data models are considered.
f. Investigate impact of cost recovery policies on the ability to achieve desired data sharing. (Also Areas 1 and 6)	34	?		This is best addressed within the context of a practical, as opposed to a theoretical, situation.
IV. Promote a Forum for Knowledge Sharing				
a. Host or co-host educational forums. (Also Area 2)	7	2008?		Need to decide purpose of forums
b. Leverage electronic tools.	12	Ongoing		This is a component of the "fostering collaboration" function: "Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders"

V. Build Advocacy and Awareness of the Benefits of Collaborative Solutions to Shared Needs				
a. ##Update the Outreach Plan. Focus on ensuring stakeholder awareness of regional datasets and DataFinder, not on increasing participation in the MetroGIS organization.	N/A	Fall 2007		Added on 9/12/07. The Coordinating Committee concluded the existing Outreach Plan should be updated, as it has not been updated since adopted in 2002.
b. Develop briefing materials to support leaders' advocacy for benefits of collaboration among their peers. <i>(Also Area 6)</i>	17	2009		Implement after shared application role is defined.
c. Expand MetroGIS Outreach Plan to include a marketing component and begin implementation. <i>(Also Area 6)</i>	33	2009		Board direction July, 2007: Not sure if "marketing" is appropriate. Once shared applications role is defined, reassess need and purpose. Leverage marketing expertise possessed by stakeholders before consultant assistance is considered.
VI. Expand MetroGIS Stakeholders				
a. See III.a "Working relationships with adjoining jurisdictions."				Expands relationships beyond metropolitan area
b. See If "Next steps for emergency preparedness solution."				Expands types of users
c. See I.g "Addresses of Occupiable Units."				Expands types of users, in particular with cities
d. III.e "Geospatial Marketplace"				Expands relationships with non-government users
VII. Maintain Funding Policies that Make the Most Efficient and Effective Use of Available Resources and Revenue for System-Wide Benefit				
a. Advocate for legislative funding initiatives valuable to outcomes defined by MetroGIS. <i>(Also Area 6)</i>	15	Ongoing		Implement as opportunities arise.
b. Update Performance Measurement Plan (e.g., measures of public value) to align with Business Plan.	21	2008		Pursue this after shared applications-related policies and roles are in place.
c. Investigate creation of a partnership, or joint powers body, to expedite cost sharing on shared data acquisitions, applications, etc. <i>(Also Area 6)</i>	25	2009	X	Seeks to streamline management and spending of funds (contracting and intellectual property rights) where multiple organizations are involved.
d. Foster community-focused philosophy regarding GIS return on investment	26	Ongoing		This has been moved to Guiding Principles. Candidate performance measure.
VIII. Optimize MetroGIS Governance and Organizational Structure				
a. ##Ensure accomplishments are maintained while continuing support of foundation activities for traditional "foster collaboration" function. ⁽²⁾	N/A	Ongoing		The Coordinating Committee concluded on 9/12/07 that continued support of these ongoing activities functions should be articulated as a priority need.
b. ##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope. <i>(Also Area 2)</i>	N/A	Begin 2007 2008	X	Highest Priority Next Step A plan needs to be in place by April, 2008. Board prefers to secure needed resources by mid-2008.

c. Develop a Leadership Succession Plan and ensure adequate support.	18	Begin 2007 2008		Retirements are pending for key management and political leaders.
d. Update operating guidelines to align with this Plan.	19	2009		Pursue after Outreach (Priority 33a) and Performance Measurement Plans (Priority 21) are updated.
e. Update Performance Measurement Plan (measures of public value) to align with this Business Plan. Implement Performance Measurement Plan.	21	2008	X?	Pursue once applications-related policies and roles are decided.
f. Evaluate stakeholder participation relative to needs to achieve current regional objectives.	22	2009	X	Pursue after "shared applications" implementation is underway. This is also a component of Activities 8g, 8h, and 8i.
g. Conduct Participant Satisfaction Survey.	23	2009		Pursue after "shared applications" implementation is underway (Activity 2a, Priority 3).
h. Seek reaffirmation of role expectations by key stakeholders (i.e., sponsors and custodians).	27	Begin 2007		The Coordinating Committee concluded on 9/12/07 that this action should involve presentations to key participants to clarify role expectations. There is no formal endorsement to be requested.
i. Conduct an evaluation of "Organizational Competencies" once Technical Leadership resource need is addressed and a plan for addressing shared applications is in place.	29	2009 (2008, time permitting)		Following adoption of "shared applications" plan, and resolution of current technical leadership support needs, complete the work to apply "organizational competencies" concepts fostered by Professor John Bryson, University of MN, to MetroGIS's Business/Work Planning efforts. Work on this management tool had to be postponed until the competency resources and needs related to applications are established.

⁽²⁾ The referenced on-going "foster collaboration" functions are listed in Attachment A:

Work Program Priorities
2008 and 2009
Sorted by Relative Priority

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A7.S4	Advocate for Legislative funding initiatives valuable to outcomes defined by MetroGIS. (Also Area 6)	15	3.9	2.9		Ongoing - As the opportunity arises
	Strategies/Tactics - (Defined in 2008-2011 MetroGIS Business Plan)					
	(Three bolded -italicized items - priorities of Policy Board for 2008)					
A2.T5	Pursue web-based "message board" to facilitate partnering on shared application need	Rank	(1 very low-5 very high)	Supplemental Support	Anticipated	Comments
		16	3.7	2.7	5, 2	Should be pursued after or in conjunction with implementation of Application Finder- Activity (#11)
A5.S2	Develop briefing materials to support leadership advocacy for benefits of collaboration among peers. (Also Area 6)	17	3.7	2.7	9?	Retirement pending for management and political leadership
A8.S4 & A8.T3	Develop a Leadership Succession Plan and insure adequate support.	18	3.7	2.7	9?	Pursue after Outreach (#33a) and Performance Measurement Plans (#21) are updated
A8.T1	Update Operating Guidelines to Align with Next Generation Business Plan (e.g., Definition of Participant)	19	3.7	2.7		Need to secure regional custodian commitments to proceed
A1.S2	Achieve regional solution for jurisdictional boundaries – school districts and water management organizations	20	3.6	2.6		Pursue once applications-related policies/roles are decided
A7.T1 & A8.T1	Update Performance Measurement Plan (measures of public value) to align with the Next-Generation Business Plan and Implement.	21	3.5	2.5	9	After application's plan in place and Component of Activity (#23)
A8.S2, S3, T4 & T5	Evaluate stakeholder participation relative to needs to achieve current regional objectives	22	3.5	2.5		After "shared applications" implementation underway (#3)
A8.T1, T4 & T5	Conduct Participant Satisfaction Survey	23	3.5	2.5		After Activities (#23) and (#22)
A3.T1a	Develop a management and support plan for DataFinder, which incorporates tactics suggested in new Business Plan. (Also Area 6)	24	3.5	2.5	2, 3	Moved to Guiding Principles - Ongoing.
A7.S1 & A7.T1	Investigate creation of a partnership entity (e., joint powers body) to expedite cost sharing on shared data acquisition needs, application solutions, etc. (Also Area 6)	25	3.4	2.4	2, 4, 3	Modified by Committee 9/12/07. Clarify expectations with key stakeholders (custodians) as opposed to seeking formal endorsement of Plan as originally suggested by staff.
A7.S3	Foster a community-focused philosophy regarding GIS return on investment. (Also Area 5)	26	3.4	2.4		Top Priority - expanded scope Address in 2008. Assume the Staff Coordinator will be the initial contact and as relationships are established work in concert with the Technical Leadership.
A8.S3 & A8.T1	Seek reaffirmation of role expectations by key stakeholder (e.g., sponsors and custodians)	27	3.4	2.4		Following adoption of "shared applications" plan and current technical leadership support needs are resolved, complete work to apply "organizational competencies" concepts fostered by Professor John Bryson, University of MN to MetroGIS's Business/Work Planning efforts. Work on this management tool had to be postponed until the competencies (haves and needs) related to applications are established.
A1.S3	Investigate Partnering Opportunities with Non-Government Interests. (also Areas: 2, 3, and 7.)	28	3.3	2.3	2?	After Activity (#24) and Activities (#23) and (#22), if a need is identified.
A8.S1 & T1 & A8.T6-12	Conduct an evaluation of "Organizational Competencies" once the Technical Leadership resource need is resolved and a Plan for MetroGIS's role regarding shared applications is in place.	29	3.3	2.3	9	Consider starting with "metadata lite". Open source data model concept – ongoing effort as data models are considered
A3.T1a	Investigate Enhancements To DataFinder. (Also Area 6.)	30	3.3	2.3	3	Purpose – invite suggested enhancement to regional solutions to ensure continued relevance to stakeholder needs
A3.T2 & A7.T2	Explore creation of Geospatial Marketplace, including Metadata "lite" directory to supplement catalogue in DataFinder, and investigation of the potential for an "open source data model". (Also Area 6)	31	3.3	2.3	3, 2	Board direction July 2007 – Not sure if "marketing" is appropriate. Once shared applications role is defined, reassess need/purpose. Leverage marketing expertise possessed by stakeholders before consultant assistance is considered
A1.T3	Conduct Peer Review Forums – (Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology and Street Centerlines.)	32	3.2	2.3	2, 4, 3	Best addressed within the context of a practical as opposed to a theoretical situation
A5.T1, A5.T5	Expand MetroGIS Outreach Plan to Include a Marketing Component and Begin Implementation. (Also Area 6)	33	3.1	2.1	9?	
A1.T5 & A3.T3	Investigate impact of cost recovery policies on ability to achieve desired data sharing (Also Area 6)	34	2.9	1.9		



TO: Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Regional Address Points (Occupiable Units) Dataset

DATE: October 5, 2007
(For Oct 17th Meeting)

INTRODUCTION

This report serves two purposes:

- 1) Update the Policy Board efforts made to implement a Regional Address Points (formerly referred to as “Occupiable Units”) Dataset called for a vision statement adopted by the Board in April 2005.
- 2) Request permission to expend \$10,000 to participate in a project with Carver County. The purpose of this project would be to develop a data synchronization mechanism and define related custodian responsibilities that are critical component to achieving the regional dataset. The total project cost is \$20,000 of which Carver County and MetroGIS would each pay \$10,000.

(Refer to the Reference Section for an overview of past activity to achieve this ambitious vision and additional information about the proposed data synchronization mechanism.)

CHARACTERISTICS OF THE PROPOSED REGIONAL DATASET

The proposed Regional Address Points (formerly referred to as “Occupiable Units”) Dataset:

- Includes a point and official address for every occupiable unit created and maintained by official address authorities (most cities and some counties).
- May include points for other official addresses
- Is maintained by the official address authority (city or county) for each jurisdiction
- Has highly responsive update cycle (daily is desired)
- Is available for free to government (licensed like parcel data)
- Makes use of a database standard based on the National Street Address Standard
- Makes use of an online address data maintenance application that any address authority could use
- Allows for counties (and potentially other organizations) to act as intermediate aggregators to coordinate some or all address points within county
- Requires a regional custodian capability that would make daily updates available to authorized users (via FTP and web mapping service)

COORDINATING COMMITTEE CONSIDERATION

On September 12th, the Committee concurred with the Address Workgroup’s recommendations that:

- 1) The vision of a Regional Occupiable Units Dataset remains viable, given the results of the 2007 Web Editing Application Viability Assessment demonstrates that local address authorities would participate in the maintenance of the data that comprise the regional dataset if an Internet-based application was made available to streamline their participation.
- 2) The name of the regional dataset should be changed from “Occupiable Units” to “Address Points”.
- 3) The work by Carver, Scott and Hennepin Counties as a means to accomplish development of a first-generation shared Address Points Online Maintenance Tool. This tool was the topic of the viability assessment mentioned in Item 1.
- 4) Authorization should be sought from the Policy Board to use \$10,000 of MetroGIS’s Special Projects funds to pay Carver County one half of its cost to develop a working example of a data synchronization mechanism that works with the online maintenance tool that is under development by Carver, Scott and Hennepin Counties (Item 3), subject to the Address Workgroup demonstrating that no similar mechanism exists that can be acquired for less than the proposed \$10,000 expenditure from MetroGIS project funds. (Following the meeting, the required research was conducted, as further explained in the Reference Section, on a national scale. Interest was found in the proposal but no existing similar mechanism was identified. See the Reference Section for more information.)

UNDERSTANDING THE SYNCHRONIZATION ISSUE

Securing of a regional custodian can not occur, and therefore the vision can not be attained, until the technical challenges are understood related to synchronizing address data obtained from numerous local address authorities and a mechanism is designed to address those challenges.

The Coordinating Committee concurs with its Address Workgroup that a prudent way to define and address these challenges is to leverage technical expertise at Carver County as well the County IT and GIS staff's familiarity with the online maintenance application to develop a working example of a synchronization mechanism. The attached proposal (Attachment A) outlines the scope of the proposed project. Funding of this project would benefit the MetroGIS community as follows:

- Provides a working methodology to directly implement the synchronization in any organization with the same software environment (ArcGIS Server, SQL Server, Visual Basic .NET)
- Provides a methodology to implement synchronization that could be transferred to an organization with a different software environment (although the exact code would not transfer).
- Defines the XML inputs and outputs for the synchronization, based on the National Street Address Standard and the Address Workgroup's database standard.
- Provides a clear understanding of an elegant solution to the synchronization challenge, allowing MetroGIS to move forward with defining the responsibilities of a regional custodian and ultimately secure organizations to carry out these responsibilities.

Carver County is planning to do a portion of the proposed synchronization plan, but the data import and XML validation pieces (critical to the MetroGIS solution) would not happen without MetroGIS funding.

BUDGET IMPLICATIONS

Sufficient funds are available in MetroGIS's 2007 budget which are designated for this type of use. See the Reference Section for more information.

RECOMMENDATION

That the Policy Board:

- 1) Endorse continued effort to implement a regional name "Occupiable Units" database, change the name from "Occupiable Units" to "Address Points", and further refine custodial roles and responsibilities as described herein.
- 2) Authorize use of \$10,000 of MetroGIS's Special Projects funds to contract with and pay Carver County one half of its costs to develop a working example of a synchronization mechanism that works with the online maintenance tool that is under development by Carver, Scott and Hennepin Counties

REFERENCE SECTION

GENERAL BACKGROUND

1. The need for addresses of all occupiable units (address points dataset) was established in 1996 as a priority common information need, a need that was also 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. The Committee created the Address Workgroup in March 2004. 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.
3. The Workgroup developed a vision statement to provide a conceptual framework from which to develop detailed technical and organizational specifications. This vision statement was adopted by the Policy Board at its April 2005 meeting. It contains 13 design preferences and can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/05_0427_pbreport.pdf. The methodology used by the Workgroup to develop the components of the vision statement are detailed in item 5b(3) beginning on page 37 of the agenda report presented to the Coordinating Committee at its March 2005 meeting.
4. The workgroup also created a larger vision document to explain the vision in more detail, including the need for the data and the critical role of the local address authorities. It was presented at various venues, including county GIS user groups, the MN GIS/LIS Conference and the national Geospatial Integration for Public Safety Conference. The vision was well received in all instances. It can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.
5. In the summer of 2006, the Workgroup conducted an informal pilot project with several cities and counties to see if they could realistically put their address data into the draft data specifications created by the workgroup. This specification was generally deemed realistic, but some necessary modification was highlighted.
6. At its July 2006 meeting, the Policy Board recommended funding of a viability assessment as a 2006 MetroGIS Regional GIS Project to evaluate the likelihood that a proposed online editing application would be used by local address authorities to contribute address data they produce to a regional dataset.
7. In late 2006 and early 2007 the Address Workgroup developed a draft set of database specifications based on the draft National Street Address Standards. It then conducted an informal pilot project in early 2007 with several cities and counties to see if they could realistically put their address data into the draft data specifications. The specifications were generally deemed realistic, but some necessary modification came to light.
8. The Web Editing Application Viability Assessment (Item 6) was completed in July 2007 and the conclusions were accepted by the Coordinating Committee at its meeting on September 12, 2007. In summary, this project affirmed the need for a Web-editing tool to ability to engage local address authorities in the creation and maintenance of the address data needed to achieve the vision of a Regional Address Point Dataset. This study also generated more support for and understanding of the proposed Regional Address Points Dataset with local address authorities. Additionally, this project highlighted the fact that the name "occupiable units" was confusing to address authorities and that the term "address points" more clearly conveys the content of the dataset. The findings of this assessment can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/web_editing_%20app_viability_assessment_final.pdf.
9. In accordance with Coordinating Committee conditioning its recommendation that the Policy Board endorse investing \$10,000 in the data synchronization project with Carver County on demonstration to no similar mechanism exists, the Address workgroup conducted a national wide search for existing data synchronization mechanism to that proposed to be developed by Carver County. The following organizations were contacted and asked to share the proposal with their respective members: NENA, NACO and NISGIC. An excerpt from the Workgroup's response follows:
 "...The result (of our survey) was that several expressions of interest in the proposal were received but no existing similar mechanisms were identified. Both Nicole Roepke (Carver County IT Director) and I have done some research to try to find an existing address points synchronizer that would meet the needs of MetroGIS. We were aided by Will Craig, David Claypool and Gordon Chinander, who queried NSGIC, NACO, NENA and URISA. The result is that we have not found anything suitable for our situation...."
10. Mark Kotz, GIS database administrator for the Metropolitan Council and member of the MetroGIS support team has provided lead staff support to this workgroup since it began.

CURRENT STATUS AND UNRESOLVED ISSUES (SEPTEMBER 2007)

- 1) All seven counties and many cities have expressed interest in creating this dataset. Several have already begun.
- 2) Carver, Scott and Hennepin Counties have discussed collaborating on the development of an online maintenance application. Carver County has begun development work and has offered to share the application with others.
- 3) A draft database standard is in place, but more modifications will be needed. It is based on the National Street Address Standard which is still in draft format, with no specific timeline for completion.
- 4) A regional custodian has not been identified, although several candidates exist that may fill at least partial regional custodian roles (MESB, LMIC, Metropolitan Council, Mn Department of Revenue, and Mn Department of Public Safety). The Metropolitan Council has agreed to provide an interim partial regional custodian role that would be limited to compiling shape files from address authorities on a quarterly or perhaps monthly basis and making the data available to users via password protected FTP.
- 5) Technical challenges exist related to synchronizing updates from address authorities to the regional dataset on a daily basis. It is not entirely clear how this would be done, and members of the Address Workgroup have insufficient technical knowledge to propose a solution. Before any organization could accept the regional custodian role, a technical method for achieving this synchronization must be identified and understood.

SPECIAL PROJECT FUNDING CAPACITY

The Policy Board approved a budget amendment at the July meeting that authorized moving between \$22,250 and \$26,250 to the MetroGIS's Professional Services/Special Projects budget. These funds came from other line items and the \$4,000 range was set to accommodate the unknown final amount of the for the 2007 Geocoder Project. Since that time, bids for the Geocoder Project indicate that the project will be at or within \$1,000 of the maximum authorization. As such, for purposes of this report, \$22,250 is assumed to have been transferred.

As of October 5, 2007, \$18,750 in special project funds is uncommitted (\$22,250 less \$3,500 used for development of the Business Plan). In Agenda Item 5a a recommendation is made to allocate up to \$8,750 of these funds to a contract to define MetroGIS's role relative to addressing shared application needs, leaving \$10,000 for the project proposed with Carver County. These funds will be lost if not encumbered by December 31, 2007.



Proposal:

Regional Address Point Repository Synchronization

Final Draft

Purpose

The purpose of this document is to provide an overview of the technical solution proposed to keep City and County Address Point information synchronized with the Regional Address Point Repository.

Overview

Many counties and cities maintain or are in the process of building address point databases either incorporated within GIS or linked to GIS. This address information is useful within entities and to neighboring entities. In order to share address point information in a consistent and universal manner, an XML schema will be developed to represent the storage of address data within the Regional Address Point Repository. The XML Schema may include all of the National Street Address Standard fields. It may also include fields that are not used by each Address Authority.

Through this synchronization process, address point data will be collected in change sets, compiled to an XML file that fits the XML Schema, posted to an FTP location at the Regional Address Point Repository. A job on the Regional Address Point Repository server will scan the FTP location for files, import them to an internal archive location, validate each file against the schema, and finally import the address information into the Regional Address Point Repository Database. Email confirmations can be configured to be sent to those that want confirmation that their data was processed.

Foundation

The ideas presented in this proposal are based on the assumption that Microsoft SQL Server, ESRI-Arc Products, and Visual Basic .Net will be used to build the repository. It is also assumed that these same tools will be used to build the local and county address point repositories. These technologies will be referenced in this document. However, the true basics of data transmission will rely on FTP and XML data files. Should an Address Authority wish to participate in the repository, they will be able to do so by using the tools mentioned above to use the standard implementation or by building their own solution that can produce and consume these low level technologies. As long as the correctly formed XML file can be generated and posted to the FTP site, that data can be included in the Regional Address Point Repository.

Synchronization Process

The synchronization process will begin with the selection of records, at the source, that have been changed (included adds, changes, and deletions) since the last synchronization.

This dataset will be collected and output to XML (via a dynamic SQL statement generated by a user-defined function called by a stored procedure). The user-defined function will build the select statement from information configured to handle the data mapping and transformation. This table will have 5 columns: Destination, DestinationFieldName, DestinationDataType, DestinationTypeLength, and SourceField.

The Destination field will contain a name or brief description of the location where the data will be transferred. The purpose of this field is to allow this synchronization table to be multi-functional. Perhaps an Address Authority will wish to use this same process to send address change information in a different mapping schema to another destination. For example, Carver County will be sending data to the Regional Address Point Repository in XML, sending Excel information back to cities within Carver County, and transferring data between division databases at the county.

The DestinationFieldName will be the name or alias applied to the data field so that it can be identified and placed correctly within the destination's data structure. The DestinationDataType and DestinationTypeLength will be used to wrap each data element and better assure data compliance and quick validation. The SourceField will be filled with either the data table and field name or a function name and one or more field names.

Examples are shown below. This will make the mapping process clear, will offer some optimization while using the dynamic SQL, and will provide a mechanism to concatenate or calculate values.

Destination	Destination Field Name	Destination Data Type	Destination Type Length	Source Field
MetroGIS	AddressPointPrimaryKey	varchar	100	dbo.f_AddrMetroGISPK(t_adrPoint.AddrPointID)
MetroGIS	AddressNumberPreMod	varchar	4	t_adrPoint.AddrNumberPreMod
MetroGIS	AddressNumberPreType	varchar	20	t_adrPoint.AddrNumberPreType
...				
Manatron	Situs Address	varchar	255	dbo.f_AddrWholeSitus(t_adrPoint.AddrNumberPreMode , t_adrPoint.AddrNumberPreType, ...)
Manatron	City	varchar	255	t_adrPoint.City
...				

After the select statement is generated, it will produce XML output. The output will be stored into a file that will be named using the date and the Address Authority's GNIS code (replacement for FIPS code). A DTS package will move the file from the SQL Server to the FTP location at the Regional Address Point Repository.

A scheduled job on the SQL Server of the Regional Address Point Repository will scan the FTP location for files. When a file is detected, it will be copied to an archive location on the repository server. The archived file will be accessed to verify that it is a valid file. Then the original file from the FTP location will be moved to a processing directory on the repository server. The processing file will be opened and validated against the XML Schema.

Errors in schema validation will be logged and emailed to the configured contact at that Address Authority. In that situation, the processing file will be deleted from the processing directory. If the schema validation is successful, success will be logged and synchronization processing will begin.

Synchronization processing will involve importing of the data from the XML processing file into a preliminary processing table. From this table separate stored procedures will be used to update records, append records, and deactivate records – based on the unique primary key starting with the Address Authority's GNIS code.

This processing will occur within a transaction so that if one portion of the synchronization fails, all changes to the Address Authority's dataset will be rolled back. If there are no errors, the transaction will be committed. A synchronization success or fail SMTP email message will be sent to the Address Authority's configured contacts.

Next Steps

Further design work will be included in the project to generate a data model, a detailed technical design specification, a project plan, and detailed task list. Design discussion will also be needed to review the

ideas surrounding definition of an Address Authority change and subsequent data transition options so that handling can be built into the overall design.

Field mapping between fields in the Carver County Address Point database and fields in the pilot repository will be furnished to each of the participating counties as a starting point for their mapping. This will be provided before project completion so that counties can prepare their mapping information for the implementation phase.

The implementation phase of the plan will include creation of all database objects by T-SQL script, testing of the system on a small-scale Carver County pilot repository, implementation of the solution at the Regional Host Location, and 5 hours of support for each County in the MetroGIS Council (or their representative) to configure the SQL Server at that level to transmit data. Additional support at a County level will not be included in this proposal.

Continued monitoring and maintenance of the synchronization system at the Regional Address Point Repository is not included in this proposal.

Estimate

It is estimated that \$20,000 of effort will be required to accomplish the completion of the Regional Address Point Repository Synchronization. It is requested that \$10,000 of this project be supplemented through grant funds. Carver County will provide resources with in-house staff to accomplish the other half of the requirements.

Portions of this solution (the field mapping table) were already being considered as part of Carver County's Address Point solution as some distribution mechanism would be needed to transmit data to the City Address Authorities within Carver County. The import of data and XML validation would not have been part of Carver's original program and will not be built unless funding is available to supplement the effort.

Grant funds will be used by Carver County to augment staff in order to accomplish the objective of this proposal in a timely manner.



To: MetroGIS Policy Board

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

Subject: 2008 Meeting Schedule - MetroGIS Policy Board

Date: October 3, 2007
(For Oct 17th Meeting)

INTRODUCTION

A suggested meeting schedule for 2008 is presented below for the Board's consideration. No Policy Board meetings have been scheduled beyond October 17, 2007.

BACKGROUND

Meeting location: The Policy Board has met at the Metro Counties Government Center (2099 University Avenue, St. Paul) since mid 2006.

Nancy Read, with the Metropolitan Mosquito Control District and member of the Coordinating Committee, has hosted the meetings at the Metro Counties Government Center and is willing to do so again for the 2008 meetings, if the Board wishes to continue to meet at the Metro Counties Government Center.

Meeting dates and times: During this past year, the Policy Board met on either the third or fourth Wednesday of the month, beginning at 6:30 p.m. The alternation between the third and fourth Wednesday of the month has been to avoid to known conflicts. The Board has generally met on these days since it was established in 1997.

SUGGESTED 2008 MEETING SCHEDULE

<u>Suggested Meeting Date</u>	<u>Anticipated Major Topics</u>	<u>GIS Demonstration Suggestions</u>
Jan 16, 2008 3 rd Wednesday	<ul style="list-style-type: none">• Leadership Succession Plan• Updated Outreach Plan• Best Practice for View-Only Public Domain Access to Licensed Data via Applications• Annual Performance Measurement Report	Joint demonstration by the State Demographer and TIES about how school districts are using the regional parcel dataset in the district planning
Apr 23 rd 4 th Wednesday	<ul style="list-style-type: none">• Plan to Secure Additional Technical Leadership• MetroGIS's Shared Application Role Defined• Preliminary 2009 Budget Request• Election of Officers• 2008 Regional GIS Project Program- Concept Acceptance	
Jul 23 rd 4 th Wednesday	<ul style="list-style-type: none">• ApplicationFinder Implementation Plan• Regional Address Point Database• 2008 Regional GIS Project Program- Final Recommendation	
Oct 22 nd 4 th Wednesday	<ul style="list-style-type: none">• Performance Measurement Plan Update• 2009 Program Objectives• Next-Generation Parcel Data Sharing Agreement (2009 - ?)	

RECOMMENDATION

The MetroGIS Policy Board is respectfully requested to set its 2008 meeting schedule and location.



TO: Policy Board

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

SUBJECT: Major Activity Updates

DATE: October 5, 2007
(For the Oct 17th meeting)

Information provided by persons other than the Staff Coordinator is noted.

A) Business Plan Update

This was the principal activity since the last Policy Board meeting. *(See Agenda Item 6a)*

B) Performance Measurement

September 30th was the end of the annual reporting cycle. Staff began preparation in September for work on the annual Performance Measurement Report, which is scheduled to be presented to the Coordinating Committee at its December 2007 meeting. The performance measures used for the 2007 report will be the same as used in the past. The proposed 2008 work program calls for a project to update the performance measures to ensure consistency with the outcomes defined in the new Business Plan (See Agenda Item 6a).

C) 2006 and 2007 Regional GIS Project Updates

1. 2006 Project: Viability Assessment - Address Data Web Editing Application (Completed)

The project was completed in July and the final report was presented to the Coordinating Committee on September 12th. See Agenda Item 6c for a summary of the positive results and the description of recommended next steps to pursue development of a regional address points dataset.

Matt McGuire, with the Metropolitan Council's GIS Unit, served as the project manager. He was assisted by Mark Kotz also with the Council's GIS Unit and Brad Henry, with URS, who served as the project consultant.

2. 2006 Project: Service Broker

Work is progressing on the standards that underpin development and use of the web-based catalog in which metadata records describing available web services will be posted house. The project is projected to be completed by November 2007.

3. 2007 Project: Regional Geocoder

The Policy Board recommended approval to fund this project. The funding agreement between the Metropolitan Council and Metropolitan Mosquito Control District is under negotiation.

C) Priority Business Information Needs Solutions (activity since the last update)

1. Address Points (of Occupiable Units)

(See Item 6c)

D) County Data Producer Users Group

Member Drealan resigned from the Coordinating Committee and Workgroup effective September 12, 2007. He had chaired this workgroup since it was established in 2000. Randy Knippel, Dakota County GIS Manager, agreed to assume the duties of the workgroup chair person



TO: Policy Board

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

SUBJECT: Information Sharing

DATE: October 8, 2007
(For the Oct 17th meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) TWIN CITIES REGIONAL ECONOMIC DEVELOPMENT WEB SITE

On September 19, 2007, as requested by Chairperson Reinhardt, staff forwarded the document presented in Attachment A to Board members. This document summarizes a proposed Twin Cities Economic Development Web Site.

The target audience for this website includes all seven metropolitan area counties, four counties that adjoin the seven counties (Chisago, Isanti, Sherburne, and Wright,) and possibly other interests who are currently active participants in MetroGIS's efforts. For instance, some geospatial data that the website would "run on" are currently maintained as a MetroGIS Endorsed Regional Datasets or others have been identified as candidate regional datasets for the proposed Twin Cities Economic Development Web Site.

During the week of October 1, staff spoke with the project manager, who works for the firm GIS Planning. He expressed interest in investigating collaborative potential with MetroGIS.

B) DEBRIEF EVENT PROPOSED – GIS INVOLVEMENT IN RESPONSE TO I-35W BRIDGE COLLAPSE

The Coordinating Committee, at its September 2007 meeting, decided to host a debriefing event to discuss what went well and what could have been improved upon regarding the GIS community's assistance to the response to the collapse of the I-35W Bridge. The event is proposed to occur following the state GIS/LIS conference at which MnDOT representatives will be giving a presentation that is expected to set the stage for more in-depth debriefing event.

C) STATUS REPORT - FILLING CITY REPRESENTATIVE SEAT ON POLICY BOARD

Policy Board member Schneider has informed the Policy Board that the Association of Metropolitan Municipalities (AMM) is in the process of inviting a representative from LOGIS to fill this role.

D) DESCRIPTION OF METROGIS ADDED TO WIKIPEDIA

The Coordinating Committee, at its September 2007 meeting decided that it would be appropriate to post the definition of MetroGIS on Wikipedia. The following description was submitted and can be viewed at <http://en.wikipedia.org/wiki/MetroGIS> :

"MetroGIS is an award-winning geospatial collaborative organization serving the [Twin Cities](#) metropolitan area. Relying upon voluntary participation, MetroGIS's primary functions focus on fostering: a) development and implementation collaborative regional solutions to shared information needs (geospatial data, related applications, standards and best practices), b) widespread sharing of geospatial data, principally via its [DataFinder.org](#) web site, c) the value of [geographic information system](#) (GIS) technology as a core business tool, and d) knowledge sharing relevant to the advancement of GIS technology.

Beneficiaries of MetroGIS's collaborative efforts include a wide variety of local and regional government interests, as well as, numerous state and federal government, academic institution, nonprofit organization and business interests."

E) REAL ESTATE APPRAISAL CONFERENCE

On August 23-25, Policy Board member Pistilli attended the 2007 AppraisalPort Conference in Washington D.C. The working title was “Wired With Possibilities: Making Sense of the Changing Landscape of Valuation”. A larger segment of the conference dealt with data standards and that he was amazed at the cross over between the work of MetroGIS to foster best management practices and data standards to topics discussed at the conference. For more information see

<http://conference.appraisalport.com/resources.htm>

F) PRESENTATIONS / OUTREACH / STUDIES *(not mentioned elsewhere)*

1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter:

An article was submitted to explain the status of the 2008-2011 Business Plan development process. The article can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=218>

2. Presentations:

(a) The Staff Coordinator and Member Knippel met with the Minnesota Twin Cities Regional Broad Band Task Force on August 28th. Washington County Deputy Administrator Molly O’Rourke, who serves as Washington County’s alternate representative to the MetroGIS Policy Board, invited the Staff Coordinator to speak with Task Force members about MetroGIS’s organizational aspects as the task Force is attempting to forge a similar alliance to address shared communication infrastructure needs. They were particularly interested in developing a GIS data layer that includes the locations of fiber installed throughout the Metro Area.

(b) Mark Kotz, Lead Staff to the MetroGIS Addresses of Occupiable Units Workgroup, presented an update to a gathering of Twin Cities Researchers on MetroGIS’s efforts to pursue creation of a Regional Addresses of Occupiable Units database. The following is text from the flier introducing Kotz’s presentation:

“The MetroGIS community has good data for roads and for property parcels -- but what about spatial data for buildings and even individual occupiable units (apartments, office suites, stores in a strip mall)? How can this type of data be developed and maintained in a standardized format for the Twin Cities region?

A MetroGIS workgroup, with members from 15 municipal, county and regional organizations, has prepared a white paper outlining the needs for this type of geographic information, requirements for creating and maintaining it, and a roadmap for the eventual implementation of a shared, metro-wide occupiable units point dataset.

The occupiable units initiative is a work-in-progress; its ultimate success dependent on the business case, resources, planning and metro-wide cooperation. Mark Kotz's presentation is a case study of the work thus far -- and offers lessons for future geospatial data development initiatives.”

D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. 2007 Mid-Career Polaris Leadership Awards

The Mn GIS/LIS Consortium selected Randall Johnson (MetroGIS), Ben Verbick (LOGIS and member of MetroGIS workgroups representing cities), and Sally Wakefield (1000 Friends of Minnesota and member of the MetroGIS Coordinating Committee) as the 2007 recipients of the Consortium's the mid-career Polaris Leadership Award. The recipients will be recognized at the 2007 State GIS/LIS Conference in October.

According to a description provided on the Mn GIS/LIS Consortium website, “The Polaris Leadership award has been established to recognize mid-career GIS professionals who demonstrate a beacon of energy and creativity that inspires and guides the rest of us.” See the Consortium’s website at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=65> for more information about the Polaris Leadership Award and the 2007 recipients.

2. M3D Celebrates Project Completion – by Kris Nelson

On Thursday, September 20th CURA hosted an event to celebrate completion of the M3D project and to present future plans. According to Mr. Nelson.... “Over the last three years the project team worked hard, with help from a large number of public agencies and community partners, to build a fantastic application to support community development and planning in Twin Cities region”.

Please contact cura@umn.edu for more information.

3. Next Steps: Strategic Planning Retreat - Governor’s Council on Geographic Information

On September 26, 2007 the Governor’s Council on Geographic Information accepted a summary of the June 25th "Compass Points" strategic plan retreat and agreed on the next step - Develop Coordination Structure for State Government. The Council also approved a new mission statement guide its efforts – “*Minnesota improves services statewide through the coordinated, affordable, reliable, and effective use of GIS*”.

Members of the workgroup who oversaw preparations and participated in the retreat, who are also affiliated with MetroGIS, include David Arbeit (Mn Office GDA), Rick Gelbmann (Metropolitan Council), and the MetroGIS Staff Coordinator. See <http://www.gis.state.mn.us/committe/MSDI/> for a summary of the June 25th workshop.

4. New Funding Source for Land Data – by Will Craig, University of Minnesota

Many counties are using a new source of funds to speed the conversion of parcel data to digital form and for other land related activities. The new source is an increase of \$11/document fee counties charged for recording deeds or other documents added as a result of a change in State Statute beginning in 2005. For more information about the fund source and examples of how four counties are using those funds to improve their land record systems how see the article at <http://www.mngisllis.org/displaycommon.cfm?an=1&subarticlenbr=237> .

State law calls these “unallocated” funds and allows the funds to be used to fund related improvements to the land records system, including GIS. “This money is available as authorized by the Board of County Commissioners for supporting enhancements to the recording process, including electronic recording, to fund compliance efforts ... and for use in undertaking data integration and aggregation projects. ... This money must not be used to supplant the normal operating expenses for the office of county recorder or registrar of titles.” (MS357.182, Subd. 7)

Counties got the \$11 bump in recording fees in 2005 when the fee was raised from \$35 to \$46. The major focus of this increase was to improve *compliance* in the recording and returning of documents. State law set the goal of 15 days for this process. In 2007 a county is in compliance with this requirement if 60% of documents are processed in this period. By 2010, 90% of documents must meet the 15-day rule. In 2011, the timeframe is reduced to 10 days and 90% compliance is required. It is not clear if these funds will be available after 2011.

This fund should not be confused with the *Technology Fund*, described in section 4 of MS357.18. That fund is enhanced by \$10 per instrument and is a separate component of the \$46 fee. The purpose of the Technology Fund is “...obtaining, maintaining, and updating current technology and equipment to provide services from the record system.” Is it spent at the discretion of the Recorder. The *Compliance Fund* is a separate \$11 component and is spent at the discretion of the county board.

To access the state law, go to <http://www.leg.state.mn.us/leg/statutes.asp>. For information on the Recorder fee, retrieve sections 357.18 and 357.182.

5. New Parcel Study Released – by Will Craig, University of Minnesota

The National Research Council released its 2007 parcel study in time for the ESRI conference in mid-June. The study envisions a distributed system of land parcel data that is housed with appropriate data stewards but accessible through a central web-based interface. Counties and other

units of government that maintain parcel data for their own purposes would publish a critical portion of that data to the distributed system.

National Land Parcel Data: A Vision for the Future is the look at parcels since the 1980s when it started with *The Need for a Multipurpose Cadastre*. Like the earlier report, the 2007 study identified the value to the nation of wall-to-wall parcel data. Like the earlier report, it calls for national funding to assist local governments and state efforts to coordinate and provide assistance.

Things have changed a lot since 1980. Hurricane Katrina and attacks on the World Trade Center have increased awareness of the value of parcel data. Technical changes have increased capabilities and decreased costs of land information systems. Most of the big counties have completed systems, but basic development work remains for the smaller counties. The web has made it easier to access data and encouraged use of information in decision-making.

The report contains nine recommendations:

1. A panel should decide whether BLM can be the lead federal agency.
2. FGDC should consider the parcel as a basic resource for various OMB A-16 mandated data themes.
3. A Federal Land Parcel Coordinator should be empowered to develop and maintain a single database of land parcels owned or managed by the federal government.
4. A National Land Parcel Coordinator should be established to develop and oversee a land parcel data business plan for the nation including federal, local, state, and tribal partners.
5. An Indian Lands Parcel Coordinator should be established by the Office of Special Trustee for Tribal Lands.
6. Congress and the Census Bureau should explore modifying Title 13 so that building addresses and coordinates can be made public.
7. State Coordinators should be established in each state to develop plans and relationships with local government. The goal of these efforts is to achieve border-to-border parcel coverage for all publicly and privately owned property within the state.
8. The National Land Parcel Coordinator should develop an intergovernmental funding program for the development and maintenance of parcel data, including incentives to participate for those counties with fully-developed systems and financial support for those who do not.
9. Local government is expected to put into the public domain both parcel geometry and a very limited set of attributes. This should become a minimum requirement to receive federal funds directly associated with property, such as disaster relief.

The full report is available online at http://books.nap.edu/catalog.php?record_id=11978.

E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. Appointments Sought to New National Geospatial Advisory Committee (NGAC)

Applications for appointment to serve on the newly created National Geospatial Advisory Committee (NGAC) were submitted by Randall Johnson, MetroGIS Staff Coordinator, and David Claypool, charter member of the Coordinating Committee. The selection process is anticipated to be completed in September. More about the applicants:

- a) Claypool applied to serve as a representative of the County Government and the Cadastral, Surveying and Mapping Community. His statement of qualifications was accompanied by endorsements from:
 - Don Buhler, Chief Cadastral Surveyor of the US, Co-Chair, FGDC Cadastral Subcommittee
 - Bob Ader, National GCDB Coordinator, FGDC Cadastral Subcommittee Co-Chair
 - Randy Johnson, Hennepin County Commissioner, Chair NACO GIS Committee
 - Victoria Reinhardt, Ramsey County Commissioner, Chair, MetroGIS Policy Board, member of Minnesota GIS Council, vice chair of the NACO Environment, Energy and Land Use Committee, and member NACO IT Committee
 - Kenton C Ward, President, National Association of County Surveyors, Hamilton, IN County Surveyor

- Minnesota's Governor's Council on Geographic Information
- b) Johnson applied to serve as a representative of the Regional Government Stakeholder Group. His statement of qualifications was accompanied by endorsements from:
- Kari Craun, Director, National Geospatial Technical Operations Center, U.S. Geological Survey.
 - Mark Reichardt, President, Open Geographic Consortium (OGC)
 - Ian Masser, President, Global Spatial Data Association 2002-4, President, European Umbrella Organisation for Geographic Information 1999-2003.
 - Victoria Reinhardt, MetroGIS Policy Board Chair, Ramsey County Commissioner, and member of the Minnesota Governor's Council and Geographic Information.
 - Minnesota Governor's Council on Geographic Information.

2. **Lawsuit Settled for Now** – *by Will Craig, University of Minnesota*

The MAPPS case against the federal government for its contacting practices was dismissed by the US District Court in Alexandria VA on June 14. "The federal court's rejection of the MAPPS lawsuit in this ruling will help ensure that all qualified professionals in the mapping and GIS communities can fairly compete for government contracts," said Douglas Richardson, executive director of the AAG.

AAG, URISA, UCGIS, and others had filed an amicus brief in support of the government. According to AAG, an adverse outcome would have effectively excluded everyone but licensed architects, engineers and surveyors from federal government contracts for "mapping" services of every sort and description - not just those mapping services traditionally performed by surveyors. The case was described in the Spring issue of this newsletter.

MAPPS views the decision as based entirely on process and failing to address the legal merits and policy issues. Judge T.S. Ellis' summary judgment in favor of the government was based on the MAPPS plaintiffs' failure to "establish that an injury in fact was suffered by the individual surveyors or their firms." MAPPS public statement says, "The game is not over," but falls short of outlining next steps.

For more information see <http://www.aag.org/help/links.html>, <http://www.urisa.org/policy>, and <http://www.mapps.org/newsroom.asp>.

T. S. Ellis, III
United States District Judge
June 14, 2007

The full decision is posted online for your review: <http://www.urisa.org/policy>."

F) **OTHER NEWS – AUSTRALIAN COURT DECISION**

From: "George.Cho" <George.Cho@canberra.edu.au>
To: <legal-econ@lists.gsdi.org>
Date: 9/6/07 12:39AM
Subject: [GSDI Legal Econ] Surveyors own copyright in Maps and Plans in Australia

Aussie Court decides surveyors own copyright in maps and plans.

Surveyors own the copyright in the maps and plans they create, the Australian Full Federal Court decided on 5 June 2007. The court rejected a claim by the New South Wales Government that it owned the copyright in the plans surveyors created and registered. Copyright Agency Limited (CAL) Chief Executive Jim Alexander said it was a landmark win for surveyors to have their copyright claim acknowledged.

The court found none of the plans were made under the direction and control of the State of NSW, or first published by the State. Copyright Agency Limited, whose members include surveyors, made an application to the Australian Copyright Tribunal for a determination under ss 183 and 183A of the Copyright Act and it was then referred for a legal decision to the Federal Court. However, the court also decided that the State was authorized to use the registered plans under the statutory and regulatory framework without remuneration for surveyors. It said the entering of data in survey plans on to the States Digital Cadastral Database (DCDB) did not entail a reproduction in the 'copyright' sense. Therefore any supply electronically by the State of NSW of any part of the DCDB was not a reproduction of the surveyors' copyright. "We are disappointed that despite acknowledging the copyright owned by our surveyor members, the court has implied there is a license by the government to use the surveyors' works without compensation," Mr. Alexander said. "CAL is considering the decision and will decide on our next move in the next few weeks," he said. Interested readers may download a .pdf from the following site.
<http://www.copyright.com.au/FC%20Judgment%20Lindgren%20Emmett%20Finkelstein%20CAL%20v%20NSW.pdf>

ATTACHMENT A

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



TO: Policy Board

FROM: MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: Proposed Twin Cities Regional Economic Development Website

DATE: September 19, 2007

INTRODUCTION

Chairperson Reinhardt asked me to forward this memorandum to the members of the Policy Board for information and possible consideration at the October 17th Board meeting.

The information presented below was included in the Coordinating Committee's September 12th agenda packet. Representatives of the Twin Cities Regional Economic Development Website were invited to share their proposal with the Committee at its September 12th meeting but did not follow-up on this invitation.

OVERVIEW OF PROPOSAL

A new website is under construction to promote economic development activity in the greater Twin Cities area (11 counties). Sponsored by the Minneapolis Regional Chamber of Commerce with assistance from the Minnesota Commercial Association of Realtors, the new comprehensive business-oriented website will provide information on the regional economy, workforce, development assets, and quality of life. The purpose of the website is to support office, industrial and commercial site location decisions.

All seven metro counties along with four adjacent counties--Chisago, Isanti, Sherburne, and Wright counties--have been invited to join the website group, along with the cities of Minneapolis, St. Paul, and Bloomington. The website is expected to be launched by the end of the year. Because the website will have a GIS platform, the contractor building the website, GIS Planners, is exploring ways to collaborate with MetroGIS as a source of data and a forum for ensuring that data meet agreed-upon standards.

The proposed website would include data on existing buildings, demographics, sites available for development (expansion and new construction), as well as approximately ten GIS layers, depending upon availability (e.g., existing land use, parcels, streets, planned land use, aerial imagery, etc.), to aid users in their analysis of prospective development sites.

The application developer, GIS Planning (<http://www.gisplanning.com>) has developed 140 of these sites around the county. The Milwaukee website (<http://www.milwaukeeprospector.com>) was cited as most similar to the site desired for the greater Twin Cities area. According to the developer, the focus is strictly on economic development, the user will only be able to obtain an image of the data (view-only) and there is no intent to package data viewable on the site for redistribution.

RELEVANCE TO METROGIS

The MetroGIS Policy Board, through its work on the Next-Generation MetroGIS Business plan, has identified three goals for which this proposal provides a means to address at least in part. The three next-generation goals are:

- 1) Pursue opportunities to partner with non-government interests to address shared needs.
- 2) Pursue ways to improve data interoperability/sharing with jurisdictions that adjoin the seven county metropolitan area.
- 3) Expand the scope of regional solutions to include applications in addition to geospatial data that are needed to address shared information needs.

DISCUSSION

The economic development theme is among, if not, the most likely candidate for MetroGIS to discover potential opportunities to partner with non-government interests. When the Staff Coordinator became aware of this proposal, contact was made with Russ Riblett, who is the project manager for development of the proposed website. Mr. Riblett expressed interest in exploring a collaborative relationship with MetroGIS for data access and maintenance and mentioned that he would pass staff's invitation along to others involved in promoting the initiative. He also commented that case studies have been developed for several of their installations which call out various policy and technical obstacles that have been overcome, which may be of value as food for thought for the MetroGIS community.

RECOMMENDATION

Provide direction as to any next steps the Policy Board wishes concerning exploration of possible association with the proposed Twin Cities Regional Economic Development Website initiative, given that many of their targeted participants are also active participants in MetroGIS's efforts.

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
October 17, 2007**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:35 p.m. She welcomed all attendees, introduced Councilmember Steve Elkins, whose appointment to the Policy Board is pending by Metro Cities (Association of Metropolitan Municipalities), and invited them to introduce themselves.

Members Present: Jim Kordiak (Anoka County), Tom Egan (Dakota County), Bill Brown for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), Tony Pistilli (Metropolitan Council), Terry Schneider (AMM- City of Minnetonka), and Dick Carlstrom for Dan Cook (School Districts - TIES).

Members Absent: Tom Workman (Carver County) and Joseph Wagner (Scott County)

Coordinating Committee Members Present: Will Craig, William Brown, Rick Gelbmann, Jane Harper, Brad Henry, Randy Knippel, Nancy Read, and Mark Vander Schaaf.

Support Staff: Randall Johnson and Jonathan Blake (Richardson Richter Associates and member of the Staff Support Team)

Visitors: Steve Elkins (AMM – City of Bloomington; pending appointment to the Policy Board), Dave Hinrichs (Metropolitan Council), Mike McLean (Metropolitan Mosquito Control District) and Mark Kotz (Metropolitan Council)

2. ACCEPT AGENDA

Member Egan moved and Member Schneider seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member O'Rourke moved and Member Lake seconded to approve the July 25, 2007 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Web maps open government to citizens - Metropolitan Mosquito Control District (MMCD)

Mike McLean, MMCD Director of Public Affairs Director, commented that through the use of the subject web-based application, the District has found a way to continue its practice of person to person service while at the same time opening up communication lines with the customer. The result is more access to information (transparency) that used to be the domain of staff and feedback regarding policy implications (accountability). He then provided an overview of the type of information that is accessible via the MMCD map site (http://www.mmcd.org/main_lead.html).

Nancy Read, MMCD Technical Coordinator, then commented on how the MMCD was able to leverage the web application interface developed in cooperation with the OpenMNND project (<http://www.openmnnd.org>) and GeoMoose project (<http://www.geomoose.org/moose>). The total cost of development was \$5,000, none of which was for software since the software developed via the OpenMNND and GeoMoose projects are open source, that is, available free of charge over the Internet. The only cost to the MMCD was to customize its data to work with the application.

Randy Knippel, a member of the OpenMNND project team, commented that he believes this is the first application that is running on the regional parcel dataset.

5. CONSENT AGENDA

There were no items on the consent agenda for consideration.

6. ACTION/DISCUSSION ITEMS

a) 2008-2011 MetroGIS Business Plan – Final Adoption

Business Planning Oversight Team Chairperson Read introduced the topic to the Board members. She recapped direction provided by the Policy Board at the April and July meetings including the vision and mission statements, guiding principals, core functions, preferences for expanding the scope of MetroGIS's functions, major activity areas for the next 3-5 years and a summary of the milestones in the Plan development process that began with the February 8, 2007 Strategic Directions Workshop. See http://www.metrogis.org/teams/pb/meetings/07_1017/6a_presentation.pdf for the slide presentation used for Agenda Items 6a and 6b.)

Mission Statement Modification: Read then explained that the Coordinating Committee, in the course of refining the proposed strategies, recognized the need to modify the mission statement (drop the word "technology" following geographic information and drop capitalization of Metropolitan Area). Chairperson Reinhardt called for comment from the members. None was received.

Motion: Member Schneider moved and Member Pistilli seconded to approve the revised mission statement. Motion carried, ayes all.

Outreach Strategy Modification: Read then explained the Committee believes that outreach to increase awareness of services available through MetroGIS's efforts should be a priority activity but is concerned that this proposal not be found to be inconsistent with the Board's preference to postpone adding a marketing component to the Outreach Plan.

Member Schneider suggested that the program object be renamed "outreach and identification of opportunities" to address the Committee's concern.

Motion: Member Schneider moved and Member Egan seconded to remain the outreach program objective to include the language "and identification of opportunities". Motion carried, ayes all.

Operational Plan Components: Read then summarized the two priority next steps presented in the Operational Plan chapter of the Business Plan: define MetroGIS's role related to addressing shared application needs and a plan to secure additional technical leadership resources needed to achieve the scope expansions defined in the new Business Plan. Both recommendations are to be submitted to the Policy Board for consideration at the April 2008 Policy Board meeting. No modifications were offered to the proposed next steps.

There was not further discussion of the Business Plan other to recognize the Business Planning Oversight Team and staff for their considerable effort to capture the many ideas offered and effectively and efficiently work through differences.

(Editor's Note: Agenda Items 6a and 6b were considered as if a single agenda topic. See Item 6b for the motions pertaining to both items.)

b) 2008 Work Plan and Revised Budget Proposal

Coordinating Committee Chairperson Brown summarized the process by which the proposed 2008 program objectives were identified and proposed budget to support the proposed work objectives, as presented in the agenda report.

Chairperson Reinhardt recognized that the proposed work program as aggressive but necessary to maintain relevance with changing stakeholder needs. She also thanked the Business Planning

Oversight Team, Coordinating Committee and staff for their considerable effort to maintain MetroGIS's relevance.

Motion: *(Editor's Note: Includes Agenda Items 6a)*

Member Egan moved and Member Schneider seconded to:

- 1) Adopt the 2008-2011 MetroGIS Business Plan, dated October 17, 2007, including the above-approved modifications.
- 2) Adopt the 2008 major work program priorities and 2008 expense budget for MetroGIS's "Foster Collaboration" function, as presented in the agenda report dated October 2, 2007.

Motion carried ayes all.

Motion:

Member Pistilli moved and Member Egan second to:

- 1) Authorize a Request for Proposals for expert assistance to assist with hosting a forum through which to define MetroGIS's role related to addressing shared application needs and authorize up to \$8,750 for this contract.
- 2) Authorize staff and leadership to make presentations to organizations that serve custodial roles to ensure they are comfortable with the expectations outlined in the 2008-2011 Business Plan.

Motion carried ayes all.

c) Regional Address Point Database – Next Steps

Mark Kotz, lead staff to the MetroGIS Address Workgroup, provided an overview of the vision adopted by the Board in April 2005 for the regional address points database, the need to define the data synchronization process before a regional custodian can be secured and the process used by which the Workgroup to arrive at its recommendation to partner with Carver County to develop the data synchronization mechanism as an extension of an internal business need.

The slides presented by Kotz can be viewed at

http://www.metrogis.org/teams/pb/meetings/07_1017/07_1017_addressupdate.pdf

Member Schneider challenged the Workgroup to think big, referring to the request for \$10,000. He stated that cities are investing significant resources to support public safety related functions and that if the efficiency of these programs could be improved through the existence of the proposed dataset that the Workgroup should not hesitate to ask for what it takes to implement it. Chairperson Reinhardt commented that the current proposal is to develop a proof of concept that if successful, implementation resource proposals will follow. Staff Coordinator Johnson also mentioned that if the data synchronization pilot is successful, he expects to begin with Members Schneider and Elkins' assistance a dialogue with Metro Cities leadership to decide next steps regarding implementation.

Elkins asked for clarification of the current process to notify organizations of new addresses. Kotz mentioned that the specific parties notified interestingly, vary from city to city but in all cases numerous organizations – public and private – are routinely notified of new addresses and streets. The vision involves a regional database that each of these parties of interest would be made aware of and to shift the burden of notification to those interest who want the information by having them access the regional dataset directly as they wish.

Member Kordiak asked how we can assure that we obtain the deliverable defined in the report. This comment lead to a general conversation among Board members following which the members concluded that Carver County had presented a well thought out, cost effective proposal and that they would likely invest what it takes, beyond their proposed match if need be, to accomplish the deliverable.

Member Pistilli asked if the proposed synchronization mechanism could be expanded to other regional data solutions such as parcels. Staff noted that synchronization of point data will involve

a simpler process than synchronizing polygon data such as parcels but he agreed to keep in the mind the need as the point data mechanism is developed and to offer recommendations for tackling the more complex polygon data.

Motion: Member Kordiak moved and Member Egan seconded to:

- 1) Endorse continued effort to implement a regional “Occupiable Units” database, change the name from “Occupiable Units” to “Address Points”, and work to further refine custodial roles and responsibilities as described in the agenda report, dated October 5, 2007.
- 2) Authorize use of \$10,000 of MetroGIS’s Special Projects funds to contract with and pay Carver County one half of its costs to develop a working example of a synchronization mechanism that works with the online maintenance tool that is under development by Carver, Scott and Hennepin Counties

Motion carried, ayes all.

d) 2008 Meeting Schedule

Motion: Member Pistilli moved and Member O’Rourke seconded to approve the 2008 meeting schedule as presented in the agenda packet: January 16th, April 23rd, July 23rd, and October 22nd.

Motion carried, ayes all.

7. MAJOR ACTIVITY UPDATES

No questions or comments were offered concerning the topics listed in the agenda materials.

8. INFORMATION SHARING

a) Twin Cities Regional Economic Development Web Site

The Staff Coordinator asked the Policy Board members who are affiliated with counties if they aware of a request for financial participation in the proposed web site from the Regional Chamber of Commerce.

Member O’Rourke noted that Washington County has agreed to be a subscriber because the County Board wants to be responsive to the city officials within the county that have asked the county to take a higher profile role in fostering economic development activity. She also summarized the types of real estate and socio economic data that is proposed to be available from the site and the principal purpose is to assist companies evaluate site options for expansion or new develop in the Twin Cities metropolitan area. She mentioned the proposers had mentioned that Ramsey County had agreed to participate. Chairperson Reinhardt noted that she was not aware of such a commitment.

Brown noted that a representative of the Regional web site proposal has a meeting scheduled with three Hennepin County Commissioners and that he has asked to attend. He commented that Hennepin County is being asked to pay \$46,000 and that has concern for how the funding will be used, in particular the cost of data and whether some of the data sources could be supplied via MetroGIS for less.

Elkins commented that he is member of the Chamber and is aware of the proposed project. He noted that the Chamber is sponsoring it because they believe the Twin Cities is at a competitive disadvantage with those metro areas that have implemented this tool.

Member Kordiak asked who has access to the data which led to a brief conversation about interest in meeting with the proposers to evaluate the potential for leveraging capabilities.

Member Pistilli commented that he would like to know more about the Chambers business model regarding this service. Member Schneider commented that he favors exploring a partnership as the Chamber’s proposal offer a good test case for evaluating policy implications regarding each

of the three scope expansions (e.g., add applications to regional data solutions, seek out partnerships with non e government to address shared information needs, and improve interoperability with jurisdictions that adjoin the seven county Metropolitan Area.)

Schneider commented that if a meeting is held, it should be with those persons who are making the decisions. It was agreed that meeting should be sought. Elkins agreed to contact the Executive Director and explain the situation. Members Schneider, Pistilli, O'Rourke, Brown, and Chairperson Reinhardt expressed interest in participating in the dialogue if a meeting is set up.

Staff was asked to report back to the Board at the January meeting.

b) Debrief Event Proposed – GIS Involvement in Response to I-35W Bridge Collapse

Chairperson Reinhardt commented that she had attended the luncheon at the GIS/LIS Consortium's Annual State Conference on October 11th, as the Staff Coordinator's guest when he received the Consortium's Polaris Award, and that prior to the award ceremony that she had the opportunity to experience a presentation about the use of GIS technology in response to the bridge collapse and experiences of the GIS professional to respond to needs of emergency response officials. Chairperson Reinhardt summarized the type of information shared and Board members concurred that the Coordinating Committee should attempt to arrange for this presentation to be given to the Board at its January 2008 meeting.

c) Description of MetroGIS added to Wikipedia

Member Kordiak requested clarification about who uses Wikipedia to which Coordinating Committee members Gelbmann and Craig offered examples.

9. NEXT MEETING

The next meeting is scheduled for January 16, 2008.

10. ADJOURN

The meeting adjourned at 8:40 p.m.

Prepared by:

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Christopher Kline
MetroGIS Support Team



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Tom Workman,
Carver County

Roger Lake,
MAWD

Dennis Hegberg,
Washington County

Dan Cook,
TIES

Randy Johnson,
Hennepin County

Steve Elkins,
City of Bloomington
Metro Cities

Terry Schneider,
City of Minnetonka
Metro Cities

Joseph Wagner,
Scott County

Tony Pistilli,
Metropolitan Council

Coordinating Committee

William Brown,
Chairperson
Hennepin County

Ned Phillips,
Vice-Chairperson
Rice Creek WSD

Staff Coordinator

Randall Johnson

Wednesday, January 30, 2008

6:30 p.m. (Rescheduled from January 16)

Metropolitan County Government Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

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 - d) December 2007 Coordinating Committee Meeting Summary
8. **Next Meeting**
April 23, 2008 (*election of officers for 2008*)
9. **Adjourn**

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Metropolitan Mosquito Control District Offices
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6. ACTION/DISCUSSION ITEMS

a) **2008-2011 MetroGIS Business Plan – Final Adoption**

Business Planning Oversight Team Chairperson Read introduced the topic to the Board members. She recapped direction provided by the Policy Board at the April and July meetings including the vision and mission statements, guiding principals, core functions, preferences for expanding the scope of MetroGIS's functions, major activity areas for the next 3-5 years and a summary of the milestones in the Plan development process that began with the February 8, 2007 Strategic Directions Workshop. See http://www.metrogis.org/teams/pb/meetings/07_1017/6a_presentation.pdf for the slide presentation used for Agenda Items 6a and 6b.)

Mission Statement Modification: Read then explained that the Coordinating Committee, in the course of refining the proposed strategies, recognized the need to modify the mission statement (drop the word “technology” following geographic information and drop capitalization of Metropolitan Area). Chairperson Reinhardt called for comment from the members. None was received.

Motion: Member Schneider moved and Member Pistilli seconded to approve the revised mission statement. Motion carried, ayes all.

Outreach Strategy Modification: Read then explained the Committee believes that outreach to increase awareness of services available through MetroGIS's efforts should be a priority activity but is concerned that this proposal not be found to be inconsistent with the Board's preference to postpone adding a marketing component to the Outreach Plan.

Member Schneider suggested that the program object be renamed “outreach and identification of opportunities” to address the Committee's concern.

Motion: Member Schneider moved and Member Egan seconded to remain the outreach program objective to include the language “and identification of opportunities”. Motion carried, ayes all.

Operational Plan Components: Read then summarized the two priority next steps presented in the Operational Plan chapter of the Business Plan: define MetroGIS's role related to addressing shared application needs and a plan to secure additional technical leadership resources needed to achieve the scope expansions defined in the new Business Plan. Both recommendations are to be submitted to the Policy Board for consideration at the April 2008 Policy Board meeting. No modifications were offered to the proposed next steps.

There was not further discussion of the Business Plan other to recognize the Business Planning Oversight Team and staff for their considerable effort to capture the many ideas offered and effectively and efficiently work through differences.

(Editor's Note: Agenda Items 6a and 6b were considered as if a single agenda topic. See Item 6b for the motions pertaining to both items.)

b) **2008 Work Plan and Revised Budget Proposal**

Coordinating Committee Chairperson Brown summarized the process by which the proposed 2008 program objectives were identified and proposed budget to support the proposed work objectives, as presented in the agenda report.

Chairperson Reinhardt recognized that the proposed work program as aggressive but necessary to maintain relevance with changing stakeholder needs. She also thanked the Business Planning

Oversight Team, Coordinating Committee and staff for their considerable effort to maintain MetroGIS's relevance.

Motion: *(Editor's Note: Includes Agenda Items 6a)*

Member Egan moved and Member Schneider seconded to:

- 1) Adopt the 2008-2011 MetroGIS Business Plan, dated October 17, 2007, including the above-approved modifications.
- 2) Adopt the 2008 major work program priorities and 2008 expense budget for MetroGIS's "Foster Collaboration" function, as presented in the agenda report dated October 2, 2007.

Motion carried ayes all.

Motion:

Member Pistilli moved and Member Egan second to:

- 1) Authorize a Request for Proposals for expert assistance to assist with hosting a forum through which to define MetroGIS's role related to addressing shared application needs and authorize up to \$8,750 for this contract.
- 2) Authorize staff and leadership to make presentations to organizations that serve custodial roles to ensure they are comfortable with the expectations outlined in the 2008-2011 Business Plan.

Motion carried ayes all.

c) Regional Address Point Database – Next Steps

Mark Kotz, lead staff to the MetroGIS Address Workgroup, provided an overview of the vision adopted by the Board in April 2005 for the regional address points database, the need to define the data synchronization process before a regional custodian can be secured and the process used by which the Workgroup to arrive at its recommendation to partner with Carver County to develop the data synchronization mechanism as an extension of an internal business need.

The slides presented by Kotz can be viewed at

http://www.metrogis.org/teams/pb/meetings/07_1017/07_1017_addressupdate.pdf

Member Schneider challenged the Workgroup to think big, referring to the request for \$10,000. He stated that cities are investing significant resources to support public safety related functions and that if the efficiency of these programs could be improved through the existence of the proposed dataset that the Workgroup should not hesitate to ask for what it takes to implement it. Chairperson Reinhardt commented that the current proposal is to develop a proof of concept that if successful, implementation resource proposals will follow. Staff Coordinator Johnson also mentioned that if the data synchronization pilot is successful, he expects to begin with Members Schneider and Elkins' assistance a dialogue with Metro Cities leadership to decide next steps regarding implementation.

Elkins asked for clarification of the current process to notify organizations of new addresses. Kotz mentioned that the specific parties notified interestingly, vary from city to city but in all cases numerous organizations – public and private – are routinely notified of new addresses and streets. The vision involves a regional database that each of these parties of interest would be made aware of and to shift the burden of notification to those interest who want the information by having them access the regional dataset directly as they wish.

Member Kordiak asked how we can assure that we obtain the deliverable defined in the report. This comment lead to a general conversation among Board members following which the members concluded that Carver County had presented a well thought out, cost effective proposal and that they would likely invest what it takes, beyond their proposed match if need be, to accomplish the deliverable.

Member Pistilli asked if the proposed synchronization mechanism could be expanded to other regional data solutions such as parcels. Staff noted that synchronization of point data will involve

a simpler process than synchronizing polygon data such as parcels but he agreed to keep in the mind the need as the point data mechanism is developed and to offer recommendations for tackling the more complex polygon data.

Motion: Member Kordiak moved and Member Egan seconded to:

- 1) Endorse continued effort to implement a regional “Occupiable Units” database, change the name from “Occupiable Units” to “Address Points”, and work to further refine custodial roles and responsibilities as described in the agenda report, dated October 5, 2007.
- 2) Authorize use of \$10,000 of MetroGIS’s Special Projects funds to contract with and pay Carver County one half of its costs to develop a working example of a synchronization mechanism that works with the online maintenance tool that is under development by Carver, Scott and Hennepin Counties

Motion carried, ayes all.

d) 2008 Meeting Schedule

Motion: Member Pistilli moved and Member O’Rourke seconded to approve the 2008 meeting schedule as presented in the agenda packet: January 16th, April 23rd, July 23rd, and October 22nd.

Motion carried, ayes all.

7. MAJOR ACTIVITY UPDATES

No questions or comments were offered concerning the topics listed in the agenda materials.

8. INFORMATION SHARING

a) Twin Cities Regional Economic Development Web Site

The Staff Coordinator asked the Policy Board members who are affiliated with counties if they aware of a request for financial participation in the proposed web site from the Regional Chamber of Commerce.

Member O’Rourke noted that Washington County has agreed to be a subscriber because the County Board wants to be responsive to the city officials within the county that have asked the county to take a higher profile role in fostering economic development activity. She also summarized the types of real estate and socio economic data that is proposed to be available from the site and the principal purpose is to assist companies evaluate site options for expansion or new develop in the Twin Cities metropolitan area. She mentioned the proposers had mentioned that Ramsey County had agreed to participate. Chairperson Reinhardt noted that she was not aware of such a commitment.

Brown noted that a representative of the Regional web site proposal has a meeting scheduled with three Hennepin County Commissioners and that he has asked to attend. He commented that Hennepin County is being asked to pay \$46,000 and that has concern for how the funding will be used, in particular the cost of data and whether some of the data sources could be supplied via MetroGIS for less.

Elkins commented that he is member of the Chamber and is aware of the proposed project. He noted that the Chamber is sponsoring it because they believe the Twin Cities is at a competitive disadvantage with those metro areas that have implemented this tool.

Member Kordiak asked who has access to the data which led to a brief conversation about interest in meeting with the proposers to evaluate the potential for leveraging capabilities.

Member Pistilli commented that he would like to know more about the Chambers business model regarding this service. Member Schneider commented that he favors exploring a partnership as the Chamber’s proposal offer a good test case for evaluating policy implications regarding each

of the three scope expansions (e.g., add applications to regional data solutions, seek out partnerships with non e government to address shared information needs, and improve interoperability with jurisdictions that adjoin the seven county Metropolitan Area.)

Schneider commented that if a meeting is held, it should be with those persons who are making the decisions. It was agreed that meeting should be sought. Elkins agreed to contact the Executive Director and explain the situation. Members Schneider, Pistilli, O'Rourke, Brown, and Chairperson Reinhardt expressed interest in participating in the dialogue if a meeting is set up.

Staff was asked to report back to the Board at the January meeting.

b) Debrief Event Proposed – GIS Involvement in Response to I-35W Bridge Collapse

Chairperson Reinhardt commented that she had attended the luncheon at the GIS/LIS Consortium's Annual State Conference on October 11th, as the Staff Coordinator's guest when he received the Consortium's Polaris Award, and that prior to the award ceremony that she had the opportunity to experience a presentation about the use of GIS technology in response to the bridge collapse and experiences of the GIS professional to respond to needs of emergency response officials. Chairperson Reinhardt summarized the type of information shared and Board members concurred that the Coordinating Committee should attempt to arrange for this presentation to be given to the Board at its January 2008 meeting.

c) Description of MetroGIS added to Wikipedia

Member Kordiak requested clarification about who uses Wikipedia to which Coordinating Committee members Gelbmann and Craig offered examples.

9. NEXT MEETING

The next meeting is scheduled for January 16, 2008.

10. ADJOURN

The meeting adjourned at 8:40 p.m.

Prepared by:

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Christopher Kline
MetroGIS Support Team



TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration
GIS's Role in Response to I-35W Bridge Collapse

DATE: December 26, 2007
(For the Jan. 16th meeting)

INTRODUCTION

The GIS Technology Demonstration planned for the October Policy Board will focus on the role GIS technology played in response to the I-35W Bridge Collapse.

Paul Weinberger (City of Minneapolis), Dan Ross (MnDOT), and Joella Givens (MnDOT-Metro District) will make the presentation.

BACKGROUND

Policy Board Chairperson Reinhardt attended the State GIS/LIS State Conference in October 2007 and sat in on the luncheon presentation about how City of Minneapolis and MnDOT staff leveraged GIS technology to assist in responding to the I-35W bridge collapse. Chairperson Reinhardt was impressed and asked if it would be possible to repeat that presentation for the Policy Board at its January 2008 meeting. Coordinating Committee member Givens made arrangements to do so.

ABSTRACT FROM GIS/LIS CONFERENCE PROGRAM

"I35W: RESPONSE, RECOVERY, AND PLANNING"

On August 1, 2007 the Interstate 35W Bridge collapsed over the Mississippi River. Dozens of vehicles were on the bridge at the time, including a school bus carrying around 60 children and construction equipment and many workers. In minutes, The City of Minneapolis, Mn/DOT, and Homeland Security Emergency Management implemented emergency operations plans. Minneapolis Police and Fire departments, first responders, and partners from many other agencies quickly showed up at the scene. Incident Command, headed by the Minneapolis Fire Department, was quickly set up on the 10th Avenue Bridge. At the height of the response, there were more than 75 firefighting personnel and 75 law enforcement units at the scene, including divers and members of special collapsed structure rescue teams. GIS staff responded as well. Within hours of the incident, geospatial technology and data was used in a variety of ways to support the rescue crews, recovery teams, and emergency response personnel. GIS was also used to support recovery efforts after the immediate response and is being used in the planning process for the new bridge.

With the many agencies responding, instituting GIS for the efforts needed to be a collaborative effort. Minneapolis reached out to other agencies and vendors for added support to plan, respond, and provide shared information to assist efforts at the site. This session will provide a timeline for GIS activities and introduce how geospatial technology has been used in the response, recovery, and planning phases of the efforts and work that has been taking place. We will provide some insight as to lessons that have been learned throughout the process and will speak to how awareness of the technology has risen due to this event."

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

PREVIOUS GIS TECHNOLOGY DEMONSTRATIONS

- Oct. 2007: Web maps open government to citizens - Metropolitan Mosquito Control District
- Jul. 2007: Metropolitan Council new “Maps” mini website
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs
- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: (*No presentation*)
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group’s Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS’s Efforts
- Jan. 2005: Regional Mailing Application
- 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: Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Regional Emergency Preparedness Solution

DATE: December 28, 2007
(For the Jan 16th Mtg.)

INTRODUCTION

The purposes of this report are to share with the Policy Board:

- 1) Progress made to implement the vision of a regional emergency management solution as endorsed by the Board in 2005 to:
 - Uniformly managing data important to emergency preparedness and response activities.
 - Nurturing critical working relationships with a host of organization interests, including state agencies.
- 2) An application submitted for federal grant funds to leverage the regional solution under development for Twin Cities Metropolitan Area for application throughout the state of Minnesota.

Randy Knippel, Chair of the MetroGIS Emergency Preparedness Workgroup, and Steve Swazee, Co-chair of the Emergency Preparedness Committee of the Minnesota Governor's Council on Geographic Information, will be the presenters.

PREVIOUS ACTION

1. December 17, 2007- Coordinating Committee:

- Concluded that a presentation to the Policy Board was in order to share progress made to achieve the vision of a regional emergency preparedness solution and to inform them of a grant application that if awarded would leverage the subject solution for statewide implementation. (See Attachment E)
- In response to a request from MnDOT, the Coordinating Committee accepted the Chair of the Emergency Preparedness Workgroup's suggestion that the Workgroup be assigned the tasks of developing a strategy to ensure that licensed geospatial data (e.g., parcels and imagery) are available to organizations that need it for response to emergency situations, such as the I-35W Bridge collapse. (See Attachment B for more background on this request.)

2. October 19, 2005: The Policy Board endorsed the vision for a county-based collaborative solution and provided constructive criticism regarding a pilot project to develop procedures (see Attachment A).

PROGRESS ON IMPLEMENTATION OF REGIONAL SOLUTION

In 2005, following Policy Board endorsement of a vision statement for a regional Emergency Preparedness data solution, a pilot was initiated an experimental effort that involved all seven counties assuming various primary and regional custodian responsibilities to collaboratively manage numerous Emergency Preparedness related data types. The Policy Board endorsed the pilot at its October 2005 meeting and requested modification of the outreach materials to more clearly define the objectives and benefits in a manner that policy makers and senior managers could relate to. (See Attachment A for an excerpt from the October 2005 Policy Board meeting summary.)

A decision was made to combine the MetroGIS Emergency Preparedness Workgroup and the Governor's Council on Geographic Information's (GCGI) Emergency Preparedness Committee (EPC) to better coordinate issues and opportunities of common interest and leverage related work via the GCGI that needs broader management and policy buy-in from the counties. In the course of the work of the combined interests, state agency officials, in particular Kris Eide, the Director of the Division of Homeland Security and Emergency Management (HSEM) have become involved in this effort and recognize the work that has been done by MetroGIS as an important priority for the state, as well as an opportunity for statewide implementation (see Attachment D).

RECOMMENDATION

No action is requested. Board members are, however, encouraged to offer suggestions as to ways the Workgroup can continue to develop political legitimacy for the subject regional emergency preparedness data solution.

ATTACHMENT A

EXCERPT

Policy Board Meeting Summary October 19, 2005

5a) Emergency Preparedness – Proposed Interim Regional Solution Report

Coordinating Committee Chairperson Read introduced the need for regional interoperability of emergency preparedness-related data with the following scenario. A jet aircraft is having difficulty and dumps fuel before landing. The fuel falls across a three county area. Emergency responders need to assess the impact on water intakes.

She then introduced Randy Knippel, Dakota County GIS Coordinator and Chair of the MetroGIS Emergency Preparedness Workgroup, noting that the Coordinating Committee had endorsed the proposed collaborative solution presented in the agenda materials at its September 21st meeting. The presentation slides can be viewed at http://www.metrogis.org/teams/pb/meetings/05_1019/slides.pdf.

Knippel summarized the collaborative vision (for the details see the White Paper dated September 1, 2005 at http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf), noting that the seven counties are proposed to be the core participants and that officials affiliated with each of the counties had been actively involved in the development of the vision. He commented that the initial focus is on public health related topics such as data related to the Strategic National Stockpile initiative and that a major benefit is provision of a common operating picture for how the GIS and Emergency Preparedness/Management communities can collaborate. The key is recognizing that all disasters are local and that local officials possess the detailed knowledge needed to quickly respond. Moreover, to apply outside resources – nearby communities, state, federal assistance – quickly and effectively, there is a compelling need to create systems that facilitate easy and comprehensive access to data about the specific locality involved. In short, the protocols proposed by the Workgroup are designed to capture a host of data important to effectively respond to emergencies and create a sustainable mechanism with defined organizational roles and responsibilities to keep these data current and readily accessible. He also noted that a website has been created to improve communication with and understanding by the emergency preparedness community.

Before concluding his presentation, Knippel invited Debra Ehert of the Minnesota Department of Health to comment from the perspective of a benefactor of the proposed vision. Ms. Ehert spoke strongly in favor of the proposal, noting that the efforts of the Workgroup have been critical to their ability to effectively integrate GIS technology into their day-to-day business functions. She emphasized that the existence of cross-jurisdictionally compliant data are critical to achieving the Department of Health's mandates, as there is a major spatial dynamic to their work.

Knippel concluded his presentation by summarizing the components of the recommendation. In response to a question from Member Delaney, Knippel commented that the Workgroup is **asking if the Board concurs that the vision has political legitimacy before further testing is initiated**. Policy Board members then suggested that in addition to seeking a finding of legitimacy from the Policy Board, the Workgroup should be seeking the desired acknowledgement from the Pawlenty Administration, in particular the Department of Public Safety, as well as from the Legislature, League of Cities, and Association of Minnesota (and Metropolitan) Counties. At the county level, Board members concurred that the focus should be on seeking legitimacy from the Emergency Management Coordinators (EMC), as opposed to directly from the County Boards, noting that if the EMC's are sold on the idea, they will recommend it to their respective county boards. Member Delaney noted that each of the county EMCs is responsible for detailed plans to satisfy FEMA compliance standards and that access to accurate data is critical to their ability to effectively carry out this planning requirement.

Member Schneider commented that he supports the vision concept as most cities and counties have detailed plans that call for a high level of coordination. He concurred with other members that the plan should seek to obtain recognition at the state level sooner rather than later. He also offered constructive criticism concerning the graphic that illustrates the process, which is included in the agenda materials.

The Board concurred with Member Schneider that the graphic needs to focus on demonstrable program-related outcomes familiar and important to policy makers and that the terminology needs to be more aligned with their worlds.

Vice-Chair Kordiak asked for clarification about how the Workgroup expects the Emergency Management community to use GIS technology. Knippel responded that the goal is to raise awareness of the value that the GIS professional can bring to a disaster response effort and include them on the team. No one is expecting the Emergency Managers to use the technology themselves in the time of a crisis.

Member Schneider noted that the presence of accurate data maintained in a system that permits analysis of “what if” scenarios would provide an enormously valuable training tool.

Motion: Member Egan moved and Member Delaney seconded, with the understanding that the process graphic will be improved to illustrate program rather than process outcomes, that the Policy Board and, in particular, each county representative:

- 1) Advocate among the leadership of their respective organizations for the next phase of testing and further refinement.
- 2) Offer suggestions for how the proposed roles and responsibilities might work better in their respective organization.
- 3) Authorize Chairperson Reinhardt to sign a letter inviting members of the EP community to attend an outreach event(s) at which the subject interim strategy will be explained and next steps discussed.

Motion carried, ayes all.

ATTACHMENT B

County Data Producers Workgroup Excerpt from Meeting Summary October 31, 2007

6. Formalize Emergency Preparedness Data Responsibilities

Knippel explainedthat he would like to take steps to pursue recognition of the emergency preparedness data as an officially endorsed MetroGIS dataset with custodial responsibilities tied to the counties as outlined in the published project report dated September 1, 2005. Ensuing activities would be related to updating the existing datasets using the custodian roles outlined in that report. This will then be offered to the Governor's Council on Geographic Information (GCGI) Emergency Management Committee (EPC) as a candidate model for statewide implementation.

Members generally supported the concept of moving forward but want more details regarding data layers and names of county GIS contacts involved in previous emergency preparedness data efforts.

Action:

Knippel will provide details requested to members. Members will verify contacts or identify updated contacts and talk to them about emergency preparedness data to identify any issues with the county's role. Knippel will work with Randall Johnson, MetroGIS Staff Coordinator, to define the process for creating MetroGIS endorsed data sets for emergency preparedness using custodian roles, as defined in the 2005 report.

(Editor's note: This topic was shared with the Coordinating Committee on December 18, 2007. A grant application for federal funding to enhance the subject regional emergency preparedness solution and potentially expand the concept beyond the Metropolitan Area were acknowledged as an exciting opportunity that should be shared with the Policy Board at its January 2008 meeting.)

ATTACHMENT C

From: "Joella Givens" <Joella.Givens@dot.state.mn.us>
To: <randy.johnson@metc.state.mn.us>
Date: 9/17/07 4:12PM
Subject: data sharing for emergencies

Randy,

My boss stopped down today with a concern about data sharing for future emergencies. We discussed the various data sharing agreements we now have, including their limitations (i.e. no sharing). He is directing me to work toward solving the problem.

As I see it, we can go **two ways**. We could **visit every contract and data sharing agreement we have, and amend it to add a clause for emergencies**. Or we could **develop a separate 'emergency contingency' agreement** and execute that between us and the parties we have agreements with. Then if an emergency developed, we could share any data from that agency, even if from multiple agreements in the past.

We will need to get some agreement that this is a worthy goal.

Then we will need to establish **what constitutes an "emergency"** for this agreement. We will also need to designate who can declare an emergency for this purpose. I believe that MESB may be useful here. I was unable to reach Gordon this morning, but left him a voice mail and have cc'ed him on this e-mail.

Then we need to define what can be done with the data in such an emergency. Can we provide the data to other responders? (eg. cities, counties, state and federal agencies, relief organizations, etc.) Can we make it available on a web site? Does the data producer need to be notified that the data is being shared under this agreement?

I think there are certainly more questions than answers here. However I believe that **MetroGIS is the best vehicle to vet the issue and develop a solution**. I am willing to work with individual counties one at a time if needed, or bring the issue to the Coordinating Committee or Policy Board if appropriate.

Your thoughts??

Thanks,

Joella Givens
GIS Manager
Mn/DOT Metro - Waters Edge
1500 West County Road B-2
Roseville, Mn. 55113

joella.givens@dot.state.mn.us

ATTACHMENT D

Endorsement from Mn Department of Public Safety

(following page)

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Division of Homeland Security and Emergency Management

444 Cedar Street, Suite 223, St. Paul, Minnesota 55101-6223
Phone: 651/201-7400 Fax: 651/296-0459 TTY: 651/282-6555
Internet: www.dps.state.mn.us

December 18, 2007

Randal Johnson
MetroGIS Coordinator

Dear Mr. Johnson:

I would like to commend MetroGIS for its leadership in emphasizing the importance of GIS for emergency preparedness and coordinating development of critical GIS data to support emergency managers in the Twin Cities area. I want to encourage MetroGIS to continue these efforts, in coordination with pending statewide efforts to do the same.

The Emergency Preparedness Committee (Committee) of the Minnesota Governor's Council on Geographic Information (GCGI), which I chair for FY2008, is the principal organization for promoting, coordinating, and standardizing GIS use across all levels of the state's Emergency Management community. I believe my state position, as Director of the Minnesota Homeland Security and Emergency Management division, will provide greater emphasis to the Committee's work and higher visibility within the emergency management community. I firmly believe GIS is an important resource that is underutilized for emergency planning and response in Minnesota. Thus, together with my co-chair, Steve Swazee, we are refocusing the Committee efforts for 2008, emphasizing the need for local government involvement and collaboration across jurisdictions. We are proceeding with a heightened sense of urgency due to recent disaster events in our state.

As you are aware, MetroGIS has a history of providing organization for GIS efforts in the Twin Cities area and has been involved in encouraging GIS use for emergency preparedness for several years. In fact, many of our Committee members are from the metro area and have been involved in that work. As a result, we are looking for ways to leverage those past efforts, beginning with the 2005 MetroGIS Emergency Preparedness Workgroup Project Report. This report includes a collaborative data custodian model that is the logical starting point for developing a future statewide model.

I would encourage you to formally institutionalize the MetroGIS model for the Twin Cities so we can work together to ensure accurate, complete, and timely data is available for emergency response. There is an immediate need for that data in the Metro area, so I would also encourage on-going efforts to refine it. Such a coordinated effort between counties and cities through MetroGIS would be an important component of our statewide efforts. Consequently, I would greatly appreciate it if the importance of this issue could be communicated to your constituents so that adequate resources could be allocated to this activity.

Sincerely,

Kris A. Eide, Director
Chair, Emergency Preparedness Committee
Minnesota Governor's Council on Geographic Information

Alcohol
and Gambling
Enforcement

ARMER/911
Program

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire
Marshal and
Pipeline Safety



ATTACHMENT E



Victoria A. Reinhardt

BOARD OF RAMSEY COUNTY COMMISSIONERS
DISTRICT 7

DARREN E. TOBOLT
ASSISTANT TO COMMISSIONER
Darren.Tobolt@Co.Ramsey.MN.us

221 COURT HOUSE
SAINT PAUL, MINNESOTA 55102
TEL: (651) 256-8150 FAX: (651) 266-8370
Victoria.Reinhardt@Co.Ramsey.MN.us

December 17, 2007

John Hoshal, GIS Services Supervisor
Land Management Information Center
Minnesota Dept. of Administration
658 Cedar St., Suite 300
St. Paul, MN 55155-1603

Dear Mr. Hoshal:

I am pleased to offer support for your FGDC CAP grant proposal; prepared in collaboration with several MetroGIS stakeholders and other state and federal organizations through the Governor's Council on Geographic Information - Emergency Preparedness Committee (GCGI EPC).

It is my understanding that this project will result in continued refinement of structures data needed for homeland security and emergency management by emphasizing data stewardship and multi-level government partnerships. It is also our understanding that you intend to leverage several MetroGIS efforts including its shared data custodian model and address points application. As proposed, this project will promote collaborative data development within our region and statewide through the GCGI EPC. This is an important principle behind MetroGIS and therefore the Policy Board recommends that the FGDC encourage it as well by awarding the grant for this project.

As importantly, MetroGIS leadership believe this project will also benefit organizations beyond those directly involved in the project. For example, it will allow smaller counties and cities to engage in needed data development without a major investment in software. Expanding on MetroGIS efforts will also help nurture FGDC goals of good stewardship for homeland security and emergency management data in general. We are pleased to support such national geospatial initiatives that foster improved access to these critical data.

Minnesota's First Home Rule County

printed on recycled paper with a minimum of 10% post consumer content

A handwritten signature in dark ink, appearing to read "Victoria A. Reinhardt".

MetroGIS is a voluntary partnership of organizations in the Twin Cities Metropolitan Area that rely upon geographic information systems technology to accomplish their business functions. The MetroGIS Policy Board provides direction for the MetroGIS Organization and is comprised of twelve elected officials - each representing a core stakeholder or stakeholder community. Members include each of the seven metropolitan counties, the Association of Metropolitan Municipalities (AMM), Metropolitan Chapter of the Minnesota Association of Watershed Districts (MAWD), Technology Information Educational Services (TIES - school districts), and the Metropolitan Council. The Policy Board also serves as a political reality check for all actions fundamental to the success of MetroGIS. For more information about our organization, please visit www.metrogis.org.

Thank you for the opportunity to demonstrate our continuing support for collaboration between the MetroGIS and the GCGI EPC communities. We look forward to working with you on this exciting project.

Sincerely,



Victoria Reinhardt
Ramsey County Commissioner and MetroGIS Policy Board Chair

cc: MetroGIS Policy Board members
MetroGIS Coordinating Committee members



TO: Policy Board

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

SUBJECT: Proposed Twin Cities Economic Development Web Site

DATE: December 28, 2007
(For the Jan. 16th Meeting)

INTRODUCTION

The purpose of this report is to share the results of a meeting on December 7, 2007 at which members of the Policy Board met with the President of the Greater Minneapolis Chamber of Commerce and project leads for the proposed Regional Economic Development Website. The main purpose of the meeting was to initiate talks to explore how the two organizations might collaborate, given the overlap of key organizational interests, concerning the proposed Website.

PREVIOUS POLICY BOARD CONSIDERATION

At its October 17, 2007 meeting, the Board directed staff to set up a meeting with the leadership of the Greater Minneapolis Chamber of Commerce to explore the potential for collaboration between the Chamber and MetroGIS regarding the proposed website.

The Policy Board requested the subject meeting for several reasons (an excerpt from the meeting summary is provided in the Reference Section.):

- 1) The target audience and funding partners for the proposed website include all seven metropolitan area counties, four counties that adjoin the seven metro counties (Chisago, Isanti, Sherburne, and Wright,) and possibly other interests who are currently active participants in MetroGIS's efforts.
- 2) The objectives of the proposed website Board also align well with objectives set forth in the 2008-2011 MetroGIS Business Plan and offer a good test case for evaluating policy implications regarding each of the three scope expansions adopted earlier in the same meeting:
 - Add applications to regional data solutions
 - Seek out partnerships with non- government to address shared information needs
 - Improve interoperability with jurisdictions that adjoin the seven county Metropolitan Area

The letter sent to Todd Klingel, President of the Minneapolis Regional Chamber of Commerce, requesting this meeting is presented in Attachment A.

SUMMARY OF DECEMBER 7, 2007 MEETING

Policy Board members Schneider, Elkins, and O'Rourke, along with the Staff Coordinator, met with Todd Klingel, President of the Minneapolis Regional Chamber of Commerce, Janna King and Russ Riblett (by phone). Both parties explained their respective objectives. Mr. Klingel commented that the Chamber opted to pursue this initiative as a means to foster economic development cooperation that has not been as widespread in the past as desired. Mr. Riblett commented that in his experience building similar web sites that the presence of regional datasets (data normalized across multiple counties) as have been created through MetroGIS's efforts is not typical and that leveraging these regional assets presents an opportunity to set the Twin Cities apart from other regions. The group recognized that uniformity among the various websites must be maintained to support apples-to-apples comparisons but the group also concurred that if the completeness, accuracy, and correctness of the locally-produced data were better than available via national datasets, as are the typical data sources, that an advantage can be gained.

It was agreed that once the Chamber has completed the initial roll out of the website, planned for mid-winter 2008, and is satisfied that it is operating as designed that they will initiate further conversations with MetroGIS to discuss potential enhancements using regional datasets and cooperative outreach that achieve common needs. See Attachments A and B for communication following the meeting. Policy Board Member O'Rourke, who also serves on Website Steering Committee, agreed to serve as the liaison between the two interests.

RECOMMENDATION

No action requested at this time.

REFERENCE SECTION

Excerpt from October 17, 2007 Meeting Summary

8a. Twin Cities Regional Economic Development Web Site

The Staff Coordinator asked the Policy Board members who are affiliated with counties if they are aware of a request for financial participation in the proposed web site from the Regional Chamber of Commerce.

Member O'Rourke noted that Washington County has agreed to be a subscriber because the County Board wants to be responsive to the city officials within the county that have asked the county to take a higher profile role in fostering economic development activity. She also summarized the types of real estate and socio economic data that is proposed to be available from the site and the principal purpose is to assist companies evaluate site options for expansion or new develop in the Twin Cities metropolitan area. She mentioned the proposers had mentioned that Ramsey County had agreed to participate. Chairperson Reinhardt noted that she was not aware of such a commitment.

Brown noted that a representative of the Regional web site proposal has a meeting scheduled with three Hennepin County Commissioners and that he has asked to attend. He commented that Hennepin County is being asked to pay \$46,000 and that has concern for how the funding will be used, in particular the cost of data and whether some of the data sources could be supplied via MetroGIS for less.

Elkins commented that he is member of the Chamber and is aware of the proposed project. He noted that the Chamber is sponsoring it because they believe the Twin Cities is at a competitive disadvantage with those metro areas that have implemented this tool.

Member Kordiak asked who has access to the data which led to a brief conversation about interest in meeting with the proposers to evaluate the potential for leveraging capabilities.

Member Pistilli commented that he would like to know more about the Chambers business model regarding this service. Member Schneider commented that he favors exploring a partnership as the Chamber's proposal offer a good test case for evaluating policy implications regarding each of the three scope expansions (e.g., add applications to regional data solutions, seek out partnerships with non-government to address shared information needs, and improve interoperability with jurisdictions that adjoin the seven county Metropolitan Area.)

Schneider commented that if a meeting is held, it should be with those persons who are making the decisions. It was agreed that meeting should be sought. Elkins agreed to contact the Executive Director and explain the situation. Members Schneider, Pistilli, O'Rourke, Brown, and Chairperson Reinhardt expressed interest in participating in the dialogue if a meeting is set up.

Staff was asked to report back to the Board at the January meeting.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



December 10, 2007

Todd Klingel,
President & CEO
Minneapolis Regional Chamber of Commerce
81 South Ninth Street, Suite 200
Minneapolis, MN 55402

Regional Economic Development Website

Dear Mr. Klingel,

Thank you for meeting with MetroGIS leadership last Friday afternoon and arranging for members of your website development team to participate in the conversation. Your personal leadership and passion for the Chamber's venture into the Internet world of mapping-based information dissemination is refreshing. I was also pleased with your enthusiasm to further investigate ways to leverage MetroGIS resources to achieve needs and opportunities shared by both organizations.

To the extent that the Chamber's website development team can leverage the existence of the DataFinder.org website and or the standards and best practices that are operational as a result of MetroGIS's efforts, please do so. As I noted in the meeting, there is no fee to post data on the DataFinder website or to leverage its robust distribution capabilities. In addition, the Chamber's status as a non-profit organization and the "view-only" application design regarding display of geospatial data also open the door to the ability to grant access to the MetroGIS regional parcel and street centerline datasets via DataFinder. These datasets and each of the other endorsed regional datasets are standardized across the entire region and are updated at a minimum of quarterly. The standards upon which they are maintained are also being investigated by officials beyond the Metro Area as catalysts for implementation of standards to achieve inter-regional sharing of data and related resources. In this regard, I believe that the business purposes served by the subject website can further catalyze securing these much-desired standards.

The best to you and your team as you progress toward the official launch of the Regional Economic Development Website. I am looking forward to further talks about how data resources, standards, and knowledge sharing made possible through MetroGIS's efforts can be leveraged to potentially enhance the functionality of your application as well as how our shared interests can be leveraged to improved data interoperability with counties and other jurisdictions that the adjoin the Twin Cities Metropolitan Area.

Respectfully,

Randall L. Johnson, AICP
MetroGIS Staff Coordinator

cc: MetroGIS Policy Board

ATTACHMENT B

From: Todd Klingel [TKlingel@minneapolischamber.org]

Sent: Tuesday, December 11, 2007 1:48 PM

To: Johnson, Randy

Cc: Terry Schneider; Steve Elkins; Victoria Reinhardt; molly.o'rourke@co.washington.mn.us; Pistilli, Tony; Gelbmann, Rick

Subject: RE: Regional Economic Development Website

Thank you Randy, and thanks for taking the time to meet with us. Our team was eager to learn of the great work MetroGIS has been doing in the community and welcome the opportunity to marry the two projects in any area that makes sense.

We are delighted that our “business purpose” initiative may assist your efforts to engage some of the outlying communities in your program.

Although the site will be live early next year, we know it will always be a work in progress and look forward to your help in enhancing its value in the months and years ahead.

Sincerely,

Todd Klingel



Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2007 MetroGIS Major Accomplishments and Annual Report Theme

DATE: December 19, 2007
(For the Jan. 16th Meeting)

REQUEST

The Coordinating Committee respectfully requests the Policy Board to comment on the listing below of MetroGIS's major accomplishments over the past year and on the suggested theme for the MetroGIS 2007 Annual Report which it unanimously approved at its meeting on December 18.

MAJOR ACCOMPLISHMENTS DURING 2007

Major accomplishments in 2007 included (*a detailed listing of activities and accomplishments over the past year is also attached for the Board's information*):

- ✓ Completed a comprehensive update of MetroGIS's policy foundation and objectives with adoption of the 2008-2011 MetroGIS Business Plan. Components of this accomplishment include corroboration of the need to: sustain current practices, pursue three major scope expansions (applications, interoperability with adjoining jurisdictions, and partnering with non-government interests), and secure additional technical leadership/coordination resources to achieve desired scope expansions.
- ✓ Launched work on the top two priorities defined in the Business Plan: 1) define MetroGIS's role related to addressing shared application needs and 2) define a strategy to secure additional technical leadership/coordination resources.
- ✓ Made significant progress to realize the vision of a Regional Address Points Dataset:
 - Confirmed interest among address producer via the Web Application Viability Assessment Project in achieving a Regional Address Points Dataset.
 - Defined the need for and partnered with Carver County to develop a "data synchronization" mechanism which is needed to effectively manage processing of data received from numerous sources.
 - Continued to make progress to align proposed regional address standards with emerging national standards and demonstrated they are achievable.
- ✓ Partnered with the Metropolitan Mosquito Control District to oversee development of a regional geocoding services as a Regional GIS Project.
- ✓ Reached agreement with The Lawrence Group (TLG) to permit "view-only" access of their TLG Street Centerline Dataset via web-based applications hosted by organizations licensed to access and use the source data.
- ✓ Made substantive progress toward achieving the vision of "ApplicationFinder" concept via the Web Services Broker pilot project managed by LMIC as a Regional GIS Pilot Project.
- ✓ Realized continued growth in data distribution activity via DataFinder.

2007 ANNUAL REPORT

The proposed main theme for the 2007 annual report is - how the existence of MetroGIS is making a difference and how adopted scope expansions are expected to increase MetroGIS's relevance. Jeanne Landkamer has again agreed to produce the MetroGIS Annual Report, as she has done for the past several years.

As has been the case for the past several annual reports, a single page, double-sided format, written from Chairperson Reinhardt's perspective, is proposed. The report would again be distributed in combination with an informational brochure, which was last updated in 2004 and can be viewed at

http://www.metrogis.org/about/annual_reports/05brochure.pdf. Funding for production of a new brochure is included in the 2008 budget to reflect the objectives of the new 2008-2011 MetroGIS Business Plan Update.

RECOMMENDATION

That the Policy Board suggest any additions and/or modifications to the:

- 1) The summary listed above of major MetroGIS accomplishments in 2007.
- 2) The proposed themes for the 2007 annual report of "how the MetroGIS's efforts are making a difference and how pursuing three scope expansions are expected to increase MetroGIS's relevance".

Year End Detailed Status Report

MetroGIS Activities and Accomplishments

- 2007 -

I. Regional Information Need/Data Solutions – Data Component:

a. Address Points

Made significant progress to realize the vision of a Regional Address Points Dataset. Completed a Web Application Viability Assessment and concluded that sufficient interest exists among local government address producers to proceed. Authorized a partnership with Carver County to develop a data synchronization mechanism. Continued to make progress to align proposed regional address standards with emerging national standards and demonstrated they are achievable

b. Census Geography

No effort in 2007

c. Emergency Preparedness

Work was focused on direct participation in the Governor's Council on Geographic Information (GCGI) Emergency Preparedness Committee (EPC). Significant activity developed during the summer resulting in the re-activation of the MetroGIS Emergency Preparedness Workgroup to coordinate data development in the metro area as a starting point for statewide efforts in 2008. The collaborative data custodian model, documented in the 2005 project report, is being adopted by the GCGI EPC for statewide implementation.

d. Existing Land Use:

No effort in 2007

e. Highways and Roads:

- Public-sector managed, E911 -compatible street centerline dataset. No progress made by MetroGIS workgroup on development of a public-sector managed, E911 -compatible street centerline dataset. The Metropolitan Emergency Services Board (MESB) operationalized specialized software to ensure Master Street Address Guide (MSAG) data records can be fully synchronized with associated street centerline data managed in a GIS environment. As such renewal of the agreement to access with The Lawrence Group's (TLG) street centerline data was secured. The current agreement with TLG authorizes one additional renewal (2009). Agreement was also reached with TLG in a separate agreement that authorizes licensed users to incorporate the TLG street centerline dataset into web-based applications their host provided access by non-licensed users is restricted to view-only. This "view-only" access provision is the first of its kind and represents a major step forward toward policy innovations which balance of intellectual property rights with the desire to utilize licensed data in web-based applications. At the time of this writing, the new agreement was proceeding through legal review.

- Anchor/segment database model. No substantive progress was made on a second collaborative initiative for which MnDOT is the lead organization. The project involves operationalizing an anchor/segment database model under development by MnDOT with consultant assistance. The software needed to support this initiative failed to meet design requirements and the project was ceased.

f. Hydrology

No effort in 2007.

g. Jurisdictional Boundaries

- Watershed District Boundaries. The results of Washington County pilot project were conveyed in October 2006 to representatives of the Mn Board on Soil and Water Resources BSWR. A recommendation of the Washington County pilot was that BWSR is the most logical entity to serve in the roles of Regional Custodian. As of this writing, BWSR had not yet responded to the proposal.

- School District Boundaries. No work was initiated to identify an appropriate regional custodian due to budget cuts and reorganization of LMIC. LMIC had earlier been identified as the most logical custodial option given their as contractor relationship with the Department of Education.

h. Land Cover (MLCCS)

The extent of coverage exceeds 95 percent. A map of the coverage status can be viewed at http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf. A meeting of users/content experts was hosted on December 6th by DNR Metro, the custodian, to review and improve the MLCCS QA/QC process. Topics covered included: 1) processes to identify interpretation errors including

field errors vs. aerial photo errors, or level 4/5 errors vs. level 1/2/3 errors, 2) review guidelines to determine acceptable levels of subjective natural community interpretation and/or quality ranking interpretation, 3) methods for scoring quality and differences for various attributes, and 4) method preferences for accomplishing quality checking. In addition to the December 6th meeting, a MLCCS user group / review meeting is being planned for this coming winter as funding has been secured and the lead support staff, Bart Richardson, has received permission to dedicate some time to updating the MLCCS. The current manual was produced 4 years ago and according to Mr. Richardson, changes are long overdue.

i. Parcels:

▪ Government and Academic Interests

No changes were made to the data standards or custodial roles and responsibilities. Metropolitan Mosquito Control District pioneered approval to host a public-access web application that “runs on” the Regional Parcel Dataset. See <http://mmcd.mapmorph.net/mmcd/mmcd.html>. The key to approval is that the application does not permit the user to gain access to the source database (“view-only” access).

▪ Non-Profit and For-Profit Access

No progress beyond that achieved in 2007 via the County Data Producers Workgroup that resulted in each county accepting a practice of permitting non-government access to parcel data, without fee, by specified non-profit interests on a county-by-county basis subject to licensure.

▪ There were **117** government and academic licensees at the time of this writing.

j. Socioeconomic Characteristics of Areas

No substantive changes from the resource that existed in 2006. The MetroGIS Socioeconomic Resources Page can be viewed at (http://www.datafinder.org/mg/socioeconomic_resources/index.asp).

k. Street Centerlines with Address Ranges.

▪ The term of the agreement between the Metropolitan Council and The Lawrence Group to provide access to this dataset without charge to government and academic interests was extended to include all of 2008.

▪ Agreement was also reached with TLG to permit “view-only” access to their TLG Street Centerline Dataset via web-based applications hosted by organizations licensed to access and use the source data. The formal agreement is expected to be finalized in early 2008.

▪ There were **193** government and academic licensees at the time of this writing.

II. Regional Information Need/Data Solutions –Application Component:

- a) Shared Application Needs: With the adoption of the 2008-2011 MetroGIS Business Plan in October (see III-b), addressing shared application needs was defined as the top priority for MetroGIS’s efforts in 2008. By year end, a Technical Leadership Steering Workgroup was created to oversee development of a recommendation, a contract was entered into with PlanGraphics, Inc. to assist the workgroup, and a forum was set for January 24th. The January 24th forum is to serve as the principle vehicle through which the MetroGIS community will define MetroGIS’s role(s) related to addressing shared application needs.
- b) Mailing Label Application: This application became fully operational in May 2005 as a pilot to illustrate the concept of a regional application solution to the Policy Board. It was deactivated in January 2007 for lack of activity required to justify allocation of staff resources for necessary security upgrades.
- c) Emergency Preparedness: A prototype application was launched in April 2005 for testing and refinement. No substantive changes made since that time awaiting approval of a comprehensive policy for MetroGIS’s role related to emergency planning needs. This application is password protected and has been used exclusively as a training and outreach tool to educate the emergency services community on resources available from the GIS community.

III. Special Studies/Projects –Leveraging Investments

- a) MetroGIS Strategic Directions Workshop. This Workshop was held on February 8, 2007. It was facilitated by Professor John Bryson and provided the foundation from which the strategies and policies set forth in the 2008-2011 MetroGIS Business plan evolved. A summary can be viewed at http://www.metrogis.org/about/business_planning/sdw/workshop_summary_07_0626.pdf.
- b) MetroGIS Business Plan Update: A comprehensive update of MetroGIS’s policy foundation and objectives was accomplished with adoption of the 2008-2011 MetroGIS Business Plan. Components of this accomplishment include corroboration of the need to: sustain current practices, pursue three major scope

expansions (applications, interoperability with adjoining jurisdictions, and partnering with non-government interests), and secure additional technical leadership/coordination resources to achieve desired scope expansions.

- c) Conservation Easement Data Capture and Mapping– Washington County used its \$4,000 payment from the MetroGIS Parcel Data Sharing Agreement to hire an intern to write a conservation report, entitled “Open Space Interests in Property - Cataloging and Mapping Conservation and Scenic Easements in Washington County, Minnesota”. (The report can be viewed at http://www.metrogis.org/teams/cc/meetings/07_1218/finalreport_washingtoncounty.pdf.)
- d) Promote of DataFinder As A Common Tool – Leveraging the Investment: Washington County continued its use of the web server that supports Café to provide external Internet access to the county’s parcel query application activity. Use of the Café server is saving the county approximately \$10,000 annually in Application Service Provider (ASP) fees plus the cost of hardware and software and related licensing expenses.
- e) Work Launched on Top Two Priorities: A Workgroup formed immediately following the October Policy Board adoption of the 2008-2011 Business plan and a consultant team was secured in November to begin the process of addressing the top two priorities defined in the Business Plan: 1) define MetroGIS’s role related to addressing shared application needs and 2) define a strategy to secure additional technical leadership/coordination resources.
- f) Regional GIS Projects:
 - ApplicationFinder Concept: Mn LMIC (Land Management Information Center) and Metropolitan Airports Commission (MAC) worked in a “Service Broker” pilot project, funded by MetroGIS in 2006 that builds upon the ApplicationFinder preliminary concept endorsed by the Coordinating Committee at its December 2004 meeting. The goal is to aid stakeholders discover existing applications that would be helpful to achieving various business needs. At the time of this writing, The final project report was expected to be submitted in early January 2008.
 - Regional Geocoder: Partnered with the Metropolitan Mosquito Control District to oversee development of a regional geocoding services.
 - Data Synchronization Mechanism: Defined the need for and partnered with Carver County to develop a “data synchronization” mechanism which is needed to effectively manage processing of data received from numerous sources, as part of the proposed Regional Address Points Dataset (see Item XX)

IV. Data and Information Discovery and Acquisition – Other than Topical Applications

- a) Support MetroGIS DataFinder
 - DataFinder: Roles and responsibilities were carried out in support of DataFinder. No modifications made to the software. Realized continued growth in data distribution activity
 - Data User Information. At the time of this writing, no option had been defined to achieve the product that Quova, Inc previously provided to document the geographic location of the entities that download data from DataFinder. The manner in which the Council processes log files for its web server is not compatible with the methodology used by Quova.
 - In addition to the Metropolitan Council, 9 organizations are utilizing MetroGIS to distribute geospatial data they maintain and 17 are using DataFinder as a search tool for discovery of their data.

V. Outreach

- a) Annual Report:

The 2006 Annual Report was distributed to over 1,900 persons and handed out at several conferences and forums. A copy can be viewed at http://www.metrogis.org/about/annual_reports/index.shtml.
- b) Newsletter Articles:

Articles about MetroGIS’s activities and accomplishments were submitted for publication in each of the quarterly issues of the statewide GIS/LIS newsletter.
- c) General Information Web site - www.metrogis.org:

This website serves as MetroGIS's institutional memory and main vehicle for keeping participants informed. This site is averaged over 6,900 visits per month.
- d) County GIS User Groups:

Quarterly updates of MetroGIS's activities are provided to each user group. Staff attended as many user group meetings as possible to encourage use of adopted best practices and answer questions about MetroGIS's activities.

e) Special Events:

February 8th Strategic Directions Workshop (See

http://www.metrogis.org/about/business_planning/sdw/workshop_summary_07_0626.pdf).

f) Coordination with Geospatial Activities Beyond the Metro Area:

In 2001 in response to the federal I-Team initiative and adoption of the initial regional parcel data, MetroGIS leadership has encouraged the Governor's Council (GCGI) to foster collaborative efforts throughout the state through which MetroGIS's stakeholders could achieve interoperability with adjoining jurisdictions. Two GCGI efforts in 2007 that directly involved MetroGIS added energy to that effort:

- May 2007 – St. Cloud, Mn: The Governor's Council on Geographic Information hosted a forum entitled Models for Regional Collaboration. The Staff Coordinator shared information about MetroGIS's accomplishments, objectives, organizational structure and stakeholders, challenges, etc.
- July 2007: The Staff Coordinator and David Claypool, member of the Coordinating Committee each were recommended for selection to the proposed National Geospatial Advisory Committee. As of this writing, member selection had not occurred.
- October 2007 – Rochester, MN (State GIS/LIS Conference): The Staff Coordinator participated on a panel hosted by Bill Swing with the GCGI as an extension of the Models for Regional Collaboration event held earlier in St. Cloud.
- Staff and Coordinating Committee members served as liaisons to Governor's Council on Geographic Information (GCGI) committees and workgroups: Strategic Planning, Emergency Preparedness, Hydrographic Data and Standards, Geospatial Infrastructure Workgroups and served on the Council itself. In addition, Rick Gelbmann, a Coordinating Committee member, was appointed to his third term as GCGI Chair.

VI. Project Management/Administration

- a) Administered Performance Measures Program. Quarterly reports to the Coordinating Committee were produced in addition to an annual report. Efforts were made to prepare for a project in 2008 to update the Performance Measures to coincide with the policies set forth in the new Business plan.
- b) Maintained currency of content on MetroGIS's general information website (www.metrogis.org) - the primary source of a wide variety of information about MetroGIS's mission, accomplishments, benefits, participants, meeting schedules, projects and lessons learned, and endorsed policies.
- c) Maintained currency of metadata and postings of data accessible via www.datafinder.org - MetroGIS's primary data distribution mechanism.
- d) Maintained licensing records for access to street centerline data (193) and parcel data (117).
- e) Managed the bid proposal process for the two pilot Regional GIS Projects which received authorizations totaling \$24,000 and a bid process to secure a facilitator for the proposed January 2008 forum to set the policy framework for MetroGIS's role related to addressing shared application needs.
- f) Significant documents produced:
 - 2008-2011 MetroGIS Business Plan (It can be viewed at http://www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf)
 - 2006 Annual Report (www.metrogis.org/about/annual_reports/index.shtml)
 - Summary report for the February 8th Strategic Directions Workshop". (It can be viewed at http://www.metrogis.org/about/business_planning/sdw/workshop_summary_07_0626.pdf.)
 - 2007 Performance Measurement Annual Report. (It can be viewed at http://www.metrogis.org/teams/cc/meetings/07_1218/performance_measures_report_2007_cc.pdf.)
- g) Meetings supported by MetroGIS staff support team:
 - Policy Board (4)
 - Coordinating Committee (4)
 - Technical Advisory Team (3)
 - Business Information Needs - Workgroups, Data User Forums, Training, etc.:
 - ✓ Address /Web Assessment Workgroup (3)
 - ✓ Strategic Directions Workshop Planning Team (2)
 - ✓ Business Planning Oversight Team (10)

- ✓ Technical Leadership Steering Workgroup (2)
- ✓ County Data Producers Workgroup (0 supported by MetroGIS staff)
- Special Events: (1)
 - ✓ February 8, Strategic Directions Workshop (*see item VI "f" above*)

VII. Recognitions

October 2007: The Mn State GIS/LIS Consortium presented its Polaris Award to MetroGIS Staff Coordinator in recognition of MetroGIS accomplishments. In the words of Will Craig, member of the GIS/LIS and Governor's Council on Geographic Information Boards "I admit it is an award to you as a person, but the award also honors MetroGIS by implication. Put another way, it is because of your accomplishments at MetroGIS that GIS/LIS honored you."



TO: Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Chris Kline (651-602-1363)

SUBJECT: 2007 MetroGIS Performance Measures Report

DATE: December 19, 2007
(For the Jan 16th mtg.)

INTRODUCTION

The draft 2007 Annual Performance Measures Report (separate document), dated December 6, 2007 is hereby presented for the Policy Board's acceptance along with several conclusions presented in the Report on matters relating to future Performance Measurement procedures and activities.

COORDINATING COMMITTEE CONSIDERATION

At its meeting on December 18, 2007, the Committee unanimously approved the 2007 Annual Performance Measures Report, dated December 6, 2007 and recommended that the Policy Board also approve it.

MAJOR PERFORMANCE MEASUREMENT FINDINGS AND CONCLUSIONS

The 2007 Annual Performance Measurement Report is organized around four MetroGIS outcome statements defined in Performance Measurement Plan, adopted by the Policy Board in 2002. The 2007 Report summarizes comparable data collected over a five-year timeframe for most of the ten performance measures.

The findings and conclusions presented below represent an overview of a more detailed analysis presented in the actual annual report.

1. Ease of Data Discovery and Access

- **Use** of the endorsed socioeconomic web resources **regional applications tripled**. This result supports a policy statement in the current Business Plan noting that addressing common information needs often involves securing data and an application(s) to use those data to answer particular question(s).
- **Searchable metadata** records and **downloadable datafiles** in DataFinder **increased by 16** (6.7 percent) **and 9** (5.7 percent), respectfully.
- Data **discovery** events **decreased by 13.6 percent** from the previous year, while **downloads of actual data increased 40.2 percent**. Introduction of the new Café and RSS services may be attributable for the decrease in visits, while boosting downloads of the data.

Comment/Suggested Action:

- 1) The software platform for DataFinder Café was replaced in October 2006. The new platform (GeoCortex IMF software and a higher capacity server) supports the functionality provided by the former platform plus it provides the capability to distinguish among use of web mapping services, not only from downloads of source data but it can also distinguish online browsing of data from actual use of a web mapping service as data source.
- 2) Modifications to the current performance measures should be pursued to provide a means to effectively integrate data use reporting metrics with those for MetroGIS supported applications.

2. Data Currency and Usefulness (Endorsed Regional Data Solutions)

- All **endorsed regional data solutions** were **maintained to the specifications** established by the MetroGIS community.

- “**Endorsed regional data solutions**” comprised **28.2 percent of the total downloads** in 2007, which is consistent with the long term average.
- **Only four** endorsed regional datasets were in the top 10 downloads for 2007.

Endorsed regional datasets (*for which data access metrics are maintained by MetroGIS*):

Dataset ⁽¹⁾	# of Downloads	2007 Rank
Parcels	953	1
Census Demographic Profiles	661	2
Street Centerlines	556	3
County & Municipal Boundaries	398	4
Census Geography (e.g. tracts and blocks)	164	11
Planned Land Use	139	15

⁽¹⁾ Eight regional solutions have been enacted by MetroGIS but only six are tracked for purposes of Performance Measurement Reporting. Land Cover is distributed by DNR, its custodian. The Land Cover metadata record is posted on DataFinder but directs the user to DNR’s website. The Unique Parcel ID solution is a component of the Regional Parcel Dataset and, thus, not tracked separately.)

Comments/Suggested Action:

- 1) Parcels and Street Centerline dataset downloads reached their highest volumes recorded since 2003; their downloads have increased every year.
- 2) Download events for County & Municipal Boundaries, Census Geography, and Planned Land Use have decreased since 2003.

It is possible that introduction of the availability to access data via map services may be responsible for some or all of the decrease in downloads via FTP and Café. Unfortunately, the nature of web services does not permit a direct comparison with data download activity because each pan, zoom, etc. of a web service results in a refresh which is counted as another download. Staff will continue to investigate ways to interpret web service activity. A larger concern is if the decrease is due to the data sets no longer meeting user needs. Peer review forums have not been held for these regional datasets for some time. Such forums are currently anticipated to be included in the 2009 work program. Resources permitting, staff can investigate the potential of hosting one or more of these forums in the second half of 2008, if the Committee so wishes.

3. Internal Efficiencies, Level of Cooperation

- **Ten (10) stakeholder organizations** continue to effectively support **23** distinct primary and regional **custodian roles** in accordance endorsed regional solutions to common geospatial needs.
- The **number of organizations** utilizing DataFinder to **publish metadata** (18) and / or actual **geospatial files** (10) remained the **same as last year**.

Comment/Suggested Action:

In accordance with achieving the objective of MetroGIS DataFinder serving as a one-stop-shop for geospatial data for the Twin Cities Metropolitan Area, outreach efforts should continue to encourage data producers, who are not currently taking full advantage of the existence of DataFinder to consider using it (or increasing their use) to share knowledge of their data holdings and leverage its one-stop-shop distribution potential.

4. Decision Making, Service Delivery

No testimonials were completed as of this writing for the 2007 reporting period, although an interview was conducted with Sally Wakefield about benefits realized by the non-profit 1000 Friends of Minnesota, from MetroGIS’s efforts. This testimonial will be included in the 2008 Performance Measurement Report unless completed before year end.

Comment/Suggested Action: User testimonials to value gained from MetroGIS’s efforts should continue to be developed as they are presently the only method available to assess MetroGIS’s impact on improvements to its stakeholders’ internal organizational effectiveness and efficiency.

RECOMMENDATION

That the Policy Board accept the MetroGIS 2007 Performance Measurement Report and the conclusions offered therein, including setting of performance measurement targets.

REFERENCE

BACKGROUND

1. This is the sixth annual Performance Report produced about MetroGIS. The five previous reports can be viewed at http://www.metrogis.org/benefits/perf_measure/index.shtml. Much of the analysis related to MetroGIS DataFinder capabilities and use.
2. The Policy Board has requested a performance measures based report on MetroGIS's activities on an annual basis. Presentation of this report has occurred at the Board's January meeting in the past. To accommodate this schedule, an October 1 to September 30 time frame has been used.
3. For five years prior to 2007, staff had captured performance measurement data on a monthly basis and shared one or more anomalies (positive and troubling) with the Coordinating Committee on a quarterly basis for insight into possible causes and for direction as to any desired changes in policies or procedures. This insight was in turn incorporated into the annual Performance Measurement Report.
4. The 2008 Workplan calls for a project to update the Performance Measurement Plan, which provides the foundation for annual performance measurement reporting, to ensure consistency between performance measures and the outcomes defined in the 2008-2011 MetroGIS Business Plan.



TO: Policy Board

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

SUBJECT: Major Activity Update

DATE: December 26, 2007
(For the Jan 16th mtg.)

Since the Policy Board last met, progress was made in the following areas. Any information provided by persons other than the Staff Coordinator is noted.

A) JANUARY 24TH WORKSHOP PLANNED - "MEETING SHARED GEOSPATIAL NEEDS BEYOND DATA"
MILESTONE EVENT TO DEFINE METROGIS'S ROLE RELATED TO ADDRESSING SHARED APPLICATION NEEDS

On October 17th, following adoption of the 2008-2011 MetroGIS Business Plan, the Policy Board set its priorities for 2008. Defining MetroGIS's role(s) to address shared application needs was set as the top priority for 2008. Significant progress has since been made to define this role:

- 1) A Technical Leadership Steering Workgroup was created to oversee the project and has met weekly, except for the week of Christmas, since created,
- 2) A request for bids for consultant assistance was issued in late October and a contract was entered into in November with PlanGraphics, Inc., a nationally respected GIS consulting firm, to assist the Workgroup with this project. Funding for the consultant contract is from MetroGIS's 2007 "foster collaboration" budget.
- 3) A website has been created by PlanGraphics, Inc. to provide access to all working papers.
- 4) Preparations are nearly complete for a workshop on January 24th entitled "*Meeting Shared Geospatial Needs Beyond Data*".

The Workshop planned for January 24th will serve as the principal vehicle by which to define the role(s) that MetroGIS should play to address shared application needs as well as initial activities to act on the desired role(s). Confirmation has been received by nearly all of 30 individuals invited to participate. The 30 individuals invited possess various professional and organizational perspectives and represent the breadth of the MetroGIS community. The results of this workshop will be used to develop a recommendation that will be presented to the Coordinating Committee in March for comment. Policy Board consideration is planned for April, in accordance with direction received from the Board at the October 2007 meeting.

B) LEADERSHIP SUCCESSION PLAN PROJECT

At its meeting on December 18th, the Coordinating Committee accepted for further development several foundation components for a Leadership Succession Plan that had been suggested by the staff support team. These components, as accepted by the Committee, are presented in Attachment A. Feedback from Board members is also invited.

The staff support team had asked for guidance and corroboration from the Committee concerning suggested foundation concepts before expending further resources to develop a more complete proposal for Committee consideration. Development of a Leadership Succession Plan was identified by the Policy Board on October 17, 2007 as a high priority project to complete in 2008.

The Committee provided the following direction to the staff support team:

1. Expand Leadership Succession Plan Key Elements document into more detailed draft plan for next Coordinating Committee meeting
2. Draft plan will be used as a starting document for a Succession Planning Workgroup

3. Document should focus on succession elements that MetroGIS can directly influence (i.e. staff representatives as opposed to elected representatives)
4. Include another Key Element: "Structural Issues" (i.e. appointment of alternates for Coordinating Committee as well as Policy Board members, etc.)

C) 2006 REGIONAL PROJECT – GEOSERVICESFINDER PROJECT (LMIC PROJECT LEAD)

A draft final project report was presented to the Coordinating Committee on December 18th for Committee comment. No concerns were raised with prototype web application but several questions were asked about recommendations involving next steps that MetroGIS and others can take to continue to mature the functionality provided by the application. The project team then met on December 20th to discuss how it will address comments offered by the Committee. The PowerPoint presentation used update the Committee can be viewed at http://www.metrogis.org/teams/cc/meetings/07_1218/5e_service_broker_presentation.pdf. The draft report will be posted on the MetroGIS website when available.

D) 2007 REGIONAL PROJECT – REGIONAL GEOCODER APPLICATION (MMCD PROJECT LEAD)

After an open Request for Proposals, the project team chose a programmer who is currently converting a high-quality address look-up ("geocoder") program so that it can be accessed as a web service and run on MetroGIS datasets. Funding for the project is from MetroGIS's 2007 "foster collaboration" budget, while project management and service contract(s) are being handled by the Metropolitan Mosquito Control District. Working out language related to intellectually property rights for the interagency agreement took more time than had been anticipated, given the deliverables are intended to be "open source".

E) DATA SYNCHRONIZATION MECHANISM – CARVER COUNTY PROJECT LEAD)

This project was authorized by the Policy Board at its October 17th meeting. A draft contract between the Metropolitan Council which will be funding the project, and Carver County, whose IT and GIS staff will be developing the mechanism, was forwarded to the Carver County legal staff for review the week of December 17. As of this writing, no comment had been received from Carver County.

F) OUTREACH PLAN MODIFICATIONS

Suggested revisions to the Outreach Plan that was adopted by the Policy Board in 2002 were presented to the Coordinating Committee on December 18 for consideration. The Committee accepted the modifications, as presented in the "clean" language in Attachment B, but agreed to postpone any further consideration until after its March meeting, given higher priorities for staff's resources.

G) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS

1) Property Address information

(a) Regional Address Points Dataset: On October 17th the Policy Board concurred with the Committee's recommendation that the Metropolitan Council fund a project with 2007 MetroGIS "foster collaboration funding" involving a partnership with Carver County to **develop a "data synchronization" mechanism** that permits management of address data, as a component of a regional solution, that are provided by multiple parties and define the custodial/organization responsibilities necessary to implement and sustain the mechanism. The results of this project are expected to provide the information needed to seek out and secure the organization commitments necessary to achieve the vision on the regional address points dataset. See Item E, above, for the status of the funding agreement.

(b) TLG Street Centerlines: Agreement was reached earlier this year to permit licensed users of the TLG dataset to allow it be used in web-based applications they host which are designed to be viewed by non-licensed interests provided the source TLG data can be accessed. Due to lack of legal resources, this past fall, the agreement to authorize "view-only" access has not been finalized. It is expected to be finalized in early 2008.

2) Land Cover Information

A meeting of frequent users of the regional Land Cover (MLCCS) dataset was hosted on December 6th by Bart Richardson with DNR Metro, the custodian, to review and improve the MLCCS QA/QC process. Topics covered included: 1) processes to identify interpretation errors including field errors vs. aerial photo errors, or level 4/5 errors vs. level 1/2/3 errors, 2) review guidelines to determine acceptable levels of subjective natural community interpretation and/or quality ranking interpretation, 3) methods for scoring quality and differences for various attributes, and 4) method preferences for accomplishing quality checking. Plans are in the works to also host a broader user forum this coming winter.

H) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES

This workgroup last met on October 31st. The meeting summary can be viewed at http://www.metrogis.org/data/datasets/parcels/private/cdpw/07_1031.pdf

ATTACHMENT A

LEADERSHIP SUCCESSION PLAN – FOUNDATION ELEMENTS

(Endorsed by Coordinating Committee – December 17, 2007)

1. Statement of Purpose – MetroGIS will develop a Leadership Succession Plan to prepare for the future retirement or other replacement of key political leadership, staff and technical support. The Plan will include MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge.

2. Identification of Key Leaders and Staff – The MetroGIS Leadership Succession Plan must specifically address the succession plans for, at a minimum, the following key individuals and positions:

- MetroGIS Policy Board and Coordinating Committee membership, in particular chairpersons
- MetroGIS staff, particularly the Staff Coordinator position
- Key participant organization staff (e.g. county GIS managers, technical staff)
- Champions and advocates within critical stakeholder organizations
- MetroGIS workgroup leadership and members

3. Identification of Requisite Skills and Experience for Key Leaders and Staff – The Plan should include thorough job descriptions and/or identification of skills and expertise needed to carry out the roles and responsibilities listed above. This includes details on each position/role's general duties and obligations, expected time commitment and a description of any required expertise.

4. Development of a Succession Planning Structure – The Plan should describe in detail the procedures to be followed in the event of the retirement or other replacement of the individuals identified in #2 above. Delineation of key responsibilities – including the identification of potential successors and the development and implementation of training programs and materials – should be offered in the Plan.

In the case of dedicated MetroGIS staff, the plan would include the process for MetroGIS to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff. In the case of workgroup participants, the process would be a less formal recruitment of interested and qualified staff from participant organizations.

Included in the Succession Planning Structure are elements including, but not limited to:

- Process for identifying potential new staff and Technical Support
- Plan for reviewing the success of individual staff or leader transitions to gauge the success of the succession process
- Expected timeline to hire, train and fully integrate MetroGIS staff into system, particularly at the Staff Coordinator position.

5. Plan for Maintaining Political Legitimacy during Transitional Phases – MetroGIS's effectiveness is in large part due to the political support of its participating organizations. Without this support, much of the professional staff assistance MetroGIS needs – in implementing its programs, staffing its workgroups and maintaining the viability of DataFinder – would likely be unavailable. It is important to prepare MetroGIS to maintain this support and political legitimacy during transitional phases.

6. Address "Volunteer Burnout" – MetroGIS relies heavily on volunteers from participant organizations for technical assistance, workgroup participation and other key organizational activities. As discussed in the 2008-2011 MetroGIS Business Plan, the potential pool of participants for these activities has shrunk in recent years, largely due to volunteer burnout. The Leadership Succession Plan should contain strategies for growing participation in workgroups and reducing the burden on frequent volunteers to ensure the vitality of future volunteer projects.

7. Structural Issues and Opportunities within the MetroGIS Organization

(Appointment of alternates for Coordinating Committee as well as Policy Board members, etc.)

ATTACHMENT B

PLAN FOR
OUTREACH AND IDENTIFICATION OF OPPORTUNITIES
(Update of 2002 High-Level MetroGIS Outreach Plan)
(Last updated: December 5, 2007)

Purpose

This Outreach Plan is intended to guide MetroGIS's communications and outreach activities with leadership of organizations and entities that both current and prospective contributors and beneficiaries of MetroGIS's efforts. Specifically, the following six target groups of outreach interests have been identified:¹

- ✓ Currently active interests willing to investigate further collaborative opportunities
- ✓ Non-government entities willing to share resources,
- ✓ Municipal government entities which are potential contributors and or beneficiaries
- ✓ Departments within participating organizations that are not participating
- ✓ Organizations with data and resources value to others who are not participating
- ✓ Jurisdictions that adjoin the Twin Cities Metropolitan Area

In addition, this Plan recognizes the importance of MetroGIS continuing to foster relationships with organizations with which it has previously coordinated, including the Governor's Council on Geographic Information (GCGI), MN Land Management Information Center (LMIC), and Federal Geographic Data Committee (FGDC).

This Outreach Plan is a companion document to the 2008-2011 MetroGIS Business Plan, which identified outreach as a key organizational priority. Specific communications and outreach tactics, as well as budget implications, will be included in annual work plans.

Continue Current Practices

1. Produce an Annual Report and distribute it, principally via email, to the chief elected and chief administrative officials with local and regional government entities serving the Twin Cities Metropolitan Area and individuals included in MetroGIS's contact database.)
2. Produce an informational brochure every 2-3 years to distribute along with the Annual Report and to use as a handout at forums and conferences that focuses on benefits that have been experienced by stakeholders through MetroGIS efforts.
3. Administer Participant Satisfaction Surveys and host Peer Review Forums for implemented regional solutions and use each use as an opportunity to communicate past accomplishments as well as to receive feedback as to desired enhancements.
4. Maintain a current, complete, accurate, and easily accessible web-based institutional memory of all aspects of MetroGIS efforts.
5. Submit articles for the quarterly MN GIS/LIS newsletter.
6. Regularly attend county-based GIS user group meeting in all seven counties to observe and document interests that are shared among the groups.
7. Host workshops and educational sessions at the annual MN GIS/LIS conference and in cooperation with others to facilitate knowledge sharing.
8. Accept requests to speak about MetroGIS to stakeholder communities and continue the philosophy of encouraging Policy Board, Coordinating Committee and Team leadership to take the lead, supported by staff.
9. Keep the leadership of Governor's Council on Geographic Information (GCGI) and MN Land Management Information Center (LMIC) informed of MetroGIS' activities and continue to participate in activities of the GCGI and LMIC as invited.
10. Encourage Policy Board, Coordinating Committee, and Advisory Team members to proactively identify stakeholder workshop and conference opportunities, which would be appropriate/beneficial for MetroGIS to participate.

¹ Identified in Tactic 1, Chapter 3, Section VI of the 2008-2011 MetroGIS Business Plan. A sixth group, currently engaged interests, is listed to insure that new collaborative opportunities are also fostered among those interests that are currently participating.

11. Seek out opportunities to promote MetroGIS's philosophy, practices and projects via the news media and hands-on workshops.
12. Leverage workgroup membership as a means to establish on-going dialogue with stakeholders to both define shared opportunities and educate constituents on the benefits of collaborative solutions to shared geospatial needs..

Suggested New Practices

Prior to the adoption of the 2008-2011 MetroGIS Business Plan, the majority of MetroGIS's outreach efforts targeted organizations that already utilized and understood the value and potential of GIS technology and therefore recognized the benefit of a collaborative approach to addressing GIS needs. With the adoption of the 2008-2011 Business Plan, MetroGIS expanded the scope of its outreach activities to include organizations that do not currently utilize GIS technology, or do so sparingly. MetroGIS will work to improve awareness and understanding of the benefits of GIS technology and collaboration among these non-users. To that end, the following new practices will be adopted:

- a) Through the use of targeted messages, achieve ongoing communication about shared opportunities with representatives of the six constituencies identified in the Purpose Statement, above.
- b) Initiate regular communication with officials affiliated with jurisdictions that adjoin the Twin Cities Metropolitan Area, in particular counties, to pursue opportunities for coordination and cooperation with these counties in joint projects to address shared geographic information needs.
- c) Expand use of electronic tools to foster exchange of ideas and obtain feedback from stakeholders.
- d) Pursue opportunities to present to professional organizations of policy makers and managers of key stakeholder interests.
- e) Promote adoption of standards with interests beyond the Twin Cities Metropolitan Area (regional, state or federal) via case-by-case negotiations with the goals of eventual applicability statewide of policies and commitments to knowledge sharing and removing barriers to sharing and leveraging geospatial resources.
- f) Pursue opportunities to establish public-private partnerships, particularly to address application needs. (Note: The first step in this process is the establishment of a public/private working group, comprised of volunteers from MetroGIS participant organizations as well as private sector representatives, which will work to identify opportunities for collaboration.)
- g) Establish a partnership with the Governor's Council on Geographic Information (GCGI) to collaborate on outreach activities of common interest, in particular, to improve understanding among individuals affiliated with government in jurisdictions adjoining the Twin Cities Metropolitan Area and Greater Minnesota of MetroGIS' data sharing philosophy, practices, and lessons learned. In addition, share on an ongoing basis with the GCGI any information learned from MetroGIS's efforts to encourage the adoption of standards with entities beyond the Twin Cities Metropolitan Area.



TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: December 24, 2007
(For the Jan 16th meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter:

An article was submitted about the 2008-2011 Business Plan. It can be viewed at
<http://www.mngis.org/displaycommon.cfm?an=1&subarticlenbr=218>

2. Presentations:

Mark Kotz, Lead Staff to the MetroGIS Regional Address Points Dataset Workgroup, presented about the progress made on this dataset at the State IT Symposium the week of December 11...

B) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. Washington County – Cataloging and Mapping Conservation and Scenic Easements

The project report, completed earlier this year, can be viewed at
(http://www.metrogis.org/teams/cc/meetings/07_1218/finalreport_washingtoncounty.pdf).

The two outcomes from this project are:

- a. A database that contains all conservation and scenic easements and associated primary attribute data that allows users to search, analyze and map the agreements. This database would be made available to communities and organizations.
- b. An efficient process in which future holdings can be added to the database.

2. Strategic Planning Report - Governor's Council on Geographic Information

The Governor's Council on Geographic Information has endorsed an invitation from Department of Administration Commissioner Dana Badgerow to propose State GIS Coordination as a Drive to Excellence project. Commissioner Badgerow chairs the Drive to Excellence Sub-Cabinet, appointed by Governor Pawlenty as "a state-government reform initiative that focuses on serving citizens better: Increasing quality in government, increasing customer service in government and reducing costs in government." The Drive to Excellence Sub-Cabinet includes eight state commissioners and reports directly to the Governor.

The Strategic Planning Committee of the Governor's Council on GI is in the process of preparing a Drive to Excellence project team charter for a State GIS Coordination project. The project's purpose would be to develop, recommend and implement an organizational and governance framework to coordinate GIS as an "enterprise" activity of state government. The project's focus is state government functions and services, with the understanding that state government has functional relationships with local and regional governments and other stakeholders as partners and customers. As such, this project addresses the state government foundation needed to achieve a broader vision adopted by the Governor's Council on Geographic Information "to improve services statewide through the coordinated, affordable, reliable, and effective use of GIS."

The Drive to Excellence project would be informed by the recommendations outlined in *Foundations* and *Compass Points*, and advised by stakeholders such as the Governor's Council.

3. Communication with Adjoining Counties Expedited by Metropolitan Council

“Bell stated that adjacent county participants had been given handout information on the Council’s digital atlas regarding MetroGIS as discussed by Kari. He encouraged everyone to view adjacent county information on the Council’s webpage at www.metrocouncil.org. Bell added that John Kari will be contacting each adjacent county participant soon for participation in a survey that will continue to build adjacent county relationships, particularly in the capacity of providing information.” – Draft Minutes from Chair Peter Bell’s Semi-Annual Meeting with Adjacent Counties on December 7, 2007.

C) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. Local Appointments Sought to New National Geospatial Advisory Committee (NGAC)

Applications for appointment to serve on the newly created National Geospatial Advisory Committee (NGAC) were submitted by Randall Johnson, MetroGIS Staff Coordinator, and David Claypool, charter member of the Coordinating Committee. The selection process had not been completed as of this writing, although the application deadline was in June.

2. Spatial Data Infrastructures (SDI)

Interesting commentary, from an international perspective, can be viewed at <http://vector1media.com/vectorone/?p=131>. The piece is entitled “Are Spatial Data Infrastructures (SDI) moving forward, backward or spinning wheels?”

The following is an excerpt “...the success of SDI will be manifested in the business and operating systems of the world around us. If we don’t see signs of fundamental processes changing how we collect, use and share information, then I would question whether or not SDI are achieving the goals they ought to be.

GIS and other spatial technologies are strategic technologies. Where land and people are involved, so too should these technologies be present, enabling improved decision making processes.”

MetroGIS’s newly adopted Business Plan sets forth community-focused objectives that are in keeping with these comments. The pending Performance Measurement Plan Update also offers and opportunity to further act on these philosophy behind these comments.

3. A Research Agenda for USGS

By Will Craig, University of Minnesota

A new report from the National Academies Press pushes the USGS to focus its research agenda on issues that will improve the capabilities of *The National Map*. The study was commissioned by the USGS to help its new Center of Excellence for Geospatial Information Science (CEGIS) develop its research agenda. The report is called *A Research Agenda for Geographic Information Science at the United States Geological Survey* and is available at http://books.nap.edu/catalog.php?record_id=12004.

The report contains 12 recommendations. Number 1 frames the discussion on improving the capabilities of *The National Map*, but the writers recognize that this does not narrow the scope sufficiently. They use eight criteria to establish a more specific list of topics: “CEGIS research should (1) be important to *The National Map*; (2) be important to USGS disciplines; (3) be relevant to society; (4) solve a problem and target a customer; (5) be foundational, understandable, and generalizable; (6) enable multidisciplinary integration; (7) focus on data content; and (8) show potential for early, visible success.”

Recommendations 2-5 provide those priority research areas.

2. The three priority research areas for CEGIS should be (1) information access and dissemination, (2) integration of data from multiple sources, and (3) data models and knowledge organization systems.

3. The two priority research topics within the area of information access and dissemination should be to reinvent topographic maps in an electronic environment and to investigate user-centered design for The National Map web services.

4. The two priority research topics for CEGIS within the area of data integration should be generalization and fusion.

5. The two priority research topics in the area of data models and knowledge organization systems should be developing geographic feature ontologies and building the associated feature data models and gazetteers.

The remaining seven recommendations focus on how these research areas should be pursued. They call for a broad research activity involving USGS, other federal agencies, academia, and the private sector. Recommendation 10 will be of most interest to Consortium members

10. Because of USGS's core role in integrating data from local sources for *The National Map*, CEGIS should establish collaborative activities with state and local agencies that have progressive activities in GIScience.

D) DECEMBER COORDINATING COMMITTEE MEETING

The summary of the December 18th Coordinating Committee meeting can be viewed at http://www.metrogis.org/teams/cc/meetings/07_1218/07_1218m.pdf.

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
January 30, 2008**

1. CALL TO ORDER

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

Members Present: Jim Kordiak (Anoka County), Tom Egan (Dakota County), Janice Rettman for Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), Tony Pistilli (Metropolitan Council), Steve Elkins (Metro Cities – City of Bloomington), Terry Schneider (Metro Cities - City of Minnetonka), and Dan Cook (School Districts - TIES).

Members Absent: Tom Workman (Carver County), Randy Johnson (Hennepin County), and Joseph Wagner (Scott County)

Coordinating Committee Members Present: Rick Gelbmann, Randy Knippel, Nancy Read, and Mark Vander Schaaf.

Support Staff: Randall Johnson and Christopher Kline

Visitors: Dan Ross (Minnesota Department of Transportation), Steve Swazee (Emergency Preparedness Committee of the Mn Governors Council on Geographic Information, and Paul Weinberger (City of Minneapolis)

2. ACCEPT AGENDA

Vice-Chairperson noted that an Item 5e - Executive Committee - Approval of Letter of Support for Grant Application was being added to the agenda. Member Schneider moved and Member Pistilli seconded to approve the proposed agenda, as modified. Motion carried, ayes all.

3. MEETING SUMMARY

Member Pistilli moved and Member O'Rourke seconded to approve the October 17, 2007 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

GIS's Role In Response to I-35W Bridge Collapse

Paul Weinberger from the City of Minneapolis introduced himself and Dan Ross of the Minnesota Department of Transportation. Weinberger explained that he would focus on describing the City of Minneapolis's GIS response to the bridge collapse, while Ross would describe the Department of Transportation's GIS response. (A copy of their slide presentation and handouts will be posted on the MetroGIS website when available.)

Weinberger continued, explaining that at the time of the collapse all the GIS staff had left for the day. However, remote access through laptops and broadband allowed many of the workers to log in from their homes to provide immediate support. The city's Emergency Operations plan did not have the GIS staff listed as resource group, but they showed up on their own. All emergency vehicles in the City of Minneapolis are equipped with global positioning system devices; integration of GPS technology and GIS allows a Computer Aided Dispatch (CAD) system to locate resources and routed the closest emergency vehicle to the bridge site. ESRI, the developers of ArcGIS software, offered staff support to the City of Minneapolis during this time, as well.

GIS technology was used to clarify the boundaries of the site over time, establish the security plan and perimeter, manage staffing, distribute site information, and communicate information about the site to outside organizations.

New GIS applications were developed within a short time, some using templates and others created from scratch. An example application was an online atlas allowing a person to receive driving directions across the region, factoring in the closure of the bridge and surrounding streets – something that Google Maps or Mapquest did not have available for quite a while after bridge had collapsed.

Member Egan asked if resources from other agencies, such as Dakota County, were captured and in the resource management systems. Weinberger replied that if these resources were provided in a GIS format that was compatible with the City of Minneapolis's system, then it would have been easy to integrate them. Unfortunately the time constraints around the collapse and recovery did not permit time-consuming integration. He commented that a lesson learned is that establishing common data practices would be helpful for integration in any future crisis.

Member Egan then asked if a priority system had been implemented for the transportation network. Weinberger explained that a prioritization system had not been implemented at the time of the bridge collapse, but was currently under development as the need for such a system was obvious during the incident.

Member Cook asked how long ESRI was on site and what tasks they performed. Weinberger stated that six ESRI staff members were on site for two days, beginning the morning after the collapse during which time they provided data translation services among the data provided by the various organizations involved.

Member Pistilli asked if any existing software development rules or other kinds of rules that the GIS staff discarded during the crisis that are no longer viewed as necessary. Weinberger replied that the situation was unusual and in most software development there are testing phases that were not able to be implemented due to time constraints.

Ross continued the presentation, adding that MN DOT also used remote access to create new maps, designate road closures and detours, and coordinate efforts with the City of Minneapolis. New aerial photography was requested and flights began the morning following the collapse. These photos were available immediately online for all responders to access. These photos were integrated into a recovery grid for investigators and rescue workers to reference.

In addition to assisting the recovery effort, GIS technology was also used for planning for the replacement bridge which began the day after the collapse. Using MetroGIS data, MN DOT planners were able to designate the spatial footprint of the new bridge considering the local streets and any parcels nearby.

Utilizing existing web service templates, MN DOT was able to create basic maps in less than four hours using City of Minneapolis data. Over time, more data was added to the web service – such as the aerial photos and emergency services layers. MN DOT also added their own data to the City of Minneapolis's online mapping and directions tool, adding in state road closures to the municipal grid as well. This was further expanded during the flooding of southeastern Minnesota a few weeks later.

Ross commented that collaboration between organizations was good during the rescue and recovery processes and that web services allowed fast access to the data on demand. However, licensing restrictions resulted in a week's delay in access to data that was requested to respond to the emergency. He recommended that pre-arranged agreements between organizations should be developed to allow sharing of data during emergencies without license restrictions, or similar language to be incorporated into license agreements.

In response to a suggestion that data sharing agreements implemented by MetroGIS should be modified to **provide access to licensed data in an emergency**, Member Schneider suggested that the data sharing impasse encountered **should be addressed either through statute or executive order**, given the problem is broader than the Metropolitan Area. Member Egan added that local governments should adopt standard language into their license agreements to facilitate data sharing during emergencies. Member O'Rourke

commented that licenses are usually used for legal liability reasons, and not to simply restrict access to public data – therefore, the issue is best left to the state to regulate.

Member Cook commented that the Governor's power to regulate private utilities information and networks during an emergency likely differs from his ability to access publicly produced data, and suggested that these differences be investigated if authority is sought to access data during emergencies via statute or executive order.

Vice Chairperson Kordiak asked about the method of communication used to capture information from the emergency management personnel was via paper or electronic. Weinberger commented that a combination method was used. The Emergency managers communicated with post-it notes attached to the maps and other documents and white boards. Their comments were then captured electronically to provide the ability to easily integrate the information provided for a variety of uses including the rapid printing out of coordinated schedules and presentation on map products.

Vice Chairperson Kordiak also inquired about procedures of during a disaster, access to the power grid and/or Internet is lost. Alternate Member Rettman added that redundancies are incorporated into emergency preparation plans. Networks such as the 800 MHz system are an excellent example of built-in redundancies for such a situation.

At the conclusion of the presentation, the Policy Board requested that the Coordinating Committee offer recommendations for relaxing licensing procedures during emergencies, including but not limited to,

- Offering example universal (boilerplate) language for mutual aid agreements which defines what constitutes an emergency, who has authority to authorize rule waivers and procedures to rapidly distribute data to predetermined interests with a need to know,
- Pursuing desired authorities via Executive Order or modification of state statute
- Suggestions regarding legal and technical language for agreements and backup procedures.

The Board also requested that the Committee provide the following information:

- Document the reasons for the licensing geospatial data (e.g., liability concerns). What issues/concerns would come in to play if licensing was eliminated?
- Identify the types of data currently subject to license that can not be readily accessed during the response to an emergency, such as occurred during response to collapse of the I-35W bridge

The presenters were thanked for their presentation and the lessons learned they shared.

5. ACTION/DISCUSSION ITEMS

a) MetroGIS Emergency Preparedness Model Recognized by State and Leveraged In Federal Grant Application

Randy Knippel, member of the MetroGIS Coordinating Committee and Emergency Management Committee of the Mn Governor's Council on Geographic Information, introduced the presentation by informing Board members that:

- 1) The Minnesota Department of Homeland Security's Emergency Preparedness Division had formally recognized MetroGIS for its leadership in the collection, management, and coordination of data critical to emergency preparedness efforts
- 2) An application for a \$50,000 federal grant had been submitted to assist with implementing a statewide system of capturing and managing emergency preparedness data based upon MetroGIS's model.

Staff Coordinator Johnson added that in January the Executive Committee of the Policy Board had authorized a letter of support for the federal CAP grant application reference by Knippel (Agenda Item 5e) because the application had to be submitted between Board meetings. Vice-Chairperson Kordiak noted that a copy of the letter had been provided to each member for their information and asked if there were any comments or questions. None were offered.

Knippel introduced Steve Swazee, co-chair of the Emergency Preparedness Committee (EPC) of the Mn Governor's Council on Geographic Information, who talked in general terms about the need for locally-produced data for effective emergency preparedness and to support tools that provide for an accurate accounting of "situational awareness" – available assets and where they are located (e.g., fire stations, police stations, hospitals, police and fire personal, large staging areas, etc.) (See http://www.metrogis.org/resources/pb/08_0130/gcgiecp_metrogis_013008.pdf for a copy of the slide presentation.)

He commented that it is the goal of the EPC that MetroGIS participate in an Emergency Management Data "roll-up" process (integration of locally-produced data) that is beginning throughout the nation. This data "roll up" focused program is referred to as the Homeland Security Information System (HSIN). The EPC has recognized the value of the Emergency management organizational model that has been endorsed by MetroGIS as a viable means to gain collaborative participation and achieve the "data roll up" promise of the HSIN. As such, MetroGIS model structure has been leveraged as the focus of the federal CAP grant proposal that was submitted this past December. Notification is expected in March or April of those interests who have been awarded grants.

Knippel added that Minnesota is in a good position for award of the grant because of MetroGIS's track record to achieve collaborative solutions and in general its efforts to foster collaboration to address shared needs. He and Swazee commented that they believe an **important next step for MetroGIS will be to formally endorse, as regional solutions**, several specified emergency preparedness related datasets that have been developed through the subject model organizational structure.

Member Schneider commented that a "bigger emergency preparedness table" will be needed that can be effectively supported by MetroGIS to ensure all key stakeholders are involved, such as utilities and jurisdictions beyond the seven county Metropolitan Area. Swazee replied that the proposed strategy is to focus on four core data layers (fire stations, schools, hospitals, and police stations), all of which are within the domain of interests that are currently participating in MetroGIS's efforts. Through development of these layers, the need for standards can be readily communicated, which is the key to achieving the goal of interoperability among adjoining jurisdictions. Once buy-in is achieved at this base level, additional data layers can be readily added as the standards are defined and the producers agree to adhere to them.

Member Schneider asked if a web-based mechanism would be used to directly update the subject data layers to minimize the bureaucracy needed to manage the data. Knippel responded that indeed this "direct updating of the regional dataset" is a goal and the that protocols under development to support the proposed development of the Address Points database are directly applicable to the four core Emergency Preparedness datasets. Knippel also commented that perhaps the maintenance requirements might also be fostered/implemented through local emergency management plans.

In response to a question from Member Pistilli asking Knippel if he and his EPC colleagues would like Policy Board members to open the door so to speak for them to gain access to key individuals within their respective communities and organizations, a wide ranging conversation occurred in which two needs were recognized: 1) Policy leadership is needed to engage in meaningful dialogue with the Emergency Management officials and 2) Emergency Management officials are not generally cognizant of the value that GIS technology can bring to their operations as noted in the presentation about the I-35W bridge collapse (Agenda item 4).

As a result of this discussion, the Policy Board asked Knippel to work through Coordinating Committee to develop an outreach strategy recommendation for the Board's consideration designed to connect GIS and Emergency Management officials within county government. The Board also suggested that the strategy include a model resolution for County Board approval

through which to define the public purpose to be served and the importance of their emergency managers leveraging GIS technology.

b) Twin Cities Regional Economic Development Site

Alternate Member O'Rourke encouraged the members to review the information provided in the agenda report. She added that Members Elkins, Schneider, the Staff Coordinator and she has met with the President of the Greater Minneapolis Chamber of Commerce, and web site support staff to discussion how the Chamber and MetroGIS might collaborate to enhance upon the current capacities of the site, noting that the discussion was well received by all and that she had agreed to serve as liaison between the two groups. She closed her comments by noting that the initial launch of the site is planned for late February or March and that the two groups agreed to resume talks once the site was fully operational.

In response to a question from Member Pistilli, O'Rourke commented that the budget for 2008 is \$250,000 of which half will be paid by the Chamber (private sector) and the other half is being sought from public sector partners. In response to a question about benefit to the public sector from Vice-Chairperson Kordiak, O'Rourke briefly commented on the capabilities of the site to rapidly connect prospective land developers and businesses interested in expanding with suitable sites, as service that several public sector partners, including the Washington County have found worth the investment requested of them.

c) 2007 Accomplishments Report

Staff Coordinator Johnson commented that development of the 2008-2011 MetroGIS Business Plan was the principle accomplishment in 2008 for which he thanked the members of the Policy Board for their involvement and ongoing support. He also noted that significant progress had also been made on several important application related projects.

Motion: Member Egan moved and Member Elkins seconded to:

- 1) Accept the summary of major accomplishments for 2007.
- 2) Direct staff to utilize the proposed annual report theme "How the MetroGIS Efforts Are Making a Difference and How Pursing Three Scope Expansions Are Expected To Increase MetroGIS's Relevance" for the 2007 MetroGIS Annual Report.

Motion carried, ayes all.

Member Pistilli announced that Member Johnson (Hennepin County, who was not present) and the Staff Coordinator had been notified earlier in the week that they had been appointed to serve on the newly created National Geospatial Advisory Committee, and offered his congratulations and thanks to both. The other members responded in kind.

d) 2007 Performance Measures Annual Report

Chris Kline, member of the MetroGIS Staff Support Team, provided an overview of the performance measures reporting process and major findings outlined in the 2007 annual report. He called attention to the large increase of downloads during the 2007 reporting period, which contrasted with a substantial decrease in website activity from the previous calendar year. Kline also commented that another changed from the 2006 findings was that only four of the regionally endorsed datasets were among the top 10 download datasets for the year, compared to six from the previous reporting period.

Staff Coordinator Johnson commented that while there these findings do not include access to datasets via web service technology, that is, only downloads of the actual source data are counted because an effective means to count access to services has not be defined. He also mentioned that the suspicion is that more use of the data is occurring because there is no indication of discontent with the endorsed regional datasets. He closed his remarks by stating a new means of measuring

this activity and participant satisfaction will be investigated when MetroGIS's Performance Measurement Plan is updated, a project that is tentatively scheduled to begin later this year

Motion: Member Lake moved and Member Pistilli seconded to approve the 2007 MetroGIS Performance Measurement Report.

Motion carried, ayes all.

e) Executive Committee - Approval of Letter of Support for Grant Application

See Item 5a. No comments offered regarding the Executive Committee's action. (Editor's comment: The Operating Guidelines require actions of the Executive Committee to be shared with the full Board at the meeting following the action for information.)

6. MAJOR ACTIVITY UPDATES

- a) January 24th Workshop: Milestone to Defining MetroGIS's Role Related to Addressing Shared Application Needs

Staff Coordinator Johnson commented that this workshop from early indications was a success and thanked those present who participated, noting that Board members Cook and Elkins had been among the 33 participants. He continued by saying that the Technical Leadership Steering Committee planned to would meet with the consultant team on February 1 to discuss next steps regarding development of a recommendation for the Coordinating Committee to consider at its March 27th meeting and for the Board to consider at its April 23rd meeting.

No further discussions of any update items presented in the agenda report occurred.

7. INFORMATION SHARING

There was no discussion of the items in this section of the agenda.

8. NEXT MEETING

The next meeting is scheduled for April 23, 2008.

9. ADJOURN

The meeting adjourned at 9:40 p.m.

Prepared by:

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Christopher Kline
MetroGIS Support Team



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Tom Workman,
Carver County

Roger Lake,
MAWD

Dennis Hegberg,
Washington County

Dan Cook,
TIES

Randy Johnson,
Hennepin County

Steve Elkins,
City of Bloomington
Metro Cities

Terry Schneider,
City of Minnetonka
Metro Cities

Joseph Wagner,
Scott County

Tony Pistilli,
Metropolitan Council

Coordinating Committee

William Brown,
Chairperson
Hennepin County

Sally Wakefield,
Vice-Chairperson
1000 Friends of Mn

Staff Coordinator

Randall Johnson

Wednesday, April 23, 2008

6:30 p.m.

Metropolitan County Government Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

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 - f) Metro and State Geospatial Initiatives Update
 - g) National/Federal Geospatial Initiatives Update
 - h) March 2008 Coordinating Committee Meeting Summary
- +/-
8. Next Meeting - Wednesday, July 23, 2008
9. Adjourn

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
January 30, 2008**

1. CALL TO ORDER

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

Members Present: Jim Kordiak (Anoka County), Tom Egan (Dakota County), Janice Rettman for Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), Tony Pistilli (Metropolitan Council), Steve Elkins (Metro Cities – City of Bloomington), Terry Schneider (Metro Cities - City of Minnetonka), and Dan Cook (School Districts - TIES).

Members Absent: Tom Workman (Carver County), Randy Johnson (Hennepin County), and Joseph Wagner (Scott County)

Coordinating Committee Members Present: Rick Gelbmann, Randy Knippel, Nancy Read, and Mark Vander Schaaf.

Support Staff: Randall Johnson and Christopher Kline

Visitors: Dan Ross (Minnesota Department of Transportation), Steve Swazee (Emergency Preparedness Committee of the Mn Governors Council on Geographic Information, and Paul Weinberger (City of Minneapolis)

2. ACCEPT AGENDA

Vice-Chairperson noted that an Item 5e - Executive Committee - Approval of Letter of Support for Grant Application was being added to the agenda. Member Schneider moved and Member Pistilli seconded to approve the proposed agenda, as modified. Motion carried, ayes all.

3. MEETING SUMMARY

Member Pistilli moved and Member O'Rourke seconded to approve the October 17, 2007 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

GIS's Role In Response to I-35W Bridge Collapse

Paul Weinberger from the City of Minneapolis introduced himself and Dan Ross of the Minnesota Department of Transportation. Weinberger explained that he would focus on describing the City of Minneapolis's GIS response to the bridge collapse, while Ross would describe the Department of Transportation's GIS response. (A copy of their slide presentation and handouts will be posted on the MetroGIS website when available.)

Weinberger continued, explaining that at the time of the collapse all the GIS staff had left for the day. However, remote access through laptops and broadband allowed many of the workers to log in from their homes to provide immediate support. The city's Emergency Operations plan did not have the GIS staff listed as resource group, but they showed up on their own. All emergency vehicles in the City of Minneapolis are equipped with global positioning system devices; integration of GPS technology and GIS allows a Computer Aided Dispatch (CAD) system to locate resources and routed the closest emergency vehicle to the bridge site. ESRI, the developers of ArcGIS software, offered staff support to the City of Minneapolis during this time, as well.

GIS technology was used to clarify the boundaries of the site over time, establish the security plan and perimeter, manage staffing, distribute site information, and communicate information about the site to outside organizations.

New GIS applications were developed within a short time, some using templates and others created from scratch. An example application was an online atlas allowing a person to receive driving directions across the region, factoring in the closure of the bridge and surrounding streets – something that Google Maps or Mapquest did not have available for quite a while after bridge had collapsed.

Member Egan asked if resources from other agencies, such as Dakota County, were captured and in the resource management systems. Weinberger replied that if these resources were provided in a GIS format that was compatible with the City of Minneapolis's system, then it would have been easy to integrate them. Unfortunately the time constraints around the collapse and recovery did not permit time-consuming integration. He commented that a lesson learned is that establishing common data practices would be helpful for integration in any future crisis.

Member Egan then asked if a priority system had been implemented for the transportation network. Weinberger explained that a prioritization system had not been implemented at the time of the bridge collapse, but was currently under development as the need for such a system was obvious during the incident.

Member Cook asked how long ESRI was on site and what tasks they performed. Weinberger stated that six ESRI staff members were on site for two days, beginning the morning after the collapse during which time they provided data translation services among the data provided by the various organizations involved.

Member Pistilli asked if any existing software development rules or other kinds of rules that the GIS staff discarded during the crisis that are no longer viewed as necessary. Weinberger replied that the situation was unusual and in most software development there are testing phases that were not able to be implemented due to time constraints.

Ross continued the presentation, adding that MN DOT also used remote access to create new maps, designate road closures and detours, and coordinate efforts with the City of Minneapolis. New aerial photography was requested and flights began the morning following the collapse. These photos were available immediately online for all responders to access. These photos were integrated into a recovery grid for investigators and rescue workers to reference.

In addition to assisting the recovery effort, GIS technology was also used for planning for the replacement bridge which began the day after the collapse. Using MetroGIS data, MN DOT planners were able to designate the spatial footprint of the new bridge considering the local streets and any parcels nearby.

Utilizing existing web service templates, MN DOT was able to create basic maps in less than four hours using City of Minneapolis data. Over time, more data was added to the web service – such as the aerial photos and emergency services layers. MN DOT also added their own data to the City of Minneapolis's online mapping and directions tool, adding in state road closures to the municipal grid as well. This was further expanded during the flooding of southeastern Minnesota a few weeks later.

Ross commented that collaboration between organizations was good during the rescue and recovery processes and that web services allowed fast access to the data on demand. However, licensing restrictions resulted in a week's delay in access to data that was requested to respond to the emergency. He recommended that pre-arranged agreements between organizations should be developed to allow sharing of data during emergencies without license restrictions, or similar language to be incorporated into license agreements.

In response to a suggestion that data sharing agreements implemented by MetroGIS should be modified to **provide access to licensed data in an emergency**, Member Schneider suggested that the data sharing impasse encountered **should be addressed either through statute or executive order**, given the problem is broader than the Metropolitan Area. Member Egan added that local governments should adopt standard language into their license agreements to facilitate data sharing during emergencies. Member O'Rourke

commented that licenses are usually used for legal liability reasons, and not to simply restrict access to public data – therefore, the issue is best left to the state to regulate.

Member Cook commented that the Governor’s power to regulate private utilities information and networks during an emergency likely differs from his ability to access publicly produced data, and suggested that these differences be investigated if authority is sought to access data during emergencies via statute or executive order.

Vice Chairperson Kordiak asked about the method of communication used to capture information from the emergency management personnel was via paper or electronic. Weinberger commented that a combination method was used. The Emergency managers communicated with post-it notes attached to the maps and other documents and white boards. Their comments were then captured electronically to provide the ability to easily integrate the information provided for a variety of uses including the rapid printing out of coordinated schedules and presentation on map products.

Vice Chairperson Kordiak also inquired about procedures of during a disaster, access to the power grid and/or Internet is lost. Alternate Member Rettman added that redundancies are incorporated into emergency preparation plans. Networks such as the 800 MHz system are an excellent example of built-in redundancies for such a situation.

At the conclusion of the presentation, the Policy Board requested that the Coordinating Committee offer recommendations for relaxing licensing procedures during emergencies, including but not limited to,

- Offering example universal (boilerplate) language for mutual aid agreements which defines what constitutes an emergency, who has authority to authorize rule waivers and procedures to rapidly distribute data to predetermined interests with a need to know,
- Pursuing desired authorities via Executive Order or modification of state statute
- Suggestions regarding legal and technical language for agreements and backup procedures.

The Board also requested that the Committee provide the following information:

- Document the reasons for the licensing geospatial data (e.g., liability concerns). What issues/concerns would come in to play if licensing was eliminated?
- Identify the types of data currently subject to license that can not be readily accessed during the response to an emergency, such as occurred during response to collapse of the I-35W bridge

The presenters were thanked for their presentation and the lessons learned they shared.

5. ACTION/DISCUSSION ITEMS

a) MetroGIS Emergency Preparedness Model Recognized by State and Leveraged In Federal Grant Application

Randy Knippel, member of the MetroGIS Coordinating Committee and Emergency Management Committee of the Mn Governor’s Council on Geographic Information, introduced the presentation by informing Board members that:

- 1) The Minnesota Department of Homeland Security’s Emergency Preparedness Division had formally recognized MetroGIS for its leadership in the collection, management, and coordination of data critical to emergency preparedness efforts
- 2) An application for a \$50,000 federal grant had been submitted to assist with implementing a statewide system of capturing and managing emergency preparedness data based upon MetroGIS’s model.

Staff Coordinator Johnson added that in January the Executive Committee of the Policy Board had authorized a letter of support for the federal CAP grant application reference by Knippel (Agenda Item 5e) because the application had to be submitted between Board meetings. Vice-Chairperson Kordiak noted that a copy of the letter had been provided to each member for their information and asked if there were any comments or questions. None were offered.

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Motion: Member Egan moved and Member Elkins seconded to:

- 1) Accept the summary of major accomplishments for 2007.
- 2) Direct staff to utilize the proposed annual report theme "How the MetroGIS Efforts Are Making a Difference and How Pursing Three Scope Expansions Are Expected To Increase MetroGIS's Relevance" for the 2007 MetroGIS Annual Report.

Motion carried, ayes all.

Member Pistilli announced that Member Johnson (Hennepin County, who was not present) and the Staff Coordinator had been notified earlier in the week that they had been appointed to serve on the newly created National Geospatial Advisory Committee, and offered his congratulations and thanks to both. The other members responded in kind.

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Chris Kline, member of the MetroGIS Staff Support Team, provided an overview of the performance measures reporting process and major findings outlined in the 2007 annual report. He called attention to the large increase of downloads during the 2007 reporting period, which contrasted with a substantial decrease in website activity from the previous calendar year. Kline also commented that another changed from the 2006 findings was that only four of the regionally endorsed datasets were among the top 10 download datasets for the year, compared to six from the previous reporting period.

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this activity and participant satisfaction will be investigated when MetroGIS's Performance Measurement Plan is updated, a project that is tentatively scheduled to begin later this year

Motion: Member Lake moved and Member Pistilli seconded to approve the 2007 MetroGIS Performance Measurement Report.

Motion carried, ayes all.

e) Executive Committee - Approval of Letter of Support for Grant Application

See Item 5a. No comments offered regarding the Executive Committee's action. (Editor's comment: The Operating Guidelines require actions of the Executive Committee to be shared with the full Board at the meeting following the action for information.)

6. MAJOR ACTIVITY UPDATES

- a) January 24th Workshop: Milestone to Defining MetroGIS's Role Related to Addressing Shared Application Needs

Staff Coordinator Johnson commented that this workshop from early indications was a success and thanked those present who participated, noting that Board members Cook and Elkins had been among the 33 participants. He continued by saying that the Technical Leadership Steering Committee planned to would meet with the consultant team on February 1 to discuss next steps regarding development of a recommendation for the Coordinating Committee to consider at its March 27th meeting and for the Board to consider at its April 23rd meeting.

No further discussions of any update items presented in the agenda report occurred.

7. INFORMATION SHARING

There was no discussion of the items in this section of the agenda.

8. NEXT MEETING

The next meeting is scheduled for April 23, 2008.

9. ADJOURN

The meeting adjourned at 9:40 p.m.

Prepared by:

Randall Johnson, AICP
MetroGIS Staff Coordinator

and

Christopher Kline
MetroGIS Support Team



TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration
Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure (aka Minnesota Structures Project)

DATE: April 7, 2008
(For the Apr. 23rd meeting)

INTRODUCTION

The GIS Technology Demonstration planned for the April Policy Board meeting will focus on how a data management model, created via MetroGIS's efforts, will be leveraged to facilitate statewide collaboration.

The Mn Land Management Information Center (LMIC) and its project partners - the Minnesota Governor's Council on Geographic Information's Emergency Preparedness Committee and MetroGIS's Emergency Preparedness Committee - have received a \$50,000 2008 National Spatial Data Infrastructure CAP grant to improve data available for school, hospital/clinic, police station and fire station locations throughout Minnesota ("structures" data). This presentation will briefly describe the project's relationship to MetroGIS and its timetable, participants, and expected outcomes, which are also summarized below.

John Hoshal, GIS Services Supervisor with LMIC and lead support for the subject project, will make the presentation.

PROJECT BACKGROUND

The project is expected to officially begin in May 2008 and run for one year. LMIC will work closely with members of the Minnesota Governor's Council on Geographic Information's Emergency Preparedness Committee and with the MetroGIS Emergency Preparedness Committee.

According to the Randy Knippel, Dakota County GIS Manager and Chairperson of the MetroGIS Emergency Preparedness Committee, this project will: 1) emphasize collaboration among multi-level government partnerships as a means to keep the subject "structures" data current and 2) leverage ongoing MetroGIS efforts including its shared Emergency Preparedness Data Custodian Model¹ and regional address points application to achieve the vision of collaborative data development within the Metro region and statewide. As importantly, Knippel also believes this project will result in continued testing and refining of the collaborative data custodian model that is currently being used in the Twin Cities metropolitan area to manage the subject "structures" data; data that are needed to support homeland security and emergency management efforts.

To establish these essential data stewardships, the MetroGIS Emergency Preparedness Data Custodian Roles Model will be adapted to support this statewide effort to engage local government. In doing so, this grant will help Minnesota build the federal, state and local relationships and processes required for the statewide collection, integration and long-term maintenance of "structures data" that will benefit the nation and assist in overcoming several issues associated with existing efforts.

The partnerships and the technical capacity sought for the statewide collection, publication and long term, sustainable maintenance of the subject data include:

¹ The organizational model developed and tested developed for the MetroGIS community can be viewed at http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf.

- Identify existing public/private GIS data resources in Minnesota for structures data.
- Identify custodians of the most accurate and complete versions of schools, hospitals/clinics, police stations and fire station locations.
- Determine minimum attribution requirements for each data type. Consideration will be given to attributes that may not be publicly available due to national security concerns.
- Ensure that data is documented using FGDC and Minnesota metadata standards.
- Harvest available data and assess its resolution, accuracy, completeness and currency.
- Propose a stewardship program for each custodian of each structure type that will ensure its yearly update, long-term maintenance and availability. This program will emphasize engaging local government in the process.
- Publish the structures data for public consumption through existing federal and state data clearinghouses, portals and web services.

For additional related information:

- 1) 2008 CAP grant program: <http://www.fgdc.gov/grants/2008CAP/2008CAPDescriptions>
- 2) NSGIC's (National States Geographic Information Council) white paper which reinforces the need to do this work: http://www.nsgic.org/hottopics/hsip_ci_geospatial_data_sharing_program_121806.pdf.
- 3) John Hoshal, Project Lead: john.hoshal@state.mn.us.
- 4) Randy Knippel - Chair, MetroGIS Emergency Management Committee: randy.knippel@co.dakota.mn

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

PREVIOUS GIS TECHNOLOGY DEMONSTRATIONS

- Jan. 2008: GIS's Role in Response to the I-35W Bridge Collapse
- Oct. 2007: Web maps open government to citizens - Metropolitan Mosquito Control District
- Jul. 2007: Metropolitan Council new "Maps" mini website
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs
- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: (*No presentation*)
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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: April 7, 2008
(For the Apr. 23rd Meeting)

INTRODUCTION

The Policy Board's operating guidelines call for the annual election of a chair and vice-chair. Members Reinhardt and Kordiak were elected as Chair and Vice-chair, respectively, on April 25, 2007. 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 2008. 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 2008.

Policy Board Members
April 2008

Member last	Member first	Represents	Begin date
Egan	Tom	Dakota Co.	January 2005
Workman	Tom	Carver Co.	January 2007
Lake	Roger	MAWD	October 2006
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
Elkins	Steve	AMM (Bloomington)	October 2007
Schneider	Terry	AMM (Minnetonka)	January 1997
Wagner	Joseph	Scott Co.	January 2005



TO: Policy Board

FROM: Technical Leadership Steering Workgroup and Coordinating Committee
Coordinating Committee Chair: William Brown, Hennepin County
Contact: Randall Johnson (651-602-1638)

SUBJECT: Meeting Shared Geospatial Needs Beyond Data

DATE: April 3, 2008
(For the April. 23 meeting)

INTRODUCTION

The Coordinating Committee respectfully requests Policy Board to:

- 1) Endorse, as appropriate for MetroGIS's efforts, provision of the following roles in pursuit of collaborative solutions to shared needs for applications and web services: leadership, coordination, policy direction, and testbed funding to leverage the GIS resources possessed in the metropolitan region.
- 2) Endorse the suggested next steps presented below and their relative importance regarding MetroGIS's pursuit of collaborative solutions to shared needs for applications and web services.
- 3) Concur that a need exists for dedication of a Technical Coordinator to join the MetroGIS support team and pursuit of appointment of this resource by the Metropolitan Council, if the Council is willing to do so.

PREVIOUS DIRECTION FROM THE POLICY BOARD

On October 17, 2007, the Policy Board adopted the 2008-2011 MetroGIS Business Plan (http://www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf). With this action, MetroGIS's scope was expanded to include seeking solution for shared application needs. This need, subject of this report, was also acknowledged as the most critical need for MetroGIS to address to ensure continued relevance to changing stakeholder needs. The Board also acknowledged that doing so will require additional technical leadership resources and additional stakeholder cooperation.

Accordingly, the Board directed the Coordinating Committee to develop a recommendation as to how to best proceed for consideration at its April 2008 meeting. The Board requested this recommendation in the form of a suggested work program strategy (see Agenda Item 5c) and support requirements for the remainder of 2008 and for 2009 and beyond. (See the Reference Section for more information about the implications of the Policy Board's adoption of the 2008-2011 Business Plan and the charge to the Committee.)

JANUARY 24 "BEYOND DATA" WORKSHOP

The Coordinating Committee concluded that hosting of workshop facilitated by an expert(s) in area of geospatial applications would be the most effective way to act on the direction received from the Board on October 17, 2008. The recommendations presented in this report evolved from this workshop which was held on January 24, 2008, entitled "Meeting Shared Geospatial Needs Beyond Data", and subsequent evaluation of options by the Technical Leadership Advisory Workgroup of the Coordinating Committee. The purpose of the workshop was to reach agreement on:

- 1) A foundation from which to define appropriate roles for MetroGIS regarding pursuit of collaborative solutions to shared needs for application and web services; a top priority defined in the 2008-2011 Business Plan.
- 2) Next steps to act on those roles.

The 32 workshop participants included Policy Board members Cook and Elkins. (See the Reference Section for information about the Workshop.)

COORDINATING COMMITTEE ACTION

At its March 27, 2008 meeting, the Committee unanimously approved the recommendations presented in this report. (An excerpt from the Committee's meeting summary is provided in Attachment A.)

In addition to the actions described in the recommendations presented below, the Committee also:

- 1) Authorized its Technical Leadership Steering Workgroup to continue to serve as a surrogate for dedicated technical leadership to maintain momentum gained at the January 24 "Beyond Data" workshop. Assuming the Policy Board approves the proposed 2008 and 2009 work plans, this workgroup will oversee the process to "identify and prioritize shared needs for applications and web services"; a top priority project to complete in 2008.
- 2) Directed the Technical Advisory Team to test the potential to expand its scope to oversee a "mail list or list serve" mechanism as the initial strategy to foster partnering in addition to knowledge sharing.
- 3) Authorized creation of a workgroup to guide updating of MetroGIS's Outreach Plan (see Attachment C), once specific shared needs for application are defined. This updated plan is to incorporate direction provided in the 2008-2011 MetroGIS Business Plan and recommendations developed as a component of the "Meeting Shared Needs Beyond Data" investigate.

WHAT IS A GEOSPATIAL APPLICATION? WEB SERVICE?

With adoption of the 2008-2011 MetroGIS Business Plan in October 2007, pursuit of collaborative solutions to shared needs for geospatial applications and web services was defined as a top priority to ensure continued relevance to changing stakeholder needs. For purposes of discussion of work programming, when the term "application" is used the meaning is inclusive of all aspects, that is, applications, web services, and related components.

Definitions for these terms follow (excerpts from the Glossary in the Business Plan document). Examples will be provided when this report is presented to the Policy Board to assist Board members gain a firm understanding of the meaning of these terms as well as impacts and outcomes sought via MetroGIS's work programming:

Application: *a term used to describe a mechanism for creating information from data. By one definition, an application is a "program or web mapping service designed to perform a specific function directly for the user." Applications are also referred to as "software". Examples include word processing software, database programs, and mapping tools.*

Combination of computer software (e.g., web services, computer program, or script) used to query, combine, analyze, and/or print visualizations of geospatial data to address a particular business information need.

A computer program is used for a specific task or purpose, such as accounting or land use planning.

The use of GIS technology to solve problems, automate tasks, and/or generate information within a specific field of interest. For example, a common agricultural application of GIS is determining fertilization requirements based upon maps of soil chemistry and previous crop yields.

Web Service: *A software component accessible via the Internet for use in other applications. Web services are built using industry standards and thus are not dependant upon any particular operating system or programming language, allowing access to them through a wide range of applications.*

MAJOR CONCLUSIONS – INVESTIGATION OF SHARED NEEDS "BEYOND DATA"

- 1) The findings of the January 24th "Beyond Data" workshop and subsequent evaluation corroborate the value that can be achieved through improved efficiencies, across MetroGIS stakeholder community, from achieving of the scope expansions and related activities set forth in the 2008-2011 MetroGIS Business Plan. In particular, the need to:
 - a) Expand solutions to shared geospatial needs to include applications
 - b) Facilitate better data sharing by improving processes and adding more data and users.
 - c) Promote a forum for knowledge sharing
 - d) Build advocacy and awareness of the benefits of collaborative solutions to shared needs
 - e) Maintain funding policies that make the most efficient and effective use of available resources for system-wide benefit

- f) Optimize MetroGIS governance and organizational structure
- 2) The findings of the Beyond Data” evaluation corroborate the assumption made in the 2008-2011 Business Plan that achieving the applications “scope expansion” will require additional technical leadership support in the form of a Technical Coordinator. Reliance upon a workgroup or other alternative to an individual carrying out the responsibilities of a Technical Coordinator was found to be unrealistic.
 - 3) MetroGIS’s roles in pursuit of solutions to shared application needs, in order of their relative importance, should be:
 - a) Leadership
 - b) Coordination
 - c) Policy/Procedures
 - d) Funding

These are the same roles that MetroGIS has served to realize past data-centric accomplishments.

Regarding funding, the Workgroup recommends that the established MetroGIS Regional GIS Project program continue to provide project seed money, and that resources beyond the Metropolitan Council’s MetroGIS budget, such as grants or contributions from participants, be considered. (See the Reference Section)

- 4) Sufficient direction was received to conclude that nine of ten candidate categories of sharing regarding applications (see Item 3 in the Reference Section) are appropriate for MetroGIS to promote among stakeholders.
- 5) The preliminary workplan priorities and budget adopted by the Policy Board in October 2007 should be modified to align resources with priority actions needed to both sustain previous accomplishments and pursue the priority needs refined through the “Beyond Data” investigation.

NEXT STEPS - TO BEGIN ADDRESSING SHARED NEEDS FOR APPLICATIONS

Based upon the conclusions outlined above, the following next steps are recommended to launch MetroGIS’s efforts to address shared needs for applications and web services. These recommendations assume that past collaborative accomplishments will continue to be sustained and that support resources available in the past will continue. The suggested priorities have been incorporated into the 2008 and 2009 work plans presented in Agenda Report 5c.

Proposed Next Step	Priority	Strategy -
1. Define a strategy to secure a Technical Coordinator and initiate negotiations	Very High	Establish dedicated staff position to work with Staff Coordinator and hire as soon as possible; Technical Leadership Steering Workgroup and/or mobility assignments to cover tasks until hire.
2. Define and prioritize shared needs for applications and web services. (Investigate do along with 2 nd -generation definition of priority shared data/information needs)	Very High	Timing and strategy will depend upon whether Technical Coordinator is secured Begin immediately, if possible, with oversight from the Technical Leadership Steering Workgroup.
3. Populate metadata for GeoServices Finder, including the creation of template to promote standardization	High	Use original project workgroup plus related state workgroups to define a strategy – <i>candidate 2008 Regional GIS Project?</i> Timing and strategy may depend upon whether Technical Coordinator is secured.
4. Define a more fully developed geographic data, applications and services broker based on needs outlined by the forum, the state conceptual geospatial architecture plan and the GeoServices Finder project.	High	Develop a more mature, MetroGIS specific vision of what a full geo data and services finder and broker would be, what resources would be needed to support it, and candidate implementation scenarios. Begin to champion the concept. Leverage the state Broker project workgroup.

Proposed Next Step	Priority	Strategy -
5. Explore methods for establishing trust in the reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate role(s) for MetroGIS in establishing that trust	High	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Technical Advisory Team and/or special workgroup. Leverage the delivery of the Geocoder service as a test bed for developing documentation for custodial roles and responsibilities, in particular in the form of a Service Level Agreement that build on the current practice of documenting these aspects via Regional Solution Policy Statements.
6. Ensure “obstacles to sharing” defined at the January 24 th workshop do not become reality. [e.g., address security, licensing, and budget cycles (for trust issues, see above)].	High	Staff coordinator develop strategy to deal with these issues (aided by Technical Coordinator and/or Workgroup) and present to Coordinating Committee.
7. Define communication and presentation needs related to shared applications, such as collaboration mechanisms, “One-Stop Shop” web site, linking between MetroGIS related sites. (Collaboration registry proposal suggested by PlanGraphics)	High	Pass forum recommendations and related Workgroup discussions regarding creation of a “Collaboration Portal” and related components to those updating the Outreach Plan. Ask the Technical Advisory Team to expand scope to oversee a “mail list or list serve” mechanism as the initial strategy to foster partnering and knowledge sharing. A role of the proposed Technical Coordinator would be to moderate this communication mechanism
8. Create a forum for visioning, coordinating, finding and funding technical resources for the development and testing of applications and web services	Medium	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Staff Coordinator, Coordinating Committee, and Technical Advisory Team.
9. Incorporate recommendations related to applications into updated Outreach Plan. The nine categories of application-sharing activities should be a focus. Include ideas such as a recognition (award) program to highlight successful projects.	Medium	Pass this recommendation to those working on Outreach Plan. Efforts could be aided by input from Technical Coordinator
10. Incorporate discussion of Technical Leadership needs and recommendations of the PlanGraphics Team into the pending Leadership Development Plan (formerly referred to as Leadership Succession Plan)	Medium	Pass this recommendation to those working on Leadership Development Plan (described Agenda Item 5g, March 27 Committee meeting)
11. Incorporate the benefits evaluation-related recommendations of the PlanGraphics Team into the pending update of the Performance Measurement Plan	Medium	Pass this to those working on Performance Measurement Plan. Efforts could be aided by input from Technical Coordinator

TECHNICAL LEADERSHIP AND COORDINATION SUPPORT:

Need defined: The need to secure the skills and expertise of a Technical Coordinator, as a member of the MetroGIS support team, was initially identified during development of the 2008-2011 MetroGIS Business Plan, adopted October 17, 2007. This need was corroborated as an outcome of the above-referenced “Beyond Data” workshop held on January 24th. Recommended responsibilities and skills for a Technical Coordinator are presented in Attachment B.

The proposed 2008 and 2009 work programs include a statement of supplemental resource requirements anticipated to achieve each proposed activity. Technical leadership and coordination are cited as needs to achieve full satisfaction, in a timely manner, of many of the application-related activities; activities that must be accomplished to achieve the outcomes called for in MetroGIS’s 2008-2011 Business Plan and whose importance was also corroborated at the January 24th Workshop..

Options Investigated: Options for providing this support were investigated as a task associated with the “Beyond Data” evaluation. The conclusion was that this support cannot be effectively achieved via dependence on a workgroup(s) serving in a surrogate staff leadership role or via support solely by the Policy Coordinator; a consultant; individuals affiliated with stakeholder organizations on a project-by-project basis by; or by multiple individuals sharing the responsibilities of a Technical Coordinator. A major consideration of in reaching this conclusion was that options other than a single person cannot effectively establish and maintain long-term work relationships necessary to effectively achieve collaborative solutions.

For instance, the Technical Leadership Steering Workgroup was created, in part, to test the “leadership by workgroup” option. In the end, two members assumed responsibility for carrying out the more in-depth evaluation than could be accomplished in a group setting or by the Policy Coordinator. Without their in-depth analysis, the workgroup’s efforts would have been substantially less rigorous.

As a result, the conclusion was reached that an individual should be secured to provide the technical leadership and coordination expertise needed to achieve the outcomes set forth in the Business Plan, that is, assist MetroGIS fully and effectively maintain relevance to changing stakeholder needs.

Discussions with Metropolitan Council: On January 30th, a meeting was held with senior Metropolitan Council leadership to determine if there was support to pursue dedicating the above-describe technical coordination resource to support of MetroGIS’s “foster collaboration” function. Senior leadership acknowledged the substantial benefits realized by the Council and the community through the efforts of the Staff Coordinator, which currently a Council-financed position, and expressed cautious optimistic support that investment in the subject technical coordinator position would likewise benefit the Council. Negotiations on the specifics of such a position were in progress at the time that the Council enacted a hiring freeze, which was not anticipated at the time of the January 30th meeting. The freeze was in response to a projected \$47 million budget deficit associated with the Council’s transit operations that arose during the current Legislative session. Council leadership greatly values the benefits it receives from its participation in MetroGIS’s efforts, but is not in a position to give further consideration to the technical coordinator proposal until the budget deficit is resolved.

Workgroup to Maintain Momentum Until Dedicated Staff Available: The Coordinating Committee has concluded that the only practical option to maintain momentum gained at the January 24 “Beyond Data” Workshop until a Technical Coordinator can be secured, is to ask the members of its Technical Leadership Steering Workgroup to provide advice and oversight, to the extent possible, to move forward with critical next steps.

RECOMMENDATION

That the Policy Board:

- 1) Endorse, as appropriate for MetroGIS’s efforts, provision of the following roles in pursuit of collaborative solutions to shared needs for applications and web services: leadership, coordination, policy direction, and testbed funding to leverage the GIS resources possessed in the metropolitan region.
- 2) Endorse the Coordinating Committee’s suggested next steps and their relative importance regarding MetroGIS’s pursuit of collaborative solutions to shared needs for applications and web services.
- 3) Concur that a need exists for dedication of a Technical Coordinator to join the MetroGIS support team to maintain relevance to changing stakeholder needs.
- 4) Endorse continued negotiations with the Metropolitan Council to dedicate additional support resources to MetroGIS’s “foster collaboration” function sufficient to accomplish the roles and responsibilities of a Technical Coordinator, as described in Attachment B.

(Note: See Agenda Item 5c for the proposed 2008 and 2009 Work Plans and accompanying budget requests.)

REFERENCE SECTION

TECHNICAL LEADERSHIP STEERING WORKGROUP

Immediately following adoption of the 2008-2011 MetroGIS Business Plan on October 17, 2007 by the MetroGIS Policy Board, the Coordinating Committee created the Technical Leadership Steering Workgroup. The Workgroup's primary charges were to submit recommendations to the Policy Board for consideration at the April 2008 Board meeting concerning:

- Appropriate role(s) for MetroGIS concerning pursuit of shared needs for applications and web services.
- Identification of additional technical leadership and support needed to effectively carry out this role(s) to ensure responsiveness to changing needs of MetroGIS stakeholders.
- Modifications to the preliminary 2008 workplan and "foster collaboration" budget necessary to achieve the recommended role(s).

This Workgroup guided the process to retain a consultant team to facilitate the January 24th workshop and preparations to host the workshop. The Consultant team consisted of John Antenucci, President and CEO of PlanGraphic, Inc., and Jim Fries, also with PlanGraphics, Inc. MetroGIS project funding provided by the Metropolitan Council was used to retain the consultant team. The fee was \$7,740.

Members of the Technical Leadership Steering Workgroup:

Bob Basques (City of St. Paul – TAT)	*Mark Kotz (Metropolitan Council & TAT Support)
David Bitner (MAC-Coordinating Committee)	Jim Maxwell (TLG - TAT),
David Brandt (Washington County – TAT Chair)	*Nancy Read* (MMCD - Coordinating Committee)
Jim Bunning (Scott County - Coordinating Committee),	Tim Loesch (DNR- Coordinating Committee)
Pat Cummings (ESRI)	Ben Verbick (LOGIS – Address Workgroup)

* *Co-leaders*

Staff support team: Randall Johnson, Jonathan Blake and Chris Kline

POLICY BOARD DIRECTION

On October 17, 2007, the Policy Board adopted the 2008-2011 MetroGIS Business Plan (http://www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf). This Plan recognizes that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:

- Expand solutions to shared geographic information **needs beyond data-centric solutions to include applications** and, if necessary, related infrastructure.

The Policy Board recognized that achieving this role expansion is the most critical need for MetroGIS, in 2008 and beyond, and that doing so will involve additional resources in the areas of technical leadership and stakeholder cooperation

- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.
- Seek opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests.

The following actions were adopted by the Board and provided the foundation for the initial 2008 work plan.

- Sustaining past accomplishments, including engaged policy makers, participation in decision-making processes of knowledgeable and respected individuals representative of the stakeholder community, implemented regional solutions to shared information needs, DataFinder, performance measurement program, outreach, documentation of benefits to stakeholders from MetroGIS efforts, and a comprehensive and Internet-based institutional memory.
- Defining the role of MetroGIS in application development and support and pursuing projects consistent with that role. **The Board asked for a recommendation at its April 2008 meeting.**
- Securing additional technical leadership and support needed to address the changing needs of MetroGIS stakeholders. **The Board asked for a recommendation at its April 2008 meeting**

JANUARY 24, 2008 WORKSHOP – “MEETING SHARED GEOSPATIAL NEEDS BEYOND DATA”

1. Pending Project Report: A project report will be prepared to document the workshop through the Policy Board's actions to define next steps. In the mean time, components of the pending project report are shared in this report as follows. Excerpts from that report relevant to the action recommended in this report follow.
2. Appropriate MetroGIS Role(s): The 32 workshop participants, representative the community of interests, responded to a survey designed to provide insight into roles appropriate for MetroGIS in pursuit of solutions to shared needs for applications and web services. A summary of the results follows. The questions and detailed survey will be documented in the final Project Report.

What role(s) do you believe MetroGIS should play in the fostering solutions to meet shared geospatial application needs	Ranking On a scale of 1 (low) to 3 (high) (23 of 30 participants)
Leadership	2.9
Coordination	2.8
Policy/Procedures	2.5
Funding	2.2
Implementation (including Hosting)	2.1
Support	2.0
Development	1.7

Regarding the funding role, the recommendation proposes that the established MetroGIS Regional GIS Project program continue to provide project seed money, and that resources beyond the Metropolitan Council's MetroGIS budget, such as grants or contributions from participants, continue to be sought for such needs. The purpose of the Regional GIS Project program is to catalyze research and development activities important to achieving collaborative solutions by leveraging resources equal or greater than the seed funds. Stated another way, these funds are intended to serve as "challenge grants" to accomplish research and development activities important to solutions to priority shared needs.

The other three candidate roles (Implementation-including Hosting, Support, and Development) that were included in the ranking exercise are recommended to remain principally within the domain of those stakeholder organizations that have an internal business need for support of them, also the case with previously implemented data-centric regional solutions.

3. Application Sharing Activities Appropriate for MetroGIS Promotion: Another purpose of the participant survey was to seek guidance as to the appropriateness of MetroGIS promoting ten various predefined types of application sharing related activities. The participants were asked to rank each category according to two dimensions: 1) Importance to their organization and 2) Appropriateness for MetroGIS to dedicate resources to accomplishing.

Nine of the ten categories received appropriateness rankings of high to above medium as appropriate for MetroGIS to promote and foster as components of regional solutions and for use in general by stakeholder to achieve improved capacities. These nine "appropriate" types of application sharing activities are listed in the following table in order of most to least importance:

Priority	Technical Components of Resolving Shared Application Needs	Appropriate for MetroGIS Ranking On a scale of 1 (low) to 3 (high) (23 of 30 participants)
1	Writing Web-Based Services That Can Be Used Regardless Of Development Environment	2.7
2	Sharing Expertise And Best Practices In Writing And Implementing Applications	2.7

3	Hosting Applications And Services For Others To Use and/or Consuming Applications and Services from Others	2.7
4	Hosting Data Services	2.7
5	Funding A Portion Of Another Organization's Development Effort That Will Also Benefit Your Organization	2.5
6	Giving An Existing Application To Others To Use In Their Own Environment	2.5
7	Writing Modules That Can Be Reused By Others	2.5
8	Sharing The Writing And Implementation Of Whole Applications	2.3
9	Sharing The Cost Of Software Purchases	2.2
10	Cooperating To Agree To A Common Development Environment (.NET, ASP, Geocortex, Arcserver, Open Source Solutions, etc.)	1.5

The only category among the ten ranked as a low priority was “Cooperating To Agree To A Common Development Environment”. The consensus at the Workshop was that a common operating environment should not be sought but rather the focus should be on deliverables of the various options being able to “speak” to one another.

Note, these practices are intended to be employed wherever the opportunity arises. Accordingly, a general statement of concurrence with them as general business rules is recommended as opposed to attempting to apply them in any order of priority.

ATTACHMENT A

Excerpt Meeting Summary March 27, 2008 Coordinating Committee

5a) Next Steps: Solutions to Shared Application Needs

Member Read, acting as a spokesperson for Technical Leadership Steering Workgroup, summarized direction the Workgroup received from both the Policy Board and Committee in connection with adoption of the 2008-2011 MetroGIS Business Plan. The Workgroup started with that base and used surveys, presentations on current shared applications, and user input at a full-day workshop Jan. 24 facilitated by PlanGraphics, to explore issues and options and develop recommendations as to how MetroGIS should proceed to address application needs shared by the community. Read also commented that a surprising finding, from her perspective, was that organizational structure and funding issues could be as important for enabling shared applications as were more technological issues, a finding that highlights the continued need for MetroGIS's role.

Mark Kotz, also acting as a spokesperson for Technical Leadership Steering Workgroup, presented the Workgroup's recommendations... noting that a key finding of the Workgroup is that the services of a technical coordinator dedicated to MetroGIS will be needed to fully realize the broad outcomes defined in the 2008-2011 business plan and to achieve the application-sharing strategies defined via the evaluation overseen by the workgroup.

Before discussion of the recommended 2008-2009 workplan began, staff commented that the concept of securing the services of a technical coordinator was shared with senior Metropolitan Council officials on January 30, 2007. Member Vander Schaaf, who participated in the meeting, commented that Metropolitan Council Chairperson Bell, Councilmember Pistilli (Council representative to the MetroGIS Policy Board) and members of Council senior management attended to discuss preliminary findings of the Workgroup, including the need for a technical coordinator. He commented that Chairperson Bell and Regional Administrator Weaver had expressed cautious optimistic support, and acknowledged that such an investment would benefit the Council....Vander Schaaf concluded his remarks by stating that although the Council greatly values the benefits it receives from its participation in MetroGIS's efforts, it cannot give further consideration to pursuing the hiring of the technical coordinator until the budget deficit is resolved.

General discussion ensued as to how MetroGIS should proceed in terms of submitting a "foster collaboration function" budget request to the Metropolitan Council, given the uncertainties that have arisen due to the hiring freeze. After discussion of several options, it was agreed to submit a budget request for what the committee believes MetroGIS needs to achieve the outcomes defined in the business plan and leave it up to the Council to decide how it wishes to proceed.....

Motion: The following five recommendations were moved by Member Bitner and Seconded by Member Givens as a single motion with five parts, voted on simultaneously, and unanimously approved.

- 1) Endorse Appropriate Roles for MetroGIS:** That the Coordinating Committee seek endorsement from the Policy Board that MetroGIS's roles related to shared application needs should consist of providing:
 - Leadership,
 - Coordination,
 - Policy and procedural support, and
 - Seed funding.

2) Initiate Negotiations to Secure Technical Coordinator: That the Coordinating Committee:

- Request the Policy Board to authorize immediate negotiations to achieve dedication of additional technical staff support to MetroGIS consistent with the responsibilities and skills defined in Attachment A, of Agenda Report 5c.
- In the short term, to the extent practical, continue to rely upon the Technical Leadership Steering Workgroup to serve as a surrogate for a dedicated technical coordinator.

3) Define Specific Shared Application Needs: That the Coordinating Committee:

- Create a workgroup to begin work immediately to oversee a process to identify and prioritize shared needs for applications and web services.
- Charge this workgroup to report back to the committee at its June 2008 meeting with progress made and if not completed, a proposed plan to secure resources needed to accomplish this task.
- The membership shall be comprised of those members of the Technical Leadership Steering Workgroup who wish to continue to serve in this capacity, supplemented by persons that the Workgroup members wish to invite who possess skills important to achieving the charge.
- The chair of the new Shared Applications Workgroup shall be designated by the workgroup members, subject to approval by the Coordinating Committee.

4) Update Outreach Plan: That the Coordinating Committee:

- Authorize creation of a workgroup to guide updating of MetroGIS's Outreach Plan to address direction provided in the 2008-2011 MetroGIS Business Plan (Attachment G), recommendations provided by the PlanGraphics Team (Appendix A), and recommendations of the Technical Leadership Steering Workgroup presented in this report such as showcasing of benefits anticipated to be achieved from collaborative application solutions, and explaining easy ways to find applications, services, and opportunities for collaboration.
- This workgroup would begin its work once specific shared application needs are defined.

5) Test Mechanism to Foster Partnering: That the Coordinating Committee:

- Direct the Technical Advisory Team to test the potential for it to expand its scope as principally a knowledge sharing vehicle to oversee a "mail list or list serve" mechanism as the initial strategy to foster partnering in addition to knowledge sharing.
- A role of the proposed Technical Coordinator would be to moderate this "partnering" mechanism.
- Offer a recommendation for how best promote the nine categories of application related sharing defined as appropriate for MetroGIS to foster (e.g., add a business rule, outreach, etc.)

Motion carried, ayes all.

ATTACHMENT B

Expanded MetroGIS Technical Leadership and Coordination

*(Source: Appendix F, 2008-2011 MetroGIS Business Plan and
Updated by Coordinating Committee on Marcy 27, 2008)*

The following technical responsibilities and competencies are suggested as those necessary to effectively achieve the next-generation outcomes defined for MetroGIS's efforts, specifically scope expansions involving: shared applications, partnering with non-government, and data interoperability with jurisdictions that adjoin the Twin Cities metropolitan area.

Single Position - MetroGIS Technical Coordinator.

The outcomes to be achieved through performance of the roles and responsibilities listed herein are best carried out by one person. Alternatives, such as, distribution among more than one person, use of consultants, and reliance upon workgroups cannot effectively establish and maintain long-term working relationships among the variety of interests and individuals who comprise the MetroGIS community and whose involvement is essential to fostering and achieving solutions to shared geospatial needs. These alternatives also do not offer the capacity to effectively provide the leadership and coordination needed on an on-going basis to achieve the collaborative outcomes which are the foundation of MetroGIS's purpose.

Work Direction:

The MetroGIS Staff Coordinator will continue to be the main contact with the Policy Board. The work of the Technical Coordinator will be coordinated through the MetroGIS Staff Coordinator.

Principal Role

Provide leadership and coordination to assist the MetroGIS community investigate, develop and implement strategies for application sharing. Assist the community define what it means to share applications and methods for achieve sharing,

Responsibilities Sought for Expanded Technical Leadership / Coordination Support Role

1. Manage implementation of technical aspects of collaborative solutions (data, applications and infrastructure) to shared information and related geospatial technology needs.
2. Serves as project manager for some technical projects, including project planning, data development, testing of applications, and coordinating volunteer support.
3. Maintain a conceptual understanding of technology advancements related to addressing geospatial information needs of the stakeholder community.
4. Assist with ongoing satisfaction monitoring (custodians and users) of implemented solutions to shared geospatial needs.
5. Work closely and coordinate with staff of government and non-government stakeholder organizations to define and implement technical aspects of collaborative solutions to shared geospatial needs.
6. Provide lead support for the MetroGIS Technical Advisory Team.
7. Provide timely support for task-specific workgroups, including research and leadership to guide development and refinement of solutions to shared needs.
8. Serves as central point of contact for inquiries related to MetroGIS technical services and processes.
9. Maintains effective working relationship with wide range of GIS-related user groups that serve the Twin Cities
10. Monitors opportunities for partnering and assists to connect interests for activities aligned with outcomes defined for MetroGIS's efforts.
11. Provide expanded assistance to MetroGIS (Policy/Staff) Coordinator for: Outreach and advocacy for services available through MetroGIS's efforts, support of the MetroGIS Policy Board and Coordinating Committee, Business Planning activities, negotiation of agreements, support of Performance Measurement Reporting, frame policy obstacles that must be resolved to achieve desired technology solutions.

What Knowledge, Skills, Abilities Desired

1. Knowledge of current trends in GIS technology including geospatial data and applications, standards, metadata, web-based technology, service-oriented architecture, and the principals of the NSDI.
2. Experience supporting committees or boards comprised of members with varying points of view.
3. Problem solving in a consensus environment involving varied organizational and professional perspectives.
4. Experience with inter-organizational implementation and management of GIS technology, including needs assessments, database design, standards development, and web-based applications.
5. Understanding of the organizations and community of GIS professionals that serve the seven-county, Twin Cities metropolitan area.
6. Ability to effectively explain complex technical concepts to non-technical managers and policy makers.
7. Ability to write clear, concise, and logical reports and to make clear verbal and written presentations.

ATTACHMENT C

PLAN FOR **OUTREACH AND IDENTIFICATION OF OPPORTUNITIES** **(Update of 2002 High-Level MetroGIS Outreach Plan)** *(Draft Accepted by Coordinating Committee on December 17, 2007)*

Purpose

This Outreach Plan is intended to guide MetroGIS's communications and outreach activities with leadership of organizations and entities that both current and prospective contributors and beneficiaries of MetroGIS's efforts. Specifically, the following six target groups of outreach interests have been identified:¹

- ✓ Currently active interests willing to investigate further collaborative opportunities
- ✓ Non-government entities willing to share resources,
- ✓ Municipal government entities which are potential contributors and or beneficiaries
- ✓ Departments within participating organizations that are not participating
- ✓ Organizations with data and resources value to others who are not participating
- ✓ Jurisdictions that adjoin the Twin Cities Metropolitan Area

In addition, this Plan recognizes the importance of MetroGIS continuing to foster relationships with organizations with which it has previously coordinated, including the Governor's Council on Geographic Information (GCGI), MN Land Management Information Center (LMIC), and Federal Geographic Data Committee (FGDC).

This Outreach Plan is a companion document to the 2008-2011 MetroGIS Business Plan, which identified outreach as a key organizational priority. Specific communications and outreach tactics, as well as budget implications, will be included in annual work plans.

Continue Current Practices

1. Produce an Annual Report and distribute it, principally via email, to the chief elected and chief administrative officials with local and regional government entities serving the Twin Cities Metropolitan Area and individuals included in MetroGIS's contact database.)
2. Produce an informational brochure every 2-3 years to distribute along with the Annual Report and to use as a handout at forums and conferences that focuses on benefits that have been experienced by stakeholders through MetroGIS efforts.
3. Administer Participant Satisfaction Surveys and host Peer Review Forums for implemented regional solutions and use each use as an opportunity to communicate past accomplishments as well as to receive feedback as to desired enhancements.
4. Maintain a current, complete, accurate, and easily accessible web-based institutional memory of all aspects of MetroGIS efforts.
5. Submit articles for the quarterly MN GIS/LIS newsletter.
6. Regularly attend county-based GIS user group meeting in all seven counties to observe and document interests that are shared among the groups.
7. Host workshops and educational sessions at the annual MN GIS/LIS conference and in cooperation with others to facilitate knowledge sharing.
8. Accept requests to speak about MetroGIS to stakeholder communities and continue the philosophy of encouraging Policy Board, Coordinating Committee and Team leadership to take the lead, supported by staff.
9. Keep the leadership of Governor's Council on Geographic Information (GCGI) and MN Land Management Information Center (LMIC) informed of MetroGIS' activities and continue to participate in activities of the GCGI and LMIC as invited.
10. Encourage Policy Board, Coordinating Committee, and Advisory Team members to proactively identify stakeholder workshop and conference opportunities, which would be appropriate/beneficial for MetroGIS to participate.

¹ Identified in Tactic 1, Chapter 3, Section VI of the 2008-2011 MetroGIS Business Plan. A sixth group, currently engaged interests, is listed to insure that new collaborative opportunities are also fostered among those interests that are currently participating.

11. Seek out opportunities to promote MetroGIS's philosophy, practices and projects via the news media and hands-on workshops.
12. Leverage workgroup membership as a means to establish on-going dialogue with stakeholders to both define shared opportunities and educate constituents on the benefits of collaborative solutions to shared geospatial needs...

Suggested New Practices

Prior to the adoption of the 2008-2011 MetroGIS Business Plan, the majority of MetroGIS's outreach efforts targeted organizations that already utilized and understood the value and potential of GIS technology and therefore recognized the benefit of a collaborative approach to addressing GIS needs. With the adoption of the 2008-2011 Business Plan, MetroGIS expanded the scope of its outreach activities to include organizations that do not currently utilize GIS technology, or do so sparingly. MetroGIS will work to improve awareness and understanding of the benefits of GIS technology and collaboration among these non-users. To that end, the following new practices will be adopted:

- a) Through the use of targeted messages, achieve ongoing communication about shared opportunities with representatives of the six constituencies identified in the Purpose Statement, above.
- b) Initiate regular communication with officials affiliated with jurisdictions that adjoin the Twin Cities Metropolitan Area, in particular counties, to pursue opportunities for coordination and cooperation with these counties in joint projects to address shared geographic information needs.
- c) Expand use of electronic tools to foster exchange of ideas and obtain feedback from stakeholders.
- d) Pursue opportunities to present to professional organizations of policy makers and managers of key stakeholder interests.
- e) Promote adoption of standards with interests beyond the Twin Cities Metropolitan Area (regional, state or federal) via case-by-case negotiations with the goals of eventual applicability statewide of policies and commitments to knowledge sharing and removing barriers to sharing and leveraging geospatial resources.
- f) Pursue opportunities to establish public-private partnerships, particularly to address application needs. (Note: The first step in this process is the establishment of a public/private working group, comprised of volunteers from MetroGIS participant organizations as well as private sector representatives, which will work to identify opportunities for collaboration.)
- g) Establish a partnership with the Governor's Council on Geographic Information (GCGI) to collaborate on outreach activities of common interest, in particular, to improve understanding among individuals affiliated with government in jurisdictions adjoining the Twin Cities Metropolitan Area and Greater Minnesota of MetroGIS' data sharing philosophy, practices, and lessons learned. In addition, share on an ongoing basis with the GCGI any information learned from MetroGIS's efforts to encourage the adoption of standards with entities beyond the Twin Cities Metropolitan Area.



TO: Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Contact: Randall Johnson (651-602-1638)

SUBJECT: 2008 and 2009 MetroGIS Work Plans and “Fostering Collaboration” Function Budgets

DATE: April 8, 2008
(For the Apr 23rd Meeting)

INTRODUCTION

The Coordinating Committee respectfully requests the Policy Board’s endorsement of the following recommendations:

- 1) Revise the preliminarily approved 2008 work plan to recognize projects important to addressing shared needs for applications and web services identified as a result of the January 24, 2008 “Meeting Shared Geospatial Needs Beyond Data” Workshop (*see Agenda Item 5b for more information*).
- 2) Approve a preliminary 2009 work plan.
- 3) Revise the preliminarily approved 2008 “foster collaboration” budget line items to align with the revised 2008 work plan.
- 4) Endorse a preliminary 2009 “foster collaboration” budget request of \$86,000.

The recommendations presented in this report are intended to put into action next steps called for in the report for Agenda Item 5b “Next Steps: Solutions to Shared Application Needs”. Central to these recommendations is corroboration of an assumption set forth in the 2008-2011 Business Plan that additional dedicated MetroGIS support, in the form of a Technical Coordinator, is needed to fully accomplish the desired outcomes in a timely manner.

PREVIOUS POLICY BOARD DIRECTION

On October 17, 2007, the Policy Board adopted the 2008-2011 MetroGIS Business Plan. This action expanded MetroGIS’s scope to include: solutions to shared application needs, partnering with non-government entities, and improved data sharing with jurisdictions that adjoin the seven county metro area. The Board recognized these scope expansions as critical actions needed for MetroGIS to maintain relevance to changing stakeholder needs and acknowledged that doing so would require additional technical leadership resources and additional stakeholder cooperation.

Accordingly, the Policy Board directed the Coordinating Committee to develop a recommendation as to how to best proceed for consideration at its April 2008 meeting. Refer to the Reference Section for a detailed description of the Policy Board’s actions on October 17th.

COORDINATING COMMITTEE ACTION

At its March 27, 2008 meeting the Coordinating Committee recommended that Policy Board endorsed the recommendations set forth in this report. Refer to the Reference Section for a detailed description of the Committee’s actions on March 27th.

DISCUSSION

General: The proposed work plans to guide MetroGIS’s activities for the remainder of 2008 and in 2009, as with previous years, are ambitious. The prevailing theme is that MetroGIS must effectively address topics of importance to its stakeholders in a timely manner or its ability to lead and achieve collaboration will diminish.

A summary of major program objectives for each year is listed in Attachments A and B, respectively. A detailed description of these objectives is also provided in Attachment C. The corresponding line item budget requests are jointly presented in Attachment D.

Additional support, in the form of a Technical Coordinator, has been identified as a critical element in MetroGIS's ability to maintain relevance to changing stakeholder business needs. The Coordinating Committee understands that an investment of this magnitude will not occur overnight. If this additional support resource is not secured as recommended by January 1, 2009, adjustments will need to be made to the timing of the projects set forth in the proposed work plans. That said, the Committee felt it important to ask for the resources it needs and offer a work plan for how those resources would be used.

If the additional support is not secured, no change is anticipated in the \$86,000 non-staff funding request but the manner in which the funds are anticipated to be used may change (e.g., fewer projects, more consultant assistance).

Work Plans:

Refinement of Preliminary 2008 Work Plan: The results of the January 24th "Beyond Data" workshop, generally corroborated recommendations that had been previously called for in the business planning (Appendix K of the Business Plan) process completed in October 2007 (see Reference Section). As such, limited modifications to the preliminarily approved 2008 workplan are recommended. The refinements are of the following types:

- 1) Expand affirmation of expectations with stakeholder to specific reference to the need to add a Technical Coordinator to the MetroGIS support team.
- 2) Add a project to define specific needs for applications and web services, including identification of second-generation shared information needs.
- 3) Add a project to populate metadata for the GeoServices Finder application.
- 4) Recast the project formerly referred to as "Implement ApplicationFinder" to achieve a broader service broker function.
- 5) Postpone updating the MetroGIS Performance Measurement Plan until specific shared needs for applications are defined.
- 6) Reorder priorities.

2009 Work Plan: Preliminary endorsement of a 2009 work plan is requested at this time to provide a foundation for the 2009 preliminary budget request (below). In approving these preliminary project preferences, stakeholder organizations will be aware of them as they develop their respective 2009 budgets and work plans.

As was the case with the 2008 work plan, activities identified during development of the 2008-2011 MetroGIS Business Plan for consideration in 2009 were generally corroborated at the January 24th "Beyond Data" workshop. One new activity (explore methods for enhancing and sustaining trust in the reliability of shared services) was added to the projects previously identified for 2009. Updating of MetroGIS's Performance Measurement Plan, originally anticipated to occur in 2008, is also now proposed for 2009. It is proposed to begin following the definition of specific shared needs for applications and web services.

Budget Request - "Foster Collaboration" Function:

2008: No changes are suggested to the bottom line of the approved 2008 (non-staff) project budget. The request for additional dedicated support, in the form of a Technical Coordinator and as defined in Agenda Item 5b, is in addition to the \$86,000 approved for non-staff project funding. The only suggested change of note to the preliminarily approved line items for 2008 is due to the need to first define specifics about the shared application needs. This change involves postponing updating of the Performance Measures Plan until 2009. The associated \$10,000 has been shifted to the line item for projects to address shared needs for applications and web services.

2009: The same total amount of \$86,000 for the "non-staff" budget as approved for 2008 is requested for 2009. As with the 2008 budget, the proposal for additional dedicated support, in the form of a Technical Coordinator, is in addition to the \$86,000 "non-staff" budget request.

The only major change from the 2008 budget is that all funds that had been allotted in 2008 to fund competitive Regional GIS Projects (\$25,000) are proposed to be used to address shared needs for applications and web services and related 2nd generation information needs. In so doing, a total of \$33,000 is proposed to keep as many options open as possible for these projects, given their rating as "very high" priorities. For example, if the type of facilitated process used in 1996-97 to define shared information needs were to be repeated to define shared needs for applications and web services, the cost could approach \$60,000; the fee paid to Advanced Strategies Inc. to facilitate the workshops and distill the information obtained for policy deliberations.

The end result, in terms of projects actually pursued, may be the same but nevertheless this proposal places responsibility for defining priorities with MetroGIS leadership, as opposed to relying upon participants competing for funding via the Regional GIS Project program to set them.

RECOMMENDATION

That the Policy Board:

- 1) Adopt the revised 2008 and preliminary 2009 MetroGIS Major Program Objectives, as presented in Attachments A and B, with the understanding that securing of a Technical Coordinator is required to fully achieve the associated outcomes in a timely manner.
- 2) Endorse the revised line items for the 2008 “foster collaboration” non-staff budget of \$86,000, as presented in Attachment D, resulting in postponement of updating MetroGIS’s Performance Measures Plan until specific shared application needs are defined and shifting of the previously allotted funding to address shared needs for applications and web services.
- 3) Endorse the preliminary 2009 MetroGIS “foster collaboration” line item non-staff budget request of \$86,000, as presented in Attachment D, with the understanding that: a) the goal is to fill the Technical Coordinator support role of by January 1, 2009 and b) funding for the competitive Regional GIS Project program is hereby temporarily dedicated to pursuing solutions to shared needs for applications and web services for which priorities are defined by MetroGIS leadership.
- 4) Direct the Coordinating Committee to inform it (Policy Board) at the July and October meetings of progress made to secure a Technical Coordinator and any related work programming modifications that should be considered.

REFERENCE SECTION

1. OCTOBER 17, 2007: POLICY BOARD ACTION

A. Scope Expansions Approved

- (1) The Policy Board adopted the 2008-2011 MetroGIS Business Plan (http://www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf). With this action, the Policy Board directed expansion of MetroGIS's scope to proactively pursue:
 - 1) Solutions to shared application needs,
 - 2) Partnering with non-government entities, and
 - 3) Improved data sharing with jurisdictions that adjoin the seven county metro area.
- (2) The Board also recognized these scope expansions as critical needs for MetroGIS in 2008 and beyond to maintain continued relevance to changing stakeholder needs and acknowledged that doing so will require additional:
 - 1) Technical leadership resources (*See recommendation in Agenda Report 5b*)
 - 2) Stakeholder cooperation. (*Outreach Plan Modifications proposed in Attachment C, Agenda Report 5b*)
- (3) Directed the Coordinating Committee to develop a recommendation in the form of a suggested work program strategy and support requirements for the remainder of 2008 and for 2009 and beyond for consideration at its April 2008 meeting.
- (4) Authorized a Request for Proposals for expert assistance to assist with hosting a forum (January 24, 2008 "Beyond Data" Workshop) through which to define MetroGIS's role related to addressing shared application needs and authorize up to \$8,750 for this contract. (Editor's Note: The actual fee was \$7,740 and was paid with 2007 funds.)

B. 2008 Work Plan and Preliminary Budget Approved

The Policy Board adopted preliminary major work program priorities for 2008 and a preliminary 2008 expense budget for MetroGIS's "Foster Collaboration" function, subject to modification at the April 2008 meeting following consideration of the findings of the January 24, 2008 "Beyond Data" Workshop. (See Agenda Item 5b for more information.).

[Editor's note: Several of the preliminarily proposed activities for 2008 were accompanied with an "***" and the following qualifying statement "*Indicates an activity at least in part dependent upon securing additional technical leadership and coordination resources*".

2. MARCH 27, 2008: COORDINATING COMMITTEE ACTION

The 2008-2009 work program and the budget requests, as presented in this report were unanimously recommended for approval by the Policy Board. Key components of these recommendations were as follows:

- Continue negotiations with the Metropolitan Council to dedicate additional support resources to MetroGIS sufficient to accomplish the roles and responsibilities of a Technical Coordinator (see agenda item 5b).
- The non-staff total budget request of \$86,000 for 2009 for MetroGIS "foster collaboration" non-staff project budget is the same as that approved for 2008, with the understanding that securing a Technical Coordinator is required to fully achieve the associated outcomes in a timely manner and that this support need will be filled by January 1, 2009.
- Modification to the preliminary approved 2008 non-staff budget line items are included to align with priorities that emerged as a result of the January 24, 2008 "Beyond Data" workshop. (e.g., postpone updating the Performance Measures Plan until specific shared application needs are defined and shift the \$10,000 allotted for updating the Performance Measurement Plan to addressing shared application needs).
- Forego a separate allocation of funding in 2009 for the competitive Regional GIS Project program. The committee concurred with a suggestion to rely upon the Committee to prioritize among the shared application-related projects anticipated to be defined in the coming months up the Committee as opposed to proposers of candidate projects.

ATTACHMENT A1 (Clean)

FINAL 2008

METROGIS MAJOR PROGRAM OBJECTIVES

(Modifications to preliminary version approved by Policy Board on October 17, 2007)

*(**Indicates an activity at least in part dependent upon securing additional technical leadership and coordination resources).*

1. Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan and addition of Technical Coordinator
2. Sustain traditional “foster collaboration” support activities⁽¹⁾
3. Execute the Next-Generation Parcel Data Sharing Agreement, including clarification of rules pertaining to “view-only” access via Internet applications without prior licensure)
4. *** Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and begin implementation in accordance with this role(s)*
5. Complete in-progress initiatives, including:
 - ***Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution*
 - ***Define a strategy to address shared Emergency Preparedness information needs*
 - Geocoding Pilot Project
6. *** Define outcomes desired for a more fully developed geographic data, applications and service broker*
7. ***Populate metadata for GeoServices Finder, including creation of a template to promote standardization.*
8. ***Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions*
9. Adopt a plan to achieve an orderly succession of leadership (Leadership Development Plan)
10. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs
11. Initiate development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities

⁽¹⁾ Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

ATTACHMENT A2 (Marked Up)

FINAL 2008

METROGIS MAJOR PROGRAM OBJECTIVES

(Modifications to preliminary version approved by Policy Board on October 17, 2007 - ~~deleted text~~ and new text)

(**Indicates an activity at least in part dependent upon securing additional technical leadership and coordination resources).

Old # | New

- ~~11.~~ | 1. Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan and addition of Technical Coordinator
1. | 2. Sustain traditional “foster collaboration” support activities⁽¹⁾
5. | 3. Execute the Next-Generation Parcel Data Sharing Agreement, including clarification of rules pertaining to “view-only” access via Internet applications without prior licensure)
4. | 4. ~~**By April 2008, define MetroGIS’s role relative to addressing shared application needs.~~ Define and prioritize specific shared needs for applications and web services projects appropriate for MetroGIS; and begin implementation in accordance with this role(s)
2. | 5. Complete in-progress initiatives, including:
- ~~**Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution~~
 - ~~**Define a strategy to address shared Emergency Preparedness information needs~~
 - Geocoding Pilot Project
- ~~7.~~ | 6. ~~**Implement the “Application Finder” concept~~ Define outcomes desired for a more fully developed geographic data, applications and service broker
- | 7. Populate metadata for GeoServices Finder, including creation of a template to promote standardization.
- ~~6.~~ | 8. ~~**Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions~~
- ~~10.~~ | 9. Adopt a plan to achieve an orderly succession of leadership (Leadership Development Plan)
- ~~9.~~ | 10. Update the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs
- ~~12.~~ | 11. Initiate development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities
3. — ~~By April 2008, define the additional Technical Leadership and Coordination resources needed to achieve the scope expansions defined in the 2008-2011 Business Plan. Secure approval from affected stakeholders and attain these resources.~~
8. — ~~Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and implement~~

Time Permitting:

- ~~12.) — Following definition of MetroGIS’s role relating to addressing shared application needs, resume evaluation of “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan.~~

⁽¹⁾ Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

ATTACHMENT B

PRELIMINARY 2009 METROGIS MAJOR PROGRAM OBJECTIVES (Only Very High And High Rated Activities Area Listed)

(**Indicates an activity at least in part dependent upon securing additional technical leadership and coordination resources).

- 1) Sustain traditional “foster collaboration” support activities⁽¹⁾
- 2) Execute the Next-Generation Street Centerline Data Access Agreement
- 3) ***Pursue implementation of solutions to specific shared needs for applications and web services.*
- 4) ***Pursue implementation of a more fully developed geographic data, applications and service broker*
- 5) *Prepare a support Plan for DataFinder*
- 6) ***Leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions*
- 7) *Conduct Peer Review Forums for endorsed regional solutions to shared information needs*
- 8) Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan.
- 9) Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation
- 10) *Explore Geospatial Marketplace – (Collaboration Registry)*

⁽¹⁾ Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

ATTACHMENT C

DETAILED WORK PLANS -FINAL 2008 AND PRELIMINARY 2009- (Endorsed by Coordinating Committee on March 27, 2008)

(Sources: Adopted Preliminary 2008 Work Plan, Results of MetroGIS's January 24, 2008 "Meeting Shared Geospatial Needs Beyond Data" Workshop, and Appendix K of MetroGIS's 2008-2011 Business Plan)

(Note: The numbers denoted along with qualitative priority designations are provided principally for reference purposes, and not relative priority. Projects are intended to be worked on simultaneously according to qualitative priority as interest and resources are available.)

Activity Remainder 2008 (Originally approved activities in italics. "#x" provides tie back to the original approval)	Relative Priority	Preliminary 2009 Activities (Originally approved activities listed in italics. See Appendix K of Business Plan)	Relative Priority	Supplemental Resource Requirements⁽¹⁾ ["TC" means timing and strategy requires presence of Technical Coordinator to fully satisfy ⁽²⁾]
<i>Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan. #11</i> <i>Secure approval from affected stakeholders and attain Technical Coordinator and related supplemental resources #3</i>	Very High 1	N/A		<i>Proposal anticipated to Metropolitan Council in March 2008</i>
<i>Sustain traditional "foster collaboration" support activities⁽³⁾ #1</i>	Very High 2	<i>Sustain traditional "foster collaboration" support activities⁽³⁾</i>	Very High 1	
		<i>Execute Street Centerline Agreement. Current agreement expires 12/31/09</i>	Very High 2	
<i>Execute the Next-Generation Parcel Data Sharing Agreement, including clarification of rules pertaining to "view-only" access via Internet applications without prior licensure) #5</i>	Very High 3	N/A		

Activity Remainder 2008 <i>(Originally approved activities in italics. “#x” provides tie back to the original approval)</i>	Relative Priority	Preliminary 2009 Activities <i>(Originally approved activities listed in italics. See Appendix K of Business Plan)</i>	Relative Priority	Supplemental Resource Requirements⁽¹⁾ [“TC” means timing and strategy requires presence of Technical Coordinator to fully satisfy ⁽²⁾]
<p>Define and prioritize specific shared needs for applications and web services. <i>[Partial #4 preliminary plan]</i></p> <p>(Investigate doing along with 2nd-generation definition of priority shared data/information needs -- data + applications = information)</p> <p><i>(Includes investigation of shared opportunities with non-government entities)</i></p>	Very High 4	<p><i>Previously #4 2008: Conduct process to define specific shared needs for applications and web services</i></p> <p>If practical to combine with the effort to define shared application needs, conduct a 2nd generation definition of priority shared information needs, including affirmation of the need for previously defined needs that have not been met (e.g., jurisdictional boundaries for water management and school districts). If not practical to conduct with shared application need project, postpone until 2010.</p>	Very High 3	TC and Funding TBD Begin immediately, with oversight from the Technical Leadership Steering Workgroup
<i>Complete initiatives started in 2007: #2</i>				
<ul style="list-style-type: none"> Implement a Regional Address Points Dataset and Web-Editing Application to assist smaller producers of address data participate in the regional solution 	High 5a	(Next step to be defined following Carver County project)		TC Project dependent upon successful completion of data synchronization mechanism project. Carver County project contract to begin around May 1, 2008 with MetroGIS funding..
<ul style="list-style-type: none"> Define a strategy to address shared Emergency Preparedness information 	High 5b	(Next step to be defined following state project)		TC Leverage \$50,000 CAP funding and statewide effort
<ul style="list-style-type: none"> Complete Regional Geocoding Pilot Project 	High 5c	N/A		Contract in place
<p>Implement the “ApplicationFinder” concept. #7</p> <p>Define a more fully developed geographic data, applications and services broker based on needs outlined by the January 24, 2008 “Beyond Data” workshop, the state’s conceptual geospatial architecture plan, and the GeoServices Finder project.</p> <p><i>Rely on an organic process, as opposed to a specific project, that builds upon the GeoServices Finder service, overseen by LMIC as a pilot project for MetroGIS, and other collaboration tools, such as DataFinder.</i></p>	High 6	Pursue implementation of solutions to specific shared needs for applications and web services via an organic process of building upon, enhancing functionality and blending GeoServices Finder and DataFinder	High 4	TC Develop a more mature, MetroGIS specific vision of what a full geo data and services finder and broker would be, what resources would be needed to support it, and candidate implementation scenarios. Begin to champion the concept. Leverage the state Broker project workgroup.

Activity Remainder 2008 <i>(Originally approved activities in italics. “#x” provides tie back to the original approval)</i>	Relative Priority	Preliminary 2009 Activities <i>(Originally approved activities listed in italics. See Appendix K of Business Plan)</i>	Relative Priority	Supplemental Resource Requirements⁽¹⁾ [“TC” means timing and strategy requires presence of Technical Coordinator to fully satisfy ⁽²⁾]
		<i>Develop support Plan for DataFinder which incorporates tactics listed in Business Plan. (Component of plan to ensure obstacles to sharing do not materialize -#9, below.)</i>	High 5	TC in conjunction with DataFinder manager
Populate metadata for GeoServices Finder, including the creation of template to promote standardization	High 7	(TBD if need continues to exist)		TC Use original project workgroup plus related state workgroups to define a strategy –Timing and strategy may depend upon whether Technical Coordinator is secured.
<i>Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</i> #6	High 8	<i>Leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</i> #6	High 6	Leverage the Twin Cities Economic Development Website Project. TC will be needed to implement specific protocols.
<i>Adopt a plan to achieve an orderly succession of leadership (Leadership Development Plan) #10</i> Incorporate discussion of Technical Leadership needs and recommendations of the PlanGraphics Team into the pending Leadership Development Plan (formerly referred to as Leadership Succession Plan)	High 9			Outsource lead support role to RRA. Coordinating Committee to decide if a workgroup should be involved at March 2008 meeting (see Agenda Item 5g.)
<i>Update the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder (both as users and producers of geospatial information) are aware of regional datasets, DataFinder and pending solutions related to shared application needs</i> #9 Commence once specific shared needs for applications defined. Incorporate recommendations related to shared needs for applications into updated Outreach Plan. The nine categories of application-sharing activities should be a focus. Include ideas such as a recognition (award) program to highlight successful projects.	High 10			Create workgroup and leverage marketing expertise on staff with stakeholder organizations Efforts could be aided by input from Technical Coordinator

Activity Remainder 2008 <i>(Originally approved activities in italics. “# x” provides tie back to the original approval)</i>	Relative Priority	Preliminary 2009 Activities <i>(Originally approved activities listed in italics. See Appendix K of Business Plan)</i>	Relative Priority	Supplemental Resource Requirements⁽¹⁾ [“TC” means timing and strategy requires presence of Technical Coordinator to fully satisfy ⁽²⁾]
		<i>Conduct Peer Review forums for endorsed regional solution to shared information needs that have been operational for several years.</i>	High 7	TC
Initiate plan to Ensure “obstacles to sharing” defined at the January 24 th workshop do not become reality. [e.g., address security, licensing, and budget cycles (for trust issues, see above)]. (Components of a Livelihood Scheme called for in the 2008-2011 Business Plan) <i>Formerly listed as “Time Permitting in 2008”: Following the definition of MetroGIS’s role relating to addressing shared application needs, resume evaluation of “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan.</i>	High 11	Complete plan to ensure “obstacles to sharing” do not become reality	High 8	TC (create workgroup) (Workgroup and consultant)
		<i>Previously 2008 #8: Once MetroGIS’s role(s) to address shared application needs are defined, update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and implement</i> Incorporate the benefits evaluation-related recommendations of the PlanGraphics Team into the pending update of the Performance Measurement Plan	High 9	TC (Performance Measurement workgroup and consultant) Efforts could be aided by input from Technical Coordinator
		Define communication and presentation needs related to shared applications, such as collaboration mechanisms, “One-Stop Shop” web site, linking between MetroGIS related sites <i>Explore creation of Geospatial Marketplace, including metadata “lite” directory top supplement DataFinder catalogue, and investigate potential for open source data model. (Continued next page)</i> (PlanGraphics’s collaboration registry recommendation: Establish means for connecting prospective partners)	High 10	Pass recommendations and related Workgroup discussions regarding creation of a “Collaboration Portal” and related components to those updating the Outreach Plan. Ask the Technical Advisory Team to expand scope to oversee a “mail list or list serve” mechanism as the initial strategy to foster partnering and knowledge sharing. A role of the proposed Technical Coordinator would be

Activity Remainder 2008 <i>(Originally approved activities in italics. “#x” provides tie back to the original approval)</i>	Relative Priority	Preliminary 2009 Activities <i>(Originally approved activities listed in italics. See Appendix K of Business Plan)</i>	Relative Priority	Supplemental Resource Requirements⁽¹⁾ [“TC” means timing and strategy requires presence of Technical Coordinator to fully satisfy ⁽²⁾]
				to moderate this communication mechanism.
		<i>Make substantive progress to achieve vision for next-generation (E911 Compatible) Street Centerline Dataset</i>	Medium 11	TC
		Explore methods for enhancing and sustaining trust in the reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate role(s) for MetroGIS in establishing that trust	Medium 12	Timing and strategy will depend upon whether a Technical Coordinator is secured; may involve Technical Advisory Team and/or special workgroup. Leverage the delivery of the Geocoder service as a test bed for developing documentation for custodial roles and responsibilities, in particular in the form of a Service Level Agreement building on the current practice of documenting these aspects via Regional Solution Policy Statements.
		Create a forum for visioning, coordinating, finding and funding technical resources for the development and testing of applications and web services	Medium 13	TC Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Staff Coordinator, Coordinating Committee, and Technical Advisory Team
		<i>Expand Outreach Plan to include a Marketing component.</i> <i>Develop briefing materials to support leadership’s advocacy among their peers for benefits of collaboration.</i> <i>Host and / or co-host education forums</i>	Medium 14	

Activity Remainder 2008 <i>(Originally approved activities in italics. “#x” provides tie back to the original approval)</i>	Relative Priority	Preliminary 2009 Activities <i>(Originally approved activities listed in italics. See Appendix K of Business Plan)</i>	Relative Priority	Supplemental Resource Requirements⁽¹⁾ [“TC” means timing and strategy requires presence of Technical Coordinator to fully satisfy ⁽²⁾]
		<i>Investigate impact of cost recovery on ability to achieved desired data sharing</i>	Low 15	
		<i>Investigate need for creation of a new organizational structure to address priority shared geospatial needs.</i>	Low 16	

- ⁽¹⁾ Short Term – Rely upon the Technical Leadership Steering Workgroup or possibly mobility assignments. Longer term – dedicated staff position to work in concert with the Staff/Policy Coordinator
- ⁽²⁾ This analysis of supplemental support needs assumes the base level of funding approved by the Metropolitan Council in December 2007 for MetroGIS’s “fostering collaboration” function pertaining to the preliminary 2008 MetroGIS work program, including the ability to continue to outsource for policy development (RRA) and communications projects (Landkamer). The administrative-technical support provided previously is also assumed.
- ⁽³⁾ The activities associated with the referenced on-going traditional “foster collaboration” functions are as follows:
- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
 - Implementing and maintaining relevance of collaborative regional solutions to address shared information needs
 - Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
 - Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
 - Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
 - Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
 - Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
 - Advocating for MetroGIS’s efforts in development of statewide geospatial policies (*ongoing*)
 - Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
 - Fostering awareness of MetroGIS’s accomplishments and the public value created via its efforts (*ongoing*)
 - Documenting benefits associated with MetroGIS’s efforts via stakeholder testimonials (ongoing, 1-2 per year)

ATTACHMENT D

2008-2009 METROGIS BUDGET “FOSTERING COLLABORATION” FUNCTION

Final 2008 Budget and Preliminary 2009 Budget Request

(Next Page)

**Final 2008 and Preliminary 2009
MetroGIS "Foster Collaboration" Function Budget**
(Funding provided by the Metropolitan Council)

		MetroGIS "Foster Collaboration" Budget			
		2007	2008		2009 ⁽¹⁾
Main Activity	Sub-Activity	Approved	Approved 10/17/2007	Proposed Revision	Preliminary Request
Professional Services/Special Projects		\$57,000	\$53,000	\$56,000	\$51,000
	Next-Generation Parcel Data Sharing Agreement (negotiations)		\$5,000	\$5,000	
	2008 Regional GIS Projects - Research and Development (may include work on previous projects - e.g., Application Finder, Web Editing Application for Regional Address Dataset)		\$25,000	\$25,000	N/A
	2009 Regional GIS Projects ⁽²⁾ (FOR 2009, USE ENTIRE \$25,000 ALLOTMENT TO DEFINE / IMPLEMENT SPECIFIC SHARED APPLICATION NEEDS)				\$0
	Define MetroGIS's Shared Applications Roles, Technical Leadership Plan, Leadership Succession/Development Plan, Update Outreach Plan ^{(3) (4)}		\$5,000	\$5,000	
	Conduct Process to Define Specific Shared Application Needs / Implement Solutions [e.g., blending of DataFinder and GeoServices Finder, refinement of Service Broker Concept, adding metadata to the GeoService Finder Application for metro area, creating GeoServices Finder metadata template, and define plan and maintain trusted services (multi-nodal, Service Level Agreements, etc.)]			\$10,000	\$33,000
	Develop Plan to Ensure Obstacles to Sharing do not Materialize (E.G., Security, Licensing, Budgets, etc.). This activity includes developing a Livelihood Scheme / Defining Organizational Competencies.			\$2,000	\$5,000
	Define Organizational Competencies (combined with above item)		\$2,000		
	Update Performance Measurement Plan ⁽⁵⁾		\$10,000		\$10,000
	Develop new Communications/Outreach Plan ⁽⁶⁾		\$3,000	\$3,000	
	Design New Outreach Materials (may include Web Site upgrades & tools, printed or other materials) (See below for printing) ⁽⁶⁾			\$3,000	
	DataFinder - Contingency Fund for Unexpected Repairs		\$3,000	\$3,000	\$3,000
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (contract payments to counties)	\$28,000	\$28,000	\$28,000	\$28,000
Outreach		\$800	\$4,600	\$1,600	\$6,600
	Printing of new Outreach Materials (e.g., Information Brochure)		\$3,000	\$2,000	\$5,000
	Advocacy/Networking Mileage (200 m/mo x \$.48/mile = \$1,152) ^{(8) (9)}		\$1,200	\$1,200	\$1,200
	Annual Report/Informational Brochure (see above)				
	• Postage – 800 postcards (\$0.30=\$240) in addition to 1500+ via email)		\$300	\$300	\$300
	• Minimal for other communications		\$100	\$100	\$100
Misc Office		\$200	\$400	\$400	\$400
	Website Domain registration (www.metrogis and www.datafinder - \$20/ea)		\$40	\$40	\$40
	Specialty Team/Forum Support Materials		\$360	\$360	\$360
		\$86,000	\$86,000	\$86,000	\$86,000
Dedicated Staff Support		\$122,645	\$124,485	\$124,485	TBD
	Staff Coordinator (1.0 FTE)				
	Technical Leadership (.05 FTE) ⁽¹⁰⁾				
	Administrative Technician (.75 FTE) ⁽¹¹⁾				
	Grand Total	\$208,645	\$210,485	\$210,485	TBD
NOTES:					
⁽¹⁾ Individual line items represent preliminary estimates for purposes of submitting a 2009 funding request to the Metropolitan Council. Modifications among the individual line item amounts may occur as expectations are refined over the next several months. Any such changes will be presented to the Policy Board at its October 2008 meeting.					
⁽²⁾ Research and Development (may include work on previous projects - e.g., Application Finder, Web Editing Application for Regional Address Dataset)					
⁽³⁾ No out of pocket expenses to define of Shared Application roles. Completed with 2007 funds. No out of pocket expenses to define plan to secure additional Technical Coordination support.					
⁽⁴⁾ Update of the Outreach Plan is tentatively scheduled as a late 2008 activity, depending upon progress made to define specific shared application needs.					
⁽⁵⁾ Update of the Performance Measurement Plan is tentatively scheduled as a 2009 activity, awaiting defining of shared application needs.					
⁽⁶⁾ Component of Outreach Plan Update. See footnote #4					
⁽⁷⁾ Assume status quo of \$28,000 for preliminary estimate. Current agreement expires 12/31/08. Negotiations for next-generation agreement scheduled to begin Spring 2008					
⁽⁸⁾ Travel by participants is paid by the participant's organization					
⁽⁹⁾ Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.					
⁽¹⁰⁾ Recommendation of the Coordinating Committee on March 27, 2008 to expand dedicated staff to include a Technical Coordinator					
⁽¹¹⁾ The individual who served as Administrative Technician for MetroGIS resigned in February 2008. Filling of the responsibilities of this position will be evaluated in conjunction with the Technical Coordinator request (footnote 5)					



TO: Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Contact: Randall Johnson (651-602-1638)

SUBJECT: Regional GIS Projects – Call for 2008 Project Proposals and Process Adjustments

DATE: April 7, 2008
(For Apr. 23rd Meeting)

INTRODUCTION

The Coordinating Committee respectfully requests Policy Board to authorize its Executive Committee to corroborate the appropriateness of 2008 Regional GIS Project proposals for funding at the concept phase, as opposed to consideration by the full Policy Board.

MetroGIS's approved 2008 budget includes \$25,000 for Regional GIS Projects. The Call for 2008 Proposals (Exhibit 1) informed prospective applicants that the concept review procedures were subject to change but that the application deadline was fixed. See Exhibit 2 for the application guidelines, definition of "Regional GIS Project", and proposed scheduled.

COORDINATING COMMITTEE ACTION

At its meeting on March 27, 2008, the Coordinating Committee unanimously recommended approval of concept proposal review procedures, as described herein, for the 2008 Regional GIS Projects program. See the Reference Section for an excerpt from the Committee's meeting summary.

POLICY BOARD EXECUTIVE COMMITTEE

The Executive Committee is comprised of the Board chair, vice chair and Metropolitan Council representative. Refer to the Reference Section for its operating guiding lines.

RATIONALE

In the past, the call for Regional GIS Project proposals has been made in February and the Coordinating Committee has made an assessment of appropriateness for funding at its March meeting. This year, the call for proposals was not made until the following the Committee's March 27th meeting at which the Committee agreed on desired next steps to act on preferences defined at the January 24th "Meeting Shared Geospatial Needs Beyond Data" Workshop. The call was delayed to ensure that priority preferences defined at the January 24th Workshop were understood by prospective applicants.

The result of the delayed call for proposals is that unless a modification is made to the traditional review process, final approval from the Policy Board will not occur until October, as opposed to July as has been the case in the past. Project award by the Metropolitan Council, the funding authority, has also typically occurred in early August.

Completion of the award process in early August continues to be the preference to:

- 1) Maintain momentum by proceeding with projects that address stakeholder needs as rapidly as possible
- 2) Ensure funding is not lost in cases where complex agreements and negotiations are needed to encumber the funds before year end. In the past, execution of the related agreements has taken longer than two months; the amount time that would be available if Policy Board approval were not to occur until its October meeting.

RECOMMENDATION

That the Policy Board endorse the proposed Regional GIS Project review schedule, as presented in Exhibit 1, Attachment 2, which includes authorizing its Executive Committee to review and comment on concept project proposals in late May or early June, as opposed to the full Board consideration in July.

REFERENCE SECTION

1. POLICY BOARD EXECUTIVE COMMITTEE

A. The Board created an Executive Committee at its July 2007 meeting, in accordance with the provisions of Article II of MetroGIS's Operating Guidelines. An excerpt follows. The complete guidelines can be viewed at http://www.metrogis.org/about/history/ops_guidelines.pdf.

..... If an Executive Committee is created, the following procedural specifications shall govern its activities:

- a) It shall be comprised of the following three members:
 - (1) Policy Board Chairperson
 - (2) Policy Board Vice Chairperson
 - (3) Metropolitan Council Representative to the Policy Board
- b) Its domain shall be restricted to urgent, non-policy matters, unless the Policy Board expressly delegates a matter of policy to the Committee to decide. Such delegation is restricted to a case-specific basis.
- c) Its decision making rules shall comply with the following requirements:
 - (1) All three members must be present to take action.
 - (2) A unanimous decision is required for all decisions.
 - (3) The Policy Board Chair shall preside over meetings.
- d) Decisions of the Executive Committee may go into effect immediately.
- e) A written summary of each meeting of the Executive Committee shall be provided to the Policy Board at its next regular meeting.

B. Current Members of Executive Committee: Chairperson Reinhardt, Vice Chairperson Kordiak, and Member Pistilli (representing the Metropolitan Council)

2. COORDINATING COMMITTEE ACTION

The following is an excerpt of the summary of the Coordinating Committee's meeting on March 27, 2008:

5d) 2008 Regional GIS Project - Call for Proposals

The Staff Coordinator Johnson stated that with this presentation the call is officially underway for 2008 Regional GIS Project proposals. He commented that announcement of this call had been postponed until tentative agreement had been reached on a modified work plan for 2008, which occurred with the recommendation for Agenda 5c.

Johnson went on to suggest modification to the traditional committee and board evaluation processes for allocation of these funds to enable project to begin in early August, which has been the case with the previous approval cycles.

After some discussion of several options, the committee concurred that a modified evaluation process should be implemented that incorporates the following components:

- A workgroup of the committee will be created to comment on completeness of proposals and assist the full committee decide if any are inconsistent with direction desired by the committee. The members will be decided once proposals are known to avoid conflicts of interest.
- Concept proposals are due by May 2. Concept review is not required though highly recommended to insure that the final proposal is consistent with established guidelines for approval (i.e., ideas consistent with outcomes previously defined as important to achieving MetroGIS's vision).
- Preference should be given to proposals that involve shared services.
- Seek consent from the Policy Board to accomplish board consideration as to their appropriate use of the subject funds via its Executive Committee in late May.
- Final project proposals are due by June 6. The Workgroup will again assist in the review of the proposals for relative importance and preparation of a recommendation to the full committee.

- Final recommendations for funding to be made by the committee at its June meeting.

Motion: Member Bitner moved and member Harper seconded that the committee:

1. Recommend that the Policy Board endorse the proposed Regional GIS Project approval schedule as presented in Attachment 1, Exhibit A, which includes authorizing its Executive Committee to review and comment on concept project proposals, as opposed to the full Board.
2. Decide on the appropriateness of concept proposals via electronic vote.
3. Authorize its chair to create a workgroup comprised of individuals with expertise appropriate to identify any gaps in concept proposals needed to determine consistency with the guidelines and relative value to the community.

Motion carried, ayes all.

EXHIBIT 1

CALL FOR PROPOSALS

April 2, 2008

(Distribution occurred via Email to the Coordinating Committee, Technical Advisory Team, Participants of January 24 “Beyond Data” Workshop, and members of special purpose workgroups)

Subject: MetroGIS - Call for 2008 Regional GIS Project Proposals

Please see the attached Call for Regional GIS Project Proposals. The MetroGIS Coordinating Committee authorized this call for proposals on March 27. Please be advised that a recommended modification to the concept review phase involving the Policy Board has not as yet been considered by the Board. As such, this review process is subject to change. The deadline for submittal of concept proposals will, however, remain Friday, May 2, 2008. A preliminary listing of next steps to pursue outcomes that have been defined by the community is attached for your information as you consider proposal options.

On behalf of MetroGIS leadership, I am again looking forward to receiving several proposals that have potential to substantively improve efficiencies by addressing shared geospatial related needs of the community.

Attachments: Call for Proposals.doc; Recommended Next Steps.doc

EXHIBIT 2

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



CALL FOR PROPOSALS -2008 REGIONAL GIS PROJECTS-

Introduction

The 2008 MetroGIS budget includes \$25,000 as a catalyst for Regional GIS Projects. This program is not intended to be a competition but rather a process by which ideas, which have promise as solutions to geospatial needs and opportunities of regional importance, are matured.

The source of the \$25,000 in funding for 2008 is the Metropolitan Council. The Council is, therefore, the final decision-maker as to whether a proposed project is to receive these funds, as it is accountable for their appropriate use. MetroGIS's role is to advise the Council and any other partner organizations as to whether a candidate proposal merits funding. The deadline for submittal of a one-page **concept description** is **Friday, May 2, 2008**. The deadline to submit a **final proposal** is **Friday, June 6, 2008**.

What Projects are Eligible for Funding?

Only those projects which satisfy all of the following criteria are eligible for consideration:

- 1) Consistency with one or more objectives of a Regional GIS Project, which are defined as:

"... a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board-endorsed priority common information need, or develop or enhance a geospatial application¹ that enhances access to data that addresses a priority information need endorsed by MetroGIS."

...or a project that investigates a priority outcome defined at the February 8, 2007 MetroGIS Strategic Directions Workshop². The following four such outcomes were identified:

- *Project with one or more adjoining counties that fosters interoperability and sharing of data important to addressing priority common information needs,*
- *Project with a non-government interest that fosters partnering and or access to data important to the government community and/or resources important to a geospatial application(s) and infrastructure related to addressing a priority business information need(s) of the MetroGIS government community.*
- *Project that focuses on developing a geospatial application that addresses a common priority information need. For the 2008 funding cycle, priority will be placed on proposals involving web services.*
- *Project that focuses on a means to resolve an infrastructure obstacle to broad use of the Internet by all MetroGIS stakeholders.*

- 2) The proposed project must supplement activity that is a component of authorized MetroGIS activity or a MetroGIS-defined common priority need.
- 3) The proposal must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization(s) must be able to recognize a benefit to themselves, which depending upon the nature of the proposal may be tangible and/or intangible.
- 4) For projects that involve development of software (applications and/or services), whether stand-alone or an extension:
 - a) Such projects must include an objective which promotes interoperability with other existing or anticipated system architectures/platforms. Projects that promote a similar user experience for metro-area users are preferred.

¹ The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

² The MetroGIS Policy Board added this criterion at its October 2006 meeting.

- b) Although the funding organization(s) would own the product, it must be open-source or licensed so that other MetroGIS participants can access and modify the source code without additional fees.

Note: The above-stated criteria are intended to supplement, not supersede, the guidelines which established this program (Attachment A).

What Criteria Will Be Used To Decide Which Project(s) Are to be Recommended for Funding?

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project warrants funding. (The concept description should not exceed one (1) page. The full submission should not exceed two (2) pages, less any supplemental material.)

- 1) Statement of project objective and why the requested funding is needed.
- 2) How the proposed project conforms with a Regional GIS Project objective(s).
- 3) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).
- 4) Activities necessary to achieve the project objective and relationship of the requested funds.
- 5) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.
- 6) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.
- 7) Total value and description of required resources that would be leveraged if funding is awarded.
- 8) Effect of receiving funding approval if for less than the full amount requested.
- 9) Time frame for project completion.

Who Will Decide and When?

The MetroGIS Coordinating Committee will select project priorities, work with project proposers to make any adjustments, and forward a prioritized list to the MetroGIS Policy Board for review. The Policy Board will then forward its recommendation to the Metropolitan Council and any other funding organization, which will make their final decision and administer award of their funds. Refer to Attachment B for the schedule and a brief description of the entity responsible and the desired outcome for each element of the process. The processes utilized to finance the selected project(s) must comply with the accounting, contracting, and other fiduciary responsibilities of the funding agency.

Who is Eligible to Submit a Proposal?

Any individual(s) affiliated with an authorized MetroGIS project, committee or workgroup.

What is the Deadline for Submission of a Concept Proposal?

Applicants are encouraged to participate in the Concept review phase of this program. To do so, concept proposals must be submitted by **Friday, May 2, 2008** to the MetroGIS Staff Coordinator at randy.johnson@metc.state.mn.us. Please note that Concept Review is not required but is strongly encouraged. This phase of consideration gives MetroGIS leadership an opportunity to provide feedback regarding any missing information important to approval of your proposal and, more importantly, if concept approval is granted, you are assured that your proposal is consistent with funding requirements. In other words, you assume the risk of the expending time and effort to develop a proposal that may not be consistent with minimum funding requirements if you skip the concept review phase.

Questions

Contact Randall Johnson, MetroGIS Staff Coordinator (651-602-1638), or William Brown, MetroGIS Coordinating Committee Chairperson (612-348-3143), with any questions.

Attachment A

Principles for Allocating MetroGIS's Data Quality and Access Enhancement Funds (Adopted October 29, 2003)

Introduction

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g., counties related to parcel data). They are intended to supplement and expand upon, not supersede, the more general principles³ that have governed MetroGIS's efforts for some time.

Data Quality and Access Enhancement Funding Principles

The following principles are assumed to be part of the annual MetroGIS budget, and be approved as part of the budget approval process. Currently the only such recipients of these enhancement project funds are the counties, though it is anticipated that other organizations will serve in similar capacities for regional data solutions that have not as yet been defined.

- 1) Receipt of these funds by a data producer is not a payment for data but rather for services performed of importance to the broad MetroGIS community.
- 2) Funding can also be for specific data enhancements, which are to be identified through a forum of data users and producers, in a manner that is consistent with past, broadly participatory, MetroGIS processes.
- 3) The purpose of this funding is four-fold:
 - To recognize the importance to the MetroGIS community of participation by producers of data that are critical components to regional solutions (e.g., parcel data produced by the seven metro area counties).
 - To assist data producers in performing primary custodial responsibilities, which have been endorsed by the Policy Board and exceed internal business functions, including extracting, documenting, manipulating, and delivering these data to the regional custodian.
 - To finance data quality and access enhancements, defined through MetroGIS's processes.
 - To assist data producers with costs associated with sharing of information about what was learned and the outcome of data enhancement projects in accordance with a MetroGIS core function to foster sharing of knowledge.
- 4) Data producers have the option of pooling funds allocated to other data producers for purposes of conducting projects that will have mutual benefit to the producers and to data users.

Note: On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the third generation parcel data sharing agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition being as follows:

"Regional GIS Project" means a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."

³ The following principles govern MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

- a) No organization will be asked to perform a task for the collaborative that they do not have an internal need to perform.
- b) Build once, share many times (data and applications).
- c) Investments made by one government interest ought to be leverageable by other government interests.
- d) All relevant and affected interests participate, dominated by none.
- e) Widespread sharing of the data improves data quality and ultimately decision support.
- f) Cost recovery of data development expenses stifles sharing of commonly needed data.

Attachment B

Proposed 2008 Program Schedule

1. Concept Proposal Submission Deadline: Friday, May 2, 2008
2. Workgroup Review and Comment: May 6 or 7, 2008
A workgroup comprised of the Staff Coordinator, Coordinating Committee members, and Metropolitan Council staff will review the concept proposals received for missing information and consistency with funding requirements. Applicants will be notified of required and desired additional information, which generally will be not need to be submitted until the final proposal is submitted.

The Metropolitan Council (administration) will decide if any of the concept proposals is out of scope for funding under this program. If such a finding is made, this finding will be shared with the Coordinating Committee.
3. Concept Review by Coordinating Committee Via Electronic Vote: Week of May 12, 2008
Review concept proposals relative to the suggested program guidelines and comment on potential benefit to cost. In addition, identify any desired additional information and/or project modifications that would improve the proposal(s). (As appropriate, the Committee may create a workgroup to assist an applicant(s) address outstanding questions to make the proposal(s) the best it/they can be.)
4. Concept Review by the Policy Board via **EXECUTIVE COMMITTEE**: Week of May 26, 2008
Review the proposals from the perspectives of: appropriate use of public funding and importance of policy issues involved. Identify any desired additional information to be submitted with the final proposal.
5. **Final Proposal Submission: Friday, June 6, 2008**
6. Coordinating Committee Consideration: June 18, 2008
(Same criteria as identified in Step 4, above.)
7. Policy Board Consideration: July 23, 2008
(Same criteria as identified in Step 5, above.) The Policy Board forwards its advice, along with that of the Coordinating Committee, to the entities providing funding or other resources.
8. Metropolitan Council Decision (Administration): August 8, 2008
Initiate Council procurement requirements, required agreements, etc.



TO: Policy Board

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

SUBJECT: Major Activity Update

DATE: April 8, 2008
(For the Apr 23rd mtg.)

Since the Policy Board last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet. Any information provided by persons other than the Staff Coordinator is noted.

A) VIEW-ONLY INTERNET ACCESS TO TLG STREET CENTERLINE DATASET AUTHORIZED

The Lawrence Group (TLG) has agreed to authorize licensed users of its street centerline dataset to include the dataset in web-based applications the licensees host that are intended to be accessed by interests not licensed to use the source TLG dataset, provided the access is view-only. That is, users of the application can not download the street centerline dataset via the application.

The Metropolitan Council is the first organization to execute this new first of this kind license agreement and offer “view-only” access of the TLG dataset to anyone who wishes to use the related web-based application. The Council has obtained this permission for two applications. Go to <http://gis.metc.state.mn.us/index.asp> to view the Metropolitan Council “Maps” web site and to <http://metrotransit.org/tripPlanner/Default.aspx> to map the results of bus route trip planning. See Item 6a for more information about this first-of-its-kind agreement.

The goal is to expand this ability to offer “view-only” access to include the regional parcel data dataset (see Item C below).

B) REGIONAL EMERGENCY PREPAREDNESS SOLUTION LEVERAGED STATEWIDE

The Minnesota Land Management Information Center (LMIC) and its project partners, which include the MetroGIS Emergency Preparedness Committee, have received a 2008 National Spatial Data Infrastructure CAP grant of \$50,000 to improve data available for four types of structures important to emergency activities in Minnesota. This project is the topic of the April 2008 GIS Technology Demonstration. (See the Agenda Item 4 report for information about the data involved, project outcomes, and relationship to MetroGIS’s custodian model for maintenance of the data.)

C) NEXT-GENERATION PARCEL DATA SHARING AGREEMENT

The rules that govern distribution and access to the MetroGIS Regional Parcel Dataset are set forth in the Regional Parcel Data Sharing Agreement, an eight party agreement involving the Metropolitan Council and each of the seven metro area counties. The current agreement, which has been in effect since January 2004, is scheduled to terminate on December 31, 2008. Negotiations for the next-generation agreement are anticipated to begin in late April. Topics of discussion will include seeking authorization for offer view-only access via applications hosted by licensed users (see Item 6a, above) and exploring the potential to utilize electronic signatures. Board members are encouraged to contact the Staff Coordinator with any other suggested related modifications to consider as the next-generation agreement is negotiated. The goal is to reach an agreement-in-principle by May 30 on all aspects of the next agreement with the members of the County Data Producers Workgroup and with the Policy Board Chair by mid-June. Work with the respective legal counsels is then proposed to begin with a adoption by all parties before the end of the year.

D) DATA SYNCHRONIZATION MECHANISM – CARVER COUNTY (PROJECT LEAD)

Funding for this project was recommended by the MetroGIS Policy Board at its October 17th meeting as a 2007 MetroGIS Regional GIS Project. Carver County IT and GIS staff will be developing the mechanism. The project provides County with \$10,000 to expand the scope of a locally needed project to address needs associated with implementation of the proposed regional address points dataset (see Item G1, below). The agreement that formally authorizes transfer of Metropolitan Council funds (the source of the MetroGIS's Regional GIS Project funds) to Carver County was fully executed on March 13, 2008. A difference of opinion between legal counsels regarding indemnification requirements delayed execution of the agreement. The project is anticipated to begin on or about May 1, 2008.

E) 2007 REGIONAL PROJECT – REGIONAL GEOCODER APPLICATION (MMCD PROJECT LEAD)

Working out language related to intellectually property rights for the interagency agreement to fund this project took more time than had been anticipated resulting in the project not starting until late 2007. The issue is that the deliverables are intended to be “open source”, otherwise known as “copy left”, an area that the legal counsels were not familiar.

The contracted developer, Walter Sinclair, was retained in January. As of mid-March, the contractor was finishing debugging and was ready to begin testing on the full metro streets and parcels datasets, which the team has provided through the 3rd-party license. The team is also working on providing a portion or mock-up of a metro Address Points data table for testing the geocoder on a database reference dataset as well as the shapefiles provided (parcel points and TLG streets).

The project team expects to be setting up a test service at LMIC as soon as the contractor finishes his initial testing and provides documentation. The final report will include results of our tests on the LMIC site. At the time of this writing, the project team expected to have a draft project report available for review at the June Coordinating Committee meeting.

The only obstacle encountered thus far (besides getting the interagency agreement signed) is the need to secure a plan for how to get updates of the street and parcel and address data in a timely fashion to whoever is hosting the service. In other words, the results of the Carver County Address synchronizer application (Item D, above), plus however that project influences the general schedule for update of other datasets is needed.

F) EMERGENCY ACCESS TO LICENSED DATA

The Emergency Preparedness Workgroup is making progress and anticipated presenting a recommendation for action at the June meeting of the Coordinating Committee.

According to Randy Knippel, chair of the workgroup, "the primary component of a solution to this problem is to raise awareness that emergency preparedness needs to include an assessment of GIS data required and its availability for use in emergencies. All MetroGIS organizations need to determine levels to which they may be required to share GIS data in emergencies and ensure appropriate mechanisms are in place to acquire, provide and share it as needed. A variety of technical, procedural, logistical, and legal issues may impact the ability to access and share data in emergencies. These must be identified and overcome as a preparedness activity *before* an emergency occurs. Existing emergency operation plans and mutual aid agreements are a likely place to address some of these issues.

Agencies that are licensors or licensees of data must review those licenses to determine limitations and negotiate exceptions to those limitations to eliminate legal obstacles in emergency situations. The Workgroup will identify licensing examples and develop licensing material to assist in overcoming this problem and create consistency in the metro region; however, there should be no expectation of a blanket solution for all licensing issues.

Options and issues under consideration include:

- 1) Definition of an emergency.
- 2) Who has authority to declare that an emergency situation exists
- 3) Coordination of data distribution in emergencies
- 4) Process to secure emergency declaration
- 5) Data, application for licensure could be waived

- 6) Safeguards even though access is granted
- 7) Suggested boiler plate language for emergency operation plans and mutual aid agreements
- 8) Potential for special legislation to govern data sharing in emergencies”

G) MODIFICATIONS TO OUTREACH PLAN

The Coordinating Committee authorized creation of a workgroup to update MetroGIS’s Outreach Plan once the specifics of shared needs for application and web services are defined. This project is currently expected to resume fall 2008.

H) LEADERSHIP DEVELOPMENT PLAN

A draft proposal has been developed by the staff support team and is scheduled to be considered by the Coordinating Committee at its June meeting.

I) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS

1) Regional Address Points Dataset: See Item D above. The partnership with Carver County to **develop a “data synchronization” mechanism** is a key component of achieving the vision of the Regional Address Points Dataset. This mechanism is critical to being able to effectively manage address data created and supplied by multiple parties as components of the regional solution. The project will also define the custodial/organization responsibilities necessary to implement and sustain the mechanism. The results of this project are expected to provide the information needed to seek out and secure the organization commitments necessary to achieve the vision of the Regional Address Points Dataset.

2) Regional Parcel Dataset: (See Item C, above.)

J) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES

This workgroup last met on March 13th. The meeting summary will be posted at <http://www.metrogis.org/data/datasets/parcels/private/cdpw/index.shtml> when available.



TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: April 7, 2008
(For the Apr. 23 meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) TECHNICAL ADMINISTRATIVE ASSISTANT LEAVES METROGIS – ANTICIPATED IMPACTS

Chris Kline resigned from the Metropolitan Council and his duties as MetroGIS's Technical Administrative Assistant, effective February 29. He moved back to his home state of Georgia. Kline was a valuable asset to support of MetroGIS and will be missed. His leaving provides an opportunity to assess changing support needs for MetroGIS, in particular, the need for Technical Leadership and Coordination as outlined in Agenda Reports 5b (April 23 Board meeting). Kline's support responsibilities regarding the MetroGIS web site, DataFinder, data, licensing, procurement, meeting logistics, and general web-based technical know how are being distributed among existing Council support to test options. Capture and reporting of Performance Measurement data was a major component of Kline's responsibilities. A decision about this support has not been made. Quarterly anomaly reports for the performance measurement program will be suspended until this support need is filled. Good luck, Chris.

B) FIRST NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC) MEETING

Staff Coordinator Randall Johnson and Hennepin County Commissioner Randy Johnson were recently appointed to a new 28-person National Geospatial Advisory Committee (NGAC). The purpose of the NGAC is to provide advice and recommendations on federal and national geospatial policy and management issues. See Attachment A for an article written by Will Craig for the Mn GIS/LIS newsletter about these appointments. Having two members, from a total of 14 government representatives appointed, from the same metropolitan area is an acknowledgment of the success that has been achieved in this region to implement collaborative solutions that are only dreamed of elsewhere.

In addition to seeking comment on ideas and proposals considered by this Committee from the MetroGIS community, the Staff Coordinator has established an advisory team of individuals from across the county who possess expertise relevant to regional solutions to shared geospatial needs.

The first meeting of the NGAC is scheduled for April 15 and 16 in Washington D.C. A website (www.fgdc.gov/ngac) has been created to support the Committee's work.

Staff Coordinator Johnson notes he is honored to serve on this committee. "I'll do my best to advocate for policies and resources that enhance our community's ability to create public value through collaborative solutions to shared information needs. "I also am mindful that this appointment would not have been possible without the significant commitments that many individuals have made to work together for the common good, the Metropolitan Council's leadership and willingness to dedicate resources to support MetroGIS's 'foster collaboration' function, and each of the other nine organizations that have assumed responsibility for 22 other custodial roles that make it possible to sustain solutions to shared needs."

C) 2008 METROGIS ANNUAL REPORT

The 2008 report can be viewed at http://www.metrogis.org/about/annual_reports/ar07.pdf. Distribution to the community is planned following the Committee's March 27 meeting.

D) TWIN CITIES ECONOMIC DEVELOPMENT WEB SITE

This website is scheduled to officially launch in late April or May. A series of workshops were held in late March to inform prospective users of its pending availability to offer insight as to the breadth of information available via the site. The following is an excerpt from the announcement for the training sessions.

"We're trying to get the word out in advance of the public introduction anticipated for sometime in April and hope that you will help by forwarding this to others you know might be interested. We have contacted managers and staff in our suburban communities but would also like our departments to become involved as well. There will be opportunities to list available public sites as well as those being marketed privately.

An exciting new 11-county Metro MSP regional economic development website is ready to launch! Ramsey County is pleased to have been a charter member! We hope you'll find the site useful as a marketing tool and encourage your participation.

This unprecedented regional partnership puts critical data at the fingertips of businesses, site selectors, developers, economic development professionals and planners on a GIS platform 24/7. Users can search commercial/industrial real estate listings and redevelopment areas in the 11-county metro area in conjunction with powerful new user-defined economic, demographic and workforce data tools.

"Finally Economic Developers, Redevelopment Agencies and cities have a common ground where we can locate sites and buildings, current demographic information and display our redevelopment areas. I am very pleased that we are coming together--this is a long time coming." (Patrick R. Connoy, Economic Development Project Coordinator, Hennepin County)"

E) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter:

An article was submitted for the spring issue of the GIS/LIS Newsletter describing actions planned to act on the results of January 24, 2008 "Meeting Shared Geospatial Needs Beyond Data" Workshop. It can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=310>

2. Presentations: None

F) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. U of M presented honorary degree to geographic information system pioneer Jack Dangermond. *(Excerpted from an announcement published by Mn GIS/LIS and written by Will Craig).* Jack Dangermond, founder and president of ESRI, the world's leading GIS software company, received an Honorary Doctor of Science degree from the University of Minnesota on April 2. Following the ceremony, Dangermond gave the inaugural John Borchert Lecture, in honor of the late John Borchert, University of Minnesota Regents Professor in Geography and member of the U.S. National Academy of Science. The lecture was entitled, "The Geographic Approach – A Cross-Cutting Methodology".

Dangermond took courses from Borchert, who, Dangermond said, "was the first to introduce me to the concepts and theories of quantitative geography and the fascinating notion that we could use models to explain how things worked."

The following morning (Thursday, April 3), he met with 40-50 individuals active in the local GIS community, many of whom are active participants in MetroGIS and or the Governor's Council on Geographic Information. He provided insight into how he believes geospatial technology can play a

substantive role in addressing serious issues facing the peoples of the world and challenged us to make a difference

2. Washington County – Cataloging and Mapping Conservation and Scenic Easements

The project report, completed earlier this year, can be viewed at

(http://www.metrogis.org/teams/cc/meetings/07_1218/finalreport_washingtoncounty.pdf).

The two outcomes from this project are:

- a. A database that contains all conservation and scenic easements and associated primary attribute data that allows users to search, analyze and map the agreements. This database would be made available to communities and organizations.
- b. An efficient process in which future holdings can be added to the database.

3. Drive to Excellence: State Agency GIS Coordination *(Reprint from MN GIS/LIS Spring Newsletter) By David Arbeit and Fred Logman, Office of Geographic and Demographic Analysis*

Who Coordinates GIS for the State? Did you know that no agency has responsibility for coordinating GIS within State government? This may soon change. On January 10, the State [Drive to Excellence](#) Sub-Cabinet voted to make State Government Coordination a Drive to Excellence initiative. This elevates the visibility of both GIS and its coordination to the highest levels within the State's Executive Branch.

Not a New Idea: Since the early 1990s, a number of organizations have actively worked to improve GIS coordination within the state. [A Foundation for Coordinated GIS: Minnesota's Spatial Data Infrastructure](#), released in 2004, and the [Compass Points Retreat](#) held in June 2007, recently emphasized the need to formalize GIS coordination responsibilities, building on the roles that the Land Management Information Center (LMIC) and others have played to fill the void. Minnesota would be in good company. This year, the nation's organization of state Chief Information Officers ranked GIS as the third most important information technology application in state government. Many states are now working towards formalizing responsibility for GIS coordination.

Project's Purpose: The purpose of this Drive to Excellence project is to develop, recommend and implement an organizational, operational and governance framework to coordinate GIS as an "enterprise" activity of State government. The project focuses on enhancing the capacity for GIS coordination within state government. Activities related to coordination of the broader statewide GIS community are beyond scope of this initiative, but are nevertheless considered important. (See the [article](#) on Non-State Agency Stakeholder Input.) Project components include:

1. An "Organizational Transformation." This focuses on creating an organizational capacity for GIS coordination within state government. Anticipated outcomes include establishing an organization with a state GIS coordination mission, with responsibilities for setting policies, standards, and priorities for enterprise GIS investments, and serving as the state's point of contact for GIS.
2. A "Functional Transformation." This concerns operational aspects of GIS within state government. The existing and potential uses of GIS to support the functional programs and activities of state agencies will be analyzed, with the intent of identifying opportunities for improved efficiencies, effectiveness, responsiveness and reliability.

Potential Project Benefits: When completed, the Drive to Excellence project can result in important benefits for state government and for the state's GIS community:

- Improved coordination of State government GIS
- Improved accountability
- Identification of opportunities for enterprise investments
- Improved standardization of GIS technology
- Expanded access to GIS resources across State government
- Improved customer service
- Improved interactions with State's partners

Not Just About State Government: The GCGI's Strategic Planning Committee has been working on statewide GIS coordination for the past few years. The Drive to Excellence initiative focuses on the State government component. Yet state government operates within a context that involves partners and customers throughout the state. To complement the Drive project, the Strategic Planning Committee is developing a strategy for ensuring stakeholder involvement. See the accompanying article for [details](#).

Timeline: It is the goal of this project to make recommendations about organizational change by June 2008 and other recommendations to the Drive to Excellence Sub-Cabinet by the fall of 2008, in time to inform budget and legislative initiatives for the 2009 legislative session and FY2010/11 biennial budget.

Information: For more information regarding this Drive to Excellence Initiative, contact David Arbeit at david.arbeit@state.mn.us, 651-201-2460 or Fred Logman at fred.logman@state.mn.us, 651-201-2495.

4. Governor's Council Requests Input from Non-State Agency Stakeholders (*Reprint from MN GIS/LIS Spring Newsletter*) By Annette Theroux, Pro-West and Associates

The Strategic Planning Committee of the Governor's Council on Geographic Information is charged with advising the State of Minnesota's Drive To Excellence Steering Team on organizational and functional transformations needed for better coordination of state agency GIS activities and efforts (see the article above on the [Drive to Excellence Initiative](#)). A significant component of the functional transformation will be to identify the business functions of state agencies, the role GIS currently plays in state agencies, and how agency functions can be enhanced or supported by GIS.

Although the functional transformation is aimed at state agencies, it is widely recognized that state agencies need to interact regularly with external stakeholders, including local government, as part of their ongoing business activities. Therefore, as part of this initiative the Committee is seeking input from non-state agency stakeholders in the broad statewide GIS community.

A Stakeholder Workgroup of the Strategic Planning Committee is being formed to provide input to the Committee about interactions of state and non-state agencies in Minnesota, and to inform non-state-agencies of the progress of the work of the Strategic Planning Committee. If you are interested in participating in the workgroup or know of any organization that is interested in being included, please contact me. We will be contacting organizations and individuals during March.

For more information about this workgroup, contact Annette Theroux at atheroux@prowestgis.com.

5. Scholarly Articles About MetroGIS Proposed

Professor Bryson, with the Humphrey Institute at the University of Minnesota, along with one or more of his colleagues, is preparing to write three separate articles about MetroGIS (below) for scholarly journals. He will be conducting interviews, tentatively scheduled for April 25, with several individuals who have played substantive roles in maturing MetroGIS as an organization and actually achieving collaborative solutions to shared geospatial needs.

According to Professor Bryson, the proposed articles will address the following questions:

- * First, what roles did leadership (broadly conceived) play in the creation, development, and institutionalization of MetroGIS over its life history?
- * Second, how did (or did not) the mapping (strategic planning) exercises in 1995 and 2007 make a difference in the way people came to understand what MetroGIS might or should be doing, how, and why?
- * Third, what can be learned from the MetroGIS experience? MetroGIS represents a significant organizational innovation in the planning field. What might others learn from the experience?

6. **The Dakota County Spring 2008 GIS Newsletter** has been posted to the Dakota County website. You can view it by clicking on this link:
<http://www.dakotacounty.us/Departments/GIS/Newsletter/default.htm>.

G) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. Letter from Commissioner Reinhardt to Rep McCollum Regarding the NAIP Budget

A letter of support from Chairperson Reinhardt to Representative McCollum is presented in Attachment B. The topic is USDA's handling of NAIP funds. It was sent out on her own stationary, but listed MetroGIS and Governor's Council in her signature.

Will Craig requested Chairperson Reinhardt's involvement on behalf of NSGIC. The concern is that USDA spent only 1/3 of last year's appropriation on photography.

2. "Aggregate Member" Status in the Open Geographic Consortium (OGC) Investigated

Following a conversation with Mark Reichardt, OGC President, at the June 2006 Imaging Possibilities Forum, the OGC developed a category of voting membership entitled Aggregate Member to provide a vehicle for organizations such as MetroGIS to actively participate in the affairs of the OGC. The proposal will be considered by the Technical Advisory Team at its April meeting will be reviewing the proposal at its April 17 meeting (after this report is distributed). Mr. Reichardt recognized that the business of MetroGIS – meeting shared needs with collaborative solutions/standards that are widely supported – is also the business of the OGC. MetroGIS would bring a single, unified voice of local and regional government that is not currently at the table.

2. Federal Land Asset Inventory Reform (FLAIR) Act

By Will Craig, University of Minnesota

HR 5532 was introduced on March 5, sponsored by Congressmen Ron Kind (D-WI) and Chris Cannon (R-UT). The purpose of the bill is, "To improve Federal land management, resource conservation, environmental protection, and use of Federal real property, by requiring the Secretary of the Interior to develop a multipurpose cadastre of Federal real property and identifying inaccurate, duplicate, and out-of-date Federal land inventories, and for other purposes. The FLAIR Act would clean up federal land records and make them compatible with local records. The bill was referred to the House Committee on Natural Resources. A companion bill is expected soon, with Senator Claire McCaskill (D-MO) as the primary sponsor.

3. New Parcel Study Released

By Will Craig, University of Minnesota

The National Research Council released its 2007 parcel study in time for the ESRI conference in mid-June. The study envisions a distributed system of land parcel data that is housed with appropriate data stewards but accessible through a central web-based interface. Counties and other units of government that maintain parcel data for their own purposes would publish a critical portion of that data to the distributed system.

National Land Parcel Data: A Vision for the Future is the look at parcels since the 1980s when it started with *The Need for a Multipurpose Cadastre*. Like the earlier report, the 2007 study identified the value to the nation of wall-to-wall parcel data. Like the earlier report, it calls for national funding to assist local governments and state efforts to coordinate and provide assistance.

Things have changed a lot since 1980. Hurricane Katrina and attacks on the World Trade Center have increased awareness of the value of parcel data. Technical changes have increased capabilities and decreased costs of land information systems. Most of the big counties have completed systems, but basic development work remains for the smaller counties. The web has made it easier to access data and encouraged use of information in decision-making.

The report contains nine recommendations:

1. A panel should decide whether the Bureau of Land Management can be the lead federal agency.
2. The Federal Geographic Data Committee should consider the parcel as a basic resource for various OMB A-16 mandated data themes.
3. A Federal Land Parcel Coordinator should be empowered to develop and maintain a single database of land parcels owned or managed by the federal government.
4. A National Land Parcel Coordinator should be established to develop and oversee a land parcel data business plan for the nation including federal, local, state, and tribal partners.
5. An Indian Lands Parcel Coordinator should be established by the Office of Special Trustee for Tribal Lands.
6. Congress and the Census Bureau should explore modifying Title 13 so that building addresses and coordinates can be made public.
7. State Coordinators should be established in each state to develop plans and relationships with local government. The goal of these efforts is to achieve border-to-border parcel coverage for all publicly and privately owned property within the state.
8. The National Land Parcel Coordinator should develop an intergovernmental funding program for the development and maintenance of parcel data, including incentives to participate for those counties with fully-developed systems and financial support for those who do not.
9. Local government is expected to put into the public domain both parcel geometry and a very limited set of attributes. This should become a minimum requirement to receive federal funds directly associated with property, such as disaster relief.

The full report is available online at http://books.nap.edu/catalog.php?record_id=11978

4. Spatial Data Infrastructures (SDI)

Interesting commentary, from an international perspective, can be viewed at <http://vector1media.com/vectorone/?p=131>. The piece is entitled “Are Spatial Data Infrastructures (SDI) moving forward, backward or spinning wheels?”

The following is an excerpt “...*the success of SDI will be manifested in the business and operating systems of the world around us. If we don't see signs of fundamental processes changing how we collect, use and share information, then I would question whether or not SDI are achieving the goals they ought to be.*

GIS and other spatial technologies are strategic technologies. Where land and people are involved, so too should these technologies be present, enabling improved decision making processes.”

MetroGIS's newly adopted Business Plan sets forth community-focused objectives that are in keeping with these comments. The pending Performance Measurement Plan Update also offers and opportunity to further act on these philosophy behind these comments.

5. A Research Agenda for USGS

By Will Craig, University of Minnesota

A new report from the National Academies Press pushes the USGS to focus its research agenda on issues that will improve the capabilities of *The National Map*. The study was commissioned by the USGS to help its new Center of Excellence for Geospatial Information Science (CEGIS) develop its research agenda. The report is called *A Research Agenda for Geographic Information Science at the United States Geological Survey* and is available at http://books.nap.edu/catalog.php?record_id=12004.

The report contains 12 recommendations. Number 1 frames the discussion on improving the capabilities of *The National Map*, but the writers recognize that this does not narrow the scope sufficiently. They use eight criteria to establish a more specific list of topics: “CEGIS research should (1) be important to *The National Map*; (2) be important to USGS disciplines; (3) be relevant to society; (4) solve a problem and target a customer; (5) be foundational, understandable, and generalizable; (6) enable multidisciplinary integration; (7) focus on data content; and (8) show potential for early, visible success.”

Recommendations 2-5 provide those priority research areas.

2. The three priority research areas for CEGIS should be (1) information access and dissemination, (2) integration of data from multiple sources, and (3) data models and knowledge organization systems.
3. The two priority research topics within the area of information access and dissemination should be to reinvent topographic maps in an electronic environment and to investigate user-centered design for The National Map web services.
4. The two priority research topics for CEGIS within the area of data integration should be generalization and fusion.
5. The two priority research topics in the area of data models and knowledge organization systems should be developing geographic feature ontologies and building the associated feature data models and gazetteers.

The remaining seven recommendations focus on how these research areas should be pursued. They call for a broad research activity involving USGS, other federal agencies, academia, and the private sector. Recommendation 10 will be of most interest to Consortium members

10. Because of USGS's core role in integrating data from local sources for *The National Map*, CEGIS should establish collaborative activities with state and local agencies that have progressive activities in GIScience.

ATTACHMENT A

TWO RANDY JOHNSONS NAMED TO NGAC

By Will Craig – *Mn GIS/LIS Spring Newsletter*

Two Minnesotans were named to serve on the new National Geospatial Advisory Committee (NGAC). (See <http://fgdc.gov/ngac> for more details about the NGAC.)

Both Minnesotans are named Randy Johnson. One Randy Johnson is the chair of the Hennepin County Board. The other Randy Johnson is the Staff Coordinator of MetroGIS. Both have extensive experience in GIS Policy. Both will make sound contributions to the new committee.

Randy Johnson, the commissioner, has served on the county board since 1978 and has been re-elected eight successive times. In 1997-98 Commissioner Johnson was president of the National Association of Counties (NACo), the national organization that represents the nation's 3,066 counties. He is current chair of NACo's GIS Sub-Committee and a member of Harvard's Policy Group on Strategic Computing. In 2002, Government Technology magazine named Johnson as one of its "GT Top Doers, Dreamers and Drivers of Information Technology." He has been invited to testify before Congress more often and on more issues than any elected county official in history. He will be a strong representative of county government.

Randall (Randy) Johnson of MetroGIS goes by Randall to avoid confusion. Randy has coordinated MetroGIS's efforts since its inception in 1996 and a winner of the Polaris Leadership Award in 2007. His vision and energy have encouraged participation and collaboration among a wide group of stakeholders, turning the Twin Cities metropolitan area into an internationally-recognized model for achieving collaborative solutions to shared information needs in addition to the sharing of geospatial data and knowledge. He believes in the NSDI vision and has been a national promoter of regional collaborations through publications and presentations. He will be a strong representative of regional collaboration.

People from around the county ask me if there is typo on the NGAC roster. I try to explain our unique Scandinavian heritage. There are 22 pages of *Johnsons* in the Minneapolis phone book. There aren't so many Randy Johnsons, just half of one column. It really is amazing to have so much talent packed into our corner of the universe.

ATTACHMENT B

CHAIRPERSON REINHARDT LETTER OF SUPPORT



Victoria A. Reinhardt

BOARD OF RAMSEY COUNTY COMMISSIONERS

DISTRICT 7

DARREN E. TOBOLT
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February 11, 2008

Representative Betty McCollum
1714 Longworth House Office Building
Washington, DC 20515-2304

Dear Representative *Betty* McCollum:

I am writing to call your attention to an issue that I believe is very important to Minnesota, the Fourth Congressional District, and Ramsey County.

The USDA's National Agriculture Imagery Program (NAIP) has a \$24 million budget. When matched with state and local funds, that program can provide current aerial photos to us and to the nation. In Ramsey County we put them to many different uses. For example, emergency management issues utilize these photos to assist in the event of a natural or human-made disaster. The photos are so important in Minnesota that our state agencies have arranged to provide one-third of the funds to fly the state in 2008. Counties are so keen for this data that many have agreed to help MnDOT set 400 targets for the 2008 flight, which will make this flight more usable because of the tight vertical and horizontal control.

The problem is lack of dependability of the NAIP program. Congress is providing the funds, but USDA is spending the money on unrelated information technology. As I understand it, only about \$8 million of last year's \$24 million NAIP budget was actually spent on photography; even with state matches, the amount spent on aerial photography is less than half of what Congress intended.

Minnesota is a high priority state for 2008, but other states expecting their photos have been put off to subsequent years, which means Minnesota's next turn will also be put off by years. The last photos for Minnesota were from 2003-04, four and five years ago. This is not frequent enough for USDA program needs or for the needs of our state and counties.

Minnesota's First Home Rule County

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I know Congress is aware of this issue. I ask you keep the pressure on USDA to use the money as intended. My colleagues in Minnesota have informed Congressman Collin Peterson's office about the problem, so the House Agriculture Committee knows of our concern. Congressman Peterson's staff advised us to reach out to House and Senate Appropriations Committees, "since they control the purse strings on this program."

Thank you for your consideration.

Sincerely,



Victoria A. Reinhardt
Chair, MetroGIS Policy Board
Member, Governor's Council on Geographic Information

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
April 23, 2008**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:38 p.m.

Members Present: Jim Kordiak (Anoka County), Tom Egan (Dakota County), Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), William Brown for Randy Johnson (Hennepin County), Roger Lake (Metro Watershed Districts), Tony Pistilli (Metropolitan Council), Steve Elkins (Metro Cities – City of Bloomington), Terry Schneider (Metro Cities - City of Minnetonka), and Dan Cook (School Districts - TIES).

Members Absent: Tom Workman (Carver County), and Joseph Wagner (Scott County)

Coordinating Committee Members Present: David Claypool, Rick Gelbmann, Nancy Read, Mark Vander Schaaf.

Support Staff: Randall Johnson, Mark Kotz, and Jonathan Blake (MetroGIS Staff Support Team)

Visitors: John Hoshal (LMIC) and Dave Hinrichs (Metropolitan Council)

2. ACCEPT AGENDA

Member Pistilli moved and Member Lake seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Pistilli moved and Member Elkins seconded to approve the January 30, 2008 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure (aka Minnesota Structures Project)

John Hoshal, GIS Services Supervisor with LMIC and lead support for the subject project, commented that the focus of the subject project is to develop sustainable partnerships and technical capacity needed to capture, in a standardized manner, data related to critical infrastructure for use in responding to emergency situations. Mr. Hoshal's presentation slides can be viewed at http://www.metrogis.org/teams/pb/meetings/08_0423/4_CAP_Award.pdf.

He then highlighted current national efforts to collect data important to responding to emergencies (where facilities are located / situational awareness) and shared some of the shortcomings of these data collection efforts. The goal of the federal programs known as HSIP Gold and HSIP Freedom is to provide a standardized common national operating picture by gathering and consolidating source data from a variety of sources. He also noted that development of these datasets is challenging because the source data are collected by many organizations and are not easily consolidated into a common operating picture. And, even when collected in a similar manner, they are often not described similarly.

A common theme was that each has limited utility at the local level due to various inaccuracies, which in some cases are substantial, and inability of local agencies to become familiar with the data except in times of emergencies and thus resulting in large learning curves when immediate use is essential. The newest of the HSIP programs (Freedom) attempts to overcome these shortcomings by seeking partnerships with local agencies to produce these data on a transaction basis as a matter of their daily business practices. A major downside still remains in that the only produced by a particular organization are available to that organization prior to an emergency.

Mr. Hoshal then shared the goals of the state project that is the subject of this presentation. This project, which is partially funded with a \$50,000 federal CAP grant, was initiated to greatly expand the emergency response data produced by local authorities in Minnesota and establish a standardized mechanism to ensure these data work with one another across the state. He then commented on the four types of structures for which a systematic data capture and maintenance mechanism (read relationships with local government and processes) is proposed - fire stations, hospital/clinics, police stations, and schools – and the how the subject project will leverage ongoing MetroGIS efforts, including MetroGIS's shared Emergency Preparedness Data Custodian Model (http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf), to manage the subject "structures" data. MetroGIS's model is being leveraged because it emphasizes clear definition of roles and responsibilities and seeks acceptance by organizations with aligned business needs and resources sufficient to carry these roles.

The subject project is expected to officially begin in May 2008 and run for one year. The project team believes that once a statewide process is in place for the four initial datasets that the model will be able to be expanded to other apply to other data which are not only to important to emergency response needs but to other shared data needs as well.

Hoshal closed by noting that only a few statewide data coordination mechanisms exist and that the experience responding to Hurricane Katrina had called attention to the need for substantially improved coordination and availability of suitable data to facilitate timely emergency response. Member Cook asked if this project would serve as a model for other states. Hoshal commented that this is the expectation, given the award of a federal grant to accomplish the project.

5. ACTION/DISCUSSION ITEMS

a) Election of Officers

Motion: Member Pistilli moved and Member Egan seconded to nominate the current officer slate for reelection. Chairperson Reinhardt called for further nominations three times. No further nominations were offered. Motion carried, ayes all.

Member Pistilli thanked Chairperson Reinhardt and Vice-Chairperson Kordiak for accepting reelection and for providing critical leadership.

Chairperson Reinhardt and Vice-Chairperson Kordiak commented that although they are both willing to accept reelection for the coming year they but both encouraged other Board members to consider accepting these roles next year, noting that they believe important to the sustainability of the organization that others also have the opportunity to lead.

b) Next Steps to Address Shared Application Needs

Coordinating Committee Chairperson Brown introduced this item and summarized the Coordinating Committee's multipart recommendation, as presented in the Agenda Report. He then introduced Mark Kotz and Nancy Read, members of the Technical Leadership Steering Workgroup, to present the specific recommendations.

Mark Kotz begin by providing an explanation of the terms "geospatial application" and "web service", noting that these terms are the focus of the recommended next steps. (Kotz's presentation can be viewed at

http://www.metrogis.org/teams/pb/meetings/08_0423/5b_Applications_and_Services_Primer.pdf.)

To provide an introduction to Read's portion of the presentation, Kotz noted that acting on the following three questions will drive MetroGIS's efforts to accomplish the applications-focused scope expansion called for in the MetroGIS 2008-2011 Business Plan:

- 1) What application/service needs are shared by MetroGIS stakeholders?
- 2) How can we find/use existing applications or web services?
- 3) How can I trust another organization's web service to be reliable and meet my needs?

Nancy Read, Technical Leadership Steering Workgroup liaison to the Coordinating Committee, then summarized the charge from the Policy Board that guided the Workgroup's efforts, the role played by the January 24th "Meeting Shared Needs Beyond Data" Workshop, how the Workgroup arrived at the recommendations presented in the Agenda Report, and the rationale for each recommendation.

Read began her comments by reporting that the participants of the January 24th workshop had corroborated several findings set forth in the Business Plan adopted last fall and that she the Workgroup was also amazed that the participants, who were mostly technically focused, had concluded that an appropriate organizational structure is central to achieving the trust necessary for organizations to use another's applications and web services, that is, have assurance that will do what they are suppose and that they will be available when needed. (Read's presentation can be viewed at http://www.metrogis.org/teams/pb/meetings/08_0423/5b_TechLdrship_Wkgrp_Rec.pdf.)

Read then summarized the four roles recommended for MetroGIS in pursuit of solutions to address shared application needs: Leadership, Coordination, Policy/Procedures, and Funding for pilot (research and development) projects. She concluded her presentation by summarizing each of recommended next steps presented in the agenda report and explaining how they align with proposed revisions to the 2008 workplan and the proposed preliminary workplan for 2009.

Chairperson Reinhardt thanked the presenters and the participants for their hard work that led to the recommendations currently before the Board. She then invited Board members to ask questions of the presenters. The following is a listing of the major topics discussed following the presentation:¹

- Need to address concerns about quality of information in web services, reliability, privacy;
- What does it take to have/support a "broker";
- Are web services intended for use directly by citizens;
- Analogy of GeoServices Finder to a card catalogue;
- How might county staff contribute and benefit;
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The remainder of this section text captures topics of interest to Board members and related direction relevant to development of next-step strategies:

Data Quality and Reliability: Member Egan noted that he generally concurred with the recommendations set forth in the agenda report but offered an observation that web services and applications are only as good as the data they utilize and asked about MetroGIS's role in assuring that data and services meet expectations: how is/will this data quality need be met, how a particular user is assured that web services they are seeking from others are appropriate for the use intended, and whether these questions need to be addressed before the proposed Technical Coordinator is hired.

In response, the Staff Coordinator explained that availability of the proposed Technical Coordinator would greatly expedite the process of defining shared application needs and pursuing solutions to them that meet user expectations. He also explained that MetroGIS's processes address this important suite of related topics for each of the "endorsed regional" solutions approved to address shared information needs, noting that currently eight of the 170-plus datasets and their associated web services² available via MetroGIS DataFinder are classified as endorsed regional" solutions. The characteristics of "endorsed regional" solutions being that they are:

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- Built and maintained to specifications (data content and custodian responsibilities) developed through MetroGIS's collaborative processes.
- Endorsed by the Policy Board as representative of the community's needs.
- Maintained by one or more "custodian organizations" that have pledged to provide the necessary operational capacity to perform the community defined maintenance roles and responsibilities, that is they have pledged to the Policy Board they have the willingness, appropriate resources, and an internal business need to perform this function and share the product with the community.
- Monitored for compliance with agreed upon specifications as a component of MetroGIS's Performance Measurement Program and as concerns/unexpected issues arise they are dealt with to the extent possible in a voluntary environment, driven by the producer's internal business needs.

Read also commented that, although there is no guarantee that data quality will meet desired specifications, the "centers of excellence" approach, which is being leveraged by the approach taken by MetroGIS, is believed to be the most cost-effective way to achieve the most complete, accurate, and current data possible. That is, organizations concentrate on developing the data, services, and applications that they are skilled at as a result of an internal business need(s); share those assets with others; and in turn, depend upon others for such assets that they need to carry out their functions but do not produce themselves on an ongoing basis.

Service Broker: In response to Vice Chairperson Kordiak's inquiry about who will be able to use the proposed web services and Member Egan's inquiry about how users will be able to find the particular data or service they need that are produced by others, staff demonstrated the search functionality provided by Internet-based MetroGIS DataFinder and breadth of data and associated web services. During the ensuing discussion, Board Members were informed that the current policies, which relate to providing access to data assets, will also be incorporated into the policies for access to applications that consume those data and that access policies are also proposed to remain driven by the producers (owners of the data).

Members Elkins and Pistilli asked for clarification of the how the proposed "GeoServices Broker" is intended to function. Read offered an analogy of a card catalog used by libraries to help the members understand the purpose of the proposed services directory. This analogy was well received. Kotz added that the proposed "GeoServices Broker" project would leverage knowledge gained through a pilot project completed last fall³ that involved prototyping of an Internet-searchable catalog for discovery and access to web services and applications. Through the course of the Board's discussion, the members were informed that organizations will decide if they want to participate in making web services and applications available, just as they do regarding the posting of datasets. In response to a question from Member Pistilli about who (custodian organization) might host the proposed "broker" application, Kotz commented that no decision has been made other than to comment that the host during the development and testing phase might be different than the host of the mature application. That is, the "broker" function could over time evolve into a function supported at the state level, given that applications and services need not be specific to a particular geography to be useful to others.

Privacy and Security: Member Egan commented that as we move into the realm of addressing shared application needs we will bring more disciplines together than in the past and that as a result checks and balances, possibility greater than we have provided in the past, will be needed to safeguard against issues arising related to privacy and security. All concurred that collaborative solutions pursued by MetroGIS must continue to address privacy and security needs to the satisfaction of all involved. This comment resulted in brainstorming about specific applications that might be defined as shared needs (e.g., reroute traffic if a bridge fails or is scheduled for repair and redistricting)

Expand Operational Capacity: Schneider noted that he concurred with the recommendations presented in the agenda report and stated that he believes MetroGIS has the capacity to define and

³ The Mn Land Management Information Center (LMIC) was the project manager. The project was funded in part with MetroGIS Regional GIS Project funds.

prioritize next steps to address shared application needs. But he also cautioned that partnerships with non-government interests will be needed to achieve the operational capacity necessary to build/accrue/maintain the actual applications to address those needs. He also concurred with the proposal to pursue dedication of a Technical Coordinator to join the MetroGIS support Team, noting that this resource will be instrumental in securing partnerships with those entities that will actually carry out the development work.

A question from Member Pistilli, about how stakeholder organizations currently meet their application needs, resulted in an understanding that most application development needs among the stakeholders represented by the Policy Board are being supported by internal staff. The members also concurred that the existence of a Technical Coordinator would be beneficial to leverage these existing resources to focus on shared needs. Read commented that from the perspective of a small organization, such as the Metropolitan Mosquito Control District, collaborative solutions make it possible for them to meet needs they might not otherwise be able to accomplish.

Alternate Member O'Rourke suggested investigating if the Mn County Computer Consortium (MCCC) might also play a role in solutions to shared application needs. The Staff Coordinator offered to contact them as specifics become known about candidate needs relevant to the county community.

Member Pistilli suggested that recommendation should include a statement calling a business case to justify the proposed hiring of a Technical Coordinator. All concurred.

Motion: Vice Chairperson Kordiak moved and Member Pistilli seconded that the Policy Board:

- 1) Endorse, as appropriate for MetroGIS's efforts, support of the following roles in pursuit of collaborative solutions to shared needs for applications and web services:
 - Leadership
 - Coordination
 - Policy direction
 - Testbed funding to leverage the GIS resources possessed in the metropolitan region.
- 2) Endorse the Coordinating Committee's suggested next steps and their relative importance regarding MetroGIS's pursuit of collaborative solutions to shared needs for applications and web services, as presented in the agenda report, dated April 3, 2008.
- 3) Concur that a need exists for dedication of a Technical Coordinator to join the MetroGIS support team to maintain relevance to changing stakeholder needs. Development of business case to fully document this need was directed.
- 4) Endorse continued negotiations with the Metropolitan Council to dedicate additional support resources to MetroGIS's "foster collaboration" function sufficient to accomplish the roles and responsibilities of a Technical Coordinator, as set forth in the agenda report, dated April 3, 2008.

Motion carried, ayes all.

c) 2008-2009 Budget and Work Plan Refinements

Coordinating Committee Chairperson Brown introduced this item and summarized the Coordinating Committee's multipart recommendation, as presented in the Agenda Report. Nancy Read, Technical Leadership Steering Workgroup liaison to the Coordinating Committee, then provided context for and explained the specific recommendations.

Member Schneider encouraged those involved in developing a business case for securing a Technical Coordinator to think broader than seeking the resources solely from the Metropolitan Council. Broader support for MetroGIS's efforts will be needed to fully realize the goal of partnering to achieve solutions to shared application needs and funding for this position could serve as an opportunity to act on this need.

Motion: Member Egan moved and Member Lake seconded that the Policy Board:

- 1) Adopt the revised 2008 and preliminary 2009 MetroGIS Major Program Objectives, as presented the Agenda Report dated April 8, 2008, with the understanding that securing of a Technical Coordinator is required to fully achieve the associated outcomes in a timely manner.
- 2) Endorse the revised line items for the 2008 “foster collaboration”, non-staff budget of \$86,000, as presented Attachment D of the Agenda Report dated April 8, 2008.
- 3) Endorse the preliminary 2009 MetroGIS “foster collaboration” line items for the \$86,000 non-staff budget request of the Metropolitan Council, as presented in Attachment D of the Agenda Report dated April 8, 2008, with the understanding that: a) the goal is to fill the Technical Coordinator support role by January 1, 2009 and b) funding for the 2009 competitive Regional GIS Project program is hereby temporarily dedicated to pursuing solutions to shared application and web service needs for which priorities are defined by MetroGIS leadership.
- 4) Direct the Coordinating Committee to inform it (Policy Board) at the July and October meetings of progress made to secure a Technical Coordinator and any related work programming modifications that should be considered, with the understanding that work on development of a business case to justify the need for a Technical Coordinator is to begin immediately.

Motion carried, ayes all.

d) 2008 Regional GIS Projects – Call for Proposals and Process Adjustments

Coordinating Committee Chairperson Brown introduced this item and summarized the Coordinating Committee’s recommendation, as outlined in the Agenda Report. The Staff Coordinator explained the rationale for suggesting that the Board consider authorizing its Executive Committee to consider the appropriateness of authorizing funding at the concept phase, as opposed to full Board consideration for the 2008 program.

After some discussion, the Board concluded that it would prefer to rely upon the Coordinating Committee’s judgment to decide the appropriateness of authorizing funding under this program and that the Board’s Executive Committee need not be part of the concept review process, given that the full Board would consider the final proposals. The Staff Coordinator was asked to circulate the Committee’s conclusions regarding the concept proposals to the full Board for the members’ information.

Motion: Alternate Member O’Rourke moved and Member Lake moved to modify the concept review procedures for the 2008 Regional GIS Project program to eliminate Step 4 in the program review schedule, as presented in the agenda report dated April 7, with the understanding that the results of the Coordinating Committee’s consideration will be forwarded to the Board members for their information.

Motion carried, ayes all.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the items in this section of the agenda

7. INFORMATION SHARING

There was no discussion of the items in this section of the agenda.

Chairperson Reinhardt encouraged the members to review the summary of the April 15-16 National Geospatial Advisory Committee (NGAC) meeting prepared by the Staff Coordinator provided to each member when they arrives along with a copy of the 2007 Annual Report.

8. NEXT MEETING

The next meeting is scheduled for July 23, 2008.

9. ADJOURN

The meeting adjourned at 8:38 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Tom Workman,
Carver County

Roger Lake,
MAWD

Dennis Hegberg,
Washington County

Dan Cook,
TIES

Randy Johnson,
Hennepin County

Steve Elkins,
City of Bloomington
Metro Cities

Terry Schneider,
City of Minnetonka
Metro Cities

Joseph Wagner,
Scott County

Tony Pistilli,
Metropolitan Council

Coordinating Committee

William Brown,
Chairperson
Hennepin County

Sally Wakefield,
Vice-Chairperson
1000 Friends of Mn

Staff Coordinator

Randall Johnson

Wednesday, July 23, 2008

6:30 p.m.

Metropolitan County Government Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

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| 8. Next Meeting - Wednesday, October 22, 2008 | |
| 9. Adjourn | |

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

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- Built and maintained to specifications (data content and custodian responsibilities) developed through MetroGIS's collaborative processes.
- Endorsed by the Policy Board as representative of the community's needs.
- Maintained by one or more "custodian organizations" that have pledged to provide the necessary operational capacity to perform the community defined maintenance roles and responsibilities, that is they have pledged to the Policy Board they have the willingness, appropriate resources, and an internal business need to perform this function and share the product with the community.
- Monitored for compliance with agreed upon specifications as a component of MetroGIS's Performance Measurement Program and as concerns/unexpected issues arise they are dealt with to the extent possible in a voluntary environment, driven by the producer's internal business needs.

Read also commented that, although there is no guarantee that data quality will meet desired specifications, the "centers of excellence" approach, which is being leveraged by the approach taken by MetroGIS, is believed to be the most cost-effective way to achieve the most complete, accurate, and current data possible. That is, organizations concentrate on developing the data, services, and applications that they are skilled at as a result of an internal business need(s); share those assets with others; and in turn, depend upon others for such assets that they need to carry out their functions but do not produce themselves on an ongoing basis.

Service Broker: In response to Vice Chairperson Kordiak's inquiry about who will be able to use the proposed web services and Member Egan's inquiry about how users will be able to find the particular data or service they need that are produced by others, staff demonstrated the search functionality provided by Internet-based MetroGIS DataFinder and breadth of data and associated web services. During the ensuing discussion, Board Members were informed that the current policies, which relate to providing access to data assets, will also be incorporated into the policies for access to applications that consume those data and that access policies are also proposed to remain driven by the producers (owners of the data).

Members Elkins and Pistilli asked for clarification of the how the proposed "GeoServices Broker" is intended to function. Read offered an analogy of a card catalog used by libraries to help the members understand the purpose of the proposed services directory. This analogy was well received. Kotz added that the proposed "GeoServices Broker" project would leverage knowledge gained through a pilot project completed last fall³ that involved prototyping of an Internet-searchable catalog for discovery and access to web services and applications. Through the course of the Board's discussion, the members were informed that organizations will decide if they want to participate in making web services and applications available, just as they do regarding the posting of datasets. In response to a question from Member Pistilli about who (custodian organization) might host the proposed "broker" application, Kotz commented that no decision has been made other than to comment that the host during the development and testing phase might be different than the host of the mature application. That is, the "broker" function could over time evolve into a function supported at the state level, given that applications and services need not be specific to a particular geography to be useful to others.

Privacy and Security: Member Egan commented that as we move into the realm of addressing shared application needs we will bring more disciplines together than in the past and that as a result checks and balances, possibility greater than we have provided in the past, will be needed to safeguard against issues arising related to privacy and security. All concurred that collaborative solutions pursued by MetroGIS must continue to address privacy and security needs to the satisfaction of all involved. This comment resulted in brainstorming about specific applications that might be defined as shared needs (e.g., reroute traffic if a bridge fails or is scheduled for repair and redistricting)

Expand Operational Capacity: Schneider noted that he concurred with the recommendations presented in the agenda report and stated that he believes MetroGIS has the capacity to define and

³ The Mn Land Management Information Center (LMIC) was the project manager. The project was funded in part with MetroGIS Regional GIS Project funds.

prioritize next steps to address shared application needs. But he also cautioned that partnerships with non-government interests will be needed to achieve the operational capacity necessary to build/accrue/maintain the actual applications to address those needs. He also concurred with the proposal to pursue dedication of a Technical Coordinator to join the MetroGIS support Team, noting that this resource will be instrumental in securing partnerships with those entities that will actually carry out the development work.

A question from Member Pistilli, about how stakeholder organizations currently meet their application needs, resulted in an understanding that most application development needs among the stakeholders represented by the Policy Board are being supported by internal staff. The members also concurred that the existence of a Technical Coordinator would be beneficial to leverage these existing resources to focus on shared needs. Read commented that from the perspective of a small organization, such as the Metropolitan Mosquito Control District, collaborative solutions make it possible for them to meet needs they might not otherwise be able to accomplish.

Alternate Member O'Rourke suggested investigating if the Mn County Computer Consortium (MCCC) might also play a role in solutions to shared application needs. The Staff Coordinator offered to contact them as specifics become known about candidate needs relevant to the county community.

Member Pistilli suggested that recommendation should include a statement calling a business case to justify the proposed hiring of a Technical Coordinator. All concurred.

Motion: Vice Chairperson Kordiak moved and Member Pistilli seconded that the Policy Board:

- 1) Endorse, as appropriate for MetroGIS's efforts, support of the following roles in pursuit of collaborative solutions to shared needs for applications and web services:
 - Leadership
 - Coordination
 - Policy direction
 - Testbed funding to leverage the GIS resources possessed in the metropolitan region.
- 2) Endorse the Coordinating Committee's suggested next steps and their relative importance regarding MetroGIS's pursuit of collaborative solutions to shared needs for applications and web services, as presented in the agenda report, dated April 3, 2008.
- 3) Concur that a need exists for dedication of a Technical Coordinator to join the MetroGIS support team to maintain relevance to changing stakeholder needs. Development of business case to fully document this need was directed.
- 4) Endorse continued negotiations with the Metropolitan Council to dedicate additional support resources to MetroGIS's "foster collaboration" function sufficient to accomplish the roles and responsibilities of a Technical Coordinator, as set forth in the agenda report, dated April 3, 2008.

Motion carried, ayes all.

c) 2008-2009 Budget and Work Plan Refinements

Coordinating Committee Chairperson Brown introduced this item and summarized the Coordinating Committee's multipart recommendation, as presented in the Agenda Report. Nancy Read, Technical Leadership Steering Workgroup liaison to the Coordinating Committee, then provided context for and explained the specific recommendations.

Member Schneider encouraged those involved in developing a business case for securing a Technical Coordinator to think broader than seeking the resources solely from the Metropolitan Council. Broader support for MetroGIS's efforts will be needed to fully realize the goal of partnering to achieve solutions to shared application needs and funding for this position could serve as an opportunity to act on this need.

Motion: Member Egan moved and Member Lake seconded that the Policy Board:

- 1) Adopt the revised 2008 and preliminary 2009 MetroGIS Major Program Objectives, as presented the Agenda Report dated April 8, 2008, with the understanding that securing of a Technical Coordinator is required to fully achieve the associated outcomes in a timely manner.
- 2) Endorse the revised line items for the 2008 “foster collaboration”, non-staff budget of \$86,000, as presented Attachment D of the Agenda Report dated April 8, 2008.
- 3) Endorse the preliminary 2009 MetroGIS “foster collaboration” line items for the \$86,000 non-staff budget request of the Metropolitan Council, as presented in Attachment D of the Agenda Report dated April 8, 2008, with the understanding that: a) the goal is to fill the Technical Coordinator support role by January 1, 2009 and b) funding for the 2009 competitive Regional GIS Project program is hereby temporarily dedicated to pursuing solutions to shared application and web service needs for which priorities are defined by MetroGIS leadership.
- 4) Direct the Coordinating Committee to inform it (Policy Board) at the July and October meetings of progress made to secure a Technical Coordinator and any related work programming modifications that should be considered, with the understanding that work on development of a business case to justify the need for a Technical Coordinator is to begin immediately.

Motion carried, ayes all.

d) 2008 Regional GIS Projects – Call for Proposals and Process Adjustments

Coordinating Committee Chairperson Brown introduced this item and summarized the Coordinating Committee’s recommendation, as outlined in the Agenda Report. The Staff Coordinator explained the rationale for suggesting that the Board consider authorizing its Executive Committee to consider the appropriateness of authorizing funding at the concept phase, as opposed to full Board consideration for the 2008 program.

After some discussion, the Board concluded that it would prefer to rely upon the Coordinating Committee’s judgment to decide the appropriateness of authorizing funding under this program and that the Board’s Executive Committee need not be part of the concept review process, given that the full Board would consider the final proposals. The Staff Coordinator was asked to circulate the Committee’s conclusions regarding the concept proposals to the full Board for the members’ information.

Motion: Alternate Member O’Rourke moved and Member Lake moved to modify the concept review procedures for the 2008 Regional GIS Project program to eliminate Step 4 in the program review schedule, as presented in the agenda report dated April 7, with the understanding that the results of the Coordinating Committee’s consideration will be forwarded to the Board members for their information.

Motion carried, ayes all.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the items in this section of the agenda

7. INFORMATION SHARING

There was no discussion of the items in this section of the agenda.

Chairperson Reinhardt encouraged the members to review the summary of the April 15-16 National Geospatial Advisory Committee (NGAC) meeting prepared by the Staff Coordinator provided to each member when they arrives along with a copy of the 2007 Annual Report.

8. NEXT MEETING

The next meeting is scheduled for July 23, 2008.

9. ADJOURN

The meeting adjourned at 8:38 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator



TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration
Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy

DATE: June 30, 2008
(For the July 23rd meeting)

INTRODUCTION

The GIS Technology Demonstration planned for the July Policy Board meeting will focus on how MetroGIS parcel data has been used to support community revitalization efforts. This presentation is timely, given that the topic of defining specific shared needs for applications and web services has been defined as a top priority.

BACKGROUND

In March 2008 the Lincoln Institute of Land Policy published a report titled *Transforming Community Development with Land Information Systems*. (A copy can be obtained at <http://www.lincolninst.edu/pubs/PubDetail.aspx?pubid=1356>.) Included in this report are case studies from five metropolitan areas including the Twin Cities. Specific projects discussed within the Twin Cities example include a University of Minnesota studies focusing on housing issues surrounding the campus, foreclosure research from a local non-profit agency, and a new storefront GIS, planning, and design organization which has opened along University Avenue in anticipation of the Central Corridor light rail transit line. As is mentioned in the report these efforts and many others underway in our local communities would not be possible without the foresight and continuing efforts of regional data providers and producers such as MetroGIS, in particular related to the Regional Parcel Dataset.

Jeff Matson from the University's Center for Urban and Regional Affairs, a partner in each of the projects highlighted, will present a brief overview of the Lincoln Institute's report and discuss the importance of parcel data systems and organizations such as MetroGIS in making these projects possible.

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

PREVIOUS GIS TECHNOLOGY DEMONSTRATIONS

- Apr. 2008 Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS's Role in Response to the I-35W Bridge Collapse
- Oct. 2007: Web maps open government to citizens - Metropolitan Mosquito Control District
- Jul. 2007: Metropolitan Council new "Maps" mini website
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs
- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: (*No presentation*)
- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2008 Regional GIS Project Proposals

DATE: July 8, 2008
(For the July 23rd Meeting)

INTRODUCTION

The Coordinating Committee respectfully recommends that the Policy Board:

- 1) Accept its recommendation to fund three projects, totaling \$23,500, for the 2008 Regional GIS Project program.
- 2) Recommend that the Metropolitan Council authorize funding for these projects and execute the required interagency agreements by October 1, 2008, if at all possible.

Narratives for each of the three recommended projects are provided in Exhibit A. A representative from each proposal team has agreed to make a short presentation to the Board and respond to questions about their respective proposals.

BACKGROUND

A total of \$25,000 is available in MetroGIS's 2008 budget for this purpose. The Metropolitan Council is the funding source and has invited the MetroGIS Coordinating Committee and Policy Board to comment on the value to MetroGIS community of each proposal relative to the requested funding. Each of the three proposals has been found to satisfied the program guidelines specified in the Call For Proposals (Appendix D). The program schedule (Appendix D, Attachment 2) calls for Metropolitan Council management to make a final funding decision by August 8th. The schedule also anticipates that the Policy Board will agree on its recommendation to the Council at the July 23rd Policy Board meeting.

OVERVIEW OF COORDINATING COMMITTEE RECOMMENDATION

On June 18th, the Coordinating Committee unanimously recommended that the Policy Board find that the following three projects, along with the stated funding amounts, would comprise a prudent use of the subject Regional GIS Project funds:

• Address Points Editing Tool	\$13,500
• Geocoder Extension for Landmarks	\$5,000
• MetroGIS Mailing Label Web Service Project	<u>\$5,000</u>
	\$23,500

Refer to the Reference Section for an explanation of the evaluation process that led to this recommendation, the Committee's discussion points, and rationale for the recommendation.

DISCUSSION

Proposals Recommended for Approval: Of the three proposals recommended for funding by the Coordinating Committee, the "Address Points Editing Tool" aligns with several current priorities established by the Policy Board, including: pursuing solutions to shared application needs, implementing an address points regional dataset, and expanding stakeholder community to actively engage cities.

The "Geocoder Extension for Landmarks" and "MetroGIS Mailing Label Web Services", although not specifically cited as shared need priorities, are recommended for funding because each is believed to possess potential to provide research and development insight that will be valuable to frame issues and specifications important to implementing solutions for yet to be defined specific shared application needs.

Use of Unallocated Program Funds: The three recommended proposals account for \$23,500 of the \$25,000 budgeted in 2008 for this purpose. The Committee discussed options for using the remaining \$1,500 funds but, in the end, decided to defer to the Policy Board's preferences and the Metropolitan Council's requirements.

This situation was conveyed to Chairperson Reinhardt when setting the agenda for the July Policy Board meeting. She asked staff to check with the Coordinating Committee members as to their thoughts about authorizing a contingency mechanism by which any or all of the three recommended proposals could make use of these funds for unforeseen expenses. This idea was shared with the Committee members on June 23. Those who commented favored the concept, assuming MetroGIS leadership concur the additional funds are consistent with the program purpose and requirements. Staff also checked with the Council's procurement manager. The good news is that the Council's procurement rules allow for contracts to be increased by up to 10 percent through an administrative process (e.g., \$500 for the two \$5,000 projects and \$1,350 for the \$13,500 project). However, the increased contract amount must be authorized by December 31 to capture funds budgeted for 2008 for use in 2009.

Another option to use the unallocated \$1,500 budgeted for this program is to seek permission from the Policy Board to amend the 2008 budget to use these funds for another purpose and then execute a contract before year-end to formally encumber them. These actions are not recommended until more information is known. For instance, this action could be initiated by the Policy Board at its October meeting or the Policy Board could authorize its Executive Committee to address the matter, between the October and January 2009 meetings, if the situation so dictated. In any event, no action is necessary at this time.

RECOMMENDATION

That the Policy Board:

- 1) Endorse the Coordinating Committee's finding that the three projects identified above, totaling \$23,500, would encompass prudent uses of Regional GIS Project resources as the anticipated importance and value to the MetroGIS community would exceed the requested amount of funding.
- 2) Recommend that the Metropolitan Council authorize funding for these projects under the 2008 MetroGIS Regional GIS Project program and enter into the required inter agency agreements by October 1, if possible.

REFERENCE SECTION

A. AUTHORITY TO MODIFY CONCEPT PHASE EVALUATION PROCESS

The Coordinating Committee and Policy Board both agreed to the modified Concept Phase process for the 2008 program as described in the schedule presented in Exhibit D, Attachment 2. The modified process consists of completing the concept review phase via email following an initial review by a Proposal Review Team, comprised of members of the Coordinating Committee and the Staff Coordinator. Subsequently, Chairperson Brown and member Vander Schaaf agreed to serve on this Proposal Review Team, along with the Staff Coordinator.

The Coordinating Committee recommended a modified process at its March 27th meeting. For more information see Agenda Item 5d in the Committee [meeting summary](#).

The Policy Board approved the schedule presented in Exhibit D, Attachment 2 at its April 23rd meeting “with the understanding that the results of the Coordinating Committee’s consideration will be forwarded to the Board members for their information”. Board members were notified of the results of the Committee’s deliberations by email on July 3. No comment was received from the members. For more information see Agenda Item 5d in the Board’s [meeting summary](#).

B. EVALUATION OF CONCEPT PHASE PROPOSALS

The Call for Proposals (Exhibit D) was made on April 2, 2008. Six concept phase applications were received (Exhibit B). These projects were screened for consistency with program guidelines on May 9th by the Proposal Review Team. The results of this initial screening were compiled and summarized in the table presented in Exhibit B. The projects were listed in order of funding preference, from the Teams’ perspective. Comments were also included to explain the Team’s initial ranking. This information was forwarded to the full Coordinating Committee membership on May 15 for consideration.

The comments received from Committee members (listed in Exhibit B) were passed along to the proposers to address in their final proposals (Exhibit C). In brief, several issues were raised about the proposal entitled “Interoperability of Framework Data with Adjoining Counties”. The Staff Coordinator spoke with the applicant and a member of the project consultant team for more than an hour to investigate options to address concerns raised. Ultimately, the applicant elected to withdraw the proposal. (See Exhibit B for the letter from the Staff Coordinator acknowledging withdrawn of the proposal.) Two other concept proposals were also withdrawn following concept review (see Exhibit B for these withdrawal statements).

C. EVALUATION OF FINAL PHASE APPLICATIONS

The following four final phase applications were submitted (listed in alphabetical order) for the Committee’s consideration:

Name	Estimated Cost
Address Points Editing Tool – Requirements and Prototype	\$13,500
Geocoder Extension for Landmarks	\$5,000
Implementation Of A Community Based Hardware Infrastructure	\$12,000
MetroGIS Mailing and Property Comparables Web Service Project	\$15,000

Of these four proposals, three had been reviewed as concept proposals. One additional proposal (Implementation of a Community Based Hardware Infrastructure) was received the week of June 2. The program rules do not require, but strongly encourage, participating in the concept review phase. Each of the final phase application narratives is presented in Exhibit C. These narratives were the basis of the Committee’s June 18, 2008 consideration and the recommendation described in the main body of this report. An excerpt of the Committee’s meeting summary for this agenda item follows:

Excerpt from Coordinating Committee Summary for June 18, 2008 Meeting:

5a) 2008 Regional GIS Project Proposals

... introduced this agenda item. Vander Schaaf reminded the group that a case needs to be made that the deliverables will provide real value to the region:

1) Address Points Editing Tool: ...one-half of the requested \$13,500 would be used for product development and the other half for project management. the project management cost is higher than preferred but that she sees no choice other than to outsource this task because no single organization has sufficient business need to assign a staff member to support this work.

... the objective of the editing tool is to facilitate creation of an address point database that does not currently exist. A viability assessment last year estimated that roughly 40 cities would use the editing tool. Data ownership would remain with the cities, the entities that produce it. He surmised that smaller cities are the most likely users of the proposed web-based tool, which they could use to maintain address data directly in a regional database. ... this tool would supplement, and not in any way interfere with current address transfer methods employed to move data from cities to counties/other entities unless those parties elect on their own to use the tool.

A wide ranging discussion ensued to clarify how the proposed tool is expected to work. The discussion included: interfacing with existing address data capture methods, using open source software as a possibility at the prototype level, explaining how the tool would likely have value for other applications as a foundation to build upon and that using the tool would likely result in more complete and accurate address data. Read concluded her comments by stating the proposal provides substantive time in the design phase to resolve these and other questions to the satisfaction of the parties.

Member Bitner offered two tests to apply to the Committee's review of each proposal, which he also stated he believes this proposal meets:

- (a) Usefulness to the community of the deliverable
- (b) Benefit of the project as a pilot to test solutions to issues that will be encountered by other projects important to the community.

Bitner concluded by stating that he believes the learning that would occur via this proposal would be valuable even if the only a fraction of the target users participated at the outset and that its presence would serve as a valuable catalyst to grow from or to decide that the concept is not viable.

2) Geocoder Extension for Landmarks: ... this proposal would expand the functionality of the currently conceived regional geocoder service. She noted that the \$5,000 estimate is soft because of several unknowns but that the "parks" landmark component is of sufficient value to the Metropolitan Mosquito Control District that it would be willing to consider paying for some of the cost.

... a wide ranging discussion ensued about whether the landmarks data source could be effectively separated from discussion of the proposed service. In the end, it was generally agreed that an initial data source would be The Lawrence Group's landmarks dataset. It would be used to test the prototype and define improvements desired by the users to not only the service but to the data as well.

3) Implementation of a Community Based Hardware Infrastructure:

Bob Basques, the proposer ... began his comments by stating that the requested funding would be used to facilitate the prototyping of the concept. The required hardware would be donated by the City of St. Paul and the software would be no cost as it would leverage open source products. Included in the project would be development of authentication and data security enhancements. He closed his remarks by stating that the data management "backend" has been well thought out and that the project funding would be used for distribution-related functionality advancements.

The applicant was asked to explain how the proposed functionality would differ from the objectives set for DataFinder. ... the additional functionality would permit the data producer to define various settings for how their data are viewed (e.g., cartographic settings) and directly manage their data (update when they wish without going through the DataFinder manager as is presently the case), in effect, provide a more advanced means to accomplish part of the mission of DataFinder.

Mention of the proposed ability to set various cartography settings spurred a brief conversation about whether DataFinder is about access to data or access to information derived from the data, and that the

latter is not currently within the scope of DataFinder's objectives. Kotz noted that the proposal is consistent with the current thinking DataFinder/GeoServices Finder models, noting that each supports a searchable library of metadata for which the described data or web services can reside elsewhere, that is, the data and services do not have to be present on the DataFinder/GeoService Finder servers.

Several members commented that they would prefer to know that data producers would use the proposed functionality before authorizing scarce resources for a prototype. Staff commented that efforts have been made to encourage data producers to publish their data via DataFinder for nearly a decade with only limited success. Despite encouragement, to date only 10 organizations publish metadata and only 8 organizations actually distribute their data via DataFinder.

In response, member Bitner commented that MetroGIS's emphasis in the past has been to precede investments with needs assessments. He also surmised that application-based investments, which are relatively new to MetroGIS's focus are different and warrant consideration of the "rapid prototype design process", acknowledging that each has its pros and cons but that for an expenditure of this limited of an amount, the pros appear to outweigh the cons. Chairperson Brown responded by stating that the rapid prototype process is difficult to justify when asking others to fund the project.

Basques concluded his comments by offering to reduce the funds requested to one-half the originally requested amount, noting to the basic concept could be prototyped for the lesser amount and that related enhancements could be pursued at a later time if the basic concept is demonstrated to be valuable.

4) MetroGIS Mailing Label and Property Comparables Web Service Project

Member Knippel commented that a principle objective of this proposal is to demonstrate the usefulness of intelligent web services or component web services. The project would create a practical deliverable that queries the regional parcel dataset and returns information to users, in this case, mailing labels.

Acknowledging that more funding had been requested than is available, he offered to reduce the scope of the project by dropping the property comparable component and thereby reduce the funds requested to \$5,000, noting that the basic concept can be evaluated with a less ambitious scope. He also noted that Dakota County is willing to host the proposed prototype application.

Knippel then summarized other benefits of the project in addition to the demonstrating the value of "component web services", which included:

- (a) The technology/code developed could be reused for a base from which to develop other services that query against parcel data.
- (b) The open source solution would be available to application developers to leverage as the opportunity presents itself for solutions that do not involve parcel data.

In response to a question, Knippel commented that this component web services proposal would provide substantially more flexibility than the previous single purpose, "monolithic" mailing label application developed by MetroGIS which was retired a couple of years ago due to limited use. He noted that the proposed "component" solution would permit users to package the deliverable into their own applications and, thereby, eliminate the need to reinvent the technology with each new application. The proposed service would also be designed to support both spatial and attribute queries in such a way that the functionality would be portable for other uses.

In response to a question about who would have access to the application, given that it would "run" on the licensed regional parcel dataset, Knippel commented that the licensing uses are separate from the technology development. He added that he believes the presence of the proposed technology will help frame the policy issues, clarify ramifications for use beyond currently licensed users of parcel data, and provide a platform to test and implement tools to achieve access policy objectives.

The issue of missing and incomplete data was also raised with relationship to usability of the proposed address labels. Most agreed that the presence of this application would serve as a catalyst to improve accuracy and completeness of address data maintained within parcel records and that the technology should not be shied away from because the data currently are not as complete as desired. Most also agreed that the principal users, at least initially, would like be small communities that do not have internal capacity to buy, build, or integrate these web services on their own.

Committee Discussion: Chairperson Brown led the members through a voting-based exercise to decide the relative value of the proposals to the community. The results were as follows. The question was “do you think this project should be funded as Regional GIS Project”:

	<u>Yes</u>
• Address Points Editing Tool	13
• Geocoder Extension for Landmarks	12
• Implementation of a Community Based Hardware Infrastructure	4
• MetroGIS Mailing Label and Property Comparables Web Service Project	13

(Note, the proposers each abstained from voting on their respective proposals.)

Chairperson Brown then encouraged the members to offer suggestions as to the amount of funding that should be allocated to each proposal. With the exception of the “Implementation of a Community Based Hardware Infrastructure”, the funding amounts requested during the presentations were found acceptable.

The group asked Mr. Basques if his project could use the \$1,500 not allocated to the three higher ranked projects. In the end, no funding was offered to Mr. Basques’ proposal because a specific deliverable important to the community could not be clearly articulated or guaranteed.

A brief discussion ensued as to whether the \$1,500 remainder of available funds could be utilized by the other three proposals but no decision was made. During the discussion, Staff confirmed that the budget for this program would not be reduced in subsequent years if 100 percent of the funds were not used in this program year.

Motion: Member Bitner moved and Member Harper seconded to recommend that the Policy Board recommend that the Metropolitan Council authorize the following funding allocations:

• Address Points Editing Tool	\$13,500
• Geocoder Extension for Landmarks	\$5,000
• Implementation of a Community Based Hardware Infrastructure	\$0
• MetroGIS Mailing Label and Property Comparables Web Service Project	<u>\$5,000</u>
	\$23,500

Motion carried, ayes all

EXHIBIT A

FINAL PROPOSALS RECOMMENDED FOR FUNDING

COORDINATING COMMITTEE ACTION (JUNE 18, 2008)

No order of importance or ranking is intended:

- 1. Address Points Editing Tool – Requirements and Prototype**
- 2. Geocoder Extension for Landmarks**
- 3. MetroGIS Mailing Web Service Project**

A narrative describing each of these proposals follows. These narratives are intended to be converted to a “scope of work” for incorporation into the formal funding agreement.

EXHIBIT A1

1. Proposal Name: Address Points Editing Tool – Requirements and Prototype

Submitted by: Nancy Read, on behalf of Address Points Team

a) Statement of project objective and why the requested funding is needed.

The objective of the project is to develop a Requirements Specification document and rough prototype for an Address Points Editing Tool that could be used by cities to edit a common Address Points database/layer. Funding of approximately **\$13,500** is needed to hire a contractor(s) to do this work for the MetroGIS Address Team. This project is a companion project to the Database Synchronization Project with Carver County funded in 2007, and personnel from both projects are looking forward to working together.

b) How the proposed project conforms to a Regional GIS Project objective(s).

This project is a key element for facilitating maintenance of a metro-wide Address Points layer, and also is a useful demonstration of shared application development and use of web services.

c) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).

The need for an Address Points layer and for this kind of tool has been established by previous work by the MetroGIS Address Points Team (see Final Report of 2006-2007 study by Brad Henry, URS, http://www.metrogis.org/data/info_needs/street_addresses/web_editing_%20app_viability_assessment_final.pdf) To quote from the report summary, “The result of this viability assessment, conducted within the address authority and emergency response communities, is that there is a need for such an application and that at least 20 percent of the metro address authorities, and likely more, would use such an application and help build its address point database.”

d) Activities necessary to achieve the project objective and relationship of the requested funds.

The Address Points Team needs to meet and choose a project manager and a project guidance subgroup. The subgroup would handle hiring a contractor to develop requirements specifications, explore issues such as how to handle rights and permissions for those doing editing, evaluate existing tools available for editing point data over the web, and build a simple prototype to demonstrate the potential use of this application. Funds would be used to pay those hired, possibly including a project manager. We are hoping that contracts could be made directly between the Metropolitan Council, on behalf of the Address Workgroup, and the contractors, as has been done with Address Workgroup projects in the past.

e) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.

Previous work by the MetroGIS Address Points Team has established a data structure, and demonstrated widespread interest in this editing capability (2006-7 project by URS). A separate project by the team is developing capability to synchronize the underlying databases (2007-8 project by Carver Co.). Note that full development of the underlying databases is not a prerequisite for this current project; only a prototype database is needed at this stage. However, starting on this phase of the project now would enable development of a full editing tool on a timelier basis once the database synchronization project is completed.

f) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.

The main benefit is moving forward with development of the Address Points database and trying to maintain the previous momentum of that team, which is an excellent demonstration of the Business Plan goal of involving more stakeholders at other levels of government and of developing shared applications and web services. As documented previously, an effective Address Points database benefits local governments on many levels, including addressing authorities (usually cities), emergency services, counties and regional governments looking for current addresses, as well as secondary users through applications such as the Geocoder and potential Mailing Address applications.

g) Total value and description of required resources that would be leveraged if funding is awarded.

The project leverages previous work done by the MetroGIS Address Points Team, and could potentially leverage similar work proposed for web editing by Minnesota Structures CAP Grant group (based in LMIC) and by interested counties.

Current estimates suggest that \$4,000 would go towards project management and development of initial specifications with the Address Workgroup, \$2000 would go toward dealing with security issues, and \$7,500 would go towards building, testing and revising a prototype application.

We currently expect that the job of assembling a prototype database will be done by Workgroup members, and that hosting for the application and database(s) will be provided by a Workgroup member agency.

Many participants feel this is an important project, but it has been difficult to find a particular agency with enough internal business need to justify dedicating staff for project management for this project. Therefore we have included the cost of hiring a project manager, so that Workgroup members can be focus on making sure the business needs are well-described, and we can make enough progress to show a valuable return on member's time invested so far.

In addition, few Workgroup members currently have the in-house capacity (skills + time) to put together a prototype application. By hiring a contractor to build a prototype, we follow the "build once, use many times" philosophy, and those with in-house talent can use it to customize rather than build from scratch. Team members are discussing whether the prototype should be done with open-source software, which would make it easier to share, or with ESRI products that counties currently have licenses to. The application will need to be able to work with various kinds of databases, and needs will be clearer as we work on the Address Point Database Synchronization project.

h) Effect of receiving funding approval if for less than the full amount requested.

If less than the full amount is received, more of the project work would have to be covered by Workgroup members, which would likely result in the project being scaled back or delayed. It is probably more likely that we could get a Workgroup member to serve as project manager than to get Workgroup members to build the prototype, although either is a possibility. Setting up generalized requirements would be beyond the internal needs of any particular member.

i) Time frame for project completion.

We would expect completion of prototype within 1 year of receiving funding.

EXHIBIT A2

2. Proposal Name: Geocoder Extension for Landmarks (Place Names)

Submitted by: Nancy Read (for subset of Geocoder Team)

a) Statement of project objective and why the requested funding is needed.

The objective of the project is to expand the Geocoder service and application developed by a 2007 MetroGIS project, to include geocoding by landmark place name. Last year's funding (\$14,000) enabled development of open-source software and set up a geocoding web service using MetroGIS-sanctioned Parcel and Street layers. That service returns the x,y coordinates for a house number + street name or for an intersection of two street names. This new 2008 funding request would expand that service to return coordinates for a landmark or place name (e.g., park, school, hospital). Funding might also be used to improve the current landmark information available from TLG. The estimated cost for adding this functionality is \$5,000. This might also cover any additional minor revisions needed in the Geocoder code.

b) How the proposed project conforms to a Regional GIS Project objective(s).

This project improves the usability of current MetroGIS data, and expands a web service. In addition, it encourages development of a landmarks layer in conjunction with a private company, and could potentially be used as part of the Minnesota Structures CAP Grant under development by LMIC and the Governor's Council.

c) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).

Data is most likely to be maintained if it is actively used. Developing a web service makes it easier for many users to access a common data set.

d) Activities necessary to achieve the project objective and relationship of the requested funds.

A new guidance team will be assembled including members of the Geocoder Team who are interested in landmarks and some additional members with interest in structures. The team would handle hiring a programmer or other consultants as needed to expand the web service and explore landmark data maintenance. Funds would be used to pay those hired.

e) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.

The existing Geocoding web service and software gives us a ready starting point for this project, and TLG has indicated interest.

f) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.

Any stakeholders who would like to include look-up of locations by park name, school name, hospital name, etc. in their web sites could benefit from this web service. Users world-wide would benefit from the open source software developed, as with the current geocoder.

g) Total value and description of required resources that would be leveraged if funding is awarded.

The project would leverage the work done on the existing geocoder and existing TLG landmark layer, and we hope to also explore mutual benefits with the Minnesota Structures CAP Grant group.

h) Effect of receiving funding approval if for less than the full amount requested.

If less than the full amount is received, the project may be scaled back or delayed or done with a less robust approach.

i) Time frame for project completion.

We would expect completion within 1 year of receiving funding.

EXHIBIT A3

Project Name: MetroGIS Mailing Label Web Services Project

Submitted by Randy Knippel

a) Statement of project objective and why the requested funding is needed.

Create an open source, web-based service for mailing labels based on the MetroGIS endorsed parcel dataset. This service will be compatible with existing applications. The funding is needed to hire outside consulting resources to gather requirements and perform software development services. Although the specific outcome of this project will be mailing labels, this capability will be built upon more generalized core parcel querying capabilities, allowing additional variations to be easily created.

b) How the proposed project conforms to a Regional GIS Project objective(s).

The proposed web services will be based on the regional parcel dataset, which will increase its value to the region and provide practical examples of collaborative development of component web services. Representatives from 4 counties will also support the project. Development of web-based services will also increase the usefulness of web-based application by creating components that can be implemented by multiple agencies in a consistent way.

c) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).

Since these component web services will be based on open standards and provided as open-source solutions, MetroGIS stakeholders will be able to collaborate on future enhancements and share ideas about successful implementations.

d) Activities necessary to achieve the project objective and relationship of the requested funds.

Project supporters have varying experiences in developing mailing label applications. This project will leverage those experiences to develop a “best of breed” solution. A third party developer will be commissioned to apply sound services oriented architecture (SOA) and open standards techniques.

e) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.

There are no software dependencies, licensing dependencies or other obstacles for this project. It will be developed using open standards and provided as an open-source solution. It will complement existing applications. The results of the project will include demonstration implementations in GeoMoose, ArcIMS, and GeoCortex.

f) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.

Beneficiaries of this project will include local government agencies and the general public through deployment of these services in public applications. Since multiple agencies would be deploying the same services, there would also be greater consistency between applications in the region. Services can be centralized, allowing multiple agencies to use a single server accessing a single combined dataset, or decentralized, allowing focused data subsets, redundancy, or security.

g) Total value and description of required resources that would be leveraged if funding is awarded.

The project will be supported by representatives from Dakota, Carver, Scott, and Washington counties, who will provide project requirements, administration, and testing which could account for 40% of the overall project effort. The proposed service will be based on a core parcel query technology. Half of the effort will be committed to developing design specifications and the core technologies. The remainder will be spent on implementing that technology as a mailing label services. The cost will not exceed \$5,000 and will be performed on a time and materials basis. Only actual consulting costs will be charged against the grant. County staff time will be treated as an in-kind contribution.

h) Effect of receiving funding approval if for less than the full amount requested.

The scope can be adjusted, based on available funds, following the initial design and core technology development phase. The mailing labels service would require less effort than property comparables. The service has also been described (see below) with optional capabilities that would broaden its usefulness. These could be added or removed depending on available funds.

i) Time frame for project completion.

We expect that the project can be completed in 6 months following the award.

A. Detailed Description - Proposed Web Service

General: The proposed web service will be constructed in such a way to be flexible and implement open communication standards, such as XML, to the greatest extent practical. It will be created using open source software that limit cost and dependencies on additional software. Documentation, examples, and components will be provided that allow this service to be incorporated into common web application frameworks including GeoMoose, ArcIMS, and GeoCortex. It will implement a RESTful architecture where individual sub-components will be exposed for uses beyond the specific uses in the scope of these projects allowing them to be re-used and expanded upon for other purposes.

Mailing labels: The service will operate on the MetroGIS parcel data standard. It will generally receive predetermined selection criteria, perform a query, format the results and return them. The primary implementation will receive a list of parcel identification numbers, query the parcel data, and return the owner name and address, formatted using simple HTML in such a way to be directly compatible with several commonly used mailing labels. However other options will be supported as well.

Selection options include generating the result using a buffer on the supplied parcels, providing a bounding polygon, one or more coordinate pairs and combinations of the same. Several options for the results will also be supported including specifying other fields to be returned in various formats including XML, JSON, and CSV. It is expected that this will be accomplished through several components that operate on MetroGIS parcel data to perform the queries and format the results. These components could also be used directly or re-used in other ways.

EXHIBIT B

CONCEPT AND FINAL PHASE PROPOSALS – See Exhibit C for Original Narratives

Project Name (Final Proposals bolded)	Contact	Estimated Cost	Relative Importance of Project	Consistency With Program Guidelines⁽¹⁾	<i>(Proposal Review Team's Concept Review Comments in Italics)</i> Final Proposal Comments
Address Points Editing Tool – Requirements and Prototype	Nancy Read, Address Points Workgroup	\$13,500	Very High	Yes	<i>Strong Candidate: The broader user need is defined in the Business Plan and adopted work plans. The proposed project builds on a existing high priority project defined as a top priority outcome by the Policy Board for 2008. More details to be provided in next phase of the application.</i>
Geocoder Extension for Landmarks	Nancy Read, Regional Geocoder Project Team	\$5,000	High, if defined as a shared need or valuable in terms of R&D	By association to shared application needs	<i>Premature/Not Recommended: Shared user need for this capability is not currently documented. Though these services could be defined as a priority shared need appropriate for MetroGIS's attention in the pending "shared applications effort Shared user need for this capability is not currently documented. ?Pilot? Does the Committee believe these services will be defined as a priority shared need appropriate for MetroGIS's attention in the pending "shared applications effort"?</i>
MetroGIS Mailing and Property Comparables Web Service Project <i>Comment: Scope modified and Cost reduced to \$5,000 at June 18 Committee meeting.</i>	Randy Knippel, (Dakota County)	\$15,000	High, if defined as a shared need or valuable in terms of R&D	By association to shared application needs	<i>Premature/Not Recommended: Shared user need for this capability is not currently documented. Though these services could be defined as a priority shared need appropriate for MetroGIS's attention in the pending "shared applications effort Shared user need for this capability is not currently documented. ?Pilot? Does the Committee believe these services will be defined as a priority shared need appropriate for MetroGIS's attention in the pending "shared applications effort"?</i>
Implementation Of A Community Based Hardware Infrastructure <i>Comment: Committee did not recommend for funding.</i>	Bob Basques (City of St. Paul)	\$12,000	High, if found to be a valuable supplement to DataFinder	By association with shared application needs	<i>? Procurement Eligible: The term "hardware node" is referenced in the proposal. Since this proposal did not go through the Concept Review phase, there has been no review of it from the perspective of the Council's procurement rules. Past proposals that have involved purchase of software to be housed in other organizations have not been qualified for funding.</i>
WITHDRAWN (See Below for Explanations)					
Interoperability Of Framework Data With Adjoining Counties	Bill Swing, Central MN RTAC	TBD	Very High	Yes	<i>Strong Candidate: A need defined in the Business Plan and builds on an existing high priority project defined as a top priority outcome by the Policy Board for 2008.</i>
Assessment of Prioritized Shared Needs for Geospatial Applications and Web Services	Mark Kotz and Nancy Read, MetroGIS Technical Leadership Workgroup	TBD	Very High	Yes	<i>Strong Candidate But Not Recommended For Funding Under This Program. Limited funds available under this program should be used for one of more of the above projects which are currently unfunded. Although this project is a top priority need defined in the Business Plan and builds on an existing high priority project defined as a top priority outcome by the Policy Board for 2008, the other proposals also warrant funding.</i>
MetroGIS Website Refresh	Alison Slaats, MetroGIS Support Team – Council staff	TBD	Medium	Yes	<i>Alternate Candidate: Testing to integrate information about regional applications with information about regional data solutions could be considered if the other proposals do not materialize. Although updating this MetroGIS website was identified as a need in the Business Plan, funding should be provided via the normal budgeting process as opposed to this program.</i>

Comments from Coordinating Committee Members Regarding Concept Phase Proposals

1) Interoperability of Framework Data with Adjoining Counties

In addition to concerns raised by the Proposal Review Team, two other committee members commented that they had several concerns with this proposal. The Staff Coordinator shared these concerns with the applicant, while emphasizing the mandate from the Policy Board to achieve data interoperability with adjoining counties. The conversation lasted over an hour. In the end, the proposers agreed that they had to reevaluate if their partners were ready to undertake the type of project (e.g., foster agreement on data standards and organizational procedures) that would be fundable under this program.

2) MetroGIS Mailing Label and Property Comparables Web Services Project

- This looks like a great project and I'd love to see some work done on this. It's a good example of what we want to be doing with shared applications and services.
- For mailing labels, there may be some issues on the appropriate address in the dataset. We've had some discussion about this in the Address Team. Situs address is not necessarily mailable. Many records in the parcel dataset have no zip code.
- There's apparently a huge demand for comparables. I believe that came up frequently in the non-government forum, and has come up again at just about any session where we invite anyone from the private sector. (How does MetroGIS want to document "demand"? If 4 counties think it's worth working on is that enough?)
- I like the combination of the 3rd party developer and the county staff, looks like a good combination (for developing an open service).

3) Address Points Editing Tool

This looks good. I think it would be extremely helpful to the cause of maintaining a consistent address data base to offer the cities a user friendly tool such as this

4) MetroGIS Website Refresh

- This is a very worthwhile project that is important to MetroGIS applications/services and outreach.
- I think it was a good idea to get this on the table at this time, to compare with other uses of program \$\$.
- I would like to see some \$ estimate and get some discussion at CC or hear suggestions about possible consultants.

Proposal Withdrawal Statements

1: Interoperability Of Framework Data With Adjoining Counties

Bill,

I will pass your decision to withdraw (below) your proposal along to the MetroGIS Coordinating Committee. Since pursuit of data interoperability with jurisdictions that adjoin the metro area is a top priority of both the MetroGIS Policy Board and the Metropolitan Council, I was excited that your group elected to submit a concept proposal. I must say, I was truly hoping that we would also receive a final proposal. The good news is that at least the conversation has begun. I understand the work and commitment it takes to advocate change and foster momentum that leads to cultural changes in the way we do business. As such, I would encourage you and your colleagues to keep the door open to dialogue and working together to develop the expertise, policies, and physical interoperability required to realize the vision of the Mn Spatial Data Infrastructure and, ultimately, that of National Spatial Data Infrastructure.

Respectfully,
Randall L. Johnson, AICP
MetroGIS Staff Coordinator

From: Bill Swing [mailto:Bill.Swing@co.wright.mn.us]
Sent: Friday, June 06, 2008 8:30 AM
To: Johnson, Randy
Cc: Cheri Nelson; Michael Pooler; Steve Jobe
Subject: Re: Regional GIS Project Proposals

Randy,

Thank you for the phone conversation.

It is clear to me now that given the stage that we're at out here - not similar I suppose to where MetroGIS was at its inception - central MN at this time is most in need of education and the sharing of ideas. Until the right group of folks (not necessarily just IT and GIS types) sees the value of collaborating with MetroGIS, or any other groups for that matter, initiatives involving funding and time simply won't work.

Therefore, Mike Pooler and I wish to withdraw our proposal concept and will continue to stay in tune to developments.

Bill

2. Assessment of Prioritized Shared Needs for Geospatial Applications and Web Services

The Shared Application Workgroup (aka Technical leadership Workgroup) concurred with the Proposal Review Team's conclusion that although this is a laudable project, it should not take funds from otherwise unfunded proposals.

3. MetroGIS Website Refresh

Randy,

The project I proposed is listed as an alternate. At this point I do not think it is worth doing all the work necessary for a final application. In addition, I don't think I can actually do the work based on my current work plan and the things that are most important in that plan.

If someone else here is willing to take on the role of writing the application and doing the work, then that would be great. I think the work is relevant and worth doing. This seems to me like the perfect job for the Technical Coordinator to do. They will have some role in administering and updating the MetroGIS website, I would think.

Of course this is just my opinion and I will defer to Rick. I will talk to him at the specialist meeting on Friday. Perhaps someone else ... could pick up this project.

Alison

EXHIBIT C

FINAL REVIEW PHASE PROPOSALS

IN THE FORM CONSIDERED
BY
COORDINATING COMMITTEE
(JUNE 18, 2008)

No order of importance or ranking is intended:

	<u>Committee Conclusion</u>
1. Address Points Editing Tool – Requirements and Prototype	Fund
2. Geocoder Extension for Landmarks	Fund
3. MetroGIS Mailing and Property Comparables Web Service Project	Fund-Reduced Amount
4. Implementation of A Community Based Hardware Infrastructure	Don't Fund

A narrative describing each of these proposals, as they were considered by the Coordinating Committee on June 18, 2008 follows. See Exhibit A for the modified narratives which incorporate modifications approved by Coordinating Committee and accepted by the proposers at the June 18, 2008 Committee meeting.

1. Proposal Name: Address Points Editing Tool – Requirements and Prototype

Submitted by: Nancy Read, on behalf of Address Points Team

(See Exhibit A1. No change from the version consideration by the Coordinating Committee on June 18th.)

2. Proposal Name: Geocoder Extension for Landmarks (Place Names)

Submitted by: Nancy Read (for subset of Geocoder Team)

(See Exhibit A2. No change from the version consideration by the Coordinating Committee on June 18th.)

3. Project Name: MetroGIS Mailing Label And Property Comparables Web Services Project

Submitted by Randy Knippel

a) Statement of project objective and why the requested funding is needed.

Create open source, web-based services for mailing labels and property comparables based on the MetroGIS endorsed parcel dataset. The services will be compatible with existing applications. The funding is needed to hire outside consulting resources to gather requirements and perform software development services. Although the specific outcome of this project will be mailing labels and property comparables, those capabilities will be built upon more generalized core parcel querying capabilities, allowing additional variations to be easily created.

b) How the proposed project conforms to a Regional GIS Project objective(s).

The proposed web services will be based on the regional parcel dataset, which will increase its value to the region and provide practical examples of collaborative development of component web services. Representatives from 4 counties will also support the project. Development of web-based services will also increase the usefulness of web-based applications by creating components that can be implemented by multiple agencies in a consistent way.

c) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).

Since these component web services will be based on open standards and provided as open-source solutions, MetroGIS stakeholders will be able to collaborate on future enhancements and share ideas about successful implementations.

d) Activities necessary to achieve the project objective and relationship of the requested funds.

Project supporters have varying experiences in developing mailing label and property comparable applications. This project will leverage those experiences to develop a “best of breed” solution. A third party developer will be commissioned to apply sound services oriented architecture (SOA) and open standards techniques.

e) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.

There are no software dependencies, licensing dependencies or other obstacles for this project. It will be developed using open standards and provided as an open-source solution. It will complement existing applications. The results of the project will include demonstration implementations in GeoMoose, ArcIMS, and GeoCortex.

f) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.

Beneficiaries of this project will include local government agencies and the general public through deployment of these services in public applications. Since multiple agencies would be deploying the same services, there would also be greater consistency between applications in the region. Services can be centralized, allowing multiple agencies to use a single server accessing a single combined dataset, or decentralized, allowing focused data subsets, redundancy, or security.

g) Total value and description of required resources that would be leveraged if funding is awarded.

The project will be supported by representatives from Dakota, Carver, Scott, and Washington counties, who will provide project requirements, administration, and testing which could account for 40% of the overall project effort. Both services will be based on the same core parcel query technology; therefore, half of the effort will be committed to developing design specifications and the core technologies. The remainder will be spent on implementing that technology as a mailing label services and a property comparables service with the majority of that effort spent on the latter. The cost will not exceed \$15,000 and will be performed on a time and materials basis. Only actual consulting costs will be charged against the grant. County staff time will be treated as an in-kind contribution.

h) Effect of receiving funding approval if for less than the full amount requested.

The scope can be adjusted, based on available funds, following the initial design and core technology development phase. The mailing labels service would require less effort than property comparables. Both services have also been described (see attached) with optional capabilities that would broaden their usefulness. These could be added or removed depending on available funds.

i) Time frame for project completion.

We expect that the project can be completed in 6 months following the award.

Detailed Description - Proposed Web Services

Each web service will be constructed in such a way to be flexible and implement open communication standards, such as XML, to the greatest extent practical. They will be created using open source software that limit cost and dependencies on additional software. Each will be provided with documentation, examples, and components that allow it to be incorporated into common web application frameworks including GeoMoose, ArcIMS, and GeoCortex. They will implement a RESTful architecture where individual sub-components will be exposed for uses beyond the specific uses in the scope of these projects allowing them to be re-used and expanded upon for other purposes.

Mailing labels

The service will operate on the MetroGIS parcel data standard. It will generally receive predetermined selection criteria, perform a query, format the results and return them. The primary implementation will receive a list of parcel identification numbers, query the parcel data, and return the owner name and address, formatted using simple HTML in such a way to be directly compatible with several commonly used mailing labels. However other options will be supported as well.

Selection options include generating the result using a buffer on the supplied parcels, providing a bounding polygon, one or more coordinate pairs and combinations of the same. Several options for the results will also be supported including specifying other fields to be returned in various formats such as XML, CSV, Excel, and dbf. It is expected that this will be accomplished through several components that operate on MetroGIS parcel data to perform the queries and format the results. These components could also be used directly or re-used in other ways.

Property comparables (Note: this

The service will operate on the MetroGIS parcel data standard. It will generally receive a parcel identification number, a search radius, and the number of years that are relevant. It will then find other similar parcels within the search radius that sold within the past number of relevant years based on specific criteria. These criteria may include a variety of parcel attributes, values, and relative weights specified by the client.

The service will perform the query and score the results using the weights supplied to represent a relative ranking of each resulting parcel's suitability as a comparable property. It will also produce basic summary data including the average value, average square footage, and value per square foot.

The results will be returned in order based on their score in several optional forms including HTML, XML, CSV, Excel, and dbf. The results will include the attribute values for all requested criteria, the score, and four coordinate values representing a bounding box for each parcel. An additional argument may be supplied representing the maximum number of records to return. Only the top scoring parcels will be returned without exceeding the specified maximum.

Another supported request will be a list of parcel identifiers. In this case, only those parcels will be used for the scoring calculations. The same criteria will be supplied as described above, with the exception of a search radius. This allows a client application to select specific parcels using various methods, including interactively removing parcels from the results of a previous request to this service.

4. Proposal Name: Implementation Of A Community Based Hardware Infrastructure (aka Technical Geo-Coop)

Submitted by: Bob Basques

a) Statement of project objective and why the requested funding is needed.

The project is intended as a method for enabling a hardware infrastructure installation to be used by area geospatial communities and individuals to host and proliferate shared GIS projects, datasets and services in a seamless fashion. A prototype service will be implemented as a base for serving up disparate datasets from across the geospatial community. Data custodians will be able to push, or publish their respective data at their leisure, as well as configure cartography and address security access to those datasets and or services. The objective is to dissolve borders as much as possible where they relate to the origination and publishing of mapping data and related services, and present to the community users a seamless representation of all like data.

While the MetroGIS' DataFinder and GeoServices Finder products index the availability of datasets and services, this project will concentrate on enabling publishing authorities, or owners of GIS data and/or services, to actively publish and manage their data and services in an online forum for reuse by others. Each authority will have complete control over its respective dataset/service including cartography, frequency of updates, authentication of users, metadata capture (for use in DataFinder and GeoServices Finder products for example) and business systems integration aspects.

This neutrally operated hardware node can be used by any service or data provider that wishes to participate and has a need to publish their data as well as receive other like datasets from neighboring publishers. As a consequence of publishing their datasets through this hardware node, all datasets will automatically become WMS (OGC - Web Mapping Service) enabled if desired. There are also future plans to implement WFS (OGC- Web Feature Service) services as well. This hardware node can also act as a WMS/WFS data cascade server. Other WMS/WFS services can be combined into a seamless online mapping presentation from this proposed node. This would allow for projection of the datasets into a common metro wide coordinate system(s) from the normal County and City projections.

While other online interfaces are possible, the primary end user interface will use a GeoMoose framework which allows for multiple publishers of data to handle their own publishing tasks while still presenting a common community wide map view.

b) How the proposed project conforms to a Regional GIS Project objective(s).

This project will serve as a key component in facilitating a shared technical infrastructure with a measure of independence for each data/service publishing authorities. The project will implement a web based distribution interface for Mapping related data, services and development sandbox(es) for use by any participating geospatial partner and/or sponsor.

This project is aimed squarely at fulfilling many of the goals that were identified at the "Beyond Data" gathering in January of 2008. Many of the items listed in the "Next Steps" chart from PlanGraphics are addressed within this proposal. The notable points are, define and prioritize shared needs for shared applications and web services, populate metadata for GeoServices Finder in a standard form, develop a data, applications and services brokerage, establishing trust in the reliability of shared services, minimizing obstacles to sharing, define shared collaboration mechanisms, creation of a forum for realizing the vision of coordinating, funding the technical resources and providing outreach. This short list of items taken from the PlanGraphics suggestions that will all be addressed at some level with this proposal with the intent of propagating the ideas to the fullest extent possible.

c) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).

This infrastructure node along with its community partners will act as a home base for community GIS projects and Services into the future. Sponsoring improvements to the GeoMoose framework project and

supporting the Republican National Convention (RNC) preparedness efforts are two near term efforts that will benefit the GIS community immediately from this project.

Longer term benefits will include a home for other community services. A node of the new Address Geocoder will be installed for example. Other desirable services such as a place name or landmark lookup additions to the geocoder will be probable future enhancements to the dedicated hardware installation.

This project implementation will be ongoing and many more future benefits will be seen over time as this project gains momentum and is able to stand on its own. There are many more potential products and services that this project can help realize for the greater GIS community.

d) Activities necessary to achieve the project objective and relationship of the requested funds.

The initial hardware for the prototype build out has already been donated by the City of Saint Paul as an in-kind partner. There will also be some personnel time funded by the City to basically get an initial service infrastructure in place. Some co-location space has been partially donated and the requested funds will go towards securing the co-location habitat and internet connection for the hardware for a year as well as pay for any miscellaneous administrative setup work required. Additional administrative tasks such as security monitoring will need to be funded as well.

The City and its RNC partners, neighboring municipalities and counties have a near term interest in implementing a common mapping framework where different mapping authorities can publish or serve up their respective datasets in support of the RNC in a seamless fashion to themselves as well as the event coordinators. This short term project is an excellent opportunity to work the bugs out of such a system with the intent of bringing in more partners. The intent is to set up partnerships with other regional mapping authorities and sponsors to maintain this infrastructure system long after the RNC event concludes, and to promote its reuse with an eye towards building truly shared systems across the geospatial community. These different types of projects can be developed in parallel and proceed at the same time with this dedicated hardware infrastructure.

e) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.

While this infrastructure node will be capable of handling many different types of Web based services and tasks, the initial goal will be to implement a GeoMoose based view of a common (mapped) operating system. This type of installation will play an important part in a near term project related to the RNC. The RNC implementation will also apply to emergency services needs for the metro area. The sky's the limit on what other types of services that could be offered in the future. If other metro project leaders deem it appropriate, this same service node could be used as a installation point for other applications, services, or datasets as well, to benefit the metro community.

Where possible, all services will be implemented as Opensource software solutions and use a Standards-based approach to the publishing and updating of the data. This will minimize any additional requirements related to Licensing of software. If a partner/sponsor wants to implement a system with proprietary solutions, this is a possibility as well, as long as the funding is in place to support and maintain it.

Since each dataset and/or service being distributed will require a custodian, it will be that custodian's duty to manage any licensing agreements related to their distributed data as well as limiting access to the data if required. This custodial task will also help with the metadata creation steps related to publishing of data, both for cataloging as well as to achieve a trust level with customers about the validity and timeliness of the data and services they are receiving.

f) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.

The obvious benefit of installing and configuring such a system is that it will spur development and community awareness about what other community organizations are sharing as well as enable these same

partners to publish their own respective mapping efforts as a shared vision, thus reducing redundancy of effort required from any single organization.

The return to the community from this initial effort will be in the form of an organization that is co-operatively operated with many possible avenues for the expansion of services and community products provided well into the future.

Immediate business ROI items would be for emergency management in general as well as in support of the RNC.

g) Total value and description of required resources that would be leveraged if funding is awarded.

The project can immediately leverage the work done as part of the opensource GeoMoose project, as well as tap the community's technical workgroups for guidance in operations as well as development efforts to produce the most bang for the buck. Since the project is intended as a community driven one, the potential for additional partners and consequent services to become available will be very great. Preliminary requirements to get an installed and functional infrastructure in place would be \$12,000. This will implement the service for one year period, and provide for essential administration work like security assessments, network tuning tasks, data optimizations and partner outreach.

Metadata creation for data and services is already defined as a custodial responsibility and will be useful for populating discovery tools such as DataFinder and GeoServices Finder products.

h) Effect of receiving funding approval if for less than the full amount requested.

The funding being asked for here would be used as a startup fund and would be a part of a continuing fund raising effort. Having a prototype hardware infrastructure solution funded and in place will help considerably in producing more interest in participation from other partners by facilitating outreach efforts. There are other fund raising efforts underway to compliment this funding request.

i) Time frame for project completion.

From the date of award, about a month of time to get things up and running with a cursory testing phase completed. A prototype interface will then be in place and data users and producer will be added to the mix over the next few months. This follow on phase will be used to test out the authentication systems, metadata recording systems, and overall performance metrics. About three months into the effort, there will be a community evaluation phase that will be used to direct future operations.

The initial service will be set up as an authenticated service where all users will need to login to use the services. This heightened level of security is intended as a method of getting the geospatial community to a point of acceptance and trust in the system for publishing before any sort of general public access is granted to anyone.

At the same time we still want to welcome any and all potential operational partners. The initial implementation will be used as a guide for future capabilities that will be offered. Over the longer term, if all goes as planned, this will be an ongoing project with the intent of making it as self sufficient, and as far reaching in the GIS community as possible with additional datasets and services being developed and offered up.

EXHIBIT D

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



CALL FOR PROPOSALS -2008 REGIONAL GIS PROJECTS-

Introduction

The 2008 MetroGIS budget includes \$25,000 as a catalyst for Regional GIS Projects. This program is not intended to be a competition but rather a process by which ideas, which have promise as solutions to geospatial needs and opportunities of regional importance, are matured.

The source of the \$25,000 in funding for 2008 is the Metropolitan Council. The Council is, therefore, the final decision-maker as to whether a proposed project is to receive these funds, as it is accountable for their appropriate use. MetroGIS's role is to advise the Council and any other partner organizations as to whether a candidate proposal merits funding. The deadline for submittal of a one-page **concept description** is **Friday, May 2, 2008**. The deadline to submit a **final proposal** is **Friday, June 6, 2008**.

What Projects are Eligible for Funding?

Only those projects which satisfy all of the following criteria are eligible for consideration:

1) Consistency with one or more objectives of a Regional GIS Project, which are defined as:

"... a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board-endorsed priority common information need, or develop or enhance a geospatial application¹ that enhances access to data that addresses a priority information need endorsed by MetroGIS."

...or a project that investigates a priority outcome defined at the February 8, 2007 MetroGIS Strategic Directions Workshop². The following four such outcomes were identified:

- *Project with one or more adjoining counties that fosters interoperability and sharing of data important to addressing priority common information needs,*
- *Project with a non-government interest that fosters partnering and or access to data important to the government community and/or resources important to a geospatial application(s) and infrastructure related to addressing a priority business information need(s) of the MetroGIS government community.*
- *Project that focuses on developing a geospatial application that addresses a common priority information need. For the 2008 funding cycle, priority will be placed on proposals involving web services.*
- *Project that focuses on a means to resolve an infrastructure obstacle to broad use of the Internet by all MetroGIS stakeholders.*

2) The proposed project must supplement activity that is a component of authorized MetroGIS activity or a MetroGIS-defined common priority need.

3) The proposal must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization(s) must be able to recognize a benefit to them, which depending upon the nature of the proposal may be tangible and/or intangible.

4) For projects that involve development of software (applications and/or services), whether stand-alone or an extension:

a) Such projects must include an objective which promotes interoperability with other existing or anticipated system architectures/platforms. Projects that promote a similar user experience for metro-area users are preferred.

b) Although the funding organization(s) would own the product, it must be open-source or licensed so that other MetroGIS participants can access and modify the source code without additional fees.

¹ The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

² The MetroGIS Policy Board added this criterion at its October 2006 meeting.

Note: The above-stated criteria are intended to supplement, not supersede, the guidelines which established this program (Attachment 1).

What Criteria Will Be Used To Decide Which Project(s) Are to be Recommended for Funding?

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project warrants funding. (The concept description should not exceed one (1) page. The full submission should not exceed two (2) pages, less any supplemental material.)

- 1) Statement of project objective and why the requested funding is needed.
- 2) How the proposed project conforms to a Regional GIS Project objective(s).
- 3) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).
- 4) Activities necessary to achieve the project objective and relationship of the requested funds.
- 5) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.
- 6) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.
- 7) Total value and description of required resources that would be leveraged if funding is awarded.
- 8) Effect of receiving funding approval if for less than the full amount requested.
- 9) Time frame for project completion.

Who Will Decide and When?

The MetroGIS Coordinating Committee will select project priorities, work with project proposers to make any adjustments, and forward a prioritized list to the MetroGIS Policy Board for review. The Policy Board will then forward its recommendation to the Metropolitan Council and any other funding organization, which will make their final decision and administer award of their funds. Refer to Attachment 2 for the schedule and a brief description of the entity responsible and the desired outcome for each element of the process. The processes utilized to finance the selected project(s) must comply with the accounting, contracting, and other fiduciary responsibilities of the funding agency.

Who is Eligible to Submit a Proposal?

Any individual(s) affiliated with an authorized MetroGIS project, committee or workgroup.

What is the Deadline for Submission of a Concept Proposal?

Applicants are encouraged to participate in the Concept review phase of this program. To do so, concept proposals must be submitted by **Friday, May 2, 2008** to the MetroGIS Staff Coordinator at randy.johnson@metc.state.mn.us. Please note that Concept Review is not required but is strongly encouraged. This phase of consideration gives MetroGIS leadership an opportunity to provide feedback regarding any missing information important to approval of your proposal and, more importantly, if concept approval is granted, you are assured that your proposal is consistent with funding requirements. In other words, you assume the risk of the expending time and effort to develop a proposal that may not be consistent with minimum funding requirements if you skip the concept review phase.

Questions

Contact Randall Johnson, MetroGIS Staff Coordinator (651-602-1638), or William Brown, MetroGIS Coordinating Committee Chairperson (612-348-3143), with any questions.

Attachment 1

Principles for Allocating MetroGIS's Data Quality and Access Enhancement Funds (Adopted October 29, 2003)

Introduction

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g., counties related to parcel data). They are intended to supplement and expand upon, not supersede, the more general principles³ that have governed MetroGIS's efforts for some time.

Data Quality and Access Enhancement Funding Principles

The following principles are assumed to be part of the annual MetroGIS budget, and be approved as part of the budget approval process. Currently the only such recipients of these enhancement project funds are the counties, though it is anticipated that other organizations will serve in similar capacities for regional data solutions that have not as yet been defined.

- 1) Receipt of these funds by a data producer is not a payment for data but rather for services performed of importance to the broad MetroGIS community.
- 2) Funding can also be for specific data enhancements, which are to be identified through a forum of data users and producers, in a manner that is consistent with past, broadly participatory, MetroGIS processes.
- 3) The purpose of this funding is four-fold:
 - To recognize the importance to the MetroGIS community of participation by producers of data that are critical components to regional solutions (e.g., parcel data produced by the seven metro area counties).
 - To assist data producers in performing primary custodial responsibilities, which have been endorsed by the Policy Board and exceed internal business functions, including extracting, documenting, manipulating, and delivering these data to the regional custodian.
 - To finance data quality and access enhancements, defined through MetroGIS's processes.
 - To assist data producers with costs associated with sharing of information about what was learned and the outcome of data enhancement projects in accordance with a MetroGIS core function to foster sharing of knowledge.
- 4) Data producers have the option of pooling funds allocated to other data producers for purposes of conducting projects that will have mutual benefit to the producers and to data users.

Note: On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the third generation parcel data sharing agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition being as follows:

"Regional GIS Project" means a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."

³ The following principles govern MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

- a) No organization will be asked to perform a task for the collaborative that they do not have an internal need to perform.
- b) Build once, share many times (data and applications).
- c) Investments made by one government interest ought to be leverageable by other government interests.
- d) All relevant and affected interests participate, dominated by none.
- e) Widespread sharing of the data improves data quality and ultimately decision support.
- f) Cost recovery of data development expenses stifles sharing of commonly needed data.

Attachment 2

2008 Program Schedule⁴

(Adopted by Policy Board – April 23, 2008)

1. **Concept Proposal Submission Deadline: Friday, May 2, 2008**

Concept review is not required though it is highly recommended to insure that the final proposal is consistent with established guidelines for approval (i.e., ideas consistent with outcomes previously defined as important to achieving MetroGIS's vision).

2. **Workgroup Review and Comment: May 6 or 7, 2008**

A workgroup, comprised of the Staff Coordinator, Coordinating Committee members, and Metropolitan Council staff, will be created to comment on completeness of proposals and consistency with funding requirements. The members will be decided once proposals are known to avoid conflicts of interest. The charge of this workgroup is to assist the full Committee decide if any of the proposals is inconsistent with outcomes defined for MetroGIS. Preference should be given to proposals that involve shared services for the 2008 program.

Applicants will be notified of required and desired additional information, which generally will be not need to be submitted until the final proposal is submitted.

To the extent that sufficient information is provided, The Metropolitan Council (administration) will decide if any of the concept proposals is out of scope for funding under this program. If such a finding is made, this finding will be shared with the Coordinating Committee.

3. **Concept Review by Coordinating Committee Via Electronic Vote: Week of May 12, 2008**

Review concept proposals relative to the suggested program guidelines and comment on potential benefit to cost. In addition, identify any desired additional information and/or project modifications that would improve the proposal(s). (As appropriate, the Committee may create a workgroup to assist an applicant(s) address outstanding questions to make the proposal(s) the best it/they can be.)

The results of the Committee's consideration to be shared with the members of the Policy Board for their information.

5. **Final Proposal Submission: Friday, June 6, 2008**

The Workgroup will again assist in the review of the proposals for relative importance and preparation of a recommendation to the full Committee.

6. **Coordinating Committee Consideration: June 18, 2008**

Forwards a recommendation to the Policy Board for project funding from the perspectives of: appropriate use of public funding and importance of policy issues involved.

7. **Policy Board Consideration: July 23, 2008**

(Same criteria as identified in Step 4, above.) The Policy Board forwards its advice, along with that of the Coordinating Committee, to the entities providing funding or other resources.

8. **Metropolitan Council Decision (Administration): August 8, 2008**

Initiate Council procurement requirements, required agreements, etc.

⁴ Includes modifications to the concept review procedures endorsed by the Coordinating Committee at its March 27, 2008 and the Policy Board at its April 23, 2008 meeting to address the need to delay the Call for Proposals to April from February, as had been the case in the past.



TO: MetroGIS Policy Board

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

SUBJECT: Major Activity Update

DATE: July 3, 2008
(For the July 23rd mtg.)

Since the Policy Board last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet. Any information provided by persons other than the Staff Coordinator is noted.

A) TECHNICAL COORDINATOR POSITION UPDATE

In response to direction received from the Policy Board on April 23, a business case (Exhibit 1) was developed to justify this additional support investment by the Metropolitan Council. It has been submitted to Council management awaiting consideration once the state hiring freeze has been rescinded. Analysis continues of the criticality of filling this position under the constraints of the hiring freeze.

Those involved with the drafting of the business case are aware of the Policy Board's preference to seek support resources from entities in addition to the Council. The rationale for seeking approval from the Council to support this investment on its own, at least for the foreseeable future, is that to date no other organization(s) has been identified which is willing and able to contribute to ongoing, administrative support expenses of this nature (e.g., support the "facilitate collaboration function"). Procurement practices generally require specific deliverables (e.g., imagery, application, report) in return for contributions. Hopefully, this impediment to a broader funding base can be overcome if we are successful in identifying substantive opportunities for cross-sector collaboration to address shared geospatial needs.

B) ADDRESSING SHARED APPLICATION NEEDS – PHASE II

On April 23, the Policy Board approved final 2008 and preliminary 2009 work plans that incorporated all eleven next steps (Exhibit 2) agreed upon as outcomes of Phase I of MetroGIS's effort to address shared application needs. Subsequently, the Technical Leadership Workgroup (reports to the Coordinating Committee) proposed a scope of work that involves 4 of the 11 defined next steps which was authorized by the Coordinating Committee at its June 18th meeting (Exhibit 2). The Committee also approved the organizational structure illustrated in Exhibit 3 for the workgroup. The goal is to make substantive progress on identifying specific shared application needs by mid-fall.

C) CONCEPT OF PRIVATE SECTOR COORDINATING COMMITTEE INVESTIGATED

The concept of forming a Private Sector Coordinating Committee was first suggested by Policy Boardmember Schneider at the conclusion of the November 2005 forum, entitled "Beyond Government Users: Future Directions for MetroGIS".¹ Its purpose would be to foster partnering opportunities between MetroGIS's local and regional government interests and non-government entities to achieve priorities important to both stakeholder communities that serve the Twin Cities metropolitan area. Since that time, additional opportunities for private sector involvement, the most recent being the January 24th "Beyond Data" Workshop, have been pursued. Staff continues to investigate interest among private sector interests to pursue this concept. The current thinking is to bring together the leadership of several key private sector interests with Policy Board leadership to

¹ The final report can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf.

discuss the viability of collaboratively addressing shared needs and desired next steps, possibly including modifications to MetroGIS's current organization structure identified during development of the 2008-2011 MetroGIS Business Plan.

D) NEXT-GENERATION PARCEL DATA SHARING AGREEMENT

The rules that govern distribution and access to the MetroGIS Regional Parcel Dataset are set forth in the Regional Parcel Data Sharing Agreement; an eight party agreement involving the Metropolitan Council and each of the seven metro area counties. The current agreement, which has been in effect since January 2004, is scheduled to terminate on December 31, 2008. Negotiations for the next-generation agreement began in late April. Agreement-in-principle has been reached with the County Data Producers Workgroup members on several modifications to the current provisions, including authorizing licensed users for offer view-only access to parcel data via applications they hosted and simplifying the licensing process. The group is also investigating a procedure to authorize access in cases of emergency. The goal is to share a proposal with the Policy Board Chair by the end of July. Work with the respective legal counsels is then proposed to begin with adoption by all parties before the end of the year.

E) DATA SYNCHRONIZATION MECHANISM – CARVER COUNTY PROJECT LEAD

The following comments were provided by Pete Henschel, who is serving as the project manager: "Due to personal and project priority the synchronization project took a backseat the last few months. Some of the preliminary work has been done in the address point database design using the address standards created by the MetroGIS Address Workgroup. Carver County is currently working with the Project Management Office in defining the requirements and design of the web editing application for the addressing authorities within the county to update and add new address points. Once the requirements document is done, Carver County will have a better understanding on how the data will be updated and where the address data will reside within the County's database system. In order to begin the synchronization development the database location must be established."

F) REGIONAL GEOCODING PILOT PROJECT - MMCD PROJECT LEAD

Nancy Read, the project manager, briefed the Coordinating Committee on the status of this project at the June 18th Coordinating Committee meeting. Committee members were asked to use the beta version of the subject regional geocoding service and offer comments to the Ms. Read to help the project team address any actual or perceived deficiencies. The service will be finalized before the September Committee meeting and a final project report is scheduled to be presented to the Committee at that time.

G) LEADERSHIP DEVELOPMENT PLAN

Draft major components for a Leadership Development Plan were scheduled to be have been considered by the Coordinating Committee at its June meeting but due to lack of time consideration of this item was postponed to the Committee's September meeting.

H) MODIFICATIONS TO OUTREACH PLAN

The Coordinating Committee authorized creation of a workgroup to update MetroGIS's Outreach Plan once the specifics of shared needs for application and web services are defined. This project is currently anticipated to resume late fall 2008.

I) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS

1) Solutions to Shared Application Needs (See Agenda Item 6b)

2) Regional Address Points Dataset: See Item E, above. The partnership with Carver County to **develop a "data synchronization" mechanism** is a key component of achieving the vision of the Regional Address Points Dataset. This mechanism is critical to being able to effectively manage address data created and supplied by multiple parties as components of the regional solution. The project will also define the custodial/organization responsibilities necessary to implement and sustain the mechanism. The results of this project are expected to provide the information needed

to seek out and secure the organization commitments necessary to achieve the vision of the Regional Address Points Dataset.

3) Land Cover (MLCCS)

Comments from Bart Richardson, lead support:

- “I'm hoping to host an MLCCS training session this June, though I'm having a hard time lining up an ecologist.
- The recommend MLCCS data creation methodology and the user manual needs to be revised. I'd like to co-host a meeting this summer with the Met Council / MetroGIS. I envision this as a MLCCS users group meeting, at which we review the proposed changes and gather feedback.”

4) Regional Parcel Dataset: (See Item D, above.)

5) First-Generation Geospatial Services Broker

The [Final Project Report](#) has been posted in the Major Reports section of MetroGIS's website. It is expected to play a significant role in addressing the objective adopted by the Policy Board on April 23 to “*Define outcomes desired for a more full- developed geographic data, applications and service broker.*”

EXHIBIT 1



Internal Memorandum

DATE: June 18, 2008

TO: Rick Gelbmann, GIS Manager
Dave Hinrichs, CIO

FROM: Randall Johnson, MetroGIS Staff Coordinator
Mark Kotz, GIS Database Manager, Metropolitan Council

SUBJECT: Business Case - Add Technical Coordinator to MetroGIS Staff Support Team

INTRODUCTION

The purpose of this report is to request that the Council create and fill a new position to support MetroGIS's efforts, in the capacity of a Technical Coordinator, effective not later than January 1, 2009.

Refer to the Reference Section for a chronology of actions by Council and MetroGIS leadership that provide the policy foundation for this proposal.

PRINCIPAL RESPONSIBILITIES OF PROPOSED POSITION

The individual who would serve in this capacity would provide leadership and coordination to help the MetroGIS community investigate, develop and implement strategies for sharing applications, including defining what it means to share applications and implementing methods for achieve sharing.

See Attachment A for a listing of the specific responsibilities and qualifications for the proposed position. This position is anticipated to be established at the same pay grade as the GIS Liaison position, the working title of which is MetroGIS Staff Coordinator.

CONTEXT

Over the past decade, several regional framework data solutions and best practices have been defined and implemented by MetroGIS, as has a tool to efficiently discover and access geospatial data metropolitan area via the Internet. These accomplishments have resulted in substantive improvements in the Council's organizational efficiencies and effectiveness, according to findings of the Council's Internal Auditor (see Item 1 in the Reference Section.). A host of other organizations that serve the Twin Cities metropolitan area have also benefited from these accomplishments. Support of MetroGIS's "fostering collaboration" function through which these accomplishments were achieved was financed by the Council. In turn, the Council has benefited both tangibly (data needed from others for less cost) and intangibly (increased trust that the Council is serious about working with its partners to improve the region). Over the past five years, the Council has invested an average of \$188,500 per year in support of this "fostering collaboration" function, with a return on investment for itself of at least 6 to 1 according to the auditor.

The next-generation of collaborative solutions planned for MetroGIS's efforts will focus on applications and web services that "run" on the regional datasets (see Item 2 in the Reference Section). These next-generation "application-based" solutions hold even greater potential to improve the Council's ability to effectively carry out its business functions and, in particular, communicate with the public and its partner organizations.

The dilemma is that skilled technical leadership is needed to help the community define shared application needs and collaborative solutions to them. Without sufficient support resources, there is no

means to effectively focus and leverage the vast technical resource pool that exists within the metropolitan area, as had been earlier accomplished for the less complex data-related solutions.

DIRECT BENEFIT TO THE COUNCIL– FUNDING OF TECHNICAL COORDINATOR POSITION

Assuming that the proposed position were added to the current support costs for MetroGIS’s “foster collaboration” function, increasing the Council’s annual investment to around \$290,000 per year, the Council’s return on investment would be expected to continue to exceed its costs by no less than 4 to 1, using the cost-benefit logic presented in the Auditor’s report referenced above. That said, it is unlikely that the return on investment would be this low, given the opportunities that have been preliminarily identified as shared application prospects. This statement is based upon the findings of the Business planning process conducted in 2007 and a follow-up workshop hosted on January 24, 2008 by MetroGIS (see Item 3 in Reference Section). In addition, the intangible benefits associated with this proposed support resource should not be underestimated in terms of the value in continuing to build trust and good will, and realize outcomes important to other, possibly unrelated, objectives.

More importantly, adding this support position would also tangibly benefit the Council’s internal operations more so than possible over the past decade. The proposed support position would have the capacity to simultaneously support technical internal needs, which was not possible with the skill set possessed by the GIS Liaison (MetroGIS Staff Coordinator). Specific examples follow of technical projects that are important to the Council’s internal operations, which require collaboration with MetroGIS stakeholder interests to fully accomplish. These projects will benefit from the addition of the proposed Technical Coordinator.

A look into the future of only a year or so is attempted because of the rapidly increasing understanding of benefits that can be realized from deploying geospatial and Internet technologies to improve organizational effectiveness and efficiencies. What can be certain is that the growth in web-based technology and GIS technology in particular, is not showing any signs of slowing down.

- 1) Expedite creation of a regional address points dataset, whereby the local addressing authorities update the database as they create new and modify existing addresses.

Benefit:

This would provide the Council with significantly more detailed and accurate data than it currently has on residential and commercial units. This would greatly benefit studies of population and household change and economic development.

- 2) Normalize and populate additional parcel attribute data across the seven counties.

Benefit:

Existing parcel data is only partially standardized across the seven metro counties. Working with counties to standardize and populate more attributes would provide more consistent data to the research unit for various studies. For example, only two counties provide data on number of residential units for apartments, and not all counties provide complete finished square footage data.

- 3) Establish web-based geospatial data editing tools.

Benefit:

This could help the Council with several projects. Transportations Services could use it to allow its stakeholders to directly edit functional class roads data and bike trails data, saving staff resources and providing greater responsiveness to customers. Address points data could also be maintained by cities this way, allowing Council Research and Planning units to have more current and accurate data for residential and commercial units. It is expected that other Council units would benefit from the use of this technology as well.

- 4) Establish standard base map web services.

Benefit:

Enables the Council and other stakeholders to create and use standardized base maps in our mapping applications. This allows our customers to see a common look and feel to our maps and those of partners in state, county and city government. It also allows us to share resources in creating these base map services.

- 5) Create web services for password-protected data (e.g., parcels and street centerlines)

Benefit:

This would allow us to serve licensed datasets like parcels and TLG data to authorized users via map services. This would provide a significant service upgrade to these customers on these most popular datasets and remove the need for them to download and install the new data each quarter.

PARTNERING OPTIONS INVESTIGATED – SUPPORT STAFF

Since MetroGIS's inception, both the Council and MetroGIS leadership have asked for investigation of funding options, beyond the Council, for support of MetroGIS's "foster collaboration" function. MetroGIS's leadership encouraged this investigation in hopes of creating the most stable organization possible. The Council encouraged this investigation from the perspective of ensuring funding equity.

These directives were formally investigated during the first two MetroGIS Business Planning efforts, with concurrence that Council funding of MetroGIS's "foster collaboration" function was appropriate given it is the largest beneficiary and the effort aligned with its mission. Additionally, as the operational side of the regional solutions matured (see Attachment B for a listing of the ten organizations that share 23 distinct operational roles), it became clear to Council leadership that substantial resources were being provided by other stakeholders, addressing the previous question of funding equity.

Another finding as an outcome of the earlier investigations was that although some organizations acknowledged a willingness to contribute to collaborative solutions, their procurement processes restricted participation to projects involving only those with tangible deliverables (e.g., aerial imagery, a particular dataset improvement, a particular application). In other words, assisting with the on-going costs related to the process of "fostering collaboration" was found not to be a viable option. This later situation, to staff's knowledge, has not changed in the five years since the last time the topic was investigated. As such, efforts to accomplish cost sharing have focused on tangible products and expanding the number of the organizations participating in the operational side of agreed upon regional solutions.

ACTION REQUESTED

That the Metropolitan Council create and fill a new position to support MetroGIS's efforts, in the capacity of a Technical Coordinator, effective not later than January 1, 2009.

This action is requested with the understanding that:

- 1) If the Council's total cost of supporting MetroGIS's "foster collaboration" function is not exceeded by benefits after a trial of 3 / 4 / 5 years, an alternative funding arrangement must be implemented to continue the effort.
- 2) Options for supporting the costs of MetroGIS's "foster collaboration" function will continually be sought as the opportunity presents itself as requested by the Policy Board at it April 23, 2008 meeting.

REFERENCE SECTION

Chronology of Actions

1) June 26, 2006 Council Adoption of Resolution 2006-155 (Attachment C):

Following a 15-month investigation, the Council unanimously approved a finding that “MetroGIS has provided a cost-effective way to develop and manage GIS data in accordance with standards which have been accepted by all relevant parties and provides a valuable forum for those parties to plan collaboratively to take advantage of future developments in GIS and related technologies”.

The Council not only endorsed its continued support for MetroGIS as the most cost effective option to obtain the data it needs from others but also “direct(ed) staff to inform appropriate State agencies about the MetroGIS and to encourage ongoing communication and long term collaboration with the State.

2) October 27, 2007 MetroGIS Policy Board Adoption of MetroGIS Business Plan

(http://www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf):

- a) MetroGIS leaders concurred (page 1) that “MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:
- Expand solutions to shared geographic information needs beyond data-centric solutions to include applications and, if necessary, related infrastructure.
 - When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.
 - Seek opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests.

These areas represent an expansion of the previous scope of MetroGIS. In the past, the organization’s efforts have been limited to the data component of information needs. Its extent has been limited to governmental organizations. There has been no attempt, to date, to work directly with adjoining jurisdictions to improve data interoperability. The expansions in scope envisioned in this business plan will have limited impact unless the accomplishments achieved by MetroGIS thus far are carefully maintained.”

- b) Additional technical coordination needed to achieve the 3 scope expansions (page 50):
- “The desired scope expansions defined in this Plan, including the addition of applications to regional data solutions, partnering with non-governmental entities, and improving interoperability of geospatial data with entities adjoining the Twin Cities metropolitan area, cannot be accomplished without additional technical support.
 - The additional technical support needed must include competencies in strategic visioning, project management, technical assistance, technical facilitation, programming, technical writing and communications/outreach. The diversity of these competencies may dictate seeking support through multiple sources.”

3) January 24, 2008 Workshop “Meeting Shared Geospatial Needs Beyond Data”

Thirty-one individuals, each possessing insight important to maintaining MetroGIS’s continued success, participated in the day-long January 24th workshop. Key conclusions:

- The ability to achieve many activities designated as high priorities to maintaining relevance to changing stakeholder needs will require technical leadership and coordination services that cannot be effectively achieved with workgroups, supported by the Policy Coordinator or on a project-by-project basis by individuals affiliated with stakeholder organizations. Therefore, additional dedicated staff support is critical for MetroGIS to effectively act on priorities activities.
- MetroGIS’s roles in pursuit of solutions to shared application needs, in order of their relative importance, are: Leadership, Coordination, Policy/Procedures, and Funding MetroGIS’ role related to shared application needs should be principally that of providing leadership and coordination to leverage the GIS resources of the Twin Cities Metropolitan Area.

4) April 9, 2008 Council briefing by Councilmember Pistilli:

Councilmember Pistilli, Council liaison to the MetroGIS Policy Board, provided a summary of the functions served by MetroGIS, benefits realized by the Council's, as a result of the Council's investment in MetroGIS, and scope expansions defined in the 2008-2011 Business Plan and how they align with Council business needs. Several members expressed appreciation for the collaborative solutions that had been achieved and support for those pending through MetroGIS's efforts. No action requested.

5) April 23, 2008 MetroGIS Policy Board Recommendations:

- a) The Policy Board endorsed a finding of the MetroGIS Technical Leadership Steering Workgroup and the MetroGIS Coordinating Committee that in order for MetroGIS to continue to sustain relevance to changing stakeholder needs, an additional staff position needs to be added to the MetroGIS support team to serve in the role of a technical coordinator. Options, in addition to a single person on the MetroGIS staff team, serving in this capacity (e.g., workgroup, shared responsibilities among several stakeholder organizations, and consultant) were evaluated and found incapable of accomplishing the outcomes.
- b) The Policy Board authorized negotiations with the Council to secure an individual to serve in this capacity presented in Attachment C and encouraged creativity in the funding for this position, that is, explore the potential for multiple sources, in particular the private sector, if not immediately over the longer term.

ATTACHMENT A

Expanded MetroGIS Technical Leadership and Coordination

*(Source: Appendix F, 2008-2011 MetroGIS Business Plan and
Endorsed by the MetroGIS Policy Board – April 23, 2008)*

The following technical responsibilities and competencies are suggested as those necessary to effectively achieve the next-generation outcomes defined for MetroGIS's efforts, specifically scope expansions involving: shared applications, partnering with non-government, and data interoperability with jurisdictions that adjoin the Twin Cities metropolitan area.

Single Position - MetroGIS Technical Coordinator.

The outcomes to be achieved through performance of the roles and responsibilities listed herein are best carried out by one person. Alternatives, such as, distribution among more than one person, use of consultants, and reliance upon workgroups cannot effectively establish and maintain long-term working relationships among the variety of interests and individuals who comprise the MetroGIS community and whose involvement is essential to fostering and achieving solutions to shared geospatial needs. These alternatives also do not offer the capacity to effectively provide the leadership and coordination needed on an on-going basis to achieve the collaborative outcomes which are the foundation of MetroGIS's purpose.

Work Direction:

The MetroGIS Staff Coordinator will continue to be the main contact with the Policy Board. The work of the Technical Coordinator will be coordinated through the MetroGIS Staff Coordinator.

Principal Role

Provide leadership and coordination to assist the MetroGIS community investigate, develop and implement strategies for application sharing. Assist the community define what it means to share applications and methods for achieve sharing,

Responsibilities Sought for Expanded Technical Leadership / Coordination Support Role

1. Manage implementation of technical aspects of collaborative solutions (data, applications and infrastructure) to shared information and related geospatial technology needs.
2. Serves as project manager for some technical projects, including project planning, data development, testing of applications, and coordinating volunteer support.
3. Maintain a conceptual understanding of technology advancements related to addressing geospatial information needs of the stakeholder community.
4. Assist with ongoing satisfaction monitoring (custodians and users) of implemented solutions to shared geospatial needs.
5. Work closely and coordinate with staff of government and non-government stakeholder organizations to define and implement technical aspects of collaborative solutions to shared geospatial needs.
6. Provide lead support for the MetroGIS Technical Advisory Team.
7. Provide timely support for task-specific workgroups, including research and leadership to guide development and refinement of solutions to shared needs.
8. Serves as central point of contact for inquiries related to MetroGIS technical services and processes.
9. Maintains effective working relationship with wide range of GIS-related user groups that serve the Twin Cities
10. Monitors opportunities for partnering and assists to connect interests for activities aligned with outcomes defined for MetroGIS's efforts.
11. Provide expanded assistance to MetroGIS (Policy/Staff) Coordinator for: Outreach and advocacy for services available through MetroGIS's efforts, support of the MetroGIS Policy Board and Coordinating Committee, Business Planning activities, negotiation of agreements, support of Performance Measurement Reporting, frame policy obstacles that must be resolved to achieve desired technology solutions.

What Knowledge, Skills, Abilities Desired

1. Knowledge of current trends in GIS technology including geospatial data and applications, standards, metadata, web-based technology, service-oriented architecture, and the principals of the NSDI.
2. Experience supporting committees or boards comprised of members with varying points of view.
3. Problem solving in a consensus environment involving varied organizational and professional perspectives.
4. Experience with inter-organizational implementation and management of GIS technology, including needs assessments, database design, standards development, and web-based applications.
5. Understanding of the organizations and community of GIS professionals that serve the seven-county, Twin Cities metropolitan area.
6. Ability to effectively explain complex technical concepts to non-technical managers and policy makers.
7. Ability to write clear, concise, and logical reports and to make clear verbal and written presentations.

ATTACHMENT B

MetroGIS		
Leveraging Resources Through Partnerships		
Who & Major Responsibilities		
Function	Lead Partner	Other Partner(s)
Policy Direction & Best Practices	Metropolitan Council: Lead support for business planning, policy coordination, performance measurement, communication, outreach, and advocacy. (In 2004, 1.75 FTE)	City, county, school and watershed district, regional, state and federal government; academic; and non-government interests: Participate in decision-making to establish policies and best practices that are politically and financially sustainable. In 2004, the person hours contributed equated to about .5 FTE.
DataFinder (www.datafinder.org)	Metropolitan Council: Lead support to maintain DataFinder application. 2004, .3 FTE	Regional custodians and other participating stakeholders: Provide metadata, in appropriate format, for each dataset to be searchable and accessible via DataFinder. (Estimate support expense not currently available)
Endorsed Regional Data Solutions		
Census Geography	Metropolitan Council: Created 1990 and 2000 datasets that align with streets and parcels	None
County/City Boundaries	Metropolitan Council: Reassemble updated data quarterly into regional dataset	7 metro area counties: Submit updated source data on a quarterly basis.
Parcels	Metropolitan Council: Reassemble updated data quarterly into regional dataset and manage licensing per agreement with counties.	7 metro area counties: Submit updated source data on a quarterly basis per agreement
Planned Land Use	Metropolitan Council: Update dataset quarterly with approved Land Use Plan Amendments	Cities and counties: Submit maps illustrating proposed Land Use map changes (paper or electronic)
Land Cover	Department of Natural Resources: Reassemble dataset as new or updated data submitted.	Nearly 30 government and non-government interests
Street Centerlines	Metropolitan Council: Manage licensing and distribution of quarterly updates per agreement with TLG (data owner)	Cities and counties: Submit correction and updated information to TLG as information changes
Socioeconomic Characteristics Web-based Search Resource	University of Minnesota	Numerous local, state, and federal interests
	In 2004, Total Estimated FTE to Support Regional Solutions: Council: 0.9 - Other Partners: 19.7	
Other Datasets	N/A	Not including Regional Solutions, 16 local, regional, state and federal organizations are distributing 124 datasets via DataFinder

Last Updated:
March 10, 2005

ATTACHMENT C

METROPOLITAN COUNCIL 390 North Robert Street • Saint Paul, Minnesota 55101

RESOLUTION NO. 2006-155

RECONFIRMING THE METROPOLITAN COUNCIL'S COMMITMENT TO PARTICIPATING IN THE METROGIS INITIATIVE AND STATING ITS EXPECTATIONS REGARDING ONGOING PARTICIPATION IN METROGIS ACTIVITIES

WHEREAS, the Metropolitan Council's Community Development Division in 2005 requested that the Council's Program Evaluation and Audit Department perform a program evaluation of the Council's involvement in MetroGIS; and

WHEREAS, the *MetroGIS Program Evaluation and Audit Report* (the *Report*) was completed and issued on October 17, 2005; and

WHEREAS, Council staff presented the findings and recommendations of the *Report* to the Council's Audit Committee and to its Community Development Committee which accepted the *Report*; and

WHEREAS, the *Report* presented five scenarios regarding the future of MetroGIS: (1) maintain the current structure with no major changes; (2) cost sharing; (3) the withdrawal of Council funding; (4) the Policy Board as advisory to the Council; and (5) create a fee structure; and

WHEREAS, the *Report* presented four recommendations, which were endorsed by Council management: (1) The Council should assess the positive and negative attributes of the options presented and determine the optimal placements of MetroGIS and its relationship and reportability to the Council; (2) Financial accountability measures for MetroGIS should be established and practiced; (3) The Council should continue to evaluate the role, products and cost-effectiveness of MetroGIS on an ongoing basis; and (4) A clear delineation of roles and responsibilities among the Council, the MetroGIS Policy Board, Liaison, and Coordinating Committee should be developed to support communication and coordination and ensure that all parties have a clear idea of their role in the MetroGIS program; and

WHEREAS, in order to address the *Report* recommendations, the Community Development Committee created a workgroup consisting of Council Members Annette Meeks (Chair), Tony Pistilli (Vice Chair), Kris Sanda, and Julius Smith; and Ramsey County Commissioner Victoria Reinhardt, Chair of the MetroGIS Policy Board; and

WHEREAS, the workgroup met five times during the period, February through May, 2006, and identified numerous issues under the topics of Funding, Governance and Accountability; and

WHEREAS, the workgroup concluded that MetroGIS provides clear benefit to the Council, and that the current funding and governance arrangements are fundamentally sound; but that these arrangements would benefit from a formal action by the Council stating the Council's desire to continue participating in the MetroGIS initiative, and that certain accountability measures should be implemented; and

WHEREAS, MetroGIS is a voluntary organization which lacks legal standing, cannot mandate compliance with any of its agreed upon policies or procedures, lacks authority to receive, manage, or spend funds, and cannot own data or property; and

WHEREAS, MetroGIS has provided a cost-effective way to develop and manage GIS data in accordance with standards which have been accepted by all relevant parties and provides a valuable forum for those parties to plan collaboratively to take advantage of future developments in GIS and related technologies.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Council designate a Council Member as a representative on the MetroGIS Policy Board, and direct the Regional Administrator to assign senior Council management representation on the MetroGIS Coordinating Committee.
2. The Council continue to provide staff and physical resources to help foster MetroGIS collaboration.

3. Council management shall indicate annually to the MetroGIS Policy Board what services the Council can provide to foster such collaboration, and how the Council and MetroGIS should be mutually accountable to ensure that agreed-upon services meet their needs.
4. The Council will examine, at least annually, proposals for Council involvement as a MetroGIS participant, to fund or otherwise provide resources to support specific projects and priorities above and beyond the Council's responsibility to foster collaboration.
5. Senior Council management will coordinate with the Council's member-representative to the MetroGIS Policy Board, to ensure that the Council's position on relevant MetroGIS issues is consistently and accurately represented.
6. The Council expects that the MetroGIS Operating Guidelines, Strategic Plans, Business Plans and related materials will be kept current and will be provided to the Council and other stakeholders.
7. The Council expects that, as a primary funding sponsor and as the source of staff support and technical overhead, all plans, programs, staff, and overhead resources funded by the Council will be reviewed and approved by the Council at least annually through the Council's budget preparation, review and approval process.
8. Assignment and direction of Council personnel for MetroGIS activities, which are defined in large part through participation in MetroGIS collaborative business and work planning process, shall rest exclusively with Council management as authorized by the Regional Administrator.

Adopted this 28day of June, 2006.

Peter Bell, Chair
Curtiss, Recording Secretary

Pat

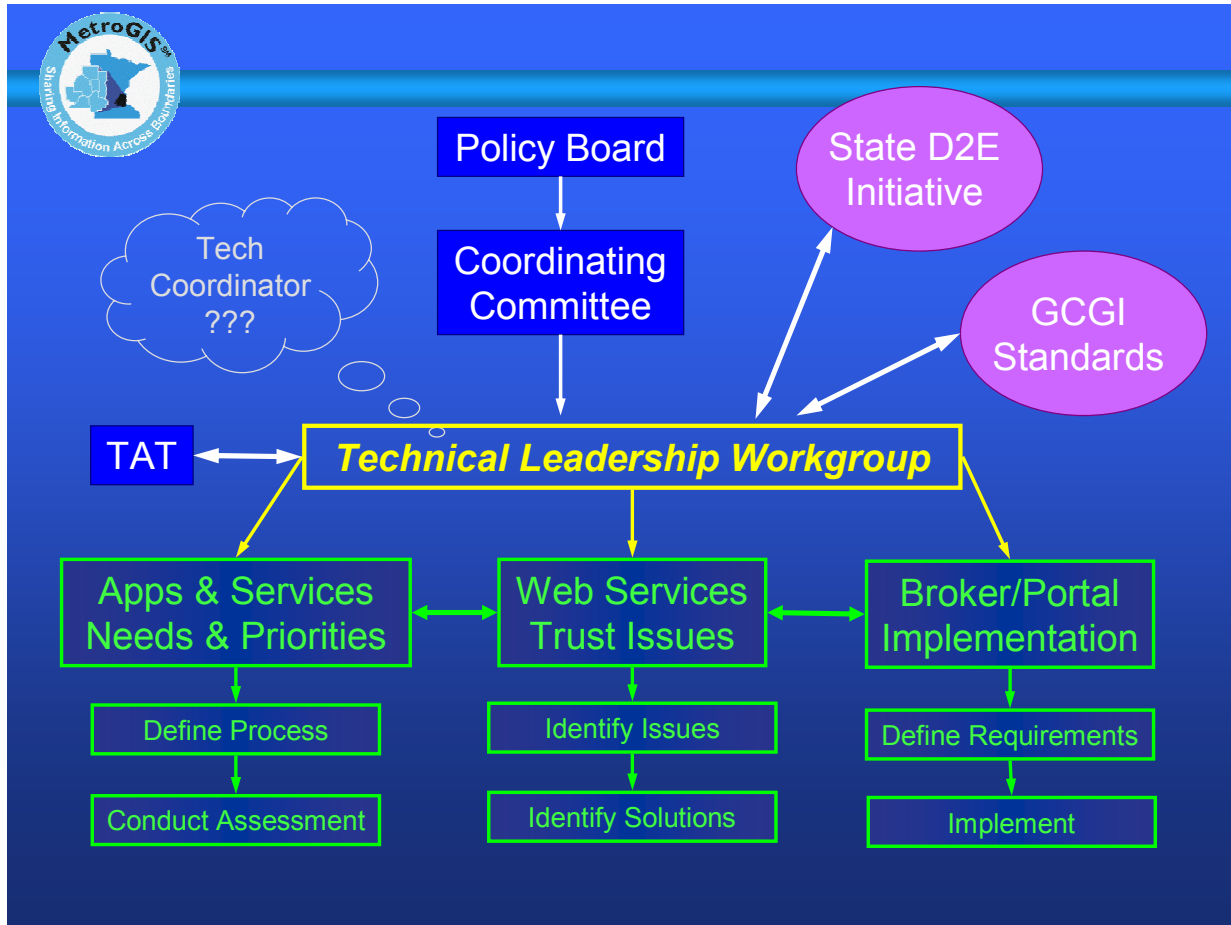
EXHIBIT 2

Next Steps Addressing Sharing Information Needs (Endorsed by the Policy Board on April 23, 2008)

On June 18th, the Coordinating Committee assigned responsibility for Steps 2 through 5 to the Technical Leadership Workgroup as requested by the Workgroup.

Next Step	Priority	Strategy Remainder 2008-
1. Define a strategy to secure a Technical Coordinator and initiate negotiations	Very High	Establish dedicated staff position to work with Staff Coordinator and hire as soon as possible; Technical Leadership Steering Workgroup or mobility assignments cover tasks until hire.
2. Define and prioritize specific shared application and service needs. (Investigate do along with 2 nd -generation definition of priority shared data/information needs)	Very High	Timing and strategy will depend upon whether Technical Coordinator is secured Begin immediately, if possible, with oversight from the Technical Leadership Steering Workgroup.
3. Populate metadata for GeoServices Finder, including the creation of template to promote standardization	High	Use original project workgroup plus related state workgroups to define a strategy – <i>candidate 2008 Regional GIS Project?</i> Timing and strategy may depend upon whether Technical Coordinator is secured
4. Define a more fully developed geographic data, applications and services broker based on needs outlined by the forum, the state conceptual geospatial architecture plan and the GeoServices Finder project.	High	Develop a more mature, MetroGIS specific vision of what a full geo data and services finder and broker would be, what resources would be needed to support it, and candidate implementation scenarios. Begin to champion the concept. Leverage the state Broker project workgroup.
5. Explore methods for establishing trust in the reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate role(s) for MetroGIS in establishing that trust	High	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Technical Advisory Team and/or special workgroup. Leverage the delivery of the Geocoder service as a test bed for developing documentation for custodial roles and responsibilities, in particular in the form of a Service Level Agreement that build on the current practice of documenting these aspects via Regional Solution Policy Statements.
6. Ensure “obstacles to sharing” defined at the January 24 th workshop do not become reality. [e.g., address security, licensing, cost recovery and budget cycles].	High	Staff coordinator develop strategy to deal with these issues (aided by Technical Coordinator and/or Workgroup) and present to Coordinating Committee.
7. Define communication and presentation needs related to shared applications, such as collaboration mechanisms, “One-Stop Shop” web site, linking between MetroGIS related sites. (collaboration registry proposal from PlanGraphics)	High	Pass forum recommendations and related Workgroup discussions regarding creation of a “Collaboration Portal” and related components to those updating the Outreach Plan. Ask the Technical Advisory Team to expand scope to oversee a “mail list or list serve” mechanism as the initial strategy to foster partnering and knowledge sharing. A role of the proposed Technical Coordinator would be to moderate this communication mechanism
8. Create a forum for visioning, coordinating, finding and funding technical resources for the development and testing of applications and web services	Medium	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Staff Coordinator, Coordinating Committee, and Technical Advisory Team.
9. Incorporate recommendations related to applications into updated Outreach Plan. The nine categories of application-sharing activities should be a focus. Include ideas such as a recognition (award) program to highlight successful projects.	Medium	Pass this recommendation to those working on Outreach Plan. Efforts could be aided by input from Technical Coordinator
10. Incorporate discussion of Technical Leadership needs and recommendations of the PlanGraphics Team into the pending Leadership Development Plan (formerly referred to as Leadership Succession Plan)	Medium	Pass this recommendation to those working on Leadership Development Plan (described Agenda Item 5g, March 27 Committee meeting)
11. Incorporate the benefits evaluation-related recommendations of the PlanGraphics Team into the pending update of the Performance Measurement Plan	Medium	Pass this to those working on Performance Measurement Plan. Efforts could be aided by input from Technical Coordinator

EXHIBIT 3



The Workgroup believes that the tasks and charges outline below are not sequential. The group agreed that prototypes and example projects are needed to help both general users and core members develop a common understanding of what we are talking about. Thus, we recommend moving forward on some projects even before the full “priorities and needs” are defined.

Technical Leadership Workgroup Charge

1. To define a process to identify and prioritize commonly needed geospatial web services and applications
2. To identify issues and solutions related to trusting and using web services
3. To define a more fully fledged mechanism – a broker – to discover and acquire or use geospatial data, web services, applications and other resources.

Additional Tasks

4. Encourage the development of rapid prototypes and examples.
5. Inventory existing services and applications (populate Geoservices Finder)
6. Promote and champion the concept of shared web services and applications.



TO: MetroGIS Policy Board

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

SUBJECT: Information Sharing

DATE: July 8, 2008
(For the July 23rd meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC) –JUNE MEETING

Staff Coordinator Randall Johnson and Hennepin County Commissioner Randy Johnson serve on the NGAC. One meeting has been held since the Policy Board last met - June 3-4 in Washington D.C. The next meeting is planned for October 15-16. A website (www.fgdc.gov/ngac) has been created to support the Committee's work. Refer to it for the Committee's workplan and further information about specific on actions taken thus far, which include:

- **NSDI Vision & Mission Statements:** Preliminary approval granted to vision and mission statements to guide the next-generation of effort to achieve the concept of the NSDI. (Working drafts of these statements will be made available as soon made available to the NGAC members.)
- **NSDI Organizational Structure Concept:** A concept for a “national” structure, distinct from current FDGC-centric model, was preliminarily accepted by the Committee on June 4 for further development. The goal is to define and advocate for a mechanism to define policy for the entirety of the national community without being driven by federal government business needs. The Staff Coordinator serves on the subgroup charged with recommending a conceptual design for the “body” of this “national” organizational structure. Input for how this structure might look in Mn is encouraged and would serve as a valuable test bed to help work through options.
- **Imagery for the Nation (IFTN):**
 - Learned that the FGDC endorsed move to the implementation phase
 - NGAC granted conceptual endorsement subject to resolving several concerns identified by the Committee. These concerns included a “plan to ensure that the program requirements are continually evaluated and updated against user-driven needs”. This modification was offered to address several concerns that had been identified by Twin Cities stakeholders (e.g., schedule alignment with decennial census, geographic coverage consistent with local/regional needs, seasonal flights, etc.)
 - Set as an agenda item for the October 15-16 NGAC meeting. The FGDC staff agreed to report back to the Committee at that time with responses to each concern raised by the NGAC.
- **Transition Plan for Change of Administration:**

Key points to be made in this plan were accepted for further development. These points include: Why is GIS important to the Nation, Why is GIS important to “your” job targeted at the members of the FGDC in particular. Advice on issue that the NGAC believe matter to the new administration. Suggestions for appointments (e.g., Schedule C positions). Final action proposed for the October meeting.
- **White Paper – Changing Landscape of Technology Relate to Geospatial Capabilities**

Key points to be made in this paper were endorsed. Final action proposed for the October NGAC meeting.

B) TESTIMONIAL – 1000 FRIENDS OF MINNESOTA

The newest testimonial to benefits attributed to MetroGIS's efforts can be viewed at http://www.metrogis.org/benefits/testimonials/testimonial_1000_Friends.pdf. It is also attached (Attachment A) for the members' convenience.

C) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter:

An article was submitted for the summer issue of the GIS/LIS Newsletter entitled "MetroGIS Moves to Address Shared Application Needs". It can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=69>

2. Presentations/Meetings:

- May 5th: Chairperson Reinhardt and the Staff Coordinator met with Gopal Khanna, State CIO. He had requested a meeting with MetroGIS leadership following a forum at which Jack Dangermond spoke. During the questions and answers, the topic of organizational structure was raised in the context of what it will take to fully leverage advances in geospatial technology to address shared needs. See Attachment B to view the message to Commissioner Khanna describing the meeting's purpose.

3. Meetings with Private Sector Firms: The Staff Coordinator met with principals with GeoAnalytics, TIER 3, and Information Builders on May 13 and 16 and June 19. The purpose of these meetings was to share with them current objectives of MetroGIS; in particular next steps related to addressing shared application needs and to explore their interest in possibly participating in a Private Sector Coordinating Committee (see Agenda Item 6c). General interest in exploring the idea of a Private Sector Coordinating Committee was expressed.

The Staff Coordinator has also scheduled a meeting for July 22 with the leadership of the Mn High Tech Association (<http://www.mhta.org>) for the same reasons as stated above. The Information Builders representative suggested contacting this group. Quote from their mission statement: "...MHTA supports the *growth, sustainability and global competitiveness* of Minnesota's technology-based economy through advocacy, education and collaboration. MHTA is the only association that advocates for technology growth that benefits the entire spectrum of technology companies as well as organizations that are dependent on technology..."

D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. Drive to Excellence: State Agency GIS Coordination

In 2005, Governor Tim Pawlenty launched the State of Minnesota's *Drive to Excellence (DTE)*, beginning a process of refocusing state government as an enterprise serving all citizens, rather than an amalgamation of independent entities serving individual constituencies.

No agency is currently responsible for coordinating GIS within state government, although LMIC and other organizations somewhat fill this void. The purpose of this project is to develop, recommend and implement an organizational and governance framework to coordinate and support GIS as an "enterprise" activity of state government. The principal project focus is state government, with the understanding that local and regional governments and other stakeholders are partners and customers.

Project activities through early July include a web base stakeholder survey, a workshop for Non-State stakeholders, interviews with more than 16 State agencies, and investigation of governance models in other states. Project recommendations will be presented to the Drive Subcabinet in September and may result in legislative and budget requests for the upcoming 2009 session. To read more about the project visit <http://www.gis.state.mn.us/committe/MSDI/dte.htm>.

2. Statewide Emergency Preparedness Data Project

John Hoshal, the project manager, briefed the Policy Board on April 23 about this project. For a summary of his comments see the Item 4 of the [meeting summary](#). Since the April Board meeting, the funding agreement has been signed with the USGS. The internal (LMIC) contracts will in place next week (week of July 14) and we hope to hold an informal brainstorming session with GCGI Emergency Preparedness members (Data Committee) and other interested parties in late July / early August. In addition, I have had several interesting conversations with:

- a) Dept. of Health staff (David Jones, et al) regarding their structures data. They are trying to determine what they have and which sections in Health are the principal custodians.
- b) Paul Hanson, MetroGIS called regarding the land marks data he has been involved with. Thank you for sending him my way!
- c) ERDAS/MCH – producers of Places2Protect (see: <http://www.erdas.com/erdasSolutionsPlaces2protect.aspx>). Eddie Pickle from ERDAS apparently viewed the presentation I gave (at GCGI or MetroGIS?) and called. He has a strong interest in the CAP project in part I suspect, because they collect/sell structures data.

3. Twin Cities Economic Development Web Site

The new 11-county Metro MSP regional economic development website [can be accessed at http://www.mspprospector.com/ed.asp?bhcp=1](http://www.mspprospector.com/ed.asp?bhcp=1). As requested by the Coordinating Committee, an invitation has been forward to the website leadership to give a presentation at the October Policy Board meeting.

4. Non Profit GIS User Group Explored

1000 Friends of Minnesota, with support from the McKnight Foundation, hosted an inaugural meeting on April 30th at the Rondo Community Outreach Library in St. Paul. Eighteen individuals representing non-profit organizations or interests met to eat pizza and talk GIS. This was the first meeting of this group. The group represents a broad range of interests and expertise. The next meeting will be scheduled for mid-summer and will include two interactive presentations. Group members are interested in sharing their knowledge with others, forming partnerships and communicating about challenges and successes. A list of potential member resources and a list serve to keep members connected is underway. More than 30 individuals have expressed interest in being involved as user group members.

Sally Wakefield, 1000 Friends of Minnesota and Coordinating Committee member, is the contact for more information (swakefield@1000fom.org or 651-312-1000).

5. DNR's Land Records Project

According to Bart Richardson, DNR's Land Records project has been making good progress. On the GIS front, we have modeled the database needs for storing and maintaining management unit information (WMAs, SNAs,, etc.) as well as statutory boundaries (State Forest, State Parks) and a spatial representation of the Land Records using PLS40s. SDE geodatabases have been created to house the data and we are now developing ArcMap tools to maintain the data. One of the data layers that will be used as reference is county parcel data. The county parcel data is static (collect, process and post once) and its use is restricted to DNR staff.

6. Creating a Wetland and Watercourse Inventory and Assessment for Watershed Management (*excerpt Data County GIS June Newsletter*)

See the article at <http://www.co.dakota.mn.us/Departments/GIS/Newsletter/default.htm> . The project was funded through the Vermillion River Watershed Joint Powers Organization, the North Cannon Watershed Management Organization and the Metropolitan Council, and was completed for the Vermillion River Watershed in 2006 and the Cannon River Watershed in 2007.

7. Watershed Assessment Tool

By Beth Knudsen, Minnesota Department of Natural Resources

Interested in the ecological health of Minnesota's watersheds? Use DNR's new Watershed Assessment Tool, an interactive website designed to improve access to information about Minnesota's natural resources and the ecological health of our watersheds:

http://www.dnr.state.mn.us/watershed_tool/promo.html

Site Features. Five components are used to describe the similarities and differences between watersheds:

- Hydrology
- Connectivity
- Biology
- Geomorphology
- Water quality

The tool has two distinct and equally important parts:

- a) **Explanatory Text:** Text is incorporated throughout the website to explain important concepts. Understanding these concepts and the connections between the five components is essential for comprehensive assessment of watershed health.
- b) **Maps:**
 - 1) **Online mapping interface:** The Watershed Assessment Map displays, summarizes and compares 40 GIS natural resource data layers by major watershed boundary. Spatial distribution and summary tables are used to describe the status of resource features for each component within a selected watershed.
 - 2) **MapBooks:** Also find downloadable pdf MapBooks for each major watershed and each component.

By streamlining access to a variety of GIS layers, important data becomes more accessible to resource managers from all disciplines. Used together, the map and the text will lead to a better understanding of the components, their connection to each other and the complexity of interactions to consider prior to making resource management decisions. Comments or questions can be directed to Beth Knudsen with DNR's Ecological Resources, Stream Habitat Program:

beth.knudsen@dnr.state.mn.us or 651-345-3332 ext 228.

E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. Invitation to Join OGC as an Aggregate Member

At its June 18th meeting, the Coordinating Committee considered an invitation to join the Open Geospatial Consortium (OGC) as an Aggregate Members. Although the Committee identified benefits that could be gained from joining the OGC, members also identified concerns which they asked the Staff Coordinator to convey to OGC. As of this writing, OGC had not yet commented.

2. MetroGIS DataFinder Map Services Featured

Comments from Allison Slaats, DataFinder Manager

With the release of ArcGIS version 9.3, ESRI is also announcing the "ArcGIS Desktop Resource Center". The web site provides unified access to Web-based Help, online data, and key support services for ArcGIS Desktop.

In the Urban and Regional GIS Content section of the Resource Center, an ArcMap document providing MetroGIS DataFinder map services is featured as an example of free online GIS being served by urban and regional agencies.

The inclusion of DataFinder map services in this website shows that people beyond our region are interested in our work. In addition, it will provide another way for people to find out about DataFinder services and the MetroGIS organization. **Click here** for an example of the capabilities.

3. Twin City Parcel Data Highlighted in National Report

By Will Craig, University of Minnesota

A new report by the Lincoln Land Institute focuses on the use of parcel data to improve local community development efforts. The study provides examples from 5 urban areas including the Twin Cities. The University of Minnesota and MetroGIS are highlighted as intermediaries in providing data and resources to community organizations. Three highlighted case studies are:

- Resolving Town-Gown conflicts. This was an effort required by the legislature as part of the new football stadium. It involved city, university, and neighborhood participants using maps developed by the university's Center for Urban and Regional Affairs (CURA).
- Understanding and addressing foreclosure issues. The non-profit HousingLink with 7 counties and CURA to develop maps and analysis of foreclosures. Results were fed to the Minnesota Foreclosure Prevention Funders Council.
- Community planning for the Central Corridor LRT. The U-PLAN Community Planning Studio, a partnership of community groups led by the University United coalition, the University of Minnesota, and the St. Paul Design Center, is using MetroGIS data to engage local businesses and residents in planning for the proposed light rail line connecting downtown St. Paul and downtown Minneapolis.

The report, *Transforming Community Development with Land Information Systems*, is part of a multi-year research and action project by PolicyLink, the Urban Institute, and the Lincoln Institute of Land Policy to advance the field of parcel data systems and the their application to community revitalization and equitable development. The report is available from the Lincoln Institute or free online at <http://www.lincolninst.edu/pubs/PubDetail.aspx?pubid=1356>.

4. National Grid Lectures Held

On April 10th and 11th, Talbot Brooks, Director of the Center for Interdisciplinary Geospatial Information Technologies at Delta State University, Cleveland, Mississippi, gave a series of four lectures in the Twin Cities metro area on the background, importance and use of the U.S. National Grid. During his visit sponsored by the Emergency Preparedness Committee (EPC) of the Minnesota Governor's Council on Geographic Information, and U.S. Geological Survey, Mr. Brooks provided training to more than 70 individuals from the GIS and first response communities.

Created by the Federal Geographic Data Committee (FGDC) in response to events like 9/11 and Katrina - where emergency response efforts need a common geospatial language to facilitate coordination and situational awareness across multiple organizations and political boundaries - the U.S. National Grid concept has been endorsed by the Department of Homeland Security, Federal Emergency Management Agency, National Geospatial Intelligence Agency, U.S. Geological Survey, U.S. Census Bureau, FGDC, National Search and Rescue Committee, State of Florida, Geospatial Information and Technology Association and others.

It is anticipated that later this year the Minnesota Governor's Council on Geographic Information will consider a proposal to endorse the U.S. National Grid as an approved geospatial emergency response standard in Minnesota. To learn more about the U.S. National Grid, visit the FGDC's web site at: <http://www.fgdc.gov/usng>, or the EPC's website at: <http://www.gis.state.mn.us/committe/empred/download/USNG/index.html>.

5. Imagery for Everyone: Timeline Set to Release Entire USGS Landsat Archive at No Charge. From SILS Information Bulletin

RESTON, VA – The USGS Landsat archive is an unequaled 35-year record of the Earth's surface

that is valuable for a broad range of uses, ranging from climate change science to forest management to emergency response, plus countless other user applications. Under a transition toward a National Land Imaging Program sponsored by the Secretary of the Interior, the USGS is pursuing an aggressive schedule to provide users with electronic access to any Landsat scene held in the USGS-managed national archive of global scenes dating back to Landsat 1, launched in 1972. By February 2009, any archive scene selected by a user – with no restriction on cloud cover – will be processed automatically to a standard product recipe, using such parameters as the Universal Transverse Mercator projection, and staged for electronic retrieval. In addition, newly acquired scenes meeting a cloud cover threshold of 20% or below will be processed to the standard recipe and placed on line for at least six months, after which they will remain available for selection from the archive. Newly acquired, minimally cloudy Landsat 7 Enhanced Thematic Mapper Plus (ETM+) data covering North America and Africa are already being distributed by the USGS over the Internet at no charge, with expansion to full global coverage of incoming Landsat 7 data to be completed by July 2008 (see timeline below). The full archive of historical Landsat 7 ETM+ data acquired by the USGS since launch in 1999 will become available for selection and downloading by the end of September 2008. At that time, all Landsat 7 data purchasing options from the USGS, wherein users pay for on-demand processing to various parameters will be discontinued.

By the end of December of 2008, both incoming Landsat 5 Thematic Mapper (TM) data and all Landsat 5 TM data acquired by the USGS since launch (1984) will become available, with all Landsat 4 TM (1982-1985) and Landsat 1-5 Multi-Spectral Scanner (MSS) (1972-1994) data becoming available by the end of January 2009. All Landsat data purchasing options from the USGS will be discontinued by February 2009, once the entire Landsat archive can be accessed at no charge.

Landsat scenes can be previewed and downloaded using the USGS Global Visualization Viewer at: <http://glovis.usgs.gov> [under “Select Collection” choose Landsat archive: L7 SLC-off (2003-present)]. Scenes can also be selected using the USGS Earth Explorer tool at <http://earthexplorer.usgs.gov> [under “Select Your Dataset” choose Landsat Archive: L7 SLC-off (2003-present)]. For further information on Landsat satellites and products, see <http://landsat.usgs.gov>

For further information on USGS Land Remote Sensing please visit our website: landremotesensing@usgs.gov

6. Newest Professional Paper on Ecoregions of North America

From USGS - SILS Information Bulletin

Professional Paper 1650-E is the latest in the series of professional papers titled: Atlas of Relations Between Climatic Parameters and Distributions of Important Trees and Shrubs in North America. This edition covers the Ecoregions of North America. Previous editions include: Professional Papers 1650-A and 1650-B (SAP # 13796), which together cover the introduction, conifers and hardwoods. These two volumes are only available as a set. Professional Paper 1650-C (SAP#13797) covers additional conifers, hardwoods and monocots and 1650-D (SAP#206908) covers the Alaska species and ecoregions.

The ecoregion-climate relations presented in this newest report is intended to be useful for a greater understanding of ecosystem evolution, ecosystem dynamics, and the potential effects of future climate change on ecoregions. Climate is the primary factor controlling the continental scale distribution of plant species, although the relations between climatic parameters and species' ranges are only now beginning to be quantified. This professional paper examines the relations between climate and the distributions of (1) Kuchler's “potential natural vegetation” categories for the 48 contiguous States of the United States of America, (2) Bailey's ecoregions of North America, and (3) World Wildlife Fund's ecoregions of North America. For these analyses, a 25-kilometer equal-area

grid of modern climatic and bioclimatic parameters for North America was employed, coupled with presence-absence data for the occurrence of each ecoregion under the three classification systems under consideration. The resulting relations between climate and ecoregion distributions are presented in graphical and tabular form.

Professional Papers 1650 A, B, and C are available for free download at: <http://pubs.er.usgs.gov/> (Search on title). Volumes D and E are being prepared for Internet release.

To purchase this report or the other reports in the series, or for more information on other USGS products, contact the USGS Science Information and Library Services (SILS) at 1-888-ASK-USGS, or online through the USGS store at: <http://store.usgs.gov>.

F. JUNE 2008 COORDINATING COMMITTEE MEETING

The summary of the June 18th Coordinating Committee meeting can be viewed at http://www.metrogis.org/teams/cc/meetings/08_0618/08_0618mp2.pdf.

ATTACHMENT A

MetroGIS: Performance Measures Case Study Planning Assistance for Growing Communities

Primary Organization: 1000 Friends of Minnesota
Staff Contact: Sally Wakefield
Geospatial Services Manager
651-312-1000, ext. 13
swakefield@1000fom.org

Date of Interview: Dec. 13, 2007

Summary: MetroGIS data makes it possible for the nonprofit 1000 Friends of Minnesota to assist small but growing communities on the edge of the region to plan their future and involve citizens more effectively in the planning process.

Problem: Minnesota's population is growing steadily. Nowhere is that growth more evident than in a corridor running roughly from St. Cloud on the northwest through the Twin Cities metropolitan area and southeast to Rochester.

Many small communities in the path of this growth have a vision of maintaining their community character, open spaces and rural lifestyle, while also enjoying the economic development that growth can bring. However, they lack the financial and technical resources for adequate planning to make their vision reality.

In addition, it can be difficult for communities to engage their citizens in the planning process when the primary tools are abstract concepts like cluster housing or sustainable development. But when citizens can visualize their future using computer mapping tools, the concepts come to life.

Solution: Growing By Design Technical Resource Center, an initiative of the St. Paul-based nonprofit organization 1000 Friends of Minnesota, helps communities to think about their growth options, engage citizens in the planning process and forge a common base of understanding of planning concepts. It also brings geospatial data tools to small, growing communities that can't afford to set up their own geographic information system (GIS).

For example, 1000 Friends worked with the City of Dayton, in northwest Hennepin County, as part of a University of Minnesota Center for Urban and Regional Affairs (CURA) program called "The Edge Project." Funded by The McKnight Foundation, the project aimed to study issues faced by growing communities at the edge of the metro area and provide tools to help those communities with few technical and financial resources to do their planning.

1000 Friends assisted Dayton to develop a plan for parks, trails and open space. In 2000, the city had a population of 4,693 – a figure that is expected to grow to 28,700 in 2030. To create its 2030 comprehensive plan update, the city needed to determine where that growth will occur, what areas the city wants to preserve as parks and open space, and how to connect development and parks with a system of trails.

"Interactive mapping is a canvas to facilitate that planning," said Sally Wakefield, Geospatial Services Manager for 1000 Friends.

One of the goals in Dayton's open space planning process was to take advantage of the detailed and localized knowledge of city residents. To accomplish that, Wakefield and CURA's Dan

Marckel used Google Earth aerial photos as a base map. They then layered on other data obtained through MetroGIS. Adding data like land use, surface water, significant natural areas, streets and sewer interceptors gave residents a more complete picture of what's already on the ground in their community.

During an all-day "note-taking exercise," residents were invited to come in at their convenience, look at the computerized maps and add information about different points or areas on the map. People could even add links to videos posted online, Wakefield said, such as someone describing the history of a farmstead or showing local nesting sites of declining bird species.

The resulting map was "remarkably detailed" and was very helpful in developing the city's parks, trails and open space plan, said Tim McNeil, who participated in the planning exercise and is now a member of the Dayton City Council. "But it will go way beyond that for our comprehensive planning process. I'm hoping to use the map to create overlays for our ordinances so that, for example, we can decide to establish a more stringent standard for low-impact development in more sensitive areas."

Part of the process was putting the maps on CD for residents to take home so they could get more familiar with the data. "Before the advent of public mapping systems like Google Earth only trained professionals had access to land-based data," Wakefield said. "These public tools help build trust and a better understanding of the data. They also help people better understand their entire community, not just the area they live in."

Impact of MetroGIS: "We used a ton of MetroGIS data for this project," said Wakefield, listing transportation, sewer interceptors, parcels, street centerlines, current and future land use, parks and metro greenways. "There are many datasets created and/or maintained by MetroGIS that are crucial to planning in the metro area. You can't get it anywhere else. It's great that people can search for regional data and get most of it in one place."

"We were working with a planner who had some GIS background but who didn't know where to get data or which data were most appropriate," Wakefield added. "We were not only able to access the data through MetroGIS DataFinder but we were able to educate the community about what data is available for their use."

"The mapping tools that 1000 Friends brought us were critical," said Erin Swtora, assistant to the Dayton City Administrator. "We're a very small city, and we don't have the cash flow to implement a major GIS and to maintain it. Sally was able to step in, set it up, and get all of the data we needed. She was essential to our planning process. I'm sure she saved the city money in the long run."

1000 Friends will continue to rely on MetroGIS datasets during its six-year Community Growth Options project being launched in 2008. Backed by a new \$1.5 million grant from the McKnight Foundation, 1000 Friends – in partnership with the CURA and the U of M's Humphrey Institute of Public Affairs – will deliver direct planning and implementation assistance to 10 rapidly growing communities both inside and outside the seven-county metro area.

ATTACHMENT B

From: johnson, randy [mailto:randy.johnson@metc.state.mn.us]
Sent: Friday, April 11, 2008 10:20 am
To: 'gopal.khanna@state.mn.us'
Cc: 'reinhardt, victoria'; pistilli, tony; 'david arbeit'; gelbmann, rick; hinrichs, dave
Subject: MetroGIS and organizational structures compatible with NSDI vision

Dear Commissioner Khanna,

It was to a pleasure to meet you last Thursday morning after Jack Dangermond's lecture. On behalf of MetroGIS's leadership, thank you for taking a personal interest in working with Minnesota's geospatial community on our quest to achieve wide spread sharing and interoperability of geospatial information important to conducting our respective functions.

The purpose of this message is to follow up on your invitation to talk further about MetroGIS's organizational structure. It is unique and was created specifically to provide the political legitimacy and policy level advocacy needed to achieve cross-sector, collaborative solutions to shared information needs of organizations that serve the seven county, twin cities metropolitan area. Thank you for offering an opportunity to talk further.

For over a decade, I have had a strong interest in achieving organizational structures at the regional (multi-county), state, and national levels consistent with the vision of the national spatial data infrastructure. This interest comes from an understanding that MetroGIS's vision cannot be fully realized unless interoperability is achieved with interests that surround the metro area; not only those located within Minnesota but also those adjacent to the east metro area in Wisconsin.

If you are not aware, Ramsey county commissioner Victoria Reinhardt chairs the MetroGIS policy board and has done so since 1997. She also serves on the governor's council on geographic information board and chairs its strategic planning committee. Commissioner Reinhardt and metropolitan councilmember Pistilli, who is also a strong advocate for the outcomes sought by MetroGIS and manner in which MetroGIS goes about its business, have played critical roles in moving MetroGIS's vision from concept to reality.

At your convenience, please offer a couple of times that work for you after April 28. I also suggest including Commissioner Reinhardt and Councilmember Pistilli in the conversation to provide a policy maker's perspective in addition to mine

Meeting Held May 5, 2008.

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
July 23, 2008**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:40 p.m.

Members Present: Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Gary Swenson for Randy Johnson (Hennepin County), and Randy Maluchnik for Tom Workman (Carver County), Tony Pistilli (Metropolitan Council), Steve Elkins (Metro Cities – City of Bloomington), Terry Schneider (Metro Cities - City of Minnetonka), and Dan Cook (School Districts - TIES).

Members Absent: Jim Kordiak (Anoka County), Tom Egan (Dakota County), Joseph Wagner (Scott County), and Roger Lake (Metro Watershed Districts)

Coordinating Committee Members Present: William Brown, Rick Gelbmann, Randy Knippel, Nancy Read, Mark Vander Schaaf.

Support Staff: Randall Johnson, Mark Kotz, and Jonathan Blake (MetroGIS Staff Support Team)

Visitors: Jeff Matson, Center for Urban and Regional Affairs (CURA), University of Minnesota

2. ACCEPT AGENDA

Member Pistilli moved and Member Schneider seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Schneider moved and Member Pistilli seconded to approve the April 23, 2008 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy

The presentation summarized several studies that leveraged GIS technology focused the Twin Cities that were cited in a March 2008 report from the Lincoln Institute of Land Policy titled *Transforming Community Development with Land Information Systems*. (A copy can be obtained at <http://www.lincolninst.edu/pubs/PubDetail.aspx?pubid=1356>.) The subject case studies focused on housing issues surrounding the University of Mn campus, foreclosure research from a local non-profit agency, and a new storefront GIS, planning, and design organization which has opened along University Avenue in anticipation of the Central Corridor light rail transit line.

Jeff Matson, with the University's Center for Urban and Regional Affairs and a partner in each of the Twin Cities projects highlighted, provided an overview of each case study. He stressed the importance of the Regional Parcel Dataset and related access policies made possible via MetroGIS's efforts, without which these projects would not have been possible. Matson thanked the Policy Board for its pioneering efforts through which the seven-county, Regional Parcel Dataset was accomplished. He commented that he believes this dataset is unparalleled in the country, adding that only a few other areas in the country have achieved standardized parcel data across multiple counties but none involves more than three counties to his knowledge. He went on to compliment the Board for its work to encourage development of applications, web services, and other tools needed to move the exemplar parcel data resource into the community development process. He closed by also encouraging the Board to continue its work to pursue cross sector solutions to shared application needs, in particular those related to "Integrated Regional Data Systems". (Go to http://www.metrogis.org/teams/pb/meetings/08_0723/4_MetroGIS_policy_board_7-23-08.ppt to view Matson's presentation slides.)

Member Elkins commented that he was encouraged by the focus of the case studies on support of work to craft public policy, as opposed to operational oriented uses of the technology. He commented that he would like to see MetroGIS's efforts continue to support such work, the end result of which in his opinion provides the region with a competitive advantage.

Member Schneider commented that he found it interesting that none of the case studies addressed the topic of how to sustain funding for similar efforts. Matson concurred, noting that he was also disappointed that the critical element of funding was not addressed in the studies.

In response to an inquiry from Member Elkins about data that would improve the robustness of the research to which CURA does not currently have access, Matson named rental property characteristics and address-specific crime data.

Members suggested speaking to LOGIS for crime data and conjectured that as GPS technology is more widely integrated into the applications provided in police cars that crime data will become more robust and accessible.

Coordinating Committee member Read commented that the work of the U-Plan project (GIS store front within the Central Corridor that was highlighted in the report by the Lincoln Institute of Land Policy) is in effect supporting a goal of MetroGIS to better understand of the value of GIS technology.

Chairperson Reinhardt thanked Mr. Matson for his presentation. Mr. Matson agreed to provide staff with a hyperlink to a summary of the projects that he summarized in his talk.

5. ACTION/DISCUSSION ITEMS

a) 2008 Regional GIS Projects

William Brown, Coordinating Committee Chairperson, summarized the Committee's recommendation to fund three proposals for the 2008 program year comprising \$23,500 of the \$25,000 budgeted.

There was a brief discussion about the need to encumber the remaining \$1,500 before year end to capture these funds, whether through increasing the funds available to the subject projects or for some other, yet to be defined, use. It was agreed that a use for these funds should be proposed at the October meeting.

Chairperson Brown then introduced Mark Kotz, Nancy Read and Randy Knippel to explain the specifics of their team's respective projects.

Web-based Address Points Editing Tool: Mark Kotz introduced this proposed by noting that it is a component of the proposed Regional Address Points Dataset and that it also builds on work underway to develop a tool to synchronize address data produced by multiple organizations. Kotz added that the technology, once developed, would be applicable to filling crime and rental housing characteristic data needs cited earlier in the meeting by Jeff Matson. He then summarized how the proposed project aligns with outcomes previously defined by MetroGIS - pursue applications needed to address shared information needs, engage cities as partners in support of regional datasets, and improve address data. He concluded his remarks by summarizing the major tasks that would comprise the project and how the \$13,500 in requested funding would be used to supplement additional support activities to be provided by the project team.

In response to a question from Alternate Member Swenson, Kotz noted that a specific organization had not been identified as yet to host the application but that candidates included the Metropolitan Council and the Mn Land Information Management Center (LMIC) because once the technology is developed it is expected to have statewide applicability. (Go to http://www.metrogis.org/teams/pb/meetings/08_0723/5a_08_projects_Address_Points.ppt to view Kotz's slide presentation.)

Geocoder Extension for Landmarks: Nancy Read provided a brief overview of the purpose of the foundation Geocoder web-service project that is in progress, how it works, and the benefits expected to be realized once it is fully operational. She then explained that the current proposal would add the

ability to locate places by landmark name, which would be valuable when the location does not have a street address and cannot be located using a street intersection (e.g., building in a park). Read closed her remarks by summarizing the major tasks that would comprise the project, that the \$5,000 in requested funding would be used to retain the services of a programmer, and that LMIC has agreed to host the extended service as well as the foundation service. (Go to http://www.metrogis.org/teams/pb/meetings/08_0723/5a_08_projects_GeocoderII.ppt to view Read's slide presentation.)

In a supplemental request, Read asked the Board to consider allocating the \$1,500 in uncommitted project funds to the foundation geocoder service project currently under development. She explained that the team overseeing the geocoder service project had recently identified the need for two enhancements [add parcel and street segment IDs and add the original street name] that would greatly improve usability of the foundation service as originally anticipated. The cost to accomplish these modifications is \$1,880. Although the Board concurred that the suggested modifications to the foundation geocoder project are noteworthy it decided to defer further consideration until the relative merits of several options for use of this funding can be weighed against one another. The Board then asked the Committee for a recommendation to consider at its October meeting. Member Schneider also suggested that instead of pursuing incremental small modifications that he would prefer to bring together a number of the beneficiaries of this web service to define a larger enhancement project to be accomplished at one time, possibly as a partnered undertaking.

A wide ranging conversation followed about what is meant by the term "landmark" and the need for an agreed upon definition and standards, existing sources of landmark data that could be leveraged, how best to go about adding landmark names to existing data sources, which organization(s) is best suited to accept responsibility for maintaining the data source(s), how might Web 2.0 technology be leveraged to assist with the development support of the landmark database, and explaining the difference between the proposed web service (can be used by many interests as a component of any number of applications) and the existing proprietary geocoding component of the Metro Transit's routing program (the software that supports the Council's system can be incorporated applications maintained by other organizations).

In response, Read commented that the intent is to develop this capability by leveraging existing the landmark names data maintained as a component of The Lawrence Group's Street Centerline Dataset and, as a next step, pursue integration of other sources, such as the Council's if available and the emergency management dataset being created by the State presented at the April meeting, as well as investigate creation of a Web 2.0 tool/mechanism to enable the users to add landmark names to the dataset.

Member Cook stated that he supports the proposal and believes school districts could make immediate use of a geocoding service that utilizes schools as landmark names to help property owners quickly obtain answers to questions like what is the service area for a particular school relative to their property location.

Mailing Label Web Service: Randy Knippel introduced his team's proposal by describing the benefits of using a mailing label web service compared to using the conventional practice, which requires the regional parcel data to be physically located on the user's computer system. He then provided an example of how the proposed "intelligent" web service would function in an interactive environment via the Internet.

He also emphasized that he also believes this project can help policy get a better idea of what is possible makers frame solutions to effectively address the long standing matter of non-government interests wanting access to parcel data. A goal of the project is to demonstrate that leveraging web service technology, which eliminates the need for physical access to the parcel data in its native format, can be an effective alternative having to have physical access to the data and thereby eliminate the need for licensure. (Go to http://www.metrogis.org/teams/pb/meetings/08_0723/5a_MetroGIS-PB-MailingLabels.ppt to view Knippel's slide presentation.)

A wide ranging discussion ensued about whether the service could use police cars (yes), possible to format the output options to print directly to an envelope (yes), the need for increased marketing among MetroGIS's existing stakeholder community of the capabilities currently available as well as those in the offing, the impact of Intellectual Property Rights laws on desired outcomes (asked for a presentation about these laws), and the need to balance data access fees against desire for free access (concurred this proposal provides a vehicle through which to explore solutions to this long standing policy issue).

Motion: Member Schneider moved and Member Pistilli seconded that the Policy Board:

- 1) Endorse the Coordinating Committee's finding that the three projects identified above, totaling \$23,500, would encompass prudent uses of Regional GIS Project resources as the anticipated importance and value to the MetroGIS community would exceed the requested amount of funding.
- 2) Recommend that the Metropolitan Council authorize funding for these projects under the 2008 MetroGIS Regional GIS Project program and enter into the required inter agency agreements by October 1, if possible.
- 3) That the Coordinating Committee offer ideas to the Board for consideration at its October 2008 for how to best use the \$1,500 in Regional GIS Projects funds not yet allocated.
- 4) Modify the project entitled "Landmarks Extension to the Geocoder Project" to include two additional deliverables: define the term "landmark name" and identify likely users of the service (to participate in a subsequent forum to define desired enhancements)."

Motion carried, ayes all.

Chairperson Reinhardt thanked the Coordinating Committee for its work to winnow the proposals to those that were recommended and to present the recommendations in a form valuable to the Board members.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the items in this section of the agenda

7. INFORMATION SHARING

There was no discussion of the items in this section of the agenda.

Member Elkins offered two candidates for presentations to the Policy Board future meetings:

- 1) Regional Economic Development Website. Alternate Member O'Rourke, who serves as the Board's liaison to the steering committee for the Regional Economic Development Website, commented that MetroGIS is among several organizations which the steering committee is aware that would learn about the progress being made on to accomplish the site's objectives. She agreed to inquire as to whether someone could be available to speak at the Board's October meeting and contact the Staff Coordinator.
- 2) Data Practices Law. The focus of this presentation would be how the law relates to objectives sought by MetroGIS. Member Elkins commented that an outcome could be to seek changes to the law current that might be needed to overcome obstacles to wide spread leveraging of investments in data development. Staff was directed to investigate possible speakers including Don Gimberling, who played a substantive role in the Legislature's adoption of the current law.

Member Cook shared that on August 12th, Mn CIO Gopal Khanna would be participating in the Digital Government Summit and asked if any of the Board members was planning to attend. The members asked Member Cook to provide information about the summit to them via staff.

8. NEXT MEETING

The next meeting is scheduled for October 22, 2008.

9. ADJOURN

The meeting adjourned at 8:30 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Tom Workman,
Carver County

Roger Lake,
MAWD

Dennis Hegberg,
Washington County

Dan Cook,
TIES

Randy Johnson,
Hennepin County

Steve Elkins,
City of Bloomington
Metro Cities

Terry Schneider,
City of Minnetonka
Metro Cities

Joseph Wagner,
Scott County

Tony Pistilli,
Metropolitan Council

Coordinating Committee

William Brown,
Chairperson
Hennepin County

Sally Wakefield,
Vice-Chairperson
1000 Friends of Mn

Staff Coordinator

Randall Johnson

Wednesday, October 22, 2008

6:30 p.m.

Metropolitan County Government Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

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 - e) Metro and State Geospatial Initiatives Update
 - f) Federal Geospatial Initiatives Update
 - g) September 2008 Coordinating Committee Meeting Summary
9. **Next Meeting** -January XX, 2009
10. **Adjourn**

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

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
July 23, 2008**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:40 p.m.

Members Present: Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Gary Swenson for Randy Johnson (Hennepin County), and Randy Maluchnik for Tom Workman (Carver County), Tony Pistilli (Metropolitan Council), Steve Elkins (Metro Cities – City of Bloomington), Terry Schneider (Metro Cities - City of Minnetonka), and Dan Cook (School Districts - TIES).

Members Absent: Jim Kordiak (Anoka County), Tom Egan (Dakota County), Joseph Wagner (Scott County), and Roger Lake (Metro Watershed Districts)

Coordinating Committee Members Present: William Brown, Rick Gelbmann, Randy Knippel, Nancy Read, Mark Vander Schaaf.

Support Staff: Randall Johnson, Mark Kotz, and Jonathan Blake (MetroGIS Staff Support Team)

Visitors: Jeff Matson, Center for Urban and Regional Affairs (CURA), University of Minnesota

2. ACCEPT AGENDA

Member Pistilli moved and Member Schneider seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Schneider moved and Member Pistilli seconded to approve the April 23, 2008 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy

The presentation summarized several studies that leveraged GIS technology focused the Twin Cities that were cited in a March 2008 report from the Lincoln Institute of Land Policy titled *Transforming Community Development with Land Information Systems*. (A copy can be obtained at <http://www.lincolninst.edu/pubs/PubDetail.aspx?pubid=1356>.) The subject case studies focused on housing issues surrounding the University of Mn campus, foreclosure research from a local non-profit agency, and a new storefront GIS, planning, and design organization which has opened along University Avenue in anticipation of the Central Corridor light rail transit line.

Jeff Matson, with the University's Center for Urban and Regional Affairs and a partner in each of the Twin Cities projects highlighted, provided an overview of each case study. He stressed the importance of the Regional Parcel Dataset and related access policies made possible via MetroGIS's efforts, without which these projects would not have been possible. Matson thanked the Policy Board for its pioneering efforts through which the seven-county, Regional Parcel Dataset was accomplished. He commented that he believes this dataset is unparalleled in the country, adding that only a few other areas in the country have achieved standardized parcel data across multiple counties but none involves more than three counties to his knowledge. He went on to compliment the Board for its work to encourage development of applications, web services, and other tools needed to move the exemplar parcel data resource into the community development process. He closed by also encouraging the Board to continue its work to pursue cross sector solutions to shared application needs, in particular those related to "Integrated Regional Data Systems". (Go to http://www.metrogis.org/teams/pb/meetings/08_0723/4_MetroGIS_policy_board_7-23-08.ppt to view Matson's presentation slides.)

Member Elkins commented that he was encouraged by the focus of the case studies on support of work to craft public policy, as opposed to operational oriented uses of the technology. He commented that he would like to see MetroGIS's efforts continue to support such work, the end result of which in his opinion provides the region with a competitive advantage.

Member Schneider commented that he found it interesting that none of the case studies addressed the topic of how to sustain funding for similar efforts. Matson concurred, noting that he was also disappointed that the critical element of funding was not addressed in the studies.

In response to an inquiry from Member Elkins about data that would improve the robustness of the research to which CURA does not currently have access, Matson named rental property characteristics and address-specific crime data.

Members suggested speaking to LOGIS for crime data and conjectured that as GPS technology is more widely integrated into the applications provided in police cars that crime data will become more robust and accessible.

Coordinating Committee member Read commented that the work of the U-Plan project (GIS store front within the Central Corridor that was highlighted in the report by the Lincoln Institute of Land Policy) is in effect supporting a goal of MetroGIS to better understand of the value of GIS technology.

Chairperson Reinhardt thanked Mr. Matson for his presentation. Mr. Matson agreed to provide staff with a hyperlink to a summary of the projects that he summarized in his talk.

5. ACTION/DISCUSSION ITEMS

a) 2008 Regional GIS Projects

William Brown, Coordinating Committee Chairperson, summarized the Committee's recommendation to fund three proposals for the 2008 program year comprising \$23,500 of the \$25,000 budgeted.

There was a brief discussion about the need to encumber the remaining \$1,500 before year end to capture these funds, whether through increasing the funds available to the subject projects or for some other, yet to be defined, use. It was agreed that a use for these funds should be proposed at the October meeting.

Chairperson Brown then introduced Mark Kotz, Nancy Read and Randy Knippel to explain the specifics of their team's respective projects.

Web-based Address Points Editing Tool: Mark Kotz introduced this proposed by noting that it is a component of the proposed Regional Address Points Dataset and that it also builds on work underway to develop a tool to synchronize address data produced by multiple organizations. Kotz added that the technology, once developed, would be applicable to filling crime and rental housing characteristic data needs cited earlier in the meeting by Jeff Matson. He then summarized how the proposed project aligns with outcomes previously defined by MetroGIS - pursue applications needed to address shared information needs, engage cities as partners in support of regional datasets, and improve address data. He concluded his remarks by summarizing the major tasks that would comprise the project and how the \$13,500 in requested funding would be used to supplement additional support activities to be provided by the project team.

In response to a question from Alternate Member Swenson, Kotz noted that a specific organization had not been identified as yet to host the application but that candidates included the Metropolitan Council and the Mn Land Information Management Center (LMIC) because once the technology is developed it is expected to have statewide applicability. (Go to http://www.metrogis.org/teams/pb/meetings/08_0723/5a_08_projects_Address_Points.ppt to view Kotz's slide presentation.)

Geocoder Extension for Landmarks: Nancy Read provided a brief overview of the purpose of the foundation Geocoder web-service project that is in progress, how it works, and the benefits expected to be realized once it is fully operational. She then explained that the current proposal would add the

ability to locate places by landmark name, which would be valuable when the location does not have a street address and cannot be located using a street intersection (e.g., building in a park). Read closed her remarks by summarizing the major tasks that would comprise the project, that the \$5,000 in requested funding would be used to retain the services of a programmer, and that LMIC has agreed to host the extended service as well as the foundation service. (Go to http://www.metrogis.org/teams/pb/meetings/08_0723/5a_08_projects_GeocoderII.ppt to view Read's slide presentation.)

In a supplemental request, Read asked the Board to consider allocating the \$1,500 in uncommitted project funds to the foundation geocoder service project currently under development. She explained that the team overseeing the geocoder service project had recently identified the need for two enhancements [add parcel and street segment IDs and add the original street name] that would greatly improve usability of the foundation service as originally anticipated. The cost to accomplish these modifications is \$1,880. Although the Board concurred that the suggested modifications to the foundation geocoder project are noteworthy it decided to defer further consideration until the relative merits of several options for use of this funding can be weighed against one another. The Board then asked the Committee for a recommendation to consider at its October meeting. Member Schneider also suggested that instead of pursuing incremental small modifications that he would prefer to bring together a number of the beneficiaries of this web service to define a larger enhancement project to be accomplished at one time, possibly as a partnered undertaking.

A wide ranging conversation followed about what is meant by the term "landmark" and the need for an agreed upon definition and standards, existing sources of landmark data that could be leveraged, how best to go about adding landmark names to existing data sources, which organization(s) is best suited to accept responsibility for maintaining the data source(s), how might Web 2.0 technology be leveraged to assist with the development support of the landmark database, and explaining the difference between the proposed web service (can be used by many interests as a component of any number of applications) and the existing proprietary geocoding component of the Metro Transit's routing program (the software that supports the Council's system can be incorporated applications maintained by other organizations).

In response, Read commented that the intent is to develop this capability by leveraging existing the landmark names data maintained as a component of The Lawrence Group's Street Centerline Dataset and, as a next step, pursue integration of other sources, such as the Council's if available and the emergency management dataset being created by the State presented at the April meeting, as well as investigate creation of a Web 2.0 tool/mechanism to enable the users to add landmark names to the dataset.

Member Cook stated that he supports the proposal and believes school districts could make immediate use of a geocoding service that utilizes schools as landmark names to help property owners quickly obtain answers to questions like what is the service area for a particular school relative to their property location.

Mailing Label Web Service: Randy Knippel introduced his team's proposal by describing the benefits of using a mailing label web service compared to using the conventional practice, which requires the regional parcel data to be physically located on the user's computer system. He then provided an example of how the proposed "intelligent" web service would function in an interactive environment via the Internet.

He also emphasized that he also believes this project can help policy get a better idea of what is possible makers frame solutions to effectively address the long standing matter of non-government interests wanting access to parcel data. A goal of the project is to demonstrate that leveraging web service technology, which eliminates the need for physical access to the parcel data in its native format, can be an effective alternative having to have physical access to the data and thereby eliminate the need for licensure. (Go to http://www.metrogis.org/teams/pb/meetings/08_0723/5a_MetroGIS-PB-MailingLabels.ppt to view Knippel's slide presentation.)

A wide ranging discussion ensued about whether the service could use police cars (yes), possible to format the output options to print directly to an envelope (yes), the need for increased marketing among MetroGIS's existing stakeholder community of the capabilities currently available as well as those in the offing, the impact of Intellectual Property Rights laws on desired outcomes (asked for a presentation about these laws), and the need to balance data access fees against desire for free access (concurred this proposal provides a vehicle through which to explore solutions to this long standing policy issue).

Motion: Member Schneider moved and Member Pistilli seconded that the Policy Board:

- 1) Endorse the Coordinating Committee's finding that the three projects identified above, totaling \$23,500, would encompass prudent uses of Regional GIS Project resources as the anticipated importance and value to the MetroGIS community would exceed the requested amount of funding.
- 2) Recommend that the Metropolitan Council authorize funding for these projects under the 2008 MetroGIS Regional GIS Project program and enter into the required inter agency agreements by October 1, if possible.
- 3) That the Coordinating Committee offer ideas to the Board for consideration at its October 2008 for how to best use the \$1,500 in Regional GIS Projects funds not yet allocated.
- 4) Modify the project entitled "Landmarks Extension to the Geocoder Project" to include two additional deliverables: define the term "landmark name" and identify likely users of the service (to participate in a subsequent forum to define desired enhancements)."

Motion carried, ayes all.

Chairperson Reinhardt thanked the Coordinating Committee for its work to winnow the proposals to those that were recommended and to present the recommendations in a form valuable to the Board members.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the items in this section of the agenda

7. INFORMATION SHARING

There was no discussion of the items in this section of the agenda.

Member Elkins offered two candidates for presentations to the Policy Board future meetings:

- 1) Regional Economic Development Website. Alternate Member O'Rourke, who serves as the Board's liaison to the steering committee for the Regional Economic Development Website, commented that MetroGIS is among several organizations which the steering committee is aware that would learn about the progress being made on to accomplish the site's objectives. She agreed to inquire as to whether someone could be available to speak at the Board's October meeting and contact the Staff Coordinator.
- 2) Data Practices Law. The focus of this presentation would be how the law relates to objectives sought by MetroGIS. Member Elkins commented that an outcome could be to seek changes to the law current that might be needed to overcome obstacles to wide spread leveraging of investments in data development. Staff was directed to investigate possible speakers including Don Gimberling, who played a substantive role in the Legislature's adoption of the current law.

Member Cook shared that on August 12th, Mn CIO Gopal Khanna would be participating in the Digital Government Summit and asked if any of the Board members was planning to attend. The members asked Member Cook to provide information about the summit to them via staff.

8. NEXT MEETING

The next meeting is scheduled for October 22, 2008.

9. ADJOURN

The meeting adjourned at 8:30 p.m.



TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration
Regional Datasets and Analysis of School District Housing Stock

DATE: October 6, 2008
(For the Oct. 22nd meeting)

INTRODUCTION

The GIS Technology Demonstration planned for the October Policy Board meeting will focus on how school districts are using regional datasets endorsed MetroGIS, in particular the Regional Parcel Dataset, to support analysis of housing stock and, in turn, support decision making related to school census.

Dick Carlstrom, with TIES, and Hazel Reinhardt, who formerly served as the State Demographer, have agreed to make this presentation.

IMPORTANCE OF REGIONAL DATASETS TO SCHOOL DISTRICT DECISION MAKING

School board members and school district administrators make major decisions regarding facilities and programs that require accurate up-to-date information regarding school district demography. GIS technology combined with the regional parcel and centerline datasets is a powerful tool for demographic analysis that provides the information required.

BACKGROUND ON SPEAKERS

Dr. Hazel Reinhardt -- Formerly the Minnesota State Demographer, Dr Reinhardt now consults with corporate and public sectors regarding demographic and marketing analysis.

Dick Carlstrom – GIS specialist for TIES, Dick provides demographic and geographic mapping and data analysis to school districts, specializing in housing and population analysis.

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

PREVIOUS GIS TECHNOLOGY DEMONSTRATIONS

- July. 2008 Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008 Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS's Role in Response to the I-35W Bridge Collapse
- Oct. 2007: Web maps open government to citizens - Metropolitan Mosquito Control District
- Jul. 2007: Metropolitan Council new "Maps" mini website
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs
- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *(No presentation)*
- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Data Sharing/GIS Coordination Experience During the RNC

DATE: October 9, 2008
(For the Oct. 22nd meeting)

INTRODUCTION

The GIS community played a role in support of the Republican National Convention (RNC) held the first week of September in the City of St. Paul. Several observations and information taken away from the experience are presented in the attached handout.

Gordon Chinander, GIS Coordinator with the Metropolitan Emergency Service Board, has agreed to lead this presentation.

COORDINATING COMMITTEE CONSIDERATION

Mr. Chinander, a member of the Coordinating Committee, prepared the attached handout for the Committee's meeting on September 17th. The Committee concluded, and Chairperson Reinhardt concurred, that this information should be presented to the Policy Board at the October meeting.

Chairperson Brown also expressed interest learning about any findings that have led to changes in policy and the potential for developing/adopting best practices from this experience.

RECOMMENDATION

No action requested.

RNC GIS Update

This was the first time that either Political Party held their convention that covered two cities. The Convention itself was held at the Xcel Centre in Saint Paul while the hotels used by most delegates were in Minneapolis. This unique setup required communication and planning between most of the metro area communities.

Below are some of the observations and information taken from the is event.

1) This was the first time ever that a local GIS organization was allowed into the Multi Agency Communication Center (MACC). I have been told by the U.S. Secret Service and National Geospatial Intelligence Agency (NGA) that the addition of local GIS was very positive and that this will become a model for future MACC.

2) The NGA was very impressed at the level of GIS in the metro area. Almost every dataset they wanted was available...initially the only downside was the licenses that were required to get the information. Federal government does not like to sign a user license agreement...in the end, counties and most cities were able to either drop the license agreement or allow the Metropolitan Emergency Services Board to sign for it. Below are the results

1) Ramsey County withdrew that requirement and allowed all of the requested GIS data be release to all Emergency Services and RNC related data requests.

2) Hennepin County - the USSS (secret service) had requested the data originally through me...Hennepin county allowed my license agreement to cover the RNC

3) City of Saint Paul offered their data with no license agreement

4) Mpls would not release their raw datasets to anyone without a license agreement. They did allow me to use my license agreement to put the data on a Common operating picture application that could be shared out (WMS)

5) City of Bloomington had no license request.

6) Dakota County supplied any data request to the RNC without a license agreement.

Overall I would say they were very impressed with the willingness to share information and were very impressed at the skill levels of the GIS professionals that worked with them. One of the highlights of the event was MnDOTS ability to tie together almost 800 cameras across both cities. Many of the cameras could be operated remotely at the MACC

GIS Community Role in Support of RNC

- I. Communication
 - a. Regional collaboration
 - i. Data collection
 - ii. Data creation
 - iii. Web Mapping Services
- II. Shared applications
 - a. Common Operating Picture
 - i. Data is the KEY
- III. Ability to share information
 - a. User License agreements
- IV. Professional GIS Staffing
 - a. Volunteers/Donated staff time
 - b. Communication
 - i. Jabber
 - ii. Shift Event Logs
 - iii. Local knowledge
 - c. Specialized equipment
 - i. Large format printers
 - ii. Laptops
 - iii. State/LMIC supplied workstation
 - 1. 9.3 ArcGIS
 - 2. Jabber
 - 3. Event Shift Log
 - 4. Virtual Network Connection (VNC)
- V. Hotwash/Debriefing
 - a. What went well
 - b. What could be improved
 - c. Knowledge of how a National Special Security Event (NSSE) is handled.



To: MetroGIS Policy Board

From: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

Subject: Use of Uncommitted 2008 Regional GIS Project Funds

Date: October 3, 2008
(For Oct 22nd Meeting)

INTRODUCTION

This report is in response to the Board's request for a recommendation as to how best use \$1,500 remaining in funds budgeted, but not allocated, for 2008 Regional GIS Projects. The Coordinating Committee has concluded that \$1,400 of the subject \$1,500 should be added to the \$14,000 previously approved for the 2007 Geocoder Service project. The additional funds would be used to correct unexpected programming issues critical to achieving the originally-proposed functionality.

DIRECTION RECEIVED FROM THE POLICY BOARD

At its July 23rd meeting, the Board recommended that the Metropolitan Council fund three 2008 Regional GIS Projects, which totaled \$23,500, and requested a recommendation from the Committee as to the best use for the remaining \$1,500 budgeted for this purpose. Use for the subject project was prompted by a request of the Board from Nancy Read, on behalf of the Geocoder Project Team, to allocate these funds toward a \$1,880 cost overrun for the in-progress Geocoder Service Project, funded under MetroGIS's 2007 program. The funding source is the Metropolitan Council, as part of the "foster collaboration" budget.

COORDINATING COMMITTEE CONSIDERATION

At its September 17th meeting, the Coordinating Committee concluded that use of the subject funds to correct unexpected programming issues that arose during testing of the Regional Geocoder funded as a 2007 MetroGIS project is both justified and the best use of the subject \$1,500. Specifically, the Committee concurred that: 1) the required modifications are **critical to the proper operation** of the originally proposed project and 2) this is the **highest priority use** for the subject funds. (Refer to the Reference Section for an explanation of the subject programming issues). Note, that at the direction of the Policy Board Chair, on August 28, 2008 Coordinating Committee members were invited to suggest alternative uses for the subject \$1,500 to ensure all viable options are considered. No suggestions were received.

The Committee also directed staff to recommend guidelines for its consideration to assess the appropriateness of funding "enhancements" to previously funding projects. These guidelines are to distinguish between unexpected issues critical to functioning of the original project, as is the situation in this case, and enhancements to an original product. (See the Reference Section for a listing of questions that the Committee asked staff to investigate.)

PROCUREMENT REQUIREMENTS

The Metropolitan Council's procurement rules grant administrative authority to increase project funding up to 10 percent above the original authorization to pay unexpected costs critical to the success of a project. In this case, up to \$1,400 can be granted, as the original allocation was \$14,000. Since the original project was funded with Council funds, this 10 percent amendment ceiling must be adhered to.

RECOMMENDATION

The MetroGIS Policy Board concur that \$1,400 in 2008 Regional GIS Project program funds should be authorized to rectify unanticipated programming issues encountered during development of the 2007 Geocoder Service Project, on the basis that rectification of the subject unanticipated programming issues is critical to proper functioning of the Regional Geocoding Service with regional datasets, as originally conceived.

REFERENCE SECTION

Programming Issues Encountered

In June, beta testing began for the PAGC geocoder software that was developed with \$14,000 in funding approved as a 2007 Regional GIS Project. When the Geocoder team met in July to review the product developed by the programmer and the results of the first month of testing, three issues were identified as important for users but not included in the original specifications:

- Returning the name of the street with the original spelling (geocoder service was normalizing some names, for example, returning “4th Street” or “Fourth Street” as “4 Street”)
- Returning the ID of the feature from which the address came (e.g. parcel ID or street segment) for use in querying further information about the address
- Returning both the situs City name and the mailing City name (“City_USPS” in the parcel database).

Correction of these issues is important to effective use of the geocoder service with MetroGIS Regionally Endorsed datasets, a situation not understood until the results of the beta testing were complete. The Geocoder Team does not anticipate the need for any additional programming changes once these issues are resolved. The total additional programming cost is \$1,880. Costs beyond any additional funding from MetroGIS will be covered by Geocoder Project Team member agencies.

Guidelines to Evaluation Appropriateness of Funding Enhancements

In the course of its discussion on September 17th, the Committee concurred with a staff suggestion that guidelines should be put in place to assess the appropriateness of funding “enhancements” to previously funding projects. Accordingly the Committee assigned responsibly to staff to recommend policy and associated guidelines to guide decision making for funding requests of MetroGIS to enhance products developed with MetroGIS resources, in particular, open source products and agreed that said policy must be in place prior to considering a specific request.

Questions to guide evaluation of a future such request include, but not be limited the following:

- 1) Define expectations regarding catalyzing investments from others for requests to enhance “open source” products developed with funding provided by MetroGIS.
- 2) How should leveraging of investments by other organizations be measured in terms of achieving enhancements to projects initially financed with MetroGIS resources?
- 3) What guidelines should be used to evaluate the merit of requests to enhance products? For instance:
 - It’s the request a product of assessing the needs of a broad range of beneficiaries and does it represent a comprehensive enhancement project, as opposed to incremental smaller projects?
 - Does the proposed enhancement(s) address a high priority shared need?
 - To what extent will the proposed enhancement(s) benefit the funding organization?



TO: Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Exploring Shared Needs with Non-Government Interests

DATE: October 3, 2008
(For the Oct 22nd mtg.)

INTRODUCTION

Policy Board endorsement is sought for a proposed strategy to explore interest among several major non-government organizations in working with MetroGIS to address shared information needs. The actual strategy is presented in Attachment A. Policy Board member Schneider participated in its development.

Specifically, Policy Board members are requested to:

- Offer refinements to the concept and methodology,
- Identify non-government leadership who should be considered as candidates to participate in this initiative,
- Decide on a thematic focus for the Phase I forum for non-government executives which is designed to catalyze discussion of possibilities.

COORDINATING COMMITTEE CONSIDERATION

On September 17th, the Committee unanimously endorsed the strategy presented in Attachment A. The Committee also identified two thematic focus options - *land information system or emergency preparedness* – that it believes are the best from which to achieve buy-in from private sector executives to further investigate the viability of collaborative solutions. The Committee deferred to the Board's preference. (Refer to the Reference Section for an excerpt from the Committee's meeting summary, in particular, questions suggested by the Committee to facilitate discussion at the proposed Phase I forum.)

COMPONENT OF LARGER INITIATIVE

The top priority set for MetroGIS with the adoption of the 2008-2011 Business Plan in October 2007 was to define shared application needs and pursue collaborative solutions to them. A forum held in January 2008 launched work to address this priority. A recommendation for opportunities that hold substantive promise is expected to be considered by the Coordinating Committee at its December 2008 meeting. Representatives from all sectors will participant in this process to define shared application needs. The subject strategy is designed to leverage information gained from the November forum.

PURPOSE AND RESEARCH OBJECTIVES – PARTNERING WITH NON-GOVERNMENT INTERESTS

Another objective called for in the 2008-2011 Business Plan ,and the subject of this report, is to seek out partnering opportunities with non-government interests to improve cost effectiveness by addressing shared data and application needs with collaborative solutions. (See the Reference Section for the breath of the policy foundation that authorizes this initiative and for an overview of initial efforts to confirm interest among non-government leadership.)

Achieving sustainable, cross-sector partnering is also a fundamental tenant to achieving the vision of the National Spatial Data Infrastructure (NSDI), of which MetroGIS is intended to serve as a building block. In both instances, existing government-centric organizational structures may need to be modified to engage non-government interests as full partners.

Accordingly, the proposed initiative is designed around three research questions or drivers:

- 1) Do private sector and non-profit interests have geospatial needs that overlap with government needs?
- 2) Are non-government interests are willing to partner with the public sector to address shared needs?

If so, defining technical solutions to identified shared needs, which leverage non-government resources, would test a hypothesis fundamental to realizing the vision of the NSDI; that is, business drivers are, in fact, strong enough to justify cross-sector collaboration to address shared needs.

Proposal: A two-phase strategy is proposed. The first phase would involve hosting a 2-3 hour forum attended by senior executives and policy makers for the purpose of reaching an agreement-in-principle that the idea warrants further consideration. Initial one-on-one meetings would be held with individuals, who report to the subject senior executives, to ensure internal support. If there is agreement among the senior executives that further investigation of a cross-sector strategy is warranted, a second phase would involve creating a “Private Sector Coordinating Committee”. This group would be charged with defining shared geospatial needs of private sector interests that are also shared with government interests. (See Attachment A for more information about the suggested responsibilities of this proposed Committee.)

If partnering with non-government entities is demonstrated to be valuable and viable:

- 3) The next phase of the initiative would involve addressing the question “what modifications to MetroGIS’s current organizational structure, if any, will need to be made to implement and sustain support for these cross-sector solutions?”

Proposal: The label of “Information Utility” is offered as a concept from which to evolve a next-generation organizational/governance structure to achieve and sustain cross-sector collaboration. This “utility” would be supported via a business model to be defined by the beneficiaries. The MetroGIS “information utility” would be designed with the intention of being nested with a supporting and complimentary structure at the state and national levels.

TESTBED OPPORTUNITY

The convergence of the following four contemporary circumstances or “drivers” influenced design of this initiative. Although, they are not unique to the situation in the Twin Cities, MetroGIS appears to be ahead of other areas in the country in recognizing the need to act on them in the near term. Accordingly, MetroGIS is well positioned to serve as a testbed, the results of which will hopefully catalyze similar action beyond the Metro Area important to MetroGIS’s ability to fully achieve its goals. Finally, the Staff Coordinator recently learned that faculty at the University of Minnesota are interested in studying the dynamics of cross-sector partnerships. The prospect of leveraging this complimentary interest is being investigated.

- 1) **Need for Broader Base of Support:** Collaboration does not just happen. It takes resources to support a variety of activities involved in effectively defining, implementing, and overseeing satisfaction with collaborative solutions to shared geospatial needs. Reliance upon one organization for the resources to support these activities is inherently risky. (See Agenda Item 7a for an explanation of current support limitations, which in large part are due to a hiring freeze.)
- 2) **Need to Demonstrate That Private Sector Interests Are Willing to Partner:** A premise of the National Spatial Data Infrastructure (NSDI) assumes that interests affiliated with all sectors (private, non-profit and government) will be engaged in management of the national fabric of data, applications, infrastructure, best practices, guiding policy and procedures. Yet, to staff’s knowledge, there is no working example of an organizational structure that demonstrates non-government interests will, in fact, accept roles and responsibilities in partnership with government interests to achieve sustainable collaborative solutions to shared information needs. The proposed initiative is designed to test the notion that private sector interests, some competitors, are willing to collaborate to achieve standardized foundation components from which they can “hang” their propriety knowledge and products.
- 3) **Need to Broaden Participation in Governance Structures:** There is a growing recognition, including among members of the National Geospatial Advisory Committee (NGAG), that a move away from the FDGC-centric, top-down governance model is needed to achieve the vision of the NSDI and that testbeds are needed to evolve an alternative governance model(s) workable at the state and substate levels that are also consistent with the NSDI vision. The concept of an “Information Utility” noted above, is offered as a place to begin this dialogue. If the subject initiative is successful, the

resulting organizational structure is expected to serve as a working model to catalyze policy decisions concerning other building blocks of the NSDI.

- 4) **Recognition That a New Governance Model Is Needed:** A window of opportunity may exist as a component of the state's Functional Transformation initiative to demonstrate the value of a cross-sector governance structure designed to manage a collaborative, virtual enterprise. The project leadership team is aware of the growing understanding of the need to move away from FGDC and state-government-centric governance models in favor of "national" and "statewide" governance models. As an example of such a cross-sector governance philosophy, MetroGIS functions as a freestanding regional entity for policy setting and fostering collaborative solutions relevant to the entire community.

RECOMMENDATION

That the Policy Board:

- 1) Offer suggested refinements to the concept and methodology presented in Attachment A.
- 2) Identify non-government leaders who should be considered as candidates to participate in the proposed Forum.
- 3) Decide the thematic focus (e.g., land information system or emergency preparedness) that has the best chance of achieving buy-in among non-government executives that there is merit to pursuing collaborative solutions to shared information needs through bundling of capabilities (e.g., data, web services, applications, infrastructure, support) across sectors.

REFERENCE SECTION

A. INTEREST IN CONCEPT CONFIRMED

As was reported to the Committee at its June meeting, staff began work to develop the subject strategy and explore interest among private sector interests in partnering with MetroGIS to address shared information needs. The idea of pursuing development and support of a cross-sector “Land Management Information System” was offered as a “for instance” to catalyze conversation. In all cases, the idea of exploring opportunities to partner on collaborative solutions to share needs was well received. (See Attachment B for an example of the message).

The proposed initiative was shared in early August with Professors Bryson and Crosby, with the University of Minnesota Humphrey Institute. They expressed interest in exploring the idea of assembling an interdisciplinary team of University of Minnesota faculty might to assist with exploring the validity of the notion that non-government and government interests will be willing to collaborate and to assist with evaluation of governance/organizational structure options to achieve such interaction.

The encouraging results of these investigatory discussions were shared at the July Policy Board member with the Policy Board member Schneider, who has been the strongest champion on the Policy Board for finding a way to effectively collaborate with the private sector. It was agreed that the concept should be matured through conversation with the Committee. Hence, this report.

B. POLICY FOUNDATION AND AUTHORIZATION

Overview: The concept of forming a Private Sector Coordinating Committee was first suggested by Policy Boardmember Schneider at the conclusion of the November 2005 forum, entitled "Beyond Government Users: Future Directions for MetroGIS".¹ Its purpose would be to foster partnering opportunities between MetroGIS's local and regional government interests and non-government entities that serve the Twin Cities metropolitan area to achieve priorities important to both stakeholder communities. The results the 2005 forum played a substantive role in establishing the following policy directive set forth in the 2008-2011 Business Plan, which was adopted on October 27, 2007:

“...seek opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests”.

The 2005 forum also played a role in the design of the “*Meeting Shared Geospatial Needs Beyond Data*” Workshop (<http://www.metrogis.org/data/apps/defineapps.shtml>) hosted by MetroGIS on January 24, 2008.

Detailed chronology: The following listing of major activities and actions provides a chronology of MetroGIS's efforts to seek out partnering opportunities with non-government interests for collaborative solutions to shared information and related infrastructure needs.

1. September 1996-May 1997: The first major activity undertaken by MetroGIS involved defining priority shared information needs from which to focus development of regional data solutions. Over 125 individuals were involved in this five-part effort. They represented the entire community of stakeholders (all government interests that served the Twins Cities and numerous non-profit, academic, utilities and for-profit interests). About 15 percent of the participants represented non-government interests. For more information, see <http://www.metrogis.org/data/about/index.shtml>.

2. Continuously: Membership of Coordinating Committee and Technical Advisory Team have included members representing both government and non-government interests since initially established.

3. Continuously: Each regional solution (e.g., regional parcel dataset DataFinder) is periodically evaluated for desired enhancements. The process through which evaluation occurs is guided by the results of a Peer Review Forum. Representatives from the broad user community have routinely accepted invitations to participate in these events.

¹ The final report can be viewed at http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf.

4. November 2005: The concept of forming a Private Sector Coordinating Committee, as a means to foster collaboration with non-government interests concerning solutions to shared geospatial needs, was first suggested by Policy Boardmember Schneider at the conclusion of the November 2005 forum, entitled "Beyond Government Users: Future Directions for MetroGIS" (see overview). Recommendations from this effort were consolidated into the following five "opportunities", which the participants believed held the most promise for substantive and achievable initiatives. Each of these ideas was subsequently integrated into the 2008-2011 MetroGIS Business Plan, Item 2 below:

- Expand Policy Board membership to include non-government interests
- Foster an Open Source Data Model
- Foster a Marketplace for Geospatial Data Resources
- Implement ApplicationFinder concept
- Foster statewide adoption of Principles that Underpin MetroGIS.

5. October 27, 2007: The Policy Board adopted the 2008-2011 MetroGIS Business Plan. In adopting this Plan MetroGIS leaders concurred that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:

- Expand solutions to shared geographic information needs beyond data-centric solutions to **include applications** and, if necessary, related infrastructure.
- Seek opportunities to **partner with more non-government interests** to collaboratively address information needs they share with government interests.
- When appropriate and on a project-by-project basis, seek ways to **improve interoperability** of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.

This concept builds on the top two directives and possibility the four depending upon the service areas associated with prospective non-government partners.

6. January 24, 2008: MetroGIS's January 24th "Beyond Data" Workshop was in part designed to act on this Since that time, additional opportunities for private sector involvement, the most recent being the, have been pursued. Staff continues to investigate interest among private sector interests to pursue this concept.

7. April 2008: The National Geospatial Advisory Committee (NGAC) acknowledged that a new organizational structure that incorporates all sectors as equals, as opposed to the government-centric models attempted to date, will be needed to achieve the vision of the National Spatial Data Infrastructure (NSDI). Pursuit of a cross-sector collaboration models by MetroGIS would be a valuable testbed for the discussions pending before the NGAC as: a) MetroGIS Staff Coordinator and Hennepin Commissioner Johnson and MetroGIS Policy Board member are both members of the NGAC – Johnson also being a member of the NGAC Organizational Design Workgroup and b) MetroGIS's underpinning philosophy has built upon that of the NSDI since its inception.

8. May 2008: The state of Minnesota launched a Drive to Excellence initiative designed to implement organizational modifications required to more fully achieve coordination of geospatial investments. MetroGIS's efforts to achieve sustainable cross-sector collaboration could serve as a valuable testbed to catalyze statewide innovation necessary for MetroGIS to fully realize its objectives.

9. June 2008: The National Association of State CIOs published a report titled "Governance of Geospatial Resources: "Where's the Data? Show Me – Maximizing the Investment in State Geospatial Resources" (<http://www.nascio.org/publications/documents/NASCIO-GovernanceGeospatialResources.pdf>). A major governance theme is an acknowledgement of the need for effective inter-enterprise collaboration – exactly the objective sought by MetroGIS in adoption of its 2008-2011 Business Plan. The outcomes described in this report, together those desired via the governance related NGAC and Drive to Excellence initiatives, provide a window of opportunity for MetroGIS to continue influence policy beyond the Twin Cities that is important to fully realizing local objectives.

10. June 2008: The MetroGIS Technical Leadership Workgroup launched concurrent initiatives related to pursuing collaborative solutions to specific shared application needs.

C. EXCERPT FROM SUMMARY OF SEPTEMBER 17, 2008 COORDINATING COMMITTEE MEETING:

5e) Exploring Shared Needs with Non Government Interests

The Staff Coordinator summarized the proposal, as outlined in the agenda report, in particular the request of the Committee to offer examples of partnership possibilities, such as a regional land information system which would support queries of data provided by multiple, cross-sector producers.

Chairperson Brown questioned why a county representative had not been included in the list of candidate participants for the Phase I meeting of policy makers and senior non-government managers. He raised this concern from the position that as producers interest among counties in partnering must be confirmed. After some discussion, the group concurred that the focus should remain, as suggested, on partnering opportunities needed to achieve functionality enhancements that are supported by a range of data types and not limited to opportunities that rely upon existing endorsed regional datasets (e.g., parcel data).

Member Knippel continued by stating that in addition to the suggested land information model theme that the time is also ripe to explore partnering possibilities related to the theme of emergency preparedness. This comment led to a broad discussion about how best to stimulate the discussion at the Phase I forum - who should be invited to participate (e.g., utilities), need to structure the conversation to ensure the focus is on collaborative objectives, and potential outcomes if partnering is successful.

Knippel offered the label of “current, accurate, virtual models of the community” as a means to better relate to the private sector’s business needs. He also concurred that the proposal to create a private sector coordinating committee would be a good way to test willingness on the part of non-government interests to engage and contribute to collaborative solutions with government interests.

Chinander offered the option of limiting the discussion initially to an emergency management focus as a way to engage the utilities, real estate, banking interests and possibly others, who possess information valuable to partnerships, but who have not elected to share data previously due the sensitivity of their data.

It was agreed that the methods and facilitation questions should drive toward the following outcomes and in terms that an executive can related to:

- Missed opportunities if there is no change in current geospatial environment
- High level business needs that the private sector shares with government. How can we do ____ better through partnering. Business function, NOT a data focus. The more concrete the better
- Contributions the private sector is willing to make to catalyze collaborative solutions (what does the private sector have that the public sector needs?)
- What does the private sector need to get in return to consider partnering with the public sector (e.g., non-disclosure agreements)?”.

Read suggested that the Phase I meeting should be targeted to one of the two major themes discussed at this meeting - **land information system or emergency management** - and that both options should be shared with the **Policy Board to decide among them**, with the understanding that the participants will be different. The Committee members concurred. The group also concurred that the **outcome(s) needs be more clearly defined** (e.g., 4-5 pilot projects to demonstrate the value cross-sector partnering and which resolve policy obstacles such as those presented with current non-disclosure requirements.)

Read then called attention to the statement made by the Staff Coordinator in the agenda report that if partnering with the private sector is demonstrated to be viable that MetroGIS’s current government-centric organizational would likely have to change to sustain cross-sector partnering. She asked staff to elaborate. The Staff Coordinator shared the major organizational/governance changes that he believed would be needed, including: securing legal standing, expanding the policy board to include non-government voting members, and implementing a mechanism that does not currently exist to nest regional organizations, such as MetroGIS, within a statewide structure for Minnesota, and ultimately within a national structure. He went on to note that the National Geospatial Advisory Committee (NGAC) has recognized exactly the same need and tasked one of its working groups, which he is a member, to investigate options to, in effect, reinvent the way we

currently work across organizational lines to support core functions of the NSDI (e.g., regional parcel dataset that is interoperable with parcel data produced by adjoining jurisdictions).

Read asked if any work had been initiated to investigate specific organizational structure options. Johnson commented that this need had been shared with faculty at the University of Minnesota and that an NGAC colleague is also looking into other options to help frame the issues that will need to be addressed. In all cases, the axiom of form follows function would drive the evaluation. More specifically, once specific shared application needs are defined and partnering is demonstrated to be viable, the investigation will shift to evaluating specific organizational options appropriate for the desired partnership(s). The concept of an Information Utility, cited in the agenda report, was offered as an example of an idea that has been offered for further investigation. There was no further comment on this topic.



Proposed Strategy

Investigating Possibilities

Partnering with Private Sector to Address Shared Information Needs

OBJECTIVE

Establish a working relationship between the MetroGIS leadership, the MetroGIS Coordinating Committee and the private sector to identify and capitalize on mutually advantageous activities relating to sharing and utilizing geo-spatial information.

CONTEXT

Since its beginnings, MetroGIS has sought participation from non-government interests to define shared geospatial needs. However, it was not until 2005, that MetroGIS began to consider seeking out interest on the part of non-government interests to partner on solutions to shared needs. The investigation that began in 2005 resulted in an October 2007 directive of the MetroGIS Board to proactively seek out such partnering opportunities with non-government interests. The 2007 directive occurred with the adoption of the 2008-2011 MetroGIS Business Plan.

This proposal acts on the October 2007 scope expansion directive. (Refer to the Reference Sector for a timeline of actions and events that have led to this proposal.)

OUTCOME

Identify 4 to 5 pilot projects to demonstrate the value cross-sector partnering and through which to resolve policy obstacles (e.g., issues raised with current non-disclosure requirements).

CONCEPTUAL METHOD (to launch)

1) Phase I – Achieve Concept Buy-In – January 2009

MetroGIS to host a 2-3 hour forum at which 10-12 leaders of several key non-government interests would meet with 3-4 Policy Board members to investigate interest in working with MetroGIS to define shared information needs and collectively pursue solutions, as the needs dictate. The theme of the forum would focus on land information systems and/or emergency preparedness to catalyze discussion of possibilities. Buy-in will be sought that further investigation of potential collaborative solutions is warranted

Attendees – Phase I:

Policy Board Members: Councilmember Schneider, Councilmember Elkins, Councilmember Pistilli and Chairperson Reinhardt

Private Sector Leadership: 10-12 individuals TBD. (Note: To test receptiveness to this concept, the Staff Coordinator has spoken with several individuals, each of whom has been expressed interest in participating. These initial contacts were with individuals affiliated with the Mn High Tech Association, TIER 3 Consulting, Information Builders, Urban Land Institute-Mn, CB Richard Ellis, Excensus, and The Lawrence Group). Evaluating the potential for a cross-sector supported regional land management information system excited each as a possible collaborative endeavor.

Other candidate interests identified as potential participants, but not yet contacted, include the Regional Chamber of Commerce, Xcel Energy, Regional MLS, Minneapolis Star and Tribune,

Sears, U of M, Great River Energy, prominent Planning and Engineering Consultant, and a GIS vendor?

2) Phase II - Create Private Sector Coordinating Committee

If the buy-in sought in Phase I is accomplished, a key component of this proposal is the formation of a "private sector coordinating committee" to work with MetroGIS to jointly investigate opportunities for cross-sector solutions to specified shared information needs. This proposed Committee would be comprised of major private sector users of geospatial technology, which serve the Twin Cities metropolitan area. The Committee would be self-organizing, once key interests to the MetroGIS community are encouraged to participate. The Committee would also be principally supported by its member interests and have responsibility for:

- Defining shared needs among non-government interests
- Working collaboratively with MetroGIS leadership to define needs shared by both stakeholder groups -
- Working with MetroGIS leadership to refine the following principals of collaboration adopted by the Policy Board in January 2006, if necessary to achieve cross-sector collaboration solutions:
 - *Value added to public sector assets is encouraged provided it does not detract from the public sector objective.*
 - *Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.*
 - *Contributions can be comprised of funds, data, equipment and/or people.*
 - *Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.*
- Working in conjunction with MetroGIS leadership, build upon the recommendations set forth in the 2008-2011 Business Plan to define sustainable solutions to geospatial needs shared by both the government and non-government communities, including and not limited to, modifications in the current MetroGIS organizational structure. How can we work together to reduce costs? What innovations can we work together to develop? How can we promote a statewide cooperative GIS effort?
- To facilitate interaction between the MetroGIS Policy board and the Private Sector Coordinating Committee, MetroGIS Leadership will discuss having the chair of the Private Sector Coordinating Committee have a seat on the Policy Board along with the chair for the existing Coordinating Committee as a non-voting ex-officio member.

(Note: If this effort to seek a collaborative relationship with for-profit interests is successful, a similar effort would be undertaken for non-profit interests.)

ATTACHMENT B

Invitation Send to MHTA Membership

Peter Lindstrom, Vice President of Public Affairs, for the Minnesota High Tech Association has agreed to include the following invitation from Chairperson Reinhardt in an electronic newsletter to be distributed to 1,500 tech leaders in MN. Mr. Lindstrom also agreed to send it directly to a few select MHTA members who may be interested in the subject proposed forum.

Leadership of NHTA Member Organizations That Utilize Geospatial (GIS) Technology:

Thank you to Peter Lindstrom for kindly agreeing to forward this invitation to you.

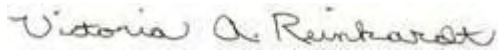
By way of introduction, I serve as the Chairperson of the MetroGIS Policy Board. The purposes of this message are to:

- 1) Announce MetroGIS's intention to host a forum, which will explore private sector interest in collaborating with public sector entities to address shared information needs; and
- 2) Confirm interest from executive managers, representing diverse private sector interests utilizing geospatial technology, to join several Policy Board members in a conversation to explore interest in working together to address shared information needs.

MetroGIS is a regional geographic information systems (GIS) initiative serving the seven-county Metropolitan Area in Minnesota. It was created in 1996 to promote and facilitate widespread sharing of geospatial data. MetroGIS is a voluntary collaboration of local and regional governments, with partners in state and federal government, academic institutions, nonprofit organizations and businesses that utilize GIS technology to carry out their business functions. Its governing body, the MetroGIS Policy Board, is comprised of twelve policy makers, who are elected or appointed officials. More information about MetroGIS's purpose, participants, accomplishments, and current initiatives can be viewed at www.metrogis.org.

To confirm interest in participating in this proposed forum or to obtain more information, please contact Randall Johnson, MetroGIS Staff Coordinator, at 651-602-1638 or randy.johnson@metc.state.mn.us. It would be appreciated if you would contact Randall on or before September 5th if you are interested in participating.

Sincerely,



Victoria Reinhardt,
MetroGIS Policy Board Chairperson and
Ramsey County Commissioner

cc: Policy Board
Staff Coordinator



To: MetroGIS Policy Board

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

Subject: 2009 Meeting Schedule - MetroGIS Policy Board

Date: October 1, 2008
(For Oct 22nd Meeting)

INTRODUCTION

A suggested meeting schedule for 2009 is presented below for the Board's consideration. No Policy Board meetings have been scheduled beyond October 22, 2008.

BACKGROUND

Meeting location: The Policy Board has met at the Metro Counties Government Center (2099 University Avenue, St. Paul) since mid 2006.

Nancy Read, with the Metropolitan Mosquito Control District and member of the Coordinating Committee, has hosted the meetings at the Metro Counties Government Center and is willing to do so again for the 2009 meetings if the Board wishes to continue to meet there.

Meeting dates and times: During this past year, the Policy Board met on either the third or fourth Wednesday of the month, beginning at 6:30 p.m. Alternating between the third and fourth Wednesday of the month was done to avoid known conflicts. The Board has generally met on these days since it was established in 1997.

SUGGESTED 2009 MEETING SCHEDULE

<u>Suggested Meeting Date</u>	<u>Anticipated Major Topics</u>	<u>GIS Demonstration Suggestions</u>
Jan 28, 2009 4 th Wednesday	<ul style="list-style-type: none">• 2009 Program Objectives• 2009 Foster Collaboration Budget• Strategy to Pursue Shared Application Needs	Twin Cities Economic Development Website
Apr 29 th 5 th Wednesday	<ul style="list-style-type: none">• Election of Officers• Strategy to Achieve Regional Address Points Dataset• Leadership Development Plan	Mn Data Practices – Relevance to MetroGIS's Efforts
Jul 29 th 5 th Wednesday		
Oct 28 th 4 th Wednesday		

RECOMMENDATION

The MetroGIS Policy Board is respectfully requested to set its 2009 meeting schedule and location.



TO: Policy Board

FROM: Coordinating Committee
Chairperson – William Brown, Hennepin County
Staff Contact - Randall Johnson (651-602-1638)

SUBJECT: Leadership Development Plan – Key Elements

DATE: October 3, 2008
(For the October 22 mtg.)

INTRODUCTION

The Coordinating Committee respectfully requests approval by the Policy Board of ten key elements upon which to develop a more detailed Leadership Development Plan. They are presented in Attachment A.

Jonathan Blake, the principal author of the recommended key elements, will be presenting this item for the Board's consideration. Mr. Blake was with the firm of Richardson Richter Associates when he authored this proposal. Richardson Richter Associates has assisted MetroGIS on a number of projects.

Implementation of a Leadership Development Plan is called for in the [2008-2011 MetroGIS Business Plan](#) (Section VIII, Tactic 3) in recognition of the importance to proactively prepare for future vacancies and retirements of key management and political leaders.

COORDINATING COMMITTEE CONSIDERATION AND PREVIOUS BOARD DIRECTION

On September 17th, the Committee unanimously recommended that the Policy Board approve the proposed ten key elements for a Leadership Development Plan as presented in Attachment A. Several specific suggested next steps were also recommended by the Committee. They are embedded in the listing of key elements to ensure that they are dealt with in the detailed plan.

A detailed accounting of previous direction received from the Policy Board and Coordinating Committee pertaining to development of the subject plan is provided in the Reference Section.

PLAN DEVELOPMENT PROCESS

Once the key elements for the proposed plan are approved by the Policy Board, drafting of a detailed plan to achieve these key elements or desired outcomes would commence. A workgroup of the Coordinating Committee would provide oversight of the drafting process. The preliminarily endorsed 2009 budget and work plan call for seeking a professional services arrangement to support research and development of detailed strategies for the proposed plan.

RECOMMENDATION

That the Policy Board approve the proposed key elements upon which to base a MetroGIS Leadership Development Plan listed in Attachment A, dated September 17, 2008.

REFERENCE SECTION

PREVIOUS POLICY BOARD AND COMMITTEE DIRECTION

1. October 17, 2007: the Policy Board:
 - a. Approved Major Program Objectives for 2008 which included adoption and implementation of a plan “to achieve an orderly succession of leadership (Leadership Succession Plan). The title has since been modified by the Coordinating Committee to Leadership Development Plan to reflect a pro-active, preparatory focus on securing leaders who are well grounded in the vision, accomplishments and community preferences for solutions to shared geospatial needs.
 - b. Approved, as a component of the [2008-2011 MetroGIS Business Plan](#), preparation of a plan in which “current and prospective leaders are identified at the policy, management, and technical levels within organizations critical to the long-term success of MetroGIS. The Plan should provide a proactive program to ensure that individuals interested in assuming MetroGIS leadership roles have adequate skills to carry out the requisite responsibilities.” (Activity Area 8: Optimize MetroGIS Governance and Organizational Structure)
2. December 18, 2007: the Coordinating Committee reviewed a preliminary outline for Leadership Development Plan, consistent with direction received from the Policy Board on October 27. The Committee concurred with the general direction but requested that staff expand the plan with more specific recommendations and action items. The Coordinating Committee requested an updated draft plan for its June 18 meeting, at which time the committee will determine if a Leadership Development Workgroup is necessary to continue work on plan development.

The following is a detailed summary of direction received from the Committee:

5g) Proposed Leadership Succession Plan Components

Staff Coordinator Johnson commented that development of a Leadership Succession Plan (*currently referred to as the Leadership Development Plan*) had been defined as a top priority for 2008 as a result of the Policy Board adopting the 2008-2011 MetroGIS Business Plan. He noted that there is recognition in the Business Plan that MetroGIS is heavily dependent on support from several key individuals for its success and should be prepared to quickly transition to willing, supportive, and capable successors when these key supporters leave the effort.

Blake then explained the six components upon which to develop a leadership succession plan, as cited on page 59 in the [agenda report](#), and asked for comment.

Harper suggested that a seventh component should be added to the list –“Structural Issues”. She offered an example of the Coordinating Committee adopting a policy where each of its members should designate an alternate to attend when they are not able to attend. She also suggested that an attempt should be made to identify the qualities that are desirable in Committee members so current members can identify appropriate alternates and candidates for future membership.

Read commented that the majority of emphasis in the Plan should be on matters that the Committee can control and not spend a lot of time on matters that it cannot control (e.g., transition of Board members following an election).

Motion: Harper moved and Read seconded that the Coordinating Committee that:

- 1) The six components outlined in the agenda report, together with the seventh component offered by Harper, provide a satisfactory foundation upon which to develop a more detailed plan.
- 2) Staff prepare a more detailed plan for consideration by the Committee at the March meeting, focusing on situations that the Committee can control.

Motion carried, ayes all.

3. April 25, 2008: Interview of MetroGIS Leadership on Leadership Characteristics. The proposed plan reflects input received at an April 25, 2008 interview session facilitated by Professor John Bryson of

the University of Minnesota's Hubert H. Humphrey Institute of Public Affairs. Professor John Bryson conducted this interview in preparation for three scholarly papers he is planning to write based upon MetroGIS's experiences.

Portions of this interview session – which was conducted with seven long-time MetroGIS leaders and staff – focused on the role that MetroGIS leaders have played in advancing the organization's goals since its inception more than a decade ago. The participants were: Policy Board members Terry Schneider and Victoria Reinhart; former Coordinating Committee chairs Will Craig, Jane Harper, and Nancy Read; Rick Gelbmann, Council GIS Manager; and the Staff Coordinator. David Arbeit was also invited but could not attend.

4. September 17, 2008: The Coordinating Committee considered a draft version of the key elements (for a Leadership Development Plan) presented in Attachment A. An excerpt from the Committee's meeting summary for Agenda Item 5d Leadership Development Plan follows:

Item 4 - Development of a Leadership Development Structure: Concurred that this proposal makes sense and expressed a desire to test and refine it with the anticipated process to hire a Technical Coordinator, assuming permission is received to create and fill this position.

Item #6 - Address Volunteer Burnout: Concurred that a listing of current projects and participants should be provided on the website in a conspicuous location. The group also concurred that as next steps in the development of this Plan and the related Outreach Plan are pursued that the potential should be looked into to:

- a) Add a mechanism to the website to support regular (daily updates?) postings of specific needs – technical and other - to keep stakeholders and potential participants aware of needs and opportunities to contribute, and
- b) Support a means for potential contributors to identify themselves and explain how their skills/knowledge align with stated needs. (Editor's Note: this functionality is similar to that previously identified as part of a "portal")

Item #7 Substitutes/Surrogates: Concurred that encouraging members to arrange for alternates to attend meetings in their absence would serve an important educational purpose, that is, the alternate will generally learn more than they will be able contribute but would work toward developing broader understanding and interest among stakeholders needed to successfully transition to new leadership.

Item 8: Outreach Materials: Concurred with Member Harper's suggestion that a summary of what MetroGIS does, its current activities, etc. should be posted on the website for stakeholders to use when they train in new staff/policy makers about MetroGIS. All agreed that this material should be posted and available for the transition in Policy Board Chair anticipated to occur in April 2009.

Item #9 Bimonthly Meetings: Concurred that the concept of creating an executive committee should be investigated as an option to the Committee meeting more often. The Staff Coordinator also commented that in terms of making more progress on work objectives, a greater need exists for workgroups to frame and address issues and opportunities than for the Committee to meet. Read offered two other reasons to create an Executive Committee; to take some of the load of the Committee for administrative items as well as provide valuable leadership during transitions of key staff and committee leadership. Harper also suggested that the concept of an Executive Committee should be explored in conjunction with modifications to the existing "e-vote" authority to allow the committee to take action on non-administrative items under specified circumstances.

General:

- 1) The Chair suggested that a search should be conducted to determine how other organizations deal with transitions in key leadership before a workgroup is formed to expand upon the preliminary direction suggested to achieve the ten key elements. Blake commented that the references cited in the Reference Section of the agenda report provide a good starting place for such proven practices.

- 2) At Gelbmann's suggestion, the group concurred that a priority should be added to document Standard Operating Procedures as a component of preparing for transitions in key leadership (e.g., meeting preparations, hosting forums, data sharing practices, out sourcing/Request for Bids). It was agreed that staff and Committee leadership should share this recommendation with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

LEADERSHIP DEVELOPMENT PLANNING RESOURCES

1. "Succession Management Practices" by Sheila M. Rioux, Ph.D., and Paul Bernthal, Ph. D.
http://www.ddiworld.com/pdf/ddi_successionmanagementpractices_es.pdf
2. "Fact Brief: Succession Planning in the Government Sector." Corporate Leadership Council, January 2004. <http://www.wapa.gov/newsroom/pdf/success.pdf>
3. "The Implementation of Workforce and Succession Planning in the Public Sector" by Joan E. Pynes. International Public Management Association for Human Resources, Winter 2004.
<http://www.ok.gov/opm/documents/The%20Implementation%20of%20Workforce%20and%20Succession%20Planning%20in%20the%20Public%20Sector.pdf>

ATTACHMENT A

KEY ELEMENTS AND RECOMMENDATIONS – LEADERSHIP DEVELOPMENT PLAN

(As recommended by the Coordinating Committee - September 17, 2008)

PREAMBLE:

1. Recognition of Challenges - Leadership Development Planning

Due to MetroGIS's unique organizational structure – which relies on the willful collaboration of staff and political leadership from numerous public entities – the MetroGIS Leadership Development Plan differs from most corporate, non-profit and governmental transitional plans. The following are unique challenges faced by MetroGIS in preparing for the transition from current to future leadership and staff:

- Political factors outside of MetroGIS control
 - Statewide election of Governor, affecting Metropolitan Council
 - Local elections, affecting composition of MetroGIS leadership and political support of MetroGIS
- Participant organization factors outside of MetroGIS control
 - Staffing decisions at individual counties, agencies and other entities may affect staff and technical resources available to MetroGIS
- Financial support outside of MetroGIS control
 - MetroGIS's "foster collaboration" function is funded by the Metropolitan Council. If the Council changes its financial priorities, or if Council membership changes significantly via a gubernatorial election or retirements, MetroGIS funding could be vulnerable.

2. Assumption: This Plan assumes that the Metropolitan Council will continue to serve as the lead custodian for MetroGIS's "foster collaboration" function in accordance with its role as MetroGIS's principle sponsor. This role includes provision of dedicated staff support and project funding to catalyze sustainable solutions to shared geospatial information needs.

PROPOSED KEY ELEMENTS - LEADERSHIP DEVELOPMENT PLAN

1. Statement of Purpose – The MetroGIS Leadership Development Plan provides direction for MetroGIS participants and staff as they prepare for the future retirement or other replacement of political leadership, key staff and technical support. This Plan provides MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the "next generation" of new leaders before vacancies occur.

Research Existing Models: The Coordinating Committee suggested that staff should investigate how other organizations deal with transitions in key leadership, in addition to the materials listed under "*Leadership Development Planning Resources*" in the Reference Section of the accompanying agenda report, before a workgroup is formed to expand upon the preliminary direction suggested herein to achieve the ten key elements. Blake commented that the references cited in the Reference Section of the agenda report provide a good starting place for such proven practices.

2. Identification of Key Leaders and Staff – The MetroGIS Leadership Development Plan specifically addresses the development (or succession) plans for, at a minimum, the following key individuals and positions:

- MetroGIS Policy Board and Coordinating Committee membership
- MetroGIS staff, particularly the Staff Coordinator position
- Key participant organization staff (e.g. county GIS managers, technical staff)
- Technical Advisory Team
- MetroGIS workgroup participants
- Champions and advocates within critical stakeholder organizations

3. Identification of Requisite Skills and Experience for Key Leaders and Staff – MetroGIS staff (or designated workgroup) will develop thorough job descriptions and/or identification of skills needed to fill the positions listed above. This includes details on each position’s general duties and obligations, expected time commitment and a description of any required technical expertise.

Document Standard Operating Procedures: As a complimentary project, the Coordinating Committee recommended that a priority should be added to document Standard Operating Procedures important to a seamless transition in leadership should be documented (e.g., meeting preparations, hosting forums, data sharing practices, out sourcing/Request for Bids). Staff was directed to speak with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

4. Development of a Leadership Development Structure – MetroGIS staff (or designated workgroup) should draft detailed procedures to be followed in the event of the retirement or other replacement of the individuals identified in #2 above. Delineation of key responsibilities – including the identification of potential successors and the development and implementation of training programs and materials – should be offered in the Plan.

In the case of dedicated MetroGIS staff, there should be a process for MetroGIS participant organizations to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff. The input and recommendations are intended to assist the Metropolitan Council in their decisions, not to supersede their decision-making role. In the case of workgroup participants, the process can be a less formal recruitment of interested and qualified staff from participant organizations.

The following elements should be included in the Leadership Development Planning Structure:

- Development of an Advisory Committee to provide input to the Metropolitan Council regarding their MetroGIS staff decisions (e.g. recruiting, interviewing, hiring)
- Drafting of a Recruitment Process for identifying potential new staff and Technical Support. MetroGIS staff will share a draft with the Metropolitan Council to seek guidance and input.
- Development of “performance measures” for reviewing the success of individual staff or leader transitions to gauge the success of the leadership development process
- Development of expected timelines to hire, train and fully integrate new staff into support responsibilities. In particular, authorization to offer an “overlap” period should be pursued during which a current and future Staff Coordinator can work together to make a seamless transition. Overlap period options (e.g., long: 4 - 6 weeks, short: 2 - 3 weeks) should be developed to provide guidance for the optimum timing (e.g., period covering preparations for a Coordinating Committee meeting and subsequent Policy Board meeting) and the topics to cover. As with all staffing decisions, the timeline is intended to provide informal input to the Metropolitan Council, which ultimately makes all decisions related to MetroGIS decisions.

Test and Refine: The Coordinating Committee recommends testing and refining the above-outlined structure, by applying it as a component of the process to hire a Technical Coordinator, assuming permission is received to create and fill this position.

5. Plan for Maintaining Political Legitimacy during Transitional Phases – MetroGIS’s effectiveness is in large part due to the political support of its participating organizations. Without this support, much of the professional staff assistance MetroGIS needs – in implementing its programs, staffing its workgroups and maintaining the viability of DataFinder – would likely be unavailable. It is important to prepare MetroGIS to maintain this support and political legitimacy during transitional phases. Specific tactics for achieving this are discussed below. Staff was directed to speak with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

6. Address “Volunteer Burnout” – MetroGIS relies heavily on volunteers from participant organizations for technical assistance, workgroup participation and other key organizational activities. As discussed in the 2008-2011 MetroGIS Business Plan, the potential pool of participants for these activities has shrunk

in recent years, largely due to volunteer burnout. MetroGIS should contain a variety of strategies for growing participation in workgroups and reducing the burden on frequent volunteers to ensure the vitality of future volunteer projects. Possible strategies include:

- Institute regular newsletter (or listserv) communications with larger GIS community, including information on current and upcoming workgroup projects, technical needs and opportunities for participation and coordination. The mailing list should include GIS departments and specialists in adjoining counties, select private enterprises and other “non-traditional” potential MetroGIS participants.
- More active involvement of “next generation” surrogates to increase the potential pool of volunteers from current participant organizations (discussed in Recommendation #7 below).
- Consider creating an online forum at the MetroGIS website that allows current and potential participants to share opportunities for coordination and updates on current projects.
- Investigate potential to add a mechanism to the MetroGIS website capable of supporting regular (daily updates?) postings of specific needs – technical and other - to keep stakeholders and potential participants aware of needs and opportunities to contribute. (Comment: viewed as a component of both the Outreach and Leadership Development Plans.)
- Investigate potential to support a means for potential contributors to identify themselves and explain how their skills/knowledge align with stated needs. (Comment: This functionality is similar to that previously identified as part of a “portal”.)

7. Increase Involvement of “Next Generation” Substitutes/Surrogates – Members of the MetroGIS Policy Board, Coordinating Committee, Technical Advisory Team and workgroups will arrange for a designated substitute, or surrogate, to attend any meeting, workshop or key event to which a member is unable to attend. A key component to leadership development is the early and frequent involvement of the “next generation” of MetroGIS leaders and participants. Involvement of surrogates will allow future active participants to learn the MetroGIS organizational structure, build relationships with current participants, and develop a broader understanding and interest among stakeholders needed to successfully transition to new leadership. In addition, MetroGIS will regularly send pertinent meeting minutes and agendas to designated surrogates regardless of their involvement in a given meeting. This will allow surrogates to remain informed of MetroGIS’s activities on an ongoing basis.

8. Update Printed “Outreach” and Informational Materials – Printed outreach and information materials, including the MetroGIS Information Brochure, are important tools for both outreach and leadership development. From a leadership development perspective, these materials allow MetroGIS to more effectively communicate MetroGIS’s mission and key activities to surrogates and other interested parties. They also serve as a valuable educational tool for potential champions and advocates within current participant organizations.

Immediate Project: The Coordinating Committee recommends creating a one-page summary document of MetroGIS’s purpose, its current activities, who is involved, etc. and post on the website for stakeholders to use when they train in new staff/policy makers about MetroGIS. Share this summary with the Coordinating Committee and Policy Board Chairs for suggested modifications to assist them in the upcoming transition to their successors.

9. Consider Reinstating Bimonthly Coordinating Committee Meetings – As MetroGIS begins to take a more active role in the world of applications and services, there will be an increasing need for more frequent input and direction from the Coordinating Committee. While MetroGIS’s role relating to applications is still being defined, it appears clear that the organization will, at a minimum, have increased coordination responsibilities. Staff recommends that the Coordinating Committee consider holding meetings every two months instead of the current quarterly meeting schedule. Any change in schedule that has budget implications for MetroGIS will be discussed with Metropolitan Council staff prior to implementation.

Investigate Option: The Coordinating Committee recommends that the option of creating an Executive Committee should be investigated before moving to additional Committee meetings. In the

investigation, acknowledge that to make more progress on work objectives, a greater need exists for workgroups to frame and address issues and opportunities than for the Committee to meet. Also investigate if an Executive Committee could relieve the Coordinating Committee of administrative items and its usefulness to provide leadership during transitions of key staff and committee leadership. The investigation should also include exploring modifications to the existing “e-vote” authority to allow the Committee to take action on non-administrative items under specified circumstances.

10. Continue Utilizing Consultants to Assist in Business Planning, Strategic Planning Sessions and to “Fill Gaps” as Needed – Due to MetroGIS’s relatively limited dedicated staff resources, the organization has routinely utilized consultant services to help conduct key organizational activities, including business planning and strategic planning sessions. Input received at MetroGIS workshops and meetings, including the April 25 interview session with MetroGIS leadership, staff suggests that the involvement in consultants has played a key role in achieving the organization’s goals.



TO: Policy Board
FROM: Coordinating Committee
Contact: Randall Johnson (651-602-1638)
SUBJECT: Update - Mn Drive to Excellence: State Agency GIS Coordination Project
DATE: October 1, 2008
(For Oct 22nd meeting)

INTRODUCTION

In response to a request from Chairperson Reinhardt, the findings and recommendations of the Mn Drive to Excellence: State Agency GIS Coordination Project will be summarized at the Board's October meeting. These recommendations are anticipated to be converted to a legislative proposal for consideration in the upcoming 2009 session.

David Arbeit, a member of the Mn Drive to Excellence: State Agency GIS Coordination Project team and Director of the Mn Office of Geographic and Demographic Analysis, has agreed to present this material to the Policy Board.

COORDINATING COMMITTEE CONSIDERATION

At the Committee's meeting on September 17th, Arbeit explained the objectives and timeline for the subject project to the Committee but was only able to share generalities about the forthcoming recommendations, as the details had not been shared with the project team for consideration.

The Committee acknowledged that the main objective of the initiative is to improve coordination GIS related investments among state agencies. That said, the Committee encouraged Arbeit to focus his remarks to the Policy Board, not on the intra-agency coordination components, but on:

- The related recommendations designed to improve coordination between state agencies and non-state agency stakeholders, especially with local and regional government interests.
- What non-state agency interests said they need from state interests.

CONTEXT - DRIVE TO EXCELLENCE: STATE AGENCY GIS COORDINATION

In 2005, Governor Tim Pawlenty launched the State of Minnesota's *Drive to Excellence (DTE)*, beginning a process of refocusing state government as an enterprise serving all citizens, rather than an amalgamation of independent entities serving individual constituencies.

No agency is currently responsible for coordinating GIS within state government, although LMIC and other organizations somewhat fill this void. The purpose of this project is to develop, recommend and implement an organizational and governance framework to coordinate and support GIS as an "enterprise" activity of state government. The principal project focus is state government, with the understanding that local and regional governments and other stakeholders are partners and customers.

Project activities through the end of September included a web base stakeholder survey, a workshop for Non-State stakeholders, interviews with 20 State agencies, a State agency workshop, and discussion of organizational and governance options. Initial project recommendations were presented to the Drive Steering Committee in late-September. To read more about the project visit <http://www.gis.state.mn.us/committe/MSDI/dte.htm>.

RECOMMENDATION

No action is requested. (The specific recommendations have not been reviewed by the Coordinating Committee)



TO: MetroGIS Policy Board

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

SUBJECT: Major Activity Update

DATE: October 9, 2008
(For the Oct 22nd mtg.)

Since the Policy Board last met, progress has been made in the following areas, in addition to the projects presented in Section 6 of this agenda packet. Any information provided by persons other than the Staff Coordinator is noted.

A) ADDING A TECHNICAL COORDINATOR POSITION TO STAFF SUPPORT TEAM

The hiring freeze instituted by the Metropolitan Council last spring has not been lifted and is unlikely to be lifted in the foreseeable future, given a projected \$3-plus billion state budget shortfall that will face the 2009 Legislature. As such, although a general business case¹ has been made that the Council that financing the addition of a Technical Coordinator to MetroGIS's staff support team would benefit the Council, the criticality of filling this position is not currently viewed as high as addressing other competing needs of the Council. The results of a forum planned for November 20th (Item C below) are expected to provide specifics needed to make the case to create and fill this position, that is, tangible benefits that would accrue to the Council and other interests from use of specified solutions to shared application needs.

Meanwhile, MetroGIS's [Technical Leadership Workgroup](#), under the leadership of Mark Kotz (Metropolitan Council) and Nancy Read (Metropolitan Mosquito Control District), continues to serve in the role of a quasi Technical Coordinator to enable progress to be made to identify tangible needs related to shared applications – the current top priority for MetroGIS's efforts. (See Item C that follows.)

B) NEXT-GENERATION PARCEL DATA SHARING AGREEMENT

The current agreement expires December 31, 2008. There are currently over 175 licensees. Modifications to the current agreement have been agreed upon by the members of the Coordinating Committee who represent the seven counties. These modifications include authorizing licensed users to offer view-only access to parcel data via applications they host; simplifying the licensing process and populating and normalizing additional attributes, the fields for which are part of the current regional dataset. Chairperson Reinhardt has accepted the proposed changes. The Council's legal counsel began their review of specific language to implement these changes the last week of September. Once accepted by the Council's legal counsel, the language will be forwarded to the seven county attorneys. As of this writing, the target remained to forward the draft agreement to the county legal counsels before the Board's October meeting. Adoption by the seven county boards needs to occur before the end of the year to ensure that that is no gap in access.

C) ADDRESSING SHARED APPLICATION NEEDS – PHASE II

The Technical Leadership Workgroup is planning to host a forum on Thursday, November 20th at which it expects to define tangible opportunities to collaborate on shared application and web service needs. The Workgroup's plan is to forward its recommendations to the Coordinating Committee for consideration at the Committee's December 10th meeting.

Although the Workgroup's principal charge is to define shared application and web serve needs, its efforts will continue to be structured to simultaneously identify possibilities and actions important to addressing two other directives set forth in the 2008-2011 MetroGIS Business Plan:

¹ See Item 6a in the agenda packet at http://www.metrogis.org/teams/pb/meetings/08_0723/08_0723_packet.pdf.

- Seek opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests.
- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.

Finally, another deliverable of this initiative, although not previously specified, involves documenting the process through which shared application needs are defined to enable the process to be replicated.

D) PURSUIT OF COLLABORATION WITH ADJOINING JURISDICTIONS

Although the Staff Coordinator has primary responsibility for its support, the lack of a Technical Coordinator and loss of Administrative-Technical support, when the incumbent left in February, have significantly limited progress. Specifically,

- 1) Reliance upon a workgroup, as opposed to a person filling the role of Technical Coordinator, to manage the process identify specific shared application needs has resulted in slower progress than was anticipated when this objective was defined.
- 2) Loss of administrative-technical support has reduced the amount of time the Staff Coordinator can spend on this and other activities.

In response, rather than continuing to postpone these outreach activities until potential shared application needs to be identified, as had been the original intent, staff will focus mainly on building relationships and requesting adjoining jurisdictions to consider publishing their data, in particular that which is similar to data that comprise MetroGIS's endorsed regional datasets, either via the Minnesota GeoGateway or MetroGIS DataFinder, in hopes that this action will lead to more cooperative outcomes in the future.

E) REGIONAL GIS PROJECTS

2007 Projects - In Progress

- Regional Geocoder Service – (Metropolitan Mosquito Control District, Project Lead)
At the July 23rd Board meeting, the project manager asked the Policy Board to consider authorizing additional funding to address unexpected programming needs discovered when testing the product. The Coordinating Committee concurred that the additional funding is justified (see Agenda Item 6a).

The Geocoder Team is in the process of assembling results, findings, and will generate a final report for presentation at the December 10th Coordinating Committee meeting. Background information and an explanation of how the Geocoder service works is also provided <http://www.metrogis.org/data/apps/geocoder/index.shtml>. In addition to dealing with the subtle intricacies of a high-quality geocoder design, the project has raised some interesting issues regarding maintaining quality of source data, particularly for the parcel dataset.

- Data Synchronization Mechanism – (Carver County, Project Lead)
This mechanism is critical to being able to effectively manage address data created and supplied by multiple parties as components of the regional solution. The project will also define the custodial/organization responsibilities necessary to implement and sustain the mechanism. The results of this project are expected to provide the information needed to seek out and secure the organization commitments necessary to achieve the vision of the Regional Address Points Dataset.

According to Pete Henschel, the Project Manager, Carver County is finishing up the design phase of the address point synchronization project. Within the design specifications the county plans to build an XML Schema based upon the standards created by the Address Workgroup. Through this synchronization process, the address point feature class found within ArcSDE will be collected in change sets, compiled to an XML file that fits the XML Schema, posted to an FTP location at the Regional Address Point Repository. A job on the Regional Address Point Repository server will scan the FTP location for files, import them to an internal archive location, validate each file against the schema, and finally import the address information into the Regional Address Point Repository Database.

Once the process has been tested and documented the county will contact each county to schedule up to 5 hours of support on how the synchronization works so they can deploy it within their organization if they desire. We are looking at setting these up in November. The schedule is getting tight on us, but it is a top priority for the County's Database Administrator and we believe we can make the November 30 deadline for the contract.

2008 Projects - Approved for Funding on July 23, 2008

On July 23rd Policy Board approved three Regional GIS Projects, as recommended by the Committee.

- **Address Editing Tool (Technical Leadership Workgroup, Project Lead)**
A Request for Bids was published on September 23rd. The deadline for bid submittal was October 10th. Two bids had been submitted the day before the deadline and several more were expected to be submitted based upon the organizations that submitted questions. The bid evaluation team is scheduled to meet the afternoon of October 22 and will, hopefully, be able to select a proposal. This project, like the Data Synchronization Mechanism project, is critical to achieving the vision of the proposed regional address points dataset. It will provide the means to engaging local units of government, the primary producers of address data.
- **Landmark Names Extension to Geocoder Service (Metropolitan Mosquito Control District, Project Lead)**
A proposed scope of work has been submitted. As of this writing, the agreement between the Council and MMCD had not been drafted, due in part to questions surrounding the proposed open source licensure. (See the comment below concerning open source licensure.)

The project team has agreed to attempt to define the term "landmark", as requested by the Policy Board. In response to another need identified by the Board - a sound source for the landmarks data - a request was made of Committee members to volunteer themselves or resources at their disposal to conduct a survey of existing landmark data holdings. Unfortunately, no volunteers came forward, so the matter remains on hold as it is out of the scope of the current project.
- **Mailing Label Web Service (Dakota County, Project Lead)**
A proposed scope of work has been submitted. As of this writing, the agreement between the Council and Dakota County had not been drafted, due in part to questions surrounding the proposed open source licensure. (See the comment below concerning open source licensure.)

Open source licensure: The Metropolitan Council's legal counsel acknowledges that both of these pilot projects are intended to serve as testbeds to work through technical advancement issues as well as organizational and policy needs. Of particular interest to counsel is a need clarify when it is appropriate to finance software/web service development for which Intellectual Property Rights (copyright) should be retained, as opposed to placing the product in the public domain as an open source (copyleft) product. Counsel also wants an assurance that these open source products will remain in the open source environment. In other words, that the license is properly written and executed so that the investor, in this case the Council, does not lose free access at some future time to the product they helped develop.

F) MODIFICATIONS TO OUTREACH PLAN

On hold. The Coordinating Committee authorized creation of a workgroup to update MetroGIS's Outreach Plan once the specifics of shared needs for application and web services are defined. Progress is being made to define these needs, with initial findings expected late fall 2008 (see Item C above). The current proposal is to initiate work on the Plan Update the second half of 2009.

G) PERFORMANCE MEASUREMENT REPORT – NO REPORT FOR 2008

Responsibilities of MetroGIS's Administrative –Technical position related to capturing, formatting and reporting metrics has not been supported since this past February, when Chris Kline left the Council. The plan was to merge the FTE for the Administrative –Technician with other resources to create the proposed Technical Coordinator position (Item A, above), create a new technical support position, and once these positions were filled evaluate the possibility to leveraging the Council's Research Unit to provide any additional support needed. However, due to a hiring freeze, neither of the proposed positions has been created resulting in no support for a 2008 Performance Measurement report.

The 2009 reporting year will also be impacted. The required resources continued to be unavailable be on October 1, when the 2009 reporting year began. This situation also has implications for the proposed 2009 project to update the Performance Measures Plan to align it with the updated goals and strategies defined in the MetroGIS 2008-2011 Business Plan. In addition, Alison's Slaa's departure from the Council in August also diminished support that had been provided for designing the databases used to manage and report metric related to use of DataFinder. Unless adequate staff support is secured to capture and report the required performance data is imminent, launching a project to update the Measurement Plan is premature. The current proposal is to initiate work on the Plan Update the second half of 2009.

H) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS

1) Solutions to Shared Application Needs (See Item C)

2) Regional Address Points Dataset: The in progress "data synchronization" mechanism and Address Editing Tool projects explained in Item E, above, are critical to achieving the vision of this dataset.

3) Jurisdictional Boundaries- Watershed Districts

The need for an up-to-date watershed district boundary data layer was recently raised in July in response to an issue brought to the DataFinder support team by the Ramsey Washington Metro Watershed District. In the course of discussing their issue, mention was made of the proposal developed in 2006 by Washington County for support of a regional dataset and that Mn BSWR was identified as a candidate to serve as the regional custodian. The proposal did not proceed because BSWR perceived the role of regional custodian it would be too time consuming and that the data would be more detailed than they needed for their needs. In an attempt to reenergize action, the Metropolitan Council has offered to pilot a project to document the time and effort required to accomplish the regional custodian roles proposed by Washington County. This proposal was forwarded to the County Data Producers Workgroup on July 14 for consideration. As of this writing, no response had been received from the Workgroup.

4) Land Cover (MLCCS)

Comments from Bart Richardson, lead support:

- "I'm hoping to host an MLCCS training session this June, though I'm having a hard time lining up an ecologist.
- The recommend MLCCS data creation methodology and the user manual needs to be revised. I'd like to co-host a meeting this summer with the Met Council / MetroGIS. I envision this as a MLCCS users group meeting, at which we review the proposed changes and gather feedback."

4) Regional Parcel Dataset: (See Item B, above.)



TO: MetroGIS Policy Board

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

SUBJECT: Information Sharing

DATE: October 1, 2008
(For the Oct 22nd meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A. INVESTIGATING CAPTURE OF UNUSED 2008 FUNDS

Upwards of \$20,000 in approved MetroGIS project funding is unlikely to be used in 2008. The Staff Coordinator is investigating means to carry over at least some of these funds for use in 2009. A major contributor to this situation is a hiring freeze that went into effect spring 2008. Prior to the freeze, Council management support had been received to add a Technical Coordinator to the MetroGIS support staff. Without this additional support progress on defining shared application needs, the top priority of MetroGIS, has progressed more slowly than had been anticipated. Other projects, dependent upon defining shared application needs, were also postponed. The Coordinating Committee is scheduled to consider the final 2009 “foster collaboration” budget proposal at its December 10th meeting, with Board consideration at its January 2009 meeting.

B. NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC): OCTOBER 15-16 MEETING

The preliminary agenda for the October NGAC meeting is presented in Attachment A. Two agenda items of note are the vision for a National Land Parcel Data solution and the Imagery for the Nation Program which are expected to main focuses of the meeting.

The Staff Coordinator has been invited to represent regional interests in a panel session at this meeting to facilitate discussion of the vision for National Land Parcel Data. The success of MetroGIS’s regional parcel dataset was among the reasons Johnson was asked to participate in this panel.

A detailed explanation of the Committee’s charge and efforts, including a preliminary position statement on the IFTN program, can be viewed in an article published in the summer issue of ESRI’s ArcNews at <http://apb.directionsmag.com/archives/4609-National-Geospatial-Advisory-Committee-Endorses-IFTN,-Looks-for-Input.html>.

C. HENNEPIN COUNTY COMMISSIONER JOHNSON’S RECOGNIZED AS GIS HERO

See the article at <http://www.esri.com/news/arcnews/spring08articles/commissioner-randy.html> in which ESRI recognized Commissioner Johnson for his efforts to advance GIS technology. (Excerpt provided Attachment B.)

D. PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1. Article Submitted for the Minnesota GIS/LIS Consortium Newsletter:

An article was submitted for the summer issue of the GIS/LIS Newsletter entitled “MetroGIS Moves to Address Shared Application Needs”. It can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=69>

2. Presentations:

- August 19 - Capital Region Board, Alberta, Canada: The Staff Coordinator gave a 1.5 hour presentation to the Capital Region Board about MetroGIS’s policy foundation, governance structure, functions, and major accomplishments. This 25 city, 5 county area centered on Edmonton, Alberta is attempted to launch a regional collaborative effort to address shared

geospatial needs. The Board is comprised of 10 elected officials. Working with this Board provides an outstanding opportunity to test whether policies and procedures that underpin MetroGIS's success are, in fact, transferable. Outcomes desired by the Board are quite similar to those defined by MetroGIS offering the best tested identified to date to evaluate such the transferability, which, in turn, is important to the Staff Coordinator's work with the Organizational Design Workgroup of the National Geospatial Advisory Committee.

- August 20: The Staff Coordinator was interviewed by Professors Bryson and Crosby about various aspects of leadership that has contributed to MetroGIS's successfulness. This interview follows up on a group process facilitated last May by Professor Bryson and attended by several individuals who have held MetroGIS's leadership roles and who have significantly contributed to MetroGIS's success.
- Oct 2 - Mn State GIS/LIS Conferences: Mark Kotz give a presentation entitled "In Web Services We Trust" and served on a panel session "Addresses for State and Local Government".
- Oct 15: The Staff Coordinator presented on the MetroGIS Regional Parcel Dataset at the NGAC meeting (*see Item A, above*)

3. **Meetings with Select Interests – Exploring Interest in Collaborative Solutions to Shared Information Needs:** The Staff Coordinator continued to meet with non-government interests - (Urban Land Institute – Mn, Mn High Tech Association, and The Lawrence Group). The purpose of these meetings has been to explore interest in working with MetroGIS to collaboratively pursue solutions to shared information/application needs. General interest in exploring a partnership was expressed, along with support for creating Private Sector Coordinating Committee.

The meeting with Peter Lindstrom, VP for Public Affairs with the Mn High Tech Association was particularly productive. He agreed to forward a invitation (Attachment C) from Chairperson Reinhardt to the Association's members (<http://www.mhta.org>) to expedite the process of identifying a diverse group of interests willing to explore this idea. The MHTA organization may prove to be a strong ally in achieving the goal of cross sector partnerships to address shared needs. Their mission statement: "...MHTA supports the *growth, sustainability* and *global competitiveness* of Minnesota's technology-based economy through advocacy, education and **collaboration**. MHTA is the only association that advocates for technology growth that benefits the entire spectrum of technology companies as well as organizations that are dependent on technology...". See Agenda Item 5b for more information about the proposed forum to launch a collaborative investigation of shared needs with the non government interests.

E. RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. DNR Use of Geocoder Service

Message from Tim Loesch, DNR GIS Manager, to fellow Coordinating Committee members:

"I wanted to let you know that the DNR has successfully integrated the MetroGIS Geocoder into our internal GIS Viewer called LandView and it is being distributed to DNR offices throughout the state. For those staff that are interested in doing address matching in the Metro Area this will be a very valuable system to use. Craig Perreault is the person who maintains the LandView program and he had no issues with interacting with the geocoder. LandView is a MapObjects Lite application written in VB6."

2. Mapping Minnesota Communities Workshop: An Introduction to GIS and Community Analysis

***December 11th or 12th, 2008, 8:30 am - 4:30 pm**

New Horizons Computer Learning Center
4510 West 77th Street, Suite 210
Edina, MN 55435

**Note: These are one-day workshops. Participants choose which day to attend*

Info/Registration: <http://www.urban-research.info/workshops/minnesota-gis.htm>

Audience: Anyone interested in mapping their community. Mapping techniques transferable to all other communities. Exercises are designed for beginners. Intermediate Excel skills required.

Create thematic maps

Participants will learn to create thematic maps of their own data, and display spatial trends in information.

Address mapping (geocoding)

Participants will learn to map addresses of their clients, their projects or incidents such as crime and disease.

Download and map Census & American Community Survey data

Participants will learn to extract and map current Census data such as poverty, race, language, population, transportation, education and workforce characteristics.

3. The GIS Response to the Hugo Tornado

*By Dennis Fields, City of Hugo, Community Development Department
(Reprint from GIS/LIS Newsletter)*

If I have learned anything, it is that no one expects a disaster, but being prepared for such an event could be the difference between life and death. Law enforcement, fire departments, and medical staff all train for these types of events and have an organized system for how to respond. How can local governments be prepared to aid these emergency personnel? One of the answers for Hugo, Minnesota was GIS.

Disaster Hits

Late in the afternoon on May 25, 2008, the City of Hugo, north of St. Paul in northern Washington County, was devastated by an F-3 tornado. It ripped through a residential neighborhood completely destroying homes, seriously injuring eight people and taking the life of a little boy.



Figure 1

Immediate Emergency Response

The response after the disaster started immediately. As emergency response teams searched the homes, they requested information and resources, and the city responded. In preparation for such events, the City of Hugo had put together large address maps of the city as well as address map books that showed greater detail. A few of these maps were already printed and taken to the scene immediately, and others would soon follow because the projects were saved as PDF documents, accessible to all city employees.

These maps were used by the fire chief front and foremost during the rescue operations. GIS maps were critical and were used to divide up the affected area into smaller, well-defined search areas, create a boundary around the more devastated area, and cross off homes as they searched for victims. Each team of rescue workers could take maps with them and associate the homes' house numbers as they relayed the information back to the command post.

Days that Followed

The readiness that the city showed in aiding the emergency crews is still talked about, not only in the initial hours but in days to follow. The very next morning, before residents were allowed to return to their neighborhood, the city had inspected and created detailed maps showing the disaster boundaries, tornado path, which homes were deemed safe and which homes were uninhabitable (Figure 1). Using GIS was extremely important because we could make the updates to the maps frequently as new information was being provided. This information could then be printed, emailed, and posted online so those who needed the information could see it as each update was made throughout the day.

Utilities Affected

The utility companies also found our resources to be quite useful. The city provided maps to them describing which homes had been disconnected from utilities and which homes had not (Figure 2). These detailed maps were available to staff and emergency crews within the first few hours and helped them to organize their efforts.

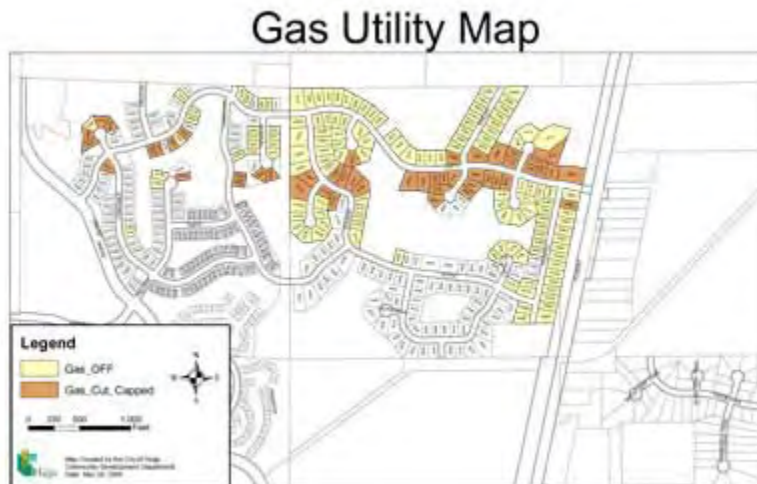


Figure 2

Recovery Efforts

The recovery started almost immediately, and GIS again played a crucial role. Not even a week later, the city had organized a massive clean up day with over 900 volunteers. GIS was used to breakdown the area into sections, displaying the command post, transportation routes, EMS staging areas, and other crucial aspects (Figure 3). This helped to organize and separate the large crowd into teams of volunteers.

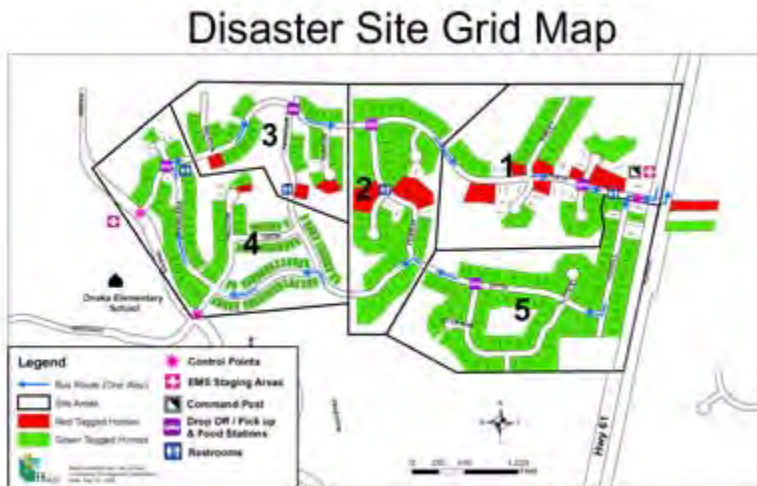


Figure 3

Throughout the days following the tornado, and continuing still, city staff offered resources, including the GIS maps, to residents. The city's website (<http://www.ci.hugo.mn.us/>) was updated several times a day displaying the information so we could keep our residents in the communication loop.

Preparation for the Future

Since the storm event, the city has looked at other ways we may be able to improve on our emergency preparedness efforts. We have created new map books that meet more specific needs for each department. These are now located in all public works and fire department vehicles.

Also, the city has talked about ways it can improve dispersing this information with county and other response teams in another emergency event. Staff needs to be even more proactive and is looking at ways to make this information even more readily available .

Although we may never know when we will see an event like this again, at least we understand the valuable role that GIS plays in such an event and we can prepare ourselves to react in such desperate times.

For More Information: Contact Dennis Fields at dfields@ci.hugo.mn.us or 651-762-6311.

4. Statewide Emergency Preparedness Data Project

John Hoshal, the project manager, briefed the Policy Board on April 23 about this project. For a summary of his comments see the Item 4 of the [meeting summary](#). Since the April Board meeting, the funding agreement has been signed with the USGS. The internal (LMIC) contracts will in place next week (week of July 14) and we hope to hold an informal brainstorming session with GCGI Emergency Preparedness members (Data Committee) and other interested parties in late July / early August. In addition, I have had several interesting conversations with:

- a) Dept. of Health staff (David Jones, et al) regarding their structures data. They are trying to determine what they have and which sections in Health are the principal custodians.
- b) Paul Hanson, MetroGIS called regarding the land marks data he has been involved with. Thank you for sending him my way!
- c) ERDAS/MCH – producers of Places2Protect (see: <http://www.erdas.com/erdasSolutionsPlaces2protect.aspx>). Eddie Pickle from ERDAS apparently viewed the presentation I gave (at GCGI or MetroGIS?) and called. He has a strong interest in the CAP project in part I suspect, because they collect/sell structures data.

5. Twin Cities Economic Development Website

The 11-county Metro MSP Regional Economic Development website [can be accessed at http://www.mspprospector.com/ed.asp?bhcp=1](http://www.mspprospector.com/ed.asp?bhcp=1). The leadership has agreed to present an update to the Policy Board at the January 2009 meeting. Washington County Deputy Administrator O'Rourke serves as the liaison between the Policy Board and the Econ Development Website Steering Committee.

6. Transitway Impacts Research Program

The Transitway Impacts Research Program is intended to answer questions about the economic, travel, and community impacts of transitway corridors in the Twin Cities metropolitan area. Formed in fall 2006, the program is an initiative of the Hennepin County-University of Minnesota Partnership. It is supported by CTS and the State and Local Policy Program (SLPP) at the Hubert H. Humphrey Institute of Public Affairs. Funding is being provided by Anoka, Dakota, Hennepin, Ramsey, and Washington counties; Metro Transit and the Metropolitan Council; and the Minnesota Department of Transportation. Additional partners include the cities of Minneapolis and St. Paul. Research interests include determining the impact of transitways on residential and commercial property values, housing mix, land use, and economic development patterns.

This work will support research efforts by developing an online catalog of datasets that can be or have been used to conduct TIRP research, determining whether datasets need to be archived, and

identifying archiving capabilities. A broader task that will also be undertaken is to work with the existing TIRP Technical Advisory Group to identify data needs for planned research and assist in finding or developing datasets to help advance future TIRP research.

Reference: Inventory of Data and Research on the Economic and Community Impacts of the Hiawatha LRT http://www.hhh.umn.edu/centers/slp/pdf/reports_papers/data_research_hiawatha_lrt.pdf.

F. RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. Coalition of Geospatial Organizations Becomes Official

Reprint from Vector1Media: <http://www.vector1media.com/top-stories/corporate-news/coalition-of-geospatial-organizations-becomes-official/>

The Coalition of Geospatial Organizations (COGO) came into official being on August 4, 2008. Representatives of the eleven founding member organizations met at the ESRI Users' Conference in San Diego and voted unanimously to approve a set of Rules of Operation and Procedure that brought COGO into existence. Several attended via conference call and WebEx. COGO grew out of a series of stakeholder meetings among the leaders of national organizations involved in geospatial data and policy issues over the last several years. The groups realized that they had common interests and concerns and that they could increase their effectiveness by speaking with one voice wherever possible.

After voting to formalize COGO by adopting rules of operation, the group selected an inaugural slate of officers. The Chair is Cy Smith from the National States Geographic Information Council, the Chair-elect is Curt Sumner from the American Congress on Surveying and Mapping, and the Secretary is George Donatello from the International Association of Assessing Officers.

"I know I speak for all organizations that have joined this coalition when I say that we are excited and optimistic about the potential to accelerate the advancement of a variety of national geospatial issues" said Oregon GIS Coordinator and NSGIC President Cy Smith. "We intend to begin immediately developing a collaborative advocacy agenda and aggressively pursuing those issues on which we can all agree. We invite other geospatial organizations and organizations with an interest in geospatial issues to join us as Member or Advisory Organizations."

The founding Member Organizations are:

American Congress on Surveying and Mapping (ACSM)
American Society of Photogrammetry and Remote Sensing (ASPRS)
Association of American Geographers (AAG)
Cartography and Geographic Information Society (CAGIS)
Geospatial Information Technology Association (GITA)
GIS Certification Institute (GISCI)
International Association of Assessing Officers (IAAO)
Management Association for Private Photogrammetric Surveyors (MAPPS)
National States Geographic Information Council (NSGIC)
University Consortium for Geographic Information Science (UCGIS)
Urban and Regional Information Systems Association (URISA)

The founding Advisory Organizations are:

National Association of Counties (NACo)
National Emergency Number Association (NENA)
Western Governors Association (WGA)
American Planning Association (APA)

The next meeting of COGO is expected to be held in Washington, DC in October in conjunction with the next meetings of the Federal Geographic Data Committee and the National Geospatial Advisory Committee.

For more information about COGO, visit <http://www.urisa.org/cogo>.

2. Regional Address Points Solution Influences National White Paper

Will Craig has asked that Mark Kotz and the MetroGIS Address Work Group be recognized for their contributions to NSGIC's recently completed Address White Paper (Attachment D). According to Craig, the substance of the document was even more informed and influenced by Mark and the

Work Group. Note, the photo in the lower-right corner of page 1 submitted by Kotz. Wisconsin appears to have more challenges than have been encountered thus far in the Twin Cities.

Craig also noted that NSGIC has created a Best Practices website. One of the major documents on the page is the MetroGIS Address Vision. See <http://www.nsgic.org/committees1/bestPractices.cfm?cid=105>.

3. NACIO Report

The National Association of State Chief Information Officers has just published, "*Governance of Geospatial Resources: 'Where's the Data? Show Me' -- Maximizing the Investment in State Geospatial Resources*" This report was published in July 2008. It can be viewed at <http://www.nascio.org/publications/documents/NASCIO-GovernanceGeospatialResources.pdf>. Minnesota's Enterprise GIS project is described on pp. 9-11, and three members of the Minnesota community -- Pat Cummins, Judson Person and Ed Valencia -- are cited in the Acknowledgements on p. 17.

4. MetroGIS DataFinder Map Services Featured

Comments from Alison Slaats, Former DataFinder Manager

With the release of ArcGIS version 9.3, ESRI is also announcing the "ArcGIS Desktop Resource Center". The web site provides unified access to Web-based Help, online data, and key support services for ArcGIS Desktop.

In the Urban and Regional GIS Content section of the Resource Center, an ArcMap document providing MetroGIS DataFinder map services is featured as an example of free online GIS being served by urban and regional agencies.

The inclusion of DataFinder map services in this website shows that people beyond our region are interested in our work. In addition, it will provide another way for people to find out about DataFinder services and the MetroGIS organization.

5. Time to Set Our Data Free: Web - Now Government - 2.0?

Policy Board member Elkins called this article, by Neil Pierce to my attention as thought-provoking. It can be viewed at <http://citiwire.net/post/34/>. Neil Pierce, who writes regular columns for the Washington Post and the weekly Nat'l League of Cities newspaper has started a new weekly e-column. Neil and our own Curt Johnson lead the "Citistates Group", a collective of regionalist consultants.

6. Where And How Is Policy And Governance Connecting To The Geospatial Community And What Are The Challenges?"

<http://vector1media.com/vectorone/?p=530>

G. SEPTEMBER 17, 2008 COORDINATING COMMITTEE MEETING

The summary of the June 18th Coordinating Committee meeting can be viewed at http://www.metrogis.org/teams/cc/meetings/08_0917/08_0917mp.pdf

ATTACHMENT A

National Geospatial Advisory Committee Meeting National Conservation Training Center Shepherdstown, WV, October 15-16, 2008

PRELIMINARY AGENDA

WEDNESDAY, October 15: NGAC Public Meeting

- 8:30 – 9:15** **Welcome & Opening** – Anne Miglarese (Chair) & Steve Wallach (Vice-Chair)
- Roll call/introductions
 - Review of action items from June NGAC meeting
 - Review and adoption of minutes from June NGAC meeting
 - Brief summary/update on FGDC news & initiatives
 - Summary of key outreach/communications activities
 - Guidance from the FGDC Chair/DFO
- 9:15 – 10:15** **Changing Landscape White Paper** – Dave Cowen/Team
- Preparation: Read and review draft paper
 - Objective: Provide update & solicit feedback
 - Brief presentation
 - Discussion and feedback
 - Identify agreements, actions and next steps
- 10:15 – 10:30** **BREAK**
- 10:30 – 12:30** **Geospatial Transition Paper** – Matt O'Connell/Team
- Preparation: Read and review draft paper
 - Objective: Agree on geospatial priorities and approve recommendations to FGDC Chair
 - Brief presentation
 - Discussion and feedback
 - Identify agreements, actions/recommendations, and next steps
- 12:30 – 1:30** **LUNCH**
- 1:30 – 3:00** **National Land Parcel Data Study** – Dave Cowen/Don Buhler (BLM)/Panelists
- Preparation: Review NRC National Land Parcel Data Study
 - Objective: Identify practical short-term actions for FGDC and Federal agencies and endorse or comment on recommendations
 - NGAC panel discussion (Dittmar, Johnson, Mondello, Nagy, Nelson) – Analysis of recommendations
- 3:00 – 3:30** **BREAK**
- 3:30 – 4:30** **National Land Parcel Data Study** – Open Discussion/Public Comment
- Public comment period related to land parcel data issues
 - Discussion and Q & A
 - Identify agreements, actions/recommendations, and next steps
- 4:30 – 5:00** **Imagery for the Nation Update**
- Summary of IFTN implementation plan status and overview of how NGAC-identified issues are being addressed
 - Objective: Provide an update on issues and implementation plan
- 5:00** **ADJOURN**

THURSDAY, October 16: NGAC Public Meeting

- 8:00 – 8:15** **Welcome, Summary of Day 1, Overview of Agenda** – Chair/Vice-Chair
- 8:15 – 9:00** **News and Notes Forum** – NGAC Members
 Objective: Provide a forum for committee members to share information, report on geospatial community activities and apprise colleagues of emerging issues. Committee members who have information to share or report are asked to contact NGAC Chair & DFO prior to the meeting.
- 9:00 – 9:30** **Public Comment Period** – Sign up in advance
- 9:30 – 10:15** **Geospatial Line of Business Update**
- Preparation: Review Geo LoB fact sheets/updates
 - Objective: Report status of SmartBuy initiative & A-16 revision process
 - Discussion and Q & A
- 10:15 – 10:430** **BREAK**
- 10:30 – 12:00** **NGAC Action Plan** – Chair/Vice-Chair/Committee
- Preparation: Review draft revisions to NGAC Action Plan
 - Objective: Assess progress, review approach and roles, and make modifications to move forward
 - Working subcommittee reports
 - Approach, Assumptions, Issues, and Roles
 - Discussion and feedback
 - Formation of new subcommittees to address emerging issues or initiatives
 - Identify agreements, actions and next steps
- 12:00 – 1:00** **LUNCH**
- 1:00 – 2:00** **Geospatial Transition Paper** – Chair/Vice-Chair/Committee
- Review modifications
 - Action: Approve recommendations to FGDC Chair
- 2:00 – 2:30** **BREAK**
- 2:30 – 3:30** **National Land Parcel Data Study** – Chair/Vice-Chair/Committee
- Review modifications
 - Action: Approve recommendations to FGDC Chair
- 3:30 – 4:00** **Meeting Summary, Next Steps, Adjourn**

ATTACHMENT C

Commissioner Johnson Recognized As GIS Hero

Excerpt from [ArcNews Online](#):

Commissioner Randy Johnson Evangelizes Importance of GIS at Local and National Level

This article is part of an ongoing series honoring individuals who have made a difference in the world by applying a GIS solution to challenges or needs within conservation or their communities. Since these unique individuals have been selected for their innovations or special achievements in a particular field, the series is appropriately named GIS Heroes. ESRI recognizes Randy Johnson as a GIS hero.

Commissioner Randy Johnson of District Five in Hennepin County, Minnesota, recently became the longest serving commissioner in the history of the county, which dates back to 1852. His dedication to making a difference, however, reaches far beyond his local community. As an advocate of GIS technology, Johnson is dedicated to sharing his knowledge and enthusiasm about the power of GIS with his constituents, other elected officials, and members of the federal government. Every time he has an opportunity, Johnson tells others about GIS and how it can improve all areas of government and life in general.

"By definition, local governments are place based, and GIS fits into everything a local government does, especially counties," he says. "For more than 10 years, I have had a standing offer: If anyone can find anything that the county does that doesn't use GIS or couldn't be improved by using GIS, I will buy them lunch." So far, he hasn't had to pay up.

An employee once challenged him with the question, "I understand how GIS can help in stationing and routing ambulances for hospitals, but once a patient is admitted, what does GIS possibly have to do with that?"

Johnson quickly explained that every patient can have a wristband with GPS so staff could always know exactly where every patient is located. "GIS isn't just computerized mapping," he notes. "It's a whole organizing principle."

After graduating from the University of Minnesota Law School in 1974, Johnson began his career practicing corporate law and intellectual property law. After a few years, he went to Washington, D.C., to work as the assistant general counsel for the federal election commission. A year into that position, a seat opened up on the Hennepin County Board and he went home to run. Elected in 1978, that win began what has thus far been a 30-year tenure.

Motivated by his desire to make a difference in this long-running position, Johnson is also rewarded with variety in his work. "It's a great opportunity for somebody like me who has eclectic interests," he says.

Yet, GIS remains one of his constant interests, and that is reflected in Hennepin County's use of GIS. More than 30 years ago, in-house staff developed a GIS called Ulti-Maps that other local governments and some utilities began to use. The county has been a pioneer in using GIS for transportation, and GIS is also used extensively in managing property tax records, as well as ambulance routing and stationing.

In addition, Johnson promotes GIS as a resource to support better decision making. "Elected officials don't have time to read all of the material that comes before them. I

found out very early that it's not physically possible," he states. "Graphic representation can deliver a message much more effectively than a spreadsheet, so I've been encouraging our staff, as well as county staff throughout the country, to think of GIS as a decision maker's support tool."

There was a time, he notes, when people would say, "Here comes Randy with his computer maps again." But Johnson is now finding colleagues are increasingly insistent on seeing maps. This has been especially true as the Hennepin Regional Rail Authority considers combining rail corridors.

"Everybody wants to see the alternatives on maps, as well as maps that show potential ridership, potential growth, and potential housing development," he says. "They are beginning to expect to see information in a spatial, map-oriented form, and that's really good."

To spread the word about GIS throughout all levels of government, Johnson has taken leadership roles at local and national levels. In 1995, Johnson founded the National Association of Counties' (NACo) GIS subcommittee and is currently its chairman. He later went on to serve as NACo's president. He has been on the board of the Geospatial One-Stop since it began and was the first local member appointed to the Federal Geographic Data Committee.

According to Johnson, it is important to have good communication between local and federal government since counties historically manage granular geographic data, such as land records in the United States, and the federal government makes decisions about data standards and related matters. This approach allows all parties to work closely together to facilitate advances in the management of geospatial data, data sharing, and GIS development.

Eric Coleman, commissioner, Oakland County, Michigan, and president, NACo, says "When he was president of NACo, Randy Johnson urged counties to become 'global, digital, and sustainable.' He has always been a strong supporter of the use of geospatial technology, and our membership appreciates his continued leadership in the use of GIS to solve business problems. Randy has helped county leaders across America come to appreciate the critical role that GIS plays in service delivery."

In line with his work with the federal government, Johnson is a strong voice for the role of GIS in homeland security. "To me, it's very logical that GIS plays an important role in the planning and execution of defense and security initiatives," he comments. "When we had our very unfortunate bridge collapse here in Minneapolis, GIS technology played a role in helping the federal highway transportation commission reconstruct what happened. It also helped us reroute traffic and synchronize our traffic signals."

Clearly an evangelist for GIS, Johnson related, "I manage to work GIS into just about every single speech that I give and most conversations that I have with people, because I think it is an organizing principle of life. Spatial thinking is absolutely key to knowing what's going on around you."

Webster Guillory, assessor, Orange County, California, says, "Throughout the years, Randy Johnson has championed the implementation of geospatial solutions. Among county-elected officials, he distinguishes himself as a leader who has always understood the great possibilities of this technology."

ATTACHMENT C

Invitation Send to MHTA Membership

Peter Lindstrom, Vice President of Public Affairs, for the Minnesota High Tech Association included the following invitation from Chairperson Reinhardt in its August electronic newsletter to be distributed to 1,500 tech leaders in MN. Mr. Lindstrom also sent it directly to a few select MHTA members who may be interested in the subject proposed forum.

Leadership of NHTA Member Organizations That Utilize Geospatial (GIS) Technology:

Thank you to Peter Lindstrom for kindly agreeing to forward this invitation to you.

By way of introduction, I serve as the Chairperson of the MetroGIS Policy Board. The purposes of this message are to:

- 1) Announce MetroGIS's intention to host a forum, which will explore private sector interest in collaborating with public sector entities to address shared information needs; and
- 2) Confirm interest from executive managers, representing diverse private sector interests utilizing geospatial technology, to join several Policy Board members in a conversation to explore interest in working together to address shared information needs.

MetroGIS is a regional geographic information systems (GIS) initiative serving the seven-county Metropolitan Area in Minnesota. It was created in 1996 to promote and facilitate widespread sharing of geospatial data. MetroGIS is a voluntary collaboration of local and regional governments, with partners in state and federal government, academic institutions, nonprofit organizations and businesses that utilize GIS technology to carry out their business functions. Its governing body, the MetroGIS Policy Board, is comprised of twelve policy makers, who are elected or appointed officials. More information about MetroGIS's purpose, participants, accomplishments, and current initiatives can be viewed at www.metrogis.org.

To confirm interest in participating in this proposed forum or to obtain more information, please contact Randall Johnson, MetroGIS Staff Coordinator, at 651-602-1638 or randy.johnson@metc.state.mn.us. It would be appreciated if you would contact Randall on or before September 5th if you are interested in participating.

Sincerely,



Victoria Reinhardt,
MetroGIS Policy Board Chairperson and
Ramsey County Commissioner

cc: Policy Board
Staff Coordinator

ATTACHMENT D

Original posted at http://www.nsgic.org/hottopics/Addresses_FTN_081808_FINAL.pdf.

(Next page)



August 18, 2008

✦ Addressing Coordination Issues ✦

The Vision

There will be a continuously updated, nationwide, publicly available address dataset, complete with geographic coordinates, that meets the needs of all stakeholders.

The data will cover all residential and non-residential structures, interior units, and other locations of critical interest. Address data will be available through a distributed system that is built and maintained locally, but accessible through regional and state web-based interfaces. The data will be developed locally, with local and state custodians acting as regional integrators that merge local data into region-wide databases. The data will be updated in a timely and regular manner, including new building permits and construction.

The Need

Addresses are used for essential government services as well as by businesses and individuals in order to connect with others. The table to the right provides examples of how this data is used. Government agencies (listed in bold) require high-quality, current data to function well. Lives and property are at risk, for example, if first responders don't have accurate information about the location of emergency events, they may not arrive in a timely manner.

The example uses at right actually cover five categories of more general uses of addresses:

- Vehicle navigation, including emergency dispatch
- Postal and package delivery
- Administrative recordkeeping, including record-matching between different files, departments, or agencies.
- Creation and maintenance of authoritative local address repositories
- Address aggregation into regional, state, and national repositories

USERS	PURPOSE
Emergency Response, E9-1-1	Police, Fire, Ambulance, Rescue
School Districts	School assignment, bus routing
Assessors and Taxation Offices	Building location
Recorders and Auditors	Property records
Voter Registration	Precinct assignment
Planning & Zoning Office	Building permit, planning studies
State Departments of Revenue	Sales tax collection and distribution
State Departments of Transportation	Locate traffic accidents allowing access to FHWA funding to improve dangerous non-state roads.
State Departments of Health and Human Services	Track medical benefits, disease, births/deaths, and vulnerable populations.
U.S. Post Office, UPS, FedEx, etc.	Mail and package delivery
U.S. Census Bureau	Mail out census and survey forms, geocode responses
Federal Emergency Management Agency (FEMA)	Pinpoint disaster areas, provide relief
Department of Homeland Security	Locate & protect critical infrastructure
Utilities (public & private)	Hookup, service calls, billing
Map and address companies (e.g. TeleAtlas, NAVTEQ, Pitney Bowes Group 1)	Sell to insurance companies, location based service companies, utilities, state and local government, etc.
Retail/Services (e.g., Sears, local plumber)	Delivery of goods and services
Internet maps (e.g. Google Maps & MapQuest)	Navigation maps for public use



Current System is Fractured

Addresses are created by local *Address Authorities*, usually a city or town, but sometimes the county. The new address information is provided to the owner and distributed to other organizations who need it, including various city and county offices, the US Postal Service, the phone company, other utilities, the school district, and the 9-1-1 authority. From that point, each of these offices is responsible for maintaining its own address file. Weaknesses of such a system include:

- No recognized standard for address data
- No central, authoritative database
- Agency databases diverge over time
- No feedback loop to address authority or other stakeholders
- Inconsistent delivery of new addresses to stakeholders
- Spotty capture of geographic coordinates

The 9-1-1/Emergency Response community maintains their own Address Location Identifier (ALI), which links phone number to address and the name of the appropriate fire, police, or ambulance provider for that location. They face a challenge as more homes go without a conventional landline and more 9-1-1 calls come from cell phones. From 2000 to 2006, the number of homes without a telephone doubled to 6.6 million¹. New investments in Phase II technology, which enables a wireless phone to transmit its geographic coordinates, are helping 9-1-1 centers to properly locate cell phone callers and dispatch the proper first responders who can find those locations. Rural areas are lagging in implementing of this new

technology. The 9-1-1/Emergency Response office generally has the most complete address data, but often is not sharing this information with other government offices. Lack of coordinate information means that outside response teams, perhaps from adjoining communities, struggle to find unfamiliar addresses.

Federal agencies end up creating independent address databases, because there are no consistent or reliable state or local government sources. The U.S. Census Bureau has developed an independent Master Address File (MAF), complete with geographic coordinates, which it cannot share with others because of a federal law, Title 13 of the US Code, that many feel is outdated in its treatment of addresses based on privacy issues. The Department of Homeland Security has hired contractors to identify and locate critical infrastructure, because few states have that information available. This widespread duplication of effort in collecting the same basic information is inefficient and uneconomical.

Problems We Face Today

Lives and property are lost because first responders cannot quickly and accurately locate the address of an emergency. This is a serious problem. It has occurred in every large city and in rural areas as well. It was a problem in the wake of Hurricane Katrina where rescue and recovery

operations were slowed by the lack of information about where people lived. The problem continues today as properties go into foreclosure. Inconsistent address systems clog communication among courts, sheriff offices, banks, inspectors, and residents. It's an ongoing problem for accidents at construction sites where workmen are injured and 9-1-1 entities haven't yet recorded an address for the worksite.

Other problems resulting from this fragmented system include:

- Tax-payer money is wasted as multiple agencies collect and maintain similar data. The Census Bureau is spending hundreds of millions of taxpayer dollars² collecting address data that it cannot share with others.
- The US Postal Service (USPS) cannot keep up with the 2 million addresses added each year by new construction and conversions of existing buildings into multiple occupancy units. They rely on input from cities and their own carriers, but that data is often inconsistent or untimely.³
- Many jurisdictions try to maintain redundant or inconsistent address data about the same territory, causing significant additional expenses. These include the city, county, school district, watershed district, election office, and emergency responders. The city of St. Paul spent 1,000 hours of staff time on the 2000 Census LUCA (Local Update of Census Addresses) activity, mostly because of record disparities among the various city departments maintaining address files.⁴
- Homeowners are frustrated by late or missed deliveries and service appointments. Those problems cause additional costs and lost revenue for the private sector

(Continued on page 3)



as it faces corrective measures and lost business.

- States working to collect and distribute sales taxes are struggling to do their work economically and equitably. Tax rates can vary across the state because of local additions to the state rate. Knowing which addresses are in each taxing jurisdiction is necessary when collecting taxes on goods purchased by mail order or Internet.⁵ This information should be accessible to merchants at the time of purchase, but is often not available.

Best Practices

The National States Geographic Information Council (NSGIC) has identified a number of state, county, and regional Best Practices around the country.⁶ The authority to generate new addresses typically remains with the city or town, with counties often providing addresses in unincorporated areas. The well-established USPS standard is generally used and the emerging URISA/FGDC standard builds on the USPS standard. New addresses are assigned as early as possible within the

subdivision/building permit process. Secondary names are included where appropriate; e.g., City Hall, St. John's Hospital. Geographic coordinates are added from GPS field measurements, from orthophotography, or from official maps and sketches of building location submitted with the permit application. New entries are verified with quality control before being accepted. Information is sent to all stakeholders as soon as the address is issued, either directly or via a regional custodian.

The county or 9-1-1 authority becomes the regional custodian, assuming responsibility for maintaining a central authoritative database. The regional custodian is responsible for synchronizing new information streaming in from cities and towns with various levels of computer sophistication. Corrections identified by any of the participants are reported back to the local and regional custodians where they are verified, implemented, and distributed. Addresses and geographic coordinates are made available to the public via the Internet, while personal information, name and phone number, are typically kept private.

Several states have developed state-wide systems or support their counties in the development of federated systems that maintain and deliver address data across the state. The states of Maine, Connecticut, and Vermont in New England are collecting this data from their towns and Rhode Island is developing such a system. Ohio, Indiana, and West Virginia are working to build systems that will collect the data from their counties. Arkansas has created a state-level database of address ranges. The cost of the Vermont system is covered by normal 9-1-1 fees. Ohio, whose program includes both roads and addresses, matches local efforts with state capital funding and a mix of other sources.



Footnotes

1. US Census Bureau: 2000 Census and 2006 American Community Survey.
2. "Census Bureau Awards \$600 Million Contract to Support Automation Project," http://www.census.gov/Press-Release/www/releases/archives/census_2010/006676.html, accessed August 4, 2006
3. Clayton Bonnell, "Postal Service addressing problem," US Postal Service, email sent to representatives of GITA, NENA, NSGIC, and URISA on December 3, 2007
4. Mark VanderSchaaf, former employee of St. Paul Department of Planning and Development, personal conversation, March 29, 2006.
5. The Streamlined Sales and Use Tax agreement involves a majority of the states; see <http://www.streamlinedsalestax.org/>
6. See <http://www.nsgic.org/committees1/bestPractices.cfm?cid=105>.

Graphic at left provided by Robert Hanson of Michael Baker Corporation

The Ideal System

A national system of addresses should be created with government and the private sector each playing their part. This system should provide data seamlessly to those who need it for issues that cross political boundaries. This would result in many life- and cost-saving benefits. The ideal role played by each is outlined below.

1. Local Government Address Authorities – Cities and Counties

- Use best practices, including standards, for assigning and disseminating data about new addresses.
- Each maintains an authoritative database of their own addresses.
- All departments draw from that database and provide feedback on changes.
- Submit updated address information to the regional custodian
- **Benefit:** Saves resources. Local entities gain value from standard database that minimizes redundancy and error.

2. Counties or 9-1-1 authorities serve as the regional custodians of the data.

- Maintain an address database that includes information from all address authorities within their region.
- Receive updates from address authorities and verify the quality of that information.
- Distribute address and coordi-

nate data free of charge to the public and all participants.

- **Benefit:** Gains access to current, reliable data for internal use and trust from local governments by providing data service.

3. States provide statewide coordination and support to counties and 9-1-1 authorities

- Provide a central website for accessing address data from regional custodians: counties and 9-1-1 authorities.
- Provide training, technical guidance and standards to counties and 9-1-1 authorities.
- Serve as a backup system for the regional systems.
- Fill gaps by helping small and less affluent places fulfill their role.
- Provide matching grants to local government to develop their systems.
- **Benefit:** States gain ability to access data for internal purposes; e.g., sales tax management and medical benefits.

4. Federal government

- U.S. Postal Service, U.S. Census Bureau, Department of Homeland Security, and others are able to access and use data nationwide in a standard format (e.g. Lat/Long and U.S. National Grid coordinates).
- U.S. Census Bureau and U.S. Postal Service send notice of address data inconsistency to state and local governments

whenever they are found. Note: U.S. Census Bureau is currently unable to participate because of Title 13.

- U.S. Census Bureau is able to release geographic coordinate data, saving local government the expense of collecting that information. Access to coordinate data is also restricted by Title 13.
- **Benefit:** Federal government saves money and has access to current and accurate local data.

5. Private sector

- Assists with local implementation and maintenance on a fee for service basis.
- Provides technical resources for each level of government to fulfill its role.
- Provides business services for the aggregation, maintenance, and use of address data in government and the private sector.
- Uses nation-wide address data to develop new products and services to meet the needs of citizens, government, and the private sector.
- **Benefit:** Cheaper, better, and quicker for local government.



National States Geographic Information Council

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Bel Air, Maryland 21015
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Fred@ksgroup.org
<http://www.nsgic.org>



ABOUT NSGIC — The National States Geographic Information Council (NSGIC) is an organization of States committed to efficient and effective government through the prudent adoption of geospatial information technologies. Members of NSGIC include delegations of state GIS coordinators and senior state GIS managers from across the United States. Other members include representatives from Federal agencies, local government, the private sector, academia and other professional organizations. A rich and diverse group, the NSGIC membership includes nationally and internationally recognized experts in GIS, geospatial data production and management, and information technology policy.

**Meeting Summary
MetroGIS Policy Board
Metropolitan Mosquito Control District Offices
October 22, 2008**

1. CALL TO ORDER

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

Members Present: Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Gary Swenson for Randy Johnson (Hennepin County), Jim Kordiak (Anoka County), Tom Egan (Dakota County), Tony Pistilli (Metropolitan Council), Steve Elkins (Metro Cities – City of Bloomington), Terry Schneider (Metro Cities - City of Minnetonka), Dan Cook (School Districts - TIES), and Roger Lake (Metro Watershed Districts).

Members Absent: Jim Joseph Wagner (Scott County) and Tom Workman (Carver County)

Coordinating Committee Members Present: Rick Gelbmann, Randy Knippel, Nancy Read, Mark Vander Schaaf, and Gordy Chinander.

Support Staff: Randall Johnson and Jonathan Blake (MetroGIS Staff Support Team)

Visitors: Alison Rojas (University of Minnesota), Dave Hinrichs (Metropolitan Council), Carrie Mack (Ramsey Washington Metro Watershed District), Dick Carlstrom (TIES), and Hazel Reinhardt (Demographic Consultant).

2. ACCEPT AGENDA

Member Kordiak moved and Member O'Rourke seconded to approve the proposed agenda, as submitted. Motion carried, ayes all.

3. MEETING SUMMARY

Member Egan moved and Member Kordiak seconded to approve the July 23, 2008 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Regional Data Sets and Analysis of School District Housing Stock

Dick Carlstrom, GIS Coordinator with TIES and Coordinating Committee member, and Hazel Reinhardt, demographic consultant to school districts, used a housing study they had developed for the Osseo Area School District as a case study to demonstrate the value that school districts receive when they leverage the Regional Parcel Dataset and GIS technology for their decision making, in particular school census projections.

Carlstrom noted that studying the housing characteristics within a district (type, age, cost, and location) provides valuable insight to policy makers, a source of which is the Regional Parcel Dataset. Carlstrom and Reinhart then talked about three misconceptions that commonly are overcome when policy makers are presented with the actual facts; each of which resulting in fewer students than one would think the case. Refer the presentation slides at

http://www.metrogis.org/teams/pb/meetings/08_1022/4_Technology_Demo_Schools.ppt for the specifics).

They closed their presentation by thanking MetroGIS for its efforts to bring about the Regional Parcel Dataset.

In response to several questions from Board members, a wide ranging discussion ensued. It was recognized that the results of the case can also help cities evaluate impacts of alternative redevelopment strategies, leverage GIS technology to visualize the current housing situation and impacts of alternative action strategies. Member Cook offered that school districts can utilize this service even if not a member of TIES.

5. Data Sharing / GIS Coordination Experience During the RNC

Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board and member of the MetroGIS Coordinating Committee, was invited by Chairperson Reinhardt to talk about the GIS community's experience at the RNC. He began his comments by stating that this was the first time that local GIS capabilities had been invited by the federal establishment to participate in the on-site management of a major event of this type and that the commanders were so impressed that GIS related procedures implemented for support of the RNC will be used for future such events. MetroGIS's efforts were complemented in terms of: 1) establishing regional datasets – interoperability is critical; 2) fostering an environment where data sharing is valued and the norm; 3) establishment of communication links, establishment of a standard metro area coordinate system. (The slide presentation can be viewed at http://www.metrogis.org/teams/pb/meetings/08_1022/5_slidesPolicyBoardRNC.ppt.)

Chinander commented that data licensing requirements required significant effort over a period of several weeks to work through; the point being that in times of emergencies the time horizon is minutes not weeks. He suggested that establishment of a 2-tier access scheme whereby emergency access is differentiated from other forms of access as strategy to resolve this problem. Chinander also commented on two other items for which this community could improve: 1) establish a better communication tree to make sure that everyone with a need to know is contacted and 2) improve the currency of framework emergency preparedness datasets. In response to comment from Vice-Chairperson Kordiak that the licensing concerns raised are within the purview of the counties to resolve, the members agreed that the Coordinating Committee should be asked to propose a recommended course of action. Others also concurred that the Committee should work with the Governor's Council on Geographic Information on this recommendation and that emergency managers from all forms of government should be involved in the evaluation of options and eventual recommendation.

Member Schneider also encouraged the Committee to investigate a legislative solution wherein the counties would receive the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law.

Motion: Pistilli moved and Vice-Chairperson Kordiak seconded to direct the Coordinating Committee to recommend a course of action to resolve data access issues that arose in preparation for the RNC, specifically considering but not limited to the following outcomes (all options on the table):

- Creation of a 2-tier scheme in which emergency preparedness and response authorities have expedited access,
- Streamlining processes to obtain authority to access as well as physical access to the data,
- Consider a legislative solution that would provide the producers (e.g., counties for parcel data) with the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law,
- Investigate if there is a more efficient means than the current licensure process to achieve the protections needed by the producers from government in non-emergencies and non-government entities.

Motion carried, ayes all.

6. ACTION/DISCUSSION ITEMS

a) Use of Uncommitted 2008 Regional GIS Project Funds

Staff Coordinator Johnson presented the recommendation as outlined in the agenda report and summarized the recommendation of the Coordinating Committee, including the finding that the subject expenditure was critical to the functioning of the Regional Geocoding Service as originally conceived

Motion: Member Pistilli moved and Member Egan seconded that the MetroGIS Policy Board concur that \$1,400 in 2008 Regional GIS Project program funds should be authorized to rectify unanticipated programming issues encountered during development of the 2007 Geocoder Service Project, on the basis that rectification of the subject unanticipated programming issues is critical to proper functioning of the Regional Geocoding Service with regional datasets, as originally conceived. Motion carried, ayes all.

b) Exploring Shared Needs with Non-Government Interests

Staff Coordinator Johnson provided context for the proposal and summarized the Coordinating Committee's recommendation to proceed as outlined in the agenda report. Member Schneider commented that to accomplish MetroGIS's goal of seeking out partnership opportunities with the private sector, the Policy Board needs to send the message that it is serious about pursuing collaborative solutions. He commented that he hoped that several individuals in the private sector will get serious and create a coordinating committee of their own to compliment and interact with the existing MetroGIS Coordinating Committee.

He went on to comment that the biggest obstacle to the success will be that the private sector thinks in terms of days and weeks not months and years. To overcome this difference of culture, the individuals involved will need to have a passion for achieving collaborative solutions to shared needs. If so, the road blocks should take care of themselves. Member Schneider also suggested that the dynamics of the conversations should be relied upon to define the test cases but okay to offer the land information system and emergency management themes as examples of the possible collaborative ventures.

All concurred that representatives from the utility and real estate sectors need to be involved. The utility interests have resources and understand the benefits of collaborating. Real estate interests have data but often lack the tools possessed by the geospatial community. Both situations possess collaboration potential.

Alternate Member Swenson commented that public-private partnerships are often wrought with concerns that some interests are treated differently than others or that a partnership with one entity results in a competition issue for another. Member Schneider responded by stating that these are valid concerns but should not distract MetroGIS from investigating possibilities. Coordinating Committee Read offered that with the increasing use of web services that physical access to data, for which an access fee is charged, may no longer be needed for non-government interests to obtain valuable information from these data. And as such, a valuable middle ground may already be in play.

The conversation then shifted to the topic of non-government access to parcel data for which a fee is currently charged. Member Schneider responded that the premise is that all parties will benefit from any collaborative solutions pursued. In the case of the counties, he reiterated that a value equal to any fees foregone would need to be apart of the package. Chairperson Reinhardt added that a quid-pro-quo philosophy is at the foundation of this proposal and that the Policy Board, in approving this proposal, would be committing only to talk with non-government interests.

Member Schneider concluded his remarks by conjecturing that the sharing opportunities might evolve to involving funding from state and federal government interests if the solutions result in regional or higher value.

Motion: That the Policy Board approve the methodology presented in Attachment A of the agenda report to explore potential collaborative solutions to shared information needs with non-government interests though bundling of capabilities (e.g., data, web services, applications, infrastructure, and support) across sectors.

Motion carried, ayes all.

c) 2009 Meeting Schedule

Staff Coordinator Johnson proved the following meeting dates for 2009: January 28, April 29, July 29, and October 28.

Motion: Member Pistilli moved and Member Elkins seconded to set the meeting dates for 2009 as presented in the agenda report. Motion carried, ayes all.

d) Leadership Development Plan

Jonathan Blake, member of the MetroGIS support team, summarized the purpose of the proposed plan and explained several of the key provisions. He was thanked for his excellent work on identifying the defining key elements that should be elaborated on in the subject plan.

Motion: Member Pistilli moved and Vice Chairperson Kordiak seconded to approve the proposed key elements upon which to base a MetroGIS Leadership Development Plan listed in Attachment A of the agenda report, dated September 17, 2008. Motion carried, ayes all.

e) Mn Drive to Excellence: State Agency GIS Coordination

Fred Logman, member of the support team, updated the Board on the status of recommending a mechanism to ensure that State Agencies coordinate on matters related to use of GIS technology. He commented that a legislative proposal is expected to be available for review in late November through which a proposal will be made to achieve the desired coordination through assignment of cabinet level responsibility. This proposal will be submitted for consideration during the 2009 session. He also shared the results of the workshop held in June to obtain input from non-state agency stakeholders (see http://www.gis.state.mn.us/committee/MSDI/dte/D2E_stakeholder_nonstate_turnaround.pdf for the complete report).

Member Pistilli asked if the proposed legislation will build upon the accomplishments of MetroGIS, to which Chairperson Reinhardt, a member of the non-state-agency steering committee providing input to this initiative, stated that she personally has made sure that the MetroGIS experience has been taken into consideration.

Logman agreed to contact MetroGIS leadership when the pending legislative proposal is available for comment. The members agreed that this topic should be an action item at the January meeting, at which time the Policy Board would consider a recommendation concerning the proposed legislation.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the items in this section of the agenda

7. INFORMATION SHARING

There was no discussion of the items in this section of the agenda.

Member Cook announced that this would likely be his last meeting as he is no longer a member of the Anoka Hennepin School District. He wished the group continued success.

8. NEXT MEETING

The next meeting is scheduled for January 28, 2009.

9. ADJOURN

The meeting adjourned at 9:15 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Tom Workman,
Carver County

Roger Lake,
MAWD

Dennis Hegberg,
Washington County

Dan Cook,
TIES

Randy Johnson,
Hennepin County

Steve Elkins,
City of Bloomington
Metro Cities

Terry Schneider,
City of Minnetonka
Metro Cities

Joseph Wagner,
Scott County

Tony Pistilli,
Metropolitan Council

Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Wednesday, January 28, 2009

6:30 p.m.

Metropolitan County Government Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

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 - b) 2009 Coordinating Committee Officers Elected
 - c) National Geospatial Advisory Committee – February 2009 Meeting
 - d) Presentations / Outreach / Studies
 - e) Metro and State Geospatial Initiatives Update
 - f) National/Federal Geospatial Initiatives Update
 - g) December 2008 Coordinating Committee Meeting Summary
8. Next Meeting
April 29, 2008 (*election of officers for 2009*)
9. Adjourn

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

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Metropolitan Mosquito Control District Offices
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Visitors: Alison Rojas (University of Minnesota), Dave Hinrichs (Metropolitan Council), Carrie Mack (Ramsey Washington Metro Watershed District), Dick Carlstrom (TIES), and Hazel Reinhardt (Demographic Consultant).

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Motion carried, ayes all.

6. ACTION/DISCUSSION ITEMS

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Staff Coordinator Johnson presented the recommendation as outlined in the agenda report and summarized the recommendation of the Coordinating Committee, including the finding that the subject expenditure was critical to the functioning of the Regional Geocoding Service as originally conceived

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He went on to comment that the biggest obstacle to the success will be that the private sector thinks in terms of days and weeks not months and years. To overcome this difference of culture, the individuals involved will need to have a passion for achieving collaborative solutions to shared needs. If so, the road blocks should take care of themselves. Member Schneider also suggested that the dynamics of the conversations should be relied upon to define the test cases but okay to offer the land information system and emergency management themes as examples of the possible collaborative ventures.

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Member Schneider concluded his remarks by conjecturing that the sharing opportunities might evolve to involving funding from state and federal government interests if the solutions result in regional or higher value.

Motion: That the Policy Board approve the methodology presented in Attachment A of the agenda report to explore potential collaborative solutions to shared information needs with non-government interests though bundling of capabilities (e.g., data, web services, applications, infrastructure, and support) across sectors.

Motion carried, ayes all.

c) 2009 Meeting Schedule

Staff Coordinator Johnson proved the following meeting dates for 2009: January 28, April 29, July 29, and October 28.

Motion: Member Pistilli moved and Member Elkins seconded to set the meeting dates for 2009 as presented in the agenda report. Motion carried, ayes all.

d) Leadership Development Plan

Jonathan Blake, member of the MetroGIS support team, summarized the purpose of the proposed plan and explained several of the key provisions. He was thanked for his excellent work on identifying the defining key elements that should be elaborated on in the subject plan.

Motion: Member Pistilli moved and Vice Chairperson Kordiak seconded to approve the proposed key elements upon which to base a MetroGIS Leadership Development Plan listed in Attachment A of the agenda report, dated September 17, 2008. Motion carried, ayes all.

e) Mn Drive to Excellence: State Agency GIS Coordination

Fred Logman, member of the support team, updated the Board on the status of recommending a mechanism to ensure that State Agencies coordinate on matters related to use of GIS technology. He commented that a legislative proposal is expected to be available for review in late November through which a proposal will be made to achieve the desired coordination through assignment of cabinet level responsibility. This proposal will be submitted for consideration during the 2009 session. He also shared the results of the workshop held in June to obtain input from non-state agency stakeholders (see http://www.gis.state.mn.us/committee/MSDI/dte/D2E_stakeholder_nonstate_turnaround.pdf for the complete report).

Member Pistilli asked if the proposed legislation will build upon the accomplishments of MetroGIS, to which Chairperson Reinhardt, a member of the non-state-agency steering committee providing input to this initiative, stated that she personally has made sure that the MetroGIS experience has been taken into consideration.

Logman agreed to contact MetroGIS leadership when the pending legislative proposal is available for comment. The members agreed that this topic should be an action item at the January meeting, at which time the Policy Board would consider a recommendation concerning the proposed legislation.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the items in this section of the agenda

7. INFORMATION SHARING

There was no discussion of the items in this section of the agenda.

Member Cook announced that this would likely be his last meeting as he is no longer a member of the Anoka Hennepin School District. He wished the group continued success.

8. NEXT MEETING

The next meeting is scheduled for January 28, 2009.

9. ADJOURN

The meeting adjourned at 9:15 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 1000 Friends of Minnesota
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2008 Major MetroGIS Accomplishments

DATE: January 15, 2009
(For the Jan. 28th Meeting)

REQUEST

Policy Board acceptance is requested of the following of listing of MetroGIS's major accomplishments during 2008. The 2008 annual report is proposed to be focus on these items.

MAJOR ACCOMPLISHMENTS DURING 2008

- ✓ Shared Application Needs: Progress was made on this top priority need defined in the 2008-2011 Business Plan.
 - a) Four roles, appropriate for MetroGIS's resources, were defined to pursue solutions to shared application needs (See Reference Section).
 - b) Several shared application and web services needs, with cross-sector importance were identified, setting the stage to pursue specific projects and providing the foundation for partnerships with non-government interests, as directed by the Business Plan.
- ✓ Regional Geocoder Service: The Mosquito Control District serviced as the lead organization and used MetroGIS pilot project funding to develop this widely needed service. (Component of "Shared Application Needs")
- ✓ Parcel Data Sharing Agreement: A fourth-generation agreement was adopted by all seven counties. It renews the Metropolitan Council's authority to distribute the regional parcel dataset. It also authorizes an exciting new opportunity, referred to as "view-only" access. Licensed organizations can now host web-based applications designed for access by general public viewing that incorporate this dataset, provided the source data cannot be downloaded.
- ✓ Web-based Address Editing Tool: A bid was accepted by a qualified consultant to assist MetroGIS develop this tool; which is the final prerequisite to moving forward on MetroGIS's ambitious proposed regional address points dataset.
- ✓ Data Synchronization Mechanism: This mechanism was successfully developed, again using MetroGIS pilot project funding. It, together with the related proposed Web-based Address Editing Tool, comprise two prerequisite capabilities that must be operational to achieve MetroGIS's vision for a regional address points database.)
- ✓ Leadership Development Plan: Ten key elements, upon which to base this plan, were defined.
- ✓ Coordination with Related Efforts:
 - MetroGIS leadership played important roles in shaping recommendations for the MN Drive To Excellence: Functional Transformation initiative. A key component involves creation of a statewide coordinating council.
 - The Staff Coordinator was appointed to serve a three-year term on the National Geospatial Advisory Committee in recognition of MetroGIS's accomplishments, at a regional level, to realize the vision of the National Spatial Data Infrastructure (NSDI).
 - Networking to expand data sharing activity with adjoining counties was initiated in accordance with expectations defined in the 2008-2011 Business Plan. .

LESS PROGRESS THAN ANTICIPATED

Our inability to add a Technical Coordinator to the MetroGIS support staff in 2008, a top priority need

defined in business planning process completed fall 2007, resulted in less progress than had been anticipated in 2008. Most noticeably, less progress was made regarding the defining of shared application needs and associated solutions, defining partnering opportunities with non-government interests, and improving data sharing with adjoining counties. In addition, loss of the Administrative Technical support position, when the incumbent left the Council in March, resulted in our inability to produce a Performance Measurement Report for 2008. (See the Reference Section for more information.)

On the positive side, the impact of the support limitations on progress able to be made in 2008 could have been much worse had the members of the Technical Leadership Workgroup not volunteered to serve in the role of a quasi Technical Coordinator (see the Reference Section for the members). In so doing, the efforts of workgroup ensured progress toward addressing MetroGIS's top 2008 priority initiative -- define shared application needs. These individuals deserve special recognition and a big thank you. A thank you is also in order to the Metropolitan Council's GIS Unit for permitting Mark Kotz to assume a lead staff support role for this important workgroup.

RECOMMENDATION

That the Policy Board accept the above listing of major MetroGIS accomplishments in 2008.

REFERENCE SECTION

ROLES APPROPRIATE FOR METROGIS – SHARED APPLICATION NEEDS

The first MetroGIS shared application-related workshop was held on January 24, 2008. It was entitled “*Meeting Shared Needs Beyond Data*”. The primary focus was to define the appropriate roles for MetroGIS to pursue concerning solutions to shared application needs. On April 23, the Policy Board endorsed the following four roles as appropriate for MetroGIS as it pursues collaborative solutions to shared needs for applications and web services:

- Leadership,
- Coordination,
- Policy direction, and
- Testbed funding to leverage the GIS resources possessed in the metropolitan region

The complete forum summary document can be viewed at

www.metrogis.org/teams/workgroups/shared_app/forum_1-24-08/08_0527%20Workshop%20Summary.pdf

SUPPORT LIMINATIONS

When the program objectives for 2008 were adopted in October 2007 there was hope that adding a Technical Coordinator to the MetroGIS staff support team was achievable by summer 2008. An agreement-in-principal was subsequently received from Metropolitan Council leadership in late January 2008 acknowledging that the addition of a Technical Coordinator to MetroGIS’s support team would benefit the Council. A business case was then submitted to Council management to justify creation of the position. Unfortunately, due to a hiring freeze enacted last spring and the currently projected major state budget deficit, the likelihood of filling this position with Metropolitan Council resources remains an unknown, although work continues with Human Resources to develop the position description.

Further, when the 2008 objectives were set there was no indication that MetroGIS’s Administrative-Technical support position would be lost, which occurred when the incumbent left mid-winter. That position was subsequently incorporated into the proposal to create the Technical Coordinator position. Consequently, several of the responsibilities of administrative-technical position are not currently supported, most notably capturing and formatting of performance measurement reporting metrics.

FORMAT - 2008 ANNUAL REPORT

A single page, double-sided letter format, written from Chairperson Reinhardt’s perspective, is again proposed. Jeanne Landkamer has also agreed to again serve as the lead support for this project. Finally, the report is again proposed to be distributed in combination with the informational brochure that can be viewed at http://www.metrogis.org/about/annual_reports/05brochure.pdf. Funding for preparation of a new brochure is included in the 2009 budget, once a strategy(ies) has been agreed upon to begin addressing shared application needs.



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield (1000 Friends of Minnesota)
Project Contact: Mark Kotz, Technical Leadership Workgroup Chair

SUBJECT: Addressing Shared Application Needs – Policy Direction

DATE: January 13, 2009
(For the Jan 28th Meeting)

INTRODUCTION

The purposes of this agenda item are to:

- Share with the Policy Board the general findings of MetroGIS's November 20, 2008 *Geospatial Applications and Web Services Needs Forum*.
- Seek Policy Board direction regarding next step recommendations that involve policy or involvement of organizations beyond MetroGIS's scope.

COORDINATING COMMITTEE CONSIDERATION

On December 10, 2008, the Committee agreed on several next steps to begin work on solutions to application needs that are shared across organizations that comprise the MetroGIS community. These next steps were developed by the MetroGIS Technical Leadership Workgroup (TLW) in response to the results of the forum hosted by MetroGIS on November 20, 2008 and categorized into the following three broad categories. (Refer to the Reference Section for members of the TLW and the process they used to identify options and define priorities.)

Category:

- 1) Create five new workgroups to address shared needs defined at the November 20, 2008 forum
- 2) Augment responsibilities of the current Technical Leadership Workgroup and Geocoder Workgroup
- 3) Encourage the Committee to take action on four related topics that are beyond the scope of the Workgroup's responsibilities.

Only the Category 3 recommendations are the subjects of this report. The Category 1 and 2 recommendations involve workgroup related processes by which the Coordinating Committee agreed to develop specific recommended courses of action for specified shared application needs. (Refer to Items 4 and 5 in the Reference Section, for more information about next steps anticipated to address these activities.)

BOARD DIRECTION REQUESTED

The above-cited Category 3 recommendation comprise four separate actions. The Coordinating Committee has requested Board direction for each by the Coordinating Committee because they entail matters of policy and requests of stakeholder organizations to accept responsibility to lead efforts to address shared needs that are bigger than MetroGIS is able to address on its own. The four actions are:

- A. Address the need for a policy on broader access to parcel data
- B. Identify willing champions, volunteers and staffing resources for proposed new workgroups.
- C. Encourage the State to take on the role of meeting the need for a statewide geocoder including needed data.
- D. Encourage the GCGI Hydrography Committee to recommend a solution for the "Storm/surface water tracer" need.

No action is requested of the Policy Board for recommendations C and D. This item is explained in a letter sent to Chairperson Reinhardt on December 19 from the Coordinating Committee Chair and copied to each of Board member. The purpose of that letter was to expedite notifying the Mn Governor's Council on Geographic Information (GCGI) of recommendations C and D. As no Policy Board member raised a concern, the letter (Attachment A) was forwarded to the Mn GCGI on January 12. No further action is

requested by the Committee. The remainder of this report focuses on action requested of the Board concerning recommendations A and B, listed above.

A. Policy On Broader Access To Parcel Data:

Access to parcel data by non-government interests and streamlining of parcel license requirements have been topics of ongoing discussion since before MetroGIS was created and have been a topic of conversation among Board members on several occasions. Refer to the Item 1 in the Reference Section for progress made through MetroGIS's efforts to address these matters, most notably through a MetroGIS initiative in the late 1990s chaired by Commissioner Kordiak.

At its October 2007 meeting, the Board adopted the 2008-2011 MetroGIS Business Plan. This plan called for scope expansions that included: a) seek out partnerships with non-government interests to address shared geospatial needs and b) expand MetroGIS regional solutions to shared information needs to included applications. In accordance with these objectives, the Policy Board approved a strategy at its October 2008 meeting to investigate the potential of partnering with non government interests (Attachment B). Any partnerships that result must be consistent with principles of equity adopted by the Policy Board in January 2006 (Attachment C).

Continuing to be open to solutions that address parcel data access preferences of non-government interests is expected to play a major role in government's ability to effectively partner with those interests as envisioned with the policies set forth in the 2008-2011 Business Plan.

Suggested Courses of Action: That the Policy Board concur:

1. Modifications to the policy related to non-government access to parcel data should be defined through the "Cross Sector Partnering" initiative (Attachment B) that it authorized at its October 2008 meeting in cooperation with the County Data Producers Workgroup.
2. Desired modifications to parcel data access policies must comply with the equity principles adopted by the Board at its January 2006 meeting (Attachment C).

B. Identify Willing Champions, Volunteers And Staffing Resources For New Workgroup

As geospatial technology has matured, MetroGIS stakeholders have increasingly leveraged its power to support daily functions. A component of this maturing process is that MetroGIS's focus is no longer limited to shared data needs. The focus now also includes actively seeking out opportunities to collaborate on application, web service, and potentially infrastructure needs shared across the stakeholder community. The number of potential opportunities to collaborate is not known and is continually expanding as stakeholders discover ways to leverage the potential of this powerful technology. The potential for partnering across sectors (with non-government interests) is also increasingly possible when applications are the focal point, as opposed to data.

Although there is substantial opportunity to gain significant additional efficiencies through partnering to address shared application needs, additional support resources are needed to do so, which are currently lacking. Defining opportunities to collaboratively address shared information needs was a reasonably straight forward process when our focus was on shared data needs. The number of these shared needs was within the capacity of limited dedicated staff and a few workgroups to tackle. This paradigm began to break down as the emphasis on partnering transitioned to include shared application needs.

To date, the Metropolitan Council has been relied upon to provide 100 percent of the support for the "fostering collaboration" function. Although significant progress has been made, reliance upon past workgroup-based methods and limited dedicated staff can no longer keep pace with changing stakeholder needs. This situation was formally recognized over a year ago and a proposal to hire a Technical Coordinator, with the skills needed to foster solutions to a range of shared application needs, was passed along to the Council. Unfortunately, the economic downturn greatly complicated filling this need.

The Policy Board's directive to investigate collaborative partnering opportunities with non-government interests holds promise for expanding the resource base to define and address shared needs. However, progress to define potential collaborative opportunities has been slow due to the lack of a Technical

Coordinator. Finally, if partnering with non-government interests is to become viable as a means to expand the resource base, a new organizational/governance structure will also likely be needed.

These resource issues are not unique to MetroGIS. Resolving them is also central to achieving the vision of the National Spatial Data Infrastructure as well as the component statewide geospatial infrastructures that are being developed across the country, including Minnesota. The National Geospatial Advisory Committee, of which the Staff Coordinator is a member, is beginning to explore organizational and governance schemes capable of fully realizing the vision of the NSDI.

Suggested Courses of Action: That the Policy Board:

1. Decide if MetroGIS should investigate the potential of a modified staff support model through which one or more organizations, other than the Metropolitan Council, would provide funding for staff charged with support of the “foster collaboration” function OR continue to rely upon the Metropolitan Council to finance this function.
2. If so, direct creation of a workgroup and offer advice as to who should serve on it.
3. If so, direct the workgroup to identify any modifications to the organizational/governance structure that would be required to accomplish this shared funding model.
4. If so, ensure the leaders of the “Investigate Partnering Opportunities with Non-Government Interests” initiative (Attachment D) are apprised and involved, as appropriate.

RECOMMENDATION

In summary of the recommendations offered above for Category 3 Recommendations A and B:

A: That the Policy Board concur that:

1. Modifications to the policy related to non-government access to parcel data should be defined through the “Cross Sector Partnering” initiative (Attachment B) that it authorized at its October 2008 meeting in cooperation with the County Data Producers Workgroup.
2. Desired modifications to parcel data access policies must comply with the equity principles adopted by the Board at its January 2006 meeting (Attachment C).

B: That the Policy Board:

1. Decide if MetroGIS should investigate the potential of a modified staff support model through which one or more organizations, other than the Metropolitan Council, would provide funding for staff charged with support of the “foster collaboration” function OR continue to rely upon the Metropolitan Council to finance this function.
2. If so, direct creation of a workgroup and offer advice as to who should serve on it.
3. If so, direct the workgroup to identify any modification(s) to the organizational/governance structure that would be required to accomplish this shared funding model.
4. If so, ensure the leaders “Investigate Partnering Opportunities with Non-Government Interests” initiative (Attachment D) are apprised and involved, as appropriate.

REFERENCE SECTION

1. IMPROVED ACCESS TO PARCEL DATA BY NON-GOVERNMENT INTERESTS

Significant progress has been made to improve access by non-government interests through MetroGIS initiatives over the past decade. Most notable, a task force chaired by Commissioner Kordiak championed a significant reduction in and standardization of fees for non-government access. Additional progress to improve non-government access was made this past year through implementation of a “view-only” policy via the 2009-2011 Parcel Data Sharing Agreement (see Agenda Item 6a). The view-only provision allows the Regional Parcel Dataset to be viewed by unlicensed users via Web-based applications that do not allow the source data to be downloaded. Implementation of this policy enables parcel data to be used in a wide range of geospatial applications desired by stakeholder organizations to improve their operational efficiencies related to communicating with other organizations and the general public. (Also see Attachment F for excerpts from Policy Board meeting summaries related to access to parcel data.)

2. POLICY FOUNDATION – SCOPE EXPANSIONS BEGINNING IN 2008

When the 2008-2011 MetroGIS Business Plan was adopted, MetroGIS leaders concurred that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:

- Expand solutions to shared geographic information needs beyond data-centric solutions to include **applications** and, if necessary, related infrastructure.
- Seek opportunities to **partner with more non-government interests** to collaboratively address information needs they share with government interests.
- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the **jurisdictions that adjoin** the Twin Cities metropolitan area.

3. TECHNICAL LEADERSHIP WORKGROUP

The members of the Technical Leadership Workgroup are: Chair Mark Kotz (Met. Council), Chris Cialek (LMIC), Nancy Read (MMCD), John Carpenter (Excensus), Jim Maxwell (NCompass Technologies), David Bitner (MAC), Bob Basques (St. Paul), and Robert Taylor (Carver Co.). This workgroup was created in March 2008 and reports to the Coordinating Committee. The members collectively agreed to serve as a surrogate Technical Coordinator, to the extent practical, to ensure that valuable momentum is not lost while efforts to secure a Technical Coordinator are in progress. That is, efforts to pursue solutions to shared needs and maintaining relevance to shared stakeholder needs, continue to advance. (See Agenda Item 4d for more information on the effort to secure a Technical Coordinator.)

4. CHRONOLOGY - ACTIVITIES RELATED TO ADDRESSING SHARED APPLICATION NEEDS

Two workshops (see Items A and B, below) were hosted by MetroGIS in 2008 to act on the policy directives to pursue solutions to shared application needs; the most recent being the subject of this report. Although both workshops focused on applications, they have also provided a valuable catalyst for exploring partnering opportunities with non-government interests, another policy directive established with the 2008-2011 Business plan. See Agenda Item 6d for more information.

A. The first of MetroGIS’s shared application-related workshops was held on January 24, 2008. It was entitled “*Meeting Shared Needs Beyond Data*”. The primary focus was to define the appropriate roles for MetroGIS in its work to pursue solutions to shared application needs. On April 23, the Policy Board endorsed the following four roles as appropriate for MetroGIS as it pursues collaborative solutions to shared needs for applications and web services:

- Leadership,
- Coordination,
- Policy direction, and
- Testbed funding to leverage the GIS resources possessed in the metropolitan region

The complete forum summary document can viewed at

www.metrogis.org/teams/workgroups/shared_app/forum_1-24-08/08_0527%20Workshop%20Summary.pdf

B. The second forum, and subject of this report, was held on November 20, 2008. It was named “*MetroGIS Geospatial Applications and Web Services Needs Forum*”. Its purpose was to “Develop a prioritized list of commonly needed geospatial applications and web services.” 23 subject matter experts participated, representing the breadth of MetroGIS stakeholder interests. Participants were asked to brainstorm on ideas for geospatial applications and web services needed by their respective communities. 42 unique ideas were identified. Each idea was discussed as a group to reach a common understanding of the idea. Then a prioritization exercise was conducted to determine which interests would use such an application or web service and which interests considered it a high priority. In general, forum participants reported they found the meeting effective, fun, and a great way to make contacts and share ideas.

Forum Results: The forum turnaround document can be found at

www.metrogis.org/teams/workgroups/shared_app/forum_11-20-08/Forum_Turnaround_Document.pdf.

It includes a list of attendees, a description of each idea identified, and the results of the ranking exercise used to collectively agree on priority shared needs. For example, the top eight ideas based on “total dots” were:

- Free parcel WFS
- USPS address verifier
- Statewide geocoding service
- Best image service
- Feature services for all data
- Critical infrastructure data services
- Jurisdictions at a point
- Government service finder

Further Analysis of Results: After the forum, the Technical Leadership Workgroup held two, three-hour meetings to review and analyze the results and to develop the detailed recommendations presented to the Coordinating Committee on December 10, 2008. (See Attachment D for these detailed recommendations.)

C. COORDINATING COMMITTEE AUTHORIZED CREATION OF NEW WORKGROUPS

Creation of five new workgroups was authorized by the Coordinating Committee at its December 2008 meeting. (See Attachments D and E for more information.) The organizing principal is the same as used in the past: given the limited availability of staff support, a workgroup-based process must be relied upon. That is, if volunteers do not come forward for one or more of these topic areas, work toward a solution will be postponed until such time that stakeholders are willing to engage. The workgroups authorized were:

- Jurisdictions at point / Government service finder
- Feature services for all data
- Best image service
- USPS address verifier
- Regional landmarks data structure

As of this writing, a total of 25 individuals had volunteered to serve on the five proposed new workgroups. At least one person had also volunteered to lead or co-lead four of the five proposed workgroups; no one had yet agreed to serve as a leader for the “regional landmarks data structure” group. These leadership roles are critical because dedicated staff support is not sufficient to meet this need.

Each of the workgroups, for which leadership and other members are identified, will be asked to submit their respective recommendations by May 2009. At its June meeting, the Committee will be asked to recommend how to best use the \$35,000 allocated for this purpose in the 2009 budget. Ideally, by the time of the Committee’s March meeting the workgroups will be able to, at least preliminarily, determine whether funding will be needed to address their charge and, if so, approximately how much. The plan is to present a proposal to the Policy Board at its July meeting for how to best the \$35,000 budgeted for this purpose.

ATTACHMENT A

REQUEST OF MN GOVERNORS COUNCIL ON GEOGRAPHIC INFORMATION

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



January 12, 2009

Rick Gelbmann, Chairperson
Governor's Council on Geographic Information
c/o Land Management Information Center
658 Cedar Street, Room 300
St. Paul, MN 55155

RE: Action Requested of GCGI by MetroGIS

Dear Mr. Gelbmann,

On behalf of the MetroGIS Policy Board and Coordinating Committee, the purpose of this letter is to encourage the MN Governor's Council on Geographic Information (GCGI) to consider addressing two project needs that MetroGIS has concluded are much better addressed by a state wide effort than a metro effort. They are:

- **Implement a state-wide geocoder service.** A metro web service already exists and could be leverage to expand to a state-wide web service.
- **Recommend a solution to the need for a storm & surface water tracing tool.** It is thought that the GCGI Hydrography Committee would be the best entity to address this need.

These project needs were among several priorities identified at a forum hosted by MetroGIS on November 20, entitled *Geospatial Applications and Web Services Needs*. Please note that several state agency representatives participated in this forum, as the purpose was to define geospatial application needs shared across sectors. (For more information about the forum results and next steps endorsed by the MetroGIS Coordinating Committee, go to Item 5d of the document at http://www.metrogis.org/teams/cc/meetings/08_1210/08_1210m_draft.pdf).

Respectfully,

Victoria Reinhardt, Chairperson
MetroGIS Policy Board

cc: Sally Wakefield, Chair - MetroGIS Coordinating Committee
Mark Kotz, Chair - MetroGIS Technical Leadership Workgroup
Randall Johnson – MetroGIS Staff Coordinator

ATTACHMENT B

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



STRATEGY

(Approved by Policy Board – October 22, 2008)

Investigating Possibilities

“Cross-Sector Partnering to Address Shared Information Needs”

OBJECTIVE

Establish a working relationship between the MetroGIS leadership, the MetroGIS Coordinating Committee and the private sector to identify and capitalize on mutually advantageous activities relating to sharing and utilizing geo-spatial information.

CONTEXT

Since its beginnings, MetroGIS has sought participation from non-government interests to define shared geospatial needs. However, it was not until 2005, that MetroGIS began to consider seeking out interest on the part of non-government interests to partner on solutions to shared needs. The investigation that began in 2005 resulted in an October 2007 directive of the MetroGIS Board to proactively seek out such partnering opportunities with non-government interests. The 2007 directive occurred with the adoption of the 2008-2011 MetroGIS Business Plan.

This proposal acts on the October 2007 scope expansion directive. (Refer to the Reference Sector for a timeline of actions and events that have led to this proposal.)

CONCEPTUAL METHOD (to launch)

1) Phase I – Achieve Concept Buy-In – Fall 2008

MetroGIS to host a 2-3 hour forum at which 10-12 leaders of several key non-government interests would meet with 3-4 Policy Board members to investigate interest in working with MetroGIS to define shared needs and collectively pursue solutions, as the needs dictate. A key component of this proposal is the formation of a “private sector (non-government) coordinating committee” to work with MetroGIS to jointly investigate opportunities for cross-sector solutions to defined shared information needs.

Attendees – Phase I:

Policy Board Members: Councilmember Schneider, Councilmember Elkins, Councilmember Pistilli and Chairperson Reinhardt

Non-Government Leadership: 10-12 individuals TBD. (Note: To test receptiveness to this concept, I have spoken with several individuals, each of whom have been expressed interest in participating. These initial contacts were with individuals affiliated with the Mn High Tech Association, TIER 3 Consulting, Information Builders, Urban Land Institute-Mn, CB Richard Ellis, and The Lawrence Group). Evaluating the potential for a cross-sector supported regional land management information system excited each of as a possible cross-sector endeavor.

Other candidate interests identified as potential participants but not yet contacted include the Regional Chamber of Commerce, Xcel Energy, Regional MLS, Minneapolis Star and Tribune, Sears, U of M, Great River Energy, prominent Planning and Engineering Consultant, and a GIS vendor?

2) Phase II - Create Private Sector (what about Non-Government?) Coordinating Committee

This proposed Committee would be comprised of major non-government users of geospatial technology, which serve the Twin Cities metropolitan area. The Committee would be self-organizing, once key

interests to the MetroGIS community are encouraged to participate. The Committee would also be principally supported by its member interests and have responsibility for:

- Defining shared needs among non-government interests
- Working collaboratively with MetroGIS leadership to define needs shared by both stakeholder groups -
- Working with MetroGIS leadership to refine the following principals of collaboration adopted by the Policy Board in January 2006, if necessary to achieve cross-sector collaboration solutions:
 - *Value added to public sector assets is encouraged provided it does not detract from the public sector objective.*
 - *Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.*
 - *Contributions can be comprised of funds, data, equipment and/or people.*
 - *Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.*
- Working in conjunction with MetroGIS leadership, build upon the recommendations set forth in the 2008-2011 Business Plan to define sustainable solutions to geospatial needs shared by both the government and non-government communities, including and not limited to, modifications in the current MetroGIS organizational structure. How can we work together to reduce costs? What innovations can we work together to develop? How can we promote a statewide GIS cooperative effort?
- To facilitate interaction between the MetroGIS Policy board and the Private Sector Coordinating Committee, MetroGIS Leadership will discuss having the chair of the Private Sector Coordinating Committee have a seat on the Policy Board along with the chair for the existing Coordinating Committee as a non-voting ex-officio member.

ATTACHMENT C

EXCERPT JANUARY 18, 2006 POLICY BOARD MEETING SUMMARY

- PARTNERSHIP EQUITY PRINCIPALS -

d) Non-Government Forum Results & Partnering Guidelines

Member Schneider provided an overview of the November 15, 2005 forum hosted by MetroGIS to identify potential collaboration opportunities with the non-profit and for-profit sectors. He noted that the results of the November forum, together with the Geospatial Technology Possibilities Forum proposed for this spring by the Coordinating Committee, should provide a strong foundation for dialogue at the pending Strategic Directions Forum.

Member Schneider commented that he was very pleased with the enthusiasm offered by the participants and the number of ideas offered. He also shared that he believes a key to moving forward on these opportunities will involve the attendees organizing themselves to communicate as a collective voice with MetroGIS leadership and that he had encouraged those in attendance to begin thinking about how they might do such. He noted that he was encouraged that those in attendance eventually came to understand that an exchange of value would be central to successfully partnering with public sector interests.

Finally, four proposed principles listed in the agenda report were offered for comment. Their purpose is to provide a framework to guide talks toward achieving ideas offered by the forum attendees. Other than a suggestion from Alternate Member Harper to expand the options identified in Principle # 3 by adding “but not be limited” after “of”, Board members were comfortable with the principles, as proposed.

Motion: Member Schneider moved and Member Fiskness seconded that the Policy Board:

- 1) Support the Coordinating Committee’s recommendation to host a “Geospatial Technology Possibilities” forum this coming spring in preparation for the pending Strategic Directions Forum.
- 2) Approve the following principles to guide pending talks with non-government interests who wish to further examine collaborative opportunities with government interests in addressing common geospatial needs:
 - a) Value-added to public sector assets is encouraged provided it does not detract from the public sector objective.
 - b) Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
 - c) Contributions can be comprised of, but not be limited to, funds, data, equipment and/or people.
 - d) Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

Motion carried, ayes all.

ATTACHMENT D

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5d - Supplement



TO: Coordinating Committee

FROM: Mark Kotz (Chair) and Chris Cialek on behalf of the Technical Leadership Workgroup

SUBJECT: Addressing Shared Application Needs – Recommended Next Steps

DATE: December 9, 2008
(For the Dec 10th Committee Meeting)

The TLW relied on the results of the November 20, 2008 *Geospatial Applications and Web Services Forum* as a foundation for developing the following recommendations. The results of the Forum are recorded in the Turnaround Document found at

www.metrogis.org/teams/workgroups/shared_app/forum_11-20-08/Forum_Turnaround_Document.pdf

RECOMMENDATIONS

That the Committee:

1. **Form new workgroups**, as resources allow, for the following purposes:
 - 1.1. Clarify the relationships within the “Jurisdictions at point (13)/Government service finder (1)” fragment and make further recommendations for its implementation, for example clarify the connections with other ideas, define useful public/private partnerships, make a prototype service.
 - 1.2. Clarify “Feature services for all data (33)” need. What is the problem to be solved? Also address issue of security for features services licensed data (e.g. parcels).
 - 1.3. Define a “Best image service (5)” and recommend a solution.
 - 1.4. Recommend a solution for the “USPS address verifier (8)” need, keeping in mind the MetroGIS mailing label service project.
 - 1.5. Propose a strategy to move forward with a federated data development environment. The Address Workgroup is currently working on a prototype. Wait for results and then form a workgroup specifically for the federated data development subject.
2. **Augment the responsibilities of existing workgroups** as follows:
 - 2.1. Geocoding workgroup
 - 2.1.1. Increase the geographic coverage of the geocoder by adding the full TLG dataset (beyond the seven county metro) to the geocoding service.
 - 2.1.2. Recommend a solution for place/feature geocoder and landmarks data. (*Editor’s note: Following the December 10th Committee meeting, the TLW concluded that a separate workgroup should be created to define a regional landmarks data structure.*)
 - 2.2. Technical Leadership Workgroup
 - 2.2.1. Consider work with application and web service needs completed. Focus efforts on broker/portal definition and implementation.
3. **Accept as the Coordinating Committee’s own responsibility:**
 - 3.1. Addressing the need for a policy on broader access to parcel data (18).
 - 3.2. Encouraging the State to take on the role of meeting the need for a statewide geocoder (22), including needed data.
 - 3.3. Asking the GCGI Hydrography Committee to recommend a solution for the “Storm/surface water tracer (35)” need.
 - 3.4. Identifying willing champions, volunteers and staffing resources for new workgroup.

ATTACHMENT E

EXCERPT SUMMARY

DECEMBER 20, 2008 COORDINATING COMMITTEE MEETING

d) Regional Solutions to Shared Application Needs – Recommended Next Steps

Mark Kotz and Chris Cialek, both members of the Technical Leadership Workgroup, presented this topic. Kotz began by summarizing the charge to the Workgroup, the process used to facilitate the November 20 *Geospatial Applications and Web Services Needs Forum*, process used to discern meaning of the results and to craft recommendations for next steps. (For more information, see Mr. Kotz's slide presentation at http://www.metrogis.org/teams/cc/meetings/08_1210/5d_CC_Presentation_Final.pdf.)

Mr. Cialek then presented an overview of the Workgroup's recommendations, which were handed out at the meeting (see Attachment A, above). They were grouped in three major categories: A) Create new workgroups to address five needs, B) Augment responsibilities of the current Technical Leadership Workgroup and Geocoder Workgroup, and C) Encourage the Committee to take action on four related topics that are beyond the scope of the Workgroup's responsibilities.

Action: It was agreed that staff would create a survey with the assistance of the Technical Leadership Workgroup through which the Committee members would identify the workgroup(s) that they would be interested in serving and to given them a means to identify candidates beyond the Committee they believe would have an interest to serve on the suggested workgroups. Staff agreed to send the survey to Committee members by year-end, if at all possible.

It was agreed that given limited resources, priorities for next steps would, in large part, be set by the interest demonstrated in participation on the various workgroups. It was also agreed that Committee members need to serve on each new workgroup to provide a liaison with the Committee and that the preference is for these new workgroups to present, at minimum, preliminary recommendations for use of 2009 project funding at the March Coordinating Committee meeting.

In subsequent discussion related to this topic,

- Member Gelbmann commented that the diagram created by the Workgroup to illustrate the results of the November 20 forum ...is valuable to show connections between needs and value to program managers.
- Member Read commented that additional project manager resources are needed to act on the identified needs and asked if it would be possible to use project funds to hire a part time project manager. Gelbmann commented that the idea should be considered as an option but that he has not given up on the request to the Council to create and fill a full time Technical Coordinator position.
- Member Knippel asked if it is possible to find out who voted for what need to use as a mechanism to seek out partners to assist with the resource needs. Kotz commented that the voting was tracked by sector but then in some cases the forum team would also be able to associate a participant name with a sector vote.

The Committee did not offer any suggested additions or modifications to the content of the Forum Turn Around document that can be viewed at the following web address:

http://www.metrogis.org/teams/workgroups/shared_app/forum_11-20-08/Forum_Turnaround_Document.pdf.

ATTACHMENT F

EXCERPTS POLICY BOARD MEETING SUMMARIES

I. JANUARY 30, 2008 BOARD MEETING

4. GIS TECHNOLOGY DEMONSTRATION

GIS's Role In Response to I-35W Bridge Collapse

....GIS technology was used to clarify the boundaries of the site over time, establish the security plan and perimeter, manage staffing, distribute site information, and communicate information about the site to outside organizations.

... He commented that a lesson learned is that establishing common data practices would be helpful for integration in any future crisis....

....Ross commented that collaboration between organizations was good during the rescue and recovery processes and that web services allowed fast access to the data on demand. However, licensing restrictions resulted in a week's delay in access to data that was requested to respond to the emergency. He recommended that pre-arranged agreements between organizations should be developed to allow sharing of data during emergencies without license restrictions, or similar language to be incorporated into license agreements.

In response to a suggestion that data sharing agreements implemented by MetroGIS should be modified to **provide access to licensed data in an emergency**, Member Schneider suggested that the data sharing impasse encountered **should be addressed either through statute or executive order**, given the problem is broader than the Metropolitan Area. Member Egan added that local governments should adopt standard language into their license agreements to facilitate data sharing during emergencies. Member O'Rourke commented that licenses are usually used for legal liability reasons, and not to simply restrict access to public data – therefore, the issue is best left to the state to regulate.

Member Cook commented that the Governor's power to regulate private utilities information and networks during an emergency likely differs from his ability to access publicly produced data, and suggested that these differences be investigated if authority is sought to access data during emergencies via statute or executive order.....

At the conclusion of the presentation, the **Policy Board requested that the Coordinating Committee** offer recommendations for relaxing licensing procedures during emergencies, including but not limited to,

- Offering example universal (boilerplate) language for mutual aid agreements which defines what constitutes an emergency, who has authority to authorize rule waivers and procedures to rapidly distribute data to predetermined interests with a need to know,
- Pursuing desired authorities via Executive Order or modification of state statute
- Suggestions regarding legal and technical language for agreements and backup procedures.

The Board also requested that the Committee provide the following information:

- Document the reasons for the licensing geospatial data (e.g., liability concerns). What issues/concerns would come in to play if licensing was eliminated?
- Identify the types of data currently subject to license that can not be readily accessed during the response to an emergency, such as occurred during response to collapse of the I-35W bridge

II. OCTOBER 22, 2008 BOARD MEETING

5. **Data Sharing / GIS Coordination Experience During the RNC**

Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board ... commented that data licensing requirements required significant effort over a period of several weeks to work through; the point being that in times of emergencies the time horizon is minutes not weeks. He suggested that establishment of a 2-tier access scheme whereby emergency access is differentiated from other forms of access as strategy to resolve this problem. Chinander also commented on ~~two~~ other items for which this community could improve:

1) establish a better communication tree to make sure that everyone with a need to know is contacted and 2) improve the currency of framework emergency preparedness datasets. **In response to comment from Vice-Chairperson Kordiak that the licensing concerns raised are within the purview of the counties to resolve, the members agreed that the Coordinating Committee should be asked to propose a recommended course of action.** Others also concurred that the Committee should work with the Governor's Council on Geographic Information on this recommendation and that emergency managers from all forms of government should be involved in the evaluation of options and eventual recommendation.

Member Schneider also encouraged the Committee to investigate a legislative solution wherein the counties would receive the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law.

Motion: Pistilli moved and Vice-Chairperson Kordiak seconded to direct the Coordinating Committee to recommend a course of action to resolve data access issues that arose in preparation for the RNC, specifically considering but not limited to the following outcomes (all options on the table):

- Creation of a 2-tier scheme in which emergency preparedness and response authorities have expedited access,
- Streamlining processes to obtain authority to access as well as physical access to the data,
- Consider a legislative solution that would provide the producers (e.g., counties for parcel data) with the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law,
- Investigate if there is a more efficient means than the current licensure process to achieve the protections needed by the producers from government in non-emergencies and non-government entities.



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield (1000 Friends of Minnesota)
Staff Contact: Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: Streamlining Data Access for Emergency Responders – Update

DATE: January 16, 2009
(For Jan 28th Meeting)

INTRODUCTION

This report provides an update on action taken to respond to the Policy Board's request for a "course of action" to improve access to geospatial data by emergency responders.

DIRECTION FROM POLICY BOARD

On October 22nd, the Policy Board asked the Coordinating Committee to recommend a "course of action" to resolve data access issues incurred by organizations with responsibility for support of public safety operations, in particular those that arose in preparation for the Republican National Convention held in the St. Paul this past September. Board members offered the following guidance for options to consider (see the Reference Section for an excerpt from the meeting summary):

- Create a 2-tier scheme in which emergency preparedness and response authorities have expedited access,
- Streamline processes to obtain authority to access, as well as, physical access to these data,
- Consider a legislative solution that would provide the producers (e.g., counties for parcel data) with the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law,
- Investigate if there is a more efficient means than the current licensure process to achieve the protections needed by the producers from government in non-emergencies and non-government entities."

ACTIONS TAKEN

1) Commitment to Participate from Mn Office of Information Policy

On October 23, the Staff Coordinator met with Laurie Beyer-Kropuenske, with the Mn Office of Information Policy. John Hoshal, LMIC and member Emergency Management Committee of the Governors Council on Geographic Information, also attended. During our conversation, a high-level strategy was conceived to investigate the potential of a legislative solution that, in the time of declared emergencies, would provide the liability protections secured through the current licensure process without the often lengthy approval process. It was agreed that the concept should be initially limited to the Twin Cities and that champions must be secured from all affected government umbrella organizations (e.g., Metro Cities, Mn Association of Counties, Emergency Managers). Ms. Beyer-Kropuenske agreed to assist with the investigation.

2) Coordinating Committee Workgroup Created

At its December 2008 meeting, the Committee created a workgroup to develop the course of action requested by the Policy Board. Members Brown, Givens, and Knippel volunteered to work with Chinander. A May 1, 2009 deadline was accepted. John Hoshal, with the GCGI Emergency Management Committee has also expressed interest.

3) Documentation of the Issues – First Step

As of this writing, Chinander was completing a draft white paper to document, as specifically as possible, from his perspective, the data access issues that arose during preparation for the RNC as well as other known issues (e.g., data themes, procedures, organizations). The next step will be to reach agreement among the workgroup members on the issues. Work on candidate solutions will then begin.

RECOMMENDATION

No action requested at this time.

REFERENCE SECTION

Excerpt from the October 22, 2008 Policy Board Meeting Summary

5. Data Sharing / GIS Coordination Experience During the RNC

Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board and member of the MetroGIS Coordinating Committee, was invited by Chairperson Reinhardt to talk about the GIS community's experience at the RNC. He began his comments by stating that this was the first time that local GIS capabilities had been invited by the federal establishment to participate in the on-site management of a major event of this type and that the commanders were so impressed that GIS related procedures implemented for support of the RNC will be used for future such events. MetroGIS's efforts were complemented in terms of: 1) establishing regional datasets – interoperability is critical; 2) fostering an environment where data sharing is valued and the norm; 3) establishment of communication links, establishment of a standard metro area coordinate system. (The slide presentation can be viewed at

http://www.metrogis.org/teams/pb/meetings/08_1022/5_slidesPolicyBoardRNC.ppt.)

Chinander commented that data licensing requirements required significant effort over a period of several weeks to work through; the point being that in times of emergencies the time horizon is minutes not weeks. He suggested that establishment of a 2-tier access scheme whereby emergency access is differentiated from other forms of access as strategy to resolve this problem. Chinander also commented on two other items for which this community could improve: 1) establish a better communication tree to make sure that everyone with a need to know is contacted and 2) improve the currency of framework emergency preparedness datasets. In response to comment from Vice-Chairperson Kordiak that the licensing concerns raised are within the purview of the counties to resolve, the members agreed that the Coordinating Committee should be asked to propose a recommended course of action. Others also concurred that the Committee should work with the Governor's Council on Geographic Information on this recommendation and that emergency managers from all forms of government should be involved in the evaluation of options and eventual recommendation.

Member Schneider also encouraged the Committee to investigate a legislative solution wherein the counties would receive the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law.

Motion: Pistilli moved and Vice-Chairperson Kordiak seconded to direct the Coordinating Committee to recommend a course of action to resolve data access issues that arose in preparation for the RNC, specifically considering but not limited to the following outcomes (all options on the table):

- Creation of a 2-tier scheme in which emergency preparedness and response authorities have expedited access,
- Streamlining processes to obtain authority to access as well as physical access to the data,
- Consider a legislative solution that would provide the producers (e.g., counties for parcel data) with the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law,
- Investigate if there is a more efficient means than the current licensure process to achieve the protections needed by the producers from government in non-emergencies and non-government entities.

Motion carried, ayes all.



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield (1000 Friends of Minnesota)
Staff Contact: Randall Johnson MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: 2009 Major MetroGIS “Foster Coordination” Program Objectives and Budget

DATE: January 15, 2009
(For the Jan 28th Meeting)

INTRODUCTION

The Coordinating Committee respectfully requests Policy Board approval of the final 2009 major program objectives and budget for MetroGIS “foster collaboration” function.

Several refinements are recommended to the preliminary approvals granted in April 2008 as a result of information that became available after preliminary approval was received.

PRIOR POLICY BOARD AND COORDINATING COMMITTEE CONSIDERATION

1. The Policy Board approved preliminary 2009 work program and budget proposals at its April 2008 meeting. The preliminary action in April was to enable a funding request to be submitted to the Metropolitan Council to consider as it developed its 2009 agency budget. Preliminary approval was sought with the understanding that MetroGIS’s program objectives would likely change given the priority setting activities that were planned for later in the year.
2. At its meeting on December 10, 2008, the Coordinating Committee unanimously approved the recommended modifications to MetroGIS’s 2009 work program and the budget presented herein. The \$86,000 in total funding requested did not change, but \$15,000 was reallocated among the line-item allocations. In its discussion, the Committee reiterated the need to secure a Technical Coordinator to fully achieve desired outcomes for 2009 but offered no funding options other than to continue to seek this appointment via the Council. (Refer to the Reference Section for more on the Committee’s discussion and status the requests to fill the previously identified support needs.)

MAJOR ASSUMPTIONS

1. The \$86,000 in non-staff project funding, currently included in the Council’s approved 2009 budget, remains intact once cost saving measures are implemented to address the state’s revenue shortfall.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on several application related priority objectives while efforts are in play to secure a dedicated Technical Coordinator.
3. An agreement is executed shortly between the Metropolitan Council and the seven counties authorizing continued access to the regional parcel dataset, without fee, by government and academic interests.
4. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, continue to be performed in accordance with expectations.
5. Representatives from key stakeholder organization continue to actively participate in MetroGIS’s efforts to define and implement sustainable solutions to shared geospatial needs.

PROPOSED FINAL 2009 PROGRAM OBJECTIVES

The proposed program objectives for 2009 offer an ambitious slate of activities. Several projects that could not be completed in 2008, as originally anticipated, continue as priorities for 2009. These “carry over” projects are identified in Attachment C. Rather than pare back 2009 program expectations, the Committee concurred that it important to present the Policy Board with an optimistic picture of the mix of outcomes likely if the previously requested supplemental support resources can be secured. **Key objectives** for 2009 include:

- Achieving solutions to shared application needs that clearly demonstrate the value of collaborating, including pursuing opportunities to collaborate with non-government interests.
- Implementing a fully developed geographic data, applications and service broker

- Making signification progress on implementing a regional address points dataset

BUDGET OVERVIEW

In April 2008, the Policy Board requested \$86,000 in non-staff project funding for support of MetroGIS's "foster collaboration function"; the same as approved for 2008. The Metropolitan Council approved this request in December 2008.

This \$86,000 budget does not include two other investments that are critical to MetroGIS ability to successfully achieve its objectives:

- 1) Dedicated "foster collaboration" staff support. (E.g., Staff Coordinator, DataFinder manager, part time support of Technical Leadership Workgroup)
- 2) Investments made by the ten stakeholder organizations that have assumed 23 distinct roles and responsibilities in support of endorsed regional solutions. (See Attachment E for a listing of these roles and responsibilities.)

The proposed final 2009 "foster collaboration" budget consists of three major categories of spending: Special Projects, Parcel Data Sharing Agreement and Outreach/Misc. As in the past, the Metropolitan Council is continuing to defer to the Policy Board to decide the specific line item allocations.

PROPOSED MODIFICATIONS TO PRELIMINARY LINE ITEM:

The 2009 line item amounts preliminarily approved by the Policy Board last April and the amounts approved for 2008 are listed in Attachment D, along with the proposed final amounts for 2009, as recommended by the Coordinating Committee. The proposed modifications to the 2009 line items reflect information that became available to the Committee after the preliminary allocations were approved.

Modifications proposed by the Coordinating Committee to the 2009 preliminarily approved amounts are the result of two factors:

- Performance Measurement Plan Update: This \$10,000 project was authorized in December 2008. The funds that had been shown in the preliminary 2009 budget were able to be reallocated for other projects.
- Printing of New Outreach Materials: This \$5,000 project has been postponed to 2010. Slower progress to define shared application needs than anticipated when the preliminary 2009 was developed (See Agenda Item 4a) resulted in the need to postpone updating of the outreach plan to 2009. The new outreach plan needs to be developed before outreach materials can be designed and printed.

The subject \$15,000 is proposed to be allocated as follows:

- Special Projects, Item "A" – Share Application Needs: Increase from \$33,000 to \$35,000.
- Special Projects, Item "B3" – Plan to Address Known Risks: Increase from \$5,000 to \$7,000
- Special Projects, Item "B5" – Develop Outreach Plan: Add \$3,000.
- Special Projects, Item "B6" –Design New Outreach Materials and Refresh Website Design: Add \$8,000 (\$3,000 for design of outreach materials and \$5,000 for Website Redesign)

MID-YEAR LINE ITEM ADJUSTMENTS PLANNED

Assuming MetroGIS's approved funding is not reduced in response to actions to address the State's revenue shortfall, the plan is to adjust budget allocations mid-year to minimize the potential of not being able to fully leverage funds that remain uncommitted.

The workgroups that are responsible for defining implementation strategies for specific shared application needs identified by the Committee in December (See Agenda Item 4b) have been asked to present funding proposals by May. If all of the \$35,000 allocated for purpose is not used, other uses will be defined at that time (e.g., pursue development of a leadership development plan)

RECOMMENDATION

That the Policy Board approve the proposed final:

- 1) Major program objectives for MetroGIS's 2009 "Fostering Collaboration" function, as presented in Attachment A.
- 2) Budget for MetroGIS's 2009 "Fostering Collaboration" function, as presented in Attachment D

REFERENCE SECTION

1. Excerpts From The Committee's December 10, 2008 Meeting Summary:

5g) 2009 Major Work Program Objectives - Finalize

The Staff Coordinator commented that the Committee had reviewed a prior version of the proposed work objectives for 2009 at its September meeting and that the current draft includes several modifications requested by the Committee at the September meeting.

Member Read asked if Objective ..., Secure a Technical Coordinator, is still a viable option, given the inability to accomplish it in over 9 months. Member Gelbmann responded that he believes it is still worth putting effort into securing this resource, noting that the results of the November 20th *Geospatial Applications and Web Services Needs* Forum demonstrated value to the Council and the need for additional technical resources to accomplish this value. Member Read reiterated a previous comment that consideration should be given to using project funding to hire a part-time resource to ensure that important progress continues to be made. Gelbmann concurred that this alternative should be given consideration if the full time position does not materialize.

... The Staff Coordinator explained that two requests for bids were published in November in an attempt to capture \$20,000 in funding that would otherwise be lost if not encumbered by year end, briefly explained the objectives of the two projects, and noted that the deadline for submission is Friday, December 19.

Staff was then asked about the possibility of using these funds for another project(s) if qualifying bids are not received, (e.g., reinstate the web-services proposal from Dakota County granted concept approval; but later reduced in scope due to funding limitations.) The subsequent discussion led to the following motion and a request to share the two in progress Requests for Bids with the Committee members:

Motion: Read moved and Givens seconded that if qualifying bids are not received for one or both of the Request for Bids published in November 2008 and it is possible to accomplishment the required procurement procedures in the short time before the end of the year, that the property query service component of Dakota County's Regional GIS Project abandoned by the Committee at the June meeting due to budget limitations should be reinstated, subject to:

- 1) The previously proposed project aligns with one or more shared application needs identified at the November 20 forum.
- 2) Dakota County has the capacity to do the project.

Motion carried ayes all.

Motion: Wakefield moved and Givens seconded that the Committee recommend that the Policy Board approve the major 2009 program objectives as listed in Attachment C of the agenda report dated November 26, 2008. Motion carried, ayes all.

(Editor's Note: With regard to the two Requests for Bids cited in the 3rd paragraph above, a qualifying bid was received for only one of the two project proposals- Performance Measurement Plan Update. As requested by the Committee, given that uncommitted funds existed, staff investigated the potential to utilize the uncommitted funds to expand the Dakota County's approved Regional GIS Project, as recommended by the Committee. This request was made on Monday, December 22 (the deadline for receipt of bid proposals was close of business on Friday, December 19); too little time to process a contract amendment, develop and execute the required contract agreement. If the Coordinating Committee continues to believe that expanding the subject Dakota County sponsored project would be valuable to achieving MetroGIS's objectives, it can be funded with 2009 Regional GIS Project funds.

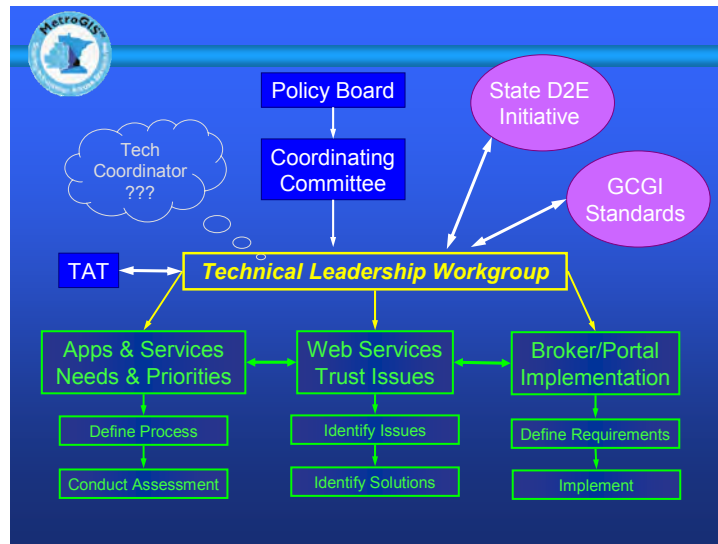
5h) 2009 "Foster Collaboration" Budget - Finalize

Member Bitner moved and Member Givens seconded that the Committee recommend that the Policy Board approve the 2009 MetroGIS Fostering Collaboration budget, as listed in ... the agenda report dated December 1, 2008. Motion carried, ayes all.

After the motion, Member Read inquired about the process anticipated for deciding how to allocate the proposed \$35,000 in project funding (Regional GIS Projects). ... it was decided that the workgroups to be created should be responsible for recommending strategies to use available funding and that the Technical Leadership Workgroup should have responsibility to consolidate these requests into a coordinated recommendation to the Committee.

2. Technical Leadership Workgroup

The Coordinating Committee authorized creation of this workgroup in March 2008.



Technical Leadership Workgroup Members:

Marl Kotz, Metropolitan Council – Chairperson
 Bob Basques, City of St. Paul
 David Bitner, MAC
 John Carpenter, Excensus
 Chris Cialek, LMIC
 Jim Maxwell, The Lawrence Group (TLG)
 Robert Taylor, Carver County
 Nancy Read, Metropolitan Mosquito Control District

3. Status of Request for Additional MetroGIS Staff Support

A) Although Council management generally affirmed the benefits of creating the proposed Technical Coordinator position this past January, the economic downturn and looming budget deficit resulted in the need to demonstrate criticality of position. The substance for the more comprehensive business case was not possible to generate until following the forum held on November 20. At the time of writing, there was no indication of how this request will fare.

Need for Technical Coordinator: When the Policy Board adopted the 2008 work program, the following statement in the agenda report was acknowledged -

“...The proposed 2008 budget is sufficient to sustain past “fostering collaboration” practices and to achieve non-technical activities proposed for 2008. Some progress could also be made on desired scope expansions defined in the 2008-2011 MetroGIS Business Plan. However, as discussed with the Policy Board at its July (2007) meeting, **little progress can be made on the top priority desired new direction** (as set forth in the 2008-2011 MetroGIS Business Plan) – **expand regional solutions to**

shared information needs include applications – until additional technical leadership and coordination resources are secured.”

- B) Until the Technical Coordinator position proposal is resolved, a decision as to how to fill the support provided by the former Administrative-Technician position, is not likely. Support that had been provided via this position, which has not been available since March 2008, included capturing of Performance Measurement data. Consequently, a Performance Measurement Report could not be produced for 2008.

In 2008, when the incumbent vacated the Technical Administrative support position, this resource was incorporated into a proposal to Council management to create two new positions - Technical Coordinator and GIS Web Applications Developer – that together would provide a minimum of 1.0 FTE for support of MetroGIS activities. Unfortunately, due to a hiring freeze spring 2008 and a currently projected major state budget deficit, the likelihood of filling these positions remains an unknown. Hence, the current proposal above to seek supplement consultant assistance, at least on a short term basis, until the fate of the two proposed positions can be decided.

INSERT ATTACHMENTS A-E HERE

ATTACHMENT A

(See Attachment B for Proposed Modifications to Preliminary Objectives Adopted by the Policy Board on 4/23/08)

PROPOSED FINAL 2009 METROGIS MAJOR PROGRAM OBJECTIVES – SUMMARY VERSION (Only Very High And Specified High Rated Activities Area Are Listed)

(**Indicates an activity at least in part dependent upon securing additional technical leadership and coordination resources).

- 1) Sustain traditional “foster collaboration” support activities^(a)
- 2) ***Pursue implementation of solutions to specific shared needs for applications and web services.*
- 3) Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team
- 4) Execute the Next-Generation Street Centerline Data Access Agreement
- 5) Streamline Data Access for Emergency Responders
- 6) ***Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions*
- 7) Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements
- 8) ***Pursue implementation of a more fully developed geographic data, applications and service broker*
- 9) ***Explore methods for Enhancing Trust in reliability of shared services*
- 10) ***Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution*
- 11) Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation
- 12) Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan.

^(a) Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

ATTACHMENT B

PROPOSED FINAL 2009 METROGIS MAJOR PROGRAM OBJECTIVES- SUMMARY VERSION

(Proposed Modifications to Preliminary Objectives Adopted by the Policy Board on April 23, 2008)

(Only Very High And Specified High Rated Activities Area Are Listed)

(**Indicates an activity at least in part dependent upon securing additional technical leadership and coordination resources).

1) Sustain traditional “foster collaboration” support activities^(a)

~~32)~~ **Pursue implementation of solutions to specific shared needs for applications and web services.

~~3)~~ Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team

~~24)~~ Execute the Next-Generation Street Centerline Data Access Agreement

~~5)~~ Streamline Data Access for Emergency Responders

~~6)~~ **Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions

~~7)~~ Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements

~~48)~~ **Pursue implementation of a more fully developed geographic data, applications and service broker

~~9)~~ **Explore methods for Enhancing Trust in reliability of shared services

~~10)~~ **Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution

~~911)~~ Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation

~~8)12)~~ Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan.

~~5)~~ Prepare a support Plan for DataFinder

~~7)~~ Conduct Peer Review Forums for endorsed regional solutions to shared information needs

~~10)~~ Explore Geospatial Marketplace—(Collaboration Registry)

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

ATTACHMENT C

Proposed 2009 Major Program Objectives – Detailed Version

(Accepted by the Coordinating Committee – December 10, 2008)

(***Indicates an activity that is at least in part dependent upon securing additional technical leadership and coordination resources*).

Proposed Objective (Numbers intended to designate relative importance)	Priority for 2009	Comments (Objectives shown in <i>italics</i> and preceded with “**” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility	Timeframe
1. Sustain traditional “foster collaboration” support activities ⁽¹⁾	Very High	<u>Ongoing.</u> Directive set forth in the 2008-2011 Business Plan	<i>Designated Custodians and Staff Coordinator</i>	<i>Ongoing</i>
2. **Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and pursue implementation in accordance with this role(s)	Very High	<u>Partial carry over from 2008.</u> Complete the prioritization process and begin implementation. (Combine with the task 5 that had initially been scheduled for 2009. This objective is the principal means to act upon the Business Plan directive to seek out partnering opportunities with non-government interests. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008 (This #2, #8, #9 and #13). The processes used to define the shared needs will also seek broad input to expand understanding and awareness of MetroGIS services	<i>Technical Leadership Workgroup - Mark Kotz, Chair</i>	<i>In progress. Initial projects defined by the Coordinating Committee December 2008. Workgroups created January 2009 to develop recommendations for specific courses of action</i>
3. Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team sufficient to carry out the 2009 program objectives defined herein	Very High	<u>Partial carry over from 2008.</u> Until a person is hired to serve in the capacity of Technical Coordinator, the Technical Leadership Workgroup will continue to fill this role to the extent possible.	<i>Gelbmann and Vander Schaaf, assuming the position provided by the Council</i>	<i>December 2008 – winter 2009</i>
4 Execute the Next-Generation Street Centerline Data Access Agreement	Very High		<i>Staff Coordinator</i>	<i>Begin preparations January 2009</i>
5. Streamline Data Access for Emergency Responders	Very High	Per Policy Board direction on 10/17/08 and follow-up action by the Committee Coordinating on 12/10/08.	<i>Staff Coordinator and Workgroup to be created</i>	<i>Jan-May 09</i>
6. **Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	Very High	<u>Partial carry over from 2008</u> and combine with preliminary 2009 task to begin leveraging these working relationships. Increased importance because a scope enhancement specifically called for in Business Plan.	<i>Staff Coordinator and Technical Coordinator</i>	<i>Summer 2009 Begin once specifics for shared application needs are known (Item 2)</i>
7. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	Very High	<u>Partial carry over from 2008.</u> Development of strategies to attain the deliverables called for in the key elements is schedule to begin in Nov 2008, with completion winter 2009.	<i>Staff Coordinator and TBD created Workgroup</i>	<i>Fall 2009 - If supporting resources are available. No bid proposals received 12/08- funds could not be carried over)</i>

Proposed Objective (Numbers intended to designate relative importance)	Priority for 2009	Comments (Objectives shown in <i>italics</i> and preceded with “***” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility	Timeframe
8. <i>**Define outcomes desired for a more fully developed geographic data, applications and service broker and pursue implementation of a more fully developed geographic data, applications and service broker</i>	High	<u>Partial carry over from 2008.</u> 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#2, #this 8, #9 and #13).	Technical Leadership Workgroup - Mark Kotz, Chair	<i>In progress. Jul. 2008 to mid-2009</i>
9. <i>**Explore methods for Enhancing Trust in reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate roles for MetroGIS in establishing that trust.</i>	High	This topic was elevated in prominence when it was assigned to the Technical Leadership Workgroup in June 2008 as 1 of 4 tasks associated with addressing sharing application needs (#2, #8, this #9 and #13).	Technical Leadership Workgroup - Mark Kotz, Chair	<i>In Progress. Jul. 2008 to mid-2009</i>
10. <i>**Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution</i>	High	<u>Partial carry over from 2008.</u> This activity is expected to serve as a prototype to assist with the outcomes defined in Item 9 (Enhancing trust)	Address Workgroup Mark Kotz, Chair	<i>Phase I: Development of Web based Address Editing Tool. Jan-Aug 2009. Phase II: Est. begin dataset development late summer 2009</i>
11. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	High	Without effective performance measurement there is no way to know if strategies are working. Dependent upon availability of supplemental technical and administrative support. Postpone until priorities for shared applications are identified.	Staff Coordinator and TBD created Workgroup	<i>Jan. to Aug. 2009.</i>
12. Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see 01/24/08 workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	High	<u>Partial carry over from 2008.</u> The originally proposed 2009 objective called for completing this plan. However, completion is unlikely unless current support resource limitations (loss of Technical Administrative support, loss of specialist at RRA who worked n 2008-2011 Business Plan, and no Technical Coordinator) are resolved.	Staff Coordinator and consultant TBD. Bid Requests proposed to be published 01/09	<i>TBD as part of consultant contract negotiations</i>
<i>Stretch Objectives – Time and Resources Permitting</i>				
13. <i>**Populate metadata for GeoServices Finder, including creation of a template to promote standardization</i>	High	<u>Carry over from 2008.</u> Related to and potential a testbed component for Item 7. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#2, #8, #9 and this #13).		
14. Investigate need for creation of a new organizational/ governance structure to address priority shared geospatial needs (in conjunction with Item #4 – to extent necessary to achieve goal of partnering with non-government interests.)	High	A related initiative to explore partnering opportunities with non-government interests (#4 above), planned to launch fall 2008, is expected to provide the context for this activity.		
15. <i>**Conduct Peer Review Forums for endorsed regional solutions to shared information needs</i>	High	Dependent upon availability of supplemental technical and administrative support.		
16. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	Medium	<u>Carry over from 2008.</u> Initiate once shared application need priorities are defined (Item #2). The processes used to accomplish Item #2 will be broadly participatory, addressing the intent of the call for an updated outreach plan.		
17. <i>**Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 11, above)</i>	Medium	If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to “Prepare a support Plan for DataFinder”. Otherwise, consolidate with a plan for the replacement application		

Proposed Objective (Numbers intended to designate relative importance)	Priority for 2009	Comments (Objectives shown in <i>italics</i> and preceded with “***” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility	Timeframe
18. *** <i>Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset</i>	Medium	Postpone until Peer Review Forum hosted for current TLG Street Centerline Dataset		
19. Refresh design of MetroGIS website	Medium	Submitted as a candidate for 2008 Regional GIS Project funded. Decided should be workplan item		
20. *** <i>Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.</i>	Low	Premature use of limited resources until work completed to identify priorities for shared application needs.		
21. *** <i>Explore Geospatial Marketplace – (Collaboration Registry/Portal)</i>	Low	The TAT considered this idea at its April 17, 2008 meeting (Item 4c) and did believe it to be a good use of resources, given other higher priorities at this time.		
22. Expand Outreach Plan to include a marketing component	Low	Policy Board directive July 2007 distinguishes marketing from outreach		
23. Investigate impact of cost recovery on ability to achieve desired data sharing	Low	Identified as a need in Appendix K to the 2008-2011 Business Plan		

⁽¹⁾ Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

ATTACHMENT D

Proposed Final 2009 MetroGIS "Foster Collaboration" Function Budget (Funding provided by the Metropolitan Council)

		2008	2009	
Main Activity	Sub-Activity		Preliminarily Approved by	Proposed by
		Approved	Policy Board April 23, 2008	Coordinating Committee 12/10/08
Professional Services/Special Projects		\$56,000	\$51,000	\$56,000
	A. Regional GIS Projects / Implement Solutions to Specific Shared Application Needs ⁽ⁱ⁾	\$25,000	\$33,000	\$35,000
	B. Consultant Assistance for Agreements and Organizational Development Projects			
	(1) Negotiations to Secure 2009-2011 Parcel Data Sharing Agreement.	\$5,000		
	(2) Define Appropriate MetroGIS Roles Regarding Solutions to Shared Application Needs and Identify Priorities for Specific Projects ⁽ⁱⁱ⁾	\$5,000		
	(3) Develop a Plan to Address Known Risks and Obstacles to Sharing (e.g., Security, Licensing, Budgets, etc.). ⁽ⁱⁱⁱ⁾	\$2,000	\$5,000	\$7,000
	(4) Update Performance Measurement Plan ^(iv)	\$10,000	\$10,000	(iv)
	(5) Develop new Communications/Outreach Plan ^(v)	\$3,000		\$3,000
	(6) Design New Outreach Materials and Refresh Website Design (See below for printing) ^(vi)	\$3,000		\$8,000
	(7) Leadership Development Plan (based upon 10 key elements defined in 2008) ^(vii)			(vii)
	C. DataFinder - Contingency Fund for Unexpected Repairs	\$3,000	\$3,000	\$3,000
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (contract payments to counties per 2009-2011 agreement)	\$28,000	\$28,000	\$28,000
Outreach		\$1,600	\$6,600	\$1,600
	Printing of new Outreach Materials (e.g., Information Brochure) - <i>Defer to 2010. Item B(6) must precede.</i>	\$0	\$5,000	\$0
	Advocacy/Networking Mileage (200 m/mo x \$.48/mile = \$1,152) ^{(viii) (ix)}	\$1,200	\$1,200	\$1,200
	Annual Report/Informational Brochure (see above)			
	• Postage – 800 postcards (\$0.30=\$240) in addition to 1500+ via email)	\$300	\$300	\$300
	• Minimal for other communications	\$100	\$100	\$100
Misc Office		\$400	\$400	\$400
	Website Domain registration (www.metrogis and www.datafinder - \$20/ea)	\$40	\$40	\$40
	Specialty Team/Forum Support Materials	\$360	\$360	\$360
	TOTAL NON-STAFF PROJECT FUNDS	\$86,000	\$86,000	\$86,000
Dedicated Staff Support ^(x)		\$124,485	TBD	TBD
	Grand Total	\$210,485	TBD	TBD

ATTACHMENT D

Proposed Final 2009 MetroGIS "Foster Collaboration" Function Budget (Funding provided by the Metropolitan Council)

NOTES:				
(i) Funding approved in 2008 for the following projects to begin in early 2009: \$13,500 Web-based Address Editing Tool (Applied Geographics), \$5,000 Mailing Label Service (Dakota County), and \$5,000 for a Landmarks Extension to the Regional Geocoder Service (\$2,000 paid in 2008). In addition, an increase of \$1,400 was approved for the 2007 Geocoder Service Project completed Fall 2008.				
(ii) \$2,740 from 2008 funds and \$5,000 from 2007 funds to define of four roles appropriate for MetroGIS related to addressing shared application needs. November 20th forum hosted with no out of pocket expenses to define several specific shared application needs. Workgroups will be charged with refining the needs into component projects that are not anticipated to involve out-of-pocket expenses to accomplish.				
(iii) This activity includes developing a Livelihood Scheme / Defining Organizational Competencies. See 2008-2011 MetroGIS Business Plan (Chapter 3 - Section VIII and Appendix H) for explanation of organizational com				
(iv) Qualified bid received Dec 2008 for update of the Performance Measurement Plan and project authorized. The preliminary budget approved in July assumed 2009 funding.				
(v) Update of the Outreach Plan is tentatively scheduled as a late 2009 activity, depending upon availability of sufficient support resources and progress made to address specific shared application needs. This project was postponed from 2008 for the same reasons.				
(vi) Development/update of outreach materials to follow Outreach Plan Update project. See Item B(6).				
(vii) TBD. A decision, whether to proceed, to be presented to the Policy Board at its July 2009 meeting if sufficient budgeted funds remain uncommittment as of the June Coordinating Committee meeting. Defining of alternative uses proposed mid-year for any uncommitted funds to avoid inability to utilize budgeted funds.				
(viii) Travel by participants is paid by the participant's organization				
(ix) Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.				
(x) \$124,485 was correct March 1, 2008 and reflected 1.8 FTE (Staff Coordinator 1.0, Admin-Tech .75 and Technical Leadership .05). On March 1, the Admin-Tech position was vacated. 0.7 of the 0.75 FTE position was incorporated into creation of a new Technical Coordinator position, as recommended by the Policy Board on April 23, 2008. But due a hiring freeze, no action had been taken to create the new position as of 12/30/08				

ATTACHMENT E

MetroGIS		
Leveraging Resources Through Partnerships		
Who & Major Responsibilities		
Function	Lead Partner	Other Partner(s)
Policy Direction & Best Practices	Metropolitan Council: Lead support for business planning, policy coordination, performance measurement, communication, outreach, and advocacy. (In 2004, 1.75 FTE)	City, county, school and watershed district, regional, state and federal government; academic; and non-government interests: Participate in decision-making to establish policies and best practices that are politically and financially sustainable. In 2004, the person hours contributed equated to about .5 FTE.
DataFinder (www.datafinder.org)	Metropolitan Council: Lead support to maintain DataFinder application. (In 2004, .3 FTE)	Regional custodians and other participating stakeholders: Provide metadata, in appropriate format, for each dataset to be searchable and accessible via DataFinder. (Estimate support expense not currently available)
Endorsed Regional Data Solutions		
Census Geography	Metropolitan Council: Created 1990 and 2000 datasets that align with streets and parcels	None
County/City Boundaries	Metropolitan Council: Reassemble updated data quarterly into regional dataset	7 metro area counties: Submit updated source data on a quarterly basis.
Parcels	Metropolitan Council: Reassemble updated data quarterly into regional dataset and manage licensing per agreement with counties.	7 metro area counties: Submit updated source data on a quarterly basis per agreement
Planned Land Use	Metropolitan Council: Update dataset quarterly with approved Land Use Plan Amendments	Cities and counties: Submit maps illustrating proposed Land Use map changes (paper or electronic)
Land Cover	Department of Natural Resources: Reassemble dataset as new or updated data submitted.	Nearly 30 government and non-government interests
Street Centerlines	Metropolitan Council: Manage licensing and distribution of quarterly updates per agreement with TLG (data owner)	Cities and counties: Submit correction and updated information to TLG as information changes
Socioeconomic Characteristics Web-based Search Resource	University of Minnesota	Numerous local, state, and federal interests
	In 2004, Total Estimated FTE to Support Regional Solutions: Metropolitan Council: 0.9 - Other Partners: 19.7	
Other Datasets	N/A	Not including Regional Solutions, 16 local, regional, state and federal organizations are distributing 124 datasets via DataFinder

Last Updated:
March 10, 2005



To: MetroGIS Policy Board

From: Chairperson Reinhardt
Staff Contact: Randall Johnson (651-602-1638)

Subject: July Meeting Date and Meeting Start Time

Date: January 7, 2009
(For Jan 28th Meeting)

REQUEST

Chairperson Reinhardt is:

- 1) Proposing to change the July 29th Policy Board meeting to the 22nd to avoid a conflict with a NaCO conference.
- 2) Requesting feedback as to whether the members would prefer to meet during the day, as opposed to in the evening.

BACKGROUND

Meeting Dates: At its October 2008 meeting, the Policy Board set its 2009 meeting schedule. At that time, the subject July NaCO conference date had not been set.

Meeting Time: Policy Board meetings have been scheduled for Wednesday or Thursday evenings since the Board first met in January 1997. Given the diversity of organizations represented on the Board, evening meetings were found to be the best option to minimize conflicts with other member obligations. The start time has also generally been set for 6:00 or 6:30 p.m.

Changing the start time to 3:00 p.m. was decided against by the Board at its April 2003 meeting. See the Reference Section for the rationale.

RECOMMENDATION

That the Policy Board members decide if they wish to:

- 1) Change the July 2009 meeting date from the 29th to the 22nd
- 2) Explore changing the 6:30 p.m. meeting start time to earlier in the day

If the members express interest in exploring the idea of meeting earlier in the day, staff will query each member for their preferences and report the results to Chairperson Reinhardt to decide how to proceed.

REFERENCE SECTION

SURVEY OF BOARD MEMBERS – JULY 2003

Staff surveyed Policy Board members in February and March of 2003 to determine the preferred meeting time - evening or afternoon. The survey was conducted in response to a request from a Board member who has difficulty attending evening meetings.

10 of the 12 members responded as follows to the idea of moving the meeting time to 3-5 p.m.:

- 2 stated they “prefer” holding the meeting in the afternoon (*one in addition to the member who initiated the proposal*).
- 6 noted they were “fine with” holding the meeting in the afternoon.
- 1 stated a preference for evenings, noting that a 5:30 start could work but that starting any earlier would be difficult.
- The Metropolitan Council member noted that a 3-5 p.m. meeting time would work, unless held on the same afternoon that the Metropolitan Council meets (2nd and 4th Wednesdays of the month).

ACTION:

“...Vice Chair Kordiak summarized the survey information provided in the agenda materials. After some discussion, the members concluded that the current 6:30 p.m. start time is the best fit considering several factors, including avoiding, to the extent possible, traveling in rush hour traffic...”



TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: William Brown, Hennepin County
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration: *Twin Cities Economic Development Website*

DATE: January 20, 2009
(For the Jan 28th meeting)

INTRODUCTION

The topic for the GIS Technology Demonstration at the January Policy Board meeting will be the Twin Cities Economic Development Website, which is sponsored by the Regional Chamber of Commerce.

Janna King, project manager for the website, and Todd Klingel, President of the Regional Chamber of Commerce, have agreed to make this presentation.

POLICY BOARD INTEREST

- 1) October 2007: Note was made as an information sharing pierce that this website was under development. Member Schneider noted that he favors exploring a partnership as the Chamber's proposal offers a good test case for evaluating policy implications regarding each of the three scope expansions (e.g., add applications to regional data solutions, seek out partnerships with non-government interests to address shared information needs, and improve interoperability with jurisdictions that adjoin the seven county Metropolitan Area.)
- 2) December 2007: Board members Elkins and Schneider, Alternate member O'Rourke and the Staff Coordinator met with Ms. King and Mr. Klingel to learn more about the website and to explore potential opportunities of collaborating. O'Rourke, who serves on the website project steering committee, agreed to serve as a liaison between the MetroGIS and website management team.
- 3) July 23, 2008: The Policy Board affirmed its interest in receiving a presentation about the Twin Cities Economic Development Website project.

ABOUT THE TWIN CITIES ECONOMIC DEVELOPMENT WEBSITE

Purpose: The principal purpose of the website is to assist companies evaluate site options for expansion or new develop in the Twin Cities metropolitan area. The Chamber believes the Twin Cities is at a competitive disadvantage with other metro areas that have implemented this tool.

Audience: The target audience for this website includes all seven metropolitan area counties, four counties that adjoin the seven counties (Chisago, Isanti, Sherburne, and Wright,) and possibly other interests who are currently active participants in MetroGIS's efforts.

Web Address: <http://www.mspprospector.com/ed.asp?bhcp=1>

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

PREVIOUS GIS TECHNOLOGY DEMONSTRATIONS

- Oct. 2008 Regional Datasets and Analysis of School District Housing Stock
- July. 2008 Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008 Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS's Role in Response to the I-35W Bridge Collapse
- Oct. 2007: Web maps open government to citizens - Metropolitan Mosquito Control District
- Jul. 2007: Metropolitan Council new "Maps" mini website
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs
- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: (*No presentation*)
- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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: Policy Board

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

SUBJECT: Major Activity Update

DATE: January 20, 2009
(For the Jan 28th mtg.)

Since the Board last met, progress has been made in the following areas, in addition to the projects presented in Section 4 of this agenda packet. Any information provided by persons other than the Staff Coordinator is noted.

A) NEXT GENERATION PARCEL DATA SHARING AGREEMENT

The next-generation Regional Parcel Data Sharing Agreement has been approved by all seven counties. Execution by the Regional Administrator was requested the week of January 19. The term of the new agreement is 2009 to 2011. Once the agreement is fully executed an email notice will be sent to the nearly 200 currently licensees to inform them that they must execute the new license that is part of the new agreement to access the 2009 version of the Regional Parcel Data.

The new license will be downloadable from the same link as the previous version (www.metrogis.org/data/datasets/parcels/public/index.shtml). While the licensure transition is in progress, the current FTP site will remain active, as will the currently assigned passwords to that site, to ensure that all licensees will have continuous access to the 2008 version of the dataset while they are seeking the new license. Passwords will be assigned for the new FTP site as users apply for new licenses. Both FTP sites will be simultaneously available until the transition is complete. Current licensees will be notified of this process once all seven county boards have approved the agreement.

The major modifications that will go into effect with the new agreement include authorizing licensed users to offer view-only access to parcel data via applications they host; simplifying the licensing process and populating and normalizing additional attributes, the fields for which are part of the current regional dataset.

B) REGIONAL GIS PROJECTS

- 1) Funding agreements for each of the projects authorized in 2008 were being prepared at the time of this writing.
 - Address Editing Tool (Technical Leadership Workgroup, Project Lead)
Applied Geographics (Boston) has been selected to develop the proposed Address Editing Tool. The project is approved but the funding agreement had not been drafted as of this writing. This project, together with 2007 Data Synchronization Mechanism project, provide the foundation upon which to achieve the vision of the proposed regional address points dataset. Both tools are required to engage local units of government, the primary producers of address data.
 - Landmark Names Extension to Geocoder Service (Mosquito Control District, Project Lead)
The funding agreement was executed in December 2008. A workgroup is in the process of organizing to oversee development of this extension to the foundation service completed last fall. .
 - Mailing Label Web Service (Dakota County, Project Lead)
The project is approved but the funding agreement had not been drafted as of this writing.
- 2) Regional GIS Projects authorized in 2007 completed: Regional Geocoder Service and Data Synchronization Mechanism. Both tools have been successfully developed. Final reports were

accepted by the Coordinating Committee at its December 10 meeting. They can be viewed at:
<http://www.metrogis.org/documents/reports/index.shtml>

C) REQUESTS FOR BID PROPOSALS

Two Requests for Bids were published on November 21st and November 24th, for consultant assistance with development of a Leadership Development Plan and update of MetroGIS's Performance Measurement Plan. No bids were received for the Leadership Development Plan project, so the project has been postponed until sufficient resources are available. A qualifying bid was received and project approval has been granted to proceed with update of Performance Measurement Plan project. This project is expected to begin late February-early March 2009 (See Agenda Item 4d for more information).

Another Request for Proposals is pending. MetroGIS's contract with Richardson Richter Associates (RRA) expired December 31, 2008. RRA provided supplemental support for a number of organizational development projects over the past 5 years. A scope of work for a new contract is under development. The goal is publish the Request for Proposals late February-early March 2009.

D) EXPLORING SOLUTIONS TO SHARED APPLICATION NEEDS.

See Agenda Report 4b.

E) EXPLORING SHARED NEEDS WITH NON-GOVERNMENT INTERESTS

A component of Item D, above.

F) FOSTERING OF COLLABORATION WITH ADJOINING JURISDICTIONS

No additional progress since the October update

G) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS

1) Solutions to Shared Application Needs (*See Agenda Item 4b*)

2) Regional Address Points Dataset: The "data synchronization" mechanism completed December 2008. A consultant proposed in November 2008 to assist with the proposed Address Points Editing Tool. A request is in to the Council's legal department to draft the required funding agreement. Successful completion of these projects is critical to achieving the vision of the proposed regional dataset.

3) Regional Parcel Dataset: (See Item A, above.)

4) Emergency Preparedness – Joint MetroGIS and GCGI efforts (See Attachment)

5) New Workgroups Created by Coordinating Committee (*See Agenda Items 4b and 4c*)

- Jurisdictions at point / Government service finder
- Feature services for all data
- Best image service
- USPS address verifier
- Regional landmarks data structure A decision had not been made, as of is writing, whether sufficient leadership and resources exist to support a parallel initiative to define the data structure for a regional landmarks database)
- Streamlining access for Emergency Responders

Attachment A

Statewide Emergency Preparedness Data Project

From - John Hoshal, Project Manager, LMIC

12/3/08

Below are some of the highlights I prepared for an interim report to the FGDC.

Meetings:

1. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee – CAP grant sub-committee met in mid-September to discuss project, identify procedures for collecting and verifying data, discussed data model, data sources, etc.
2. At the request of the MetroGIS Policy Board, Randall Johnson (MetroGIS), Laurie Beyer-Kropuenske (State of Minnesota – Information Policy Analysis Division) and John Hoshal (LMIC) met in late October to discuss barriers to sharing emergency management data. Barriers include data pricing, restrictive license agreements, etc. These barriers may impact the collection and distribution structures data.
3. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee members - Steve Swazee (co-chair GCGI-EPC), Randy Knippel (Dakota County) and John Hoshal (LMIC) met in late November with Kris Eide, Director, Department of Public Safety's Homeland Security and Emergency Management Division (HSEM) to discuss the CAP grant and HSEM's role. Kris agreed to ask HSEM regional managers to promote the project and work with the GCGI-EPC to ensure its success. HSEM regional managers work closely with city and county emergency management officials and public safety officers. Knippel and Hoshal will plan on attending quarterly meetings of the regional managers. Kris will also ask HSEM's Critical Infrastructure team to work with the GCGI-EPC.

CAP Grant Presentations:

10/03/08 – Minnesota GIS/LIS Consortium Annual Conference – Session 27

12/18/08 – Minnesota Government Information Technology Symposium

Other:

1. Continue to discuss possible collaboration with TechniGraphicS (TGS). TGS has worked with LMIC and other GIS contacts in Minnesota to collect structures data for HSIP Freedom. Freedom data may serve as foundational data for the CAP project with subsequent review, augmentation and enhancement by local authorities. For more information about HSIP Freedom see: http://www.nsgic.org/hottopics/hsip_ci_geospatial_data_sharing_program_121806.pdf
2. In mid-September Randy Knippel (Dakota County) asked members of the MetroGIS Emergency Preparedness Committee to update their existing emergency preparedness data layers in preparation for aggregating them for the region. The MetroGIS EPC collaborative model for data aggregation and refinement was highlighted in the CAP grant application.
3. Exploring the possibility of publishing - statewide - the best available structures data in the form of digital maps that would be given to emergency managers for review. These maps would be based on the 10K prototypes being developed by Dakota County which incorporate the US National Grid (USNG) and best available imagery including 2008 NAIP photography now available from LMIC's web services. Examples from Dakota County can be found at:
10K Sample: http://gis.co.dakota.mn.us/content/dakco/USNG/10kTopo/10KM_VK85.pdf
1K Sample: <http://gis.co.dakota.mn.us/content/dakco/USNG/1KNeighborhood/15TVK8353.pdf>



TO: Policy Board

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

SUBJECT: Information Sharing

DATE: January 20, 2009
(For the Jan 28th meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) MN DRIVE TO EXCELLENCE: ENTERPRISE GIS RECOMMENDATIONS

A letter from Mike Dolbow, co-chair of the Strategic planning Committee of the Governor's Council on Geographic Information, to Chairperson Reinhardt is presented in Attachment A. The purpose of this letter is to provide an update to MetroGIS on the progress of the state's Drive to Excellence Initiative on Enterprise GIS.

B) 2009 COORDINATING COMMITTEE OFFICERS ELECTED

On December 10, 2008, the Coordinating Committee elected Sally Wakefield, 1000 Friend of Minnesota, as its Chairperson for 2009. Peter Henschel, Carver County, was elected by the Committee to serve as its vice-chairperson for 2009.

C) NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC) - FEBRUARY 4-5, 2009 MEETING

The agenda for the February 2009 NGAC meeting is presented in Attachment B.

A detailed explanation of the Committee's charge and efforts can be viewed in an article published in the summer issue of ESRI's ArcNews at <http://apb.directionsmag.com/archives/4609-National-Geospatial-Advisory-Committee-Endorses-IFTN,-Looks-for-Input.html>. Hennepin County Commissioner Johnson and the Staff Coordinator serve on this 28-person committee.

D. PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1. Article Submitted for the Minnesota GIS/LIS Consortium Newsletter:

An article was submitted for the winter issue of the GIS/LIS Newsletter entitled "MetroGIS Applications and Web Services Needs Forum". It can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=415>

2. Presentations/Meetings:

- October 2008: The Staff Coordinator represented the regional perspective on a National Geospatial Advisory Committee panel. The panel discussion preceded the NGAC's formulation of a recommendation concerning the National Land Parcel Data Study recommendations. The Staff Coordinator's talking points can be viewed at <http://www.fgdc.gov/ngac/meetings/october-2008/index.html>.
- December 9, 2008: The Staff Coordinator met with the leadership of the Regional MLS to discuss potential partnering opportunities. Their leadership expressed interest in participating in the pending roundtable discussion with other non-government interests. (See Agenda Item 6b, October 2008 Policy Board agenda packet at http://www.metrogis.org/teams/pb/meetings/08_1022/08_1022_Packeta.pdf.)
- January 28, 2009: Mark Kotz, Chair of the Technical Leadership Workgroup, will be updating the Governor's Council on Geographic Information on MetroGIS's proposed actions to begin addressing shared application/web service needs. (See Agenda Item 4b for more information.)
- April 21, 2009: The Staff Coordinator has been invited to keynote the Iowa State GIS conference. The theme of the conference is making collaboration work.

- April 27, 2009: MetroGIS will be the topic of a session at the National Conference of the American Planning Association.

3. Publications:

- November 26, 2008: Final Project Report: Regional Geocoder Service
<http://www.metrogis.org/documents/reports/index.shtml>
- December 10, 2008: Final Project Report: Data Synchronization Mechanism
<http://www.metrogis.org/documents/reports/index.shtml>
- December 2008: An article written by Professor John Bryson, entitled Understanding Strategic Planning and the Formulation and Implementation of Strategic Plans as a Way of Knowing has been accepted for publication in the International Public Management Journal. MetroGIS is used as a case study. IPMJ is a top of the line public management journal with an international audience. Professor Bryson conducted a series of interviews with MetroGIS leadership last summer and fall to prepare for the article.

E. RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

See Item 7a

F. RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. National Geospatial Advisory Committee (NGAC)– February 2009 Meeting Agenda *(See Item C, above)*

2. Publication of the NGAC – The Changing Geospatial Landscape

This document was published January 2009 by the NGAC for the incoming Obama Administration. It chronicles the growth in the geospatial community/industry over the past 3-plus decades and identifies several major issues that lie ahead. It can be viewed from a link at
http://www.metrogis.org/teams/pb/index.shtml#agendas_minutes

3. Coalition of Geospatial Organizations – Letter to Congress

On January 9th, the Coalition of Geospatial Organizations submitted the letter presented in Attachment D to the congressional leadership. It calls for the creation of a single subcommittee in the Senate and House to oversee federal budgets for geospatial investments.

4. Regional Address Points Solution Influences National White Paper

Will Craig has asked that Mark Kotz, Gordy Chinander and the MetroGIS Address Work Group be recognized for their contributions to NSGIC's recently completed Address White Paper. NSGIC's recommended best practices pertaining to address point solutions can be viewed at
http://www.nsgic.org/hottopics/Addresses_FTN_081808_FINAL.pdf. See
http://www.nsgic.org/hottopics/addressing_coordination_issues.cfm for several links to materials drawn from to develop the recommended best practices. One of those documents is MetroGIS's Address Vision statement
(http://www.nsgic.org/committees1/bestPractices/Occupiable_Units_Dataset_Vision.pdf).

5. Where And How Is Policy And Governance Connecting To The Geospatial Community And What Are The Challenges?"

<http://vector1media.com/vectorone/?p=530>

G. DECEMBER 10, 2008 COORDINATING COMMITTEE MEETING SUMMARY

The summary of the June 18th Coordinating Committee meeting can be viewed at
http://www.metrogis.org/teams/cc/meetings/08_1210/08_1210m_draft.pdf

ATTACHMENT A

**Update
Drive to Excellence
Enterprise GIS**

(See Next Page)



January 28, 2009

Commissioner Reinhardt, Chair
MetroGIS Policy Board
390 North Robert Street
St. Paul, MN 55101

Dear Commissioner Reinhardt:

As Co-Chair of the Strategic Planning Committee of the Governor's Council on Geographic Information, I am writing to report on the current recommendations of the State's Drive to Excellence Initiative on "Enterprise GIS". At its October 29, 2008 meeting, the Drive to Excellence Sub-Cabinet endorsed the creation of a Minnesota Geographic Information Office (MGIO). The recommendation for this office is detailed by Applied Geographics, in a Draft Program Design Document dated December 12, 2008:

The core recommendation of this project is the formal establishment and funding of an entity that would be responsible for planning, coordinating, guiding and supporting the implementation of an enterprise GIS program comprising eight key program elements¹. This entity has been named the **Minnesota Geospatial Information Office (MGIO)**. By establishing the MGIO, Minnesota would join a growing number of states that have created offices to coordinate geospatial technology resources within state government and would instantly be recognized as an important leader within the nation.

As part of its current work plan, the Strategic Planning Committee has recommended a governance structure for the MGIO that includes two advisory bodies: a "Statewide Stakeholder" body and a "State Agency" body. Under current draft provisions, the "Statewide" body would include a seat for a representative from MetroGIS, appointed by the MetroGIS Policy Board. The Committee feels this representation will be critical to the MGIO's statewide success, given that MetroGIS has already achieved many similar organizational and coordination goals in the Minneapolis-St. Paul Metropolitan Area.

For more information on this important initiative, including future opportunities for collaboration, please feel free to contact me at (651) 201-6497 or mike.dolbow@state.mn.us.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Mike Dolbow', with a long, sweeping horizontal line extending to the right.

Mike Dolbow
Co-Chair, Strategic Planning Committee, Governor's Council on Geographic Information

¹ State of Minnesota Enterprise GIS Opportunity Assessment, Applied Geographics, p. 2.
http://www.gis.state.mn.us/committee/MSDI/dte/D2E_opportunity_assessment_sept08.pdf

ATTACHMENT B

National Geospatial Advisory Committee Meeting

Hotel Monaco,
Alexandria, VA, February 4-5, 2009

DRAFT Agenda v3

WEDNESDAY, February 4: NGAC Public Meeting

- | | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:30 – 9:00 | Welcome & Opening – <i>Anne Miglarese (Chair) & Ivan DeLoatch (DFO)</i> <ul style="list-style-type: none">• Roll call/introductions• Review and adoption of minutes from October NGAC meeting• Summary/update on recent FGDC activities & initiatives |
| 9:00 – 10:00 | Transition Update/Discussion – <i>Karen Siderelis (DOI)</i> <ul style="list-style-type: none">• Objective: Provide update on transition activities• Discussion and Q & A |
| 10:00 – 10:30 | BREAK |
| 10:30 – 12:30 | The National Map – <i>Allen Carroll/Mark DeMulder (USGS)</i> <ul style="list-style-type: none">• Objective: Provide overview of current activities/priorities of The National Map (TNM) and NGAC TNM Subcommittee• Brief presentations• Discussion and feedback• Identify agreements, actions and recommendations |
| 12:30 – 1:30 | LUNCH |
| 1:30 – 3:30 | OMB Circular A-16 Supplemental Guidance – <i>Dennis Goreham/Lew Sanford (FGDC)</i> <ul style="list-style-type: none">• Objective: Provide overview of A-16 Supplemental Guidance and Governance Subcommittee's review and recommendations• Brief presentations• Discussion and feedback• Identify agreements, actions and recommendations |
| 3:30 – 4:00 | BREAK |
| 4:00 – 4:30 | NGAC Vision – <i>Zsolt Nagy</i> <ul style="list-style-type: none">• Objective: Review and adoption of NGAC Vision• Discussion and Q & A• Identify agreements, actions/recommendations, and next steps |
| 4:30 – 5:00 | Land Parcel Data Update – <i>Dave Cowen</i> <ul style="list-style-type: none">• Objective: Provide an update on parcel recommendations and implementation activities• Discussion and Q & A |
| 5:00 | ADJOURN |

THURSDAY, February 5: NGAC Public Meeting

8:00 – 8:15	Welcome, Summary of Day 1, Overview of Agenda – <i>Chair/Vice-Chair</i>
8:15 – 9:15	Partnerships – <i>Gene Schiller/Jerry Johnston</i> <ul style="list-style-type: none">• Objective: Discuss progress, key issues, and next steps for NGAC Partnerships Subcommittee• Discussion and Q & A
9:15 – 10:15	The National Map – <i>Allen Carroll/Committee</i> <ul style="list-style-type: none">• Review modifications• Action: Approve recommendations to FGDC Chair• Identify next steps
10:15 – 10:45	BREAK
10:45 – 11:45	OMB Circular A-16 Supplemental Guidance – <i>Dennis Goreham/Committee</i> <ul style="list-style-type: none">• Review modifications• Action: Approve recommendations to FGDC Chair• Identify next steps
11:45 – 1:00	LUNCH
1:00 – 1:30	Public Comment Period – Sign up in advance
1:30 – 2:00	News and Notes Forum – <i>NGAC Members</i> <p>Objective: Provide a forum for committee members to share information, report on geospatial community activities and apprise colleagues of emerging issues. Committee members who have information to share or report are asked to contact NGAC Chair & DFO prior to the meeting.</p>
2:00 – 2:30	BREAK
2:30 – 3:00	Communications – <i>Kass Green</i> <ul style="list-style-type: none">• Objective: Discuss progress, key issues, and next steps for NGAC Communications Subcommittee• Discussion and Q & A
3:00 – 3:45	NGAC Action Plan – <i>Chair/Vice-Chair/Committee</i> <ul style="list-style-type: none">• Objective: Review plan, assess progress, and make modifications as needed• Identify agreements, actions and next steps
3:45 – 4:00	Meeting Summary, Next Steps, Adjourn

ATTACHMENT C

THE CHANGING LANDSCAPE

JANUARY 2009

A PUBLICATION OF THE NATIONAL GEOSPATIAL ADVISORY COMMITTEE

**(SEPARATE DOCUMENT ON WEBPAGE
FOR JANUARY 2009 POLICY BOARD MEETING)**



The Changing Geospatial Landscape

A Report of the
National Geospatial Advisory Committee
January 2009

Preface

In January of 2008, the Secretary of the Interior formed the National Geospatial Advisory Committee to provide advice and recommendations related to the management of Federal and national geospatial programs. This diverse committee is comprised of 28 experts from all levels of government, academia and the private sector.

In our first year of deliberations we have endeavored to create a common level of understanding as it relates to geospatial technology, policy and programs that exist in the public and private sector. Many of our discussions have revolved around the need for a common sense of history – where we have come from – and the need for a common vision – for where we hope to go.

The committee has developed this white paper to describe the changes and advancements the community has witnessed over the past three-plus decades and to set a context from which in part we will base our future deliberations. While this paper is not meant to be all-inclusive in chronicling the growth of the industry, we do believe it captures the major milestones and identifies several of the major issues that lie ahead. We encourage the reader of interest to follow our deliberations and progress at www.fgdc.gov/ngac.

Anne Hale Miglarese

Chair, National Geospatial Advisory Committee

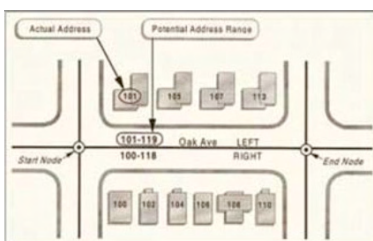
PRACTICALLY OVERNIGHT, access to terabytes of geographical information, much of it in three dimensions, has changed the way people work, live and play. We rely on a host of location-based technologies via our desktop computers, PDAs and even our cell phones. These services fuel a market estimated at \$30 billion per year and represent a major information technology growth sector. The primary reasons mainstream commercial applications have emerged are that a wide variety of businesses have taken advantage of investments and policy decisions made by the United States government during the past thirty years, and burgeoning technology innovations. These innovations include the Internet, communications infrastructure, detailed digital mapping, robust data management systems, advancements in modeling the earth's sphere, the creation of a constellation of global positioning system (GPS) satellites, and more.

Enlightened public policies now support shared geospatial technology, thereby fostering a strong international commercial market. For continued benefit to society, it is incumbent upon the nation's policy leaders to understand these points: the government's role in creating and developing these services, how much the landscape has changed during the past 30 years, and what leaders must do to ensure continued advancement in geospatial technology in the future.

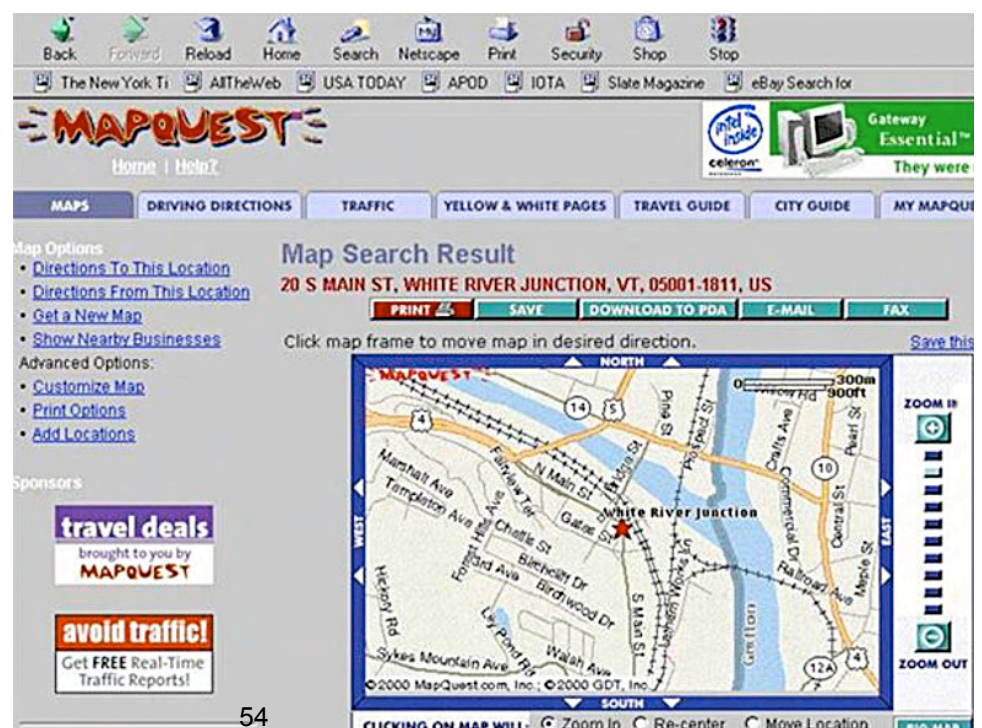
A brief history of influential events, digital roads, GPS and location awareness

The detailed street maps that support Web-based mapping applications and in-car navigation systems can be traced to the innovations made by the Census Bureau approximately forty years ago. Since the initial creation of digital street maps, designed to support the 1970 Decennial Census, the street map data industry has evolved into two multibillion-dollar European companies.

The initial experiments were expanded in the mid 1980s when the Census Bureau teamed up with the US Geological Survey to generate the first nationwide digital street map with address ranges. This became the TIGER system that supported the 1990 Census and forever changed the way we interact with maps. In 1996, MapQuest leveraged these intelligent street maps to build a Web-based system that could determine the geographic location of a street address and display it on a map. MapQuest was an overnight sensation that received 1 million hits in its first 30 days (now 40 million per month). The sale of



TIGER data (above);
early MapQuest





The Global Positioning System
satellite network



Personal navigation device

MapQuest to AOL for \$1.1 billion in 1999 represents a landmark in the evolution of the geospatial technology and marks the date when location-based services officially became part of mainstream Internet business.

The need to keep street map and address data current resulted in the creation of Geographic Data Technology (GDT) and Navteq, which have recently been acquired by European companies. GDT was initially purchased by the Belgium company TeleAtlas in 2004, and is now being acquired by TomTom, a Dutch personal navigation supplier. Navteq has been purchased by the Finnish telecom giant Nokia for eight billion dollars. The fact that a major telecom company would place that kind of price tag on geospatial data and technology demonstrates the value of these assets and points toward further vertical integration of location-based services, especially on cell phones and PDAs.

Even though detailed digital street maps provide the basis for spatial search and navigation, they do not actually show consumers their immediate locations. This task is handled by another American innovation: the global positioning system, or GPS. GPS was designed in the mid 1970s to support U.S. Department of Defense missions. In the mid 1990s, the 24 satellites that formed the GPS Operational Constellation made it possible to locate geographic coordinates without reference to any landmarks or features on Earth. By recording signals from at least four of the satellites, these GPS receivers were able to determine the X, Y and Z coordinates of the receiver anywhere on the Earth's surface or on an aircraft. Since 2000 almost any GPS receiver is able fix a location within a few meters of its actual location.

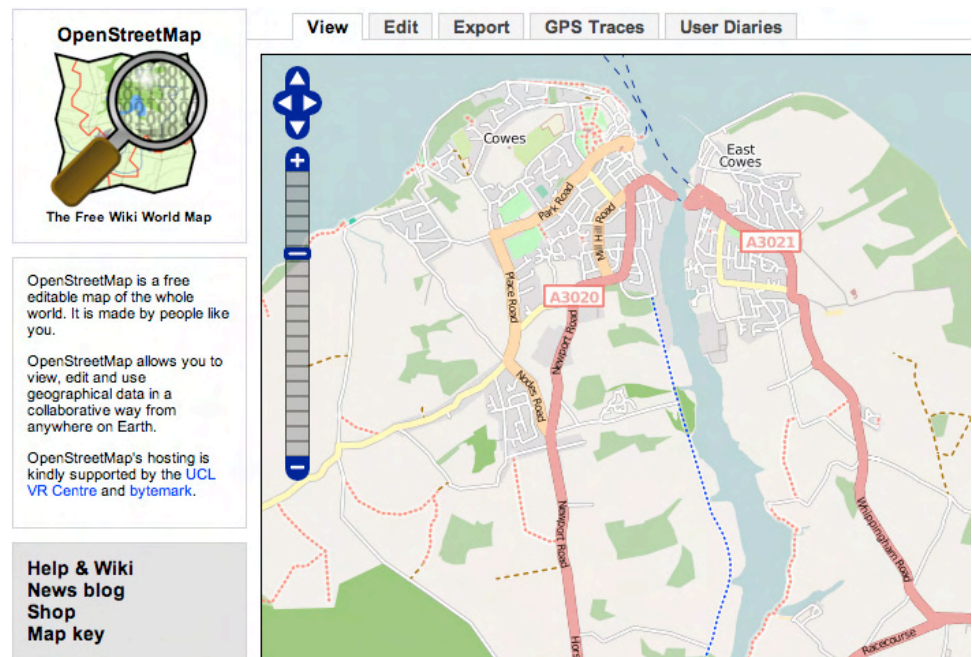
The accuracy of GPS can be enhanced by a network of land-based survey stations that provide precise coordinates required for surveying. This precision is made possible by the development of a highly accurate model of the earth's shape. A series of enlightened federal policy decisions opened this military system to commercial applications and has spurred a huge new international commercial market. Consequently, creative entrepreneurs have coupled these incredible and inexpensive tools to build hundreds of applications that support the public's insatiable appetite for location-based information.

As the cost of GPS receivers has plummeted, the range of applications has skyrocketed. Personal navigation systems manufactured by GPS technology companies such as Garmin and TomTom represent the integration of digital maps and GPS technology. The demand for navigational assistance has been at the forefront of this trend and has been a major boon to car rental agencies. Furthermore, inexpensive personal navigation systems that cost a few hundred dollars have become popular consumer items.

Some models provide users with task status as well as real-time location information such as traffic conditions, and can even track other people and assets. This tracking capability is now widely deployed to follow the movement of children, employees, criminals, vehicles and even fish. A pet products company sells a GPS dog collar; for a monthly fee, owners can track their pets' locations. The fact that other people can follow your movements (geo-tracking) with or without your permission or knowledge elicits a variety of reactions ranging from comfort to reluctant acceptance to outrage. In fact, some academics have labeled geo-tracking "geo-slavery."

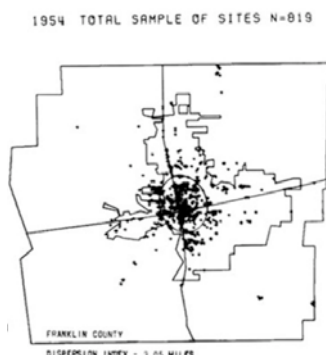
Telecom companies such as Nokia join in a vision of the future that places a high value on accurate geographic information. They plan to embed geospatial technology in the next generation's social psyche in the same way email has become ubiquitous to this generation. An example of such innovation is the Apple iPhone, whose embedded GPS receiver wirelessly accesses the Internet anywhere in the world and integrates its location coordinates with both self-contained and Web-accessible applications. Imagine a MapQuest application on a cell phone that shows the current location of the device. Once people can fix their locations and transmit these coordinates to other devices, a full range of applications is possible. These include location-based services (find the closest automatic teller

OpenStreetMap's
website



The Evolution of GIS: from Institutions to Virtual Globes

The development of digital mapping software began in earnest in the 1970s with the advent of the first software programs that could convert existing maps into digital data. These early systems ran on large mainframe computers that only existed in large public organizations. In the US, the period was dominated by federal agencies such as the USGS and the Census Bureau that developed their own mapping software to create and maintain digital representations of their existing paper maps. In addition to map generation, these systems were used to conduct inventories of land use and limited integration with other data layers. The Census Bureau developed a system called geocoding to automatically assign coordinates to a street address. These agencies now have employ commercial software for their enterprise-wide geographic information systems (GIS). After a decade, some innovative industries such as timber and utilities, along with a few state agencies and large local governments, were operating their systems on dedicated minicomputers. In a 1983 report the National Research Council suggested that the creation of an integrated, nationwide GIS could conceivably manage millions of tax parcels. This foresight was an



Early GIS



Workstation GIS

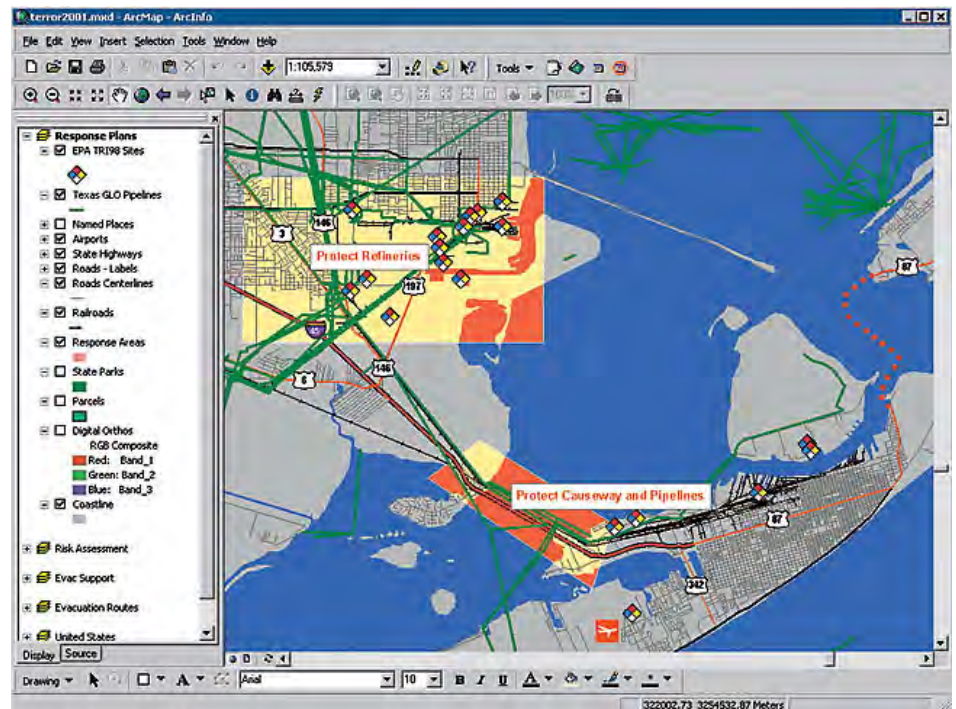
inkling of GIS's potential for managing vast spatial data infrastructures.

The decade of the 1980s represented a migration of geographic information technology to affordable integrated graphics workstations and client-server environments, which facilitated the sharing of data across a network. This enabled the technology to be adopted by hundreds of midsized organizations and agencies. These organizations often relied on medium-scale digital databases that had been created by federal agencies. These data sources supported applications based on relatively crude scales such as street centerlines and administrative areas and land use. Tremendous inroads were made in the use of multiple layers of data for planning applications, suitability analysis, reapportionment and other census-based data.

Using commercially available software tools from GIS companies such as ESRI and Intergraph, organizations began to create and maintain extensive geographical databases of corporate and public assets. Most of the analysis consisted of projects that addressed specific issues rather than the daily business activities of an organization. These projects were performed by skilled technicians who knew how to find and use the proper set of software tools and the output was often a printed report with tables and maps. Dramatic advancements were made in tools to manage images and model terrain. Commercial digital image processing tools from companies such as ERDAS could convert aerial photographs into geographic data. At that time, digital photography technology was limited and satellite data was only useful for large-scale reconnaissance of activities such as agricultural production.

By the 1990s, improvements in computer hardware and software provided a watershed for the democratization of computing and GIS software. Agencies migrated their GIS from UNIX to Microsoft Windows operating systems and from specialized workstations to common personal computers. Software was accessed through easy-to-use graphical user interfaces (GUIs). Performance improved as the industry provided faster and cheaper

GIS for emergency
response



processors, graphics cards and storage systems. These advancements meant that powerful GIS software could be used both by technical “chauffeurs” who created projects and by non-technological professionals such as decision makers, planners, scientists and students. Consequently, GIS was successfully adopted by thousands of local government and business users.

Other events improved the level of common user adoption. Ready and free access to digital versions of Census TIGER files and US Geological Survey topographic quadrangles provided a fundamental base map of the nation that could be added to GIS mapping projects. Universities established teaching labs and helped to train a labor force familiar with geospatial science and applications. By the end of the decade, personal computers were linked to internal networks and the Internet. These advancements allowed for free online Web mapping services that could be easily accessed and used by average citizens. The era of location-based advertising emerged. Commercial GIS software expanded to include hundreds of tools to integrate different kinds of information, process images, perform site analysis, support decisions and generate high-quality cartography.

GIS software could incorporate digital imagery and computer aided design (CAD) and it could generate publication-quality maps. Satellite imagery with 15-meter resolution was also widely available and GPS technology was changing the way surveying and earth measurements were performed. It should also be noted that during this period the traditional paper map-based National Mapping Program operated by the US Geological Survey was all but eliminated. This topographic map series had provided the blueprint for the development of much of the nation and provided critical information for development of our natural resources. It can be argued that the reduction of this program has greatly diminished the federal role as authoritative source of geospatial information.

In the 21st century there has been steady increase in the number of commercial desktop software users who are able to create, maintain and analyze an extraordinary range of geographic information. Moreover, the emergence of the complementary, new generation of Web-based GIS has made it often irrelevant as to whether an application is running on a desktop or across the Internet. This new computing environment has essentially enabled the integration of a geographic perspective within almost every possible information domain.

GIS professionals rely on desktop software to develop tools, and they use the Internet to deploy them to a vast array of consumers. These people are producing a seemingly

limitless range of applications such as realistic three-dimensional visualizations and tools for integrating geospatial technologies with spreadsheets and other standard databases. This transparency has been fostered by open systems and open data standards that result in enterprise environments, which provide services on the open Web. From a technical viewpoint, it is important these applications be built with reusable software components that have been developed with object-oriented and scripting languages.

Many traditional barriers to participation in the geospatial data environment have disappeared. Rather than maintaining large staffs and infrastructure, organizations can now build entire applications without purchasing or storing any data or large toolkits. These

capabilities have opened the door for GIS professionals to serve an exciting new market with customized applications, support for executive decision-making, and simplified tools that meet the needs of the task-specific or casual user.

The ability of networks to link to remote servers has empowered a new breed of knowledge experts and mobile and location based services, as well as traditional GIS professionals. The creation of huge server farms spread across extensive broadband networks has eliminated the need for users to acquire, download and store massive volumes of data and imagery. Often, images and pre-rendered maps are accessed for geographical context and



GIS on mobile
devices



Google Earth application on iPhone



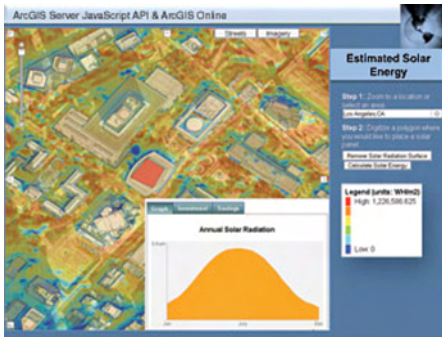
the spatial search or analysis is conducted on a remote server.

Applications that once were performed by an application specialist on a desktop are now pushed to a server and quickly and seamlessly accessed by a host of users on a wide range of devices. This has enabled handheld devices to become powerful tools. Thousands of GIS professionals employed by the Census Bureau and hundreds of other organizations can go into the field with an inexpensive handheld device to capture new attributes or update existing ones and wirelessly transmit this data back to the office. Similarly, average citizens can now access Google Earth on their iPhones to determine their current location or to find a good restaurant.

Some experts suggest that emphasis should shift toward the technical and institutional infrastructure to support the distribution of geographic information throughout society. These spatial data infrastructures (SDI) are frameworks that incorporate technologies, policies, standards and human resources to store, process and distribute vast amounts of data across many organizations and among governments. In the United States, the development of SDIs began in 1994 when President Clinton issued an executive order to create the National Spatial Data Infrastructure (NSDI) and form the Federal Geographic Data Committee (FGDC). This mandate validated the essential role geographic information plays in modern society. The order drove systems to be better coordinated and less redundant. Less emphasis was placed on products and more attention was given to processes, knowledge infrastructure, capacity building, communication and coordination. In an Internet-based world, value reaches beyond simply sharing data, and extends to judging data quality and to determining data fitness for consumption. With this, came the necessity to document data in a manner similar to documenting a library's book catalog. Database quality and content took on a different meaning as public agencies published their data via Web browser-based applications that allowed average citizens to query and view detailed information about their property.

Much emphasis in the 21st century has been placed on providing accurate data to support decision-making. In the public and commercial arena, these decisions are diverse. Organizations want to know how to pursue an enemy on a battlefield; what are the best land use alternatives for combating global warming; where should police be assigned to reduce crime; what areas are at risk for West Nile Virus; what is the best site to build new schools; or what are the route logistics for efficient delivery truck fleet management. At a personal level, people want to know how to get to a party, where to vote, what neighborhood is a good location to buy a house, where to find their friends, and how will an ambulance find them when they call 911.

Today's citizens, taxpayers, and homeowners have an entirely different set of geographic information needs and expectations than people did thirty, twenty or even eight years ago. They want to access geographic information from home through powerful, inexpensive personal computers by means of broadband networks. People accustomed to social Internet structures are as interested in publishing as they are in consuming information. They will readily participate in Facebook's "what are you doing now" dialog. Today's generation of Internet users are often armed with their personal navigation system, are repeat consumers of Google Earth data, and expect easy-to-use applications such as seeing their homes and relational values. They flock to sites such as Zillow.com and Cyberhomes.com to view the value of their property and observe the trends in their neighborhoods. This cyberspace generation has high expectations of geographic technologies. They expect to link to their local assessor's records. They expect detailed, recent aerial photography, and, even better, with bird's-eye views at four different oblique angles. In reaction to these demands, local governments are incorporating GIS into their enterprise-wide IT environments. Waukesha, Wisconsin, for instance, reports that scores of business decisions relating to everything from 911 to school zoning are driven from a parcel-based GIS because



GIS application calculates solar energy potential in Boston

it is the expected norm.

Development approaches change dramatically when designing systems that meet the needs of users who are homeowners and taxpayers. Governor O'Malley of Maryland recently stated,

...I'd like you to consider the answer to this question – why is it that virtually any display of GIS technology quickly inspires someone one to ask the timeless question, “...Can you show me my house?...” Through the power of mapping, we were able to create our city’s [Baltimore] first-ever complete inventory of housing stock including the ownership information that could be used and accessed by managers of boarding and cleaning crews, by those responsible for policing, those responsible for inspections, those responsible for filing the lien on the property after cleaning, those in the city’s housing department responsible for clearing title, and taking title, and those responsible for disposing of title so the property could be redeveloped and returned to the tax rolls.

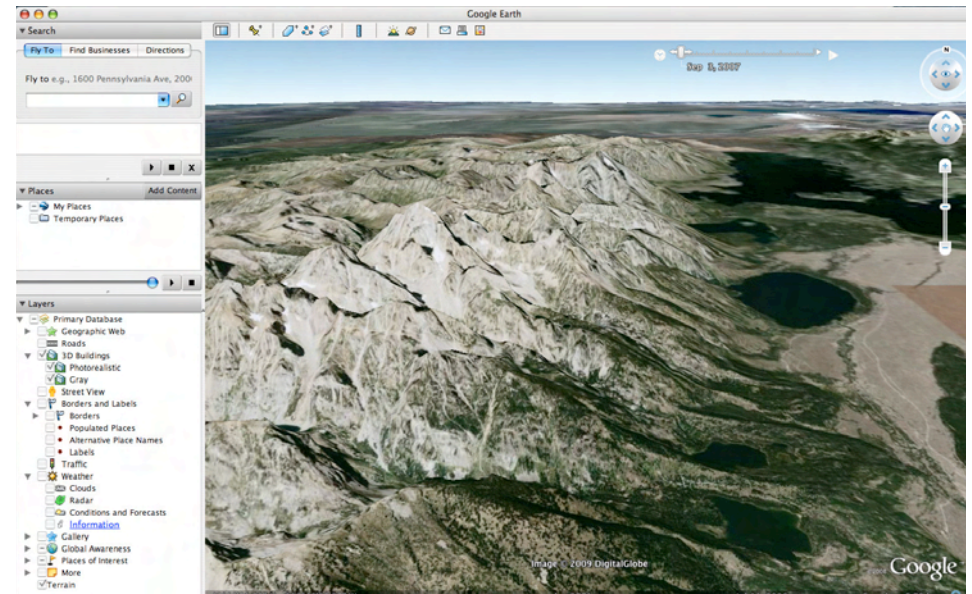
To meet the expectations of these new users that include citizens, public employees, and real estate-associated professionals, a unified approach is required. Property lines must be accurately depicted, images must display fine details (new additions and renovations), and 3D terrain models must model the flow of water through a neighborhood. These needs can only be met by investments in new data and geographic information tools that integrate vast amounts of very high-resolution data that is often measured in terabytes.

The Evolution of GIS: the new white board

The previous discussion suggests that the evolution of geographic information technology into mainstream consumer applications had its origins in investments and innovations made by the federal government. At the beginning of this transformation, a single individual or sometimes a small group of scientists could post information into a single computer and see limited results. But barriers still existed for that group to publish results to a wider audience. Now, current IT infrastructure encompasses federated, Web-based, and private-sector approaches. This changing landscape affects and is affected by the federal government as well as multi-collaborative stakeholders. Significant advances in technology have changed the relative roles of different stakeholders as well as the markets’ environment. It is hard to ignore the importance of the recognition by Microsoft, Apple and Google of the business case for location-based searches and applications in changing a field that was once dominated by the public sector GIS professionals. Now the resulting data and software generated by the dedicated GIS community can be leveraged by the exploding group of casual GIS consumers.

The earth is a huge study area. It can be divided into pieces of various sizes and studied at macro or micro scales. For some applications, such as tracking hurricanes, scientists can rely on relatively coarse-grained information but need it updated in real time. Conversely, a civil engineer may require centimeter-level precision when constructing a new bridge. The history of geographic information applications has been one of making trade-offs. A person could either study large areas at crude levels of detail or small areas in fine detail. As we approach the end of the first decade of the 21st century, these trade-offs no longer apply. Perhaps no application exemplifies the success of this better than Google Earth. When released in June 2005, Google Earth represented a paradigm shift that shook many of our established perceptions about geospatial data. It offered multi-scale, full earth visualization that was free, easy to use and provided a dynamic sense of travel. Even though several examples of large-scale, robust geospatial databases existed, none could match Google Earth’s ability to fly virtually to any place on Earth and visualize information at fine detail. Because it is free and easy to use, its success has skyrocketed over the past three

Google
Earth



years. Content from scores of sources (National Geographic, New York Times, YouTube etc.) has been geographically tagged.

A recent article, “Armchair Archaeology” in *The Economist*, describes how Google Earth is changing the way archaeologists “make discoveries, develop theories and plan expeditions.” The archeologist states, “Google Earth gives you free access to imagery that would otherwise cost a fortune and require specialist training to make use of.” A conservative estimate of the number of Google Earth users is more than 100 million. The net result is that in just three decades, the number of geographic data users has grown from tens of thousands, to a few hundred thousand and then almost instantaneously jumped to hundreds of millions. Its impact has been widely documented in the popular press by experts such as James Fallows of *Atlantic Monthly* who considers Google Earth to be the fourth major innovation in popular computing (along with text editing, the Internet, and the Web). It is so mainstream that it has been the subject of *New Yorker* cartoons and *Google Earth for Dummies* is now a popular reference. More importantly, Google Earth has actually become a common platform for hosting and sharing geographically referenced content of all kinds. In many ways, the mapping service has emerged as the new geographic whiteboard, with hundreds of millions of users posting, consuming and comparing data collaboratively on a common earth study area. This simple-to-use visualization tool is valuable complement to the professional GIS tools that continue to be used to develop content, execute spatial analysis and perform modeling to support businesses and governments across the country. The value of spatial data and visualization is being realized simultaneously by casual users and professionals.

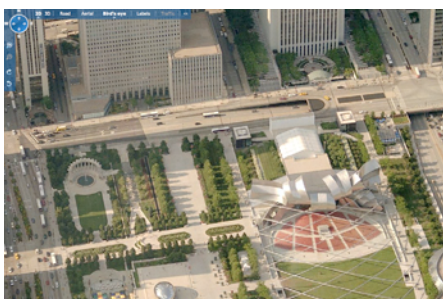
Considerations amidst the sea change

The demonstrated public appetite for spatial information will require a substantial, educated GIS workforce to meet the demand. The Geospatial Information and Technology Association reported that the geospatial sector has steadily increased by 35% a year, with the commercial side growing at an incredible rate of 100% annually. The US Department of Labor predicted that geospatial was one of the three technology areas that would create the most jobs in the coming decade and importantly these are high tech and good paying jobs. All of these changes in terms of users and expectations have turned the traditional governmental and commercial relationships upside down. Most noteworthy has been the dramatic shift of the federal government from being the primary provider of geographic data to that of a major consumer. With a few exceptions for administrative regulations such as the decennial census and flood plain boundaries, local governments create their

The Changing Geospatial Landscape

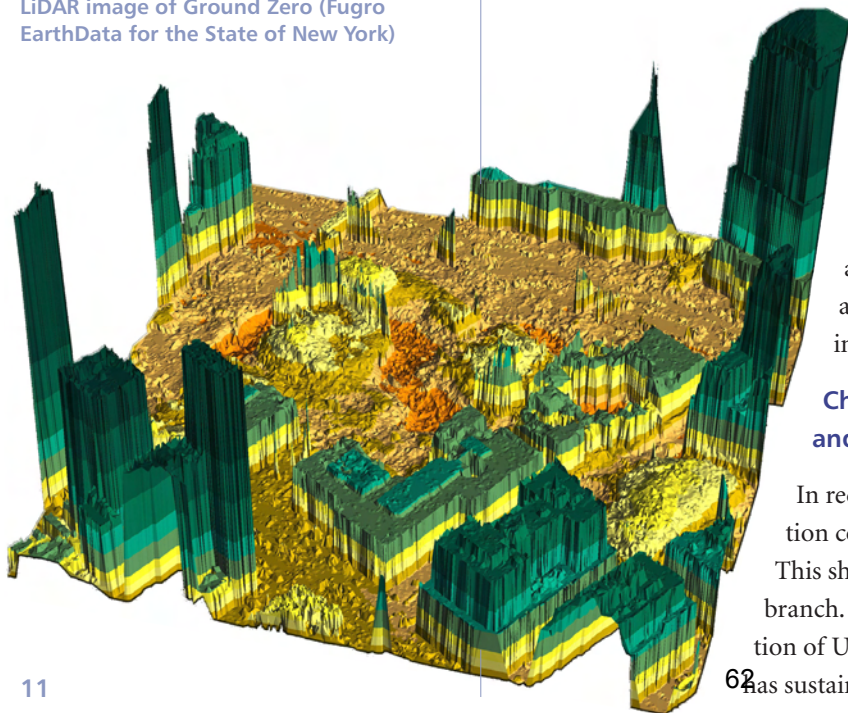


High-resolution imagery: Landsat 30-meter image (above) compared with Digital Globe/Quickbird 1-meter image (right)

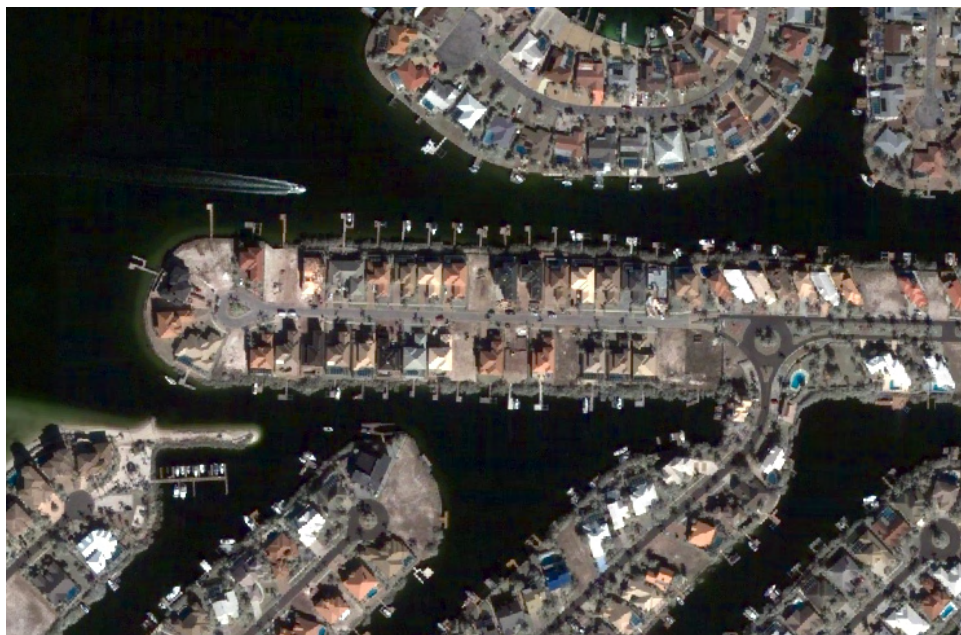


Bird's Eye View of Chicago on Microsoft Virtual Earth

LiDAR image of Ground Zero (Fugro EarthData for the State of New York)



own data from in-house resources or commercial providers. In times of emergency, the federal government must acquire the most detailed and current data from these local governments. With companies such as Microsoft and Google as customers, commercial data providers – Navteq, TeleAtlas, Pitney Bowes, First American – are doing a brisk business.



Demand for high-resolution imagery from both aircraft and satellite platforms has increased. The recent launch of GeoEye-1 provides a glimpse of the new relationships between private and public organizations. This satellite-based camera is capable of collecting black-and-white images with a 0.41-meter ground resolution and 1.65-meter color images. The major customers for these images are the National Geospatial Intelligence Agency and Google. Aerial photography companies are competing to put fleets of aircraft in the air. These aircraft are equipped with sophisticated digital cameras that can capture huge quantities of geographically registered images. The imagery capabilities allow for billions of pixels, each covering an area as small as a few inches. Pictometry offers data that provides four-inch pixel images from five viewpoints. Applications such as Microsoft's

popular Birds Eye View produce images that have added a whole new perspective to house hunting.

Airborne lasers that collect detailed elevation data (Light Detection and Ranging or LiDAR), provide three-dimensional geographic visualization. These lasers have been characterized as the equivalent of sending thousands of surveyors into the field to collect X, Y and Z coordinates. As a result it is possible to improve the accuracy of flood plain determination and the potential impact of sea level raise in coastal areas.

Changing roles require new partnerships and policies

In recent decades a shift has occurred within the data production community from government to private sector providers. This shift has been encouraged by Congress and the executive branch. A good example of this phenomenon has been the evolution of U.S. commercial remote sensing space policy. The policy has sustained and enhanced the domestic remote sensing industry

while advancing and protecting national security and foreign policy interests. The increased involvement of private sector data providers has been fostered by professional organizations and associations such as American Society for Photogrammetry and Remote Sensing, American Congress on Surveying and Mapping, and Management Association for Private Photogrammetric Surveyors that support public-private partnerships. Consequently, government's role has shifted from data producer to coordinator, partnership facilitator, and manager. This, in turn, has resulted in significant growth in the number, size, capacity and capabilities of the US private geospatial community. This community is the most robust in the world, engaged in serving the domestic market and is a significant exporter of services, data and technology to serve a growing global market.

The relative shifts in data production from the federal government to the private sector and state and local government call for new forms of partnership. Furthermore, the hodgepodge of existing data sharing agreements are stifling productivity and are a serious impediment to use even in times of emergency. There is an urgent need to reexamine the relationships between data providers and users to establish a fair and equitable geospatial data marketplace that serves the full range of applications. When the federal government was the primary data provider, regulations required data to be placed in the public domain. This policy jump-started a new marketplace and led to the adoption of GIS capabilities across public and commercial sectors. However, these arrangements are very different when data assets are controlled by private companies or local governments.

Insistence on database ownership is an expensive policy. When the Census Bureau was updating the street networks to prepare for the 2010 Census, it could not take advantage of the existing commercial data from Navteq or TeleAtlas; therefore, the government spent hundreds of millions of dollars to develop a duplicate version of street centerlines. The Bureau which pioneered the field has attempted to assemble street network data collected from more than 4,000 local governments. They found that data often did not exist, was incompatible or was unavailable because of local licensing policies. Similarly, the federal government's need for tax parcel information has proven a costly venture. Critical information about the use, value and ownership of property is needed by FEMA, the Forest Service, and HUD, for emergency preparedness or response at times of hurricanes or wildfires – or even to monitor the current foreclosure problems. Unfortunately, no arrangements have been made for the federal government to acquire the detailed property-related data that it needs to make responsive decisions. Ironically, private companies such as the online real estate service Zillow are often better prepared than the federal government to support these critical decisions.

The dramatic shift in the relative roles of the federal, state and local governments has been monitored by several institutions and advocacy groups. For example, the National Research Council, which oversees the Mapping Science Committee, has conducted numerous studies identifying trends and recommending changes that would improve efficiency and coordination of geographic information. State governments have also emerged as an increasingly important source of intermediate level geographic information coordination.

As early as 1989, several state GIS managers convened as the National States Geographic Information Council (NSGIC) to establish a forum for coordinating GIS projects and government investments. This group provided an early indication of the existence of duplicative efforts and the potential of redundant government activities. NSGIC is one of the most active proponents of spatial data infrastructure projects and almost every state now has a state GIS coordinator. NSGIC has an active agenda and is working closely with the FGDC for new initiatives. One of these initiatives is Imagery for the Nation. It is a model for new partnerships in which the federal government provides partial funding to acquire high-resolution digital imagery collected by commercial data providers, with the option

for state and local governments to “buy-up” for higher-resolution data. This data will be placed in the public domain and will be freely available to all sources including commercial entities such as Google and Microsoft who will use this data to fuel their product and service offerings to the marketplace

Nearly all the data, technology and applications we see today can be traced to innovative policies and government practices of the past. As such we require similar innovative policies now to keep pace with this remarkable sea change. Government-based geographic information providers can no longer think of themselves as a players outside of or immune from the community of private sector, state, local or even public stakeholders. In many cases these stakeholders have embraced technology and processes which have rapidly outpaced anything the federal government can provide. At a minimum, what is needed is a commitment to improved spatial data, recognition of the place of multiple stakeholders in this brave new world, and coordinated investment.

Although phenomena such as the Zillow Website’s millions of hits, cars equipped with navigational devices, and phones embedded with location-based services for locating friends are fascinating, the greatest value of the spatial data infrastructure still lies in illuminating complex policy problems. If we as a country are sincere about resolving universal concerns such as global warming, sea level rise, and affordable health care, the Federal government needs to adopt innovative policies supporting a dynamic and robust spatial data infrastructure, an initiative that was promised more than 15 years ago. The members of the National Geospatial Advisory Committee look forward to working with the Obama Administration and the geospatial community in formulating recommendations on the adoption and or revision of spatial data policies and programs that can empower better decision-making through geography at all levels of government and in private enterprise.



For information about the National Geospatial Advisory Committee, please visit

<http://www.fgdc.gov/ngac>

This report was prepared by a subcommittee of the National Geospatial Advisory Committee. This report was approved at the October 2008 meeting of the NGAC. Subcommittee members: **Dr. David J. Cowen**, Distinguished Professor Emeritus, University of South Carolina (Chair); **Dr. Sean Ahearn**, Professor of Geography, Director, Center for Advanced Research of Spatial Information (CARSI), Hunter College – CUNY; **Mr. Michael Byrne**, GIS Architect, State of California Office of Statewide Health Planning and Development. The subcommittee would like to thank ESRI and the National Geographic Society for their assistance in the preparation of this report.

Members of the National Geospatial Advisory Committee

Ms. Anne Hale Miglarese (NGAC Chair), Principal, Booz Allen Hamilton, McLean, VA

Mr. Steven P. Wallach (NGAC Vice-Chair), Technical Executive, U.S. National Geospatial-Intelligence Agency, Bethesda, MD

Dr. Sean Ahearn, Center for Analysis and Research of Spatial Information, Hunter College – City University of New York, New York, NY

Dr. Timothy M. Bull Bennett, TCU Science Coordinator, North Dakota Association of Tribal Colleges; Executive Director, NativeView Inc., Bismarck, ND

Mr. Michael Byrne, Geographic Information Architect, State of California Office of Statewide Health Planning and Development, Sacramento, CA

Mr. Allen Carroll, Chief Cartographer, National Geographic Society, Washington, DC

Mr. Richard B. Clark, Chief Information Officer, State of Montana, Helena, MT

Dr. David J. Cowen, Department of Geography, University of South Carolina, Columbia, SC

Mr. Jack Dangermond, President, Environmental Systems Research Institute, Redlands, CA

Mr. Donald G. Dittmar, Land Information System Manager, Waukesha County Department of Parks and Land Use, Waukesha, WI

Mr. Dennis B. Goreham, Manager, Automated Geographic Reference Center, State of Utah, Salt Lake City, UT

Ms. Kass Green, President, The Alta Vista Company, Berkeley, CA

Hon. Randy Johnson, County Commission Chair, Hennepin County, Minneapolis, MN

Mr. Randall L. Johnson, MetroGIS Staff Coordinator, Metropolitan Council, St. Paul, MN

Dr. Jerry J. Johnston, Geographic Information Officer, U.S. Environmental Protection Agency, Washington, DC

Mr. Barney Krucoff, GIS Director, District of Columbia, Washington, DC

Hon. Timothy Loewenstein, County Supervisor, Buffalo County, Kearney, NE

Dr. David F. Maune, Senior Associate, Dewberry, Fairfax, VA

Mr. Charles Mondello, Senior Vice President, Corporate Development, Pictometry International, Rochester, NY

Mr. Zsolt Nagy, Program Manager, Center for Geographic Information & Analysis, State of North Carolina, Raleigh, NC

Ms. Kimberly T. Nelson, Executive Director for eGovernment, Microsoft Corporation, Washington, DC

Mr. Matthew O'Connell, President and Chief Executive Officer, GeoEye, Dulles, VA

Mr. John M. Palatiello, Executive Director, Management Association for Private Photogrammetric Surveyors, Reston, VA

Dr. Jay Parrish, Director and State Geologist, Pennsylvania Bureau of Topographic and Geologic Survey, Harrisburg, PA

Mr. G. Michael Ritchie, President and Chief Executive Officer, Photo Science, Lexington, KY

Mr. David Schell, Chairman and Chief Executive Officer, Open Geospatial Consortium, Wayland, MA

Mr. Eugene A. Schiller, Deputy Executive Director, Division of Management Services, Southwest Florida Water Management District, Brooksville, FL

Dr. Christopher Tucker, Senior Vice President, Americas & National Programs, Erdas, Inc., Alexandria, VA

Mr. Ivan DeLoatch, Staff Director, Federal Geographic Data Committee (NGAC Designated Federal Officer)

David J. Cowen is a Distinguished Professor Emeritus at the University of South Carolina. During his career at the University of South Carolina he was chair of the Department of Geography, Director of the Liberal Arts Computing Lab, co-director of the Center for GIS and Remote Sensing, and a Carolina Distinguished Professor. He is currently a member of the NRC Board on Earth Sciences and Resources, the Vice President of the Geographic Information Systems Certification Institute and a National Associate of the National Academy of Sciences. Between 2000 and 2006 he chaired the Mapping Science Committee of the National Research Council and recently chaired the NRC Study Committee "Land Parcel Databases: A National Vision". He is the 2005 recipient of the ESRI Lifetime Achievement Award in GIS. Since 1967 his research and teaching interests have focused on the development and implementation of geographic information systems in a wide range of settings.

ATTACHMENT D

COALITION OF GEOSPATIAL ORGANIZATIONS

LETTER TO CONGRESS JANUARY 2009

(SEE NEXT PAGE)

Coalition of Geospatial Organizations

Coalition of Geospatial Organizations (COGO) Urges Congress to Establish Geospatial Subcommittee in House and Senate

Reston, VA, January 09, 2009 - The Coalition of Geospatial Organizations (COGO) has asked Congress to establish subcommittees in the U.S. House of Representatives and Senate with jurisdiction over Federal geospatial activities. In a letter to House Speaker Nancy Pelosi (D-CA) and Senate Majority Leader Harry Reid (D-NV), COGO Chairman Cy Smith urged that oversight of geospatial technology be specifically included in the mission of existing Congressional subcommittees.

"The intent of the letter is to designate geospatial activities in the authority of an existing subcommittee in House and Senate, respectively", said Mr. Smith. "We are not attempting to create new stand-alone committees, but we want to make certain that Congress has an effective structure for oversight and legislation over the increasing federal government activity in geospatial technologies, and its relationship with state, regional, local and tribal government, universities and the private sector," Mr. Smith, the COGO Chairman, is the immediate past president of the National States Geographic Information Council (NSGIC) (www.nsgic.org), an association of senior state geographic information system (GIS) managers and coordinators, and is the Oregon State GIS Coordinator.

"Currently, responsibility for oversight and authorization of federal geospatial activities is spread among more than 30 House and Senate committees and subcommittees. More than 40 federal agencies include geospatial activities as part of their mission. That scattered structure is very inefficient and does not contribute to strategic, coordinated policy and investments among the federal agencies. In fact, one of the outcomes of the Byzantine structure currently in place in Congress is the stove-piped structure in the federal agencies," said John Palatiello, Executive Director of MAPPS (www.mapps.org), the association of private geospatial firms and the author of the resolution adopted by COGO to endorse the idea of House and Senate geospatial subcommittees.

COGO requires unanimous agreement of all its 15 voting member organizations to take a policy position. The resolution endorsing Congressional geospatial subcommittees was adopted at COGO's October meeting.

According to the Federal Geographic Data Committee's (FGDC) 2006 Annual Report as much as 90% of government information has a geospatial information component. The U.S. Department of Labor has identified the geospatial field as one of the high growth job sectors in the U.S. economy. A 2004 report of the Government Accountability Office (GAO) found "efforts have not been fully successful in reducing redundancies in geospatial investments" and that "OMB's oversight of federal geospatial activities has not been effective because its methods ... are insufficiently developed and have not produced consistent and complete information. As a result of these shortcomings, federal agencies are still independently acquiring and maintaining potentially duplicative and costly data sets and systems. Until these problems are resolved, duplicative geospatial investments are likely to persist."

COGO noted that the Congressional committee structure also contributes to the inefficiencies in the Executive Branch and provided recommendations for two committees in both the House and Senate

with a direct oversight of geospatial activities that could be logical homes for a geospatial subcommittee. They are the House Committee on Natural Resources or the House Committee on Oversight and Government Reform and the Senate Committee on Energy and Natural Resources or the Senate Committee on Homeland Security and Governmental Affairs.

The Coalition of Geospatial Organizations (COGO) (www.urisa.org/cogo) is a recently formed coalition of 15 national professional societies, trade associations, and membership organizations in the geospatial field, representing more than 30,000 individual producers and users of geospatial data and technology. The coalition's founding Member Organizations are:

American Congress on Surveying and Mapping (ACSM)
American Society of Photogrammetry and Remote Sensing (ASPRS)
Association of American Geographers (AAG)
Cartography and Geographic Information Society (CAGIS)
Geospatial Information Technology Association (GITA)
GIS Certification Institute (GISCI)
International Association of Assessing Officers (IAAO)
Management Association for Private Photogrammetric Surveyors (MAPPS)
National States Geographic Information Council (NSGIC)
University Consortium for Geographic Information Science (UCGIS)
Urban and Regional Information Systems Association (URISA)

The founding Advisory Organizations are:

National Association of Counties (NACo)
National Emergency Number Association (NENA)
Western Governors Association (WGA)
American Planning Association (APA)

-30-

To view the COGO letter, go to:

<http://www.urisa.org/files/COGO%20Reid%20Pelosi%20Geospatial%20Subcommittee%20final.pdf>



**Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
January 28, 2009**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:30 p.m. and asked each of the members and visitors to introduced themselves.

Members Present: Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Gary Swenson for Randy Johnson (Hennepin County), Jim Kordiak (Anoka County), Tom Egan (Dakota County), and Randy Maluchnik (Carver County), Tony Pistilli (Metropolitan Council), Steve Elkins (Metro Cities – City of Bloomington), Terry Schneider (Metro Cities - City of Minnetonka), Dan Cook (School Districts - TIES), and Roger Lake (Metro Watershed Districts).

Members Absent: Jim Joseph Wagner (Scott County)

Coordinating Committee Members Present: Rick Gelbmann, Randy Knippel, Nancy Read, Mark Vander Schaaf, Gordy Chinander, David Claypool, Sally Wakefield, William Brown.

Support Staff: Randall Johnson and Mark Kotz (MetroGIS Staff Support Team)

Visitors: Dave Hinrichs (Metropolitan Council), Janna King and Todd Klingel (Regional Chamber of Commerce)

2. ACCEPT AGENDA

Member Schneider moved and Member Egan seconded to approve the proposed agenda with one modification, hear Item 4c before 4a. Motion carried, ayes all.

3. MEETING SUMMARY

Member Kordiak moved and Member Lake seconded to approve the October 22, 2008 meeting summary, as submitted. Motion carried, ayes all.

4. ACTION/DISCUSSION ITEMS

c) Streamlining Data Access for Emergency Responders

Gordon Chinander, GIS Coordinator for the Metropolitan Emergence Service Board and member of the Coordinating Committee, summarized the project status information presented in the agenda report. He emphasized the effort is not limited to parcel data produced by the counties, noting that consideration will also be given to data produced by the private sector and other government entities.

He concluded his remarks by stating that he is nearly finished drafting a white paper that will be used to facilitate agreement on the problem statement and that once the workgroup members have concurred on the problem statement and hopefully in the next few weeks that work will begin on developing recommendations for the Board's consideration.

a) 2008 Accomplishments

The Staff Coordinator summarized major accomplishments made through MetroGIS's efforts in 2008, including executing the 4th generation parcel data sharing agreement, implementing a regional geocoder service, and developing a data synchronization mechanism that is a prerequisite to achieving the vision for a Regional Address Points Dataset. He thanked the representatives from the seven counties for their willingness to experiment with the concept of "view –only" access to parcel data by non-licensees, Nancy Read for her leadership on the geocoder project, Peter Henschel for his leadership on the synchronizer project, and the members of the Technical Leadership Workgroup for agreeing to serve in the role of a surrogate Technical Coordinator.

Motion: Member Elkins moved and Member Egan seconded to accept the suggested listing of major accomplishments in 2008, as presented in the agenda report. Motion carried, ayes all.

b) Regional Solutions to Shared Application Needs

Mark Kotz, Chairperson of the MetroGIS's Technical Leadership Workgroup (TLW), began by explaining the process that the TLW used to identify priority shared application and web service needs/opportunities and then summarized recommended next steps endorsed by the Coordinating Committee at its December 10 meeting. Coordinating Committee Read, speaking as the project manager for the Regional Geocoder Project, helped Board members better understand the concept of a web service using the geocoder as an example. Read also explained how MetroGIS's investment had catalyzed significantly more investment from others which together were needed to accomplish the project.

Kotz continued his presentation noting that he was pleased to report that 25 individuals had volunteered to participate on five workgroups created by the Coordinating Committee on Dec 10th and tasked with developing specific courses of action for the 5 highest priority shared application/web service needs. More importantly, he emphasized that the volunteers expressed a willingness to participate even though no staff support would be provided. Member Kordiak asked for clarification about the organizations represented by the 25 volunteers and was pleased to learn that the volunteers represent all three sectors and all forms of government that serve the metro area. Kotz's presentation slides can be viewed at

http://www.metrogis.org/teams/pb/meetings/09_0128/4b_Shared_Apps_Presentation.ppt.

Member Schneider commented that the lack of staff support for these work groups might have a positive outcome, assuming the participants will also be willing to serve as champions for the recommended courses of action. It was agreed that it is a risk worth taking, in particular, given there is no other option for the near term to move forward on these important projects. The Staff Coordinator also commented that there is little likelihood that a Technical Coordinator can be added to the MetroGIS support team, if the only funding source is the Council. Finally, there was general concurrence of the value gained from the TLW stepping up and filling the roll of a Technical Coordinator and that without them doing so substantive progress could not be made to move forward on proposed projects.

Coordinating Committee Chairperson Wakefield continued the presentation by summarizing four recommendations of the Committee that require action from the Board, noting that two of them had been dealt with earlier in the month via a letter from Chairperson Reinhardt to the Governors Council on Geographic Information, as described in the agenda packet. She then explained the remaining two items: 1) call for broader free access parcel data and 2) need for identify support resources for workgroups.

Member Pistilli commented that he believes Recommendation A would not be needed if a policy change were to be implemented acknowledging that data developed with public funding should be made available, without fee, to anyone who wishes access. Chairperson Reinhardt noted that the recommendation before the Board (Recommendation A) acknowledges that state law permits counties to impose a cost recovery fee, and that Recommendation A is an appropriate course of action under current law.

Member Egan commented that to get to a solution acceptable to both sides of this data access issue, the true value received from participation by both the producers and those asking for free access must be established. Vice Chairman Kordiak concurred and encouraged that as part of the evaluation including reporting of the revenue received by the counties from cost recovery policies for parcel data.

Member Schneider spoke in favor of Recommendation A, in principle, as a means to create a test environment through which to define mutual benefit and generally explore the viability of partnering across sectors to address shared application needs. If the test environment works, which he termed a "defined waiver of license", he believes that additional value will be recognized. He concurred with

others that language of Recommendation A, as proposed in the agenda report, was needed clarification.

Member Pistilli urged the members to be mindful of the value of data as an economic engine for access. Alternate Member Swenson concurred, adding that he believes opening up access to parcel data would provide great value to the state. He also believes a carrot is needed to encourage the producers to participate in the proposed “Cross Sector Partnering” initiative approved by the Board at its October meeting. He closed by stating that research is needed to document the tangible benefits that would accrue to the producer if they were to offer access, without fee, to parcel data.

Chairperson Reinhardt accepted a proposal from Randy Knippel, Chairperson of the County Data Producers Workgroup, to clarify the intent Recommendation A. The following language was accepted by the Board for Recommendation A (page 10 of the agenda packet):

“A: That the Policy Board concur that:

1. Modifications to the policy related to non-government access to parcel data should be defined through the “Cross Sector Partnering” initiative (Attachment B) that the Policy Board authorized at its October 2008 meeting ~~in cooperation with the County Data Producers Workgroup.~~
2. Desired modifications to parcel data access policies must comply with the equity principles adopted by the Board at its January 2006 meeting (Attachment C).
3. To direct the County Data Producers Workgroup to consider the implications of the recommendations of the Cross-Sector Partnering initiative relative to the Parcel Data Sharing Agreement and report its findings to the Board.”

Motion:

Member Schneider moved and Member Egan seconded to approve Recommendation A, as modified. Motion carried, ayes all.

The members also concurred that action called for in Recommendation B is premature (investigate the potential of staff support funding model that seeks partners in addition to the Metropolitan Council) until more is known about how the actions called for in Recommendation A will play out. Member Schneider added that if non-government interests are willing to coordinate among themselves and share project costs, the objectives sought in Recommendation B should take care of themselves.

d) 2009 “Foster Collaboration” Major Work Objectives and Budget

Chairperson Reinhardt commented that the proposed modifications represent refinements to the preliminary work program and budget approved in April 2008 and involved reallocating \$15,000 to activities that had been previously included in the budget.

Motion: Member Pistilli moved and Member O’Rourke seconded to approve the:

- 1) Major program objectives for MetroGIS’s 2009 “Fostering Collaboration” function, as presented on page 29 (Attachment A to report 4c) of the agenda packet.
- 2) Budget for MetroGIS’s 2009 “Fostering Collaboration” function, as presented on page 35 (Attachment D to report 4c) of the agenda packet.

Motion carried, ayes all.

e) Modify July Meeting Date and Explore Interest in Afternoon Meetings

Chairperson Reinhardt suggested that the Board consider rescheduling the July 29 meeting to July 22 to avoid a conflict that was not known when the scheduled was adopted in October 2008.

She also asked the members if they would be interested in meeting in the afternoon. After some discussion it was agreed to move the start time to 6 p.m.

Motion: Member Egan moved and Member Pistilli seconded to change the July 2009 meeting date from the 29th to the 22nd and, effective with the April 2009 meeting, change the meeting start time for all meetings to 6 p.m. Motion carried ayes all.

5. GIS TECHNOLOGY DEMONSTRATION

Todd Klingel, President of the Regional Chamber of Commerce, the Janna King, project manager for the subject Twin Cities Economic Development Website, explained the purpose of the website is to grow jobs in the Twin Cities Market. The then provided an overview of how the site is financed and overview of the sponsors/funders, download activity, general functionality, data sources (Claritos and Applied Geographic Solutions) used, and the host/developer (GIS Planning). A copy of their slide presentation can be viewed at http://www.metrogis.org/teams/pb/meetings/09_0128/5_MetroMSP_forMetroGIS.ppt.

Chairperson Reinhardt thanked the presenters and commented the Policy Board was interested in learning more about Twin Cities Economic Development Website and is willing to assist with improvement of the data utilized by the site.

Member Pistilli asked if the private sector partners are as satisfied with the site as the public sector users that were mentioned in the presentation. Ms. King noted that real estate and utility interests have acknowledged the most benefit but the private sector community, as a whole, understands their role is to grow jobs and that this site is a valuable tool to do so.

Chairperson Reinhardt reiterated that MetroGIS is prepared to help with data to support the site, noting that with MetroGIS's assistance she believes accuracy can be improved and expenses can be reduced. Ms. King responded that they are aware of data resources available through MetroGIS but thus far the currently use data is working well to support user preferences for apples-to-apples comparisons with other metro areas and for areas that adjoin the Twin Cities Metropolitan Area. She closed by noting that MnCAR may be interested in working with the MetroGIS community and, if so, that they will follow MnCAR's lead.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the items in this section of the agenda

7. INFORMATION SHARING

Chairperson Reinhardt encouraged the members to review the letter in Item 7a about the Mn Drive to Excellence initiative recommendations and the document entitled "The Changing Geospatial Landscape" published by the National Geospatial Advisory Committee in December 2008 which is included in Item 7f.

Member Cook announced that this would likely be his last meeting as he is no longer a member of the Anoka Hennepin School District.

8. NEXT MEETING

The next meeting of the Policy Board is scheduled for April 29, 2009. Chairperson Reinhardt reminded the members that beginning with the April meeting, the start time will be 6:00 p.m. and that election of new officers is scheduled to occur at the April meeting.

9. ADJOURN

The meeting adjourned at 8:34 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator



Policy Board Members:

Victoria Reinhardt,
Chairperson
Ramsey County

Jim Kordiak,
Vice-Chairperson
Anoka County

Tom Egan,
Dakota County

Randy Maluchnik,
Carver County

Roger Lake,
MAWD

Dennis Hegberg,
Washington County

Dan Cook,
TIES

Randy Johnson,
Hennepin County

Steve Elkins,
City of Bloomington
Metro Cities

Terry Schneider,
City of Minnetonka
Metro Cities

Joseph Wagner,
Scott County

Tony Pistilli,
Metropolitan Council

Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Wednesday, April 29, 2009

6:00 p.m.

Metropolitan County Government Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

Agenda

Page

1. Call to Order
2. Accept Agenda
3. Accept January 28th Meeting Summary *action*
4. GIS Technology Demonstration: *5*
Safe Road Map Project – University of Minnesota Connection
5. Action/Discussion Items *7*
 - a) Election of Officers for 2009 *action*
 - b) Mn Drive Excellence Initiative Update:
Legislation to Create a “Minnesota Geospatial Information Office” (MGIO) *9*
 - c) GCGI Strategic Planning Committee Considerations:
Governance Recommendations for the MGIO *10*
 - d) GCGI Response to Two Recent Recommendations from MetroGIS *11*
6. Major Activity Update *15*
 - a) Preparations for Mid-Year Priority Adjustments – Resource Constraints
 - b) 2008 Annual Report
 - c) Regional Web Service/Application Solution Workgroup Efforts
 - d) Streamlining Data Access for Emergency Responders
 - e) Next-Generation Regional Street Centerline Solution
 - f) 2008 Regional GIS Projects:
Address Editing Tool, Landmarks Extension to Regional Geocoder Service and Mailing Label Service
 - g) Performance Measurement Plan Update
 - h) Organizational Structure for Cross Sector, Shared Power Environment
 - i) Leadership Development Plan
7. Information Sharing *27*
 - a) Ben Verbick, GIS Manager for LOGIS, appointed to Coordinating Committee
 - b) Will Craig -- NSGIC President-Elect
 - c) National Geospatial Advisory Committee: February Meeting Results/May Agenda
 - d) Presentations / Outreach / Studies
 - e) Metro and State Geospatial Initiatives Update
 - f) Federal and National Geospatial Initiatives Update
 - g) March 2009 Coordinating Committee Meeting Summary

8. Next Meeting

Wednesday, July 29, 2009

9. Adjourn

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

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MetroGIS Policy Board
Metropolitan Counties Government Center
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Kotz continued his presentation noting that he was pleased to report that 25 individuals had volunteered to participate on five workgroups created by the Coordinating Committee on Dec 10th and tasked with developing specific courses of action for the 5 highest priority shared application/web service needs. More importantly, he emphasized that the volunteers expressed a willingness to participate even though no staff support would be provided. Member Kordiak asked for clarification about the organizations represented by the 25 volunteers and was pleased to learn that the volunteers represent all three sectors and all forms of government that serve the metro area. Kotz's presentation slides can be viewed at

http://www.metrogis.org/teams/pb/meetings/09_0128/4b_Shared_Apps_Presentation.ppt.

Member Schneider commented that the lack of staff support for these work groups might have a positive outcome, assuming the participants will also be willing to serve as champions for the recommended courses of action. It was agreed that it is a risk worth taking, in particular, given there is no other option for the near term to move forward on these important projects. The Staff Coordinator also commented that there is little likelihood that a Technical Coordinator can be added to the MetroGIS support team, if the only funding source is the Council. Finally, there was general concurrence of the value gained from the TLW stepping up and filling the roll of a Technical Coordinator and that without them doing so substantive progress could not be made to move forward on proposed projects.

Coordinating Committee Chairperson Wakefield continued the presentation by summarizing four recommendations of the Committee that require action from the Board, noting that two of them had been dealt with earlier in the month via a letter from Chairperson Reinhardt to the Governors Council on Geographic Information, as described in the agenda packet. She then explained the remaining two items: 1) call for broader free access parcel data and 2) need for identify support resources for workgroups.

Member Pistilli commented that he believes Recommendation A would not be needed if a policy change were to be implemented acknowledging that data developed with public funding should be made available, without fee, to anyone who wishes access. Chairperson Reinhardt noted that the recommendation before the Board (Recommendation A) acknowledges that state law permits counties to impose a cost recovery fee, and that Recommendation A is an appropriate course of action under current law.

Member Egan commented that to get to a solution acceptable to both sides of this data access issue, the true value received from participation by both the producers and those asking for free access must be established. Vice Chairman Kordiak concurred and encouraged that as part of the evaluation including reporting of the revenue received by the counties from cost recovery policies for parcel data.

Member Schneider spoke in favor of Recommendation A, in principle, as a means to create a test environment through which to define mutual benefit and generally explore the viability of partnering across sectors to address shared application needs. If the test environment works, which he termed a "defined waiver of license", he believes that additional value will be recognized. He concurred with

others that language of Recommendation A, as proposed in the agenda report, was needed clarification.

Member Pistilli urged the members to be mindful of the value of data as an economic engine for access. Alternate Member Swenson concurred, adding that he believes opening up access to parcel data would provide great value to the state. He also believes a carrot is needed to encourage the producers to participate in the proposed “Cross Sector Partnering” initiative approved by the Board at its October meeting. He closed by stating that research is needed to document the tangible benefits that would accrue to the producer if they were to offer access, without fee, to parcel data.

Chairperson Reinhardt accepted a proposal from Randy Knippel, Chairperson of the County Data Producers Workgroup, to clarify the intent Recommendation A. The following language was accepted by the Board for Recommendation A (page 10 of the agenda packet):

“A: That the Policy Board concur that:

1. Modifications to the policy related to non-government access to parcel data should be defined through the “Cross Sector Partnering” initiative (Attachment B) that the Policy Board authorized at its October 2008 meeting in cooperation with the County Data Producers Workgroup.
2. Desired modifications to parcel data access policies must comply with the equity principles adopted by the Board at its January 2006 meeting (Attachment C).
3. To direct the County Data Producers Workgroup to consider the implications of the recommendations of the Cross-Sector Partnering initiative relative to the Parcel Data Sharing Agreement and report its findings to the Board.”

Motion:

Member Schneider moved and Member Egan seconded to approve Recommendation A, as modified. Motion carried, ayes all.

The members also concurred that action called for in Recommendation B is premature (investigate the potential of staff support funding model that seeks partners in addition to the Metropolitan Council) until more is known about how the actions called for in Recommendation A will play out. Member Schneider added that if non-government interests are willing to coordinate among themselves and share project costs, the objectives sought in Recommendation B should take care of themselves.

d) 2009 “Foster Collaboration” Major Work Objectives and Budget

Chairperson Reinhardt commented that the proposed modifications represent refinements to the preliminary work program and budget approved in April 2008 and involved reallocating \$15,000 to activities that had been previously included in the budget.

Motion: Member Pistilli moved and Member O’Rourke seconded to approve the:

- 1) Major program objectives for MetroGIS’s 2009 “Fostering Collaboration” function, as presented on page 29 (Attachment A to report 4c) of the agenda packet.
- 2) Budget for MetroGIS’s 2009 “Fostering Collaboration” function, as presented on page 35 (Attachment D to report 4c) of the agenda packet.

Motion carried, ayes all.

e) Modify July Meeting Date and Explore Interest in Afternoon Meetings

Chairperson Reinhardt suggested that the Board consider rescheduling the July 29 meeting to July 22 to avoid a conflict that was not known when the scheduled was adopted in October 2008.

She also asked the members if they would be interested in meeting in the afternoon. After some discussion it was agreed to move the start time to 6 p.m.

Motion: Member Egan moved and Member Pistilli seconded to change the July 2009 meeting date from the 29th to the 22nd and, effective with the April 2009 meeting, change the meeting start time for all meetings to 6 p.m. Motion carried ayes all.

5. GIS TECHNOLOGY DEMONSTRATION

Todd Klingel, President of the Regional Chamber of Commerce, the Janna King, project manager for the subject Twin Cities Economic Development Website, explained the purpose of the website is to grow jobs in the Twin Cities Market. The then provided an overview of how the site is financed and overview of the sponsors/funders, download activity, general functionality, data sources (Claritos and Applied Geographic Solutions) used, and the host/developer (GIS Planning). A copy of their slide presentation can be viewed at http://www.metrogis.org/teams/pb/meetings/09_0128/5_MetroMSP_forMetroGIS.ppt.

Chairperson Reinhardt thanked the presenters and commented the Policy Board was interested in learning more about Twin Cities Economic Development Website and is willing to assist with improvement of the data utilized by the site.

Member Pistilli asked if the private sector partners are as satisfied with the site as the public sector users that were mentioned in the presentation. Ms. King noted that real estate and utility interests have acknowledged the most benefit but the private sector community, as a whole, understands their role is to grow jobs and that this site is a valuable tool to do so.

Chairperson Reinhardt reiterated that MetroGIS is prepared to help with data to support the site, noting that with MetroGIS's assistance she believes accuracy can be improved and expenses can be reduced. Ms. King responded that they are aware of data resources available through MetroGIS but thus far the currently use data is working well to support user preferences for apples-to-apples comparisons with other metro areas and for areas that adjoin the Twin Cities Metropolitan Area. She closed by noting that MnCAR may be interested in working with the MetroGIS community and, if so, that they will follow MnCAR's lead.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the items in this section of the agenda

7. INFORMATION SHARING

Chairperson Reinhardt encouraged the members to review the letter in Item 7a about the Mn Drive to Excellence initiative recommendations and the document entitled "The Changing Geospatial Landscape" published by the National Geospatial Advisory Committee in December 2008 which is included in Item 7f.

Member Cook announced that this would likely be his last meeting as he is no longer a member of the Anoka Hennepin School District.

8. NEXT MEETING

The next meeting of the Policy Board is scheduled for April 29, 2009. Chairperson Reinhardt reminded the members that beginning with the April meeting, the start time will be 6:00 p.m. and that election of new officers is scheduled to occur at the April meeting.

9. ADJOURN

The meeting adjourned at 8:34 p.m.



TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 1000 Friends of Minnesota
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration:
Safe Road Map Project – University of Minnesota Connection

DATE: April 6, 2009
(For the Apr. 29th meeting)

INTRODUCTION

The topic for the GIS Technology Demonstration at the April Policy Board meeting will be the *Safe Road Map Project* (<http://www.saferoadmaps.org/home/index.htm>).

Lee Munnich, Director of the University of Minnesota Humphrey Center's State and Local Policy Program and manager for this project, has agreed to share it with the Board. A significant portion of the Humphrey Center's State and Local Policy Program's funding is to explore solutions to state transportation and economic development issues. Mr. Munich is a former member of the Minneapolis City Council and assistant director of the old Department of Economic Development. He also co-led the startup of the state's Economic Research Group.

BOARD INTEREST EXPRESSED

In July 2008, at the suggestion of member Elkins, the Policy Board previously expressed interest in a briefing about the **Safe Road Map Project**. Member Elkins shared that this project demonstrates the concept of "mashup" in a way that would be helpful to assist Board members understand how relatively independent application components/web services can be mixed and matched to create a complete online application. This comment was made in conjunction with a Board discussion about the need to better understand how stakeholders are leveraging the presence of Google Maps and mash-up technology to improve communication with citizens and the cost-effectiveness of their business functions.

OVERVIEW OF THE SAFE ROAD MAP PROJECT AND WEBSITE

From Project Website: "This website is a ground-breaking tool that combines information from the Fatality Analysis Reporting System with Google Maps to give you a visual representation of traffic safety across the entire nation. With this system, you can enter an address and view the roads that have the highest number of traffic fatalities in a specified area. You can also view dynamically generated maps that show how public policy has been implemented to improve transportation safety by region. Our hope is that this site brings both increased safety and awareness to transportation policy makers and private citizens..."

Safe Road Maps is a GIS-based, [Mashup](#) (see *Reference Section for definition*) to communicate public health issues related to rural and urban road transportation safety through a publicly accessible website. This GIS integrates a range of spatial data regarding motor vehicle crashes, transportation policy legislation, and driver behavioral data. It is anticipated that this GIS will help raise awareness and change fundamental perceptions regarding the magnitude, risk factors, and impacts of motor vehicle crashes."

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

MASHUP DEFINED (FROM LINK ON SAFE ROAD MAPS WEBSITE):

In [web development](#), a **mashup** is a [Web application](#) that combines data from one or more sources into a single integrated tool. The term **Mashup** implies easy, fast integration, frequently done by access to open [APIs](#) and data sources to produce results that were not the original reason for producing the raw source data. An example of a mashup is the use of cartographic data from [Google Maps](#) to add location information to [real estate](#) data, thereby creating a new and distinct Web service that was not originally provided by either source.

PREVIOUS GIS TECHNOLOGY DEMONSTRATIONS

- Oct. 2008 Regional Datasets and Analysis of School District Housing Stock
- July. 2008 Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008 Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS's Role in Response to the I-35W Bridge Collapse
- Oct. 2007: Web maps open government to citizens - Metropolitan Mosquito Control District
- Jul. 2007: Metropolitan Council new "Maps" mini website
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs
- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: (*No presentation*)
- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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)



TO: MetroGIS Policy Board

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

SUBJECT: Election of Policy Board Officers

DATE: April 9, 2009
(For the Apr. 29th Meeting)

INTRODUCTION

The Policy Board is respectfully requested to elect its officers for 2009. A roster of current Board members is attached.

CHANGE IN LEADERSHIP SOUGHT

Last April, Members Reinhardt and Kordiak were reelected as chair and vice-chair, respectively. Following the election, both expressed their preference for other Board members to assume these leadership responsibilities, beginning with the April 2009 election. Member Reinhardt has served as chair since May 1997. Member Kordiak has served as vice-chair since April 2001.

In an email message to the members on April 8th, Chairperson Reinhardt noted that:

“Terry Schneider had expressed a willingness to serve as Chair and Tom Eagan is willing to serve as Vice-chair. Other nominations are welcome either before or at the meeting.”

BACKGROUND

1. The operating guidelines call for the annual election of a chair and vice-chair.
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 2009.

Policy Board Members
April 2009

Member last	Member first	Represents	Begin date
Cook	Dan	TIES	September 1998
Egan	Tom	Dakota Co.	January 2005
Elkins	Steve	AMM (Bloomington)	October 2007
Hegberg	Dennis	Wash. Co.	January 2003
Johnson	Randy	Hennepin Co.	January 1997
Kordiak	Jim	Anoka Co.	January 2000
Lake	Roger	MAWD	October 2006
Maluchnik	Randy	Carver Co.	January 2009
Pistilli	Tony	Metropolitan Council	April 2003
Reinhardt	Victoria	Ramsey Co.	January 1997
Schneider	Terry	AMM (Minnetonka)	January 1997
Wagner	Joseph	Scott Co.	January 2005



TO: Policy Board

FROM: David Arbeit, Director, Office of Geographic and Demographic Analysis
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Mn Drive to Excellence: Legislative Proposal for GIS Coordination

DATE: April 7, 2009
(For April 29th Meeting)

INTRODUCTION

Legislation was introduced this session to create a Minnesota Geospatial Information Office (MGIO) as an outcome of the Mn Drive to Excellence: State Agency GIS Coordination initiative.

Chairperson Reinhardt invited leadership of this initiative to update Board members on the status of legislation at the April Board meeting. David Arbeit, Office of Geographic and Demographic Analysis, and Fred Logman, Mn Land Management Information Center, are the project managers. One or both will attend the April Board meeting to provide an update.

BACKGROUND

In February 2009, the final report for this Drive to Excellence initiative was published. Immediately following publication of the report, Governor Pawlenty endorsed the recommendation to create a Minnesota Geospatial Information Office to ensure that state agencies coordinate on matters related to use of GIS technology, specifically with responsibility and authority to plan, coordinate, and guide the implementation of the state's geospatial information technology. Legislation was subsequently introduced in both houses to achieve this end.

No agency is currently responsible for coordinating GIS activities within state government, although LMIC and other organizations somewhat fill this void. The purpose of this initiative was to develop, recommend and implement an organizational and governance framework to coordinate and support GIS as an "enterprise" activity of state government. The principal project focus is state government, with the understanding that local and regional governments and other stakeholders are partners and customers.

The one-page handout at http://www.gis.state.mn.us/committee/MSDI/dte/MGIO_handout.pdf provides an overview of the proposed MGIO. The complete final report can be viewed at http://www.gis.state.mn.us/committee/MSDI/dte/ProgramDesign_FinalFeb09_V21.pdf.

SUMMARY OF OCTOBER 2008 POLICY BOARD UPDATE

At its October meeting, the Policy Board received a progress update about this initiative from Fred Logman, a member of the project support team. Logman shared results of a workshop held in June 2007 through which input was obtained from non-state agency stakeholders to incorporate into the proposal (see http://www.gis.state.mn.us/committee/MSDI/dte/D2E_stakeholder_nonstate_turnaround.pdf for the complete report). Chairperson Reinhardt, Co-chair of the Strategic Planning Committee of the Governor's Council on Geographic Information, informed the Board members that she personally had ensured that lessons learned through MetroGIS's experience were being taken into consideration.

RECOMMENDATION

That Policy Board members take this opportunity to learn more about this important state initiative and, if implemented, how it can catalyze improved coordination among state agencies, as well as, non-state agency interests.



TO: Policy Board

FROM: Mike Dolbow, GIS Coordinator, Mn Dept of Agriculture and
Co-Chair, Strategic Planning Committee,
Governor's Council on Geographic Information (GCGI)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Mn Drive to Excellence: Improving Statewide GIS Coordination

DATE: April 7, 2009
(For April 29th Meeting)

INTRODUCTION

Chairperson Reinhardt invited Mike Dolbow, with whom she co-chairs the GCGI Strategic Planning Committee, to share with Board members efforts in progress to improve statewide coordination of GIS activities among all stakeholders. This presentation is intended to supplement and expand upon the information provided for Agenda Item 5b.

In particular, Mr. Dolbow has been asked to comment on how the recommended courses of action proposed by the Drive to Excellence initiative (as explained in Agenda Item 5b) might catalyze or otherwise assist MetroGIS's ability to achieve its objectives through improved coordination with jurisdictions that adjoin the seven-county, Twin Cities metropolitan area.

BACKGROUND ON THE MN DRIVE TO EXCELLENCE INITIATIVE

See Agenda Item 5b.

DISCUSSION/CONTEXT

Since September 2007, the Strategic Planning Committee has focused the GCGI on adopting a statewide governance model for GIS, which has evolved into governance recommendations for the proposed MGIO. The experience of MetroGIS has been a key influence on this process, and the Strategic Planning Committee envisions a significant role for MetroGIS stakeholders in future governance models.

RECOMMENDATION

That Policy Board members take this opportunity to learn more about this important initiative and how it can catalyze improved cross sector, cross region coordination on GIS related needs of shared interest.



TO: MetroGIS Policy Board

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

SUBJECT: GCGI Response to Two Recent Recommendations from MetroGIS

DATE: April 7, 2009
(For the Apr. 29th Meeting)

INTRODUCTION

Policy Board members are encouraged to take this opportunity to clarify expectations concerning the two geospatial program needs explained herein that it previously asked the Governor's Council on Geographic Information (GCGI) to address. The Board felt these topics were better addressed via a statewide rather than a regional context.

The GCGI's intentions, as endorsed at the GCGI's March 25th meeting, are explained in Attachment A. Rick Gelbmann, Chairperson of the GCGI, will explain these intentions at the April Policy Board meeting.

PAST POLICY BOARD ACTION

- 1) On December 10th, the Coordinating Committee identified two geospatial needs that it believed would be better addressed via a statewide effort rather than a metro effort.
- 2) On December 17th, this proposal was shared with Chairperson Reinhardt. Given that the GCGI's next met before the Policy Board, Chairperson Reinhardt accepted a draft letter (Attachment B) to the GCGI and shared it with Board members via email, noting that she intended to forward it to the GCGI the week of January 12th, unless a member objected. No objections or suggested modifications were received. The letter was sent to the GCGI on January 12, 2009. The two needs identified in the letter were as follows:
 - **Implement a state-wide geocoder service.** A metro web service already exists and could be leverage to expand to a state-wide web service.
 - **Recommend a solution to the need for a storm & surface water tracing tool.** It is thought that the GCGI Hydrography Committee would be the best entity to address this need.

RECOMMENDATION

No action is requested other than to clarify expectations, as the need may exist.

ATTACHMENT A

MINNESOTA GOVERNOR'S COUNCIL ON GEOGRAPHIC INFORMATION



Victoria Reinhardt, Chairperson
MetroGIS Policy Board
15 West Kellogg Blvd. #220
St. Paul, MN 55102

March 26, 2009

RE: Action requested of the Governor's Council on Geographic Information by MetroGIS

Dear Victoria,

Thank you for passing on the geospatial application and web services needs that have been articulated by MetroGIS. The 2 issues you have brought to the attention of the council, implementing a state-wide geocoder service and recommending a solution to the need for a storm and surface water tracing tool have application statewide and may best be addressed once for the whole state rather than piecemeal in many parts of the state. Coordination is critical to ensure that GIS capabilities are developed in an efficient manner that meet local and state needs. As you know statewide coordination depends on the goodwill of volunteers taking on responsibilities that extend beyond their individual job and organizational responsibilities to benefit the Minnesota GIS community as a whole. As such 2 groups have been asked to formulate responses to your request, Land Management Information Center (LMIC) and the Hydrography Committee of the Governor's Council on Geographic Information. The following strategies were developed:

Implementing a state-wide geocoder service

LMIC is pleased to host the current MetroGIS Geocoder service. In response to the suggestion that this service be considered for an expansion that would ultimately include state-wide coverage, LMIC will work with its partners to investigate options that may be implemented to extend the current service, as well as those that might supersede the service with an off-the-shelf replacement. Our concise investigation will provide options (software and databases), costs and include recommendations, if clearly apparent.

Recommending a solution to the need for a storm and surface water tracing tool

The Hydrography Committee of the Governors Council on Geographic Information will research the opportunities for developing a statewide "storm water/hydrographic" network tracing tool. Initial efforts will be guided by the following questions: 1) Are existing desktop tracing tools adequate if you have existing data? 2) Is a web application needed and how can it be implemented? 3) If the storm water data existed statewide would that be enough? 4) Are the requirements of the draft storm water standard sufficient to create data that would work with the existing tools? 5) How well do State wide business needs and Regional/Local business needs for this tool match?

LMIC and the Hydrography Committee will periodically report to MetroGIS on its findings and progress.

Sincerely

Rick Gelbmann, Chairperson
Governor's Council on Geographic Information

ATTACHMENT B

MetroGIS

Cooperation, Coordination, Sharing Geographic Data



January 12, 2009

Rick Gelbmann, Chairperson
Governor's Council on Geographic Information
c/o Land Management Information Center
658 Cedar Street, Room 300
St. Paul, MN 55155

RE: Action Requested of GCGI by MetroGIS

Dear Mr. Gelbmann,

On behalf of the MetroGIS Policy Board and Coordinating Committee, the purpose of this letter is to encourage the MN Governor's Council on Geographic Information (GCGI) to consider addressing two project needs that MetroGIS has concluded are much better addressed by a state wide effort than a metro effort. They are:

- **Implement a state-wide geocoder service.** A metro web service already exists and could be leverage to expand to a state-wide web service.
- **Recommend a solution to the need for a storm & surface water tracing tool.** It is thought that the GCGI Hydrography Committee would be the best entity to address this need.

These project needs were among several priorities identified at a forum hosted by MetroGIS on November 20, entitled *Geospatial Applications and Web Services Needs*. Please note that several state agency representatives participated in this forum, as the purpose was to define geospatial application needs shared across sectors. (For more information about the forum results and next steps endorsed by the MetroGIS Coordinating Committee, go to Item 5d of the document at http://www.metrogis.org/teams/cc/meetings/08_1210/08_1210m_draft.pdf).

Respectfully,

Victoria Reinhardt, Chairperson
MetroGIS Policy Board

cc: Sally Wakefield, Chair - MetroGIS Coordinating Committee
Mark Kotz, Chair - MetroGIS Technical Leadership Workgroup
Randall Johnson – MetroGIS Staff Coordinator



TO: Policy Board

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

SUBJECT: Major Activity Update

DATE: April 17, 2009
(For the Apr 29th mtg.)

INTRODUCTION

Since the Policy Board last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet. Any information provided by persons other than the Staff Coordinator is noted.

PROJECT SPECIFICS

A) PREPARATIONS FOR MID-YEAR PRIORITY ADJUSTMENTS – RESOURCE CONSTRAINTS

In Attachment A, a detailed explanation of the status of work on each of the objectives endorsed by Policy Board for 2009, along with the status of work on a few of the stretch objectives, is provided. This document was prepared in preparation for considering reevaluation of priorities once proposals are received in May for use of MetroGIS project funding (**The numbers in “()” following the project titles below correspond to the item numbers in Attachment A.**) Also, see Agenda Item 5g for a discussion about objectives for which work is on hold.

OVERVIEW

Work is in progress on 7 objectives set as priorities for MetroGIS’s attention in 2009 (Items # 1, #2, #3, #4, #5, #11, and #14 - see Attachment A). The vast majority of the support for these projects is being provided by volunteers. The members of the Technical Leadership Workgroup (Reference Section) also deserve a large thank you for assuming the role of a surrogate Technical Coordinator, without which MetroGIS could not possibility maintain relevance to changing stakeholder needs.

Although important work is being accomplished, equally important work is also on hold for 7 objectives also set as priorities for 2009. The reasons are generally as follows (the numbers correspond with the project listing provided in Attachment A):

- | | |
|-----------------------------------------------------------|---------------------------|
| 5 – Lack of sufficient support resources | (#7, #8, #9, #12 and #13) |
| 1 – Drafting of the required contract is held up in legal | (#10) |
| 1 – Requires the results of a project that is in process | (#2) (#6) |

B) 2008 ANNUAL REPORT (Component of Item #1)

See Attachment B for the actual report. Due to support constraints, the report will distributed only via email. In the past, it was mailed to over 800 chief elected and chief administrative officials of local and regional government interests that serve the seven county area.

C) REGIONAL WEB SERVICE/APPLICATION WORKGROUP EFFORTS

Four new workgroups were created by the Coordinating Committee last December in response to the results of a forum held in November to define application needs shared across sectors: Best image service, Feature services for all data, Jurisdictions at point / Government service finder, and USPS address verifier. Each has been asked to submit a recommendation by the end of May for consideration by the Committee at its June meeting

D) STREAMLINING DATA ACCESS FOR EMERGENCY RESPONDERS (ITEM #5)

The Workgroup created by the Committee at its December meeting has identified 3 questions for which it needs legal direction.

1. Conventional Data Distribution Rules (CDDR)

- a. Define special circumstances where CDDR do not apply

2. “Good Samaritan Law “

- a. Does this law apply to data distribution (liabilities)

3. Liability issues

- a. How can they be addressed

The Workgroup is in the process of seeking approval to ask the attorney who represents the Metropolitan Emergency Management; an appointee from the Hennepin County legal staff, for advice on options to address these questions.

E) NEXT GENERATION REGIONAL STREET CENTERLINE SOLUTION (ITEM #4)

This is a top priority work objective for 2009 because at the end of 2009, the Council’s current street centerline data access contract with NCompass (TLG) will expire. The current contract, is the third in a series with TLG dating back to 1997. The current agreement authorized two, one-year extensions (2008 and 2009) in the event a suitable public sector solution became available during the contract period. Since a publicly-produced solution, which meets or exceeds the functionality provide by the TLG/NCompass solution, still does not exist, a public-private relationship will once again be sought. Work on the specifications began the week of March 2nd.

F) 2008 REGIONAL GIS PROJECTS

- Address Editing Tool (Technical Leadership Workgroup, Project Lead) (Phase 1 Item #10)
Applied Geographics (Boston) was selected in October 2008 to develop the proposed Address Editing Tool. The funding agreement had not been drafted as of this writing. Agreement has been reached with the contractor to permit collar counties to host the application if they choose to do so. This provision was sought to act on the goal to improve interoperability with jurisdictions that adjoin the metro area. Successful completion of this project, together with the result of the 2007 Data Synchronization Mechanism project, provide the foundation needed to began development of a regional address points dataset. Both tools are required to engage local units of government, the primary producers of address data.
- Landmark Names Extension to Geocoder Service (Mosquito Control District, Project Lead)
The funding agreement was executed in December 2008. A workgroup is in the process of overseeing development of this extension to the foundation regional geocoding service.
- Mailing Label Web Service (Dakota County, Project Lead)
The project is approved but the funding agreement had not been drafted as of this writing.

G) PERFORMANCE MEASUREMENT PLAN UPDATE (ITEM #11)

A Request for Proposals was authorized by the Policy Board last October and a qualifying bid was received and accepted in November. The funding for this project will not impact the 2009 approved project budget. A project launch meeting was held on March 31. The project is expected to be complete by early fall.

H) ORGANIZATIONAL STRUCTURE FOR CROSS-SECTOR, SHARED POWER ENVIRONMENT (ITEM #14)

The Staff Coordinator is exploring interest among U of M faculty to foster exploration organizational/governance structures appropriate for a cross-sector, shared power environments by the academic community. Groundwork was laid for request during interviews of MetroGIS leadership conducted by Professor John Bryson (see Agenda Item 7. E3). Two exploratory meetings were held on March 3 and March 31). Those present agreed that a practical way within a relatively short time frame would be to host a workshop for several individuals active in this area from around the country to explore options. A follow-up meeting is scheduled for April 28th.

Information shared during Professor Bryson’s interviews and at the March 3rd meeting that set the context for this activity included the following statements.

- The National Geospatial Advisory Committee has recognized that a new form of

organizational structure will be needed to achieve the vision of the NSDI; a structure consistent with governing in a cross-sector, shared power environment. A subcommittee of the NGAC has been tasked with investigating options to address this need.

- The Staff Coordinator serves on this subcommittee because this need is relevant to addressing support issues faced by MetroGIS. Although reliance upon the Council to support MetroGIS's "foster collaboration" function has worked well for some time, the current situation is one where the opportunities for collaboration have expanded and become more complex (i.e., service oriented architectures), while support resources to act on them have diminished. These resource constraints, manifested in the inability to secure a Technical Coordinator and the general lack of resources needed to accomplish priority work objectives, have been recognized by MetroGIS leadership as a concern for over a year. A broader support base has been encouraged by the Board through adoption of the strategy to seek out partnerships with non-government interests. Such additional resources are needed to ensure that collaborative opportunities are acted on in a timely fashion and in ways relevant to changing stakeholder needs.
- Addressing the need for additional support resources may also require modifications in the current organizational structure. Working through the unique organizational/governance structure that was created by MetroGIS to foster and support cross-sector collaboration has resulted in substantial gains in efficiencies and improved working relationships. Notwithstanding these significant achievements and the accompanying public value created, the current structure has weaknesses that must be resolved to sustain and build upon the collaborative solutions that are in place.

For instance, solutions to shared needs that rely upon service oriented architectures will require inter-organizational dependencies that the current voluntarily organizational structure will not be able to effectively manage. Addressing this constraint is a national need fundamental to achieving the vision of the NSDI. Addressing this constraint will also hold promise for MetroGIS's efforts to attain greater efficiencies than currently possible.

I) LEADERSHIP DEVELOPMENT PLAN (#7)

A Request for Bids was published in November for consultant assistance to develop a Leadership Development Plan. No bids were received, so the project has been postponed until sufficient resources are available. Completion of this plan is a priority for 2009.

The plan is include this project in the scope of work for a pending Request for Proposals to secure supplement professional services for a variety of MetroGIS support needs. These services had been provided for several years by the firm of Richardson Richter Associates (RRA), prior to their contract expiring on December 31, 2008. RRA provided supplemental support for a number of organizational development projects over the past 5 years. A scope of work for a new contract is under development. The goal is publish the Request for Proposals later this spring.

J) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS (SUPPLEMENT ITEM #1)

1) Solutions to Shared Application Needs (See 5, below)

2) Regional Address Points Dataset: (See Agenda Item 6d, over)

3) Emergency Preparedness – Joint MetroGIS and GCGI efforts (See Attachment C)

4) Regional Street Centerline Dataset

The March 2009 quarterly update of street centerlines and landmarks data is now available on the MetroGIS ftp site for download. Instructions for downloading the datasets can be found at

http://www.metrogis.org/data/datasets/street_centerlines/order_info/download_ftp.shtml

5) Four New Workgroups Created by Coordinating Committee (12/10/08). (See Item 6C, above)

6) Streamlining Access for Emergency Responders Workgroup - (See Item 6D, above)

Attachment A

2009 Major Program Objectives

(Adopted by the Policy Board – January 28, 2009)

(Indicates an activity that is at least in part dependent upon securing additional technical leadership and coordination resources).**

Objective (Numbers intended to designate relative importance)	Priority for 2009	Timeframe	Comments (Objectives shown in <i>italics</i> and preceded with “**” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility
1. Sustain traditional “foster collaboration” support activities ⁽¹⁾	Very High	Ongoing	User and producer satisfaction monitoring to be pursued in 2009 to the extent resources are available. An RFP is under development to secure needed supplemental professional services for this and other projects (Items #7 and 12)	Designated Custodians and Staff Coordinator
2. ** <i>Pursue implementation of solutions to priority shared needs for applications and web services as appropriate for MetroGIS</i>	Very High	In progress	Priorities set by the Committee at its December 10, 2008 meeting. Four new workgroups were also authorized and are defining implementation strategies with a May 2009 reporting deadline. This objective is a principal means to act on the Business Plan directive to seek out partnering opportunities with non-government interests.	Technical Leadership Workgroup - Mark Kotz, Chair
3. Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team sufficient to carry out the 2009 program objectives defined herein	Very High	Talks with Metropolitan Council Suspended	Given the state’s budget crisis it is highly unlikely that these resources will be funded by the Metropolitan Council. In the short term, the Technical Leadership Workgroup has agreed to act as surrogate Technical Coordinator to ensure progress continues to be made to address needs important to the community. Additional administrative support has been procured through the “90-temp” process. Opportunities to procure additional resources also being investigated as a component of defining solutions to shared application needs.	Staff Coordinator and Technical Leadership Workgroup - Mark Kotz, Chair
4 Execute the Next-Generation Street Centerline Data Access Agreement	Very High	In progress	A meeting tentatively scheduled for the first week in April to define designed specifications. The goal is to publish the RFP in May.	Staff Coordinator
5. Streamline Data Access for Emergency Responders	Very High	In progress	The newly formed workgroup met in February. Several questions were defined for which legal advice is needed before attempting to define options. The goal is to complete by May.	Workgroup and Staff Coordinator
6. ** <i>Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</i>	Very High	On hold <i>Estimated Start: Summer 2009</i>	Begin once specifics for shared application needs are known (Item 2, above). Awaiting ideas anticipated to be offered by the four new application related workgroups created by the Committee this past December (see Agenda Item 5a.)	Staff Coordinator and Technical Coordinator when available
7. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	Very High	On hold <i>Fall 2009 start, if support resources are available.</i>	Insufficient resources to work on this activity at this time. An attempt was made November 2008 to retain a consultant to assist with this project did not produce any bid proposals. No bid proposals were received. An RFP is under development to secure needed supplemental professional services for this and other projects (Items #7, 12, and 16) for which supplemental support is needed.	Staff Coordinator and TBD consultant

Objective (Numbers intended to designate relative importance)	Priority for 2009	Timeframe	Comments (Objectives shown in <i>italics</i> and preceded with “***” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility
8. <i>**Define outcomes desired for a more fully developed geographic data, applications and service broker and pursue implementation of a more fully developed geographic data, applications and service broker</i>	High	On Hold	Insufficient resources to work on this activity at this time. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#2, #8, #9 and this #13).	Technical Leadership Workgroup - Mark Kotz, Chair
9. <i>**Explore methods for Enhancing Trust in reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate roles for MetroGIS in establishing that trust.</i>	High	On Hold	Insufficient resources to work on this activity at this time. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#2, #8, #9 and this #13).	Technical Leadership Workgroup - Mark Kotz, Chair
10. <i>**Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution</i>	High	<i>Phase I:</i> On Hold <i>Phase II: Est. begin dataset development late summer 2009</i>	A contractor was selected for the Phase I project (<i>Development of Web based Address Editing Tool</i>) in October 2008. The project is on hold awaiting the Council’s legal staff to draft the funding agreement. Phase I was originally planned to begin in Jan and end in August. Phase II can begin before Phase I is totally complete, provided the required functionality is for sure possible and the operational timing is clearly understood. This activity is expected to serve as a prototype to assist with the outcomes defined in Item 9 (Enhancing trust)	Address Workgroup Mark Kotz, Chair, Nancy Read (TLW), and Staff Coordinator
11. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	High	In progress	Consultant contract executed March 6, 2009 to secure required supplemental support resources. The project launch meeting with the consultant is scheduled for March 31. The goal is to complete this work by August 2009.	Staff Coordinator and consultant.
12. Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see 01/24/08 workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	High	On hold	Insufficient resources to work on this activity at this time. An RFP is under development to secure needed supplemental professional services for this and other projects (Items #7 and 12) for which supplemental support is needed. MetroGIS has had access to such resources for nearly a decade prior to expiration of the most recent contract with of Richardson and Richter (RRA), which expired December 31, 2008. The goal is to publish the RFP by May 2009.	Staff Coordinator and consultant TBD.
<i>Stretch Objectives – Time and Resources Permitting</i>				
13. <i>**Populate metadata for GeoServices Finder, including creation of a template to promote standardization</i>	High	On hold	Insufficient resources to work on this activity at this time. Related to and potential a testbed component for Item 7. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#2, #8, #9 and this #13).	Technical Leadership Workgroup - Mark Kotz, Chair

Objective (Numbers intended to designate relative importance)	Priority for 2009	Timeframe	Comments (Objectives shown in <i>italics</i> and preceded with “**” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility
14. Investigate need for creation of a new organizational/ governance structure to address priority shared geospatial needs (in conjunction with Item #4 – to extent necessary to achieve goal of partnering with non-government interests.)	High	Intermittent, as time permits	In conjunction with his role as a member of the Governance Workgroup of the National Geospatial Advisory Committee, the Staff Coordinator is encouraging the academic community aid in defining appropriate governance structures for cross-sector, shared power environments; environment fundamental to achieving the vision of the National Spatial Data Infrastructure and to sustain MetroGIS’s effectiveness This activity is related to exploring partnering opportunities with non-government interests (#4 above), which is expected to provide the context for this activity.	Staff Coordinator
15. <i>**Conduct Peer Review Forums for endorsed regional solutions to shared information needs</i>	High		Insufficient technical and administrative support resources to work on this activity at this time.	
16. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	Medium		Supplemental professional support resources are needed. An RFP is under development to secure needed supplemental professional services for this and other projects (Items #7 and 12) for which supplemental support is needed. Initiate once shared application need priorities are defined (Item #2). The processes used to accomplish Item #2 will be broadly participatory, addressing the intent of the call for an updated outreach plan.	
17. <i>**Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 11, above)</i>	Medium		If DataFinder is proposed to remain a freestanding application (component of Item #8), pursue the preliminarily cited 2009 objective to “Prepare a support Plan for DataFinder”. Otherwise, consolidate with a plan for the replacement application.	
18. <i>**Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset</i>	Medium	Part of Item #4	Invite E911 officials to participate in the specifications for RFP under development for the next generation Regional Street Centerline Dataset.	
19. Refresh design of MetroGIS website	Medium		Supplemental professional and technical support resources will be needed.	
20. <i>**Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.</i>	Low		Insufficient technical and administrative support resources to work on this activity at this time.	
21. <i>**Explore Geospatial Marketplace – (Collaboration Registry/Portal)</i>	Low		The TAT considered this idea at its April 17, 2008 meeting (Item 4c) and did believe it to be a good use of resources, given other higher priorities at this time.	
22. Expand Outreach Plan to include a marketing component	Low		Policy Board directive July 2007 distinguishes marketing from outreach	
23. Investigate impact of cost recovery on ability to achieve desired data sharing	Low		Identified as a need in Appendix K to the 2008-2011 Business Plan	

⁽¹⁾ Traditional activities that comprise the MetroGIS “foster collaboration” function include:

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs

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

ATTACHMENT B

2008 ANNUAL REPORT

(SEE NEXT PAGE)

MetroGIS

Collaboration: Never a better time

The current economic landscape is requiring everyone – families, businesses and government alike – to figure out ways to trim budgets, and deliver products and services ever more efficiently. One way for government agencies to do that is by joining forces with each other, creating synergy for better, more cost-effective solutions.



Chair, MetroGIS Policy Board
Victoria Reinhardt
Ramsey County Commissioner

That's exactly what MetroGIS has been doing since its inception nearly 15 years ago – bringing together multiple governmental, private sector and nonprofit interests to identify shared information needs and develop regional solutions to meet those needs. "Build it once and use many times" continues to be our motto.

Despite resource cuts, our collaboration continues to seek solutions for the needs of our respective participants. In 2008, as you will read below, we began to identify shared needs for applications and web services that will help our stakeholders meet real-world needs – like emergency preparedness and response, economic development, and drinking-water protection, to name only a few.

Geographic information is most often behind the scenes in public policy and service delivery, but it is absolutely critical nonetheless. I'm very proud of the GIS professionals and other government employees and elected officials who have devoted so much of their time to the MetroGIS collaboration. Our work is more important than ever.

Investigating shared needs beyond data

In order to stay relevant and meet the evolving needs of participating organizations, MetroGIS must widen its scope to seek solutions to shared needs for applications and web services, according to the 2008-2011 MetroGIS Business Plan. MetroGIS kicked off 2008 by hosting a workshop to explore this expansion of activities.

Key roles for MetroGIS. Participants at the workshop determined four key roles for MetroGIS in pursuing solutions to shared needs for applications and web services. They include leadership, coordination, policy/procedures and seed funding for projects.

Activities to pursue. Participants ranked potential application-sharing activities for their importance to each participant's organization and for their appropriateness for promotion by MetroGIS. The top four ranked activities include:

- Writing web-based services that can be used regardless of the development environment (i.e., the kind of software you use)
- Sharing expertise and best practices in writing and implementing applications
- Hosting applications and services for others to use and/or using same from others
- Hosting data services

Participants were clear that in order to fully pursue the activities outlined in the business plan and affirmed at the workshop, additional technical leadership support is needed in the form of a Technical Coordinator.

Next steps. Based on the workshop results, the MetroGIS Policy Board endorsed the key roles and following highest priority next steps:

- Define a strategy to secure a Technical Coordinator and initiate negotiations
- Define priorities and shared needs for applications and web services
- Populate metadata for GeoServices Finder, a web services and applications search tool and catalog
- Define a more fully developed geographic data, applications and services broker
- Explore methods for establishing trust in the reliability of shared services.

Note: The state's budget challenges and subsequent hiring freeze has hindered efforts to establish a Technical Coordinator position funded by the Metropolitan Council (the primary financial sponsor of MetroGIS). In the meantime, the Technical Leadership Workgroup and other volunteers are moving forward, as time permits, on prioritized projects.

Sharing parcel data

All seven counties participating in MetroGIS adopted the latest parcel data sharing agreements, which allow MetroGIS to distribute the regional parcel dataset. The agreements also authorize a new opportunity referred to as "view-only" access. Licensed organizations may now host web-based applications designed for access by general public viewing that incorporate the parcel data, provided the source data cannot be downloaded.

Developing solutions

Regional geocoder service. MetroGIS helped fund the development of a regional geocoding service. A geocoder connects an address with its exact geographic coordinates,

and is used in mapping applications. The regional geocoder is open source and available for use on any server.

In 2008, the Policy Board approved spending an additional \$5,000 to make the geocoder web service recognize landmarks, so that a person may also type in the name of a landmark and map the location.

Synchronizing data from different sources. With MetroGIS pilot project funding, Carver County developed a tool needed to establish a regional address points dataset. The tool will allow address points data created at a city or county to be synchronized with a regional database at a central location on a nightly basis.

In 2008, the Policy Board approved funding to develop an online address points editing tool to make it easier for small cities with little or no GIS resources to create and update address points data. A prototype tool is in development.

Mailing label web service. The Policy Board approved funding to help develop a mailing label web service. The service will not require users to have regional parcel data on their desktops, and will provide a web-based tool for producing a custom set of mailing labels.

Leveraging the MetroGIS model

MetroGIS leaders played important roles in shaping recommendations for an initiative called "Minnesota Drive to Excellence: Functional Transformation." A key component of the initiative is creating a statewide GIS coordinating council.

Networking to expand data-sharing activity with counties adjacent to the seven-county metro area was initiated, as called for in the MetroGIS business plan.

MetroGIS Policy Board Members – 2008

Victoria Reinhardt, Ramsey County, Chair
Jim Kordiak, Anoka County, Vice Chair
Tom Workman, Carver County
Tom Egan, Dakota County
Randy Johnson, Hennepin County
Joseph Wagner, Scott County

Dennis Hegberg, Washington County
Tony Pistilli, Metropolitan Council
Steve Elkins, Large Metro Area Cities
Terry Schneider, Smaller Metro Area Cities
Roger Lake, Metro Area Watersheds
Dan Cook, School Districts

Primary Sponsor: Metropolitan Council
MetroGIS Staff Coordinator: Randall Johnson, 651-602-1638
390 Robert Street North, St. Paul, MN 55101
Fax 651-602-1674 TTY 651-291-0904

www.metrogis.org – For current information on MetroGIS activities
www.datafinder.org – For a directory of available geographic data in the region

ATTACHMENT C

Statewide Emergency Preparedness Data Project

From - John Hoshal, Project Manager, LMIC

12/3/08

Below are some of the highlights I prepared for an interim report to the FGDC.

Meetings:

1. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee – CAP grant sub-committee met in mid-September to discuss project, identify procedures for collecting and verifying data, discussed data model, data sources, etc.
2. At the request of the MetroGIS Policy Board, Randall Johnson (MetroGIS), Laurie Beyer-Kropuenske (State of Minnesota – Information Policy Analysis Division) and John Hoshal (LMIC) met in late October to discuss barriers to sharing emergency management data. Barriers include data pricing, restrictive license agreements, etc. These barriers may impact the collection and distribution structures data.
3. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee members - Steve Swazee (co-chair GCGI-EPC), Randy Knippel (Dakota County) and John Hoshal (LMIC) met in late November with Kris Eide, Director, Department of Public Safety's Homeland Security and Emergency Management Division (HSEM) to discuss the CAP grant and HSEM's role. Kris agreed to ask HSEM regional managers to promote the project and work with the GCGI-EPC to ensure its success. HSEM regional managers work closely with city and county emergency management officials and public safety officers. Knippel and Hoshal will plan on attending quarterly meetings of the regional managers. Kris will also ask HSEM's Critical Infrastructure team to work with the GCGI-EPC.

CAP Grant Presentations:

10/03/08 – Minnesota GIS/LIS Consortium Annual Conference – Session 27

12/18/08 – Minnesota Government Information Technology Symposium

Other:

1. Continue to discuss possible collaboration with TechniGraphicS (TGS). TGS has worked with LMIC and other GIS contacts in Minnesota to collect structures data for HSIP Freedom. Freedom data may serve as foundational data for the CAP project with subsequent review, augmentation and enhancement by local authorities. For more information about HSIP Freedom see: http://www.nsgic.org/hottopics/hsip_ci_geospatial_data_sharing_program_121806.pdf
2. In mid-September Randy Knippel (Dakota County) asked members of the MetroGIS Emergency Preparedness Committee to update their existing emergency preparedness data layers in preparation for aggregating them for the region. The MetroGIS EPC collaborative model for data aggregation and refinement was highlighted in the CAP grant application.
3. Exploring the possibility of publishing - statewide - the best available structures data in the form of digital maps that would be given to emergency managers for review. These maps would be based on the 10K prototypes being developed by Dakota County which incorporate the US National Grid (USNG) and best available imagery including 2008 NAIP photography now available from LMIC's web services. Examples from Dakota County can be found at:
10K Sample: http://gis.co.dakota.mn.us/content/dakco/USNG/10kTopo/10KM_VK85.pdf
1K Sample: <http://gis.co.dakota.mn.us/content/dakco/USNG/1KNeighborhood/15TVK8353.pdf>



Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

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

SUBJECT: Information Sharing

DATE: April 17, 2009
(For the Apr 29th meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

A) BEN VERBICK, GIS MANAGER AT LOGIS, APPOINTED TO COORDINATING COMMITTEE

On March 26th, the Coordinating Committee appointed Ben Verbick to its membership serve under the “special expertise” membership category. Mr. Verbick has substantial experience with city government operations, which possess a wide range of GIS capacities (sophisticated to non existent), and a wide range of content expertise including emergency response, a current priority of MetroGIS’s efforts. Welcome aboard Ben.

B) WILL CRAIG - - PRESIDENT ELECT OF NSGIC

NSGIC stands for National States Geographic Information Council; it represents the GIS Councils and / or centers of the 50 states. More about NSGIC at <http://www.nsgic.org/leadership/index.cfm> . Congratulations Will.

C) NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC) - FEBRUARY AND MAY MEETINGS

The complete summary for the February 2009 meeting can be viewed at http://www.fgdc.gov/ngac/meetings/February2009meeting/index_html. Highlights of the discussion and action are as follows:

- Approved a two-part recommendation to the FGDC regarding Economic Recovery funding calling for : 1) Implementation of policies to ensure transparency and accountability and 2) Support of investments in nationally important geospatial data, in particular, for imagery, parcel and elevation data.
- Approved a Strategic Geospatial Vision statement (Attachment A).
- Approved a recommendation in the form of a resolution (Attachment B) was made to the FGDC concerning the need for improved coordination and accountability for responsibilities critical to achieving the vision of the NSDI.
- Launched an initiative to document best practices for public private partnerships. The Staff Coordinator requested the call to be published an e-announcement by the MN GIS/LIS Consortium and passed it along to numerous contacts within MetroGIS, across the country and Europe. This topic will be a primary item of discussion at the next meeting (May 12-13). The call has been extended to March 27.
- Created a new subcommittee to identify lessons learned from the four independent economic stimulus proposals submitted by the geospatial community and develop longer-term strategy for more effective cross-sector coordination.
- Authorized a call for suggested enhancements to The National Map. This topic will be a primary item of discussion at the next meeting (May 12-13).

The next meeting of the NGAC is scheduled for May 12-13 in Washington D.C. The preliminary agenda is presented in Attachment C. Hennepin County Commissioner Johnson and the Staff Coordinator serve on this 28-person committee.

D) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1. Article Submitted for the Minnesota GIS/LIS Consortium Newsletter:

An article was submitted for the winter issue of the GIS/LIS Newsletter entitled “MetroGIS Applications and Web Services Needs Forum”. It can be viewed at <http://www.mngisliis.org/displaycommon.cfm?an=1&subarticlenbr=415>

2. Presentations/Meetings:

April 21, 2009: The Staff Coordinator has been invited to keynote the Iowa State GIS Conference. The theme of the conference is making collaboration work.

3. Publications:

January 2009: MetroGIS is used as a principal case study in an article written by Professor John Bryson, entitled Understanding Strategic Planning and the Formulation and Implementation of Strategic Plans as a Way of Knowing. The article has been approved for publication in the International Public Management Journal (IPMJ). According to Professor Bryson, IPMJ is a top of the line public management journal with an international audience. He conducted a series of interviews with MetroGIS leadership to prepare for this article. It can be accessed at http://www.metrogis.org/teams/cc/meetings/09_0326/BrysonCrosbyBryson-UnderstandingStrategicPlanning_0302-09.pdf.

E) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. (See the report for Agenda Items 5b, c, and d)

2. Cycloplan project to begin this summer

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

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

F) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. OGC Forms a Spatial Law and Policy Committee (www.opengeospatial.org)

The Board of Directors of the Open Geospatial Consortium (OGC) has chartered a committee of the Board to specifically address the “spatial law and policy issues” which will influence development requirements of the Consortium's technology process. The Spatial Law and Policy Committee (SLPC) will be chaired by OGC director and Executive Committee member, Kevin Pomfret, and will be organized under board leadership as an educational forum to include both select member and community participation.

In the past, legal issues associated with spatial data and technology were primarily a concern for lawyers that worked with or for the government. Now, both public sector and private sector users and providers of geospatial data and technologies face a wide range of legal issues associated with growth in consumer and business applications for spatial technology. Such applications include Earth browsers, satellite navigation devices in cars and PDA's, location-based services associated

with cell phones, business intelligence, social networking and satellite tracking of vehicles and equipment. All of these applications raise issues that involve intellectual property rights, liability, privacy, and national security. In many cases, the existing legal and policy framework is inadequate to provide governments, businesses and consumers clear guidance on these issues

2. National States Geographic Information Council (NSGIC) – March Conference

A summary of the highlights, drafted by Will Craig and David Arbeit, is presented in Attachment D

3. Where And How Is Policy And Governance Connecting To The Geospatial Community And What Are The Challenges?”

<http://vector1media.com/vectorone/?p=530>

G) MARCH 2009 COORDINATING COMMITTEE MEETING SUMMARY

The summary of the March 26, 2009 Coordinating Committee meeting can be viewed at

http://www.metrogis.org/teams/cc/meetings/09_0326/09_0326mp.pdf

ATTACHMENT A

NGAC STRATEGIC GEOSPATIAL VISION STATEMENT

(SEE NEXT PAGE)

(Source: <http://www.fgdc.gov/ngac/meetings/February2009meeting/ngac-geospatial-vision-adopted-2-4-09.pdf>)

National Geospatial Advisory Committee
National Geospatial Strategy – *Strategic Vision*
Adopted February 4, 2009

Vision of the Desired Future State

"The Nation and its citizens value and are empowered by geospatial resources"

Vivid description of the Desired Future State

Implementing the National Geospatial Strategy will result in a future state where:

- Citizens take for granted the geospatial infrastructure that serves to foster economic vitality, manage resources, advance health initiatives, protect the homeland, support science, govern the Nation, and otherwise enrich the lives of all Americans;
- Authoritative and interoperable geospatial information and tools are available, accessible, and routinely used;
- Citizens rely on the availability of pervasive and ubiquitous geospatial information from the public domain and a thriving geospatial marketplace;
- The value of national geospatial resources is so well understood by Americans that its ongoing development is easily and continuously sustained;
- Commercial, academic, nonprofit organizations, and all levels of government operate under a shared governance structure, share a common set of goals and objectives, coordinate and leverage their efforts;
- Partners from all sectors work collaboratively with a common set of policies, procedures, standards, and data models;
- Roles and responsibilities for all partners are well defined and participants have incentives and are accountable for producing results;
- Coordinated policies ensure enhanced access to current data as well as enduring access to historic content valued by the nation;
- Development of the national geospatial infrastructure is supported by sustained and equitable cost sharing among partners;
- Incentives are in place to ensure cost-effective initiatives, continuous progress, and innovation;
- A skilled and educated work force is in place to exploit the full potential of geospatial resources to benefit society;
- The United States provides international leadership in the global geospatial community; and
- Emerging business technologies embrace the concept of place.

“Get Place - Get Geospatial - Get It! for a Nationwide Community”

ATTACHMENT B

NGAC RECOMMENDATION TO FGDC FEBRUARY 5, 2009

MODIFICATIONS TO CIRCULAR A-16 (NSDI GOVERNANCE)

RECOMMENDATION: The NGAC approved the following recommendation to the FGDC regarding Governance:

- Whereas Executive Order 12906 and OMB Circular A-16 designate geospatial data themes and assign federal agency stewards for those themes;
- Whereas most agencies have not been provided designated resources to meet stewardship responsibilities;
- Whereas some agencies have not produced plans to accomplish stewardship responsibilities;
- Whereas OMB has not been able to assemble consistent and accurate budgetary crosscuts for geospatial activities to implement stewardship responsibilities;
- Whereas agencies have not been held accountable for meeting stewardship responsibilities; and
- Whereas the coordination, duplication avoidance, and partnering requirements of Executive Order 12906 and OMB Circular A16 remain unsatisfied not only among Federal agencies, but also with non-Federal stakeholders:

Now Therefore; Be It Resolved:

- That the NGAC recommends that the FGDC encourages and supports the Administration in the use of geospatial data and technologies to transform government operations and provide accountability and savings across geospatial activities, by:
- Reaffirming Executive Order 12906 and revising it to increase accountability;
- Strengthening direct OMB enforcement of the reporting requirements in Circular A-16;
- Implementing performance measures;
- Coordinating and working in partnership with Federal, State, Tribal, and local government agencies and the private sector, and building upon non-Federal data wherever practical; and
- Strongly considering the role of geospatial data and technology in transforming government operations while implementing the President's management agenda and formulating and executing the President's Budget.

ATTACHMENT C

National Geospatial Advisory Committee Meeting

GWU Cafritz Conference Center,
Washington, DC, May 12-13, 2009

DRAFT Agenda v2

(See <http://www.fgdc.gov/ngac> for the final agenda, meeting summaries and agenda materials.)

TUESDAY, May 12: NGAC Public Meeting

- 8:30 – 8:45** **Welcome & Opening** – *Anne Miglarese (Chair) & Steve Wallach (Vice Chair)*
- Roll call/introductions
 - Review and adoption of minutes from February NGAC meeting
 - Objectives and purpose of this meeting
 - Announcements/logistics
- 8:45 – 9:15** **FGDC Briefing** – *Ivan DeLoatch (FGDC)*
- Update on recent FGDC activities
 - NGAC Membership – Appointments/Terms
- 9:15– 10:00** **State of the NGAC** – *Anne Miglarese*
- Discussion of the activities, status, and future role of the NGAC
- 10:00 – 10:30** **BREAK**
- 10:30 – 11:45** **Keynote Discussion**
- Overview of Administration priorities/activities
 - Discussion and feedback
- 11:45 – 1:00** **LUNCH**
- 1:00 – 2:30** **Presentation/Panel Discussion – Developing a National Geospatial Policy and Strategic Plan** – *Dan Cotter (DHS), Karen Siderelis, Steve Wallach, Jerry Johnston*
- Overview and discussion of draft proposal and approach for developing a National Geospatial Policy and Strategic Plan
 - Dialogue and feedback
- 2:30 – 3:00** **BREAK**
- 3:00 – 5:00** **National Geospatial Policy and Strategic Plan**
- Facilitated NGAC discussion
- 5:00** **ADJOURN**

WEDNESDAY, May 13: NGAC Public Meeting

8:30 – 8:45 **Welcome, Summary of Day 1, Overview of Agenda** – *Chair/Vice-Chair*

8:45 – 10:00 **National Geospatial Policy and Strategic Plan**

- Facilitated NGAC discussion, continued

10:00 – 10:30 **BREAK**

10:30 – 11:00 **National Geospatial Policy and Strategic Plan**

- Facilitated NGAC discussion, continued

11:00 – 11:30 **Public Comment Period** – *Sign up in advance*

11:30 – 1:00 **LUNCH**

1:00 – 3:00 **Status of NGAC Subcommittees and Initiatives**

- Parcel Data – Dave Cowen
- The National Map – Allen Carroll
- Partnerships – Jerry Johnston/Gene Schiller
- Communications – Kass Green
- Governance – Dennis Goreham
- Economic Recovery – Kim Nelson

3:00 – 3:30 **BREAK**

3:30 – 4:00 **News and Notes Forum** – *NGAC Members (sign up in advance)*

4:00 – 4:30 **Meeting Summary/Wrap-up** – *Chair/Vice-Chair/Committee*

- Actions & next steps
- Agenda items for next meeting
- Announcements

4:30 **Adjourn**

ATTACHMENT D

NATIONAL STATES GEOGRAPHIC INFORMATION COUNCIL (NSGIC)

HIGHLIGHTS - MARCH 2009 CONFERENCE

(See next page)

NSGIC 2009 Midyear Conference Highlights¹
Annapolis MD; February 22-25, 2009
(David Arbeit and Will Craig)

Google Content Expanding Google is adding historical photos and other new data. This could provide an opportunity for more people to view archival material. For more information, see www.google.com/mapcontent. They require old photos to be scanned and georeferenced. Because of speed issues, they cannot work with WMS or WFS.

Increase FGDC Responsibility? The National Geospatial Advisory Committee (NGAC) and others are calling for a more aggressive role for the Federal Geographic Data Committee in coordinating national efforts. NSGIC endorsed this move and has revised its Advocacy Agenda so new funds flow through FGDC.

Funds to Document Data Roll-Up Efforts. A new category of CAP grants, category 7, is available to develop and document best practices in incorporating data from local government into region or statewide layers, ultimately to *The National Map*. The category is labeled: Demonstration of Geospatial Data Partnerships across Local, State and Federal Government. CAP is the Cooperative Agreements Program of FDDC. Up to \$75,000 is available, but 2009 awards have already been made.

IFTN Status. States see aerial photography as our number 1 issue. This means stabilizing the NAIP program and adding cover frequency. The private companies that do this work have joined to form the Agriculture Geospatial Coalition LLC to lobby for this program, but are still looking for a Congressional champion to carry the program. Will Craig visited with staff from the House Agriculture Committee, along with Jim Lacy from Wisconsin and two of the private firms, getting a very positive response. NSGIC 6" leaf-off program has been rolled into a buy-up option for the 1' program; we are still looking for a lead agency to lead that program.

Broadband Coverage in Minnesota. Connected Nations, a non-profit organization, was hired by the Mn Department of Commerce to map broadband availability in Minnesota. An early version of their results is online at www.connectmn.org. Besides statewide maps of availability and speed, users can drill down to see the carriers and speeds available at an individual address.

USGS Budget Includes Plan to Publish New Generation Quads. USGS's mapping budget for 2009 is \$15 million. It will begin producing new quad sheets using NSDI framework data – using NAIP photography as a base. Minnesota is planned for 2010. Some states are questioning the value of traditional quad sheets and The National Map and have suggested that data development priorities may be more important.

¹ Conference Archive. The conference agenda, list of participants, and most PowerPoint presentations have been posted on the NSGIC Conference Archive: http://www.nsgic.org/events/2009_midyear.cfm. Also see notes and Blogs at <http://www.nsgic.org/blog/>.

SmartBuy Software Licensing. FGDC is negotiating SmartBuy contracts with various GIS vendors, including ESRI. Discounts would be greater than current GSA discounts and, unlike GSA pricing, state and local governments will be eligible to buy off of the SmartBuy schedule.

Stimulus Package Responses. Some states have requested stimulus funds to support GIS data development, but none have yet received any. Most states consider the prospects for stimulus funding to be minimal, but many feel that there is value in promoting the use of GIS to monitor the use of stimulus funds within their states and as a policy and evaluation tool. State CIO Khanna introduced a similar idea at the National Governor's Association Conference.

Quotes of note (original and historical)

- They are not stove pipes. They are cylinders of excellence (Steve Lewis, US DOT, with a smile)
- Facts are stubborn things (John Adams)
- Information is the currency of democracy (Thomas Jefferson)
- If you don't have time to do it right, how are you going to find time to do it over (Learon Dalby, state of Arkansas and NSGIC president)
- Never confuse movement with action (Ernest Hemingway)

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MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
April 29, 2009**

1. CALL TO ORDER

Chairperson Reinhardt called the meeting to order at 6:00 p.m. and asked each of the members and visitors to introduced themselves.

Members Present: Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Jim Kordiak (Anoka County), Tom Egan (Dakota County), William Brown for Randy Johnson (Hennepin County), Dave Hinrichs for Tony Pistilli (Metropolitan Council), Steve Elkins (Metro Cities – City of Bloomington), Terry Schneider (Metro Cities - City of Minnetonka), Dan Cook (School Districts - TIES), and Roger Lake (Metro Watershed Districts).

Members Absent: Randy Maluchnik (Carver County) and Jim Joseph Wagner (Scott County)

Coordinating Committee Members Present: Will Craig, Rick Gelbmann, Peter Henschel, Randy Knippel, Nancy Read, and Sally Wakefield.

Support Staff: Randall Johnson

Visitors: Mike Dolbow, (Co-Chair GCGI Strategic Planning Committee and GIS Coordinator, Dept of Agriculture) and Lee Munich, Center for Excellence in Rural Safety, University of Minnesota)

2. ACCEPT AGENDA

Member Egan moved and Member Schneider seconded to approve agenda, as proposed. Motion carried, ayes all.

3. MEETING SUMMARY

Member Egan moved and Member Kordiak seconded to approve the January 28, 2009 meeting summary, as submitted. Motion carried, ayes all.

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Lee Munnich, Director of the University of Minnesota Humphrey Center's State and Local Policy Program provided an overview of the Safe Road Map Project, for which he serves as project manager. The Safe Road Map Project makes use of “mash-ups” of traffic accident data with Google’s map technology to provide a platform from which to engage the public in dealing with traffic safety policy issues. The online application that supports the mash-ups can be viewed at <http://www.saferoadmaps.org/home/index.htm>. Mr. Munnich closed his presentation with a demonstration of “hot spot” mapping of traffic fatalities that utilizes a GIS density mapping technique.

Member Elkins commented that this type of application requires standardized data formats across jurisdictions, noting that this does not happen without deliberate actions to achieve collaborative solutions such as those fostered by MetroGIS. The Staff Coordinator also noted that the question before the Board is to what extent should MetroGIS seek to define shared application needs and foster solutions to them in addition to regional solutions to shared data needs?

Mr. Munich’s presentation slides can be viewed at http://www.metrogis.org/teams/pb/meetings/09_0429/4%20Presentation%20srm_v2.ppt.

Chairperson Reinhardt thanked Mr. Munnich for sharing this information with Board member, noting that the tool is clearly useful for better utilizing available data to improve policy making.

5. **ACTION/DISCUSSION ITEMS**

a) **Election of Officers for 2009**

Chairperson Reinhardt introduced this topic by noting she remains interested in the work of MetroGIS and will remain active members but believes it is time for others to assume leadership of the Board. Vice Chairperson Kordiak concurred.

Motion: Chairperson Reinhardt called for nominations for the role of chairperson. Member Egan moved to nominate Member Schneider to serve as chairperson. Chairperson Reinhardt called for additional nominations three times. Hearing none, she closed the nominations. Motion passed, ayes all, to elect Members Schneider to serve as Chairperson for 2009.

Motion: Chairperson Reinhardt called for nominations for the role of vice chairperson. Member Kordiak moved to nominate Member Egan to serve as Vice Chairperson. Chairperson Reinhardt called for additional nominations three times. Hearing none, she closed the nominations. Motion passed, ayes all, to elect Members Egan to serve as Vice Chairperson for 2009.

The members thanked former Chairperson Reinhardt and Vice-Chairperson Kordiak for their service and providing critical leadership. Member Reinhardt noted that Chairperson Schneider had deferred to her to conduct the remainder of this meeting.

Certificates of Appreciation from the Coordinating Committee were presented to members Reinhardt and Kordiak by Coordinating Committee Chairperson Sally Wakefield and Vice-Chair Peter Henschel. Both members reiterated they have no intent to leave the Board, only to step down as leadership and thanked those involved for the recognition.

Chairperson Schneider asked Member Cook to clarify his status as the TIES representative to the Policy Board, as he had announced that the January meeting would be his last meeting. Member Cook commented that although he is no longer an official member of the TIES Board, the members invited him to continue to represent school districts on the MetroGIS Board because no one on the current Board felt they could had sufficient understanding of the technology relative the issues and opportunities that pertain to school districts.

b) **Mn Drive to Excellence Initiative Update**

David Arbeit, Director of the Office of Geographic and Demographic Analysis and project manager for this initiative, provided Board members with:

- A summary of milestone accomplishments, dating back to 2004, that set the stage for proposing legislation currently being considered by the Legislature to create a Mn Geospatial Information Office (MGIO).
- Brief highlights of the results of the investigation conducted by the project consultant team from which the components of the MGIO legislative recommendation were developed, most notably:
 - Upwards of \$20 million is invested annually in geospatial technology by state agencies and these investment have growing at an annual rate of 10-15 percent.
 - This study represents the first comprehensive inventory of how state agencies are using geospatial technology and what they would like to do but are not currently able to do so.
- A high-level overview of the objectives to be accomplished via creation of a MGIO, most prominently a vehicle to coordinate investments across state agencies.
- A progress update on the status of the proposed legislation (passed out of all committees in both houses required for a floor vote with only minor differences.
- Anticipated next steps, if the proposed legislation is enacted.

Alternate member Hinrichs asked about the staffing proposed for support the proposed functions. Arbeit commented that the consultant had estimated that 8 additional FTE will be needed to support the complete set of proposed functions, but that the proposed legislation does not include a funding request. The current Mn Land Management Information Center staff is expected to initially provide support to the extent possible.

A question from Chairperson Schneider about the composition of the statewide advisory body was deferred to the next presentation. No further questions were asked.

c) GCGI Strategic Planning Committee: Governance Recommendations for the MGIO

Mike Dolbow, GIS Coordinator for the Mn Department of Agriculture co-chair of the GCGI Strategic Planning Committee with Chairperson Reinhardt, provided Board members with context for the proposed legislation from the non-state agency perspective and offered two examples of how the proposed MGIO might work to address shared geospatial needs.

Mr. Dolbow stated that he believed that the membership of the proposed statewide coordinating group would have a policy focus in response to Chairperson Schneider's early question. Dolbow also offered several examples of how he believes MetroGIS's efforts will be leveraged in the new structure. He closed by stating that an outreach initiative will be the immediate next step upon passage for the proposed Legislation. There were no further questions.

Mr. Dolbow's presentation slides can be viewed [here](http://www.metrogis.org/teams/pb/meetings/09_0429/5c%20Dolbow%20MGIO%20Governance%20Recommendations%20-%20April%202009%20MetroGIS.ppt) (http://www.metrogis.org/teams/pb/meetings/09_0429/5c%20Dolbow%20MGIO%20Governance%20Recommendations%20-%20April%202009%20MetroGIS.ppt)

d) GCGI Response to Two Recent Recommendations from MetroGIS

Rick Gelbmann, Chair of the Governors Council on Geographic Information, summarized the information outlined in a letter to Chairperson Reinhardt dated March 26th (Attachment A to the agenda report) in response two requests made of the GCGI by the Policy Board in January. The requests involved: implementing a state-wide geocoder service and a tracing tool for storm and service water. In each case, Gelbmann noted that the GCCI had concurred that these projects would be best addressed from a statewide, as opposed to a regional perspective, and, as such, delegated responsibility to a willing entity to devise a project scope for consideration by the GCGI. Gelbmann also qualified these actions with a statement that currently the GCGI is a voluntary organization with limited resources but will do what it can to move forward on these needs as rapidly as possible.

Gelbmann then some summarized specifics outlined in the referenced letter regarding each topic. He closed his remarks be noting that this process represents a real world example of how substate needs with broader implications can be/should be addressed at a statewide level. Member Reinhardt added that the GCGI's response illustrates how coordination can make a difference.

Member Reinhardt thanked David Arbeit and Mike Dolbow for their presentations.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the items presented in the agenda report

7. INFORMATION SHARING

There was no discussion of the items presented in the agenda report other than Member Reinhardt called attention to Will Craig's election as Chair-Elect of the National States Geographic Information Council (NSGIC).

8. NEXT MEETING

The next meeting of the Policy Board is scheduled for July 22, 2009.

9. ADJOURN

The meeting adjourned at 8:02 p.m.

Members Reinhardt and Kordiak commented that it had been pleasure and an honor to serve as chair and vice chair and that they intended to continue to serve on the Board and to advocate for the work of MetroGIS.



Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Tom Egan,
Vice-Chairperson
Dakota County

Dan Cook,
TIES

Steve Elkins,
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Dennis Hegberg,
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Hennepin County

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Anoka County

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MAWD

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Tony Pistilli,
Metropolitan Council

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Joseph Wagner,
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Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Wednesday, July 22, 2009

6:00 p.m.

Metropolitan County Government Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

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c) 2009 Program Objectives – Mid-Year Priority Refinements (<i>Wakefield/Johnson</i>)	<i>action</i> 29
d) Access Policy Direction – Regional Address Points Dataset (<i>Wakefield/Kotz</i>)	<i>direction</i> 35
e) MetroGIS Appointment to MnGeo Statewide Coordinating Council (<i>Member Reinhardt</i>)	<i>action</i> 41
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c) MnGeo/GCGI Response to Two January 2009 Recommendations from MetroGIS	
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f) June 2009 Coordinating Committee Meeting Summary	
8. Next Meeting	
Wednesday, October 14, 2009 (<i>Proposed in Item 5g</i>)	
9. Adjourn	

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

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TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 1000 Friends of Minnesota
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration:
LOGIS – Improving Service Delivery through Collaborative GIS Programs

DATE: July 3, 2009
(For the July 22nd meeting)

INTRODUCTION

Improvements in the delivery of city services and operational efficiencies are being realized through collaborative solutions to shared geospatial needs fostered by the LOGIS organization. LOGIS stands for Local Government Information Systems. Ben Verbick, GIS Manager for LOGIS, has accepted an invitation from the Coordinating Committee to share some of these solutions with the Policy Board at its July meeting.

The Committee offered this invitation at the suggestion of Chairperson Schneider to help make sure that MetroGIS's activities continue to be valued by cities.

PRESENTATION TOPICS

Themes that Mr. Verbick has been asked to touch on are as follows:

- Examples of what cities, who are members of the LOGIS Consortium, are currently doing, or envisioning to do, to leverage geospatial technology.
- General theme – this is a difficult economic time – ideas to catalyze partnerships / leveraging of existing investments that involve geospatial technology.
- Anticipated future needs of LOGIS members to improve efficiencies and how geospatial technology could be used to address them.

LOGIS – WHO IS IT AND WHAT DOES IT DO?

LOGIS (<http://www.logis.org>) is a consortium of Minnesota local government units. The mission of LOGIS is to "Facilitate leading edge, effective and adaptable public sector technology solutions through the sharing of ideas, risks, and resources in a member-driven consortium." LOGIS is currently has 43 members and all but four are cities that serve the seven-county, Twin City Metropolitan Area.

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

RECOMMENDATION

No action requested.

PREVIOUS GIS TECHNOLOGY DEMONSTRATIONS

- Apr. 2009: Safe Road Map Project – University of Minnesota Connection
- Jan. 2009: Twin Cities Regional Economic Development Web Site
- Oct. 2008: Regional Datasets and Analysis of School District Housing Stock
- July. 2008: Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008: Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS's Role in Response to the I-35W Bridge Collapse
- Oct. 2007: Web maps open government to citizens - Metropolitan Mosquito Control District
- Jul. 2007: Metropolitan Council new "Maps" mini website
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs
- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *(No presentation)*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- 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: Data Finder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made all classes of stakeholders represented on the Policy Board.



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 1000 Friends of Minnesota
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Regional Web Service/Application Solutions – Project Recommendations

DATE: July 7, 2009
(For the July 22nd Meeting)

INTRODUCTION

The Coordinating Committee respectfully recommends that the Policy Board:

- 1) Accept its recommendation to fund three projects, totaling \$35,000, for the 2009 Regional GIS Project program to address shared application/web service needs defined at a MetroGIS hosted workshop last November.
- 2) Recommend that the Metropolitan Council authorize funding for these projects and execute the required funding agreements by October 1, 2009 to ensure any unallocated funding can be captured for other uses by year end.

Mark Kotz, Chairperson of the Technical Leadership Workgroup will be present this report to the Board. Detailed narratives for each of the three recommended projects are provided in Attachments B, D and E.

Note to Board: In Agenda Item 5c, the Coordinating Committee recommends several refinements to the adopted 2009 work program objectives. These refinements call for postponing to 2010 work on guidelines to improve trust in and reliability of mapping services and data behind those services. Those projects are seen as lower priorities than the subject projects. The Committee believes work on the subject projects would address current windows of opportunity and provide additional context for the “improve trust in and reliability of mapping services” work objectives.

PROGRAM BACKGROUND

A total of \$35,000 is available in MetroGIS’s 2009 budget for this purpose. The Metropolitan Council is the funding source and has invited the MetroGIS Coordinating Committee and Policy Board to comment on the value to MetroGIS community of each proposal relative to the requested funding.

The 2009 Regional GIS Project program differs from the program offered in previous years in that a general “call” for projects was not made. When the preliminary 2009 budget was adopted in October 2008, the Board agreed with a Committee recommendation to focus the resources for the 2009 Regional GIS Project on priority needs defined at a November 2008 workshop hosted by MetroGIS entitled “*Geospatial Applications and Web Services Needs Forum*” (See Reference Section for more information).

COORDINATING COMMITTEE CONSIDERATION

The Committee’s work on this recommendation began at its December 2008 meeting. At that time, it authorized creation of several new workgroups, each charged with developing a course of recommended action to address one of the priority application/web service needs defined at the November forum. At its June 25th meeting, the Committee unanimously recommended that the Policy Board endorse the recommendation, described herein, to fund three projects for a total of \$35,000. (See the Reference Section for more information on the evolution of these proposals.)

OVERVIEW OF RECOMMENDED PROPOSALS

The Technical Leadership Workgroup (TLW), serving in its role as a surrogate Technical Coordinator, found that all the projects, as proposed, had high value. However, to work within the limits of the funding resources available the TLW successfully managed a process through which reductions in project scope for three of the projects and postponement of the fourth to 2010 were agreed upon. The TLW believes, and the Committee concurs, that the negotiated scope modifications ensure both the highest relative benefit to the

MetroGIS community AND readiness to move forward as soon as funding is available. An overview of the revised project funding, as recommended by the TLW and endorsed by the Coordinating Committee, is provided in the following table.

2009 REGIONAL GIS PROJECT FUNDING

Project Description	Requested Funding	Recommended Funding
<u>Best Image Service</u> - single imagery web service that shows the “best” imagery available (Att. B)	\$20,000	\$15,250
<u>Foster Feature Services via Contest</u> - promote the publishing and use of OGC-compliant feature services available for geospatial data by incentivizing development via a contest (Att. C)	\$24,000	\$0 <i>See Agenda Item 5f</i>
<u>Proximity Finder</u> - a prototype framework and service that would enable finding the appropriate or nearest government service or jurisdiction for a point based on available government services and jurisdiction data (Att. D)	\$25,000	\$18,750
<u>Refinements to Geocoder Service</u> (Att. E)	\$7,500	\$1,000
	\$76,500	\$35,000

(See the Reference Section for more information about the actual scope changes negotiated by the Technical Leadership Workgroup, while.)

RECOMMENDATION

That the Policy Board:

- 1) Endorse the Coordinating Committee’s recommendation to fund three projects, totaling up to \$35,000, as described herein, to comprise MetroGIS’s 2009 Regional GIS Projects program.
- 2) Concur with the Coordinating Committee’s finding that each of these recommended projects will address an application/ web service need that has value across sectors in accordance with the “shared application needs” objective set forth in the 2008-2011 MetroGIS Business Plan.
- 3) Recommend that the Metropolitan Council authorize funding for these projects in accordance with funding allocated in MetroGIS’s approved budget for the 2009 MetroGIS Regional GIS Project program and enter into the required funding agreements, if possible, by October 1.

REFERENCE SECTION

EVOLUTION OF CANDIDATE PROJECTS

1. November 20, 2008: MetroGIS hosted a forum entitled “*Geospatial Applications and Web Services Needs Forum*”. The purpose was to act on a 2008-2011 MetroGIS Business Plan objective that calls for seeking collaborative solutions to application/ web service needs that are recognized by multiple, cross-sector organizations. Several such high-priority needs were identified:

- USPS address verifier**
- Statewide geocoding service
- Best image service**
- Feature services for all data**
- Critical Infrastructure data service
- Jurisdictions at point / Government services finder**

A summary of the forum and the general direction received can be viewed at

http://www.metrogis.org/teams/workgroups/shared_app/forum_1-24-08/08_0527%20Workshop_%20Summary.pdf

2. December 10, 2008: The Coordinating Committee, acting on the findings of the November 20 forum, authorized creation of several new workgroups, each assigned to one of the priorities defined at the November forum (**). The existing Geocoder Service Workgroup was assigned the “Statewide geocoding service” need. The Technical Leadership Workgroup (TLW) also accepted responsibility to synthesize recommendations of these workgroups into a cohesive strategy for the Committee’s consideration at its June 2009 meeting.
3. January 28, 2009: The Policy Board approved MetroGIS’s 2009 “foster collaboration” budget which allocated \$35,000 for Regional GIS Projects. In the past, a call for project proposals had been made for these funds. For 2009, the Policy Board concurred with the Committee’s recommendation that these funds should be used to act on priorities defined at the November 20 forum.
4. February 2009: The Technical Leadership Workgroup developed proposal submittal guidelines (see Attachment A) and conveyed them to the project workgroups.
5. March 26, 2009: The Coordinating received an interim report on the progress of the workgroups from the Technical Leadership Workgroup. The Committee appointed a liaison to serve on each workgroup.
6. Early June 2009: Technical Leadership Workgroup (TLW) evaluated the pros and cons of each proposal. Although the TLW found that all of the projects had high value they worked with the proposers to modify the project scopes to fall within the funding available while ensuring the highest relative benefit to the MetroGIS community AND readiness to move forward as soon as funding was available.

The rationale for the TLW’s recommendation:

- a) The feature services contest was deemed to be the most interesting project and had the potential to bring significant gains to MetroGIS. However, all agreed that such a contest must be administered and promoted very well, or not at all, and that it should be hosted by multiple partners, potentially including the state. As such, the TLW believed MetroGIS could not realistically accomplish this idea in 2009. The Committee concurred with the TLW that MetroGIS should work towards hosting this contest with other partners in 2010 but seek concept approval now. (See Agenda Item 5f.)
 - b) The TLW asked the other three project proposers to consider what they could do with a reduced funding amount to try to still accomplish all three projects with the \$35,000 in available funding. All agreed that they could do significant work with less funding than originally requested.
 - The Best Image Service project was reduced by 25%, with the difference coming in in-kind services provided by the MGIO (formerly LMIC)
 - Under the TLW recommendations, the Geocoder proposal removed the \$5000 PAGC restructuring request and will receive \$1000 funding toward testing tuning parameters for MetroGIS data used in the Geocoder. The project involves in-kind services from the U of M.
 - The Proximity Finder proposal was reduced by 25% and would move forward with a reduced scope.
7. June 25, 2009: The Coordinating Committee approved the recommendation on the previous page.

ATTACHMENT A



Guidelines for Web Services and Applications Workgroup Reporting

MetroGIS Technical Leadership Workgroup
2/19/2009

1. List Workgroup name, charge (from workshop), participants, meeting dates & attendance, and other sources/consultants used (if any) to develop conclusions reached. If notes from meetings are available, attach or state where they can be obtained.
2. Descriptive analysis of the problem/need. Include the following:
 - a. Any clarification of the workgroup's charge based on input from stakeholders.
 - b. Who are the main stakeholders (users, data owners, etc)?
 - c. How does this need relate to other defined MetroGIS needs and key datasets?
 - d. What are the key issues to resolving the need? Include all of the following that apply:
 - i. basic data availability
 - ii. technology/software needs
 - iii. custodian, personnel, or hardware/server needs
 - iv. policy issues
 - v. maintenance/long-term support issues
 - e. What are the options for meeting this need?
 - i. Include data, technology, custodian, policy and other issues as listed above
 - ii. Estimated costs (time, software, hardware, ...) and potential participants/contributors for developing and implementing these options
 - f. What further information or clarification might be needed to fully resolve a solution?
3. Workgroup's recommendation for a strategy to meet this need.
 - a. Who would be the key participants and what do you see as their roles?
 - b. Why is this the best strategy for MetroGIS?
4. Recommended next steps for moving forward to meet this need, including recommendations for funding if appropriate.

If requesting funding, include:

 - a. Clear description of the product or service needed (what does it do? what functions does it have?) and how it meets the application or web service need of the workgroup. If funding is approved, this would be the basis for creating a request for proposals.
 - b. Amount of funding requested and any time constraints that may exist for using the funding.
 - c. Any existing sources of this product or service (e.g. off the shelf product exists).
 - d. Other information relevant to the funding request

Timing

Each workgroup is asked to submit its recommendations to the Technical Leadership Workgroup by the end of May 2009. The Technical Leadership Workgroup will review the reports and get feedback to the workgroups in an effort to put together a coherent set of proposals for the Coordinating Committee's June 25th meeting. At that time the Coordinating Committee will develop recommendations for how to best use \$35,000 allocated for workgroup defined projects. The plan is to present a proposal to the Policy Board at its July 29th meeting for how to best use the \$35,000 budgeted for this purpose. It is desirable, but not required, that by the time of the Coordinating Committee's March 26th meeting the workgroups will be able to preliminarily determine whether funding will be needed to address their recommendations, and if so, approximately how much. (*Editor's note: the Policy Board changed its July meeting date to the 22nd after these guidelines were drafted.*)

ATTACHMENT B

MetroGIS Best Image Service Workgroup Report

Workgroup Name: Best Image Service Workgroup

Initial Charge: The defined need is for a single imagery web service that shows the “best” imagery available. The big question is what constitutes “best”. It might be highest resolution, most recent, leaf on, leaf off, etc. Perhaps multiple services will be recommended. How would they be served and who would serve them?

Participants:

Name	Organization	Email
Brian Huberty	U.S. FWS	brian_huberty@fws.gov
Matt McGuire	Metropolitan Council	matt.mcguire@metc.state.mn.us
Alison Slaats	1000 Friends of Minnesota	aslaats@1000fom.org
Bob Basques	City of St. Paul	bob.basques@ci.stpaul.mn.us
Mike Dolbow	MN Department of Agriculture	mike.dolbow@state.mn.us
Brian Fischer	Houston Engineering, Inc.	bfischer@houstonengineeringinc.com
David Fawcett	Minnesota Pollution Control Agency	david.fawcett@state.mn.us
Gordon Chinander	Metropolitan Emergency Services Board	gchinander@mn-mesb.org
John Harrison	Mn/DOT	john.harrison@dot.state.mn.us
Paul Wickman	North Star Geographics	pwickman@northstargeographics.com
Ron Wencil	USGS	rwencil@usgs.gov

Meetings:

First meeting - February 6th, 2009 – no minutes

Second meeting – Thursday April 9th – no quorum

Other communication occurred through email.

Need:

Charge clarification –The Best Image Service Workgroup has the charge of creating a single layer image service with the best image available for a certain extent. This image service is intended only to be a backdrop or reference layer. It would save a lot of development time to have just one single layer image service that could act as an image background in a wide variety of applications at any scale over the whole state (and beyond a county or two). As new image sets are produced, they can be stitched into the existing service.

Applications can continue to point at the same service while remaining blissfully unaware of the additions, or subtractions of image sets, scale thresholds, and layer management. The purpose of this service is to allow an application to point at the single layer image service without having to do any kind of image management, or update the application as new image data sets emerge. Such services currently exist from commercial providers, but they often do not use the high-resolution photography that is available or come with subscription fees.

The Best Image Service Workgroup sees this as one service among three that would be valuable services. The other two services are a collection of image services with all available image datasets, and a container for rapid turn around imagery – such as the imagery captured after the I-35W bridge collapse.

Stakeholders/roles:

1. Governance Team
2. Processor
3. Host
4. Users - Application hosts in the MetroGIS community and ultimately end users of MetroGIS web map applications.

Key issues

Basic Data availability - The imagery data that will support this service exists and is freely available. The keys to resolving this need are to get ongoing commitment from some MetroGIS participants to fill the three roles that will need to make this service

The roles:

- 1) Governance – The role of identifying which image data sets are included or not included in the single layer image service. This group would initially meet once a year.
 - a. Identifying and reviewing newly available imagery datasets

- b. Specifying whether each set is in or out - and available at what scale
 - c. Documenting decisions
 - d. Delivering the decisions to the processor
- 2) Processor–
- a. Acquiring the image datasets.
 - b. Mosaicking them together in the order specified by the governance process.
 - c. Delivering the image set to the host.
- 3) Host – The role of hosting the service.
- a. Receive updates from the processor
 - b. Serving the dataset as a WMS

The key participants would be the:

- A) Governance Team. We see this as being a continuation of this workgroup.
- B) Processor – We see LMIC or its successor as being the best choice for this activity
- C) Host – We see LMIC or its successor as being the best choice for this activity

Initial deployment expectations: The workgroup expects an initial deployment to serve about 250,000 WMS image requests per month.

Options for meeting need:

One strategy would be to host this service on a cloud service provider such as Amazon EC2. However, it isn't clear at this time how much that would cost, or what other issues are associated with that.

Another strategy would be to have a MetroGIS participant process and host the service, based on the recommendations of the governance team. LMIC estimates cost to plan develop, test, implement, and administer the service at **\$20,000**

WORKGROUP RECOMMENDATIONS:

The MetroGIS Best Image Service Workgroup will meet annually to determine which layers are “Best”. The workgroup will identify candidate image datasets, define which image datasets are in the service and at what scale. A preliminary definition of best would be to start with would be a statewide, plus neighboring areas – especially of our three neighboring counties in Wisconsin - image coverage such as FSA 2008 and/or True color landsat imagery to serve as a background. Select image datasets of higher resolution and smaller footprints would be identified to be stitched in at smaller scales.

We will provide this definition of “Best” to the Host and processor. We recommend that MetroGIS consult with LMIC to process and host this “Best Image Service”.

The final product will be based on the defined “Best” set of image datasets, will be processed into a single image layer, and served as a single layer WMS service.

We recommend that this WMS service be available at least in NAD 83 UTM Zone 15 North, but also would like to see other projections if possible, especially Geographic Projection, Spherical Mercator, State Plane (North, South, and Central) and UTM Zone 14 North.

We also recommend that the WMS serve image types of JPEG, as well as PNG and/or and GIF to support transparency.

We recommend funding this project at **\$20,000**. An initial timeline to be followed would be for the Best Image Service workgroup to define “Best” by September 1st 2009, and that the first version of the service is available by January 1st, 2010.

We recommend that this service be updated once a year.

Basically, we want to combine the existing imagery available from the LMIC image service, with the simplicity of the Google Maps Satellite view. This would allow MetroGIS participants to point to a single image layer for many of their web map applications – be they internal, or external, in a wide variety of clients.

This is the best strategy for MetroGIS because it will enhance the existing, popular image service. It will create a single layer that can be added to a wide variety of MetroGIS member web map applications without restriction and without maintenance by the individual participants. In time it will become a core piece of our shared GIS infrastructure.

ATTACHMENT C

MetroGIS Feature Service Workgroup Report

May 29, 2009

Workgroup Name: MetroGIS Feature Service Workgroup

Charge: The purpose of this workgroup is to recommend a response to the need to have OGC compliant feature services available for all geospatial data and to more easily make feature services available in a secured environment. The workgroup also asked that “given that several organizations are already serving WMS and WFS datasets, is this need partially met, or are those services not meeting the need? What else is needed?”

Workgroup Participants:

P = Participant/Advisor, L = Leader/Champion

Name	Organization	E-mail	Role
Gordon Chinander	Metropolitan Emergency Services Board	gchinander@mn-mesb.org	L
Alison Slaats	1000 Friends of Minnesota	aslaats@1000fom.org	L
Brian Huberty	U.S. FWS	brian_huberty@fws.gov	P
Bob Basques	City of St. Paul	bob.basques@ci.stpaul.mn.us	P
Mike Dolbow	MN Department of Agriculture	mike.dolbow@state.mn.us	P
David Fawcett	Minnesota Pollution Control Agency	david.fawcett@state.mn.us	P
Brian Fischer	Houston Engineering, Inc.	bfischer@houstonengineeringinc.com	P
James Bunning	Scott County	jbunning@co.scott.mn.us	P
Jessica Deegan	Metropolitan Council	jessica.deegan@metc.state.mn.us	P
Scott Freburg	MDE	scott.freburg@state.mn.us	P
Sonia Dickerson	MNDOT	sonia.dickerson@dot.state.mn.us	P

Meetings:

- March 6, 2009 (7 people attended)
- May 28, 2009 (4 people attended)
- Additional report review via email

Workgroup Charge

Clarification of workgroup charge

The original charge (see above) asks if this need is a real need since some WMS and WFS are already available. This workgroup confirms that while some datasets are available via WMS and WFS, this is a real need and there is much room for improvement in feature services. This workgroup has focused its response to this need on the following specific issues:

- The identification of currently available image and feature services with the goal of including them in the MetroGIS-funded a service catalog, GeoServices Finder (<http://www.lmic.state.mn.us/GeoServiceFinder/>).
- Outreach to data providers to encourage them to publish their datasets as feature services as well as listing them in a service catalog. Also, outreach to data providers will encourage data producers to output datasets in KML (Keyhole Markup Language), a new OGC format that is widely used by geospatial viewers and web clients.
- The promotion of data services availability. We would like to promote the use of data services by making sure people know the catalog and the services exist. We believe there maybe a group of potential service consumers that do not know these resources are available.

- The clarification of users of feature services. The workgroup was unsure of the full range of users of feature services. We would like to clarify who users are and so their needs may be better understood.
- The clarification of user needs for data content in data services and of user needs for service format. In order to add and improve data services, the workgroup would like to learn more about services users need.

Stakeholders

The stakeholders interested in feature services are both data users and data providers and encompass a wide range of types of organization including

- government agencies
- private sector / consultants
- non profit organizations
- public and non-GIS users (we think the need is there from this set of users, but is difficult to quantify)

Relationship to other defined MetroGIS needs and key datasets

The need for improved and expanded feature services directly relates to other MetroGIS needs and datasets. First, because feature services are a now a key, and expected, method of data delivery, they are required to deliver the MetroGIS datasets identified by information needs process. In addition, newer MetroGIS needs for delivering geospatial information via applications will probably rely on data services as a building blocks for application development.

WORKGROUP'S RECOMMENDATION

To meet the needs described above, the workgroup recommends holding a public contest where participants would create Web mapping applications that utilize a minimum number of Web feature services listed in the MetroGIS or LMIC data service catalogs. The use of a competition to promote existing data services and encourage partners to publish new services has been used successfully by the District of Columbia and the US federal government, and new initiatives are going forward in New York, Toronto, Finland and Belgium.

The workgroup proposes that this contest will be a tangible measure of MetroGIS's vision that "*organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems*".

Specific goals of the contest

- Expand the universe of data published as web feature services and increase the number of service formats/standards that services are published in.
 - Encouragement of data providers to publish their data as feature services and to document it as available through existing catalogs
 - Data providers could be government agencies, but could include other data providers including the private sector.
- Promote the use of MetroGIS (and other) GIS data, and leverage previous investments in DataFinder and GeoServices Finder by making more people aware of the data catalogs.
 - The huge value of GIS data that is created by MetroGIS (and other) participants would be promoted and known by a wider set of people
 - GeoServices Finder and DataFinder already exist as catalogs for data and data services. This proposal would pay for additional population of those MetroGIS-funded resources.
- Refine needs for MetroGIS data, data services and data services formats
 - By requiring entries into the contest to complete an application form, we could ask a series of very specific questions with the goal of obtaining information about the organization and its data needs. Example questions could include:
 - What type of organization are they/what sector do they represent?
 - What function does their organization server?
 - What services that are not currently available would they like to see?
 - How does the free access to this data help their organization? Can this be quantified as a \$ savings?
 - How does their application help the Twin Cities metro area, its citizens and economy? Can this be quantified?

- Obtain useful and new applications based on GIS data
 - By requiring entries to submit their code, MetroGIS could realize a huge benefit in applications that are based on GIS data that could never be accomplished on their own. For comparison, the first Apps for Democracy held in Washington DC contest yielded 47 web, iPhone and Facebook apps in 30 days - a \$2,300,000 value to the city at a cost of \$50,000.
 - We may receive submission of applications that use GIS data in revolutionary ways that have not yet been thought of by the MetroGIS community.
 - We would require submission of source code data as a requirement of the contest, so application could be evaluated for meeting ongoing MetroGIS needs and used as needed.

Key participants & Use of existing resources

As partners in this solution, we anticipate using existing MetroGIS-funded resources as key participants for success.

- GeoServices Finder and DataFinder already exist as catalogs for data and data services. This proposal would build on these existing resources with the intention of adding additional content.
- Some data producers may not have the capacity to host a feature service of their data. We propose these options as a solution:
 - DataFinder already exists as mechanism for distribution of GIS metadata and data (see: <http://www.datafinder.org/help/index.asp#contribute>). We would encourage data producers to work with DataFinder staff to serve data as data services as
 - Other partners maybe available via existing relationships, such as joint powers agreements, that may allow one organization to host services for another.

Costs

We recommend funding this project at **\$24,000** and recommend using a Request for Bids process to allow the workgroup to clarify the scope of the project and to minimize burden on responding bidders.

We anticipate the rough breakdown of costs to be as follows:

%	task
20 %	outreach – to populate service catalog with existing services and to provide outreach to encourage other services to be created and cataloged
70 %	administration of contest (including setup, rule creation, judging, legal considerations etc.), collection and summary of needs collected as part of competition; collection of application code from contest.
10 %	content prizes

An initial timeline to be followed would be as follows:

- Outreach – Fall 2009
- Contest Set up – Fall/Winter 2009
- Contest – early 2010
- Contest wrap up (summary of entries, code collection etc) – Spring/Summer 2010

References:

Other similar contests:

1. Apps for America – competition to use data available at data.gov.
 - <http://sunlightlabs.com/contests/appsforamerica2/>
2. Apps for Democracy
 - General site: <http://www.appsfordemocracy.org/>
 - all apps created are here: <http://www.appsfordemocracy.org/application-directory/>

ATTACHMENT D

MetroGIS “Proximity Finder” Workgroup Report

(AKA “MetroGIS Jurisdictions and Government Services Finder”)

MetroGIS Technical Leadership Workgroup
06/01/2009

1. List Workgroup name, charge (from workshop), participants, meeting dates & attendance, and other sources/consultants used (if any) to develop conclusions reached. If notes from meetings are available, attach or state where they can be obtained.

- **WorkGroup Name:** “Proximity Finder” (AKA “MetroGIS Jurisdictions and Government Services Finder”)
- **Charge:** Two needs were defined that are very closely related. One is for a web service that would list all jurisdictions that apply to a particular point (e.g. city, county, school district, voting precinct, watershed district, etc.). The second is for a web service or application that would find the appropriate or nearest government service based on a particular location (e.g. where do I apply for a permit, get a driver’s or fishing license, vote, etc.). Many other needs are related to these two fundamental services. This workgroup would further investigate these needs and recommend next steps, which might include public/private partnerships or prototype development. See slide 17 here for more information about related needs http://www.metrogis.org/teams/cc/meetings/08_1210/5d_CC_Presentation_Final.pdf
- **Participants:** Bob Basques, Jessica Fendos, Joel Koepp, John Carpenter, John Slusarczyk, Paul Wickman, Peter Henschel, Steve Jakala, C Riley.
- **Meeting Dates:**

Jan. 20th 2009.

Basic core principals and functionality desired were hammered out in the initial meeting and the beginnings of a specification list were drafted. Pros and Cons of different strategies for proceeding with the Workgroup's charge of defining a “MetroGIS Jurisdictions and Government Services Finder” specification were discussed.

Attendance: All members

Jan. 28th 2009.

The first draft of this document was discussed with fine detail be added with regard to what types of service classifications would be needed as well as what type of infrastructure required to develop and build out the prototyped service(s) for MetroGIS users needs.

Attendance: Bob Basques, John Carpenter, Joel Koepp, Steve Jakala

Feb. 11th 2009.

This meeting focused on possible future funding other than from MetroGIS for long term sustainability. The consensus was that with initial funding coming from MetroGIS, that follow on funding opportunities would be much more feasible to pursue. Some tuning of the Specifications in this document were also applied.

Attendance: Bob Basques, Jessica Fendos, John Carpenter, Joel Keopp

There were also numerous email exchanges during the early phases of the workgroup document compilation by all members.

2. **Descriptive analysis of the problem/need.** Include the following:
 - a. Any clarification of the workgroup’s charge based on input from stakeholders.
 - In order to meet the needs for the two services/applications – Jurisdictions at a Point and Government Services Finder – MetroGIS must focus on both the data coordination aspect and the spatial analysis and reporting aspect. The Proximity Finder workgroup recommends creating a prototype framework that will address both aspects.

- A proximity search utility is exactly that, a method for finding something based on its proximity to something else. At its simplest, it might take the form of a mapping interface such as Google Maps that use this functionality to find things based on location, within a particular area of interest. Setting up a Google like mapping interface to build out a similar searching system requires some forethought. Applying the mapping methods of lookup to Jurisdictional and Government users is a bit trickier as well. The items being published and searched for by the average user related to Government and Jurisdictional issues requires some rather specific data types and handling that usually fall within the domain of the particular data steward or custodian.
- What follows is a proposal to implement a point based query framework for searching against government and jurisdictional authorities' data-sets that allows for the generation of both a Map based view as well as a simplified data reporting display.
- b. Who are the main stakeholders (users, data owners, etc)?
 - The stakeholders involved are two fold, there are those (system) users that want to harvest the data, or get a list of jurisdictional boundaries that encompass a user supplied point and there are the data owners or publishers that will provide the data to harvest.
- c. How does this need relate to other defined MetroGIS needs and key datasets?
 - By applying a standard method for the data provider to publish their holding within a spatial context, the resulting metadata records (required for publishing) will be set up to auto-populate (as much as possible) many existing MetroGIS systems (and others) such as the Service Data Broker, DataFinder, Metadata Catalog(s), Coordinate conversion tools (Used for reprojecting the results for various users, both Web Based and DeskTop application based, Some datasets will also blend into the new PlaceName GeoCoder being proposed).
- d. What are the key issues to resolving the need? Include all of the following that apply:
 - i. basic data availability
 - Data publisher and maintainer will need to be identified for each type of data provided.
 - ii. technology/software needs
 - Each Provider will need to be able to transactionally edit and/or update their published data-set. Some owners will have sufficient resources to do this on their own while other will not. An independent system will likely be required for the have-nots, at least initially. This independent system will provide a data repository as well as editing capabilities, either via file transfer or by connecting to already existing services.
 - iii. custodian, personnel, or hardware/server needs
 - Each Provider will need to be able to transactionally edit and/or update their published data-set. Some owners will have sufficient resources to do this on their own while others will not. An independent system will likely be required for the have-nots, at least initially. This independent system will provide a data repository as well as editing capabilities, either via file transfer or by connecting to already existing services over the web.
 - This will require a Web based Service with access by each data owner, even if they are just managing the appropriate pointers to their own data systems.
 - HARDWARE Specifics: Web Based Server, Companion Database for storing data-sets and providing transactional access to the data as well as tracking ownership and authentication tasks.
 - Personnel: Web server custodian, Database custodian, hosting provider. Outreach / Presentation manager, Note: some listed items can be handled by more than one person.
 - iv. policy issues
 - Many of the tasks related to build out, will require remote access to the host provider. There may be issues with basic setup and tools provided on the web service. With this in mind, the recommendation would be to utilize a prototyping environment that is workgroup controlled, and to move the service to an approved Production environment upon completion of the build out.
 - Data licensing issues will need a thorough review. The intent would be to make the services as free of licensing encumbrances as possible.
 - v. maintenance/long-term support issues
 - Ideally services of this type will need to remain in place over the long term, on the order of years, to facilitate outreach efforts, and build on currently available data-sets with an eye towards adding new data-sets over time.

- There will be a need to include the services in some annual/semi-annual funding scheme to maintain services, as well as enhance the service over time. This aspect will decide whether a service is planned as simply a prototype (example) service or intended as a production service.
-
- e. What are the options for meeting this need?
 - i. Include data, technology, custodian, policy and other issues as listed above
 - Since the end result is to provide a seamless mapped layer of information, there will be a need for some datasets to be community owned, since they will each have many data maintainers and potentially different methods for handling the data.
 - Suggested datasets for initial use would be high profile, quick payback layers, such as City, County, State and Federal Jurisdictional boundaries, with future build out options for Police, Fire, Schools, Hospitals as the data and services become available.
 - A policy group will need to be applied at some point after the prototyping and before releasing for production. This policy group would prioritize what layers are initially implemented and decide where outreach resources should/would be applied.
 - ii. Estimated costs (time, software, hardware, ...) and potential participants/contributors for developing and implementing these options
 - Time line:
 - 3 months of initial specification and application development for prototyping
 - 3 months of developer and primary stakeholder testing and debugging.
 - 3 months of general user testing and debugging
 - 3 months for defining production hosting solution and setup and handoff to permanent solution managers.
 - Costs:
 - Hosted development Server, 12 months, this will include remote access to the server with complete control over the Operating system as well as the ability to compile in software tools as becomes necessary.
 - Software shall all be OpenSource based. Immediate needs:
 - WebServer
 - Database
 - Web CGI development environment
 - Mapping generation engine.
 - Authentication handler. **NOTE: The installation of a comprehensive authentication service is highly dependent on funding and should be considered low on the list of deliverables. This task is therefore in the optional list and will be further developed once the project starts.**
 - Wiki (for providing access to application reviewers as well as to administer feedback from all project participants.) **NOTE: The installation of the WIKI service is highly dependant on funding and should be considered low on the list of deliverables. This task is therefore in the optional list and will be further developed once the project starts**
 - Participants and Contributors (Potential):
 - SharedGeo (see attached Note in detailed breakdown about partial build out of similar project that can be leveraged for this project)
 - City of St. Paul
 - Scott County
 - MGIO (formerly LMIC)
 - **NOTE: The amount of participation by each agency is somewhat dependant on their interest level in the project. There may also be some other potential development partners that can offset development costs and allow for the problematic development tasks to be fleshed out.**
- f. What further information or clarification might be needed to fully resolve a solution?
 - See the attached detailed workgroup document breakdown of the Project and required resources.

3. Workgroup's recommendation for a strategy to meet this need.

The Workgroup is proposing the

- a. Who would be the key participants and what do you see as their roles?
 - The existing workgroup members would continue to administer the project during the development cycle.
 - There are expected aspects that will need to be contracted out during the course of development.
 - A yet-to-be-named organization would administer the end product in a production environment.
- b. Why is this the best strategy for MetroGIS?
 - It presents the project in a manner for continuous review by MetroGIS as an organization by keeping the development process open and flexible.
 - It allows for quick turn around on feedback and enhancement items that will arise during development cycles.
 - Feedback and enhancement items related to prototyping can be handled in a streamlined fashion with a centralized web location for all participants to access.
 - Many of the development tools put into place for this project will be reusable for other MetroGIS projects into the future, consequently it provide Metro GIS with the most bang for the buck.

4. **Recommended next steps** for moving forward to meet this need, including recommendations for funding if appropriate.

If requesting funding, include:

- a. Clear description of the product or service needed (what does it do? what functions does it have?) and how it meets the application or web service need of the workgroup. If funding is approved, this would be the basis for creating a request for proposals.
 - The end product will:
 - Allow the typical Web user to retrieve data related to a point based on the point being within a jurisdictional boundary.
 - Allow jurisdictional data publishers to add their boundary related information to a seamless Metro (and beyond) map layering system for use by the aforementioned web users.
 - Allow for the data retrieval to be displayed in a Mapping context, as an “Identify” option, with a templated HTML output inside of the mapping interface
 - Allow for the data retrieval to be XML based for reuse by user both web based as well as desktop based.
 - Potential output format conversion based on the previous output options, will include KML, WFS and WMS to name a few.
- b. **Amount of funding requested** and any time constraints that may exist for using the funding.
 - **\$ \$18,750).** All time lines described in the proposal are based from a funding award date forward. The deliverables described would be delivered within 12 months from award.
- c. Any **existing sources** of this product or service (e.g. off the shelf product exists).
 - Partial build out of a similar product already exists. This product was designed to provide field support to the Red River Flooding operation this past spring. This code is currently in the public Domain, and can be leveraged to build out a significant portion of the “ MetroGIS Jurisdictions and Government Services Finder”. This application can be demoed by the Workgroup to MetroGIS if needed to provide a better understanding of the final product capabilities.
 - Some Example end product features can be sampled from these links that were volunteered at one of our workgroup meetings. These links demonstrate a Mapping UI for the type of interface to be defined:
 - User interface Example Service:
 - <http://gis.co.scott.mn.us/ProximityFinder/scotttest.html?address=600%20country%20trail%20east,%20jordan&radius=15000>
 - Data feed – XML Example Service:
 - <http://gis.co.scott.mn.us/XYWebservice/XYQuery.aspx/FindXYData?lat=44.688061&lng=-93.508962&radius=15000>
- d. **Other information relevant** to the funding request
 - Work is already underway to secure follow-on funding for maintaining such services as the “ MetroGIS Jurisdictions and Government Services Finder” beyond the MetroGIS build out funding stream and well into the future.

- Some discussion has also gone into possibly administering a production service in a community driven and collaborative fashion as well. This could easily offset the longer term funding required to maintain such services.

Project Details – Revised for \$18,750 funding amount

Service Definition:

A service of this type should take in a request via the Web and reply back to the client with a data chunk such that there is enough information in the data chunk to display the results in a spatial fashion. A mapping interface like Google Maps comes to mind.

A user interface of some sort would ideally also display mapping information in order to generate a proximity request based on a location that the user defines.

A client may also desire to have an automated request structure, that may or may not require a user interface but is machine generated. The same sort of description should also be applied to the results that are rendered by the service.

Outputting the results should be set up to handle both styled map based and textual database driven requests. XML and Raster image output will be prototyped first, with other formats to follow, such as KML and Spreadsheet (Excel) formats.

The Service components (Prototype): **PostGIS/PostgreSQL** for storage and query, **MapServer** for image and query result formatting.

Client components (Prototype): **GeoMoose** for end user visualization and query making.

Data Classification(s):

Data that will be searched against for the proximity results will need to be classified to some degree. This is based on the idea that there will be many owners/custodians of the same sort of data but with differing types of storage structures. Having many data owners publishing spatially neighboring data will dictate that some sort of classification system be instituted. In the prototyped version of the interface.

Visualizer:

With the proper setup of services, the choice of visualizer for both making requests and returning a result are many and varied. With standardized data output identified and implemented with this new service, there is a great deal of flexibility in what client application(s) can access the service. This proposal will utilize the GeoMoose Client framework as the data visualizer for the prototype/proof of concept.

Input:

Spatial data (file) uploading will be required to keep the datasets up to date over time. The mechanics of uploading the data by the data authorities needs to be an integral part of the data maintenance system. The basic capabilities required are:

1. Upload a spatial file (SHP files will be used in the prototype)
2. Storage schema assignment of data.
3. Assignment of the dataset to an author (upload authority)
4. Metadata entry for the spatial file. (Ties into the existing data finder mechanism(s))
5. Visualizer / Validator. (A method for the user to check the validity of the data uploaded, does it display and are the attributes accessible for searching.

Output:

The standardization of the service output will aid in making the service very flexible and reusable to a wider audience. The prototype version will be set up to output XML as a raw format from PostGIS. There will also be a MapServer raster output service working in tandem with PostGIS.

Optional output formats (*future*): KML, spreadsheet (*excel*), HTML (*via MapServer*)

Some Example Services offered up by the workgroup. These are intended as proof of concept and further work is required to make such a system flexible in both the submittal and maintenance processes regarding service upkeep over the long run:

User interface Example Service:

<http://gis.co.scott.mn.us/ProximityFinder/scotttest.html?address=600%20country%20trail%20east,%20jordan&radius=15000>

Data feed – XML Example Service:

<http://gis.co.scott.mn.us/XYWebservice/XYQuery.aspx/FindXYData?lat=44.688061&lng=-93.508962&radius=15000>

Catalog (initially):

A number of layers shall be included in the prototype version of the service, based on donated datasets from around the Metro area, from a variety of jurisdictional and government sources. Each of these layers will need to be classified by type of jurisdiction. Suggested initial classifications:

- **State**
- **County**
- **Municipal**
- **Commercial**

Possible future added classifications: **Utilities, Schools, Hospitals, Emergency Service areas.**

Data Responsibilities:

Each layer of information in the catalog will need to be assigned a data custodian. The responsibilities of the custodian will be:

- Custodial duties related to the upkeep of the dataset, including metadata.
- Cartography aspects (at minimum in a basic form)
- Acting as Contact (listed in metadata) for end users.

Operational requirements:

Database: PostGIS/PostgreSQL,

Visualizer (Proto): MapServer, GeoMoose,

Versioning: SVN,

Custodial data access: WebDAV (for shared administration access)

Data storage: Shared Co-Location space for CPUs, Internet connection, Part-time administrator.

Other Metro(GIS) project tie-ins for Proximity Finder:

- Service/Data Broker,
- DataFinder.
- Metadata catalog,
- Coordinate convertor.
- Geocoder

Recent work related to build out of the “Proximity Finder” functionality:

The recent Red River Flooding spurred some partial development of the Proximity Finder functionality in the form of a point-and-click map based interface that linked together PDF documents (pre-Built PDF maps) to a polygon (or in other terms, a jurisdictional boundary) for the retrieval of all documents pertaining to the area of interest selected via a user supplied point on a map.

This core functionality is already in place and functional on the SharedGeo (www.sharedgeo.org), a non-profit company, website and provides an excellent starting point for further development. Our workgroup can give a short presentation on the current functionality and how the work that's already gone into it can be leveraged to build out the “MetroGIS Jurisdictions and Government Services Finder” functionality.

SharedGeo has expressed interest in building out a prototype product as described here and initially hosting the service during build out and user feedback rounds of development. SharedGeo can also facilitate in the transfer of the final developed service to any MetroGIS designated web service provider.

Costs:

We recommend funding this project at \$18,750. A suggested development time line would be to finalize details related to deliverables not more than two months after project commencement. The follow-on development cycles will include at least two rounds of MetroGIS tester feedback. And a period of general MetroGIS user feedback. Lastly some form of outreach process in the form of presenting the functionality to potential community users via formal presentations, the content of which, still needs to be defined.

Deliverables:**Expected Deliverables:**

- A web based Mapping service prototype that would allow a Web user to pick a point and have returned to them all information (published by the jurisdiction holder) for that jurisdiction of interest.
- A XML data feed specification for adding future additional jurisdiction datasets to the service.
- A web service prototype for the publishing (mashing up) of the XML data for application developer use.

ATTACHMENT E

Geocoder Workgroup Report

5/29/2009

prepared by Nancy Read (nancread@mmcd.org, 651-643-8386)

1. Workgroup name – Geocoder Workgroup

Charge – provide a Web Service that uses MetroGIS endorsed parcel and street datasets (and address points when available) and a landmark/point-of-interest dataset (source to be determined) to take a request from an application (address, intersection, landmark/point-of-interest name) and return a set of likely matching addresses and locations, and provide open-source code for others (in Metro or elsewhere) to set up their own geocoder services for in-house or external use.

Participants – Jim Maxwell (TLG), Dave Bitner (MAC), Kent Treichel (MN Dept. of Revenue), Pete Olsen, Chris Cialek, and Jim Dickerson (LMIC), Bob Basques (City of St. Paul), Gordy Chinander (Metro Emergency Services Board), Mark Kotz (Metro Council), and Nancy Read (MMCD, project manager and contact for correspondence, nancread@mmcd.org, 651-643-8386). Additional participants for Landmarks: Matt McGuire (Metro Council), Ron Wencl (USGS)

Meeting dates & attendance, and other sources/consultants used (if any) to develop conclusions reached: Discussions have been online (including PAGC open source development community) and by phone.

2. Descriptive analysis of the problem/need.

Geocoder as developed needs a small amount of work on how to set options, add local information to lexicon, and pre-process data sets to provide the high quality results expected by stakeholders, and we would like to improve local documentation. In addition, if the PAGC geocoder software was restructured it would be easier to use with other data formats or to replicate the existing service in other locations (for example, for load management).

- a) Any clarification of the workgroup's charge based on input from stakeholders? – no change to basic charge.
- b) Who are the main stakeholders (users, data owners, etc)? – We know there are a large number of potential users, and we know that usage has increased to up to 97,000 hits/mo (April 2009), but we don't know much about specific actual users at this time. MMCD uses the geocoder web service in a production application daily. Other participants are considering switching to this geocoder after certain adjustments are made (see below) and as their own time allows.
- c) How does this need relate to other defined MetroGIS needs and key datasets? – The Geocoder is one of the first examples of a MetroGIS project that delivers a working web service that involves processing on endorsed data sets, not just delivering data. It could be used as a basic part of fulfilling many other potential projects, such as the Jurisdiction Finder.
- d) What are the key issues to resolving the need?
 - Dealing with the subtle workings of getting the Geocoder to perform as expected with our local data sets involves someone having a block of time to define the issues, understand how the data processing choices are set in the programming code, test the effect of different settings on local “problem” addresses, and come up with solutions either through entries in the lexicon, combinations of settings, or working with the programmer to make modifications in the underlying code. In addition we would like to document what would be “best practices” for our local data, to help others that may want to set up an in-house or similar service. It has been difficult for workgroup participants to find a large enough block of time (up to 160 hrs) to fully resolve these technical “tuning” issues.
 - The current PAGC geocoder code requires the underlying data to be delivered in shapefile format, which it then converts to Berkely DB for internal use. Some in the PAGC development community would like to convert how PAGC runs so that it can use data directly from sources such as Navteq or anything in SQLite. This would make it easier for us locally to package our current web service for setting up redundant sites, or to set up automatic updates of underlying data. The full proposal from the programmer to the PAGC development community is available at http://www.deadwrite.com/pagc_restructure.pdf

3. **Recommendation for a strategy & funding** to meet this need.
- a) Hire short-term help that can focus on resolving existing geocoder issues and improve documentation for other potential users. This could be done cooperatively with an organization such as the University of Minnesota and/or a local company. **Estimated cost: \$1000**
 - b) Why is this the best strategy for MetroGIS? – The above projects not only improve the Geocoder for local users and broaden the user base, but also have potential to leverage public/private/nonprofit/academic partnerships and demonstrate how meeting local needs can have national/international benefits.



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 1000 Friends of Minnesota
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2008 MetroGIS Performance Measures Report

DATE: June 10, 2009
(For the July 22nd Mtg.)

INTRODUCTION

The draft 2008 Annual Performance Measures Report (separate document), dated May 26, 2009, is presented for the Policy Board's acceptance. Highlights of how MetroGIS's efforts are continuing to create public value are cited below. The audience for this report is the Policy Board. Several recommendations are offered for improving upon the current efforts and to enhance the value of the measures themselves.

MAJOR PERFORMANCE MEASURE FINDINGS AND CONCLUSIONS

Eleven performance measures are used to measure progress towards achieving four major outcomes defined in MetroGIS's Performance Measurement Plan, adopted by the Board in 2002. With this annual report, data are available for a six-year timeframe from which to evaluate progress toward realizing the vision sought through MetroGIS's efforts. (The five previous reports can be viewed at http://www.metrogis.org/benefits/perf_measure/index.shtml.)

The 2008 measurement data demonstrate MetroGIS's efforts are providing value to the community in a variety of ways, including:

- MetroGIS **DataFinder** continues to be a useful tool to minimize stakeholders' time and effort to discover and access geospatial data produced by others, with a **30 percent increase in usage** over 2007. DataFinder experienced 17,584 visits in 2008.
- Searchable metadata records and datasets available on DataFinder also experienced modest increases, though there is significant opportunity for greater participation by data producers.
- MetroGIS's principal objective – foster **regional solutions** to shared geographic information needs - continues to be valued by stakeholders. The eight regional dataset realized thus far through MetroGIS's efforts continue to comprise nearly **30 percent** of the datasets downloaded via DataFinder. This is impressive given that 180 datasets are accessible via DataFinder.
- The web-based **Socioeconomic Web Resources application** is definitely valued by stakeholders given a **213 percent increase** over the usage experienced in 2007. In 2008, there were 9,124 visits to the application. MetroGIS created this tool to assist stakeholder rapidly locate and access a wide range socioeconomic data about the Twin Cities Metro Area.
- The number of **licenses** issued to access the regional parcel and street centerline datasets **continues to increase**; another gauge that MetroGIS's efforts to achieve these datasets and streamline licensing procedures are valued. **Notwithstanding**, the number of **downloads** of these datasets **decreased** in 2008.
- Stakeholder preference for access to data in the form of **web-services** (as opposed to downloading conventional datasets) is rapidly increasing, with an **increase over 130 percent** over the usage accounted for in 2007.

IMPLICATIONS

The conclusions cited above give us some idea about what is happening, but not why. Without understanding the why, we can not effectively take action to build upon the positive trends or remedy situations that have potential of working against achieving desired outcomes. For instance:

- a) **Conduct Survey – Users of DataFinder:** The decrease in downloading of datafiles is likely attributable to these data also being available in the form of web services. To be sure, a survey of

the users of DataFinder is recommended to:

- (1) Investigate their preferences concerning accessing data conventionally versus via web services.
- (2) Better understand how to interpret the meaning of the metric data obtained for web services relative explaining the decrease experienced in conventional data downloads.
- (3) Assist MetroGIS leadership better understand how to interpret web service activity in ways that are important to measuring performance toward desired program outcomes.

- b) **Conduct Survey – Stakeholder Satisfaction with Current Regional Solutions:** An evaluation/survey of user preferences is suggested to help better understand user needs that require a community approach and ensure that these regional solutions are enhanced on an ongoing basis to meet changing user needs. This survey should include regional applications and as well as regional data solutions. *(Note, the suggest survey is included in the suggested revised work objectives presented in Agenda Item 5c.)*
- c) **Increase Outreach Activity:** An increased emphasis on outreach efforts should be pursued to encourage data producers, who are not currently taking full advantage of the existence of DataFinder, to consider using it (or increase their use). This recommendation compliments the preference of incoming Policy Board leadership to in general increase the amount of outreach activity (see Agenda Item 5c). In so doing, availability of existing data holdings accessible via DataFinder and related standards and best practices could more broadly understood, hopefully resulting in increased leveraging of existing resources.
- d) **Define Public Value:** To fully realize the vision of widely accessible geospatial data, policy makers must be convinced that if their organizations participate in a geospatial commons that the “public value” (tangible and intangible benefits) that could be anticipated would be equal of greater than that realized under via current policy. A project is underway (see Agenda Item 6b) to update MetroGIS’s Performance Measurement Plan to align the metrics with outcomes defined in the 2008-2011 Business Plan. The project support team has been encouraged to recommend metrics that can help MetroGIS more clearly define this statement of public value and measure progress towards attaining it. MetroGIS should also **continue to seek out resources and opportunities** beyond the metro area which have promise **to gain a better understanding of** this sought after **statement of public value** (e.g., academic community, MnGeo initiatives - former Mn Governor’s Council on Geographic Information [agenda Item 7a], and work of the National Geospatial Advisory Committee, which Hennepin County Commission Johnson and the Staff Coordinator are members.

RECOMMENDATION

That the Policy Board accept the:

- 1) MetroGIS 2008 Performance Measurement Report, dated May 26, 2009.
- 2) Suggested actions to underway the reason that trends detected in the metrics are occurring.

REFERENCE

BACKGROUND

1. The Policy Board has requested a performance measures based report on MetroGIS's activities on an annual basis. Presentation of this report has occurred at the Board's January meeting in the past. To accommodate this schedule, an October 1 to September 30 time frame has been used.
2. For the five years prior to 2008, staff had captured performance measurement data on a monthly basis and shared one or more anomalies (positive and troubling) with the Coordinating Committee on a quarterly basis for insight into possible causes and for direction as to any desired changes in policies or procedures. This insight was, in turn, incorporated into the annual Performance Measurement Report. Due to lack of support resources during the 2008 reporting period, quarterly reporting was not possible.



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 100 Friends of Minnesota
Staff Contact: Randall Johnson MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: 2009 Program Objectives: Mid-Year Priority Refinements

DATE: July 6, 2009
(For the July 22nd Meeting)

INTRODUCTION

The Coordinating Committee requests that the Policy Board refine the work priorities it wants MetroGIS to concentrate on for the remainder of 2009 to:

- Acknowledge the value of the shared web service / application projects for which MetroGIS project funding is recommended (see– Agenda Item 5a).
- Adjust for resource limitations that were not anticipated when the 2009 priorities were adopted.
- Be responsive to a survey of MetroGIS stakeholders called for in the 2008 Annual Performance Measurement Report (see Agenda Item 5b).
- Be responsive to a preference of the new Policy Board officers to share MetroGIS’s story with more non-traditional users and achieve a deeper understanding among leadership of key stakeholders of MetroGIS’s purpose, accomplishments and current initiatives.

Refer to the Reference Section for major assumptions and preferences of incoming Board leadership that have influenced the recommended refinements.

OVERVIEW – PROGRESS ON 2009 WORK OBJECTIVES

In Attachment A, twelve major 2009 work program objectives are listed as adopted by the Policy Board at its January 2009 meeting. A high-level overview of the status of work on each follows. The vast majority of the support for these projects is being provided by volunteers. The members of the Technical Leadership Workgroup (TLW) also deserve a large thank you for assuming the role of a surrogate Technical Coordinator, without which MetroGIS could not possibly maintain relevance to changing stakeholder needs. (See the Reference Section for the members of the TLW and Attachment B for situations encountered that have affected progress.)

- **Objectives - In Progress**
 - Sustain traditional “foster collaboration” support activities (#1)
 - Pursue solutions to shared needs for applications and web services (Agenda Item 5a) (#2)
 - Execute the Next-Generation Street Centerline Data Access Agreement (#4)
 - Update Performance Measurement Plan (#11)
- **Objectives - Limited Progress**
 - Secure Technical Coordinator and technical administrative resources (#3)
 - Streamline Data Access for Emergency Responders (#5)
 - Establish working relationships with adjoining jurisdictions (#6)
 - Implement a Regional Address Points Dataset (#10)
- **Objectives - No Progress**
 - Adopt Leadership Development Plan (#7)
 - Adopt plan to ensure obstacles to data sharing do not materialize (#12)
 - Pursue implementation of a more fully developed geographic data, applications and services broker (#8)
 - Explore methods for enhancing trust and reliability of shared services (#9)

CONSIDERATIONS - SETTING OF REVISED PRIORITIES

Technical Work Priorities:

The three projects recommended for funding as 2009 MetroGIS Regional GIS projects (Agenda Item 5a), are components of a top priority 2009 work objective - “*Shared needs for applications and web services*”. Each will also involve a workgroup to be overseen by the Technical Leadership Workgroup (TLW) and have similar support requirements to those of other established 2009 technical priorities. As the members of the TLW are volunteers, serving in the capacity of a surrogate Technical Coordinator, there is a need to be explicit about priorities for the Workgroup’s attention.

Assuming the Policy Board approves of three projects proposed in Agenda Item 5a, the Coordinating Committee recommends postponing to 2010 work on two previously defined 2009 objectives that have been assigned to the TLW- *Pursue implementation of a more fully developed geographic data, applications and service broker* and *Explore methods for Enhancing Trust in reliability of shared services*.. No additional changes in technical related priorities for 2009 are anticipated to accommodate the three recommended projects.

Non-Technical Work Priorities:

The procurement process is in progress to secure supplemental professional services, as anticipated in MetroGIS’s 2009 budget. Once this contract is secured, the qualified supplemental support should be available permitting work to begin on objectives - “Adopt Leadership Development Plan” and “Plan to ensure obstacles to data sharing do not materialize”. If desired by the workgroup, supplemental assistance should also be available to assist with the “Streamline Data Access for Emergency Responders” work objective.

These proposed supplemental professional services would also be used to assist with administration of the stakeholder survey called for in the 2008 Annual Performance Measurement report (Agenda Item 5b), assuming that the Board endorses this recommendation. This task is proposed to be added to the scope of work for the objective “Plan to ensure obstacles do not materialize”. The preference of incoming Policy Board leadership for expanded outreach is also recommended to be stated as a component of work objective #1 - “Sustain traditional ‘foster collaboration’ activities” objective.

RECOMMENDATION

That the Policy Board refine the 2009 Work Program as presented in Attachment C to:

- a) Defer to 2010 work on objectives “*Pursue implementation of a more fully developed geographic data, applications and service broker*” (#8) and/or *Explore methods for Enhancing Trust in reliability of shared services* (#9) with the qualification that the Technical Leadership Workgroup may work on them on an as time permits basis..
- b) Explicitly incorporate the survey of stakeholders called for in the 2008 Annual Performance Measurement Report (Agenda Item 5b) into the scope of the work for the “Plan to ensure obstacles do not materialize” objective.
- c) Explicitly call out the preference of new Policy Board leadership for expanded outreach as a component of the current top priority objective “Sustain traditional ‘foster collaboration’ support activities” objective.

REFERENCE SECTION

1) Major Program Assumptions and Preferences of Incoming Board Leadership

A. Major assumptions regarding program resources are listed below.

- MetroGIS's 2009 "Foster Collaboration" function budget that was approved by the Metropolitan Council in December 2008 (\$86,000 in project funds and associated support resources) will continue to be available.
- The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.
- Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by willing stakeholder organizations, will continue to be performed in accordance with expectations.
- Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

B. Preferences of Incoming Policy Board Leadership. On May 29th, the Staff Coordinator met with the newly elected Policy Board chair and vice chair, Terry Schneider, Mayor of Minnetonka, and Tom Egan, Dakota County Commissioner. With regard to the topic of this report, they expressed a preference for broader outreach activities (more presentations) to stakeholders to expand understanding of MetroGIS's objectives and services. Specific suggestions were that opportunities should be sought to share MetroGIS's story with more non traditional users, as well as with leadership of key stakeholder interests to deepen their understanding.

2) Pending Supplement Professional Service Contracts

Two contracts are pending to secure supplemental professional support services. One of these contracts is project specific – Develop an Internet-based Address Editing Tool. The other is seeks a multi-year contract with a firm to assist with several policy-related needs (e.g., Adopt Leadership Development Plan and a "Plan to ensure obstacles to data sharing do not materialize" and assisting with the update of MetroGIS's Outreach Plan and additional work on a Leadership Development Plan.)

3) Progress Assessment Overview - 2009 Program Objectives

Work is in progress on 7 objectives set as priorities for MetroGIS's attention in 2009 (Items # 1, #2, #3, #4, #5, #11, and #14). *The numbers correspond with the project listing provided in the Attachments.*

Although important work is being accomplished, equally important work is also on hold for 7 objectives also set as priorities for 2009. The reasons are generally as follows (see Attachment B for more information):

- | | |
|-----------------------------------------------------------|---------------------------|
| 5 – Lack of sufficient support resources | (#7, #8, #9, #12 and #13) |
| 1 – Drafting of the required contract is held up in legal | (#10) |
| 1 – Requires the results of a project that is in process | (#2) (#6) |

By the time the Policy Board meets in July, it is anticipated that a contract will be in place with the contractor selected to develop a web-based address editing tool (Work objective #10). Once a determination is made that the function to be provided by this tool is possible, which is anticipated to take 3-4 months, work on development of the actual dataset is proposed to begin. The Address Workgroup will likely be looked to to devise a strategy for building the actual dataset. Given that this project has been in the works for sometime and it has significant ramifications for achieving other goals of the Policy Board (e.g., engaging non-traditional stakeholders), work is proposed to take priority over any newly proposed project(s) that might compete for similar support resources.

4) Membership of Technical Leadership Workgroup: Chair Mark Kotz (Met. Council), Chris Cialek (LMIC), Nancy Read (MMCD), John Carpenter (Excensus), Jim Maxwell (NCompass Technologies), David Bitner (MAC), Bob Basques (St. Paul), and Robert Taylor (Carver Co.)

ATTACHMENT A

2009 METROGIS MAJOR PROGRAM OBJECTIVES ***(Only Very High and Specified High Rated Activities Area Are Listed)*** ***(Adopted January 28, 2009)***

*(**Indicates an activity at least in part dependent upon securing additional technical leadership and coordination resources).*

- 1) Sustain traditional “foster collaboration” support activities^(a)
- 2) ***Pursue implementation of solutions to specific shared needs for applications and web services.*
- 3) Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team
- 4) Execute the Next-Generation Street Centerline Data Access Agreement
- 5) Streamline Data Access for Emergency Responders
- 6) ***Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions*
- 7) Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements
- 8) ***Pursue implementation of a more fully developed geographic data, applications and service broker*
- 9) ***Explore methods for Enhancing Trust in reliability of shared services*
- 10) ***Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution*
- 11) Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation
- 12) Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan.

^(a) Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

ATTACHMENT B

PROGRAM OBJECTIVES - STATUS JUNE 2009

2009 Work Priorities	Status
1. Sustain traditional “foster collaboration” support activities	Ongoing to extent support resources permit
2. Pursue implementation of solutions to specific shared needs for applications and web services.	In progress. See Agenda Item 5a. ¹
3. Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team	Limited progress. Changed tactics and pursuing a 3-5 outsource contract with a firm to provide a person(s) to serve as a member of the MetroGIS staff support team as opposed to a staff position. ²
4. Execute the Next-Generation Street Centerline Data Access Agreement	In progress. Internal permission received to pursue the project. Negotiations anticipated to begin in June
5. Streamline Data Access for Emergency Responders	Limited progress. No workgroup activity since January.
6. Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	Limited progress. No outreach other than via contacts made through ongoing MetroGIS work activities.
7. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements	No progress. Awaiting approval from procurement of a proposed scope of work to include in Request for Bid Proposals – Supplemental Professional Services. ³
8. Pursue implementation of a more fully developed geographic data, applications and service broker	No progress due to lack of a technical coordinator and limited time availability of volunteer Technical Leadership Workgroup.
9. Explore methods for Enhancing Trust in reliability of shared services	No progress due to lack of a technical coordinator and limited time availability of volunteer Technical Leadership Workgroup.
10. Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	Limited progress. Awaiting drafting of an agreement to retain the firm selected last October to build the address point editing tool. Some progress on access policy. ⁴
11. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	In progress. Preliminary discussions with the contractor to clarify objectives occurred in May. Work to begin in June.
12. Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the new Business Plan.	No progress. Awaiting approval to proceed with Request for Bid Proposals – Supplemental Professional Services. ³

¹ The Technical Leadership Workgroup will recommend several projects for funding with MetroGIS project funds at the June Coordinating Committee meeting. It is anticipated that at least some of these projects will be workgroup managed, that is, dependant upon volunteers to be provide much of the support. As such, anticipated support for previously defined priority work objectives could be affected.

² It is believed that this tactic is better suited to seeking funding via multiple sources and easier to accomplish in the current economic climate than creating a permanent support position.

³ Approval of the scope of work had been stalled for a couple of months until recently. A new contract is needed because the contract with Richardson Richter Associates (RRA) expired last December. Similar services, to those provided by RRA, were anticipated to be in place before this time when the 2009 work plan was adopted.

⁴ A contract to retain the contractor that was selected late last year to build a web-based address editing tool has been stalled in legal for several months. The editing tool project must be successfully completed before work can begin on development of the actual regional address point database, also a priority set for 2009

ATTACHMENT C

RECOMMENDED REFINEMENT OF 2009 METROGIS PROGRAM OBJECTIVES

Work Objectives	Qualification(s)	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities ^(a) . <u>Expand effort related to "Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests</u>	Need to secure planned Supplemental Professional Services Contractor to increase time available for expanded outreach effort. RFP Process anticipated to begin in July	Designated Custodians and Staff Coordinator
2. Pursue implementation of solutions to specific shared needs for applications and web services. (<u>See Agenda Item 5a for specific projects</u>).	Must have projects approved and contracts executed before year-end	Technical Leadership Workgroup - Mark Kotz, Chair
3. Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team	Changed tactic to investigating potential for 3-5 year outsource contract funded by multiple beneficiaries, as opposed to a permanent new position	Staff Coordinator and Technical Leadership Workgroup - Mark Kotz, Chair
4. Execute the Next-Generation Street Centerline Data Access Agreement	Must have agreement on outcomes in time for attorneys to finish before 12/31.	Staff Coordinator
5. Streamline Data Access for Emergency Responders	Need workgroup leadership with time and resources to catalyze required effort	Workgroup and Staff Coordinator
6. Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	Need to secure a qualified Supplemental Professional Services Contractor – see No. 1	Staff Coordinator and Technical Coordinator when available
7. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via the approved key elements	Need to secure a qualified Supplemental Professional Services Contractor – see No. 1	Staff Coordinator and TBD consultant
8. <u>Postpone to 2010</u> Pursue implementation of a more fully developed geographic data, applications and service broker	Work on at discretion of Technical Leadership Workgroup if resources compete with #2.	Technical Leadership Workgroup - Mark Kotz, Chair
9. <u>Postpone to 2010</u> Explore methods for Enhancing Trust in reliability of shared services	Work on at discretion of Technical Leadership Workgroup if resources compete with #2.	Technical Leadership Workgroup - Mark Kotz, Chair
10. Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	Need to execute a contract to retain Applied Geographics and agree on major components of distribution policy before work on the actual database can begin.	Address Workgroup and TLW, Mark Kotz/ Nancy Read Co-project managers, and Staff Coordinator
11. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	Need to define appropriate and measurable metrics.	Staff Coordinator and KLD Consulting
12. Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the new Business Plan <u>and the survey of stakeholders called for in the 2008 Annual Performance Measurement Report</u> .	Need to secure a qualified Supplemental Professional Services Contractor - see No. 1	Staff Coordinator and consultant TBD.

(a) See Attachment A for the listing.



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 1000 Friends of Minnesota
Staff Contact: Mark Kotz, Chair, MetroGIS Address Workgroup (651-602-1644)

SUBJECT: Regional Address Point Dataset – Direction Requested Access/Distribution Policy

DATE: June 25, 2009
(For July 22nd Meeting)

REQUEST

A conceptual policy framework for access to the proposed Regional Address Points Dataset is presented below for the Policy Board's comment and direction. A formal policy recommendation will be developed once the requested direction has been received from the Board.

OVERVIEW

Initiating development of a Regional Address Points Dataset was set as a top MetroGIS work priority for 2009 by the Policy Board this past January. Achieving clarity on policies related to access of these data is a prerequisite to developing this database. The Coordinating Committee believes that local address authorities will want to know what these policies entail before committing to contribute their data to the proposed Regional Address Points Dataset. Cities, which serve in the capacity of local address authorities, are the primary source of the data needed to achieve the vision for the proposed dataset.

Accordingly, at its March meeting, the Coordinating Committee agreed on several desired access policy components for this proposed dataset. The Committee's preferences were then shared for comment on June 3rd with Chairperson Schneider and Member Elkins, who represent cities on the Policy Board. Suggested policies that combine the preferences of the Committee and members Schneider and Elkins follow for the Board's consideration. (See the Reference Section for more information about these meetings.)

SUGGESTED POLICY ELEMENTS – REGIONAL ADDRESS POINTS DATASET

Access Policy:

Assume that cities will generally want to make their data freely available to anyone requesting it. This is the norm for cities, according to Policy Board members Schneider and Elkins. But to provide flexibility, offer two options to participating address authorities to choose from - limited access distribution¹ or open access distribution², provided support overhead is not excessive.

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

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

Related Access Policy:

- Each user would be required to acknowledge a liability disclaimer (data provided "as is"). The exact method (e.g., shrink wrap) to accomplish this is to be determined.
- Some form of agreement will be needed between the address authorities, who produce the data, and the organization(s) that is responsible for overseeing the distribution mechanism to ensure that the distributing agent is authorized to withhold access from non-qualifying interests. Use of as simple of

¹ **Limited access distribution** (like parcel data). MetroGIS creates a terms and conditions document patterned after the parcel data agreement that allows MetroGIS to distribute the data only to licensed government and academic entities. MetroGIS would **not** expect all address authorities to participate. Data contributed under the terms and conditions would be available via a password protected FTP site and possibly a secure web service.

² **Open distribution**. Address authorities contribute data that is freely available to anyone who agrees online to a liability disclaimer.

a process as possible to distinguish between authorized and unauthorized users which leverages automation and ensures minimal support overhead.

- Don't use the term "license", as it is a loaded term with a range of meanings. Refer to as data "available with these restrictions"

Other Suggestions:

1. Endorsement Beyond Policy Board: Key organizations that will need to endorse the proposed policy if contributions to the Regional Address Points Dataset are become widespread:

- League of Cities
- Metro Cities
- LOGIS

Chairperson Schneider and Member Elkins, as the city representatives to the Policy Board, have agreed to advocate among the leadership of these organizations for the proposed Regional Address Points Dataset and acceptance of access/distribution policy proposed and endorsed by MetroGIS.

2. Data Practices Implications. Once the desired policy components are detailed and agreed upon they should be shared that with Information Policy Office (IPO) officials for comment. IPO comment should not be requested until the desired policy is well articulated.

RECOMMENDATION

That the Policy Board:

1. Offer suggested additions or modifications to the proposed data access policy presented above for the pending Regional Address Points Dataset presented herein.
2. Direct the Coordinating Committee to develop a formal policy statement for its consideration
3. Direct the Coordinating Committee to propose an outreach plan that builds upon Chairperson Schneider and Member Elkins willingness to advocate among city leadership for the proposed Regional Address Points Dataset and related access/distribution policy proposed and endorsed by MetroGIS.

REFERENCE SECTION

VISION – REGIONAL ADDRESS POINTS DATASET

April 2005: The Policy Board adopted a vision for this regional dataset that calls for more than 100 local address authorities to collectively and systematically carry out the role of primary producer – creating and updating the source address point data. The complete vision statement can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/05_0427_pbreport.pdf.

STATUS OF PREREQUISITE PROJECTS

- June 2007: a Needs Assessment was completed, which demonstrated that Address Authorities are interested in contributing data to the proposed regional dataset. The final report can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/web_editing_%20app_viability_assessment_final.pdf.
- December 2008: a Data Synchronization Mechanism was successfully developed via a project managed by Carver County and funded by MetroGIS.
- Current: Execution of a contract is pending to retain the firm of Applied Geographics to create a prototype web-based address points editing tool. This project is expected to be complete or well enough along by this coming September to begin work on developing the actual regional dataset, assuming data access policy expectations are agreed upon. Once the prototype is developed, outreach efforts are anticipated to begin to secure use of the application by local address authorities.

STATUS ON DIRECTION FROM COORDINATING COMMITTEE

At its March meeting (complete excerpt below), the Committee provided feedback on a data access policy concept suggested by the Address Workgroup and authorized the concept to be shared with the Policy Board for further direction, subject to compliance with the following conditions:

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

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

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

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

- Explain how the proposed web application will work with existing address creation operations. Share an expectation for how will the initial dataset will be populated. (*Concur*)
- Arrange for local address authorities to participate in the presentation and state why they believe the proposed regional solution will be value to them.

Status: Ben Verbick, LOGIS, and Joel Koepp, City of Roseville, will participate in the presentation to the Board

EXCERPT – MARCH 2009 COORDINATING COMMITTEE MEETING SUMMARY

5b) Regional Address Point Dataset – Access Policy Preferences

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

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

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

(Kotz's presentation slides can be viewed at

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

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

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

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

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

Slusarczyk asked how compliance with standards, specifically **data completeness and currency**, would be policed. Kotz commented that the reason for seeking active participation by address authorities to serve as the official source is that they have a business need for these data and, as such, compliance is not expected to be a problem. Several county members of Committee, who currently oversee similar operations, concurred. In response to the proposal that County involvement be optional, Slusarczyk added that he would **prefer that the counties have a role to oversee quality control**. Arbeit concurred that he believes that involving the counties in a quality control oversight role/some form of filter even if

no formal authority is involved to require change, will be important to ensure consistency, in particular, if this model catalyzes interest beyond the metro area.

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

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

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

METROGIS ADDRESS WORKGROUP

The Address Workgroup was the source of recommendation outlined above and considered by the Coordinating Committee in March 2009. Its members follow:

- David Brandt, Washington County
- Bob Basques, City of St. Paul
- Jim Bunning, Scott County
- Gordon Chinander, Metropolitan Emergency Services Board
- Will Craig, CURA
- Jeff Gottstein, Woodbury Police Dept.
- Pete Henschel, Carver County
- Deb Jones, City of Falcon Heights
- Joel Koepp, City of Roseville
- Bob Moulder, Hennepin County
- Johnathan Obermoller, City of Minneapolis
- Curt Peterson, Ramsey County
- Nancy Read, Metro Mosquito Control District (MetroGIS Coordinating Committee Liaison)
- Lyn Rohe, Scott County
- Brad Roman, Hennepin County
- Todd Sieben, Washington County
- John Slusarczyk, Anoka County
- Kent Tupper, Dakota County
- Ben Verbick, LOGIS (*consortium of 30+ metro area cities and 6 related local government interests*)



TO: Policy Board

FROM: Policy Board member Reinhardt (Co-chair MnGeo Transition Committee)
Staff Contact: Randall Johnson MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: MetroGIS Appointment to Minnesota Geospatial Advisory Council

DATE: July 13, 2009
(For the July 22nd Meeting)

INTRODUCTION

The Policy Board is respectfully requested to nominate an individual to represent MetroGIS's perspective on a newly created Minnesota Geospatial Advisory Council and authorize a letter of recommendation for this individual to be submitted from the Board to the Mn Department of Administration.

The nominee would then apply for appointment through the state's open appointments process.

CONTEXT

Up until this past May, no institution existed in Minnesota that had responsibility for fostering collaboration across sectors (local, regional, state government, and non government interests) to address shared geospatial needs. A mechanism also did not exist to effectively coordinate geospatial investments across state agencies.

These situations were remedied with the signing into law in May of the Legislation presented in the Reference Section. The former Mn Land Management Information Center (LMIC) was transformed by this Legislation into the Minnesota Geospatial Information Office, now referred to as "MnGeo".

Member Reinhardt co-chaired the committee of the Governor's Council on Geographic Information that assisted in drafting this Legislation. She also was responsible for advocating for MetroGIS to be cited as a named stakeholder institution in the membership guidelines for the new Minnesota Geospatial Advisory Council.

PURPOSE OF MNGeo STATEWIDE COORDINATING COUNCIL

The purpose of the Minnesota Geospatial Advisory Council is to "provide a forum for and promote inter-governmental and extra-governmental coordination efforts with respect to the needs of the geospatial community. It also provides **policy advice to stakeholders on implementing identified coordination opportunities.**" A conceptual overview of the organizational and reporting structure of the MnGeo governance bodies is presented in the Reference Section. A listing of powers and duties, as prescribed by statute, are also listed under Section II "State Statute" in Subd 8.

To quote Mike Dolbow, who is chairing the MnGeo Transition Advisory Team, "For nominees, we will be actively seeking out policy makers who are both interested and invested in this effort. We may not be able to find such members for all the stakeholder groups, but we are confident that MetroGIS will be able to provide such a member, given their history of success by following the same principles."

DISCUSSION

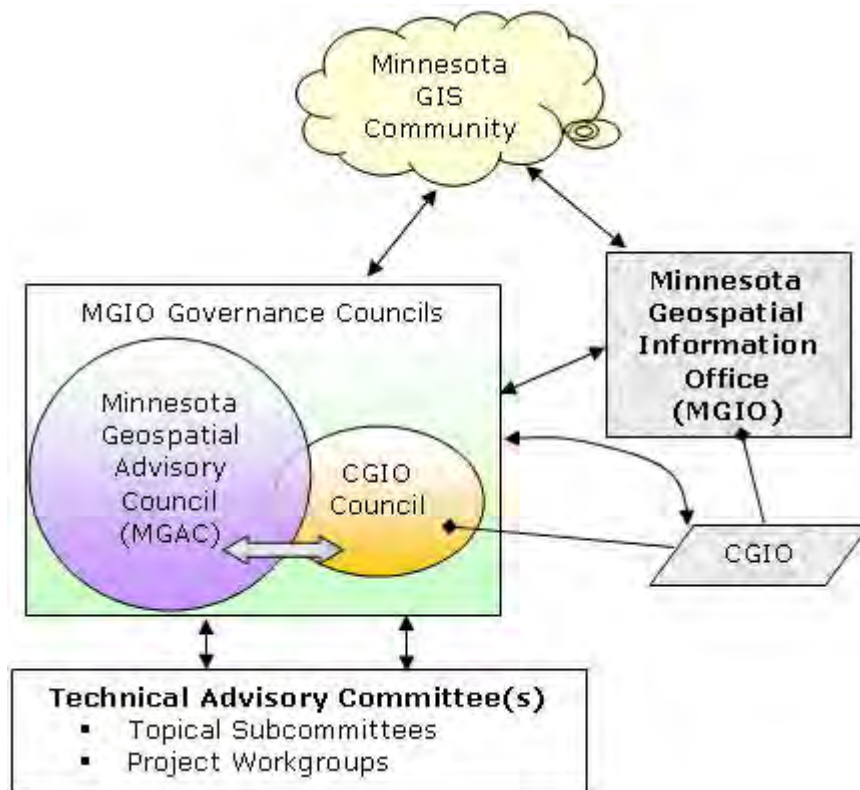
One of the reasons often pointed to for MetroGIS's successes is that policy makers have been engaged since its inception, providing political legitimacy and advocacy among their peers for policy changes critical to achieving the vision. Given the additional complexity of a statewide scope, individuals possessing these characteristics will be essential to achieving the desired cross-sector coordination. As such, the Policy Board should consider establishing a policy that a standing role of its Chair should be to serve as MetroGIS's voice on the Minnesota Geospatial Advisory Council.

RECOMMENDATION

That the Policy Board nominate an individual to represent the MetroGIS perspective on the newly created Minnesota Geospatial Advisory Council as a standing role of its Chair and authorize a letter of recommendation in this regard to be forwarded to the Mn Department of Administration.

REFERENCE SECTION

I. Organizational and reporting structure (of the MnGeo governance bodies)



This diagram provides a conceptual overview of the organizational and reporting structure of the MnGeo governance bodies, initially referred to as the MGIO. The label was changed at the suggestion of Legislators who found the previous MGIO label too vague and the words in the spelled out version to be difficult to remember.

The statewide council will report to MnGeo, and David Arbeit as Chief Geospatial Information Officer (CGIO) will serve as a nonvoting member on that Council. The Council will be supported by administrative staff from MnGeo. According to Mike Dolbow, co-chair of the MnGeo Transition Advisory Team, "As for perspectives sought, we continue to try and walk a fine line between wanting "policy maker" members but also wanting folks who will be invested in the outcomes and interested in the work. Other than what is spelled out in legislation and in the approved governance recommendations, we have not specified a "focus" for the council." A goal is to have this Statewide Council operational by October 2009. (*See Section III below for these guidelines.*)

A wiki site is available at http://www.mngeo.state.mn.us/pubwiki/index.php/MnGeo_Advisory_Councils to follow the creation of the MnGeo councils.

II. State Statute – Effective May 2009

(http://www.gis.state.mn.us/committee/MSDI/dte/SF208_MGIO_language_09May13.pdf)

Sec. 12. ADMINISTRATION

Sec. 55. [16B.99] GEOSPATIAL INFORMATION OFFICE.

Subdivision 1. **Creation.** The Minnesota Geospatial Information Office is created under the supervision of the commissioner of administration.

Subd. 2. **Responsibilities; authority.** The office has authority to provide coordination, guidance, and leadership, and to plan the implementation of Minnesota's geospatial information technology. The office must identify, coordinate, and

guide strategic investments in geospatial information technology systems, data, and services to ensure effective implementation and use of Geospatial Information Systems (GIS) by state agencies to maximize benefits for state government as an enterprise.

Subd. 3. **Duties.** (a) The office must:

- (1) coordinate and guide the efficient and effective use of available federal, state, local, and public private resources to develop statewide geospatial information technology, data, and services;
- (2) provide leadership and outreach, and ensure cooperation and coordination for all GIS functions in state and local government, including coordination between state agencies, intergovernment coordination between state and local units of government, and extragovernment coordination, which includes coordination with academic and other private and nonprofit sector GIS stakeholders;
- (3) review state agency and intergovernment geospatial technology, data, and services development efforts involving state or intergovernment funding, including federal funding;
- (4) provide information to the legislature regarding projects reviewed, and recommend projects for inclusion in the governor's budget under section 16A.11;
- (5) coordinate management of geospatial technology, data, and services between state and local governments;
- (6) provide coordination, leadership, and consultation to integrate government technology services with GIS infrastructure and GIS programs;
- (7) work to avoid or eliminate unnecessary duplication of existing GIS technology services and systems, including services provided by other public and private organizations while building on existing governmental infrastructures;
- (8) promote and coordinate consolidated geospatial technology, data, and services and shared geospatial Web services for state and local governments; and
- (9) promote and coordinate geospatial technology training, technical guidance, and project support for state and local governments.

Subd. 4. **Duties of chief geospatial information officer.**

(a) In consultation with the state geospatial advisory council, the commissioner of administration, the commissioner of finance, and the Minnesota chief information officer, the chief geospatial information officer must identify when it is cost-effective for agencies to develop and use shared information and geospatial technology systems, data, and services. The chief geospatial information officer may require agencies to use shared information and geospatial technology systems, data, and services.

(b) The chief geospatial information officer, in consultation with the state geospatial advisory council, must establish reimbursement rates in cooperation with the commissioner of finance to bill agencies and other governmental entities sufficient to cover the actual development, operation, maintenance, and administrative costs of the shared systems. The methodology for billing may include the use of interagency agreements, or other means as allowed by law.

Subd. 5. **Fees.**

(a) The chief geospatial information officer must set fees under section 16A.1285 that reflect the actual cost of providing information products and services to clients. Fees collected must be deposited in the state treasury and credited to the Minnesota Geospatial Information Office revolving account. Money in the account is appropriated to the chief geospatial information officer for providing GIS consulting services, software, data, Web services, and map products on a cost-recovery basis, including the cost of services, supplies, material, labor, and equipment as well as the portion of the general support costs and statewide indirect costs of the office that is attributable to the delivery of these products and services. Money in the account must not be used for the general operation of the Minnesota Geospatial Information Office.

(b) The chief geospatial information officer may require a state agency to make an advance payment to the revolving account sufficient to cover the agency's estimated obligation for a period of 60 days or more. If the revolving account is abolished or liquidated, the total net profit from the operation of the account must be distributed to the various funds from which purchases were made. For a given period of time, the amount of total net profit to be distributed to each fund must reflect the same ratio of total purchases attributable to each fund divided by the total purchases from all funds.

Subd. 6. **Accountability.** The chief geospatial information officer is appointed by the commissioner of administration and must work closely with the Minnesota chief information officer who shall advise on technology projects, standards, and services.

Subd. 7. **Discretionary powers.** The office may:

- (1) enter into contracts for goods or services with public or private organizations and charge fees for services it provides;
- (2) apply for, receive, and expend money from public agencies;
- (3) apply for, accept, and disburse grants and other aids from the federal government and other public or private sources

- (4) enter into contracts with agencies of the federal government, local government units, the University of Minnesota and other educational institutions, and private persons and other nongovernment organizations as necessary to perform its statutory duties;
- (5) appoint committees and task forces to assist the office in carrying out its duties;
- (6) sponsor and conduct conferences and studies, collect and disseminate information, and issue reports relating to geospatial information and technology issues;
- (7) participate in the activities and conferences related to geospatial information and communications technology issues;
- (8) review the GIS technology infrastructure of regions of the state and cooperate with and make recommendations to the governor, legislature, state agencies, local governments, local technology development agencies, the federal government, private businesses, and individuals for the realization of GIS information and technology infrastructure development potential;
- (9) sponsor, support, and facilitate innovative and collaborative geospatial systems technology, data, and services projects; and
- (10) review and recommend alternative sourcing strategies for state geospatial information systems technology, data, and services.

Subd. 8. **Geospatial advisory councils created.** The chief geospatial information officer must establish a governance structure that includes advisory councils to provide recommendations for improving the operations and management of geospatial technology within state government and also on issues of importance to users of geospatial technology throughout the state.

- (a) A statewide geospatial advisory council must advise the Minnesota Geospatial Information Office regarding the improvement of services statewide through the coordinated, affordable, reliable, and effective use of geospatial technology. The commissioner of administration must appoint the members of the council. The members must represent a cross-section of organizations including counties, cities, universities, business, nonprofit organizations, federal agencies, and state agencies. No more than 20 percent of the members may be employees of a state agency. In addition, the chief geospatial information officer must be a nonvoting member.
- (b) A state government geospatial advisory council must advise the Minnesota Geospatial Information Office on issues concerning improving state government services through the coordinated, affordable, reliable, and effective use of geospatial technology. The commissioner of administration must appoint the members of the council. The members must represent up to 15 state government agencies and constitutional offices, including the Office of Enterprise Technology and the Minnesota Geospatial Information Office. The council must be chaired by the chief geographic information officer. A representative of the statewide geospatial advisory council must serve as a nonvoting member.
- (c) Members of both the statewide geospatial advisory council and the state government advisory council must be recommended by a process that ensures that each member is designated to represent a clearly identified agency or interested party category and that complies with the state's open appointment process. Members shall serve a term of two years.
- (d) The Minnesota Geospatial Information Office must provide administrative support for both geospatial advisory councils. (e) This subdivision expires June 30, 2011

Subd. 9. **Report to legislature.** By January 15, 2010, the chief geospatial information officer must provide a report to the chairs and ranking minority members of the legislative committees with jurisdiction over the policy and budget for the office. The report must address all statutes that refer to the land management information center or land management information system and provide any necessary draft legislation to implement any recommendations.

EFFECTIVE DATE. This section is effective the day following final enactment.

Sec. 103. **TRANSFER OF ASSETS, EMPLOYEES, EQUIPMENT, AND SUPPLIES.** The existing funds, assets, employees, equipment, and supplies of the Land Management Information Center are transferred to the Minnesota Geospatial Information Office according to Minnesota Statutes, section 15.039.

Sec. 107. **REVISOR'S INSTRUCTION.**

In the next edition of Minnesota Statutes and Minnesota Rules, the Revisor of statutes shall substitute the term "Land Management Information Center" with the term "Minnesota Geospatial Information Office," wherever they appear in Minnesota Statutes and Minnesota Rules.

III. Geospatial Advisory Body Guidelines

Statewide Community Geospatial Advisory Body (aka Minnesota Geospatial Advisory Council)

Mission

The *Statewide Community Geospatial Advisory Body* advises the Minnesota Geospatial Information Office (MGIO) and the geospatial community on improving services statewide through the coordinated, affordable, reliable, and effective use of GIS.

Purpose

This body's specific purpose is to identify and review geospatial coordination opportunities and efforts that involve the broad community of geospatial stakeholders. This community consists of formal and informal organizations with geospatial interests from the following sectors:

- Federal, State, County, Local, Regional, and Tribal government
- Academic Institutions
- Private Sector
- Non-Profits

The body provides a forum for and promotes inter-governmental and extra-governmental coordination efforts with respect to the needs of the geospatial community. It also provides policy advice to stakeholders on implementing identified coordination opportunities.

Duties

This body advises and collaborates with the MGIO by performing the following duties:

- Review and recommend statewide standards and best practices in close coordination with the MGIO
- Determine and advocate for the interests and needs of the statewide community of stakeholders
- Identify public expenditures in geospatial data and technology that reflect the priorities of the geospatial community
- Advise non-state agency organizations and the MGIO on geospatial issues
- Represent the stakeholder sectors they are appointed from and serve as a liaison with their respective policy bodies
- Support the decision-making process for the MGIO by involving the relevant and affected parties

Membership

Members in this body should represent the stakeholder sectors listed in the Purpose section above. The Chief Geospatial Information Officer should be a non-voting member of this body. Members should be recommended to the Commissioner of Administration by appropriate stakeholder organizations through the Secretary of State Open Appointments process.

The table below serves **as an example membership** for this body consisting of 24 members (23 voting). The first column denotes the sector being represented. The second denotes an example group, organization, or agency that might represent that sector. The last column denotes an appropriate recommending stakeholder organization, sometimes specific to the example.

Sector	Example Group(s)	Recommended By	Qty
State Agencies	Dept. of Public Safety, Office of Enterprise Technology	MGIO's Agency Commissioner, State CIO (respectively)	4
Professional Organization	GIS/LIS Consortium	Consortium Board	1
Regional - Metro	Metropolitan Council	Metropolitan Council Chair	1
Regional - Non-Metro	Arrowhead RDC	MN Assoc. of Regional Dev. Organizations	1
Metro County	Hennepin County	Assoc. of MN Counties	1
Non-Metro County	Clay County	Assoc. of MN Counties	1
Metro City	St. Paul	League of MN Cities	1
Non-Metro City	Mankato	League of MN Cities	1
Higher Education	University of MN	U of MN President	1
Higher Education	MNSCU	MNSCU Chancellor	1
Education K-12	Mahtomedi S.D.	MN School Board Assoc.	1
Federal - USGS	USGS	USGS	1
Federal Agency - Non-USGS	Farm Services Agency	Federal Agency Heads	1
MN Tribal Entities	Leech Lake Band of Ojibwe	MN Indian Affairs Council	1

MN Non-Profits	1,000 Friends of Minnesota	TBD	1
Private Sector	ESRI, Inc.; Pro-West & Associates, Inc.	TBD	2
Other Organizations and/or Citizens	MetroGIS	MetroGIS Policy Board	3
Chief Geospatial Information Officer (Non-voting)			1
TOTAL			24

State Government Geospatial Advisory Body

Mission

The *State Government Geospatial Advisory Body* advises the Minnesota Geospatial Information Office (MGIO) on improving **state government** services through the coordinated, affordable, reliable, and effective use of GIS.

Purpose

This body's specific purpose is to identify, review, and recommend geospatial coordination opportunities and efforts that directly involve interactions among state agencies and offices. The body represents the interests of and communicates with all state agencies and offices. The following functions of state government should be considered when determining representation and communication:

- Basic Government
 - Government Support
 - Economic Development
 - Fiscal Management
- Defense and Public Safety
 - Military / Defense
 - Public Safety
 - Public Health
- Line Government Services
 - Transportation
 - Environment & Natural Resources
 - Human Services
 - Education

Duties

This body advises and collaborates with the MGIO by performing the following duties:

- Identify emerging opportunities, desired outcomes, and guiding principles to cultivate a strategic plan for the MGIO
- Review and recommend statewide standards and best practices in close coordination with the MGIO
- Identify public expenditures in geospatial data and technology that reflect the priorities of the geospatial community
- Identify and secure agency-specific resources to implement coordination opportunities when necessary
- Represent the state agencies and offices they are appointed from and serve as a liaison with their respective agency and office leaders
- Support the decision-making process for the MGIO by involving the relevant and affected state agencies and offices
- Review state agency coordination efforts and priorities and communicate impacts of coordination opportunities
- Coordinate state government GIS implementation under the guidelines of the state's IT architecture framework.
- Maintain open communications between state agencies and the broader statewide community

Membership

Members in this body should represent the state government functions listed in the Purpose section above. The body will be chaired by the Chief Geospatial Information Officer. A representative from the Statewide Advisory Body, appointed by the Statewide Advisory Body's chair, should be a non-voting member of this body. Members should be recommended to the Commissioner of Administration by appropriate state government agencies and offices through the Secretary of State Open Appointments process.

The table below serves **as an example membership** for this body consisting of 12 members (11 voting). The first column denotes the function being represented. The second denotes an example agency that might represent that sector.

The third column denotes an appropriate recommending agency commissioner or other leader in the case of that example.

Representing Function	Example Agency	Recommended By	Qty
Government Support	Office of Enterprise Technology	State CIO	1
Transportation	Transportation Department	Transportation Commissioner	1
Environment & Natural Resources	Natural Resources Department	DNR Commissioner	1
Other functions listed in Purpose section	Other State Agencies & Constitutional Offices	Agency Commissioners	5
	Legislature	Legislative Coordinating Commission	1
	State Judiciary	State Chief justice	1
Chief Geospatial Information Officer (CGIO)			1
Representative - Statewide Community (Non-voting)		Statewide Advisory Body Chair	1
		TOTAL	12



TO: MetroGIS Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 1000 Friends of Minnesota
Feature Services Workgroup Liaisons: Alison Slaats, 1000 Friends of Minnesota
David Fawcett, Mn Pollution Control Agency
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Fostering Partnerships Via Hosting a Contest – Concept Acceptance

DATE: July 14, 2009
(For July 22nd Meeting)

REQUEST

Concept approval is requested from the Policy Board to co-host a contest through which to identify prospective partnerships that address shared application needs.

CONTEXT

Expanding regional solutions to shared information needs beyond data to include applications and web services is a priority called for in both the 2005-2008 and 2008-2011 MetroGIS Business Plans. Three facilitated events have been made to identify specific shared application needs to act on this directive. Although substantive progress has been made, these attempts have been not produced the result hoped for – an idea(s) that executives of non government interests believe are worthy of investing their resources.

At the most recent event, held last November, the theme of making all data available via web services was identified as a priority need to facilitate the desired cross-sector partnerships. The workgroup formed to recommend a strategy to pursue this priority concluded that a novel, but tested, way to generate prospects and enthusiasm would be to host a contest that emulates the contest recently hosted by Washington D.C (below). The rationale is to leverage the entrepreneurial spirit and creativity of the marketplace to demonstrate the utility of applications that would meet the needs of others and thereby create public value if a wide range of publicly produced data were made available via web feature services.

The Washington D.C. contest involved an investment of \$50,000 (\$35,000 for prizes and \$15,000 to a firm to administer the contest.) The \$35,000 for prizes was deemed to be an investment in application development – payment for delivery of applications valuable to achieving Washington D.C.’s objectives for improving transparency with its citizens and leveraging of investments it made in data development and maintenance. The result was the submission of over 70 application proposals of which some 44, worth in excess of \$2.4 million were accepted for ongoing use. See the references cited in the Workgroup’s proposal (Reference Section) for more specifics on the proposals received.

PROPOSAL RATIONALE

The members of the proposing workgroup believe that if the proposed contest is successful progress would be made toward achieving MetroGIS’s vision that “*organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems*”. This outcome would be accomplished principally by publicizing the existence of spatial data services and encouraging/convincing public agencies to publish more spatial data services.

In publicizing the data, potential users are made aware of the data services and catalogs/portals, they see novel ways to bring different data sets together to add value, and they can learn how to do it themselves. For public agencies, they see the opportunity to meet public demands for data accessibility and government transparency. They can see examples of how they may actually save work by publishing the

data as services instead of manually responding to data requests. They may also recognize that they can’t afford to miss this opportunity for free publicity on their data and how they are meeting their mission.

COORDINATING COMMITTEE CONSIDERATION

On June 25th, the Coordinating Committee concurred with the workgroup's rationale and was intrigued by this proposal. It concurred that if such a contest is to be pursued it must be done right or not at all.

Therefore, given the novelty of the proposal, the Committee concluded that concept approval should be received from the Policy Board before asking the Workgroup to propose a project plan for how to actually proceed. If the concept is acceptable, the Committee agreed that the idea should be pursued as a 2010 initiative, provided funding can be secured from multiple sources. (Note to the Board: The proposal had been submitted as one of four proposals for funding as a 2009 Regional GIS Project - Agenda Item 5a.)

In addition to the important outcomes identified by the Workgroup, the Committee recognized that such a contest could also provide a valuable means to better understand the benefits (public value created) to public organizations of contributing their data to a geospatial commons through which non-government interests are able to use it in applications and in turn make the resulting information available to the community.

Committee members also agreed on two conditions which must be met for a proposal to be contest eligible: 1) the code for proposed applications/services must be sharable with anyone who wishes to use it and 2) the target data resources must be those available via MetroGIS DataFinder and the MnGeo Catalogue.

DIRECTION REQUESTED

If concept approval is granted, next steps would include reaching agreement on several major topic areas before the proposed contest can be pursued. These topics include:

- 1) Securing of partners willing and able to host it.
- 2) Deciding how much to invest and for what.
- 3) Determining how to incentivize inclusion of currently licensed data in the mix of data resources openly available during the contest.
- 4) Deciding on the evaluation criteria to judge proposals.
- 5) Securing a contest administrator.

Direction from the Board is requested to provide a framework from which to develop the specifics.

RECOMMENDATION

That the Policy Board:

- 1) Decide if hosting the above-described contest is an appropriate means to foster partnerships with other organizations and identify prospective opportunities to accomplish collaborative, cross-sector solutions to shared applications.
- 2) If yes,
 - a) Grant concept approval to MetroGIS participating in the hosting of a contest, with awards to successful submissions.
 - b) Offer advice on how to proceed with gaining partnerships with other organizations.
 - c) Offer advice on contest expectations and issue areas to address in the plan of action.
 - d) Direct the Coordinating Committee via its Web Feature Services Workgroup to propose a plan of action for its (Board's) approval.

REFERENCE SECTION

1. Excerpt – Summary June 25, 2009 Coordinating Committee Meeting

Item 5a – Regional Web Service / Application Recommendations

Feature Services Contest. Kotz noted that the proposed contest is modeled after a successful venture by Washington DC whereby a \$50,000 (\$35,000 for awards and \$15,000 to hire a firm to administer the contest) investment resulted in the development to over \$2 million worth of applications. According to Kotz, the members of the Technical Leadership Workgroup agreed that this is the most interesting project proposal received and that it holds a good deal of promise to help MetroGIS define partnering opportunities and promote the development of web services. David Fawcett, representing the project team, noted that partnering to share the costs of the contest seemed to be the best approach and that the contest could serve as a valuable mechanism to promote the value possible of producers making their data available via web service technology.

Kotz stated the recommendation of the Technical Leadership Workgroup is that MetroGIS pursue this idea but not until 2010 to provide adequate time to ramp up to it right. The appropriateness of using the Council's funding was also questioned. In response, David Fawcett, representing the project proposers, commented that no assumption had been made that the Council's funds would be the only source of funding.

Member Charboneau noted that he believed this idea had great promise to engage private sector involvement. The Staff Coordinator added that the concept also presented an opportunity to begin to better understand the benefits of public organizations contributing data to a geospatial commons that is of value to private sector interests to access to run in applications who in turn make the applications available to the public providing value to the community.

The members concurred that concept approval should be sought from the Policy Board at the July meeting and that, if received, this idea should be pursued as a 2010 work objective as suggested by the Technical Leadership Workgroup.

Motion – Bring the idea of a web feature services contest to the Policy Board for discussion.

2. Excerpt: MetroGIS Feature Service Workgroup's May 29, 2009 Report to the MetroGIS Coordinating Committee

Charge: The purpose of this workgroup is to recommend a response to the need to have OGC-compliant **feature services available for all geospatial data and to more easily make feature services available in a secured environment**. The workgroup also asked that "given that several organizations are already serving WMS and WFS datasets, is this need partially met, or are those services not meeting the need? What else is needed?"

Workgroup Participants:

P = Participant/Advisor, L = Leader/Champion

Name	Organization	E-mail	Role
Gordon Chinander	Metropolitan Emergency Services Board	gchinander@mn-mesb.org	L
Alison Slaats	1000 Friends of Minnesota	aslaats@1000fom.org	L
Brian Huberty	U.S. FWS	brian_huberty@fws.gov	P
Bob Basques	City of St. Paul	bob.basques@ci.stpaul.mn.us	P
Mike Dolbow	MN Department of Agriculture	mike.dolbow@state.mn.us	P

David Fawcett	Minnesota Pollution Control Agency	david.fawcett@state.mn.us	P
Brian Fischer	Houston Engineering, Inc.	bfischer@houstonengineeringinc.com	P
James Bunning	Scott County	jbunning@co.scott.mn.us	P
Jessica Deegan	Metropolitan Council	jessica.deegan@metc.state.mn.us	P
Scott Freburg	MDE	scott.freburg@state.mn.us	P
Sonia Dickerson	MNDOT	sonia.dickerson@dot.state.mn.us	P

Meetings:

- March 6, 2009 (7 people attended)
- May 28, 2009 (4 people attended)
- Additional report review via email

Workgroup Charge

Clarification of workgroup charge

The original charge (see above) asks if this need is a real need since some WMS and WFS are already available. This workgroup confirms that while some datasets are available via WMS and WFS, this is a real need and there is much room for improvement in feature services. This workgroup has focused its response to this need on the following specific issues:

- The identification of currently available image and feature services with the goal of including them in the MetroGIS-funded a service catalog, GeoServices Finder (<http://www.lmic.state.mn.us/GeoServiceFinder/>).
- Outreach to data providers to encourage them to publish their datasets as feature services as well as listing them in a service catalog. Also, outreach to data providers will encourage data producers to output datasets in KML (Keyhole Markup Language), a new OGC format that is widely used by geospatial viewers and web clients.
- The promotion of data services availability. We would like to promote the use of data services by making sure people know the catalog and the services exist. We believe there maybe a group of potential service consumers that do not know these resources are available.
- The clarification of users of feature services. The workgroup was unsure of the full range of users of feature services. We would like to clarify who users are and so their needs may be better understood.
- The clarification of user needs for data content in data services and of user needs for service format. In order to add and improve data services, the workgroup would like to learn more about services users need.

Stakeholders

The stakeholders interested in feature services are both data users and data providers and encompass a wide range of types of organization including

- government agencies
- private sector / consultants
- non profit organizations
- public and non-GIS users (we think the need is there from this set of users, but is difficult to quantify)

Relationship to other defined MetroGIS needs and key datasets

The need for improved and expanded feature services directly relates to other MetroGIS needs and datasets. First, because feature services are a now a key, and expected, method of data delivery, they are required to deliver the MetroGIS datasets identified by information needs process. In addition, newer MetroGIS needs for delivering geospatial information via applications will probably rely on data services as a building blocks for application development.

Workgroup's Recommendation

To meet the needs described above, the workgroup recommends holding a public contest where participants would create Web mapping applications that utilize a minimum number of Web feature services listed in the MetroGIS or LMIC data service catalogs. The **use of a competition** to promote existing data services and encourage partners to publish new services has been used **successfully** by the **District of Columbia** and the US federal government, and new initiatives are going forward in **New York, Toronto, Finland and Belgium**.

The workgroup proposes that this contest will be a tangible measure of MetroGIS's vision that "organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems".

Specific goals of the contest

- Expand the universe of data published as web feature services and increase the number of service formats/standards that services are published in.
 - Encouragement of data providers to publish their data as feature services and to document it as available through existing catalogs
 - Data providers could be government agencies, but could include other data providers including the private sector.
- Promote the use of MetroGIS (and other) GIS data, and leverage previous investments in DataFinder and GeoServices Finder by making more people aware of the data catalogs.
 - The huge value of GIS data that is created by MetroGIS (and other) participants would be promoted and known by a wider set of people
 - GeoServices Finder and DataFinder already exist as catalogs for data and data services. This proposal would pay for additional population of those MetroGIS-funded resources.
- Refine needs for MetroGIS data, data services and data services formats
 - By requiring entries into the contest to complete an application form, we could ask a series of very specific questions with the goal of obtaining information about the organization and its data needs. Example questions could include:
 - What type of organization are they/what sector do they represent?
 - What function does their organization server?
 - What services that are not currently available would they like to see?
 - How does the free access to this data help their organization? Can this be quantified as a \$ savings?
 - How does their application help the Twin Cities metro area, its citizens and economy? Can this be quantified?
- Obtain useful and new applications based on GIS data
 - By requiring entries to submit their code, MetroGIS could realize a huge benefit in applications that are based on GIS data that could never be accomplished on their own. For comparison, the first Apps for Democracy held in Washington DC contest yielded 47 web, iPhone and Facebook apps in 30 days - a \$2,300,000 value to the city at a cost of \$50,000.
 - We may receive submission of applications that use GIS data in revolutionary ways that have not yet been thought of by the MetroGIS community.
 - We would require submission of source code data as a requirement of the contest, so application could be evaluated for meeting ongoing MetroGIS needs and used as needed.

Key participants & Use of existing resources

As partners in this solution, we anticipate using existing MetroGIS-funded resources as key participants for success.

- GeoServices Finder and DataFinder already exist as catalogs for data and data services. This proposal would build on these existing resources with the intention of adding additional content.
- Some data producers may not have the capacity to host a feature service of their data. We propose these options as a solution:
 - DataFinder already exists as mechanism for distribution of GIS metadata and data (see: <http://www.datafinder.org/help/index.asp#contribute>). We would encourage data producers to work with DataFinder staff to serve data as data services as

- Other partners maybe available via existing relationships, such as joint powers agreements, that may allow one organization to host services for another.

Costs

We recommend funding this project at \$24,000 and recommend using a Request for Bids process to allow the workgroup to clarify the scope of the project and to minimize burden on responding bidders.

We anticipate the rough breakdown of costs to be as follows:

%	task
20 %	outreach – to populate service catalog with existing services and to provide outreach to encourage other services to be created and cataloged
70 %	administration of contest (including setup, rule creation, judging, legal considerations etc.), collection and summary of needs collected as part of competition; collection of application code from contest.
10 %	content prizes

An initial timeline to be followed would be as follows:

- Outreach – Fall 2009)
- Contest Set up – Fall/Winter 2009
- Contest – early 2010
- Contest wrap up (summary of entries, code collection etc) – Spring/Summer 2010

References:

Other similar contests:

1. Apps for America – competition to use data available at data.gov.
 - <http://sunlightlabs.com/contests/appsforamerica2/>
2. Apps for Democracy
 - General site: <http://www.appsfordemocracy.org/>
 - all apps created are here: <http://www.appsfordemocracy.org/application-directory/>



TO: Policy Board

FROM: Chairperson Reinhardt
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Change October Meeting Date

DATE: July 13, 2009
(For July 22nd Meeting)

REQUEST

The Policy Board is respectfully asked to change its October 2009 meeting date from the 28th to the 14th.

DISCUSSION

In June, a conflict with the currently scheduled October 28th meeting date was identified and shared with Chairperson Schneider for direction. He asked staff to query the members by email as to their preference for rescheduling the meeting to earlier in the month of October. The survey was conducted the week of June 22. The option of October 21 was found to conflict with the Mn State Mn GIS/LIS conference, therefore, meeting on October 14 (or sometime that week) is suggested.

Rescheduling the Board's October meeting to the 14th (or sometime that week) would work better than meeting later in the month because the earlier meeting date would provide more time to capture any 2009 project funds as yet uncommitted. A standard practice at the October meeting is to request Board approval to use uncommitted funds in ways not anticipated when the budget was adopted as part of the standard year-end reporting that occurs at the October meeting.

A Board meeting two weeks earlier than typical works this year because the Coordinating Committee is also holding its September meeting two weeks earlier than in the past. Generally, four weeks of separation between the Committee and Board meetings is provided to ensure adequate time to prepare the agenda materials and around a week for the members to review the materials before the meeting.

RECOMMENDATION

That the Policy Board members change its October 2009 meeting date from the 28th to the 14th.



TO: Policy Board

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

SUBJECT: Major Activity Update

DATE: July 3, 2009
(For the July 22nd mtg.)

INTRODUCTION

Since the Policy Board last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet.

PROJECT SPECIFICS

A) NEXT-GENERATION REGIONAL STREET CENTERLINE SOLUTION

Permission has been received from Metropolitan Council management to pursue negotiations with NCompass/TLG as a sole source contractor. The Council's current street centerline data access contract with NCompass (TLG) expires in December. Negotiations with NCompass began on July 6. A second meeting is planned for July 29. Several enhancements to the current specification are being explored.

B) PERFORMANCE MEASUREMENT PLAN UPDATE

A project was project launched in May, in accordance with the 2009 work plan, to update MetroGIS's performance measures to align with the outcomes defined in the 2008-2011 MetroGIS Business Plan. KLD Consulting (Kathie Doty, principal) is the lead support. Ms. Doty was the principal drafter of the current Performance Measurement Plan that was adopted in 2002. A meeting was held with technical support on July 2 and with Committee leadership on July 10. A draft plan is scheduled to be shared with the Coordinating Committee at its September meeting. The Committee's recommendation is scheduled to be considered by the Board at its October meeting.

C) 2008 REGIONAL GIS PROJECTS

- **Address Editing Tool (Technical Leadership Workgroup, Project Lead)**
Applied Geographics (Boston) was selected last fall to develop the proposed Address Editing Tool. The funding agreement had not been drafted as of this writing. Agreement has been reached with the contractor to permit collar counties to host the application if they choose to do so. This provision was sought to act on the goal to improve interoperability with jurisdictions that adjoin the metro area. (See Item B for a related action.)
- **Landmark Names Extension to Geocoder Service (Mosquito Control District, Project Lead)**
Submitted by Nancy Read, Project Manager.
 1. The current geocoder web service is in full operation, hosted on a server at MGIO (LMIC), and received 97,000 hits in April (many grouped, apparently from batch use). We are still working on some small upgrades to improve performance on odd names, and fixed a problem in the JSON format return. We are also still working on automating data updates.
 2. There continues to be interest in the Open Source community in additional development of the PAGC geocoding software we are using in the web service.
 3. A detailed project proposal for adding the capability to do Landmark/Point of interest lookup to the existing Geocoder web service (and adding it to PAGC) was received from Walter Sinclair, the main programmer for PAGC, and MMCD has entered into a contract with him to add this capability, using MetroGIS 2008 project funds.
 4. There is both local and international activity in examining existing file structures for various sources of Landmark / Point of Interest names and locations, and this effort is going on simultaneously with the addition of this capability in the web service.

5. We are exploring additional sources of time and/or funding to make some of the improvements listed above and support long-term development of PAGC. Further information was included in the Geocoder request to the TLW.

- **Mailing Label Web Service (Dakota County, Project Lead)**

The project was withdrawn because a contract could not be offered by April. A backlog of work in the Council's legal department precluded their work on drafting of the required contract.

D) STREAMLINING DATA ACCESS FOR EMERGENCY RESPONDERS

The workgroup has not met since January, awaiting legal direction from the Metropolitan Emergency Services Board's attorney on topics including.

- 1. Conventional Data Distribution Rules (CDDR)**

- a. Define special circumstances where CDDR do not apply

- 2. "Good Samaritan Law "**

- a. Does this law apply to data distribution (liabilities)

- 3. Liability issues**

- a. How can they be addressed

See Attachment A for an updated on the related work of the State's Emergency Management Workgroup.

E) DOCUMENTING BENEFITS AND ORGANIZATIONAL STRUCTURE FOR CROSS-SECTOR, SHARED POWER ENVIRONMENT

Over the course of three meetings in March and April, the Staff Coordinator explored interest with John Bryson and Francis Harvey of the University of Minnesota faculty to foster interest among their colleagues in the academic community and explore organizational/ governance structures appropriate for a cross-sector, shared power environments. Interest is also being explored with Will Craig, Zorica Nedovic-Budic, University of Illinois, and Ric Dugger, University of Florida, as well as David Schell, Chairman of the Open Geographic Consortium. Groundwork for this idea was laid during interviews of MetroGIS leadership conducted by Professor Bryson over the past couple of years. It was agreed that a practical way to proceed would be to host a workshop for several individuals active interested in this topic area from around the country to explore options. Fall 2009 was briefly considered but since a funding source could not be secured by the time they left the area for the summer, work on the idea has stalled. See Attachment B for a summary of conclusions that provide additional context for the importance of this project.

The Staff Coordinator also met with Professor Laura Kalambokidis, an economist at the University of Minnesota that Professor Bryson suggested as a resource. The meeting was requested to determine if her interests aligned with the expertise needed to quantitatively document benefits realized from a geospatial commons. We agreed to stay in touch as the project concept is refined.

F) UPDATES FOR SOCIOECONOMIC DATA SOURCES-

Submitted by Will Craig, Associate Director CURA

I have been working hard to add new data sources to DataFinder. This work has been inspired and funded by the Transitways Impact Research Program I briefly describe that program in the Introduction of the attached document (See Agenda Report 7, Item F-4), but more complete information is available at

<http://www.cts.umn.edu/Research/Featured/Transitways/documents/OnePagerProgram.pdf>

I am nominating 9 new data sources and 2 new data categories to our Socioeconomic Resources guide - http://www.datafinder.org/mg/socioeconomic_resources/. They are listed on the last page of

the above-referenced document. Amy West (content manager for the Socioeconomic Resources guide) is looking at the details now.

In addition, we will be replacing the defunct DataPlace reference on the home page with 4 local comprehensive sites:

<!--[if !supportLists]-->♦ <!--[endif]-->[Twin Cities Compass](#) presents **key indicators** in nine different areas: e.g., economy and workforce, housing, public safety, environment. Disparities are shown across central cities and suburbs, races, etc.

<!--[if !supportLists]-->♦ <!--[endif]-->[M3D](#) is based on workplace/residence connections, but includes significant other information about economic activity and services across the region and state.

<!--[if !supportLists]-->♦ <!--[endif]-->[MetroMSP](#) provides GIS-based access to commercially produced data about demographics, businesses, employers, and available commercial properties through user defined searches within the region.

<!--[if !supportLists]-->♦ <!--[endif]-->[Metropolitan Council GIS Site](#) provides access to an interactive mapping tool with many layers of data available. The site also provides access to Council data and reports about the region and its municipal components.

G) RFP TO SECURE SUPPLEMENTAL PROFESSIONAL SERVICES

The 2009 MetroGIS “foster collaboration” budget allocates funding to acquire supplemental professional services, to support a variety of project responsibilities, through outsourcing. A draft scope of work for a proposed multiple-year contract was accepted early June clearing the way for work on the required RFP document to move forward. See Agenda Item 5c for the projects planned in 2009 that require these supplemental support services to proceed. The proposed contract would replace the 5-year contract with the firm Richardson Richter Associates that expired this past December. The draft scope will be shared with MetroGIS leadership following the outcome of Agenda Item 5c, which involves refinement of work priorities.

ATTACHMENT A

Statewide Emergency Preparedness Data Project

June 8, 2009

Below is a brief summary of our FGDC CAP Structures grant activities since my last report.

Best regards,

John Hoshal, LMIC

=====

Grant Status:

Because of events like the Red River floods, Land Management Information Center (LMIC) staff and Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee (EPC) members were not able to dedicate the time necessary to complete the CAP grant in the timeframe originally agreed to. In late April, LMIC and the EPC sought and received from the FGDC a no-cost extension of the ending date of the agreement to November 30, 2009.

Notable Meetings:

1. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee members and staff from the Department of Natural Resources, Metropolitan Mosquito Control Board and LMIC met in April to discuss a possible joint effort to create a web-based structures maintenance tool. The application(s) could potentially support elements of DNR's Firewise program, the CAP grant and possible MetroGIS initiatives. It would provide data providers/custodians a secure toolbox for verifying, enhancing and adding new structures data.

Presentations:

Though not entirely devoted to the CAP Grant, the grant was identified during these presentations:

4/22/09 – Geospatial Information & Technology Association (GITA) conference, Tampa, Florida. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee members Steve Swazee and John Hoshal presented, *"Providing Situational Awareness to the Republican National Convention and Beyond"*.

Other:

1. We continue to assist TechniGraphicS (TGS). TGS has worked with LMIC and other GIS contacts in Minnesota to collect structures data for HSIP Freedom. Freedom data (fire stations, hospitals/clinics, and police stations – 2007 release) will serve as foundational data for the CAP project with subsequent review by local authorities. For more information about HSIP Freedom see:
http://www.nsgic.org/hottopics/hsip_ci_geospatial_data_sharing_program_121806.pdf

ATTACHMENT B

CONTEXT

EXPLORING ENHANCEMENTS TO METROGIS'S ORGANIZATIONAL STRUCTURE

The following information provides context for the idea explored in Item F of hosting a forum to explore enhancements to MetroGIS's organizational structure that are capable of overcoming resource and governance limitations inherent in the current structure.

- The National Geospatial Advisory Committee has recognized that a new form of organizational structure will be needed to achieve the vision of the NSDI; a structure consistent with governing in a cross-sector, shared power environment. A subcommittee of the NGAC has been tasked with investigating options to address this need.
- The Staff Coordinator serves on this subcommittee given similarities with support and governance issues faced by MetroGIS (see next page for a chart that highlights talking points used to explore options for Professor John Bryson. Although reliance upon the Metropolitan Council to support MetroGIS's "foster collaboration" function has worked well for some time, the current situation is one where the opportunities for collaboration have expanded and become more complex (i.e., service oriented architectures), while support resources to act on them have diminished. These resource constraints, manifested in the inability to secure a Technical Coordinator and the general lack of resources needed to accomplish priority work objectives, have been recognized by MetroGIS leadership as a concern for over a year. A broader support base has been encouraged by the Policy Board through adoption of the strategy to seek out partnerships with non-government interests. Such additional resources are needed to ensure that collaborative opportunities are acted on in a timely fashion and in ways relevant to changing stakeholder needs.
- Addressing the need for additional support resources may also require modifications in the current organizational structure. Working through the unique organizational/governance structure that was created by MetroGIS to foster and support cross-sector collaboration has resulted in substantial gains in efficiencies and improved working relationships. Notwithstanding, these significant achievements and the accompanying public value created, the current structure has weaknesses that must be resolved to sustain and build upon the collaborative solutions that are in place.

For instance, solutions to shared needs that rely upon service oriented architectures will require inter-organizational dependencies that the current voluntarily organizational structure will not be able to effectively manage. Addressing this constraint is a national need fundamental to achieving the vision of the NSDI. Addressing this constraint will also holds promise for MetroGIS's efforts to attain greater efficiencies than currently possible.

MetroGIS: Current Functions, Public Value Created, Desired Improvements and Contraints to Achieving Desired Improvements

Current Core Functions (2009)		Deliverables/ Strategies		Public Value Created			Measures of Success (Intermediate Benefits)		Preferences / Desired Improvements (Staff Coordinator's ideas to catalyze discussion)		Limitations and Constraints (Staff Coordinator's ideas to catalyze discussion)	
				High-Level Public Purposes								
Forum for defining and endorsing collaborative "regional" solutions to shared geospatial needs (Fostering Collaboration) <u>Build once, share many times</u>	Endorsed regional applications & web services (e.g. geocoder)							Streamlined and standardized data access protocol	Be certain of ability to sustain relevance to changing geospatial needs of the stakeholder community (e.g., able to continue to create public value by achieving effective solutions to shared geospatial data and applications needs)	Limits of relying upon volunteers near, possibly reached, with current participants	Inability to secure resources to add a Technical Coordinator to the MetroGIS Support Team	
	DataFinder/ GeoServices Finder						More efficient use of resources through reduction of duplicative costs	Rapid discovery and access to trusted data and web services produced by others (Have data needed, in form needed when needed)	Have partnerships with non-government interests to improve cost effectiveness of solutions to shared geospatial needs	-Current governance model not sufficient for cross-sector funding. -Difficult to adjudicate complex policy differences via a voluntary, consensus decision structure		
	Endorsed regional datasets/ web services						More efficient and effective core stakeholder operations	Enhanced effectiveness for cross-jurisdictional decision making	Have organizational structure consistent with managing "service level agreements" in a cross sector environment (e.g. web service dependencies)		Difficulty defining shared geospatial needs that cross sectors (e.g., actionable partnership opportunities)	Inconsistent intellectual property rights preferences (e.g., fee for non-gov't access to parcel data)
	Standards / Best Management Practices							Interoperability of framework data (regional solutions) across the region and among the regional solutions	Secure funding from multiple organizations for on-going "foster collaboration" costs (e.g. cross sector needs assessment, defining solutions, monitoring effectiveness)	Shared funding of on-going "foster collaboration" costs inconsistent with current budget policies		
			Enhanced stakeholder capacity to carry out their respective obligations/functions (Improved cost effectiveness for the taxpayer)	Stakeholders able to more effectively address real world issues important to the citizens of the Minneapolis-St. Paul metropolitan area (Improved decision making)				Applications and services that address cross sector geospatial information needs	Demonstrate public value that could be realized if geospatial commons were the norm for framework data vs. continued use of cost recovery policies			
Forum for knowledge sharing	Partnerships in place that leverage available resources						Expanded participation by users, contributors and jurisdictions adjoining the Twin City metropolitan area	Improved understanding by policy makers of value of GIS technology as an essential business tool and benefits of partnering	More fully leverage interdisciplinary, cross-sector know how	Outreach resources are limited		
	Enhanced understanding of options						Expanded resource availability through partnering	Broad base of support among elected officials and senior administrators	Achieve widespread political champions (acknowledge public value created) and continued support during transitions in stakeholder leadership			
	Improved working relationships and understanding of others' needs						Enhanced and broadened understanding of the region	Good coordination occurs and endures	Have interoperability of regional solutions with data resources of adjoining jurisdictions			
Linkages with initiatives seeking similar objectives	Leverage lessons learned elsewhere											
	Catalyze statewide policies needed to achieve local objectives						Leverage resources beyond local area	Part of something bigger	MetroGIS is part of an integrated "Minnesota" / "national" organizational structure tied to NSDI operations, as if a virtual enterprise	Need to distinguish "national" from "federal" and "state" from "statewide"	Lack of state of Mn policy mandate	Lack of national policy mandate
	Influence state and national geospatial policies											



TO: Policy Board

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

SUBJECT: Information Sharing

DATE: July 5, 2009
(For the July 22nd meeting)

Announcements and information provided by individuals other than the Staff Coordinator are so noted.

A) NEWLY CREATED MN GEOSPATIAL INFORMATION OFFICE (MnGeo) OPERATIONAL

Source - GIS/LIS E-News: The Minnesota Geospatial Information Office (MnGeo) came into being May 17th, 2009 – the day after the Governor signed the State Agency funding bill into law. The legislation charges MnGeo with providing coordination, guidance, and leadership for the state’s geospatial information responsibilities, and with planning the implementation of Minnesota’s geospatial information technology. Over the next few months, the Land Management Information Center (LMIC) will transform into the new MnGeo, with LMIC’s budget, staff, equipment and other resources already transferred to the new office.

David Arbeit was appointed Commissioner of Administration as the State Chief Geospatial Information Officer (GIO) – the first for Minnesota – on June 24th. He will lead the new office and report to the Commissioner of Administration. Key to the success of MnGeo will be two advisory boards, one focused on state government and one on the broader statewide community (*see Agenda Item 5e for more information*), which will provide advice and recommendations for improving the operations and management of geospatial technology across government. MnGeo is the culmination of a lot of work by many people over the years; its creation recognizes the growing importance of geospatial technology and information to the state, as well as the necessity of proactively managing this information.

B) NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC):

May 12-13 Meeting: The complete summary for the May 2009 NGAC meeting can be viewed at <http://www.fgdc.gov/ngac/meetings/may-2009/may-2009-ngac-meeting-summary.pdf>. The main focus of the meeting involved developing key points to be covered in a National Geospatial Policy/Strategy and defining potential roles of NGAC in supporting development of National Geospatial Policy/ Strategy. (See Attachment A for the specifics.)

Prior to the August 26-27, 2009 Meeting:

All members will have an opportunity to:

- Participate in a survey to prioritize possible actions identified during discussion sessions
- Provide comments and suggestions on potential revisions to Executive Order 12906 (authorized FGDC and NSDI)

Subcommittees:

- Economic Recovery Subcommittee will provide draft conclusions to address concerns raised at the February meeting regarding the submission of four uncoordinated proposals from the Geospatial Committee
- Partnerships Subcommittee will review results of Call for References and provide draft findings and explore developing a sample scenario of theme-based procurement to examine

limitations of current procurement approaches (potential themes – parcel data, transportation)

- Governance Subcommittee is developing a series of metrics to apply to the current NSDI apparatus in an attempt to clearly define issues that need to be resolved to realize the vision of the NSDI. These measures will encompass four broad categories: big issues facing society, geospatial data, technology, and organizational structure.
- USGS is preparing white paper on current activities and future direction of The National Map (TNM) program. The TNM Subcommittee will review draft paper, then the paper will be provided to NGAC for discussion at August NGAC meeting.

Call for Appointment to Serve on the NGAC: A call has been published for applications from individuals who wish to be appointed to serve on the NGAC. The terms for half of the original members (14) expire in January 2010. Hennepin County Commissioner Johnson (county interests) and the Staff Coordinator (regional interests) currently serve on this 28-member committee. See Attachment B for the stakeholder interests for which appointments will be sought.

C) STATUS OF REQUEST OF GCGI REGARDING RECOMMENDATIONS FROM METROGIS

Rick Gelbmann, Chair of the Governor's Council on Geographic Information provided an overview of the GCGI's intentions to the Policy Board on April 22nd. See Attachment C for the letter from Mr. Gelbmann that summarizes these intentions. The GCGI committee responsible for developing the recommendations called out in the attached letter are expected to provide an update at the June 24th GCGI meeting.

D) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1) Articles / Presentations - none

2) Publications:

Understanding Strategic Planning and the Formulation and Implementation of Strategic Plans as a Way of Knowing: The Contributions of Actor-Network Theory.

Case Study about MetroGIS by Professors John Bryson, Barbara C. Crosby and; John K. Bryson - University of Minnesota and University of California-Riverside, published in the International Public Management Journal, International Public Management Journal, 12:2,172 — 207.

Downloadable at <http://www.informaworld.com/smpp/title~content=t737963440>.

E) OTHER RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. New Statewide Standards – The National Grid and CTU

The Minnesota Governor's Council on Geographic Information has adopted two new state geospatial standards. For more information, contact Mark Kotz at mark.kotz@metc.state.mn.us or 651-602-1644.

▪ U.S. National Grid

The purpose of this state standard is to encourage the use of the United States National Grid (USNG) on all appropriate map products in the state and to specify how the USNG should be presented on maps when it is used.

The USNG provides an efficient way to specify location information at different levels of detail anywhere in the United States. It is based on a universally defined geographic coordinate and grid system. It is intended to improve interoperability across all national jurisdictions especially in crisis situations. It is also intended to help people use location services such as GPS in conjunction with printed maps to find and communicate location information.

See the [U.S. National Grid resources page](#) of the GCGI Emergency Preparedness Committee.

▪ Codes for the Identification of Cities, Townships and Unorganized Territories

The purpose of this standard is to provide a single, common coding scheme to identify all cities, townships and Census Bureau-defined unorganized territories in Minnesota. It is intended to be used primarily when data are being transferred between a state agency and some external customer.

This standard provides a set of codes that uniquely identify more than 2700 cities, townships and unorganized territories (CTUs) within the state of Minnesota. These codes originate from the U.S. Geographic Names Information System and are recognized as a formal federal standard. This standard is important to all developers of public databases containing information about cities, townships and unorganized territories in Minnesota. All Minnesota CTU codes are available for searching or download from the [Minnesota CTU Database page](#).

2) Transitway Data Management Project

See Attachment D.

3) Dakota County – Summer GIS Office Newsletter

The newsletter can be viewed at

<http://www.co.dakota.mn.us/Departments/GIS/Newsletter/Summer2009GIS101MapsAsIndex.htm>.

The article “*Maps, They’re Not Just for Directions Anymore*” is well written. The message is important for policy makers to understand going into conversations about return on investment/benefits regarding investments in geospatial technology

4) Protected Lands Initiative

1000 Friends of Minnesota is teaming up with Wilder Research, MN DNR, Embrace Open Space and other organizations to discuss how a protected lands database could be created and maintained. The vision for this project is to work in a collaborative manner to develop a system for tracking and reporting the protection status of natural lands in the Twin Cities metro area. The hope would be that the core of this system would be a GIS data layer that includes “protected” parks and other natural lands that the dataset would be regarded as high quality and that contribution and use of data would be by a wide range of agencies, non-profits and local units of government.

Currently, the team is planning a kick-off meeting of about 30-40 key stakeholder attendees to ascertain level of support, build buy-in, and obtain input. The date for this meeting is not set, but anticipated for this summer. Please speak to Sally Wakefield (swakefield@1000fom.org) or more information.

5) Cycloplan project to begin

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

The Cycloplan project will test the use of another kind of web application (geo-wiki) as a means to share geographic information in the region. The project will also test methods for collaboratively collecting linear data just as the address points project tests collaboratively

collecting point data. Future geo-wikis could be used to gather information on other linear features such as functional class roadways.

F) OTHER RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1) OGC Forms a Spatial Law and Policy Committee (www.opengeospatial.org)

The Board of Directors of the Open Geospatial Consortium (OGC) has chartered a committee of the Board to specifically address the “spatial law and policy issues” which will influence development requirements of the Consortium's technology process. The Spatial Law and Policy Committee (SLPC) will be chaired by OGC director and Executive Committee member, Kevin Pomfret, and will be organized under board leadership as an educational forum to include both select member and community participation.

In the past, legal issues associated with spatial data and technology were primarily a concern for lawyers that worked with or for the government. Now, both public sector and private sector users and providers of geospatial data and technologies face a wide range of legal issues associated with growth in consumer and business applications for spatial technology. Such applications include Earth browsers, satellite navigation devices in cars and PDA's, location-based services associated with cell phones, business intelligence, social networking and satellite tracking of vehicles and equipment. All of these applications raise issues that involve intellectual property rights, liability, privacy, and national security. In many cases, the existing legal and policy framework is inadequate to provide governments, businesses and consumers clear guidance on these issues

2) Where And How Is Policy And Governance Connecting To The Geospatial Community And What Are The Challenges?” <http://vector1media.com/vectorone/?p=530>

3) Data.gov Challenge

The Federal CIO, Vivek Kundra, has launched Data.gov, to open up the workings of government by making economic, healthcare, environmental, and other government information available on a single website, allowing the public (non-government interests) to access raw data and transform it in innovative ways. A one-stop shop for free access to data generated across all federal agencies., the Data.gov catalog will allow the American people to find, use, and repackage data held and generated by the government. This proposal is modeled after the Apps for Democracy contest started by Kundra when he was with the CTO for the District of Columbia. The Apps for Democracy program generated over 2.3 million worth of applications with a \$50,000 investment by leveraging the creativity of the organizations serving the DC area. See Agenda Item 5a for a proposal to replicate this technique herein the Twin Cities to catalyze the identification of partnered applications opportunities.

ATTACHMENT A

COMPONENTS OF NATIONAL GEOSPATIAL POLICY STATEMENT (Preliminary Listing Created by the NGAC at its May 2009 Meeting)

(Following the meeting, NGAC Members were asked to suggest additions and modifications to address any topics that were not captured at the meeting. The revised listing will be shared once made available by the NGAC support staff.

1. What Are the Key Elements of a National Geospatial Policy?

Key Elements of a National Geospatial Policy document:

- Purpose
- Definitions
- Historical references
- Definition and alignment of roles and responsibilities
- High-level goals and objectives
- Governance
- Funding options
- Incentives and penalties
- High-level workforce strategy
- High-level Research and Development strategy

Key Characteristics of a National Geospatial Policy:

- Distributive implementation/coordination/integration
- Effective intergovernmental and public-private partnerships
- Processes for adjudication, problem solving, dispute resolution
- Policy statement of U.S. technology leadership
- Operational-level workforce strategy
- Operational-level Research and Development strategy
- Linkage to Federal Enterprise Architecture
- Addresses Security and Privacy issues
- Processes for interoperability
- Opportunity for innovation
- International leadership
- Supports emerging business technologies
- Encourages shared policies at multiple government levels.
- Promotes healthy and vibrant private sector
- Clear accountability processes
- Processes for cost sharing on data partnerships (Data Model Sharing Policies)
- Includes definition of content standards (common data model)
- Policy is created quickly
- Based upon collaboration from start with all sectors
- Organic (live and die based on need)
- Performance-based, at all levels
- Addresses defined national issues
- Sustainability
- Manageable scope
- Defined shelf life

1. What Are the Key Elements of a National Geospatial Policy? (cont'd)

Implementation of a National Geospatial Policy:

- Establishment of a Federal Geospatial Information Officer (GIO) within the Executive Office of the President (*Note from Staff Coordinator – comments have been submitted by at least three members to the NGAC support team noting that the concept of a National GIO (could be a commission) was suggested at the meeting but had not made into this draft summary listing.*
- Enforcement and implementation processes in place
- Processes and criteria for priority setting and resource allocation
- Appropriate benchmark metrics and performance measures in place
- Ongoing assessment
- Processes & procedures to ensure accountability
- Sustainable funding (cost sharing - sustained O&M)
- Funding conditioned on compliance

Approach:

Optional approaches to a National Geospatial Policy (which approach would you recommend?):

1. Current Policy is basically sound – just enforce it and make it work better
2. Minor updates and revisions to E.O. 12906
3. Full review and rewrite of Geospatial policy framework (E.O. 12906, Circular A-16, etc.)

Other Ideas (do not clearly fall into other categories):

- Codification through legislation
- Coordination Board with action authority vs. advisory
- Definitions: public good vs. commercial for each layer
- Natural monopoly vs. low barrier to entry
- Authoritative info vs. community generated
- Possible models – SWFWMD, Qatar
- System of 5 Pillars

2. What is the role of the NGAC in shaping the National Geospatial Policy and Strategy?

- Provide feedback and advice on concept and approach
- Identify issues that could be resolved with federal policy
- Recommend funding approaches and policies
- Call for a study that characterizes geospatial domain/community and sources of funding across all sectors
- Encourage collaborative leadership and governance in developing national geospatial policy
- Demonstrate the vision with elements of geospatial infrastructure that are already in place
 - Identify the needs and gaps/ the geospatial backlog, data inventory, goals & gaps
 - Provide key data and information
 - Itemize benefits that would come from improved infrastructure demonstrated within government and across the landscape
 - Define cost in terms of lost opportunities that we continue to accrue by not acting.
- Provide ideas for consideration in a national policy. May include suggestions on language.
- Be an idea incubator, translator, facilitator, and cheerleader
- Identify and communicate benefits, strengths & weaknesses
- Respond to and be supportive of the CIO

- Address relevant issues that matter to the CIO and the administration (e.g., data.gov, recovery.gov)
- Be quick and timely in response to CIO (more so than NRC)
- Help the CIO be transparent and accountable
- Identify 10 apps consistent across the nation, e.g., geocoding
- Provide advice and recommendations on the development of the concept, approach and policy of national geospatial strategy via a collaborative process
 - Identify inputs to inform process – include various stakeholders
 - Advocate for high-level industry analysis
 - Request staff provides baseline metrics re: size of industry, trend data, etc.
 - Identify stakeholders to insure inclusion in outreach effort and strategy development
- Advocate for a Geospatial Policy Forum. There are enough organizations that do this, but we advocate that it should be done.
- Advocate for a social media approach to engage the geospatial community in the development of a National Geospatial Policy
- Draft an implementation plan and process for non-federal sectors (state, local, tribal, regional) in support of the policy

Note from NGAC Support Team – suggestions were offered at the meeting that the NGAC should provide drafting services for a National Policy. As discussed at the meeting (and in follow-up discussions with the DFO), this would not be consistent with the role of a FACA advisory committee and/or with the expectations of the FGDC agencies.

ATTACHMENT B

National Geospatial Advisory Committee Current Appointments Updated – May 2009

2-YEAR TERMS (Ending 1-29-2010)

<u>Name</u>	<u>Organization</u>	<u>Sector represented on NGAC</u>
Michael Byrne	State of California	(State Government)
David Cowen	University of South Carolina	(Academia)
Don Dittmar	Waukesha County, Wisconsin	(County Government)
Kass Green	The Alta Vista Company	(Private Sector)
Randy Johnson	Hennepin County, Minnesota	(County Government)
Barney Krucoff	District of Columbia	(Local Government)
David Maune	Dewberry	(Private Sector)
Charles Mondello	Pictometry International	(Private Sector)
Kim Nelson	Microsoft Corporation	(Private Sector)
John Palatiello	MAPPs	(Private Sector)
Mike Ritchie	Photo Science	(Private Sector)
Gene Schiller	S.W. Florida Water Management District	(Regional Government)
Steve Wallach	National Geospatial-Intelligence Agency	(Federal Government)

3-YEAR TERMS (Ending 1-29-2011)

<u>Name</u>	<u>Organization</u>	<u>Sector represented on NGAC</u>
Sean Ahearn	Hunter College – City University of N.Y.	(Academia)
Bull Bennett	North Dakota Association of Tribal Colleges	(Tribal)
Allen Carroll	National Geographic Society	(Non-Profit)
Richard Clark	State of Montana	(State Government)
Jack Dangermond	ESRI	(Private Sector)
Dennis Goreham	NSGIC	(State Government)
Randall L. Johnson	Metropolitan Council, St. Paul, Minnesota	(Regional Government)
Jerry Johnston	Environmental Protection Agency	(Federal Government)
Timothy Loewenstein	Buffalo County, Nebraska	(County Government)
Anne Hale Miglarese	Booz Allen Hamilton	(Private Sector)
Zsolt Nagy	State of North Carolina	(State Government)
Matt O'Connell	GeoEye	(Private Sector)
Jay Parrish	State of Pennsylvania	(State Government)
David Schell	Open Geospatial Consortium	(Non-Profit)
Chris Tucker	Consultant	(Private Sector)

ATTACHMENT C

MINNESOTA GOVERNOR'S COUNCIL ON GEOGRAPHIC INFORMATION



Victoria Reinhardt, Chairperson
MetroGIS Policy Board
15 West Kellogg Blvd. #220
St. Paul, MN 55102

March 26, 2009

RE: Action requested of the Governor's Council on Geographic Information by MetroGIS

Dear Victoria,

Thank you for passing on the geospatial application and web services needs that have been articulated by MetroGIS. The 2 issues you have brought to the attention of the council, implementing a state-wide geocoder service and recommending a solution to the need for a storm and surface water tracing tool have application statewide and may best be addressed once for the whole state rather than piecemeal in many parts of the state. Coordination is critical to ensure that GIS capabilities are developed in an efficient manner that meet local and state needs. As you know statewide coordination depends on the goodwill of volunteers taking on responsibilities that extend beyond their individual job and organizational responsibilities to benefit the Minnesota GIS community as a whole. As such 2 groups have been asked to formulate responses to your request, Land Management Information Center (LMIC) and the Hydrography Committee of the Governor's Council on Geographic Information. The following strategies were developed:

Implementing a state-wide geocoder service

LMIC is pleased to host the current MetroGIS Geocoder service. In response to the suggestion that this service be considered for an expansion that would ultimately include state-wide coverage, LMIC will work with its partners to investigate options that may be implemented to extend the current service, as well as those that might supersede the service with an off-the-shelf replacement. Our concise investigation will provide options (software and databases), costs and include recommendations, if clearly apparent.

Recommending a solution to the need for a storm and surface water tracing tool

The Hydrography Committee of the Governors Council on Geographic Information will research the opportunities for developing a statewide "storm water/hydrographic" network tracing tool. Initial efforts will be guided by the following questions: 1) Are existing desktop tracing tools adequate if you have existing data? 2) Is a web application needed and how can it be implemented? 3) If the storm water data existed statewide would that be enough? 4) Are the requirements of the draft storm water standard sufficient to create data that would work with the existing tools? 5) How well do State wide business needs and Regional/Local business needs for this tool match?

LMIC and the Hydrography Committee will periodically report to MetroGIS on its findings and progress.

Sincerely

Rick Gelbmann, Chairperson
Governor's Council on Geographic Information

ATTACHMENT D

Transitway Data Management Project

CTS Project #2009072

June 2009 Report

(Submitted by Will Craig, Associate Director, CURA)

Introduction

This project is intended to provide data to research studies measuring the impacts of new Transitways in the Twin Cities region. It also is intended to archive data from existing studies so they can be used again in future studies.

The project is funded by the *Transitway Impacts Research Program*. TIRP intends to measure the economic, travel, and community impacts of new transitway corridors. Several studies have already been funded related to the Hiawatha Light Rail Transit (LRT) corridor. TIRP is an initiative of the Hennepin County-University of Minnesota Partnership. It is supported by the University's Center for Transportation Studies and the State and Local Policy Program (SLPP) at the Humphrey Institute of Public Affairs. Funding is being provided by Anoka, Dakota, Hennepin, Ramsey, and Washington counties; Metro Transit and the Metropolitan Council; and the Minnesota Department of Transportation. Additional partners include the cities of Minneapolis and St. Paul.

TIRP has a need to address three kinds of data issues in order to facilitate future research. First, it needs to document (and archive) data that has been collected and used as part of current research. Second, it needs to identify key data sources that should be used in transit research and will be available when needed, e.g., US Census. Third, it needs to identify more ephemeral data that needs to be collected, documented, and archived now, so that it is available to provide a "before" picture within the corridors.

DataFinder and Metadata¹

The suggested tool for achieving these outcomes is DataFinder, a website developed by MetroGIS. DataFindersm is a one-stop-shop for discovering geospatial data pertaining to the seven county Minneapolis-St. Paul Metropolitan Area. Its primary function is to facilitate sharing of GIS (Geographic Information System) data. DataFinder is essentially an online catalog of datasets that supports data sharing. More than 200 datasets are available, all fully documented. These datasets are indexed in a catalog using 19 standard categories, but can be found using keyword searches and geographic extent tools. Those tools will make it easy for future TIRP researchers to identify and find they need to support their projects. DataFinder often allows direct access to the data for download or as a Web Mapping Service. It always provides key contact information about the data custodian. See www.datafinder.org.

DataFinder is maintained by the GIS staff at the Metropolitan Council as part of its support for the MetroGIS data sharing collaborative. The Council has significant need for data developed by others, so this also helps meet their own business needs. Most of the data listed in DataFinder is also stored on their computers, but other regional custodians host data too.

Each dataset is documented with formal Metadata. A metadata record is a file of information, usually presented as an XML document, which captures the basic characteristics of a data or information resource. It represents the who, what, when, where, why and how of the resource. Geospatial metadata are used to document geographic digital resources such as Geographic

¹ Much text in this section has been extracted from relevant web pages of MetroGIS, DataFinder, the Minnesota Governor's Council on Geographic Information, and the Federal Geographic Data Committee.

Information System (GIS) files, geospatial databases, and earth imagery. A geospatial metadata record includes core library catalog elements such as Title, Abstract, and Publication Data; geographic elements such as Geographic Extent and Projection Information; and database elements such as Attribute Label Definitions and Attribute Domain Values.

In Minnesota, people use the *Minnesota Geographic Metadata Guidelines* as documented at <http://www.gis.state.mn.us/stds/metadata.htm>. This guideline was adapted from the standard developed by the Federal Geographic Data Committee by the Standards Committee of the Minnesota Governor's Council on Geographic Information in order to provide a streamlined implementation of that standard while retaining the essence of its original content. The Guidelines are an official state guideline adopted by the state Office of Enterprise Technology.

Socioeconomic Resources Guide

The Socioeconomic Resources section of DataFinder is an exception to the above rules. This page directs people to Census and other data that is well documented using other approaches. It also directs people to organizations and offices that can provide useful socioeconomic data, but have not considered themselves GIS practitioners; an example is the County Sherriff offices that maintain records about housing foreclosures. To be complete, this section also directs people to well-documented datasets within MetroGIS and other data resource websites. See http://www.datafinder.org/mg/socioeconomic_resources/.

The Socioeconomics Resource section matches well with the needs of this TIRP project. It will form the base for archiving and documenting data resources useful to transit impact studies. It already contains much useful information. Data is organized into 7 types of categories. Some 25 data providers are identified. In each instance data is either provided directly or contact information is provided so users can request data and get answers to questions about the data.

Data Categories

- Crime
- Demographics (place of residence)
- Employment locations
- Housing
- K-12 school data
- Location of services
- Transportation issues

Data Sources

- County Community Services
- County Sheriff
- Home Mortgage Disclosure Act (HMDA)
- Hunger Solutions Minnesota
- Independent School Districts
- MetroGIS
- Metropolitan Council
- MN Child Care & Referral Network
- Mn Dept. of Education
- Mn DEED
- Mn Dept of Health
- Mn Dept of Human Services
- Mn Dept of Public Safety
- Land Management Information Center
- State Demographic Center
- National Center for Education Statistics
- Twin Cities Realtors
- US Bureau of Economic Analysis
- US Internal Revenue Service
- US Census Products
 - Census Transportation Planning Package
 - County Business Patterns
 - County-to-County Worker Flows
 - Current Population Survey
 - Economic Census
 - US Census of Population & Housing

A sample query on the data category *location of services* will retrieve the following answer.

Location of services			
Information Need	Data Source(s)	Minimum Mapping Resolution	Time Frequency
Child Care Providers	MN Child Care Resource and Referral Network	Address	Continuous
Food Shelves	Hunger Solutions Minnesota	Address	N/A
Licensed Human Service Providers	MN Department of Human Services	Address	Monthly
Schools	MetroGIS	Block	Quarterly
	MN Land Management Information Center	Address	Annually
Workforce Centers	MN Department of Employment and Economic Development	Address	Continuous

If child care providers were the issue, the user would click on that data source and get the response shown below. The Child Care Network site provides direct access to individual child care centers, but the Network may be willing to provide a database of all centers for a given area. The Socioeconomic data page for the MN Child Care Resource and Referral Network data source is shown below. This is one of the less complex data sources, chosen to keep this narrative relatively brief.

MN Child Care Resource and Referral Network

Comments about this data source:

The online statewide database contains over 10,000 providers. It is updated regularly by local child care resource and referral agencies.

Time Series:

Current data on line.

How to access data:

- Click on "Search for Child Care" at <http://www.mnchildcare.org/>

What Data Does TIRP need?

This question has two parts. One part is to identify the kind of data that could be useful in a transit impact study. Much of that work has already been done by the Humphrey Institute. The other part is to identify ephemeral data that must be captured now if it is going to be available when needed for a transit study. That work will be done in the Fall of 2009 in consultation with the TIRP.

The 2006 report Inventory of Data and Research on the Economic and Community Impacts of the Hiawatha LRT identified 17 different categories. Those categories are listed here, but the report provides more detail. See Appendix D of

http://www.hhh.umn.edu/centers/slp/pdf/reports_papers/data_research_hiawatha_lrt.pdf

- Business (e.g. number of employees, retail sales)
- Commercial (e.g., square footage, rental rates, vacancies)
- Construction-Demolitions-Improvements
- Crime and Safety
- Demographics
- Industrial (same as Commercial)
- Land Use & Zoning
- Live-Work (e.g., tenure, quality of life, commute)
- Method of Payment (e.g., type of transit ticket, where purchased)
- Operations & Maintenance (e.g., train schedule delays, total miles, car usage)
- Parking (e.g., availability around stations)
- Property Values (e.g., valuations and sales prices)
- Quality of Transit Services
- Residential (e.g., vacancies, rents, owner occupied)
- Taxes
- Traffic Count
- Travel Behavior

What Data Should Be Added to DataFinder?

Much of the data detailed in the Humphrey Institute paper is already available in DataFinder and its Socioeconomic Resources pages. A few new data sources and categories have been identified and are being added. Community surveys, parking surveys, and similar unique data collection efforts are not listed here because there is no organization with an ongoing to commitment to collect and provide such data. We know that Xcel Energy could provide data on housing vacancy and turnover, but they are reluctant to do this both because of privacy concerns and because of lack of economic returns for producing such data.

Specifically, the new data sources that will be added to DataFinder's Socioeconomic Resources page are:

- Minnesota Commercial Association of Realtors (for commercial and industrial properties)

- Local Employment Dynamics (for current information on place of work, place of residence, and interrelationship between the two)
- MetroMSP (for data on current property listings, local businesses, and employment)
- MetroTransit (for data on ridership, rider surveys, and crime on transit)
- Mn Department of Revenue (for new Block Group level data on income, income taxes, and sales taxes)
- Mn Department of Transportation (for data on traffic counts on major roads, but reference to contact individual cities for counts on minor roads)
- US Postal Service (for vacancy rates)
- Building Permits (for improvements, new construction, and demolitions)
- Housing Link (for affordable housing)

Two new data categories will be added

- Building Permits
- Taxes (including income, sales, and property taxes)

**Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
July 22, 2009**

1. CALL TO ORDER

Chairperson Schneider called the meeting to order at 6:08 p.m. and asked each of the members and visitors to introduced themselves.

Members Present: Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Tom Egan (Dakota County), Gary Swensen for Randy Johnson (Hennepin County), Steve Elkins (Metro Cities – City of Bloomington), Terry Schneider (Metro Cities - City of Minnetonka), and Roger Lake (Metro Watershed Districts). The Chair of the Coordinating Committee, Sally Wakefield, also attended in the capacity of a non-voting, ExOfficio member.

Members Absent: Tony Pistilli (Metropolitan Council), Jim Kordiak (Anoka County), Randy Maluchnik (Carver County), Dan Cook (School Districts - TIES), and Jim Joseph Wagner (Scott County)

Coordinating Committee Members Present: Rick Gelbmann, Nancy Read, Ben Verbick, Mike Fiebiger, Mark Vander Schaaf, and Sally Wakefield.

Support Staff: Randall Johnson and Mark Kotz

Visitors: Alison Slaats, 1000 Friends of Minnesota; David Fawcett, Minnesota Pollution Control Agency; Dave Hinrichs, Metropolitan Council; and Joel Koepp, City of Roseville.

2. ACCEPT AGENDA

Member Reinhardt moved and Member Egan seconded to approve the agenda, as proposed. Motion carried, ayes all.

3. MEETING SUMMARY

Member Elkins moved and Member Egan seconded to approve the April 27, 2009 meeting summary, as submitted with the exception of minor corrections called attention to by the Staff Coordinator. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Ben Verbick, GIS Manager for LOGIS and member of the MetroGIS Coordinating Committee, explained how cities, who are members of the LOGIC consortium, are leveraging the power of GIS technology to improve operational efficiencies, communicate with their citizens, and improve decision support. He commented that LOGIS members are interested in expanding data sharing beyond themselves, leveraging web service developed by others, and sharing their services with others.

In response to a question from Chairperson Schneider, Mr. Verbick noted that LOGIS's GIS efforts are entirely user-driven and that he would be happy to share with MetroGIS leadership a listing of desired services and applications defined by his member organizations.

Mr. Verbick's presentation slides can be viewed at

http://www.metrogis.org/teams/pb/meetings/09_0722/4_GIS_Tech_Demo_MetroGIS_Policy_Board.ppt.

5. ACTION/DISCUSSION ITEMS

a) Regional Web Service/Application Recommendations

Coordinating Committee Chairperson Wakefield introduced the topic and summarized the Committee's recommendation to authorize funding for three web services development projects totaling \$35,000. She then introduced Mark Kotz, Chair of the Technical Leadership Workgroup, to

explain each of the proposals. Kotz described the process used to define shared application needs and that of the workgroups that resulted to the subject proposals. He then explained the process used to evaluate proposals received and summarized the information provided in the agenda report about each proposal. He closed with a comment that the Technical Leadership Workgroup (TLW) believes the projects, as recommended, represent the best value for the funds available.

Members Reinhardt and Egan complemented the TLW for their excellent work to assist the proposers fine tune their ideas. They also noted that they concur that the recommended proposals are good uses of limited resources. Chairperson Schneider agreed and articulated he hopes that funding resources will grow substantially in the future.

Alternate Member Swenson asked for clarification of next steps for each project. Kotz commented that the Best Image Service and enhancement to the existing Geocoder Service are both intended to be production products and that the Proximity Finder project is intended to be a prototype from which to learn. Following the prototyping exercise, a decision will be made whether to pursue a production application and by whom.

Member Reinhardt moved and Member Egan seconded to:

- 1) Endorse the Coordinating Committee's recommendation to fund three projects, totaling up to \$35,000, as described in the agenda report, to comprise MetroGIS's 2009 Regional GIS Projects program.
- 2) Concur with the Coordinating Committee's finding that each of these recommended projects will address an application/ web service need that has value across sectors in accordance with the "shared application needs" objective set forth in the 2008-2011 MetroGIS Business Plan.
- 3) Recommend that the Metropolitan Council authorize funding for these projects in accordance with funding allocated in MetroGIS's approved budget for the 2009 MetroGIS Regional GIS Project program and enter into the required funding agreements, if possible, by October 1.

Motion carried, ayes all.

b) 2008 Annual Performance Measures Report

The Staff Coordinator summarized the 2008 performance measurement highlights presented in the agenda report, emphasizing that MetroGIS's efforts continue to produce public value. He also noted that an initiative is under way to update MetroGIS's Performance Measurement Plan and identify ways to better understand trends identified in the current performance measures and user satisfaction with regional solutions. Chairperson Schneider concurred that MetroGIS leadership needs to know more about stakeholder needs to ensure that our efforts continue to provide value - continue to improve upon core assets. He also commented that a goal of the Performance Measurement Plan update process is create a means to effectively measure the extent to which we are on course to maximizing outcomes.

Motions:

Member Elkins moved and Alternate Member O'Rourke seconded to MetroGIS 2008 Performance Measurement Report, dated May 26, 2009. Motion carried, ayes all.

Member Elkins moved and Alternate Member O'Rourke seconded to the suggested actions recommended in the report to better understand the reason that trends detected in the metrics are occurring. Motion carried, ayes all.

c) 2009 Program Objectives – Mid-Year Priority Refinements

The Staff Coordinator summarized the highlights presented in the agenda report. In response to a comment by Member Egan suggesting use of a "balance score card approach" for subsequent years, Chairperson Schneider stated that he would also suggest putting more time into prioritizing work objectives. All concurred that the suggested modifications were reasonable.

Motion: Member Elkins moved and Member Egan seconded to:

- a) Defer to 2010 work on objectives “*Pursue implementation of a more fully developed geographic data, applications and service broker*” (#8) and/or *Explore methods for Enhancing Trust in reliability of shared services* (#9) with the qualification that the Technical Leadership Workgroup may work on them on an as time permits basis..
- b) Explicitly incorporate the survey of stakeholders called for in the 2008 Annual Performance Measurement Report (Agenda Item 5b) into the scope of the work for the “Plan to ensure obstacles do not materialize” objective.
- c) Explicitly call out the preference of new Policy Board leadership for expanded outreach as a component of the current top priority objective “Sustain traditional ‘foster collaboration’ support activities” objective.

Motion carried, ayes all.

d) Access Policy Direction – Regional Address Points Dataset

Coordinating Committee Chairperson Wakefield introduced the topic, summarized the Coordinating Committee request for direction on key suggested policy elements for a future policy statement, and introduced Mark Kotz, Chair of the Address Workgroup to explain the suggested policy elements for which direction is sought.

Prior to Kotz’s comments, in response to a concern raised by Coordinating Committee Member Brown about the phrasing in the recommendation, the Staff Coordinator emphasized that the purpose of this agenda item is to seek direction from the Board and that based upon the direction received the Committee will develop a detailed policy statement for the Board consideration at a subsequent meeting. Kotz then proceeded to explain the suggested policy elements and rationale associated with each, as presented in the agenda report and summarized in agenda report.

Joel Koepp, GIS Coordinator for the City for Shoreview, and Ben Verbick, GIS Coordinator for LOGIS, both commented on the value the proposed Regional Address Points dataset for cities. Both commented that those responsible for Public Safety operations want to move away from using street centerline data and toward individual unit address data for geocoding needs. Verbick emphasized that the 36 cities in the LOGIS consortium are ready to participate, noting they know the data they create have value to others but they are not necessarily in the loop to know how to effectively share it. Koepp added that he is shocked at the level to which low tech methods are currently being used by cities to distribute address data to various agencies and other organizations that need to know about new addresses. He believes that the address points effort can help cities move toward high tech methods to “push” the data to those who need it. He concluded by stating that he is excited to be part of this proposal and the prospect of more efficiently sharing Roseville’s address data with public safety officials.

A wide ranging discussion then ensued principally in response to the following major questions:

- **Comment:** Member Reinhardt asked how will the currency of the data be maintained if some cities decide not to participate?
Response/Discussion: Kotz noted that the Address Workgroup had conducted a survey through which it learned that nearly all cities update their address data on a daily basis. The group also learned that emergency responders are a standard driver to demonstrate benefit of regular updating of these data. Kotz acknowledged that the challenge is to eventually migrate these numerous automated and manual practices to a system that easily “pushes” the updated address information to the regional system as part of normal business operations. Kotz emphasized this “migration” is expected to take place over several years. He also emphasized that until a cities recognize the benefit themselves of voluntarily participating, there will be gaps in the regional dataset.
- **Comment:** Alternate Member O’Rourke asked how many cities are expected to participate?
Response/Discussion: A finding of a needs assessment conducted by MetroGIS found that of the approximately 140 address authorities, which operate in the region, initially at least 40

associated with small communities are expected to use the web editing application developed by MetroGIS to participate. In addition, many larger communities that have internal GIS support staff are expected to participate without the need for the web editing application. Kotz emphasized that slow growth is expected as benefits of participation become more widely understood and that the build out will involve a long term marketing effort.

Coordinating Committee member Gelbmann noted that MetroGIS has experience “growing” participation of the type needed via the Regional Land Cover Dataset. Over a period of five or so years this dataset has been developed through over 50 contributors.

Chairperson Schneider commented that he believes a number of circumstances have changed since the preliminary build out estimate which he believes will result in faster completion than earlier estimated. These changed circumstances include:

- End user expectations for online geospatial data are higher than when the project was conceived and continue to grow.
- Emergency preparedness leadership are more likely to realize they need to leverage and embrace technology advances such as those that underpin the proposed Regional Address Points Dataset.

- **Comment:** Member Egan asked if the value of providing this information had been investigated.

Response/Discussion: Member Elkins and Chairperson Schneider, who represent cities, responded that cities and counties have a different mind set as to the value of data; noting that cities generally see the value in having the information widely available and used within their communities.

Alternate Member Swenson noted that Hennepin County definitely needs better address data for locations beyond Hennepin County for its day-to-day operations. He also mentioned that the proposed regional dataset could be used as an address validator, which in itself, could result in a huge savings to the county. He closed by encouraging the Address Workgroup to consider developing a case study(ies) to demonstrate how accurate address data could improve efficiencies.

Chairman Schneider and Member Elkins restated that cities are already creating address data and they see the proposal as a value added service, noting that the presence of the regional dataset would greatly improve efficiencies associated with sharing new address data with number organizations that have a need to know, especially for emergency services, thereby, saving cities money.

Member Egan asked why the proposal offered two access options (limit access to government and access to all) if value is not an important consideration. In response, the city representatives noted that the proposed access restrictions are not suggested for monetary reasons but which organizations will have access and for what purpose (e.g., preventing use of the data for mass mailings). This comment led to a broader conversation about how value might be defined e.g., function of savings from operational efficiencies gained, new functionality enabled via access, fostering uses valuable to the community that might otherwise be discovered and supported without widespread access. Coordinating Committee member Gelbmann offered an observation that the broader the access, the higher the value. Chairman Schneider reminded the members that both access options will be offered to the producers and that the suggested policy leaves it up to local policy makers to decide which option best fits their needs.

- **Comment:** Although she stated that she favors pursuing the proposed regional dataset and is not concerned about charging for access, Alternate Member O’Rourke shared a concern for potential duplication of effort, whereby counties or others would be expected to complete data for any areas for which cities elect not to participate.

Response/Discussion: Kotz reiterated that the proposal is that the source of address point dataset is to be official address authorities, via voluntarily participation. No other organizations will be asked to take on this responsibility. If a community/address authority chooses not to participate, data for that area will not be a component of the regional dataset. The strategy is to promote the benefits of participation and for cities to achieve eventual internal justification of the benefits of participating.

The members concurred with Chairperson Schneider's observation that most cities can be expected to eventually participate given anticipated advocacy from emergency services leaders. Member Reinhardt commented that this proposal presents an opportunity to those who elect to participate, which she noted is an approach that she favors. She noted that also favors getting started now rather than waiting for a perfect solution.

Policy Board members agreed that the suggested policy elements, as outlined in the agenda report and explained by Kotz, have merit and that the Coordinating Committee should move forward to develop the specifics for a proposed detailed policy statement to govern the proposed Regional Address Points Dataset. All members also agreed with Chairperson Schneider that they expect that the specifics will continue to be refined as modifications are deemed to be in the best interest of the region.

Motion: Member Elkins moved and Member Egan seconded that the Policy Board:

1. Direct the Coordinating Committee to develop a formal policy statement (for the proposed Regional Address Points Dataset) for its consideration.
2. Direct the Coordinating Committee to propose an outreach plan that builds upon Chairperson Schneider and Member Elkins willingness to advocate among city leadership for the proposed Regional Address Points Dataset and related access/distribution policy proposed and endorsed by MetroGIS.

Motion carried, ayes all.

e) MetroGIS Appointment to MnGeo Statewide Coordinating Council

Member Reinhardt, who served on the Governors Council on Geographic Information committee that was involved to recommending the subject statewide geospatial coordinating council, explained the purpose of the new Council, expectations for the appointment process, designation of seat specifically for MetroGIS, and goal for the new Council to be operational by October. She also summarized the recommendation presented in the agenda report that the Policy Board Chairperson be nominated to represent MetroGIS on this council.

Motion: Member Reinhardt moved and Member Elkins seconded nominate Chairperson Schneider to represent the MetroGIS perspective on the newly created Minnesota Geospatial Advisory Council, as a standing role of its Chair, and authorize a letter of recommendation in this regard to be forwarded to the Mn Department of Administration.

Motion carried, ayes all.

f) Fostering Partnerships via a Contest

Coordinating Committee Chairperson Wakefield introduced the topic and summarized the Coordinating Committee's request for concept approval to pursue a contest aimed at promoting widespread publishing of web services and innovative ways to consume those services that provide public benefit. Wakefield then introduced Alison Slaats, 1000 Friends of Minnesota, and David Fawcett, Mn Pollution Control Agency, to explain the idea of the contest in more detail. (Ms. Slaats presentation can be viewed at http://www.metrogis.org/teams/pb/meetings/09_0722/5f_PolicyBoard_MetroGIS_Feature_Service_Group.pdf)

Slaats and Fawcett began by stating the purpose of the contest is to make more data available and improve usability. Slaats stated that the idea is to model the proposed contest after a successful context hosted by Washington D.C. two years ago that has since been successfully emulated in

several other locations. Referencing information provided in the agenda report, Slaats explained that the Apps for Democracy Washington D.C. contest involved a \$50,000 investment that yielded over \$2.3 million worth of applications that were determined to create public value. She also noted that \$30,000 of the \$50,000 investment was to retain a firm to manage and advertise the contest, with the remainder of the investment used for prizes; a model that the project team also believes would be a good fit for this area. All concurred that several sponsors, in addition to MetroGIS, will be required to be successful.

Slaats continued by explaining that the contest would be designed to catalyze connections between data resources and prospective data users and, by doing so, create public value. She emphasized this outcome is consistent with the vision statement adopted by the Policy Board - *“organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems”*.

Slaats went on to comment that traditional needs assessment techniques have not worked to explore partnerships with no-government interests in large part because the data producer community has little to no understanding of who comprises the non-government user community, let alone their needs. Slaats then used an analogy that involved a boy scout troop to illustrate value that can be added to information by emerging users when they are able to leverage web-based geospatial information in easily to use formats.

Slaats and Fawcett closed their presentation by stating they believe, and the Coordinating Committee concurs, that hosting the proposed contest is seen as a way to catalyze self definition of non-traditional users of geospatial information as well as begin to understand their needs; needs which if met have the potential of creating substantive public value with little or no additional public investment other than to publish data in the form of web services that are developed as an result of day of day business operations.

Member Elkins asked if there are currently enough base services – raw material - available to stimulate the desired participation. This comment led to a wide ranging conversation about the need to do the contest right or not at all and if done well that the result could be a significant motivator for producers to publish more services. Fawcett commented that the contest would be held no earlier than mid spring 2010 for two reasons: 1) significant outreach is needed to encourage producers to publish their data via services, also noting that an application exists in GeoServices Finder that was developed last year with MetroGIS funding though which prospective users can locate and access existing services and 2) to secure other sponsors.

All concurred that the contest would, in effect, leverage the concept of “crowd sourcing” a means with substantial potential to more effectively define needs and explore partnerships with non-government entities than practical with traditional assessments methods. Members also acknowledged that hosting a well-publicized contest would likely attract application developers from outside of the GIS community and, thereby, leverage creativity of non-traditional users, a goal established in the Business Plan.

Members Reinhardt, Egan, and Elkins each stated they believe the context idea presents an outstanding opportunity through which to explore partnering/cost sharing with others to address shared needs, provided the base services available are adequate.

Chairperson Schneider concurred that the concept is very good but perceives a disconnect with the goal to demonstrate the value of access by non-government entities unless all data for a given area are available. He suggested that a study area might be defined for which all data could be made available during the contest. He also encouraged the design team to develop a marketing piece that clearly defines the outcomes sought and use of this material to pursue corporate sponsorships from large firms with potential to benefit from resulting actions (.e.g., offering free products as part of the prizes.

A question was raised, but not resolved, as to whether the contest should be limited to proposals that pertain to the seven-county Metropolitan Area, as opposed to statewide. Agreement was reached that a condition of submittal should be that all applications have to be permitted to be used freely elsewhere in the state.

Chairperson Schneider summarized by restating his support for the concept and the Coordinating Committee working to continue to refine it, in particular, to clarify the goals to be achieved and packaging them to share with prospective sponsors. He encouraged the Committee to involve the private sector in the contest design beginning immediately, emphasizing that he believes the emerging initiative to seek out partnerships with the non-government interests to address shared needs should be expanded to incorporate this concept.

Motion: Member Reinhardt moved and Member Elkins seconded that the Policy Board:

- a) Grant concept approval to the idea of MetroGIS participating in the hosting of a contest, involving awards to successful submitters, to catalyze increased use of web services and applications that leverage these services as described in the agenda report, with the understanding that sponsorship of the contest will involve organizations in addition to MetroGIS.
- b) Direct the Coordinating Committee via its Web Feature Services Workgroup to propose a plan of action for its (Board's) approval.

Motion carried, ayes all.

g) October Meeting – Change Date

Vice Chairperson Egan moved and Member Elkins seconded to change the October meeting date from the 28th to the 14th. Motion carried, ayes all.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the items presented in the agenda report

7. INFORMATION SHARING

There was no discussion of the items presented in the agenda report.

8. NEXT MEETING

The next meeting of the Policy Board is scheduled for October 14, 2009. Member Elkins suggested the Cyclopath project as a candidate for the October GIS Technology Demonstration.

9. ADJOURN

The meeting adjourned at 9:10 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator



Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Tom Egan,
Vice-Chairperson
Dakota County

Dan Cook,
TIES

Steve Elkins,
City of Bloomington
Metro Cities

Dennis Hegberg,
Washington County

Randy Johnson,
Hennepin County

Jim Kordiak,
Anoka County

Roger Lake,
MAWD

Randy Maluchnik,
Carver County

Tony Pistilli,
Metropolitan Council

Victoria Reinhardt,
Ramsey County

Joseph Wagner,
Scott County

Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Wednesday, October 14, 2009

6:00 p.m.

Metropolitan County Government Offices

2099 University Avenue, St. Paul

(Go to <http://www.mmcd.org/directions.html> for a map and directions)

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January XX, 2010	
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Mission Statement: "...to expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area."

**Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
July 22, 2009**

1. CALL TO ORDER

Chairperson Schneider called the meeting to order at 6:08 p.m. and asked each of the members and visitors to introduced themselves.

Members Present: Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Tom Egan (Dakota County), Gary Swensen for Randy Johnson (Hennepin County), Steve Elkins (Metro Cities – City of Bloomington), Terry Schneider (Metro Cities - City of Minnetonka), and Roger Lake (Metro Watershed Districts). The Chair of the Coordinating Committee, Sally Wakefield, also attended in the capacity of a non-voting, ExOfficio member.

Members Absent: Tony Pistilli (Metropolitan Council), Jim Kordiak (Anoka County), Randy Maluchnik (Carver County), Dan Cook (School Districts - TIES), and Jim Joseph Wagner (Scott County)

Coordinating Committee Members Present: Rick Gelbmann, Nancy Read, Ben Verbick, Mike Fiebiger, Mark Vander Schaaf, and Sally Wakefield.

Support Staff: Randall Johnson and Mark Kotz

Visitors: Alison Slaats, 1000 Friends of Minnesota; David Fawcett, Minnesota Pollution Control Agency; Dave Hinrichs, Metropolitan Council; and Joel Koepp, City of Roseville.

2. ACCEPT AGENDA

Member Reinhardt moved and Member Egan seconded to approve the agenda, as proposed. Motion carried, ayes all.

3. MEETING SUMMARY

Member Elkins moved and Member Egan seconded to approve the April 27, 2009 meeting summary, as submitted with the exception of minor corrections called attention to by the Staff Coordinator. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Ben Verbick, GIS Manager for LOGIS and member of the MetroGIS Coordinating Committee, explained how cities, who are members of the LOGIC consortium, are leveraging the power of GIS technology to improve operational efficiencies, communicate with their citizens, and improve decision support. He commented that LOGIS members are interested in expanding data sharing beyond themselves, leveraging web service developed by others, and sharing their services with others.

In response to a question from Chairperson Schneider, Mr. Verbick noted that LOGIS's GIS efforts are entirely user-driven and that he would be happy to share with MetroGIS leadership a listing of desired services and applications defined by his member organizations.

Mr. Verbick's presentation slides can be viewed at
http://www.metrogis.org/teams/pb/meetings/09_0722/4_GIS_Tech_Demo_MetroGIS_Policy_Board.ppt.

5. ACTION/DISCUSSION ITEMS

a) Regional Web Service/Application Recommendations

Coordinating Committee Chairperson Wakefield introduced the topic and summarized the Committee's recommendation to authorize funding for three web services development projects totaling \$35,000. She then introduced Mark Kotz, Chair of the Technical Leadership Workgroup, to

explain each of the proposals. Kotz described the process used to define shared application needs and that of the workgroups that resulted to the subject proposals. He then explained the process used to evaluate proposals received and summarized the information provided in the agenda report about each proposal. He closed with a comment that the Technical Leadership Workgroup (TLW) believes the projects, as recommended, represent the best value for the funds available.

Members Reinhardt and Egan complemented the TLW for their excellent work to assist the proposers fine tune their ideas. They also noted that they concur that the recommended proposals are good uses of limited resources. Chairperson Schneider agreed and articulated he hopes that funding resources will grow substantially in the future.

Alternate Member Swenson asked for clarification of next steps for each project. Kotz commented that the Best Image Service and enhancement to the existing Geocoder Service are both intended to be production products and that the Proximity Finder project is intended to be a prototype from which to learn. Following the prototyping exercise, a decision will be made whether to pursue a production application and by whom.

Member Reinhardt moved and Member Egan seconded to:

- 1) Endorse the Coordinating Committee's recommendation to fund three projects, totaling up to \$35,000, as described in the agenda report, to comprise MetroGIS's 2009 Regional GIS Projects program.
- 2) Concur with the Coordinating Committee's finding that each of these recommended projects will address an application/ web service need that has value across sectors in accordance with the "shared application needs" objective set forth in the 2008-2011 MetroGIS Business Plan.
- 3) Recommend that the Metropolitan Council authorize funding for these projects in accordance with funding allocated in MetroGIS's approved budget for the 2009 MetroGIS Regional GIS Project program and enter into the required funding agreements, if possible, by October 1.

Motion carried, ayes all.

b) 2008 Annual Performance Measures Report

The Staff Coordinator summarized the 2008 performance measurement highlights presented in the agenda report, emphasizing that MetroGIS's efforts continue to produce public value. He also noted that an initiative is under way to update MetroGIS's Performance Measurement Plan and identify ways to better understand trends identified in the current performance measures and user satisfaction with regional solutions. Chairperson Schneider concurred that MetroGIS leadership needs to know more about stakeholder needs to ensure that our efforts continue to provide value - continue to improve upon core assets. He also commented that a goal of the Performance Measurement Plan update process is create a means to effectively measure the extent to which we are on course to maximizing outcomes.

Motions:

Member Elkins moved and Alternate Member O'Rourke seconded to MetroGIS 2008 Performance Measurement Report, dated May 26, 2009. Motion carried, ayes all.

Member Elkins moved and Alternate Member O'Rourke seconded to the suggested actions recommended in the report to better understand the reason that trends detected in the metrics are occurring. Motion carried, ayes all.

c) 2009 Program Objectives – Mid-Year Priority Refinements

The Staff Coordinator summarized the highlights presented in the agenda report. In response to a comment by Member Egan suggesting use of a "balance score card approach" for subsequent years, Chairperson Schneider stated that he would also suggest putting more time into prioritizing work objectives. All concurred that the suggested modifications were reasonable.

Motion: Member Elkins moved and Member Egan seconded to:

- a) Defer to 2010 work on objectives “*Pursue implementation of a more fully developed geographic data, applications and service broker*” (#8) and/or *Explore methods for Enhancing Trust in reliability of shared services* (#9) with the qualification that the Technical Leadership Workgroup may work on them on an as time permits basis..
- b) Explicitly incorporate the survey of stakeholders called for in the 2008 Annual Performance Measurement Report (Agenda Item 5b) into the scope of the work for the “Plan to ensure obstacles do not materialize” objective.
- c) Explicitly call out the preference of new Policy Board leadership for expanded outreach as a component of the current top priority objective “Sustain traditional ‘foster collaboration’ support activities” objective.

Motion carried, ayes all.

d) Access Policy Direction – Regional Address Points Dataset

Coordinating Committee Chairperson Wakefield introduced the topic, summarized the Coordinating Committee request for direction on key suggested policy elements for a future policy statement, and introduced Mark Kotz, Chair of the Address Workgroup to explain the suggested policy elements for which direction is sought.

Prior to Kotz’s comments, in response to a concern raised by Coordinating Committee Member Brown about the phrasing in the recommendation, the Staff Coordinator emphasized that the purpose of this agenda item is to seek direction from the Board and that based upon the direction received the Committee will develop a detailed policy statement for the Board consideration at a subsequent meeting. Kotz then proceeded to explain the suggested policy elements and rationale associated with each, as presented in the agenda report and summarized in agenda report.

Joel Koepp, GIS Coordinator for the City for Shoreview, and Ben Verbick, GIS Coordinator for LOGIS, both commented on the value the proposed Regional Address Points dataset for cities. Both commented that those responsible for Public Safety operations want to move away from using street centerline data and toward individual unit address data for geocoding needs. Verbick emphasized that the 36 cities in the LOGIS consortium are ready to participate, noting they know the data they create have value to others but they are not necessarily in the loop to know how to effectively share it. Koepp added that he is shocked at the level to which low tech methods are currently being used by cities to distribute address data to various agencies and other organizations that need to know about new addresses. He believes that the address points effort can help cities move toward high tech methods to “push” the data to those who need it. He concluded by stating that he is excited to be part of this proposal and the prospect of more efficiently sharing Roseville’s address data with public safety officials.

A wide ranging discussion then ensued principally in response to the following major questions:

- **Comment:** Member Reinhardt asked how will the currency of the data be maintained if some cities decide not to participate?
Response/Discussion: Kotz noted that the Address Workgroup had conducted a survey through which it learned that nearly all cities update their address data on a daily basis. The group also learned that emergency responders are a standard driver to demonstrate benefit of regular updating of these data. Kotz acknowledged that the challenge is to eventually migrate these numerous automated and manual practices to a system that easily “pushes” the updated address information to the regional system as part of normal business operations. Kotz emphasized this “migration” is expected to take place over several years. He also emphasized that until a cities recognize the benefit themselves of voluntarily participating, there will be gaps in the regional dataset.
- **Comment:** Alternate Member O’Rourke asked how many cities are expected to participate?
Response/Discussion: A finding of a needs assessment conducted by MetroGIS found that of the approximately 140 address authorities, which operate in the region, initially at least 40

associated with small communities are expected to use the web editing application developed by MetroGIS to participate. In addition, many larger communities that have internal GIS support staff are expected to participate without the need for the web editing application. Kotz emphasized that slow growth is expected as benefits of participation become more widely understood and that the build out will involve a long term marketing effort.

Coordinating Committee member Gelbmann noted that MetroGIS has experience “growing” participation of the type needed via the Regional Land Cover Dataset. Over a period of five or so years this dataset has been developed through over 50 contributors.

Chairperson Schneider commented that he believes a number of circumstances have changed since the preliminary build out estimate which he believes will result in faster completion than earlier estimated. These changed circumstances include:

- End user expectations for online geospatial data are higher than when the project was conceived and continue to grow.
- Emergency preparedness leadership are more likely to realize they need to leverage and embrace technology advances such as those that underpin the proposed Regional Address Points Dataset.

- **Comment:** Member Egan asked if the value of providing this information had been investigated.

Response/Discussion: Member Elkins and Chairperson Schneider, who represent cities, responded that cities and counties have a different mind set as to the value of data; noting that cities generally see the value in having the information widely available and used within their communities.

Alternate Member Swenson noted that Hennepin County definitely needs better address data for locations beyond Hennepin County for its day-to-day operations. He also mentioned that the proposed regional dataset could be used as an address validator, which in itself, could result in a huge savings to the county. He closed by encouraging the Address Workgroup to consider developing a case study(ies) to demonstrate how accurate address data could improved efficiencies.

Chairman Schneider and Member Elkins restated that cities are already creating address data and they see the proposal as a value added service, noting that the presence of the regional dataset would greatly improve efficiencies associated with sharing new address data with number organizations that have a need to know, especially for emergency services, thereby, saving cities money.

Member Egan asked why the proposal offered two access options (limit access to government and access to all) if value is not an important consideration. In response, the city representatives noted that the proposed access restrictions are not suggested for monetary reasons but which organizations will have access and for what purpose (e.g., preventing use of the data for mass mailings). This comment led to a broader conversation about how value might be defined e.g., function of savings from operational efficiencies gained, new functionality enabled via access, fostering uses valuable to the community that might otherwise be discovered and supported without widespread access. Coordinating Committee member Gelbmann offered an observation that the broader the access, the higher the value. Chairman Schneider reminded the members that both access options will be offered to the producers and that the suggested policy leaves it up to local policy makers to decide which option best fits their needs.

- **Comment:** Although she stated that she favors pursuing the proposed regional dataset and is not concerned about charging for access, Alternate Member O’Rourke shared a concern for potential duplication of effort, whereby counties or others would be expected to complete data for any areas for which cities elect not to participate.

Response/Discussion: Kotz reiterated that the proposal is that the source of address point dataset is to be official address authorities, via voluntarily participation. No other organizations will be asked to take on this responsibility. If a community/address authority chooses not to participate, data for that area will not be a component of the regional dataset. The strategy is to promote the benefits of participation and for cities to achieve eventual internal justification of the benefits of participating.

The members concurred with Chairperson Schneider's observation that most cities can be expected to eventually participate given anticipated advocacy from emergency services leaders. Member Reinhardt commented that this proposal presents an opportunity to those who elect to participate, which she noted is an approach that she favors. She noted that also favors getting started now rather than waiting for a perfect solution.

Policy Board members agreed that the suggested policy elements, as outlined in the agenda report and explained by Kotz, have merit and that the Coordinating Committee should move forward to develop the specifics for a proposed detailed policy statement to govern the proposed Regional Address Points Dataset. All members also agreed with Chairperson Schneider that they expect that the specifics will continue to be refined as modifications are deemed to be in the best interest of the region.

Motion: Member Elkins moved and Member Egan seconded that the Policy Board:

1. Direct the Coordinating Committee to develop a formal policy statement (for the proposed Regional Address Points Dataset) for its consideration.
2. Direct the Coordinating Committee to propose an outreach plan that builds upon Chairperson Schneider and Member Elkins willingness to advocate among city leadership for the proposed Regional Address Points Dataset and related access/distribution policy proposed and endorsed by MetroGIS.

Motion carried, ayes all.

e) MetroGIS Appointment to MnGeo Statewide Coordinating Council

Member Reinhardt, who served on the Governors Council on Geographic Information committee that was involved to recommending the subject statewide geospatial coordinating council, explained the purpose of the new Council, expectations for the appointment process, designation of seat specifically for MetroGIS, and goal for the new Council to be operational by October. She also summarized the recommendation presented in the agenda report that the Policy Board Chairperson be nominated to represent MetroGIS on this council.

Motion: Member Reinhardt moved and Member Elkins seconded nominate Chairperson Schneider to represent the MetroGIS perspective on the newly created Minnesota Geospatial Advisory Council, as a standing role of its Chair, and authorize a letter of recommendation in this regard to be forwarded to the Mn Department of Administration.

Motion carried, ayes all.

f) Fostering Partnerships via a Contest

Coordinating Committee Chairperson Wakefield introduced the topic and summarized the Coordinating Committee's request for concept approval to pursue a contest aimed at promoting widespread publishing of web services and innovative ways to consume those services that provide public benefit. Wakefield then introduced Alison Slaats, 1000 Friends of Minnesota, and David Fawcett, Mn Pollution Control Agency, to explain the idea of the contest in more detail. (Ms. Slaats presentation can be viewed at

http://www.metrogis.org/teams/pb/meetings/09_0722/5f_PolicyBoard_MetroGIS_Feature_Service_Group.pdf

Slaats and Fawcett began by stating the purpose of the contest is to make more data available and improve usability. Slaats stated that the idea is to model the proposed contest after a successful context hosted by Washington D.C. two years ago that has since been successfully emulated in

several other locations. Referencing information provided in the agenda report, Slaats explained that the Apps for Democracy Washington D.C. contest involved a \$50,000 investment that yielded over \$2.3 million worth of applications that were determined to create public value. She also noted that \$30,000 of the \$50,000 investment was to retain a firm to manage and advertise the contest, with the remainder of the investment used for prizes; a model that the project team also believes would be a good fit for this area. All concurred that several sponsors, in addition to MetroGIS, will be required to be successful.

Slaats continued by explaining that the contest would be designed to catalyze connections between data resources and prospective data users and, by doing so, create public value. She emphasized this outcome is consistent with the vision statement adopted by the Policy Board - *“organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems”*.

Slaats went on to comment that traditional needs assessment techniques have not worked to explore partnerships with no-government interests in large part because the data producer community has little to no understanding of who comprises the non-government user community, let alone their needs. Slaats then used an analogy that involved a boy scout troop to illustrate value that can be added to information by emerging users when they are able to leverage web-based geospatial information in easily to use formats.

Slaats and Fawcett closed their presentation by stating they believe, and the Coordinating Committee concurs, that hosting the proposed contest is seen as a way to catalyze self definition of non-traditional users of geospatial information as well as begin to understand their needs; needs which if met have the potential of creating substantive public value with little or no additional public investment other than to publish data in the form of web services that are developed as an result of day of day business operations.

Member Elkins asked if there are currently enough base services – raw material - available to stimulate the desired participation. This comment led to a wide ranging conversation about the need to do the contest right or not at all and if done well that the result could be a significant motivator for producers to publish more services. Fawcett commented that the contest would be held no earlier than mid spring 2010 for two reasons: 1) significant outreach is needed to encourage producers to publish their data via services, also noting that an application exists in GeoServices Finder that was developed last year with MetroGIS funding though which prospective users can locate and access existing services and 2) to secure other sponsors.

All concurred that the contest would, in effect, leverage the concept of “crowd sourcing” a means with substantial potential to more effectively define needs and explore partnerships with non-government entities than practical with traditional assessments methods. Members also acknowledged that hosting a well-publicized contest would likely attract application developers from outside of the GIS community and, thereby, leverage creativity of non-traditional users, a goal established in the Business Plan.

Members Reinhardt, Egan, and Elkins each stated they believe the context idea presents an outstanding opportunity through which to explore partnering/cost sharing with others to address shared needs, provided the base services available are adequate.

Chairperson Schneider concurred that the concept is very good but perceives a disconnect with the goal to demonstrate the value of access by non-government entities unless all data for a given area are available. He suggested that a study area might be defined for which all data could be made available during the contest. He also encouraged the design team to develop a marketing piece that clearly defines the outcomes sought and use of this material to pursue corporate sponsorships from large firms with potential to benefit from resulting actions (.e.g., offering free products as part of the prizes.

A question was raised, but not resolved, as to whether the contest should be limited to proposals that pertain to the seven-county Metropolitan Area, as opposed to statewide. Agreement was reached that a condition of submittal should be that all applications have to be permitted to be used freely elsewhere in the state.

Chairperson Schneider summarized by restating his support for the concept and the Coordinating Committee working to continue to refine it, in particular, to clarify the goals to be achieved and packaging them to share with prospective sponsors. He encouraged the Committee to involve the private sector in the contest design beginning immediately, emphasizing that he believes the emerging initiative to seek out partnerships with the non-government interests to address shared needs should be expanded to incorporate this concept.

Motion: Member Reinhardt moved and Member Elkins seconded that the Policy Board:

- a) Grant concept approval to the idea of MetroGIS participating in the hosting of a contest, involving awards to successful submitters, to catalyze increased use of web services and applications that leverage these services as described in the agenda report, with the understanding that sponsorship of the contest will involve organizations in addition to MetroGIS.
- b) Direct the Coordinating Committee via its Web Feature Services Workgroup to propose a plan of action for its (Board's) approval.

Motion carried, ayes all.

g) October Meeting – Change Date

Vice Chairperson Egan moved and Member Elkins seconded to change the October meeting date from the 28th to the 14th. Motion carried, ayes all.

6. MAJOR ACTIVITY UPDATES

There was no discussion of the items presented in the agenda report

7. INFORMATION SHARING

There was no discussion of the items presented in the agenda report.

8. NEXT MEETING

The next meeting of the Policy Board is scheduled for October 14, 2009. Member Elkins suggested the Cyclopath project as a candidate for the October GIS Technology Demonstration.

9. ADJOURN

The meeting adjourned at 9:10 p.m.

Prepared by:

Randall Johnson, MetroGIS Staff Coordinator



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 1000 Friends of Minnesota
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration:
Red River Valley Flood Response

DATE: September 23, 2009
(For the Oct. 14th meeting)

INTRODUCTION

The topic for the GIS Technology Demonstration at the October Policy Board meeting will be the Red River Valley Flood Response by members of the Minnesota geospatial community, including several active participants in MetroGIS's efforts.

Randy Knippel, GIS Manager for Dakota County, has agreed to make this presentation.

DIRECTION FOR THE COORDINATING COMMITTEE

The Coordinating Committee believes this topic provides an outstanding example of how a federated system of resources can be remotely leveraged to support mapping needs during a crisis. Mr. Knippel has agreed to explain lessons learned about what worked well, what can be improved upon, and transferability of these lessons to stakeholder needs in the Twin Cities.

FOUNDATION OF THE FEDERATED SYSTEM

A collection of websites, software, and technologies allowed a distributed team of GIS professionals to work together to produce and publish maps vital to effective management of the flood response effort this past spring in the Red River Valley. The "Go Team", under the direction of the Emergency Preparedness Committee of the Governor's Council on Geographic Information, worked at their convenience from the comforts of their home or office, using their existing work environment. They used a "virtual workspace" on the Internet using file sharing, discussion forums, websites, and instant messaging, along with distributed mapping services, a digital map repository, and a custom interactive GIS.

A core team became operational quickly and grew as needed using the Incident Command System (ICS) model. Over two months it grew to 30 people, representing a cross section of the GIS community in Minnesota, serving in a variety of capacities. Effective use of these resources limited the burden on each participant to that which they could sustain while continuing to perform essential functions for their employer.

More information can be found on the "[Red River Flood 2009](#)" page on the Governor's Council website, including links to the SharedGeo Red River Valley Viewer, maps for responders, and a host of other related websites. SharedGeo is a Minnesota non-profit recently started to leverage public investment in GIS, private donations, and voluntary efforts of GIS professionals for the benefit of the common good. More information can be found on the [SharedGeo website](#) and in the Reference Section.

PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the last page of the previous demonstration topics.

RECOMMENDATION

No action requested.

REFERENCE SECTION

The **SharedGeo Red River Valley Viewer** was created by partners and data providers from the Upper Midwest GIS communities. It is a conceptual site that is being demonstrated to the greater Minnesota emergency preparedness and response communities, as well as the general public, for the first time. Features, data, and utility will be continuously upgraded during the event.

- **Imagery**
 - Regular updates to satellite imagery as they become available
 - Animated updates with aerial imagery added as the data becomes available
 - CAP (ARCHER) captured aerial photography as it becomes available
- **U. S. National Grid (USNG):** Spatially referenced layer linked to pre-built and build-on-request (8.5" x 11") situational maps for the Red River valley area
 - These map are available at 100 kilometer, 10 kilometer and (by request if unavailable) at 1 kilometer scales
 - Dynamic printing (to PDF) for scales below 1 kilometer via a web browser based on USNG boundaries
- **NOAA River Gage Information:**
 - Spatially referenced points in the map linked to NOAA and the National Weather Service's Advanced Hydrologic Prediction Service
- **Elevation:** 2-foot contour lines created by the MN DNR from 2008 LiDAR data from the International Water Institute
- **Weather** Nexrad and NOAA

(For more information, see www.gis.state.mn.us/committee/emprep/response_events/red_river_flood_2009/index.html)

PREVIOUS GIS TECHNOLOGY DEMONSTRATIONS

- Jul. 2009: LOGIS –Improving Service Delivery through Collaborative GIS Programs
- Apr. 2009: Safe Road Map Project – University of Minnesota Connection
- Jan. 2009: Twin Cities Regional Economic Development Web Site
- Oct. 2008: Regional Datasets and Analysis of School District Housing Stock
- July. 2008: Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008: Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS’s Role in Response to the I-35W Bridge Collapse
- Oct. 2007: Web maps open government to citizens - Metropolitan Mosquito Control District
- Jul. 2007: Metropolitan Council new “Maps” mini website
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: Minnesota 3-D: An Online Mapping System Designed Close the Spatial Mismatch Between Affordable Housing And Living Wage Jobs
- Jul. 2006: What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: (*No presentation*)
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group’s Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS’s Efforts
- Jan. 2005: Regional Mailing Application
- 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: Data Finder and Dakota County’s Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made all classes of stakeholders represented on the Policy Board.



TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield (1000 Friends of Mn)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: MetroGIS Performance Measures Plan

DATE: September 22, 2009
(For the Oct 14th Mtg.)

INTRODUCTION

Policy Board approval of a proposed next-generation MetroGIS Performance Measurement Plan (separate document dated September 2009) is requested. The current plan has been in effect since 2002.

Adoption of this plan would complete Phase 1 of the project. Phase 2, which is planned to be completed in 2010, involves defining actual metrics to accomplish the performance measurement objectives defined in the subject plan. Kathie Doty, of KLD Consultants, served as the lead support for this project. She will present the proposed plan to the Board and be available for questions.

COORDINATING COMMITTEE RECOMMENDATION

At its September 10th meeting, the Coordinating Committee unanimously recommended that the Policy Board approve the subject plan. The Committee also identified several next-phase refinements that it suggests for consideration when the actual measures are developed. (See the Reference Section for a listing of the measure-related refinements suggested by the Committee.)

PAST POLICY BOARD CONSIDERATION

As a part its July 22nd action to approve of the 2008 MetroGIS Performance Measurement Report, the Policy Board concurred with the Committee's conclusion that MetroGIS needs to explore methods to better understand why data usage trends are occurring and the nature of stakeholder needs to ensure that our efforts continue to provide value - continue to improve upon core assets. It was also agreed that a goal of the next generation Performance Measurement Plan should be to create a means to effectively measure the extent to which we are on course to maximizing outcomes. (See the Reference Section for more information.)

DISCUSSION

In keeping with the July 22 action of the Policy Board, the previous performance measurement focus, which relied heavily on statistics related to use of DataFinder, has been expanded upon to place greater emphasis on value-based measures. Frequent interaction with the stakeholder community via surveys is proposed as the principal means to support the proposed value-based measures. These surveys are expected to serve as means to improve dialogue with stakeholders and, in doing so, also improve MetroGIS leadership's understanding of current and emerging needs as well as how well endorsed regional solutions are meeting stakeholder needs.

Kathie Doty, who led the plan development process, will summarize key components involved in this transformation and provide an overview of the proposed objectives for the next-generation measures.

RECOMMENDATION

That the Policy Board:

- 1) Approve the proposed MetroGIS Performance Measurement Plan, dated September 2009
- 2) Direct the Coordinating Committee to initiate Phase 2 - define actual metrics to accomplish the performance measurement objectives described in the subject plan.

REFERENCE SECTION

I. PLAN DEVELOPMENT PROCESS

- March 31, May 6, and June 18: The project team (Kathie Doty, the lead researcher, and John Cannon) met with the Staff Coordinator to clarify project expectations and seek direction.
- July 2: The project team met with several individuals who have supported various technical roles related to the operation of MetroGIS DataFinder and assembly and analysis of data needed to support the current measures. The goal of the meet was to identify what was working well and what was not working regarding the current measures from a technical support perspective.
- July 10: The project team shared its preliminary, next-generation, measurement objectives, along with several questions, with several individuals who have held or currently hold various MetroGIS leadership roles, including the current Policy Board chair. These individuals also represented diverse organizational interests key to MetroGIS's success. The review team articulated the need to expand the focus from relying upon evaluating performance principally from information associated with use of DataFinder to also including proactively seeking information from stakeholders about their geospatial needs.
- July 22: The project team shared its revised plan with Policy Board Chairperson Schneider and the Staff Coordination for comment prior to meeting a second time with the group that provided direction on July 10. The revised plan was found to be substantially in compliance with direction provided on July 10. Several additional refinements were also agreed upon.
- August 20: The project team shared its revised plan with the July 10 meeting participants for final comments prior to presenting the plan to the Coordinating Committee. Several additional refinements were also agreed upon.
- September 10: The Coordinating recommended that the Policy Board adopt the proposed plan. (See the following excerpt from the Committee's meeting summary.)

II. EXCERPT - SEPTEMBER 10TH COORDINATING COMMITTEE MEETING SUMMARY

5a) Performance Measurement Plan

Staff Coordinator Johnson provided context for the action requested and emphasized that this Plan is the first of a two-phase project; the second phase involving development of the actual measures to achieve the objectives defined in the proposed plan. Johnson then introduced Kathie Doty, the lead developer, to explain the elements of the proposed plan and to facilitate review by the Committee.

Doty began by noting that the proposed plan represents an expansion of the objectives sought via the current Performance Measurement Plan adopted in 2002. The proposed change involves adding greater emphasis on value-based measures. That is, measures designed to monitor user satisfaction more so than activity associated with DataFinder, as is the current focus. She then summarized proposed measurement objectives for each of several major categories of users and producers. Following Doty's presentation, the members offered the following comments:

- There was general consensus that the high level focuses for each of the proposed measures are sound (e.g., unmet needs, quality of data, access to data, use of data for decision making, broadened participation, and governance (resolving policy differences).
- Member Vander Schaaf – Commented that he believes the proposed measures offer a means to eventually integrate with individual stakeholder decision processes.
- Chairperson Wakefield – Asked if the measures should attempt to monitor characteristics concerning how web services are being consumed by others, in particular, non-traditional organizational interests and the general public. Kotz commented that the Technical Leadership Workgroup is thinking of a voluntary “service registry” as a means to notify users of service updates. He mentioned that the registry might also provide a means to measure use.

The Staff Coordinator reminded the members that MetroGIS's mission is to “enhance the capacities of stakeholder organizations” to carry out their respective business functions noting that they, not MetroGIS, are responsible for interfacing with the general public. He also asked if the group felt that this mission statement should continue to be interpreted as focusing MetroGIS's efforts, in the case performance measures on “regionally endorsed solutions” to shared needs. If not, he suggested that the

underlying policy foundation should be revisited. There was no further comment other than to defer this topic to the next phase of the project –development of metrics to carry out the general framework presented in the subject plan.

- Starling asked why the proposal calls for a **bi-annual assessment** (twice per year). Doty noted that the previous quarterly assessment for anomalies, which formed the foundation for the annual performance measurement report, is no longer possible due to a reduction in support resources. All agreed that the frequency of a particular measure will depend upon the subject matter involved, a topic for Phase 2. It was agreed that the goal should be annual measurement of a subset of the measures, with all measures visited within a to-be-determined schedule.
- Policy Board Chairman Schneider noted that he is pleased with the proposal as it provides flexibility to document opportunities to improve interactions with the non-government community and in so doing is expected to provide a platform from which to pursue broadening of funding support beyond the Council.
- Chairman Schneider's comment about expanding funding for MetroGIS spawned a wide ranging discussion about the need for quantitative measures if leadership is to successfully attract broader financial support. Threads offered for the next phase included: 1) how best to measure use of existing web services in addition to use of data resources available via DataFinder, 2) how are existing capabilities/ systems being assisted via MetroGIS's efforts, 3) easier to measure effect (value) when a shift in technology occurs, 4) need to find a way for current users to offer/acknowledge insights to benefits received given that they did not participate in the pre-MetroGIS environment, 5) need to find an effective means to help producers recognize benefits of working together beyond those received as a user from an enterprise perspective, as benefits realized by individual departments often range widely.
- Member Craig commented that receiving useful information from a survey involves significant effort to devise clearly articulated questions – no guessing on the part of the person responding as to what a question means. The extra effort needed to get the questions right is worth the cost. Ensuring sufficient response rate from key stockholders is also critical to reliable information. Craig's comments resulted in restatement of a need by Chairperson Schneider for MetroGIS leadership to continually be in the loop regarding changing stakeholder needs and use of short Internet-based survey that take users little time to respond to. All acknowledged that a focus of the next phase will be to define metrics that are both easy to execute and which provide trusted information.

Motion: Member Read moved and Member Bitner seconded to recommend that the Policy Board approve the Plan, subject to suggested refinements mentioned above being addressed in Phase 2. Motion carried, ayes all.

III. RECOMMENDATIONS PRESENTED IN 2008 ANNUAL PERFORMANCE MEASUREMENT REPORT

The following is an excerpt from an agenda report presented to the Policy Board on July 22, 2009 recommending adoption of the 2008 Annual Performance Measurement Report. The Board unanimously approved the Report and, in a related action, endorsed recommendations for follow-up action to better understand the reason that trends detected in the metrics are occurring. Those actions were based upon the following recommendations set forth in the agenda report:

“... Without understanding the why, we can not effectively take action to build upon the positive trends or remedy situations that are have potential of working against achieving desired outcomes. For instance:

- a) **Conduct Survey – Users of DataFinder:** The decrease in downloading of datafiles is likely attributable to these data also being available in the form of web services. To be sure, a survey of the users of DataFinder is recommended to:
 - (1) Investigate their preferences concerning accessing data conventionally versus via web services.
 - (2) Better understand how to interpret the meaning of the metric data obtained for web services relative explaining the decrease experienced in conventional data downloads.
 - (3) Assist MetroGIS leadership better understand how to interpret web service activity in ways that are important to measuring performance toward desired program outcomes.

- b) **Conduct Survey – Stakeholder Satisfaction with Current Regional Solutions:** An evaluation/survey of **user preferences** is suggested to help better **understand user needs** that **require a community approach** and ensure that these regional solutions are enhanced on an ongoing basis to meet changing user needs. This survey should include regional applications and as well as regional data solutions.
- c) **Increase Outreach Activity:** An increased emphasis on outreach efforts should be pursued to encourage data producers, who are not currently taking full advantage of the existence of DataFinder, to consider using it (or increase their use). This recommendation compliments the preference of incoming Policy Board leadership to in general increase the amount of outreach activity (see Agenda Item 5c). In so doing, availability of existing data holdings accessible via DataFinder and related standards and best practices could more broadly understood, hopefully resulting in increased leveraging of existing resources.
- d) **Define Public Value:** To fully realize the vision of widely accessible geospatial data, policy makers must be convinced that if their organizations participate in a geospatial commons that the “public value” (tangible and intangible benefits) that could be anticipated would be equal of greater than that realized under via current policy. A project is underway (see Agenda Item 6b) to update MetroGIS’s Performance Measurement Plan to align the metrics with outcomes defined in the 2008-2011 Business Plan. The project support team has been encouraged to recommend metrics that can help MetroGIS more clearly define this statement of public value and measure progress towards attaining it. MetroGIS should also **continue to seek out resources and opportunities** beyond the metro area which have promise **to gain a better understanding of** this sought after **statement of public value** (e.g., academic community, MnGeo initiatives - former Mn Governor’s Council on Geographic Information [agenda Item 7a], and work of the National Geospatial Advisory Committee, which Hennepin County Commission Johnson and the Staff Coordinator are members.”



TO: Policy Board

FROM: Coordinating Committee
Chair: Sally Wakefield (100 Friends of Mn)
Contact: Randall Johnson (651-602-1638)

SUBJECT: 2010 Preliminary Major Program Objectives and Budget

DATE: September 22, 2009
(For the Oct 14th Meeting)

INTRODUCTION

The Policy Board is asked to comment on a preliminary listing of major program objectives that the Coordinating Committee believes MetroGIS should strive to accomplish in 2010 and an accompanying preliminary “foster collaboration” budget. The proposed budget is the same as for 2009 - \$86,000.

NEXT STEPS

The Coordinating Committee will incorporate direction received from the Board into its final recommendation, which is scheduled to be considered by the Policy Board in January. The 2010 budget cannot be finalized until the “Foster Collaboration” funding request to the Metropolitan Council has been formally approved, which will not occur until mid-December.

Assuming that the Policy Board adopts the proposed next-generation Performance Measurement Plan (agenda item 5a) at the October meeting, an attempt will be made to incorporate a Balanced Score Card-type methodology into the final work plan and budget proposals. When mid-year refinements to the 2009 work plan were considered at the July meeting, Policy Board member Egan encouraged use of a method, such as the Balance Score Card methodology, to illustrate relationships between work objectives, organizational mission and objectives, and performance.

COORDINATING COMMITTEE RECOMMENDATION

At its September 10th meeting, the Coordinating Committee accepted the preliminary listing of 2010 work priorities listed in Attachment B. Refer to the Reference Section for factors considered when developing the proposed listing of activities, their relative priority and major assumptions regarding capacities.

OVERVIEW OF SUGGESTED 2010 PROGRAM OBJECTIVES

The proposed program objectives for 2010 offer an ambitious slate of activities: ten “very high” and five “high” priorities.

As was the case for 2009 work program (Attachment A), rather than trim back suggested 2010 program expectations, the Committee believes it important to present the Policy Board with an optimistic picture of the mix of outcomes likely if planned supplemental support resources are secured.

Key outcomes sought via the 2010 work plan, include:

- Greatly expanded availability of web services and understanding of partnering opportunities to address shared information needs via replication of Washington D.C.’s Apps for Democracy contest.
- Improved stakeholder capacities through successful completion of the three shared application projects approved in 2009 – Geocoder enhancements, Proximity Finder and Best Image Service
- Measurable progress on implementing a Regional Address Points Dataset
- Next-generation performance measurement metrics are assisting MetroGIS leadership to improve understanding of shared user needs and value of implemented solutions to shared needs
- Expanded understanding of GIS technology among traditional as well as non-traditional users
- Progress on adding a Technical Coordinator to MetroGIS’s support team

SUPPORT AND BUDGET IMPLICATIONS

Context: Several proposed 2010 objectives can not be completed unless supplemental professional services and/or dedicated technical coordination resources are secured. Activities that require support beyond current capacities are identified in Attachments B. They are preceded by “***”.

The Technical Leadership Workgroup (see Reference Section) has preformed an extremely valuable service over the past year but cannot be expected to function any where near the level expected of dedicated support. The members of this workgroup deserve a big thank you as does the Metropolitan Council’s GIS Unit for permitting Mark Kotz to serve as chair of this important workgroup.

Allocate Funds Differently Than In Past: Given that available resources are not sufficient to address the breath of priority needs in a timely manner, a major departure from the 2009 budget and objectives is suggested.

First – suspend project solicitation. Instead of budgeting funds for prospective Regional GIS Projects (2009 Budget Item A5), as has been the case for the past few years, these funds are proposed to be used for four projects called out as very high priorities in the proposed work program:

Budget Item A1: Host Web Feature Services Contest	\$15,000
Budget Item A3: Project Plan/Outreach Tactics/Develop Framework for Regional Address Points Dataset	\$10,000
Budget Item A4: Populate Metadata for GeoServices Finder (in conjunction with A1)	\$3,500
Budget Item B1: Develop Performance Measurement Methods	\$15,000

Second –pursue outsourcing for technical coordinator support. If supplemental resources, beyond those defined in the MetroGIS’s foster collaboration budget can be identified, the preliminary budget proposed herein should be reevaluated to determine how much of MetroGIS’s “foster collaboration” funding should be allocated to this propose.

RECOMMENDATION

That the Policy Board review and comment on the:

- 1) Preliminary 2010 program objectives presented in Attachment B
- 2) Suggested budget allocation philosophy changes described above and, in general, on the preliminary 2010 “Foster Collaboration” budget presented in Attachment C.

REFERENCE SECTION

RATIONALE FOR PROPOSED WORK PROGRAM PRIORITIES:

The following statements guided develop proposed work activities for the 2010 and their relative priority:

- Preferences of the Policy Board (e.g., ensure stakeholder needs are clearly understood and expand of outreach efforts to ensure that both key and non-traditional stakeholders are aware of MetroGIS's efforts.)
- Continued effort on several 2009 activities (Attachment A) that were not completed, in large part, because supplemental support resources were not secured as had been anticipated when they were defined.
- Priority activities identified in the 2008-2011 Business Plan not as yet included in a work plan.
- Needs identified over the past year (e.g., host Web Feature Services contest and develop actual implementation metrics for new performance measures)

MAJOR ASSUMPTIONS

The following major assumptions underlie MetroGIS's ability to continue to address shared information needs in a manner that creates public value:

1. MetroGIS's 2010 "Foster Collaboration" function budget request will be approved by the Metropolitan Council.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.
3. The agreement with NCompass (The Lawrence Group) authorizing access, without fee, to government and academic interests to their Street Centerline Dataset will be renewed before January 1, 2010.
4. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
5. Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

ATTACHMENT A

Status of MetroGIS's 2009 Program Objectives

(**Indicates an activity that is at least in part dependent upon securing additional technical leadership and coordination resources).

Work Objectives	Comments	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities ^(a) . Expand effort related to "Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understand among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests	<u>In progress</u> . Need to secure planned Supplemental Professional Services Contractor to increase time available for expanded outreach effort. RFP process anticipated late Fall 2009	Designated Custodians and Staff Coordinator
2. Pursue implementation of solutions to specific shared needs for applications and web services.	<u>In progress</u> . 3 projects approved by Policy Board in July. 1 underway (Geocoder enhancements). Contracting in process for the other two (Best Image Service and Proximity Finder).	Technical Leadership Workgroup - Mark Kotz, Chair
3. Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team	<u>In progress</u> . Changed tactic to investigating potential for 3-5 year outsource contract funded by multiple beneficiaries, as opposed to a permanent new position	Staff Coordinator and Technical Leadership Workgroup - Mark Kotz, Chair
4. Execute the Next-Generation Street Centerline Data Access Agreement	<u>In progress</u> Agreement in principle substantially achieved on all terms. Expect to turn over to attorneys by late September to draft formal agreement. Must be in place before 12/31/09 to avoid lapse in access.	Staff Coordinator
5. Streamline Data Access for Emergency Responders	<u>In progress</u> . Workgroup hopes to achieve a clear problem definition by November	Workgroup and Staff Coordinator
6. Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	<u>Minimal progress</u> . Related to the need to secure a qualified Supplemental Professional Services Contractor – see No. 1	Staff Coordinator and Technical Coordinator when available
7. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via the approved key elements	<u>Not Started</u> . Need to secure a qualified Supplemental Professional Services Contractor – see No. 1	Staff Coordinator and TBD consultant
8. Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	<u>In progress</u> . Need to execute a contract to retain Applied Geographics before work on the actual database can begin.	Address Workgroup and TLW, Mark Kotz/ Nancy Read Co-project managers, and Staff Coordinator
9. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	Adoption scheduled for October 2009.	Staff Coordinator and KLD Consulting
10. Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24, 2008 workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the new Business Plan and the survey of stakeholders called for in the 2008 Annual Performance Measurement Report.	<u>Not Started</u> . Need to secure a qualified Supplemental Professional Services Contractor - see No. 1	Staff Coordinator and consultant TBD.

ATTACHMENT B

Preliminary MetroGIS 2010 Program Objectives

(**Indicates an activity that is at least in part dependent upon securing additional technical leadership and coordination resources).

Proposed Objective (Numbers intended to designate relative importance) (Changes from 2009 illustrated)	Proposed Priority	Comments	Lead Responsibility	
1. Sustain traditional "foster collaboration" support activities ^(a) . (see Item 5)	Very High	Ongoing. Directive set forth in the 2008-2011 Business Plan. Need to secure planned Supplemental Professional Services Contractor to increase time available to expand outreach effort called for in July 2009. RFP process expected to be published fall 2009.	Designated Custodians and Staff Coordinator	Deleted: Expand effort related to "fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests (July 2009 refinement). Deleted: 3
2. Continue to seek addition of dedicated Technical Coordinator and technical administrative resources to the MetroGIS support team	Very High	Carry over from 2009. Changed tactic to investigating potential for 3-5 year outsource contract funded by multiple beneficiaries, as opposed to a permanent new position. Until these dedicated resources are secured, the Technical Leadership Workgroup will continue to fill this role to the extent possible. Objectives preceded with "**" can not be fully achieved without these additional resources.	Staff Coordinator with advice from Technical Leadership Workgroup - Mark Kotz, Chair	Deleted: 8 Deleted: High
3. **Implement a Regional Address Points Dataset and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	Very High	Carry over from 2009. Applied Geographics has been selected to develop this application. Need to execute a contract before work on the actual database can begin. Once this application is developed, work on the actual regional dataset can begin.	Address Workgroup - Mark Kotz/Nancy Read Co-project managers.	Deleted: 2 Deleted: Very High¶
4. **Pursue implementation of solutions to specific shared needs for applications and web services specifically via: a) Implementation of Best Image Service (2009 funded project) b) Government Service Finder Prototype (2009 funded project) c) Host a Web Feature Services contest modeled after the Apps for Democracy contest hosted by Washington D.C.	Very High Very High Very High	Ongoing. Although a component of ongoing support, this generic objective is called out as a separate activity to call attention to the 3 specific projects, which involve MetroGIS funding - 2 approved and 1 proposed.	Each of the three project workgroups that proposed these projects with advice from the Technical Leadership Workgroup - Mark Kotz, Chair.	Deleted: 16 Deleted: Medium
Part of 4c. **Populate metadata for GeoServices Finder, including creation of a template to promote standardization	Very High	Carry over from 2009.		

Proposed Objective (Numbers intended to designate relative importance) (Changes from 2009 illustrated)	Proposed Priority	Comments	Lead Responsibility
<u>5. Expand effort related to "fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests.</u>	Very High	These efforts should be coordinated with the development and implementation with the surveys proposed for the next-generation Performance Measures Plan expected to be endorsed October 2009. This expanded outreach initiative should also be designed to address the intent of the action "Evaluate stakeholder participation relative to needs to achieve current regional objectives" called for in Item "f", Section VIII of the Business Plan"	Staff Coordinator in conjunction with supplemental professional services to assist with defining the methods and materials.
<u>6. Develop specific performance measure methods (measures of public value) to implement 2009 Performance Measurement Plan</u>	Very High	Second phase of the Performance Measurement Plan update process accomplished in 2009. The first phase was designated as a Very High priority. The Updated Plan calls for annual assessments of stakeholder satisfaction with MetroGIS's efforts via surveys. Coordinate performance measurement survey design with development of research method for second generation shared information needs evaluation (Item 8)	Staff Coordinator in conjunction with supplemental professional services
<u>7. **Conduct second-generation identification of shared information needs. Phase I Only- Define research method.</u>	Very High	Identified in the Business Plan as a 2009 objective to be conducted in conjunction with shared application needs assessment but not previously included in an annual work plan (Item "d". Section I of the Business Plan" (Attachment C of this report). In November 2008, a forum was hosted to identify shared application and service needs. The information gained only partially addresses the larger scope intended by this objective. The emphasis on actions to understand and act on emerging needs proposed in the new Performance Measurement Plan complements this objective, as is the call to continually assess user satisfaction via surveys and peer review forums.	Staff Coordinator with advice from the TLW
<u>8. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs</u>	Very High	<u>Carry over from 2009.</u> Related to Objective 3, a priority need identified by the new Policy Board Chair spring 2009. Dependent upon securing the planned Supplemental Professional Services Contractor	Staff Coordinator in conjunction with supplemental professional services
<u>9. Streamline Data Access for Emergency Responders</u>	Very High	<u>Carry over from 2009.</u> A workgroup is making progress to define the issues	Workgroup, Gordon Chinander, chair

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Proposed Objective (Numbers intended to designate relative importance) (Changes from 2009 illustrated)	Proposed Priority	Comments	Lead Responsibility	
10. Investigate organizational/governance structure changes necessary to effectively address priority shared geospatial needs	Very High	Carry over from 2009. A related initiative to explore partnering opportunities with non-government interests. The idea was explored with several local content experts who process desired expertise. Although interest was expressed, no substantive progress was made. As this topic is also a high priority of the National Geospatial Advisory Committee, in particular its Governance Subcommittee, the Staff Coordinator elected to integrate MetroGIS's experience and needs into a proposal under development for the December 2009 full NGAC meeting.	Staff Coordinator	Deleted: 14 Deleted: High¶
11. ** Pursue implementation of a more fully developed geographic data, applications and service broker	High	2009 objective postponed to 2010 per Policy Board decision on July 22, 2009	Technical Leadership Workgroup - Mark Kotz, Chair	Deleted: 8
12. ** Explore methods for Enhancing Trust in reliability of shared services.	High	2009 objective postponed to 2010 per Policy Board decision on July 22, 2009.	Technical Leadership Workgroup - Mark Kotz, Chair	Deleted: 9
13. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	High	Carry over from 2009. Development of strategies to attain the deliverables called for in the key elements defined fall 2008. Dependent upon securing the planned Supplemental Professional Services Contractor.	Staff Coordinator in conjunction with supplemental professional services	Deleted: 7 Deleted: Very High
14. ** Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	High	Carry over from 2009. The presence of Supplemental Professional Services (see item 1) and a Technical Coordinator are needed to free up sufficient time to effectively address this objective	Staff Coordinator in conjunction with advice from Technical Leadership Workgroup	Deleted: 6 Deleted: Very High
15. **Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24, 2008 workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	High	Carry over from 2009. De[pendent upon securing a qualified Supplemental Professional Services Contractor - see Priority No. 1. The original 2009 objective called for completing this plan. The Policy Board directed on July 22 that the survey of stakeholders called for in the next generation Performance Measurement Plan is to be incorporated into this activity.	Staff Coordinator in conjunction with supplemental professional services	Deleted: 12
STRETCH OBJECTIVES				
TIME AND RESOURCES PERMITTING				
16. **Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize - Item 16, above)	Medium	If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to "Prepare a support Plan for DataFinder". Otherwise, consolidate with a plan for the replacement application		Deleted: 17
17. **Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset	Medium	Postpone until Peer Review Forum hosted for current TLG Street Centerline Dataset		Deleted: 18
18. Refresh design of MetroGIS website	Medium			Deleted: 19

Proposed Objective (Numbers intended to designate relative importance)	Proposed Priority	Comments	Lead Responsibility
(Changes from 2009 illustrated)			
19. **Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.	Low	Premature use of limited resources until work completed to identify priorities for shared application needs.	
20. **Explore Geospatial Marketplace – (Collaboration Registry/Portal)	Low	The TAT considered this idea at its April 17, 2008 meeting and did believe it to be a good use of resources, given other higher priorities at this time.	
21. Expand Outreach Plan to include a marketing component	Low	Policy Board directive July 2007 distinguishes marketing from outreach	
22. Investigate impact of cost recovery on ability to achieve desired data sharing	Low	Identified as a need in Appendix K to the 2008-2011 Business Plan	
23. **Conduct Peer Review Forums for endorsed regional solutions to shared information needs	Low	<p>Carry over from 2009. Dependent upon availability of supplemental technical and administrative support. Should be coordinated with Item #8 and surveys associated with performance metrics.</p> <p>NOTE: The Chair of the Technical Leadership Team believes that Item 8, if conducted, will achieve the purpose of this objective. Therefore, it can be assigned a low priority until after the second generation needs are known.</p>	

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(1) Traditional activities that comprise the MetroGIS “foster collaboration” function include:

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs, including applications as well as a data (2009 addition)
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (ongoing)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (ongoing)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (ongoing)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (ongoing)
- Advocating for MetroGIS's efforts in development of statewide geospatial policies (ongoing)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (ongoing)
- Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts (ongoing)
- Documenting benefits associated with MetroGIS's efforts via stakeholder testimonials (ongoing, 1-2 per year)

ATTACHMENT C

Preliminary 2010 MetroGIS Foster Collaboration Budget

(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

ATTACHMENT C

**Preliminary 2010
MetroGIS "Foster Collaboration" Function Budget**
(Funding provided by the Metropolitan Council)

		2009	2010
Main Activity	Sub-Activity	Approved	Preliminary Proposal
Professional Services/Special Projects		\$56,000	\$55,500
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs		
	(1) Host Web Feature Services Contest (assumes other partners)		\$15,000
	(2) Conduct Second -Generation Shared Information Needs Analysis / Ensure Stakeholder Needs are Understood		Part of B(1)
	(3) Project Plan/Outreach Tactics/Develop Framework for Regional Address Points Dataset		\$10,000
	(4) Populate Metadata for Geoservices Finder (in conjunction with A1)		\$3,500
	(5) Regional GIS Projects	\$35,000	\$0
	B. Organizational Development and Communication Projects		
	(1) Develop Performance Measurement Methods to Implement New Plan Adopted 2009		\$15,000
	(2) Develop a Plan to Address Known Risks and Obstacles to Sharing (e.g., Security, Licensing, Budgets, etc.). ⁽ⁱⁱ⁾	\$7,000	\$7,000
	(3) Develop new Communications/Outreach Plan	\$3,000	\$3,000
	(4) Design New Outreach Materials / Refresh Website Design (See below for printing) ⁽ⁱ⁾	\$8,000	\$2,000
	(5) Leadership Development Plan (based upon 10 key elements defined in 2008)	(iii)	(iv)
	C. Technical Coordinator Outsource Contract (assumes other partners 3+/- year pilot)		TBD ^(v)
	D. DataFinder - Contingency Fund for Unexpected Repairs (covered in new license 2010+)	\$3,000	\$0
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (contract payments to counties per 2009-2011 agreement)	\$28,000	\$28,000
Outreach		\$1,600	\$2,100
	Printing Outreach Materials (e.g., Information Brochure) Item B(4) must precede. ^(vi)	\$0	\$500
	Advocacy/Networking Mileage (200 m/mo x \$.48/mile = \$1,152) ^{(vii) (viii)}	\$1,200	\$1,200
	Annual Report/Informational Brochure (see above)		
	• Postage – 800 postcards (\$0.30=\$240) in addition to 1500+ via email)	\$300	\$300
	• Minimal for other communications	\$100	\$100
Misc Office		\$400	\$400
	Website Domain registration (www.metrogis and www.datafinder - \$20/ea)	\$40	\$40
	Specialty Team/Forum Support Materials	\$360	\$360
	TOTAL NON-STAFF PROJECT FUNDS	\$86,000	\$86,000
Dedicated Staff Support		TBD	TBD
	Grand Total	TBD	TBD
NOTES:			
	⁽ⁱ⁾ Development/update of outreach materials to follow Outreach Plan Update project. See Item B(2).		
	⁽ⁱⁱ⁾ This activity includes developing a Livelihood Scheme / Defining Organizational Competencies. See 2008-2011 MetroGIS Business Plan (Chapter 3 - Section VIII and Appendix H) for explanation of organizational competencies and Livelihood Scheme.		
	⁽ⁱⁱⁱ⁾ Request for bids conducted November 2008. No bids received, so project postponed.		
	^(iv) TBD. If sufficient budgeted funds remain uncommitted as of the October Policy Board meeting and carry over of uncommitted funds to 2010 is permitted.		
	^(v) If other sources of funding are determined to be potentially available, decide how much of MetroGIS's funds should be redirected.		
	^(vi) Rely on Internet and on-demand printing for handouts		
	^(vii) Travel by participants is paid by the participant's organization		
	^(viii) Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.		



To: MetroGIS Policy Board

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

Subject: 2010 Meeting Schedule - MetroGIS Policy Board

Date: September 23, 2009
(For Oct 14th Meeting)

INTRODUCTION

A suggested meeting schedule for 2010 is presented below for the Board's consideration. No Policy Board meetings have been scheduled beyond October 14, 2009.

BACKGROUND

Meeting location: Metro Counties Government Center (2099 University Avenue, St. Paul).

Nancy Read, with the Metropolitan Mosquito Control District and member of the Coordinating Committee, has hosted the Board's meetings at the Metro Counties Government Center since mid-2006 and is again willing to do so for the 2010 meetings if the Board wishes to continue to meet there.

Meeting dates and times: During this past year, the Policy Board met on the 2nd, 4th, and 5th Wednesdays of the month to avoid known conflicts. The meetings began at 6:00 p.m. Board meetings have generally been held on Wednesdays.

SUGGESTED 2010 MEETING SCHEDULE

<u>Date</u>	<u>Anticipated Major Topics</u>	<u>GIS Demonstration Suggestions</u>
Jan 27, 2010 4 th Wednesday	<ul style="list-style-type: none">• 2010 Program Objectives and Budget• Regional Address Points Policy Statement• Web Service Contest Strategy• Data Access Policy – Emergency Responders• Glossary of Terms	<ul style="list-style-type: none">• Collaborative Application Development Among Counties?• Regional Geocoder Service?• Cyclopath?• University's Historical Census Mapping?• Metropolitan Council's Natural Resources Digital Atlas?
Apr 28 th 4 th Wednesday	<ul style="list-style-type: none">• Election of Officers• Regional Address Points Dataset Development Plan• Outreach Plan• Regional Policy Statements – Geocoder service, GeoServices Finder, Best Image Service?, Best Basemap Service?	
Jul 28 th 4 th Wednesday	<ul style="list-style-type: none">• Performance Measures (Metrics)• Leadership Development Plan	
Oct 27 th 4 th Wednesday	<ul style="list-style-type: none">• 2nd-Generation Information Needs Strategy• Plan to Sustain Data Sharing / Collaborative Solutions	

RECOMMENDATION

The MetroGIS Policy Board is respectfully requested to:

- 1) Set its 2010 meeting schedule and location.
- 2) Offer ideas for GIS Technical Demonstration topics



TO: Policy Board

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

SUBJECT: Major Activity Update

DATE: September 24, 2009
(For the Oct 14th mtg.)

INTRODUCTION

Since the Policy Board last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet.

PROJECT SPECIFICS

A) REGIONAL ADDRESS POINTS DATASET

The Coordinating Committee tabled consideration to its December meeting of a proposed Regional Policy Statement that would govern the proposed Regional Address Points Dataset. Specifically, the Committee felt the language of a standard liability disclaimer should be agreed upon before the Board acts on the Regional Policy Statement. Since that time, the Mn League of Cities has expressed interest in leading development of the standard liability language. The County Data Producers and Address Workgroups also agreed to work on language concerning access by first responders as well as assist with development a standardized liability waiver. No other issues were raised to provisions set forth in the proposed regional policy statement. Finally, Metropolitan Council management has also agreed to permit the Council to serve as the regional custodian.

B) REGIONAL GIS PROJECTS

1) Projects Approved in 2008:

- **Address Editing Tool (Technical Leadership Workgroup, Project Lead) \$13,500**
Applied Geographics (Boston) was selected last fall to develop the proposed Address Editing Tool. Agreement has been reached with respect to interests with whom the prototype can be shared by a funding agreement still had not been drafted as of this writing. The contractor is willing to allow the application to be shared with collar counties to host the application if they choose to do so. This provision was sought to act on the goal to improve interoperability with jurisdictions that adjoin the metro area.
- **Landmark Names Extension to Geocoder Service (Mosquito Control District, Project Lead)**
Submitted by Nancy Read, Project Manager.
 - a. The current geocoder web service is in full operation, hosted on a server at MnGeo. Base use levels seem to be about 7,000 to 10,000 hits per month, but it received heavy use in June and July (ca. 50,000 hits/mo) from batch users, similar to the high levels in April. (The service was not designed for batch use, but users send grouped requests. So far this has not been a problem for the MnGeo server.) The additional funding made available from MetroGIS project funds will be used for small changes to improve performance on odd names. We are also still working on automating data updates.
 - b. There has been activity in the Open Source community on additional development of the PAGC geocoding software, including building different software wrappers.
 - c. Walter Sinclair, the main programmer for PAGC, is under contract with MMCD (using MetroGIS 2008 project funds), and is making progress on adding capability to handle Landmark/Point of Interest matching.
 - d. We will be working with various sources to assemble an initial file of Landmark / Point of Interest names and locations to use in testing in September

2) Projects Approved in 2009:

On July 22, the Policy Board recommended that the Metropolitan enter into agreements with the proposers of three projects for a total of \$35,000. Their status is as follows:

- Geocoder Enhancement to Work Better With Local Data - \$1,000. The Project Manager has been authorized to proceed.
- Best Image Service - \$15,250: MnGeo in process of drafting an Interagency Agreement (between MnGeo and the Metropolitan Council) to govern the project.
- Proximity Finder - \$18,750: Request for Proposals distributed on September 18th. October 16th is the deadline to submit proposals.

C) WEB APPLICATIONS CONTEST (Update by Alison Slaats)

In response to receiving concept approval from the Policy Board at the July meeting to host an applications contest, the Coordinating Committee created a workgroup to oversee preparation of a contest strategy. This strategy is to include tactics to encourage organizations to stand up web map image and feature services as well as web services that are not spatially enabled. The Committee asked the workgroup to provide an update at its December meeting. Several members of the Committee volunteered to serve on the workgroup. It was agreed that the initial focus will be on securing several sponsors to partner with MetroGIS. Funds are included in the preliminary 2010 budget (Agenda Item 5b), with the understanding that other organizations will partner in sponsoring the contest. Since the Committee meeting, the following progress has been made to secure additional sponsors and get a take on where people/organizations stand on this idea and hopefully figure out a person to lead and champion this workgroup into the next phase.:

- Refined a one-page flyer (See Attachment A)
- Slaats presented idea at MetroGIS TAT and asked for workgroup members. Jim Maxwell signed up
- Slaats provided summary to TCMUG group. Steve Lime, Paul Wickman signed up for workgroup.
- Slaats & Wakefield presented idea at GIS/LIS board meeting. GIS/LIS board liked idea and Kari Geurts, Leann Knot & Nancy Rader volunteered for group. Geurts set up BOF at GIS/LIS conference on topic; and contest may be subject of a “lightning topic” at opening of conference.
- Steve Lime spoke to DNR folks who like the idea and is setting up a more formal meeting with Robert Maki, Slaats, Wakefield, Loesch & Lime.
- Rader, Chris Cialek & Slaats are going to set up meeting with MnGeo with David Arbeit and others (Steve Lime may attend pending outcome of DNR meeting)

D) NEXT-GENERATION REGIONAL STREET CENTERLINE SOLUTION

Agreement-in-principle has been reached on all major terms. At the time of this writing the plan was to submit the agreed upon terms to the attorneys the week of September 28 for them to draft the actual agreement. Several enhancements to the current specification have been agreed to. The goal is have the new agreement in place before year end. The current agreement expires December 31, 2009.

E) STREAMLINING DATA ACCESS FOR EMERGENCY RESPONDERS

At the time of this writing, the workgroup was planning to meet again the last week in September. Four of the members agreed to development information in four topic areas. See Attachment B for an update on the related work of the State’s Emergency Management Workgroup.

F) DOCUMENTING BENEFITS AND ORGANIZATIONAL STRUCTURE FOR CROSS-SECTOR, SHARED POWER ENVIRONMENT

Rather than continuing to rely solely on a locally-focused initiative (Attachment C), the potential to leverage ongoing related work of the Governance Workgroup of the National Geospatial Advisory Committee and a promising collaborative initiative of COGO and URISA are also being investigated. A 2009 CAP Grant application is also under consideration.

G) UPDATE OF SOCIOECONOMIC WEB RESOURCES PAGE

A team led by Will Craig and including Amy West, Jason Borah, John Carpenter, and Tanya Mayer, has made significant enhancements to the Socioeconomic Web Resources Page over the past few months. They are summarized in Attachment D- Part II. An article is also provided in Part I which

explains how this resource leveraged a variety of data resources and how the broader community is benefiting from its existence. This is the first effort to formally connect related efforts of the Minnesota Council of Nonprofits (MCN) to MetroGIS. An author, Will Craig, is tentatively scheduled to talk about this information at the January Board meeting.

H) RFP TO SECURE SUPPLEMENTAL PROFESSIONAL SERVICES

The 2009 and proposed 2010 MetroGIS “foster collaboration” budgets allocate funding to acquire supplemental professional services for support of a variety of project responsibilities through outsourcing. A draft scope of work for a proposed multiple-year contract has been accepted by Council management. It will be finalized after the October 14th Policy Board at which comment will be requested on a preliminary work plan for 2010 (Agenda item 5b). The proposed contract would replace the 5-year contract with the firm Richardson Richter Associates that expired this past December.

ATTACHMENT A



Open Geo Apps

Geographic Web Application Contest

About the Contest Idea

In 2008, in Washington DC, the Office of the Chief Technology Officer had the goal of making DC.gov's Data Catalog useful for the citizens, visitors, businesses and government agencies of Washington, DC. The solution created was "Apps for Democracy" - a contest that cost Washington, DC \$50,000 and returned 47 iPhone, Facebook and web applications with an estimated value in excess of \$2,600,000 to the city.

The contest was so successful it is being repeated in DC and also at a national level with the "Apps for America" contest that uses the data sources on data.gov.

In Minnesota, we have had moderate success with hosting, documentation and promoting use of GIS web services. The MetroGIS feature services workgroup was tasked with getting more geographic data services usable and available. This workgroup proposed hosting a similar contest in Minnesota in order to provide a catalyst to promote map services and their use through application development.

Learn more:

<http://www.appsfordemocracy.org/>
<http://sunlightlabs.com/contests/appsforamerica2/>
<http://www.youtube.com/watch?v=qAFOABlev3w>
<http://www.vimeo.com/4450950>

PURPOSE OF A MINNESOTA CONTEST

- Facilitate creation of new and innovative web applications
- Promote open source application development and sharing.
- Identify new developers, stakeholders and users of geographic information
- Make more GIS data available via map services
- Get more use out of the data services

BENEFITS TO DATA PRODUCERS

- Low risk way to evaluate new technology applications using your data
- Identify new users of data and new ways of using your data
- Provide better support to internal and external users by using contest applications

NEXT STEPS

- Find partners to support contest
- Create workgroup to lead effort
- Expand number of map services available
- Identify possible sponsors
- Identify agency/organization to host and facilitate contest

To learn more, or get involved, contact:

Sally Wakefield, MetroGIS Coordinating Committee Chair; swakefield@1000fom.org

ATTACHMENT A - 1000FOM 1000FOM

ATTACHMENT B

Statewide Emergency Preparedness Data Project

10/1/09

Randy:

Regarding the status of the FGDC Structures CAP grant, there has been a great deal of activity over the past three months. Energized by Steve Swazee, 12 members of the Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee (EPC) have held bi-weekly meetings to prepare and implement a plan to achieve the outcomes identified in the grant, i.e.:

- Identify existing public/private GIS data resources in Minnesota for structures data.
- Identify custodians of the most accurate and complete versions of schools, hospitals/clinics, police stations and fire station locations.
- Determine minimum attribution requirements for each data type. Consideration will be given to attributes that may not be publicly available due to national security concerns.
- Ensure that data is documented using FGDC and Minnesota metadata standards.
- Harvest available data and assess its resolution, accuracy, completeness and currency.
- Propose a stewardship program for each custodian of each structure type that will ensure its yearly update, long-term maintenance and availability. This program will emphasize engaging local government in the process.
- Publish the structures data for public consumption through existing federal and state data clearinghouses, portals and web services.

To achieve these outcomes the team has been using three interrelated approaches: outreach, technical design, and web tool development.

Technical design, and web tool development highlights:

- Members focused on gaining a thorough understanding of the current federal, state, local and discipline-related data bases and their associated attributes in order to determine the best approach for harvesting and maintaining each of the four layers in the future. A “Minnesota” set of attributes will be derived from this process.
- To enable the efficient exchange of information and ideas between members of the CAP team, a Wiki was created on the EPC's SharePoint site hosted by Dakota County.
- Issues related to various federal data collection models/software and symbology standardization for these layers were explored and documented.
- Members have been working with MnGeo and Dakota County staff to create a suite of 10K standardized map products for the entire state based on the USNG. Sample maps illustrating the location of CAP structures data (schools, hospitals, fire stations, police stations) will be made available for select areas of the state and used to promote the CAP effort.
- Members prepared the specifications for a prototype web-based structures point editing tool that will facilitate entry of structure data at a local level.
- In mid August SharedGeo was awarded the contract to create the web tool using OpenSource tools.
- SharedGeo delivered a prototype in late September for EPC members and representatives

from several counties and regions to test.

Outreach highlights:

Though not entirely devoted to the CAP Grant, the grant was identified during these presentations:

July, 2009 – Southeast Minnesota GIS Users Group; Randy Knippel
Minnesota Emergency Preparedness and Response Committee; Randy Knippel,
Steve Swazee

September, 2009 – Association of Minnesota Emergency Managers (AMEM); Steve Swazee

Coming up!!

October, 2009 - State Fire Chief's Association convention; Randy Knippel
Wisconsin Land Information Association regional conference; Steve Swazee
Minnesota GIS-LIS conference; GCGI EPC members (six presentations).

While we have a great deal of work yet to complete before the November 30, 2009 grant deadline, we are well on our way!

Best regards,

John Hoshal, MnGeo

ATTACHMENT C

CONTEXT

EXPLORING ENHANCEMENTS TO METROGIS'S ORGANIZATIONAL STRUCTURE

The following information provides context for the idea explored in Item F of hosting a forum to explore enhancements to MetroGIS's organizational structure that are capable of overcoming resource and governance limitations inherent in the current structure.

- The National Geospatial Advisory Committee has recognized that a new form of organizational structure will be needed to achieve the vision of the NSDI; a structure consistent with governing in a cross-sector, shared power environment. A subcommittee of the NGAC has been tasked with investigating options to address this need.
- The Staff Coordinator serves on this subcommittee given similarities with support and governance issues faced by MetroGIS. Although reliance upon the Metropolitan Council to support MetroGIS's "foster collaboration" function has worked well for some time, the current situation is one where the opportunities for collaboration have expanded and become more complex (i.e., service oriented architectures), while support resources to act on them have diminished. These resource constraints, manifested in the inability to secure a Technical Coordinator and the general lack of resources needed to accomplish priority work objectives, have been recognized by MetroGIS leadership as a concern for over a year. A broader support base has been encouraged by the Policy Board through adoption of the strategy to seek out partnerships with non-government interests. Such additional resources are needed to ensure that collaborative opportunities are acted on in a timely fashion and in ways relevant to changing stakeholder needs.
- Addressing the need for additional support resources may also require modifications in the current organizational structure. Working through the unique organizational/governance structure that was created by MetroGIS to foster and support cross-sector collaboration has resulted in substantial gains in efficiencies and improved working relationships. Notwithstanding, these significant achievements and the accompanying public value created, the current structure has weaknesses that must be resolved to sustain and build upon the collaborative solutions that are in place.

For instance, solutions to shared needs that rely upon service oriented architectures will require inter-organizational dependencies that the current voluntarily organizational structure will not be able to effectively manage. Addressing this constraint is a national need fundamental to achieving the vision of the NSDI. Addressing this constraint will also holds promise for MetroGIS's efforts to attain greater efficiencies than currently possible.

ATTACHMENT D

Part I

Article for Fall Mn GIS/LIS Consortium Newsletter

Socioeconomic Data Online for Metro Area

By Amy West and Jeff Matson, University of Minnesota

Much socioeconomic data is online for those who need it for research or planning purposes. The problem is finding it. The answer may be found in a newly updated directory of such data supported by [MetroGIS](#) – their Socioeconomic Resources section of [DataFinder](#).

The [Socioeconomic Resources](#) page is a directory to small area data in nine different categories from 34 different data sources. By small-areas, we mean down to the individual block or smaller. Such data can be useful for communities in identifying issues and developing programs to address them. Not all data on this site has that degree of spatial resolution, but other data goes down to the parcel or address.

The data categories include demographics, housing, crime, taxes, building permits, employment locations, K-12 education, taxes, and location of services. For each of those categories we list one or more sources of data – always indicating the mapping resolution and update frequency of each data source. Clicking on a source will often lead to data downloads that can be used in Excel or other analysis packages (a few require GIS software). The state Department of Revenue, for example, provides data on sales tax revenues in Excel by block-group for every year since 2003. Click and it's yours to analyze on your own desktop. Building permits and taxes are new data categories we have added this year.

Data sources range from include local counties and non-profits, state government, and the federal government. In this latest update, we have added private sector data sources and the US Post Office. The Post Office now provides quarterly data on housing vacancies by Census Tract. Not all private sector data costs money. Realtors publish data on sales prices for MLS districts. The new MetroMSP website, supported by the Minneapolis Regional Chamber Development Foundation, provides free access to maps and spreadsheet data about businesses, workers, and consumers from the Minnesota Commercial Association of Realtors, Claritas, and Applied Geographic Solutions.

A small amount of listed data is available only to licensed users – mostly GIS parcel data. Any governmental or academic body can sign up for free licensed access. Non-profits may need to contact the individual county for parcel data. Access is usually given if the non-profit is doing work directly for a local government or if their mission and activity complement the mission of the county. It will help if the non-profit has a board that represents the community which it serves.

The [Minnesota Population Center](#) and [CURA](#) at the University of Minnesota have accepted responsibility to maintain this site for MetroGIS and the Twin Cities Community. Please feel free to contact us if you know about other data resources that should be added or if there is a problem with a current listing. You can reach us directly at westx045@umn.edu or jmatson@umn.edu or via the site's [feedback link](#). We hope you find the useful and would be happy to hear about any benefits you get from it.

Part II

Transitway Data Management Project

CTS Project #2009072

June 2009 Draft Report

(Submitted by Will Craig, Associate Director, CURA)

Introduction

This project is intended to provide data to research studies measuring the impacts of new Transitways in the Twin Cities region. It also is intended to archive data from existing studies so they can be used again in future studies.

The project is funded by the *Transitway Impacts Research Program*. TIRP intends to measure the economic, travel, and community impacts of new transitway corridors. Several studies have already been funded related to the Hiawatha Light Rail Transit (LRT) corridor. TIRP is an initiative of the Hennepin County-University of Minnesota Partnership. It is supported by the University's Center for Transportation Studies and the State and Local Policy Program (SLPP) at the Humphrey Institute of Public Affairs. Funding is being provided by Anoka, Dakota, Hennepin, Ramsey, and Washington counties; Metro Transit and the Metropolitan Council; and the Minnesota Department of Transportation. Additional partners include the cities of Minneapolis and St. Paul.

TIRP has a need to address three kinds of data issues in order to facilitate future research. First, it needs to document (and archive) data that has been collected and used as part of current research. Second, it needs to identify key data sources that should be used in transit research and will be available when needed, e.g., US Census. Third, it needs to identify more ephemeral data that needs to be collected, documented, and archived now, so that it is available to provide a "before" picture within the corridors.

DataFinder and Metadata¹

The suggested tool for achieving these outcomes is DataFinder, a website developed by MetroGIS. DataFindersm is a one-stop-shop for discovering geospatial data pertaining to the seven-county, Minneapolis-St. Paul Metropolitan Area. Its primary function is to facilitate sharing of GIS (Geographic Information System) data. DataFinder is essentially an online catalog of datasets that supports data sharing. More than 200 datasets are available, all fully documented. These datasets are indexed in a catalog using 19 standard categories, but can be found using keyword searches and geographic extent tools. Those tools will make it easy for future TIRP researchers to identify and find they need to support their projects. DataFinder often allows direct access to the data for download or as a Web Mapping Service. It always provides key contact information about the data custodian. See www.datafinder.org.

DataFinder is maintained by the GIS staff at the Metropolitan Council as part of its support for the MetroGIS data sharing collaborative. The Council has significant need for data developed by others, so this also helps meet their own business needs. Most of the data listed in DataFinder is also stored on their computers, but other regional custodians host data too.

Each dataset is documented with formal Metadata. A metadata record is a file of information, usually presented as an XML document, which captures the basic characteristics of a data or information resource. It represents the who, what, when, where, why and how of the resource. Geospatial metadata are used to document geographic digital resources such as Geographic Information System (GIS) files, geospatial databases, and earth imagery. A geospatial metadata record includes core library catalog elements such as Title, Abstract, and Publication Data; geographic elements such as Geographic Extent and Projection Information; and database elements such as Attribute Label Definitions and Attribute Domain Values.

In Minnesota, people use the *Minnesota Geographic Metadata Guidelines* as documented at <http://www.gis.state.mn.us/stds/metadata.htm>. This guideline was adapted from the standard developed by the Federal Geographic Data Committee by the Standards Committee of the Minnesota Governor's Council on Geographic Information in order to provide a streamlined implementation of that standard

while retaining the essence of its original content. The Guidelines are an official state guideline adopted by the state Office of Enterprise Technology.

Socioeconomic Resources Guide

The Socioeconomic Resources section of DataFinder is an exception to the above rules. This page directs people to Census and other data that is well documented using other approaches. It also directs people to organizations and offices that can provide useful socioeconomic data, but have not considered themselves GIS practitioners; an example is the County Sheriff offices that maintain records about housing foreclosures. To be complete, this section also directs people to well-documented datasets within MetroGIS and other data resource websites. See

http://www.datafinder.org/mg/socioeconomic_resources/.

The Socioeconomics Resource section matches well with the needs of this TIRP project. It will form the base for archiving and documenting data resources useful to transit impact studies. It already contains much useful information. Data is organized into 7 types of categories. Some 25 data providers are identified. In each instance data is either provided directly or contact information is provided so users can request data and get answers to questions about the data.

Data Categories

- Crime
- Demographics (place of residence)
- Employment locations
- Housing
- K-12 school data
- Location of services
- Transportation issues

Data Sources

- | | |
|--------------------------------------|-------------------------------------------|
| •County Community Services | •Land Management Information Center |
| •County Sheriff | •State Demographic Center |
| •Home Mortgage Disclosure Act (HMDA) | •National Center for Education Statistics |
| •Hunger Solutions Minnesota | •Twin Cities Realtors |
| •Independent School Districts | •US Bureau of Economic Analysis |
| •MetroGIS | •US Internal Revenue Service |
| •Metropolitan Council | •US Census Products |
| •MN Child Care & Referral Network | ○ Census Transportation Planning Package |
| •Mn Dept. of Education | ○ County Business Patterns |
| •Mn DEED | ○ County-to-County Worker Flows |
| •Mn Dept of Health | ○ Current Population Survey |
| •Mn Dept of Human Services | ○ Economic Census |
| •Mn Dept of Public Safety | ○ US Census of Population & Housing |

A sample query on the data category *location of services* will retrieve the following answer.

Location of services			
Information Need	Data Source(s)	Minimum Mapping Resolution	Time Frequency
Child Care Providers	MN Child Care Resource and Referral Network	Address	Continuous
Food Shelves	Hunger Solutions Minnesota	Address	N/A

Licensed Human Service Providers	MN Department of Human Services	Address	Monthly
Schools	MetroGIS	Block	Quarterly
	MN Land Management Information Center	Address	Annually
Workforce Centers	MN Department of Employment and Economic Development	Address	Continuous

If child care providers were the issue, the user would click on that data source and get the response shown below. The Child Care Network site provides direct access to individual child care centers, but the Network may be willing to provide a database of all centers for a given area. The Socioeconomic data page for the MN Child Care Resource and Referral Network data source is shown below. This is one of the less complex data sources, chosen to keep this narrative relatively brief.

MN Child Care Resource and Referral Network

Comments about this data source:

The online statewide database contains over 10,000 providers. It is updated regularly by local child care resource and referral agencies.

Time Series:

Current data on line.

How to access data:

- Click on "Search for Child Care" at <http://www.mnchildcare.org/>

What Data Does TIRP need?

This question has two parts. One part is to identify the kind of data that could be useful in a transit impact study. Much of that work has already been done by the Humphrey Institute. The other part is to identify ephemeral data that must be captured now if it is going to be available when needed for a transit study. That work will be done in the fall of 2009 in consultation with the TIRP.

The 2006 report Inventory of Data and Research on the Economic and Community Impacts of the Hiawatha LRT identified 17 different categories. Those categories are listed here, but the report provides more detail. See Appendix D of

http://www.hhh.umn.edu/centers/slp/pdf/reports_papers/data_research_hiawatha_lrt.pdf

- Business (e.g. number of employees, retail sales)
- Commercial (e.g., square footage, rental rates, vacancies)
- Construction-Demolitions-Improvements
- Crime and Safety
- Demographics
- Industrial (same as Commercial)
- Land Use & Zoning
- Live-Work (e.g., tenure, quality of life, commute)
- Method of Payment (e.g., type of transit ticket, where purchased)
- Operations & Maintenance (e.g., train schedule delays, total miles, car usage)
- Parking (e.g., availability around stations)
- Property Values (e.g., valuations and sales prices)
- Quality of Transit Services
- Residential (e.g., vacancies, rents, owner occupied)
- Taxes

- Traffic Count
- Travel Behavior

What Data Should Be Added to DataFinder?

Much of the data detailed in the Humphrey Institute paper is already available in DataFinder and its Socioeconomic Resources pages. A few new data sources and categories have been identified and are being added. Community surveys, parking surveys, and similar unique data collection efforts are not listed here because there is no organization with an ongoing to commitment to collect and provide such data. We know that Xcel Energy could provide data on housing vacancy and turnover, but they are reluctant to do this both because of privacy concerns and because of lack of economic returns for producing such data.

Specifically, the new data sources that will be added to DataFinder's Socioeconomic Resources page are:

- Minnesota Commercial Association of Realtors (for commercial and industrial properties)
- Local Employment Dynamics (for current information on place of work, place of residence, and interrelationship between the two)
- MetroMSP (for data on current property listings, local businesses, and employment)
- MetroTransit (for data on ridership, rider surveys, and crime on transit)
- Mn Department of Revenue (for new Block Group level data on income, income taxes, and sales taxes)
- Mn Department of Transportation (for data on traffic counts on major roads, but reference to contact individual cities for counts on minor roads)
- US Postal Service (for vacancy rates)
- Building Permits (for improvements, new construction, and demolitions)
- Housing Link (for affordable housing)

Two new data categories will be added

- Building Permits
- Taxes (including income, sales, and property taxes)



TO: Policy Board

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

SUBJECT: Information Sharing

DATE: September 28, 2009
(For the Oct 14th meeting)

Announcements and information provided by individuals other than the Staff Coordinator are so noted.

A) MINNESOTA GEOSPATIAL ADVISORY COUNCIL: START UP

September 12 was the deadline to submit applications to serve on this newly created Council. In accordance with the MetroGIS Policy Board's nomination, Chairperson Schneider submitted an application to serve. It is staff's understanding that two other Policy Board members also applied to serve – Member Reinhardt (metro counties) and Member Pistilli (Metropolitan Council).

B) NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC) - August 26-27th Meeting

Highlights of the meeting include (See Attachment A for the meeting agenda and draft summary):

- Full Committee endorsement of the FGDC proceeding with the Imagery for the Nation program.
- Governance Subcommittee, which the Staff Coordinator is a member, presented a draft white paper in which a series of metrics is proposed to define issues that need to be resolved to realize the vision of the NSDI. These measures encompass four broad categories: big issues facing society, geospatial data, technology, and organizational structure. Concept approval was received. The final proposal will be presented at the December NGAC meeting.
- Economic Recovery Subcommittee presented conclusions to address concerns raised at the February meeting regarding the submission of four uncoordinated proposals from the Geospatial Committee
- Partnerships Subcommittee reported on its Call for References and summarized findings for suggested best practices to accomplish partnerships to address shared geospatial needs. The final proposal will be presented at the December NGAC meeting.
- USGS presented a white paper on future directions for The National Map (TNM) program. The TNM Subcommittee participated throughout development of the paper.

C) STATUS OF REQUEST OF GCGI REGARDING RECOMMENDATIONS FROM METROGIS

See Attachment B for the letter from former GCGI Chair Gelbmann that summarizes intentions of the former Governor's Council on Geographic Information, now known as the Mn Geographic Information Office (MnGeo). A request has been made to MnGeo for an update on the status of these activities now that the Governor's Council is no longer involved. A response had not been received as of this writing.

D) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)

1) Articles / Presentations - none

2) Publications: - none

E) OTHER RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

- 1) **The Dakota County Fall 2009 GIS Newsletter** has been posted to the Dakota County website. It can be accessed at:
<http://www.dakotacounty.us/Departments/GIS/Newsletter/default.htm>.
- 2) **MetroMSP.org receives award.** The Economic Development Association of Minnesota presented its 2009 economic development marketing award to MetroMSP.org at the association's annual summer conference. MetroMSP.org was one of eight organizations to be honored by EDAM and the only project to be recognized for outstanding marketing. More than a dozen MetroMSP partners convened on stage to receive the award.

"MetroMSP.org won top marketing honors because the website is innovative, high-impact and widely used. It sets the new standard for site selection tools in Minnesota," said Eric Ewald, executive director of EDAM.

Testimonial: Community development director for the City of Anoka Bob Kirchner values MetroMSP's capability to help him prepare market studies for any property in the metro area by distance or drive time. "I'm working with MetroMSP demographic information right now as we prepare a proposal for a very significant project."

Kirchner recently used the consumer expenditure information to identify the local market for a grocery store. He compared the Anoka market with other markets surrounding other stores in the metro area. "Based upon this we are talking with several local stores with expansion ideas," he noted.

He did another analysis comparing the markets surrounding commercial centers in downtown Anoka, Riverdale, Arbor Lakes, and Ramsey Town Center. "The population and income within 10 minutes of these centers shows a big difference and helped us understand investment decisions and potential."

3) Cycloplan Project to Begin

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

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

F) OTHER RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

- 1) The Open Geospatial Consortium will host a **Spatial Law and Policy Summit** at The Westin Washington, D.C. City Center **on October 7, 2009**. Professionals from government and the private sector whose work involves laws and policies related to geospatial technology are

invited to register and attend. The meeting will address legal and policy issues associated with growth in consumer and business applications of geospatial systems, software and services. Gordon Chinander, GIS Manager for the MESB and member of the MetroGIS Coordinating Committee, has agreed to represent regional interests at this forum. A press release announcing this event is available in Attachment C along with a briefing paper for the Summit, entitled “Why Location Matters: The Importance of a Legal and Policy Framework for Spatial Data”.

2) COGO, in Collaboration with URISA, Proposes Project To Document Benefit

Cy Smith, Chair of the Coalition of Geospatial Organizations (COGO), hosted a conference call July 23 to announce this initiative and invite individuals with an interest in participating to join a workgroup. The Staff Coordinator participated in the call and volunteered to participate. Other than an affirmation of their interest in the Staff Coordinator participating, no other information had been received, as of this writing.

- 3) The House Financial Services Committee, Subcommittee on Oversight and Investigations, held a hearing on the "**Role of Technology in Financial Services Oversight**" on Thursday, September 17. One of the issues the hearing was organized to was the role of parcel-based geospatial technologies in financial services oversight. Additional information about the hearing, including a link to a live webcast, is available at:
http://www.house.gov/apps/list/hearing/financialsvcs_dem/hr_090909.shtml.
- 4) NextGov article on cloud computing: “Federal CIO Unveils Cloud Computing Storefront” at:
http://www.nextgov.com/nextgov/ng_20090915_9173.php
- 5) **Santa Clara County Releases Its Geodata.** (See Attachment D for the article)

G) MARCH 2009 COORDINATING COMMITTEE MEETING SUMMARY

The summary of the March 26, 2009 Coordinating Committee meeting can be viewed at
http://www.metrogis.org/teams/cc/meetings/09_0910/09_0910mp.pdf

ATTACHMENT A

National Geospatial Advisory Committee Meeting Sheperdstown, West Virginia August 26-27, 2009

WEDNESDAY, August 26: NGAC Public Meeting

- 8:30 – 8:45** **Welcome & Opening** – *Anne Miglarese (Chair) & Steve Wallach (Vice Chair)*
- Roll call/introductions
 - Review and adoption of minutes from May NGAC meeting
 - Objectives and purpose of this meeting
 - Announcements/logistics
- 8:45 – 10:30** **FGDC Update**
- FGDC Activities and News – *Ivan DeLoatch*
 - Status of NGAC Nomination Process – *John Mahoney*
 - Parcel Data Stakeholder Meeting – *John Mahoney/Don Buhler*
 - IFTN Record of Decision – *Karen Siderelis*
 - Recovery.gov/Data.gov – *Ken Shaffer*
- 10:30 – 11:00** **BREAK**
- 11:00 – 12:00** **FGDC Update, continued**
- Summary of recent FGDC ExCom Meetings/Dialogue with OMB – *Ivan DeLoatch/Karen Siderelis*
 - Overview of House Geospatial Hearing – *Karen Siderelis, Michael Byrne, John Palatiello*
- 12:00 – 1:00** **LUNCH**
- 1:00 – 2:15** **Scoping a National Geospatial Policy and Strategy**
- Analysis of perspectives from NGAC member survey
 - Results of discussions with CIO / feedback from Congressional hearing
 - Guidance from FGDC Executive Committee
 - Discussion with Executive Committee members for clarification
- 2:15 – 3:15** **NGAC Governance Subcommittee – Concepts/Ideas**
- 3:15 – 3:45** **BREAK**
- 3:45 – 5:00** **Planning for a National Geospatial Forum**
- Overview presentation
 - Role of NGAC Communications Subcommittee
 - Small group discussions
- 5:00** **ADJOURN**

THURSDAY, August 27: NGAC Public Meeting

- 8:30 – 8:45** **Welcome, Summary of Day 1, Overview of Agenda** – *Chair/Vice-Chair*
- Logistics and announcements
- 8:45 – 10:30** **Partnerships Subcommittee Report and Discussion** – *Jerry Johnston/Gene Schiller*
- Results & summary of findings
 - Case Study – small group activity
 - Future issues & next steps
- 10:30 – 11:00** **BREAK**
- 11:00 – 11:30** **Geospatial Policy and Strategy**
- Follow-up from Day 1 discussion
- 11:30 – 12:00** **Public Comment Period** – *Sign up in advance*
- 12:00 – 1:00** **LUNCH**
- 1:00 – 2:15** **Subcommittee Reports/Updates**
- Economic Recovery – *Kim Nelson*
 - The National Map – *Steve Wallach*
 - Communications – *Kass Green*
- 2:15 – 2:30** **BREAK**
- 2:30 – 3:00** **News and Notes Forum** – *NGAC Members (members sign up in advance)*
- 3:00 – 3:30** **Meeting Summary/Wrap-up** – *Chair/Vice-Chair/Committee*
- Actions & next steps
 - Agenda items for next meeting
 - Announcements
- 3:30** **Adjourn**

DRAFT MEETING SUMMARY

Review and Adoption of May NGAC Minutes

DECISION: The NGAC adopted the minutes of the May 2009 meeting as revised.

FGDC/NGAC Activities

ACTION: FGDC will include a summary of NGAC activities in the FGDC FY 2009 Annual Report.

ACTION: FGDC will provide a summary of how NGAC's comments on Imagery for the Nation (IFTN) have been addressed in the IFTN Record of Decision.

ACTION: FGDC will work with OMB and other executive offices to identify opportunities to support the Administration's Place-Based Management initiative.

ACTION: The FGDC Cadastral Subcommittee will coordinate with the Federal Reserve to determine if there is authority under the Home Mortgage Disclosure Act to collect parcel-level data.

Imagery for the Nation

DECISION: The NGAC approved the following resolution:

“The National Geospatial Advisory Committee endorses the outcomes documented in the August 2009 FGDC Executive Committee Record of Decision (ROD) on Imagery for the Nation (IFTN). The NGAC strongly encourages the FGDC and the Administration to seek authorizing legislation for IFTN, develop a Fiscal Year 2011 budget initiative to support IFTN, and move aggressively to implement the IFTN program as described in the ROD.”

ACTION: Steve Lowe, USDA FGDC Executive Committee member, will contact USDA’s Office of General Counsel (OGC) to determine whether OGC’s legal opinion on NAIP contracting can be released.

National Geospatial Policy and Strategy

To address the FGDC Executive Committee’s guidance to the NGAC, the group agreed on the following actions:

Benefits

ACTION: Zsolt Nagy, Dennis Goreham, and Barney Krucoff will review NGAC documents and other materials and develop a brief summary of the benefits of developing a National Geospatial Policy.

Governance/Metrics

ACTIONS:

- NGAC members will send comments on the draft metrics paper to the Governance Subcommittee by September 4.
- The FGDC Executive Committee will review the draft metrics paper, provide comments, and hold a conference call with the Governance Subcommittee to discuss the paper.
- The Governance Subcommittee will revise the metrics paper prior to the December NGAC meeting.

National Geospatial Forum

ACTIONS:

- The FGDC Executive Committee will review feedback from the NGAC, refine the plans for the Forum, and provide an updated plan/schedule to NGAC.
- FGDC will narrow the focus of the Forum and examine opportunities to align with the Place-Based Management initiative
- NGAC Communications Subcommittee will support the Executive Committee in planning/organizing the Forum

Emerging Technologies

ACTION:

NGAC established a new Subcommittee to address emerging technologies, including cloud computing. Several members volunteered, including Kim Nelson, Chris Tucker, Anne Miglarese, Jack Dangermond, Mike Byrne, Tim Loewenstein, Sean Ahearn, and Gene Schiller. Steve Lowe will serve as ExCom liaison to the Subcommittee.

Partnerships

ACTION: Members will send additional partnership examples and best-practice ideas to the Partnerships Subcommittee.

ACTION: FGDC will provide link to DOI Partnership Legal Framework Analysis to NGAC members.

Economic Recovery/Lessons Learned Subcommittee

ACTION: FGDC will provide copy of Western Governors Association resolution on GIS

ACTION: NGAC members provide any comments on draft Lessons Learned/Recommendations paper to Kim Nelson

The National Map Subcommittee

ACTION: The TNM Subcommittee will take the lead role for NGAC in participating in the development of the new strategic plan for The National Map.

Communications Subcommittee

ACTION: Schedule Subcommittee meeting to plan NGAC Town Hall session at 2009 ASPRS Conference.

ACTION: Communications Subcommittee will revise draft Op-Ed article to focus on Place-Based Management initiative. Karen Siderelis will coordinate with DOI Office of the Secretary.

Next Meeting

The next NGAC meeting is scheduled for December 1-2, 2009 at the Marriott Metro Center in Washington, DC. Potential agenda topics include the following:

- Partnerships
- Subcommittee Reports
- NTIA Broadband Mapping
- Dialogue with NRC Mapping Science Committee
- Geospatial Revolution project

Additional Topics:

- Briefing on Federal Enterprise Architecture (FEA) Geospatial Profile
- Briefing from MSC on Licensing Study

ATTACHMENT B

MINNESOTA GOVERNOR'S COUNCIL ON GEOGRAPHIC INFORMATION



Victoria Reinhardt, Chairperson
MetroGIS Policy Board
15 West Kellogg Blvd. #220
St. Paul, MN 55102

March 26, 2009

RE: Action requested of the Governor's Council on Geographic Information by MetroGIS

Dear Victoria,

Thank you for passing on the geospatial application and web services needs that have been articulated by MetroGIS. The 2 issues you have brought to the attention of the council, implementing a state-wide geocoder service and recommending a solution to the need for a storm and surface water tracing tool have application statewide and may best be addressed once for the whole state rather than piecemeal in many parts of the state. Coordination is critical to ensure that GIS capabilities are developed in an efficient manner that meet local and state needs. As you know statewide coordination depends on the goodwill of volunteers taking on responsibilities that extend beyond their individual job and organizational responsibilities to benefit the Minnesota GIS community as a whole. As such 2 groups have been asked to formulate responses to your request, Land Management Information Center (LMIC) and the Hydrography Committee of the Governor's Council on Geographic Information. The following strategies were developed:

Implementing a state-wide geocoder service

LMIC is pleased to host the current MetroGIS Geocoder service. In response to the suggestion that this service be considered for an expansion that would ultimately include state-wide coverage, LMIC will work with its partners to investigate options that may be implemented to extend the current service, as well as those that might supersede the service with an off-the-shelf replacement. Our concise investigation will provide options (software and databases), costs and include recommendations, if clearly apparent.

Recommending a solution to the need for a storm and surface water tracing tool

The Hydrography Committee of the Governors Council on Geographic Information will research the opportunities for developing a statewide "storm water/hydrographic" network tracing tool. Initial efforts will be guided by the following questions: 1) Are existing desktop tracing tools adequate if you have existing data? 2) Is a web application needed and how can it be implemented? 3) If the storm water data existed statewide would that be enough? 4) Are the requirements of the draft storm water standard sufficient to create data that would work with the existing tools? 5) How well do State wide business needs and Regional/Local business needs for this tool match?

LMIC and the Hydrography Committee will periodically report to MetroGIS on its findings and progress.

Sincerely

Rick Gelbmann, Chairperson
Governor's Council on Geographic Information

ATTACHMENT C

OGC Announces Spatial Law and Policy Summit

Release Date: Thu, 2009-09-10 00:00

Contact:

Sam Bacharach
Executive Director, Outreach and Community Adoption
Open Geospatial Consortium, Inc
tel: +1-703-352-3938
sbacharach@opengeospatial.org

Content:

Wayland, Mass., September 10, 2009. The Open Geospatial Consortium, Inc. (OGC®) will hold a Spatial Law and Policy Summit at The Westin Washington, D.C. City Center **on October 7, 2009**. Professionals from government and the private sector whose work involves laws and policies related to geospatial technology are invited to register and attend.

This unprecedented event will feature a keynote talk by Robert W. Corell, Vice President of Programs at The Heinz Center. Noted for his role in climate science research, Dr. Corell has served as a Senior Policy Fellow at the Policy Program of the American Meteorological Society and as a Senior Research Fellow in the Belfer Center for Science and International Affairs at Harvard University's Kennedy School of Government.

Speakers and panelists will include:

- **Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board, Minneapolis/St. Paul, Minn.**
- Hugh N. Archer, former Director Kentucky Department of Natural Resources
- Steve Wallach, NGA and member of the U.S. National Geospatial Advisory Council
- Kara John, Vice President - Intellectual Property & Privacy at DMTI Spatial Inc.
- Jim Simon, Founding Director of the Microsoft Institute for Advanced Technology in Governments
- John Moeller, former Staff Director at the Federal Geographic Data Committee (FGDC)

These experts and others will discuss legal and policy issues associated with growth in consumer and business applications of geospatial systems, software and services. As the speakers will explain, in many cases the existing legal and policy framework is inadequate to provide governments, businesses and consumers clear guidance on these issues.

The Summit will be chaired by OGC director and Executive Committee member Kevin Pomfret, a Richmond, Virginia based attorney who has written and spoken extensively on spatial law and technology.

To register, visit the OGC Spatial Law and Policy Summit website at:

http://www.gita.org/events/ETS/ogc_ets.asp

The OGC® is an international consortium of more than 385 companies, government agencies, research organizations, and universities participating in a consensus process to develop publicly available geospatial standards. These standards empower technology developers to make geospatial information and services accessible and useful with any application that needs to be geospatially enabled. Visit the OGC website at <http://www.opengeospatial.org/>.

ATTACHMENT C

Part II

See next page for the article entitled:

**“WHY LOCATION MATTERS:
THE IMPORTANCE OF A LEGAL AND POLICY FRAMEWORK FOR SPATIAL DATA”**

Why Location Matters:
The Importance of a Legal and Policy Framework for
Spatial Data

Kevin D. Pomfret, Esq.

Summary

Spatial technology - which includes a wide range of technologies, such as satellite and aerial imaging systems, web-mapping services (WMS), geographic information systems (GIS), location-based services (LBS), radio frequency identification (RFID) and Global Position System (GPS) - is becoming a critical management and visualization tool for governments and business. Spatial technology consists of data, software applications, hardware and services that are being introduced for the World Wide Web, grid processing, and most recently, cloud computing. The data associated with this technology ("spatial data") is used for purposes ranging from homeland security to climate change, to social networking and satellite navigation devices, to finding alternative energy resources and the deployment of broadband.

Unfortunately, the legal and policy communities have not kept pace with the rapid adaption of this technology for commercial and societal purposes. As a result, there are a wide range of issues associated with spatial technology and the collection, distribution and use of spatial data that remain unresolved or confusing. These issues include privacy, liability, intellectual property rights and national security. This uncertainty is already impacting the cost and ease of collecting and sharing spatial data for both governmental and commercial entities. Unless an informed and cohesive legal and policy framework is developed for spatial data and services, there is a growing risk that this critical technology will ultimately be underutilized.

Spatial Technology/Spatial Data

Historically, spatial technology was primarily the domain of those either in civilian federal government agencies or in defense and intelligence with high security clearances. Military and intelligence agencies used it for global observation, intelligence, treaty verification and the targeting and monitoring of enemies and potential threats. Civilian government agencies used lower resolution imagery for matters such as mapping, infrastructure planning and environmental issues. Local and state governments used it for things such as zoning, taxation and urban planning. Commercial uses were generally limited to industries such as oil and gas, utilities or telecommunications. However, over the past decade, this has begun to change.

Computing power increased and the cost of transmitting data decreased, making it more cost effective to deal with the large data files associated with spatial technology. In

addition, the equipment used to collect spatial data got much smaller, reducing costs and increasing mobility both in the sky and on the ground. Software used to manipulate the imagery became less expensive and more ubiquitous. The elimination of selective availability with regards to the GPS system resulted in a rapid increase in commercial applications. At about the same time several companies began to collect high-resolution satellite imagery for commercial purposes. Shortly thereafter, there was a rapid increase in the number of GPS-equipped mobile phones and other handheld devices, further increasing the demand for mobile and location-based applications. The introduction of Google Earth in 2005, in addition to other web mapping services, contributed to the explosion of interest in spatial technologies around the world.

The result is that many important and widely used applications have been developed to make use of location information for providing services over the web. Such applications as Google Maps, Microsoft Virtual Earth (now Bing Maps) and MapQuest, are in fact used daily by people around the world, while millions more use turn-by-turn directions delivered by satellite navigation devices and mobile phones, or benefit from the “location” aspect of social networking services such as Twitter or Loopt.¹ In addition, many other critical, though less well known applications of “location” technologies remain wide-spread, including, for example, the critical role played by remote sensing in climate change research and the management of such natural disasters as wild fires², the use of spatial analysis for tracking the outbreak of pandemics, or the varied uses of GPS location data -- by researchers to define conditions that trigger asthma attacks³, by parents to monitor children’s activities, or by caregivers to ensure the welfare of Alzheimer patients.

However, the availability of spatial technology has also raised a number of potentially troublesome issues. Some people are concerned about how their mobile phones can be used as a tracking device. Others worry about personal location data collected when they use their debit card for purchases or ATM transactions, or their automatic pass at toll stations, or an electronic identity card to enter an office or parking garage. In some countries, Google Street View has raised a number of privacy issues, and many governments around the world have expressed concern about the national security considerations associated with the display of imagery over their most sensitive military sites on the Internet.

Legal and Policy Issues

It should not be surprising that a consistent and comprehensive legal and policy framework does not exist with regard to spatial technology, since the legal and policy communities are reactive when it comes to the introduction of a new technology. However, given the increased pace with which this technology is deployed and adapted in today’s society, the lack of such a framework becomes increasingly noticeable. In addition, because of some unique attributes associated with spatial data, the need for such a framework is arguably even a greater imperative.

Intellectual property rights – Determining a party’s intellectual property rights (IPR) in spatial data is a challenge. Copyright law with respect to spatial data is complicated and can be confusing and there are a number of factors that must be considered in determining a party’s property rights, including where the data was collected, the type of party (e.g. private company or public entity) exercising the rights and how the data was compiled. Adding to the confusion is the fact that some countries also protect databases.

Data Quality – One of the unique attributes of spatial data is its versatility. A single data set can be used for a number of different applications. However, the quality of the data (accuracy, timeliness, completeness, etc.) may not be sufficient for all such applications. As the use of spatial data for commercial purposes increases, it is increasingly important to know who bears the responsibility for determining the adequacy of data quality for a particular application, as well as who is responsible for data collection and documentation of related metadata. Metadata – which can include such information as the date and time that data was obtained, from what sensor types and locations, and the method by which it was processed for use – can be considered the DNA of spatial data; and its importance to spatial data is greater than with most other types of data.

This issue becomes more important with the rise of “crowdsourcing”. More and more individuals are contributing to the spatial data landscape. They are “geotagging” and uploading data on the Internet. They are correcting errors in data used by satellite navigation devices. They are also contributing to the sites such as the OpenStreetMap. As these data sets work their way into the spatial data landscape, there will be an increased need for oversight.

Privacy – As applications using spatial data have increased, so have the general public’s concerns with respect to “location” privacy. The challenge for policymakers and the legal community as a whole will be to differentiate between real and perceived threats to an individual’s privacy. For example, media reports on Google’s Street View will frequently associate the privacy concerns of collecting an image of a person on a public street and displaying it on the Internet with monitoring an individual’s location on a continuous basis through the use of the mobile phone or similar device. However, the spatial technology used and the implications of such use are very different and any effort to compare the two can be misleading.

Also, the concept of privacy from a location standpoint is quite new. For example, the U.S. government’s privacy policy with respect to data collected on citizens does not explicitly cover “the dramatic growth in the number and types of technologies that can track individuals”⁴ Any efforts to update these policies requires an understanding of the technologies’ capabilities and limitations.

National Security – Government officials at all levels have expressed concerns that the broad availability of spatial data will be a risk to national security, both to forces abroad as well as to homeland security. The collection of satellite imagery by commercial

companies and the distribution of such imagery on the Internet are causing particular concern. However, a number of well-researched reports have concluded that other than a few very rare exceptions, the increased availability of spatial data over the Internet is not a major national security concern.⁵ In addition, there are a growing number of court cases in the U.S. that suggest efforts to restrict such data on national security grounds are impermissible.⁶

International Considerations – Many of these issues are made even more complicated because of the international nature of spatial technology. Governments around the world use spatial data for planning and national security purposes, and the collection of spatial data is frequently done on a global scale. Cultural and political differences have resulted in varying concepts of privacy and national security.⁷ For example, in India, the government prohibits its citizens from buying high-resolution satellite imagery except through a governmental organization that screens the imagery from overseas providers for anything sensitive. Concepts such as liability also frequently vary across nations, as do protections of international property rights.

Uncertainty associated with these and other important issues are key factors limiting both the collection and the sharing of spatial data. For example, government agencies are reluctant to share data because they are uncertain as to how it is going to be used. Private companies are reluctant to share data with government agencies because they are concerned that they will lose important intellectual property protections. Internationally, governments are reluctant to share data among themselves due to concerns of national security and their citizens' privacy. This uncertainty leads to duplication, increased costs and important data gaps.⁸ It also leads to questions as to the respective roles of government and industry in the collection and distribution of spatial data.

Underlying Risks

One of the biggest risks associated with a continued lack of a well thought out legal and policy framework is that one will be developed haphazardly by policymakers, lawyers and jurists who do not fully understand either the technology or the implications of their decisions. For example, a single spatial data set can be used for a variety of applications. As a result, an attempt to regulate or limit a type of data for a particular application due, for instance, to national security concerns, may result in the unintended consequence of limiting the use of such data for other valid concerns. Similarly, if the language in a court decision is overly broad, such that it fails to take into account the various types of data that can be considered spatial data or location data, there is a risk that important applications will be improperly curtailed.⁹ Alternatively, laws may take so long to pass that they become obsolete immediately upon implementation.

Another risk is that a framework will develop with respect to spatial data without anyone realizing it. This may occur because quite understandably, the various interest groups concerned with spatial technology tend to focus on those issues that are important to them. For example, the commercial satellite imagery segment generally does not

follow what is happening in the location-based services segment. Similarly, those involved with the development of spatial data infrastructures (SDIs) are less interested in developments in RFID applications. However, such a narrow focus does not take into account the actual processes by which policy and law are developed and how they interrelate. Generally, once policymakers find a framework that they are comfortable with – for example with respect to privacy – there is a tendency to use that framework for all applicable matters.¹⁰ In other words, for policymakers a location privacy framework may seem appropriate regardless of the type of technology used, or who uses it. In addition, lawmakers tend to lead by example. As a result, frequently a bill that is introduced in one state legislature will be introduced – with limited variations – in other states. Similarly, judges and lawyers are unlikely to examine the nuanced differences between spatial technologies in determining how the law should apply unless they are forced to do so. As a result, from a legal and policy standpoint, it is imperative to look beyond the silos, and to drill down into the issues so as to understand how they cut across spatial technology. Only then can a logical and consistent framework be developed.

Conclusion

Spatial technology is having a significant impact on our society as well as the global economy. Almost daily, new and useful applications for collecting, analyzing and distributing spatial data are being developed; and, it is safe to assume that these applications will continue to grow with increased computer power, reduced costs associated with broadband and connectivity, and the growing movement towards “geotagging”. The challenge will be to develop a legal and policy framework that nurtures this growth while at the same time protecting important societal and personal interests. Developing this framework will require an active dialogue between technical experts, policymakers, lawyers and business professionals.

ATTACHMENT D

See the Next Page for Press Release

- Court Order to Release Parcel Data for No fee - Santa Clara County, CA

Santa Clara County Releases Its Geodata

September 16, 2009

After a three year legal battle, Santa Clara County finally provided a copy of its GIS parcel basemap data to the California First Amendment Coalition (CFAC) in compliance with California's Public Record Act (PRA). Decisions from both the California Superior Court and the California Court of Appeal clearly affirmed that public agencies must provide their geodata in accordance with the PRA (California Government Codes §6250-6259). Generally, agencies can not charge a requestor of their geodata more than the direct cost of duplication, and they can not restrict how a requestor can use or redistribute the data. Santa Clara County had been selling its geodata for \$ 158,000; the cost CFAC finally paid was \$ 3.10 per disk, plus shipping.

"We have always believed that the public should have essentially free, unrestricted access to digital mapping data that were created by the government with public funds," said Peter Scheer, Executive Director of CFAC (www.firstamendmentcoalition.org). "Not only does the public own the basemap, but the public interest will be served by making it available to companies, individuals, nonprofits, journalists -- and even other government agencies."

In addition to providing its geodata to the public, the PRA requires the County to pay CFAC's attorneys fees and costs incurred to assert its legal right to the data. Rachel Matteo-Boehm led the successful team at Holme Roberts & Owen, LLP (www.hro.com) in this three-year battle for public access to public agency data.

"This has been a long and hard-fought battle requiring an enormous investment of time and effort, but the result is well worth it," said Ms. Matteo-Boehm. "At long last, we have a definitive Court of Appeal opinion that not only confirms the public nature of GIS basemap data, but also resolves several important legal issues of first impression that will bear on requests for other types of electronic records maintained by government agencies."

The Appeals Court affirmed the Superior Court decision that both the Critical Infrastructure Information Act and the accompanying Department of Homeland Security (DHS) regulations do not shield county parcel basemaps from public scrutiny. These Federal regulations make a distinction between submitters of Protected Critical Infrastructure Information to DHS, and recipients of such information from DHS.

The Appeals Court was also clear that California government entities do not have the right to use copyright law to restrict disclosure or impose limitations on the use of their data, which had been another one of the County's justifications for selling its data.

The Court of Appeal's decision was issued in February, and after the period for potential further appeal expired in April, the case was sent back to the trial court for a determination of the costs that the County would be permitted to charge for the geodata CFAC requested. It took another four months of negotiation to receive the County's most current data, in the format requested. The County shipped four disks with the requested data on August 26, 2009.

"Initially, the County tried to fulfill the Court order with a three-year-old copy of the geodatabase, then with last year's version," Bruce Joffe, founder of the Open Data Consortium project (www.OpenDataConsortium.org) and technical advisor to CFAC observed. "We insisted on the current version (Q3, 2009), in both .shp and .gdb format, which they eventually acceded to. Nevertheless, we had to request the 2008 annual version as well, because the 2009 version did not include the text annotation that is present in the 2008 version."

To date, the County has not provided adequate metadata to explain what all the tables and attributes are supposed to mean. Future PRA requests should seek adequate metadata, including the database dictionary, schema or E-R diagram, and descriptive documentation for users and GIS system managers, as well as the date of data capture, date the data was extracted from the geodatabase, and the basemap's projection, datum, state plane coordinate zone, and locational accuracy (or error tolerance).

Five years ago, 26 of California's 58 counties sold their GIS parcel basemap data for far more than the cost of duplication. This apparent violation of the PRA was taken to the California Attorney General's office by Dennis Klein of Boundary Solutions, Inc. (www.boundarysolutions.com) with the help of then-Assemblymember Joe Nation. After the A.G. wrote a legal opinion in 2005, stating that basemap data is subject to the PRA, 16 counties changed their data sales policy. With King County recently changing its policy since Santa Clara lost its appeal, and now Santa Clara becoming PRA-compliant, only eight counties remain in violation of the law.

"Acknowledgment is due to the many GIS professionals who supported the Open Data Consortium's efforts to develop a model data distribution policy, and who advocated for open geographic records according to the public records law," Joffe added, "especially to the 77 GIS professionals and organizations who co-signed the GIS Amicus Brief submitted to the Court of Appeal. Their opinions were noted by the Court."

Of the eight counties that still charge more than the direct cost of duplication for their parcel basemap data, Joffe hopes they will quickly reset their data cost policy according to the Court decision. With regard to the parcel descriptive attribute files that some Assessor Offices sell for over \$ 2,000, well, "that is a battle for another day."

Soon?

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**Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
October 14, 2009**

1. CALL TO ORDER

Chairperson Schneider called the meeting to order at 6:05 p.m.

Members Present: Dan Cook (School Districts - TIES), Tom Egan (Dakota County), Steve Elkins (Metro Cities – City of Bloomington), Jim Kordiak (Anoka County), Roger Lake (Metro Watershed Districts), Victoria Reinhardt (Ramsey County), Molly O’Rourke for Dennis Hegberg (Washington County), Dave Hinrichs for Tony Pistilli (Metropolitan Council) and Terry Schneider (Metro Cities - City of Minnetonka). The Vice Chair of the Coordinating Committee, Peter Henschel, who attended in the capacity of a non-voting, ExOfficio member.

Members Absent: Gary Swenson for Randy Johnson (Hennepin County), Randy Maluchnik (Carver County), and Joseph Wagner (Scott County)

Coordinating Committee Members Present: Randy Knippel, Rick Gelbmann, Nancy Read, Mark Vander Schaaf, and Peter Henschel.

Support Staff: Randall Johnson and Kathie Doty (KLD Consultants)

Visitors: None

2. ACCEPT AGENDA

Member Kordiak moved and Member Reinhardt seconded to approve the agenda, as proposed. Motion carried, ayes all.

3. MEETING SUMMARY

Member Kordiak moved and Member Egan seconded to approve the July 22, 2009 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION

Randy Knippel, Dakota County GIS Manager, explained how volunteers, with GIS expertise, from a number of Minnesota organizations created a virtual working environment, beginning with six people working over a weekend and eventually expanding to include 30 individuals, to support emergency responder mapping needs during the Red River Valley flood crisis. He explained the map products that were created, the key components of the virtual working environment, and lessons learned about what worked well and what could have worked better. The existence of web mapping services and dedicated volunteers were cited as major reasons for success. Lack of awareness among emergency responders, including FEMA, of existing GIS capabilities and institutional bans on use by volunteers of secured Instant Messaging tools, such as Jabber, were cited as obstacles that need attention. Notwithstanding, Knippel noted that the effort was extremely successful, serving as an opportunity to educate emergency responders of the value to their work of leveraging GIS technology. [Click here](#) to view Mr. Knippel’s presentation slides.

Member Cook commented the TIES and similar school consortia organizations throughout the state have large scale plotters that should be able to be leveraged in the time of emergency to support field crews. Knippel thanked Member Cook for the idea and mentioned that another outcome of the Red River Valley experience is the recognition that an assessment of GIS capabilities and resources would greatly expedite set up the a virtual work environment. This comment led to a short conversation about VPN (virtual personal network) technology, which is needed to participate in the virtual work environment and a comment by

Chairperson Schneider that the lessons learned by the Red River Valley Team have huge implications for creating such environment for any number of other reasons.

Mr. Knippel was thanked for his presentation.

5. ACTION/DISCUSSION ITEMS

a) Performance Management Plan

Staff Coordinator Johnson provided an overview of the objectives to be served by the proposed Version 2 MetroGIS Performance Measurement Plan. He emphasized that adoption of the proposed Plan would complete Phase I of the project, with Phase II comprising development of actual measures in accordance with the general strategy set forth in the proposed Plan. Peter Henschel, Vice Chair of the Coordinating Committee, summarized the Coordinating Committee's recommendation that the Policy Board approve the proposed Plan. Kathie Doty, KLD Consultants and lead support for the project, was introduced to present the proposed Plan to the Board.

Ms. Doty began by noting that the proposed components of the next-generation performance measurement strategy are designed to directly assess MetroGIS's progress towards achieving each of the major outcomes defined in the 2008-2011 MetroGIS Business Plan. She also stressed that the proposed strategy retains, but makes secondary, the DataFinder-related statistics that comprised the central theme of the current Performance Measurement strategy adopted in 2002. She explained that the proposed next-generation strategy is intended to provide a survey-based mechanism to monitor emerging needs as well as assess value created, from the stakeholders' perspective, of MetroGIS's accomplishments. Ms. Doty then explained the main points of the recommended strategy.

Chairperson Schneider commented that he supports the proposed performance measurement strategy and emphasized that although current measures identify valuable information about "what" is happening, they fall short because they do not help decision makers understand "why" these trends are occurring nor a means to identify and monitor emerging needs. Further, he noted that the suggested strategy is intended to be implemented using basic tools and minimal consultant time to implement and support once operational.

Motion: Member Egan moved and Member Reinhardt seconded to:

- 1) Approve the proposed MetroGIS Performance Measurement Plan, dated September 2009
- 2) Direct the Coordinating Committee to initiate Phase 2 - define actual metrics to accomplish the performance measurement objectives described in this plan.

Motion carried, ayes all.

b) 2010 Preliminary Major Work Objectives and Budget

Staff Coordinator Johnson summarized the proposed program objectives and associated budget as presented in the agenda report. Peter Henschel, Vice Chair of the Coordinating Committee, commented that the Coordinating Committee had suggested several modifications that were included in the version presented in the Policy Board's packet and stated that the Committee is seeking comment from the Board prior to finalizing a proposal for the Board's consideration at the January meeting.

No changes were offered to the preliminary listing of 2010 projects or preliminary budget. However, a question of the Staff Coordinator about the status of 2009 projects led to a conversation during which the Board confirmed its desire to take steps to capture budgeted funds if agreements for in-progress projects are not able to be executed by year-end. The members offered ideas including pursuing creation of standard templates for agreements to expedite subsequent projects, identifying projects for funding 2-3 years out, and finding a way to effectively communicate that although these projects are relatively small in cost and scope, they represent effective ways to catalyze solutions to information needs shared across the broad community.

Motion: Member Reinhardt moved and Member Egan seconded to authorize Chairperson Schneider to authorize, on the part of the Board, projects for year-end action that are not currently scheduled for funding but which have been cited as a priority by the Board if funding that would otherwise be lost can be captured. Motion carried, ayes all.

c) 2010 Schedule

Member Elkins moved and Alternate Member O'Rourke seconded to adopt the 2010 meeting schedule proposed in the agenda report – January 27, April 28, July 28 and October 27.

Motion carried, ayes all.

Member Kordiak commented that he would like to hear about what the other partners are doing for future GIS Technology Demonstration. This comment led to agreement that a survey would be conducted in the coming weeks that focuses on emerging trends and potentially actual future agenda topics.

6. MAJOR ACTIVITY UPDATES

Staff Coordinator Johnson emphasized that there are numerous MetroGIS research and development projects in progress that once completed are expected to add considerable value to the community. He made specific mention of the proposed Regional Address Points Dataset.

There was no other discussion of the items presented in the agenda report.

7. INFORMATION SHARING

There was no discussion of the items presented in the agenda report.

8. NEXT MEETING

The next meeting of the Policy Board is scheduled for Wednesday, January 27, 2010.

9. ADJOURN

The meeting adjourned at 7:30 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator