MetroGIS Coordinating Committee Meeting Minutes: 2003-2005

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

Wednesday, April 9, 2003

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
See next page for map and directions

1:30 to 3:30 PM
See directory in lobby for meeting room location.

1. Call to Order

2. Approve Agenda

			Page
3.	**Approve Meeting Summary**		
	a) December 18, 2002	***action***	**1**
4.	**Summary of January 29 Policy Board Meeting**		**7**
5.	**Action and Discussion Items:**		
	a) MetroGIS 2003 Funding and Work Programming Update		**8**
	b) GIS Technology Demonstration Topic for April Policy Board Meeting	***action***	**11**
	c) Best Practices Policy Endorsement - ISO Geospatial Data Theme Categories	***action***	**13**
	d) Quarterly Performance Measures Report	***action***	**17**
	e) Return on Investment Study	***action***	**32**
6.	**Project Updates:**		**33**
	a) Priority Business Information Needs		
	b) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project		
	c) Regional Parcel Dataset – Private Sector Version & Distribution Strategy		
	d) Revenue Proposal – Offer Logo Sponsorships on DataFinder		
	e) Regional Mailing Label Application		
7.	**Information Sharing:**		**42**
	a) MetroGIS Continues to Receive National Attention		
	b) State Geodata Initiatives Update		
	c) Federal Geodata Initiatives Update		
	d) Conferences Presented At		
	e) Outreach Efforts – Other than Conferences		
	f) County-based GIS User Group Activity Update		

8. Next Meeting
June 18, 2003

9. Adjourn

"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."

Approved On
(Draft)

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 307
April 9, 2003

1. CALL TO ORDER
Chairperson Harper called the meeting to order at 1:30 p.m.

Members Present: ***Academics***: Will Craig (U of M); *Cities*: Bob Cockriel (AMM: suburban cities - City of Bloomington); ***Counties***: Bill Brown (Hennepin); David Claypool (Ramsey); Dave Drealan (Carver); Jane Harper (Washington); Jim Hentges (Scott); Randy Knippel (Dakota); ***Federal***: Ron Wencl (USGS); ***GIS Consultants***: Larry Charboneau (The Lawrence Group); ***Metropolitan:*** Mark Kill (Metropolitan Airports Commission), Rick Gelbmann (Metropolitan Council), Nancy Pollock (Metropolitan 911 Board), and Nancy Read (Metropolitan Mosquito Control District); ***Non-Profits:*** Sandra Paddock (Wilder Research Center); ***Schools:*** Dick Carlstrom for Lee Whitcraft (TIES); ***Special Expertise***: Brad Henry (Special Expertise); ***State***: David Arbeit (LMIC), Bart Richardson (DNR); ***Utilities*:** Al Laumeyer (CenterPoint Energy/Minnegasco); and ***Watershed/Water Management Organizations***: Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Members Absent: ***Business Geographics***: Steve Lehr (CB Richard Ellis); ***Cities*:** Don Cheney (AMM: core cities - City of St. Paul. *Resigned effective April 9*); ***Counties*:** Gary Swenson (Anoka), and *State*: Joella Givens (Mn/DOT).

Support Staff: Randall Johnson, Staff Coordinator, and Mark Kotz, Regional Database Manager

2. ACCEPT AGENDA
Henry moved and Charboneau seconded to approve the agenda, as submitted. Motion carried ayes, all.

3. ACCEPT MEETING SUMMARY
Craig moved and Charboneau seconded to approve the summary for the Committee's December 18, 2002 meeting. Motion carried, ayes all.

4. SUMMARY OF JANUARY 29 POLICY BOARD MEETING
The Staff Coordinator summarized the major action and discussion items considered by the Policy Board at its January 29, 2003 meeting. Chairperson Harper commented that the demonstration by Carver and Washington Counties on the use of GIS for emergency response was very well received and that Chairperson Reinhardt is interested in hearing an update on how other counties are using GIS.

5. ACTION AND DISCUSSION ITEMS
a) MetroGIS 2003 Funding and Work Programming Update
The Staff Coordinator commented that the Metropolitan Council would be acting on its 2003 budget modifications for the entire agency later that afternoon. He briefly summarized the expected impacts if the budget is adopted as presented in the agenda packet.

Chairperson Harper commented that to compensate for the anticipated reduction in funding for the testimonials to the benefits of MetroGIS, the Committee and staff should consider shifting some of the work to the stakeholder community. Gelbmann commented that these testimonials are consistent with achieving the efficiencies being sought through the collaborative practices fostered by MetroGIS and that these practices are consistent with the Pawlenty administration's call for increased program efficiencies through the use of technology.

b) GIS Technology Demonstration for the April Policy Board Meeting
It was agreed that the next three presentations will be as follows:

April: Metropolitan Mosquito Control District – Nancy Read (*cross-jurisdictional emphasis on data development and improved access*)
July: Neighborhood organizations – Will Craig (*cross-jurisdictional emphasis on data development and improved access*)
Oct.: Use of GIS to achieve GASB 34 reporting requirements - Brad Henry and Bob Cockriel (*emphasis on potential for sharing costs to develop and implement GASB 34 related applications.*)

c) Best Practices Policy Endorsement – ISO Geospatial Data Theme Categories

Mark Kotz, member of the MetroGIS staff support team, summarized the proposed categorization scheme and the activities that lead to the recommendation. He noted that the scheme had been in place and tested on DataFinder and the state's GeoGateway since last fall without incident.

The members suggested that the report to the Policy Board should stress that use of the proposed scheme is voluntary; that subcategories had been created to accommodate local needs and that further breakouts (e.g., Social Justice and Emergency Services category) are likely to be created once the scheme is more widely used by local government; and that a statement should be included about how others stakeholders might use the scheme.

Motion: Wencl moved and Pollock seconded to recommend that the Policy Board endorse the table of International Standards Organization (ISO)-based themes for categorizing geospatial data and metadata and promote them for use by the MetroGIS community. Motion carried ayes, all.

d) Quarterly Performance Measures Report

The Staff Coordinator commented that the Policy Board had requested a Performance Measures Report quarterly, but that discussion of trends and possible modifications in policies would occur only once a year. In addition to the current report, the other three reports are expected as information items.

Arbeit called attention to the large difference in data downloading activity between the FTP versus Café methods and the inverse cost to accommodate these preferences. Gelbmann noted that the total numbers are likely not telling the whole story – the Café was developed primarily to subset large datasets and was not intended to reduce the use of FTP. It was agreed that we should think about how to measure satisfaction and possibly think about setting targets.

Several members commented that the report appears to involve a significant amount of staff time to prepare and suggested reporting less often than quarterly. Staff noted that the process of assembling the numbers is highly automated but concurred that detailed evaluation of the meaning of the numbers takes time and is proposed only on an annual basis. The Committee was comfortable with this approach.

e) Return on Investment Study

The Staff Coordinator summarized the results of an initial scoping process into a return on investment study for the broad MetroGIS community and the initial conclusion that such a study would not yield results more convincing that the current testimonial approach. Craig commented that he is not surprised since the academic community has not yet figured out how to accomplish such a study.

Arbeit argued and others concurred that a narrower focus might serve the desired goal to quantify benefits. He shared a method used to justify funding for the GeoIntegrator project whereby he estimated savings in staff time as a derivative of downloads of data in the form the user needs. The Committee concurred that thought should be given to applying this methodology to MetroGIS and agreed that a conventional, comprehensive return on investment approach is not needed to demonstrate significant return.

Knippel suggested that the Committee might want to think about setting data downloading targets at a level that represents the cost of supporting the service. Staff agreed to take this discussion under

advisement and to speak with Kathy Doty about ways to incorporate these ideas into MetroGIS's Performance Measures reporting efforts.

6 and 7. PROJECT UPDATES and INFORMATION SHARING

Chairperson Harper asked each of the members who is involved in a MetroGIS project to summarize their respective projects. The following updates were received. (See Information presented in Sections 6 and 7 of the agenda packet for further information):

- Knippel and Gelbmann - 6a(1) Emergency Preparedness Information Need

  Knippel and Gelbmann have been investigating data that are available and seeking broad representation to define who should do what (i.e., custodians for specified datasets) and the appropriate role for MetroGIS. Also investigating recently released guidelines for action by local government distributed by NSGIC.

  Arbeit informed the Committee of a summit planned for April 23 at the History Center co-hosted by the Governor's office, Secretary of State and several Commissioners entitled "9/11 from an IT Perspective". The New York City CIO is scheduled to keynote the event.

  A general discussion ensured about the need to improve networking and sharing information among disparate interests that have common needs. Only about one of the committee members was aware of the 4/23 summit. Wencl observed that in his experience GIS is used by emergency managers in small communities, in particular the northern part of the state, and that the managers rely upon their own sources of data.

  Knippel commented that the GIS community needs to do more to communicate the value of GIS technology to others within government who are not currently using it to its full extent. Staff commented that Knippel's observation is consistent with the objectives of the MetroGIS's Outreach Plan, which was adopted two years ago, to seek out opportunities to participate in conferences sponsored by other professional associations – emergency management, health care, education, planners, public works, etc. Members were encouraged to inform the Chair and/or staff of these conferences and how to get on their agendas to convey the message that the GIS community has resources important to their work and is here to serve them.

- Craig - 6a(10) Socioeconomic Information Need

  This workgroup met on April 7 and will meet again in early May. The members are in the midst of Step 2 in the process, which involves clarifying priority socioeconomic related information needs. Craig commented that Step 1 was completed last fall with the completion of tutorials and data formatting modifications to improve access and usability of 2000 census data. The current Step 2 effort will focus on information needs that can be satisfied with currently published data (i.e., U.S. Census Bureau). The final phase will likely involve another group that will look at other data sources to address priority information needs, in particular for small area analysis, not satisfactorily addressed with published data, such as the iBlock product developed by Excensus LLC.

- Drealan - 6c Parcel Data Policies for non-government access

  The workgroup's goal is to implement a single license acceptable by all seven counties that applies to all data and which is processed via shrink-wrapping. Drealan commented that these procedure changes are key to implementing the one-stop-shop access to parcel data by non-government interests. The group is also investigating discounts for large volume and subscription purchases. The driving concept is to make distribution simpler for the counties and more affordable for the user.

- Drealan - 6e Regional Mailing Label Application

  Carver County has agreed to share its mailing label generation application with the Metropolitan Council to investigate if it can be adopted for a regional solution. The group will be discussing preliminary findings at its May 8th meeting.

- Claypool - 7b(1) DEM Legislation
  The Bill was heard by Senate Committees but not House Committees. If funded, a major beneficiary would be the DNR Floodplain Mapping program. Justification includes a statement from an Army Corps of Engineers economist that 30 to 40 percent of the last decade's flood damages (over $3 billion from 1990-2000) could have been avoided if proposed data had been available. During that time, $1 billion was mitigated by the DNR. The bill requests funds ($7.5 million desired) from the State to fund a pilot of 22 counties which, in turn, would leverage FEMA funds.

  Chairperson Harper commented that Washington County could take advantage of this program, as it needs elevation data. She commented that the county does not have the resources to purchase it from the watershed districts that have developed it for portions of the county.

- Arbeit - 7b(2) GeoIntegrator
  Negotiations are in progress with Syncline, the contractor that helped MetroGIS implement DataFinder Café, to expand upon Café's functionality and deploy it statewide via GeoIntegrator. The prototype for the enhanced application can now interface directly with MN Mapserver, a goal of the original Café project that could not be achieved within the scope of the initial deployment. Another enhancement currently being pursued is the ability to extract raster data.

  Arbeit reported that he just returned from the a national NSGIC conference where he learned from Hank Gerry, Director of the Geo-Spatial One-Stop initiative, that the proposed architecture for One Stop is very similar to that used by MetroGIS DataFinder Café and GeoIntegrator.

- Wencl -7c TNM (The National Map)
  The distinction between NIMA's 133 Urban Areas project and USGS's National Map project was offered, noting that much of the data managed by NIMA is sensitive with restricted access, whereas the objective of USGS's programs is to provide widespread access to data it produces. Notwithstanding, Wencl commented that USGS has received the authority to serve as the broker for locally-produced data needed to implement NIMA's 133 Urban Areas project. A list of data being pursued was handed out for the group's information. Elevation and imagery data were cited as high priorities, which it was acknowledged that partnerships to acquire are extremely important due to the high cost of development.

Topic reported on that was not mentioned in the packet materials:

- Claypool – Ramsey County User Group's TOP Grant Proposal
  The Ramsey County GIS user group, Ramsey County, several St. Paul neighborhood groups, and four communities of color, for a total of 44 interests, are proposing to collectively sponsor an application for a Technology Opportunity Program grant (formerly TIIAP), awarded annually from the U.S. Department of Commerce. Average grant awards are $500,000. A Minneapolis neighborhood was previously awarded a TOP grant. A grant writer, familiar with the Minneapolis application, has been retained. The sponsors had met several times and are continuing to meet to define a problem statement. The submission deadline is April 23.

Chairperson Harper encouraged the members to review on their own the other information presented in the reports for Agenda Items 6 and 7.

8. NEXT SCHEDULED MEETING
June 18, 2003

9. MEETING ADJOURNED
Claypool moved and Charboneau seconded to adjourn at 3:40 p.m. Motion carried, ayes all.

Prepared by,
Randall Johnson
MetroGIS Support Staff Team

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

Wednesday, June 18, 2003

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street)

1:30 to 3:30 PM
See directory in lobby for meeting room location.

			Page
1.	**Call to Order & Introduction of New Member**		
2.	**Approve Agenda**		
3.	**Approve Meeting Summary**		**1**
	a) April 9, 2003		
4.	**Summary of April 30 Policy Board Meeting**		**5**
5.	**Action and Discussion Items:**		
	a) Highways and Roadways – Regional Framework Management Scheme	***action***	**6**
	b) Planned Land Use – Modification of Regional Policy Statement	***action***	**10**
	c) ISO Theme Category Descriptions	***action***	**15**
	d) Confirm GIS Demonstration for July Policy Board meeting	***action***	**16**
	e) Quarterly Performance Measures Report		**18**
6.	**Project Updates:**	**(*Distributed via Email*)**	
	a) Priority Business Information Needs		
	b) Third Generation Data Sharing Agreements		
	c) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project		
	d) Collaborative Parcel Data Distribution Strategy - Non-Government Access		
	e) Regional Mailing Label Application		
7.	**Information Sharing:**	**(*Distributed via Email*)**	
	a) Technical Advisory Team Membership		
	b) Presentations / Outreach / Studies		
	c) State Geodata Initiatives Update		
	d) Federal Geodata Initiatives Update		
	e) County-based GIS User Group Activity Update		
8.	**Next Meeting**		
	September 17, 2003		
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 readily usable."

Approved On
September 17, 2003

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 312
June 18, 2003

1. CALL TO ORDER

Chairperson Harper called the meeting to order at 1:35 p.m.

Members Present: Cities: Bob Cockriel (AMM: suburban cities - City of Bloomington); Counties: Bob Moulder for Bill Brown (Hennepin); David Claypool (Ramsey); Dave Drealan (Carver); Jane Harper (Washington); Randy Knippel (Dakota); Metropolitan: Rick Gelbmann (Metropolitan Council); Non-Profits: Sandra Paddock (Wilder Research Center); Special Expertise: Brad Henry (URS Corp.); State: David Arbeit (LMIC), Joella Givens (Mn/DOT), Robert Maki (DNR); Utilities: Al Laumeyer (CenterPoint Energy/Minnegasco).

Members Absent: Academics: Will Craig (U of M); Business Geographics: Steve Lehr (CB Richard Ellis); Cities: Karen Johnson (AMM: core cities - City of St. Paul); Counties: Gary Swenson (Anoka), Jim Hentges (Scott); Federal: Ron Wencl (USGS); GIS Consultants: Larry Charboneau (The Lawrence Group); Metropolitan: *vacant* (Metropolitan Airports Commission), Nancy Pollock (Metropolitan 911 Board), and Nancy Read (Metropolitan Mosquito Control District); Schools: Dick Carlstrom for Lee Whitcraft (TIES); Watershed/Water Management Organizations: Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Support Staff: Randall Johnson (Staff Coordinator), Steve Fester, Mike Dolbow.

Visitors: Jonette Kreideweis (Mn/DOT) and Dan Ross (Mn/DOT).

2. INTRODUCTION AND ACCEPT AGENDA

Staff Coordinator Johnson introduced Robert Maki as the new Committee member representing the DNR, replacing Les Maki who retired from the DNR earlier this year. Maki manages the GIS Unit within the larger IT department at the DNR central office.

Henry moved and Arbeit seconded to approve the agenda, as submitted. It was agreed to begin with Agenda Item 5e, as one more member was needed to make a quorum. Motion carried ayes, all.

4. SUMMARY OF APRIL 30 POLICY BOARD MEETING

The Staff Coordinator summarized the major action and discussion items considered by the Policy Board at its April 30, 2003 meeting.

Member Gelbmann arrived making a quorum.

3. ACCEPT MEETING SUMMARY

Cockriel moved and Laumeyer seconded to approve the summary for the Committee's April 9, 2003 meeting. Motion carried, ayes all.

5. ACTION AND DISCUSSION ITEMS

e) Quarterly Performance Measures Report

Staff Coordinator Johnson summarized a proposal to cease including detailed raw numbers with the Committee's agenda packets, except for the annual performance measures report proposed for each fall. The committee concurred with the proposal to instead share a good or troublesome anomaly with the Committee at the other three meetings during the year. The proposed performance reporting changes were accepted with the exception that if there is more than one anomaly that deserves attention by the Committee, the staff should bring the others to the Committee's attention.

a) Highways and Roadways - Regional Framework Management Scheme

Staff Coordinator Johnson introduced Mike Dolbow, lead staff for MetroGIS's Highway and Road Networks Information Need Workgroup, to introduce the proposal. He introduced Jonette Kreideweis, Director of Planning Office for Mn/DOT, and Dan Ross, Mn/DOT GIS Support Unit and project manager for the Linear Reference Model (LRM) Project. Joella Givens, Mn/DOT representative to the Coordinating Committee, commented that she is excited about the proposed partnership between Mn/DOT and MetroGIS to refine the LRM to address local and regional government needs.

Dan Ross began the presentation by noting that Mn/DOT produces a significant amount of data about highways in a variety of formats for a variety or purposes. And, as such, Mn/DOT has been talking since the 1980s about how to better integrate the wealth of data developed by its internal units. Development of the subject LRM was initiated 3 years ago. It is fully compatible with a national model standard (NC HRP-20–27). Because Mn/DOT's efforts were out in front of many, its work on the LRM has helped define the national model. A team of twenty Mn/DOT staff is currently assigned to this effort.

In response to a question from Laumeyer, Ross clarified that the Metropolitan Council played an important role in funding the forums and workgroups that identified the common highway related needs of local government via MetroGIS's efforts and which led to the proposed partnership with Mn/DOT.

Ross provided an overview of: a) why a new system was needed, b) its relationship to the national standard, c) the basic concepts (anchor points/section/) that lay the foundation for the LRM and the importance of location as the common element that allows the wide variety of road related data elements to be integrated and accessed for use by interests other than the producer, d) how interoperability is maintained with adjoining states that adhere to the national standard, e) a statewide site license that has been secured by Mn/DOT from the software vendor so any government unit that wants to use the model may, and f) Mn/DOT's intention to partner with local government units to incorporate data that is not generated by Mn/DOT but important to the many other interests. (Refer to the presentation slides for more information.)

Gelbmann asked if anchor points can be added in places other than road intersections; currently the only location important to Mn/DOT. Ross confirmed that the model has been designed to be flexible in this regard and that anchor points can be added elsewhere, such as, at the intersection of road and railroads and that the support tools have already been built.

Ross concluded his remarks by stating that Phase I has been delivered and work on Phase II is now underway – development of the Location Data Manager. The schedule anticipates that the tools related to Phase II will be deployed next year. As such, Mn/DOT is also now looking for partners to expand the data involved to all public roads in addition to trunk highways, as well as, improve data quality and coverage, and make the model and its related tools more usable for everyone. Kreideweis added that Mn/DOT is serious about seeking input via partnerships to define core attributes, access strategies, definitions, etc. and that partnering is not limited to government, i.e. utilities are eligible. Ross commented there is a good deal of interest in using the LRM for right-of-way management and that the system is designed to provide full security with varying permissions depending on the need to know.

The Committee discussed the Highway and Road Network Workgroup's recommendation that MetroGIS partner with Mn/DOT to provide a focused local government voice to the LRM development process. In response to a question from Chairperson Harper, Kreideweis confirmed it is Mn/DOT's intent to seek input from MetroGIS through its standard workgroup/forum process. Dolbow also noted that unlike several previous regional solutions, the solution envisioned for the Highway Roads Networks Information Need will not be a dataset, but rather a system solution (model). The group concluded MetroGIS can add value to the process by involving broader interests in a coordinated manner.

In response to a question from Claypool, the group was informed that although automation of right-of-way data is a priority within Mn/DOT, this topic cannot be integrated into the LRM project until that data are converted to a digital format compatible with the model, which is not likely to be completed for some

time. Claypool encouraged Mn/DOT to add individuals with a county perspective to their right-of-ways workgroup, given the critical nature of the issues involved particularly to county surveyors and others who are required to review and approve plat documents. Kreideweis noted that she would pass this request along to those in charge of rights-of-ways management.

Member Arbeit commended the Mn/DOT staff for their work on this project and thanked them for seeking out partnerships with others on this very important initiative.

Motion: Arbeit moved and Henry seconded that the Coordinating Committee accept the Highways and Roads Data Content Standard as a possible solution for the MetroGIS community, and authorize the MetroGIS Highways and Roads Information Needs Workgroup to actively participate in refinement of the standard in accordance with the needs of the MetroGIS community. Motion carried ayes, all.

Givens commented that Mn/DOT has a business need to lead this effort, is very interested in doing so, and is exited about the pending collaborative work with MetroGIS.

Chairperson Harper asked for regular updates that she can pass along to the Washington County Transportation Department, noting this project could serve as a catalyst to demonstrate the value of GIS technology to Transportation Department and to get them to participate in the county's GIS initiatives.

b) Planned Land Use - Modification of Regional Policy Statement

Gelbmann explained a data maintenance issue that has arisen concerning alignment of Planned Land Use dataset with right-of-way (ROW) and parcel data, as specified in the custodian responsibilities for the regional Planned Land Use dataset. He noted that differences in the way each of the counties collects and stores ROW data require a substantial amount of staff effort by the regional custodian (Council GIS Unit) to reconcile. This reconciliation was completed for the first version of the regional dataset. At that time, its was believed this reconciliation process could be automated and, as such, the annual alignment provision was originally accepted. Unfortunately, after nearly a year of effort, attempts to automate the process have not been successful and thus the proposed recommendation to forego this requirement until the Rights to Property Information Need is addressed or two years has elapsed, whichever comes first. Gelbmann explained that the Rights to Property Information Need workgroup is expected to investigate measures to address the subject inconsistencies between the county data structures.

Claypool confirmed that resolving questions involving the location of ROW require a significant amount of research. He mentioned that three methods are used by Mn/DOT alone. He commented that a more pragmatic approach for MetroGIS might be to define ROW by what is left over when compared with parcel polygon data.

Maki asked whether the proposed change in custodian responsibilities would lead to any hardship for the users and/or pass along any costs to them. This comment led to a reaffirmation of a guiding principle that custodians should not be expected to perform any tasks or take on expenses for which they do not have an internal business need, since another principle is to seek institutionalization of endorsed solutions (make part of someone's ongoing job responsibilities). Gelbmann mentioned that the proposed relaxation of the custodian roles may, in fact, have the positive effect of catalyzing a rethinking of how data are organized and possibility result in more consistency with regional Existing Land Use dataset. He emphasized that the land use data will continue to be updated on a quarterly basis but that realignment with parcel and right of way data would be deferred for up to two years to identify a more efficient means to accomplish the desired realignment.

Motion: Claypool moved and Givens seconded to authorize the modifications illustrated in the Regional Planned Land Use Dataset policy statement, dated May 16, 2003. Motion carried unanimously.

(Editor's note: At its April 2003 meeting, the Board authorized the Committee to implement modifications, without Board approval, to adopted regional solutions in cases such as this where all affected parties unanimously support the modification.)

Following approval of the motion, members talked about the need to avoid a negative perception by the stakeholder community by effectively communicating with the Board and other stakeholders the rationale for postponing the annual realignment provision. Arbeit offered that he believes this action is positive because it demonstrates MetroGIS's flexibility to accommodate custodian needs as learning occurs. All agreed that is very important to move ahead with solutions to common needs as quickly as possible, which in many cases is in the absence of proven models, and to do so, the community must also be open to and expects adjustments as the need is identified. The notion of a "living dataset" was accepted as an appropriate metaphor to convey the understanding that change over time is natural and to be expected. All concurred that demonstrating this flexibility to accommodate changes as new information becomes available will be very important to engage qualified candidate custodians where the initial roles and responsibilities are perceived as a possible burden and to retain those where conditions have changed. Staff was directed to include in the metadata for the regional Planned Land Use dataset an explanatory statement that places the postponing of the annual realignment with parcel data in a positive light and to clearly stipulate that the land use polygons will be updated quarterly, as called for in the adopted regional Planned Land Use policy statement. This qualifying information is also to be provided to the Policy Board when this decision is shared with them.

c) ISO Theme Category Descriptions

Staff Coordinator Johnson summarized the changes in the ISO theme category descriptions directed by the Policy Board when it endorsed the Themes as a best practice for the MetroGIS community at its April meeting. The Committee, at the lead of Claypool, concurred that the recommended changes as presented in the staff report are acceptable, given concurrent and related changes to the keywords.

Motion: Member Henry motioned and Member Cockriel seconded to accept the modified geospatial theme category descriptions for "elevation" and "cadastral" (land ownership) data, as recommended by the Technical Advisory Team and presented in the June 10, 2003 staff report. Motion carried, ayes all.

d) Confirm GIS Demonstration for July Policy Board Meeting

Staff was directed to speak to Will Craig to confirm that he is still planning to present how neighborhood groups are benefiting from MetroGIS at the July 30 Policy Board meeting, as decided at the previous Committee meeting.

Henry offered, as an option, sharing the content of the Mn/DOT presentation held earlier in the meeting. The group concluded that it would be better received by the Board if the plans are more concrete related to the partnership with MetroGIS and we could report on what we have been able to accomplish together. Staff was asked to bring this topic back to the Committee at a later date for consideration.

6 and 7. PROJECT UPDATES and INFORMATION SHARING

- **Mn/DOT Imagery Distribution Proposal**: Givens shared a proposed collaborative "Digital Image Distribution Mechanism" project proposed by Mn/DOT. Givens explained the purpose of Mn/DOT's proposal is to stimulate a discussion to clearly define what is needed within Mn/DOT and with other organizations to identify opportunities for partnering. The focus at this time is on definition of a clear problem statement. Maki confirmed that the DNR is facing the same imagery-related data management issues as Mn/DOT. Staff was asked to provide contact information to Givens for the Committee members not present and for the Technical Advisory Team.
- **Emergency Management**: Knippel and Gelbmann summarized and expanded upon material that was presented in the agenda materials related to the Emergency Management Information Need, in particular the major focuses for the near term and the relationship between MetroGIS's efforts and the newly formed Emergency Management Committee of the Governors Council on Geographic Information, which are both co-chaired by Knippel and Gelbmann. They asked Givens, 2003 GIS/LIS Conference Chair, to do what she could do to grant exposure to these efforts at GIS/LIS conference due to urgency of issues.

  Time ran out before any of the other update items could be discussed.

- **Committee Meeting Agenda Distribution Procedures**: Staff called attention to several procedural changes that are being tested to reduce the cost of distributing the Committee's agenda packets:
  a) eliminate the colored paper spacers between reports,
  b) stop distribution of the raw performance measures numbers, except for one time per year when a comprehensive report will be made, and
  c) distribute the project update and information sharing reports, which comprise 10+ pages, only by email.)

  After some discussion and agreement among the members of a preference for the packet to be distributed as one document, as opposed to part mailed and part electronic, it was agreed that from now on Committee's agenda packets should be distributed in its entirety via PDF, that staff will send an email to the members with a link to the file, and that the members should be responsible for downloading and printing it on their own from the MetroGIS website. It was also agreed that staff should bring a few paper copies of the complete agenda to the meeting as a backup measure.

8. NEXT SCHEDULED MEETING
September 17, 2003

9. MEETING ADJOURNED
Henry moved and Cockriel seconded to adjourn at 3:45 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson and Steve Fester
MetroGIS Staff Support Team

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

Wednesday, September 17, 2003

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street on Empire)

1:30 to 3:30 PM
See directory in lobby for meeting room location.

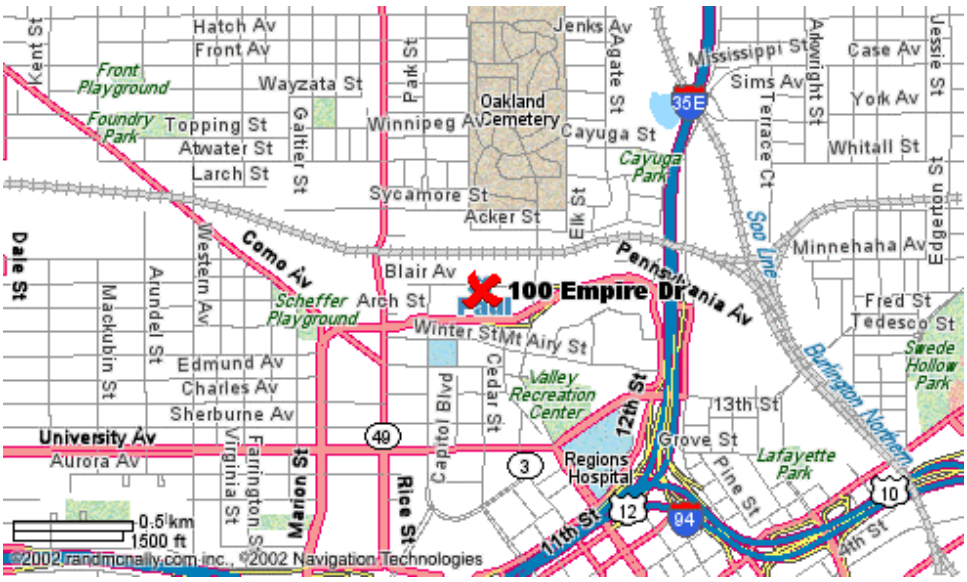
			Page
1.	**Call to Order**		
2.	**Approve Agenda**	***action***	
3.	**Approve Meeting Summary**		
	a) June 18, 2003	***action***	**1**
4.	**Summary of July 30 Policy Board Meeting**		**6**
5.	**Action and Discussion Items:**		
	a) 2004 Preliminary Budget	***action***	**7**
	b) Next Steps – Lakes and Wetlands Information Need	***action***	**13**
	c) 2004 Preliminary Work Plans	***action***	**16**
	d) Operating Guidelines- Proposed Modifications	***action***	**25**
	e) Regional Municipal/County Boundary Dataset – Modification of Policy	***action***	**36**
	f) Performance Measures – Understanding Who is Using the Data/Anomalies	***action***	**41**
	g) Confirm GIS Demonstration for October Policy Board meeting	***action***	**45**
	h) Reaction to 2002 Annual Report and Promotional Brochure	***action***	**47**
6.	**Project Updates:**		**48**
	a) Regional Mailing Label Application		
	b) Priority Business Information Need Solutions and User Satisfaction		
	c) Third Generation Data Sharing Agreements		
	d) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project		
	e) Collaborative Parcel Data Distribution Strategy - Non-Government Access		
	f) Investigation of Data Sharing with Utilities		
	g) DataFinder User Satisfaction Forum Planned		
7.	**Information Sharing:**		**51**
	a) Internet Distribution Procedures for Agenda Materials		
	b) Presentations / Outreach / Studies		
	c) State Geodata Initiatives Update		
	d) Federal Geodata Initiatives Update		
	e) County-based GIS User Group Activity Update		
8.	**Next Meeting**		
	December 17, 2003 (*Election of Officers*)		
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 readily usable."

How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-94 westbound -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

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Approved On
(Draft)

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 312
June 18, 2003

1. CALL TO ORDER

Chairperson Harper called the meeting to order at 1:35 p.m.

Members Present: Cities: Bob Cockriel (AMM: suburban cities - City of Bloomington); Counties: Bob Moulder for Bill Brown (Hennepin); David Claypool (Ramsey); Dave Drealan (Carver); Jane Harper (Washington); Randy Knippel (Dakota); Metropolitan: Rick Gelbmann (Metropolitan Council); Non-Profits: Sandra Paddock (Wilder Research Center); Special Expertise: Brad Henry (URS Corp.); State: David Arbeit (LMIC), Joella Givens (Mn/DOT), Robert Maki (DNR); Utilities: Al Laumeyer (CenterPoint Energy/Minnegasco).

Members Absent: Academics: Will Craig (U of M); Business Geographics: Steve Lehr (CB Richard Ellis); Cities: Karen Johnson (AMM: core cities - City of St. Paul); Counties: Gary Swenson (Anoka), Jim Hentges (Scott); Federal: Ron Wencl (USGS); GIS Consultants: Larry Charboneau (The Lawrence Group); Metropolitan: Mark Kill (Metropolitan Airports Commission), Nancy Pollock (Metropolitan 911 Board), and Nancy Read (Metropolitan Mosquito Control District); Schools: Dick Carlstrom for Lee Whitcraft (TIES); Watershed/Water Management Organizations: Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Support Staff: Randall Johnson (Staff Coordinator), Steve Fester, Mike Dolbow.

Visitors: Jonette Kreideweis (Mn/DOT) and Dan Ross (Mn/DOT).

2. INTRODUCTION AND ACCEPT AGENDA

Staff Coordinator Johnson introduced Robert Maki as the new Committee member representing the DNR, replacing Les Maki who retired from the DNR earlier this year. Maki manages the GIS Unit within the larger IT department at the DNR central office.

Henry moved and Arbeit seconded to approve the agenda, as submitted. It was agreed to begin with Agenda Item 5e, as one more member was needed to make a quorum. Motion carried ayes, all.

4. SUMMARY OF APRIL 30 POLICY BOARD MEETING

The Staff Coordinator summarized the major action and discussion items considered by the Policy Board at its April 30, 2003 meeting.

Member Gelbmann arrived making a quorum.

3. ACCEPT MEETING SUMMARY

Cockriel moved and Laumeyer seconded to approve the summary for the Committee's April 9, 2003 meeting. Motion carried, ayes all.

5. ACTION AND DISCUSSION ITEMS

e) Quarterly Performance Measures Report

Staff Coordinator Johnson summarized a proposal to cease including detailed raw numbers with the Committee's agenda packets, except for the annual performance measures report proposed for each fall. The committee concurred with the proposal to instead share a good or troublesome anomaly with the Committee at the other three meetings during the year. The proposed performance reporting changes were accepted with the exception that if there is more than one anomaly that deserves attention by the Committee, the staff should bring the others to the Committee's attention.

a) Highways and Roadways - Regional Framework Management Scheme

Staff Coordinator Johnson introduced Mike Dolbow, lead staff for MetroGIS's Highway and Road Networks Information Need Workgroup, to introduce the proposal. He introduced Jonette Kreideweis, Director of Planning Office for Mn/DOT, and Dan Ross, Mn/DOT GIS Support Unit and project manager for the Linear Reference Model (LRM) Project. Joella Givens, Mn/DOT representative to the Coordinating Committee, commented that she is excited about the proposed partnership between Mn/DOT and MetroGIS to refine the LRM to address local and regional government needs.

Dan Ross began the presentation by noting that Mn/DOT produces a significant amount of data about highways in a variety of formats for a variety or purposes. And, as such, Mn/DOT has been talking since the 1980s about how to better integrate the wealth of data developed by different units. Development of the subject LRM was initiated 3 years ago. It is fully compatible with a national model standard (NC HRP-20–27). Because Mn/DOT's efforts were out in front of many, its work on the LRM has helped define the national model. A team of twenty Mn/DOT staff is currently assigned to this effort.

In response to a question from Laumeyer, Ross clarified that the Metropolitan Council played an important role in funding the forums and workgroups that identified the common highway related needs of local government via MetroGIS's efforts and which led to the proposed partnership with Mn/DOT.

Ross provided an overview of: a) why a new system was needed, b) its relationship to the national standard, c) the basic concepts (anchor points/section/) that lay the foundation for the LRM and the importance of location as the common element that allows the wide variety of road related data elements to be integrated and accessed for use by other interests than the producer, d) how interoperability is maintained with adjoining states that adhere to the national standard, e) a statewide site license that has been secured by Mn/DOT from the software vendor so any government unit that wants to use the model may, and f) Mn/DOT's intention to partner with local government units to incorporate data that is not generated by Mn/DOT but important to the many other interests. (Refer to the attached slides for more information.)

Gelbmann asked if anchor points can be added in places other than road intersections; currently the only location important to Mn/DOT. Ross confirmed that the model has been designed to be flexible in this regard and that anchor points can be added elsewhere, such as, at the intersection of road and railroads and that the support tools have already been built.

Ross concluded his remarks by stating that Phase I has been delivered and work on Phase II is now underway – development of the Location Data Manager. The schedule anticipates that the tools related to Phase II will be deployed next year. As such, Mn/DOT is also now looking for partners to expand the data involved to all public roads in addition to trunk highways, as well as, improve data quality and coverage, and make the model and its related tools more usable for everyone. Kreideweis added that Mn/DOT is serious about seeking input via partnerships to define core attributes, access strategies, definitions, etc. and that partnering is not limited to government, i.e. utilities are eligible. Ross commented there is a good deal of interest in using the LRM for right-of-way management and that the system is designed to provide full security with varying permissions depending on the need to know.

The Committee discussed the Highway and Road Network Workgroup's recommendation that MetroGIS partner with Mn/DOT to provide a focused local government voice to the LRM development process. In response to a question from Chairperson Harper, Kreideweis confirmed it is Mn/DOT's intent to seek input from MetroGIS through it standard workgroup/forum process. Dolbow also noted that unlike several previous regional solutions, the solution envisioned for the Highway Roads Networks Information Need will not be a dataset, but rather a system solution (model). The group concluded MetroGIS can add value to the process by involving broader interests in a coordinated manner.

In response to a question from Claypool, the group was informed that although automation of right-of-way data is a priority within Mn/DOT, this topic cannot be integrated into the LRM project until that data are converted to a digital format compatible with the model, which is not likely to be completed for some

time. Claypool encouraged Mn/DOT to add individuals with a county perspective to their right-of-ways workgroup, given the critical nature of the issues involved particularly to county surveyors and others who are required to review and approve plat documents. Kreideweis noted that she would pass this request along to those in charge of rights-of-ways management.

Member Arbeit commended the Mn/DOT staff for their work on this project and thanked them for seeking out a partnerships with others on this very important initiative.

Motion: Arbeit moved and Henry seconded that the Coordinating Committee accept the Highways and Roads Data Content Standard as a possible solution for the MetroGIS community, and authorize the MetroGIS Highways and Roads Information Needs Workgroup to actively participate in refinement of the standard in accordance with the needs of the MetroGIS community. Motion carried ayes, all.

Givens commented that Mn/DOT has a business need to lead this effort, is very interested in doing so, and is exited about the pending collaborative work with MetroGIS.

Chairperson Harper asked for regular updates that she can pass along to the Washington County Transportation Department, noting this project could serve as a catalyst to demonstrate the value of GIS technology to Transportation Department and to get them to participate in the county's GIS initiatives.

b) Planned Land Use - Modification of Regional Policy Statement

Gelbmann explained a data maintenance issue that has arisen concerning alignment of Planned Land Use dataset with right-of-way (ROW) and parcel data, as specified in the custodian responsibilities for the regional Planned Land Use dataset. He noted that differences in the way each of the counties collects and stores ROW data require a substantial amount of staff effort by the regional custodian (Council GIS Unit) to reconcile. This reconciliation was completed for the first version of the regional dataset. At that time, its was believed this reconciliation process could be automated and, as such, the annual alignment provision was originally accepted. Unfortunately, after nearly a year of effort, attempts to automate the process have not been successful and thus the proposed recommendation to forego this requirement until the Rights to Property Information Need is addressed or two years has elapsed, whichever comes first. Gelbmann explained that the Rights to Property Information Need workgroup is expected to investigate measures to address the subject inconsistencies between the county data structures.

Claypool confirmed that resolving questions involving the location of ROW require a significant amount of research. He mentioned that three methods are used by Mn/DOT alone. He commented that a more pragmatic approach for MetroGIS might be to define ROW by what is left over when compared with parcel polygon data.

Maki asked whether the proposed change in custodian responsibilities would lead to any hardship for the users and/or pass along any costs to them. This comment led to a reaffirmation of a guiding principle that custodians should not be expected to perform any tasks or take on expenses for which they do not have an internal business need, since another principle is to seek institutionalization of endorsed solutions (make part of someone's ongoing job responsibilities). Gelbmann mentioned that the proposed relaxation of the custodian roles may, in fact, have the positive effect of catalyzing a rethinking of how data are organized and possibility result in more consistency with regional Existing Land Use dataset. He emphasized that the land use data will continue to be updated on a quarterly basis but that realignment with parcel and right of way data would be deferred for up to two years to identify a more efficient means to accomplish the desired realignment.

Motion: Claypool moved and Givens seconded to authorize the modifications illustrated in the Regional Planned Land Use Dataset policy statement, dated May 16, 2003. Motion carried unanimously.

(Editor's note: At its April 2003 meeting, the Board authorized the Committee to implement modifications, without Board approval, to adopted regional solutions in cases such as this where all affected parties unanimously support the modification.)

Following approval of the motion, members talked about the need to avoid a negative perception by the stakeholder community by effectively communicating with the Board and other stakeholders the rationale for postponing the annual realignment provision. Arbeit offered that he believes this action is positive because it demonstrates MetroGIS's flexibility to accommodate custodian needs as learning occurs. All agreed that is very important to move ahead with solutions to common needs as quickly as possible, which in many cases is in the absence of proven models, and to do so, the community must also be open to and expects adjustments as the need is identified. The notion of a "living dataset" was accepted as an appropriate metaphor to convey the understanding that change over time is natural and to be expected. All concurred that demonstrating this flexibility to accommodate changes as new information becomes available will be very important to engage qualified candidate custodians where the initial roles and responsibilities are perceived as a possible burden and to retain those where conditions have changed. Staff was directed to include in the metadata for the regional Planned Land Use dataset an explanatory statement that places the postponing of the annual realignment with parcel data in a positive light and to clearly stipulate that the land use polygons will be updated quarterly, as called for in the adopted regional Planned Land Use policy statement. This qualifying information is also to be provided to the Policy Board when this decision is shared with them.

c) ISO Theme Category Descriptions

Staff Coordinator Johnson summarized the changes in the ISO theme category descriptions directed by the Policy Board when it endorsed the Themes as a best practice for the MetroGIS community at its April meeting. The Committee, at the lead of Claypool, concurred that the recommended changes as presented in the staff report are acceptable, given concurrent and related changes to the keywords.

Motion: Member Henry motioned and Member Cockriel seconded to accept the modified geospatial theme category descriptions for "elevation" and "cadastral" (land ownership) data, as recommended by the Technical Advisory Team and presented in the June 10, 2003 staff report. Motion carried, ayes all.

d) Confirm GIS Demonstration for July Policy Board Meeting

Staff was directed to speak to Will Craig to confirm that he is still planning to present how neighborhood groups are benefiting from MetroGIS at the July 30 Policy Board meeting, as decided at the previous Committee meeting.

Henry offered, as an option, sharing the content of the Mn/DOT presentation held earlier in the meeting. The group concluded that it would be better received by the Board if the plans are more concrete related to the partnership with MetroGIS and we could report on what we have been able to accomplish together. Staff was asked to bring this topic back to the Committee at a later date for consideration.

6 and 7. PROJECT UPDATES and INFORMATION SHARING

- **Mn/DOT Imagery Distribution Proposal**: Givens shared a proposed collaborative "Digital Image Distribution Mechanism" project proposed by Mn/DOT. Givens explained the purpose of Mn/DOT's proposal is to stimulate a discussion to clearly define what is needed within Mn/DOT and with other organizations to identify opportunities for partnering. The focus at this time is on definition of a clear problem statement. Maki confirmed that the DNR is facing the same imagery-related data management issues as Mn/DOT. Staff was asked to provide contact information to Givens for the Committee members not present and for the Technical Advisory Team.
- **Emergency Management**: Knippel and Gelbmann summarized and expanded upon material that was presented in the agenda materials related to the Emergency Management Information Need, in particular the major focuses for the near term and the relationship between MetroGIS's efforts and the newly formed Emergency Management Committee of the Governors Council on Geographic Information, which are both co-chaired by Knippel and Gelbmann. They asked Givens, 2003 GIS/LIS Conference Chair, to do what she could do to grant exposure to these efforts at GIS/LIS conference due to urgency of issues.

  Time ran out before any of the other update items could be discussed.

- **Committee Meeting Agenda Distribution Procedures**: Staff called attention to several procedural changes that are being tested to reduce the cost of distributing the Committee's agenda packets:
  a) eliminate the colored paper spacers between reports,
  b) stop distribution of the raw performance measures numbers, except for one time per year when a comprehensive report will be made, and
  c) distribute the project update and information sharing reports, which comprise 10+ pages, only by email.)

  After some discussion and agreement among the members of a preference for the packet to be distributed as one document, as opposed to part mailed and part electronic, it was agreed that from now on Committee's agenda packets should be distributed in its entirety via PDF, that staff will send an email to the members with a link to the file, and that the members should be responsible for downloading and printing it on their own from the MetroGIS website. It was also agreed that staff should bring a few paper copies of the complete agenda to the meeting as a backup measure.

8. NEXT SCHEDULED MEETING
September 17, 2003

9. MEETING ADJOURNED
Henry moved and Cockriel seconded to adjourn at 3:45 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson and Steve Fester
MetroGIS Staff Support Team

TO: Coordinating Committee

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

SUBJECT: Summary of July 30 Policy Board Meeting

DATE: August 29, 2003
(For the Sept 17th Meeting)

The following major topics considered/acted on by the Policy Board on July 30th:

- **Overview of MetroGIS Goals, Functions, Accomplishments and Benefits**
  At the request of the Board at its April meeting, Staff Coordinator Johnson provided an overview of why MetroGIS was created; its vision, functions and accomplishments; and benefits that are being realized by the community as result of the these accomplishments.

  The Board encouraged staff to actively seek out ways to inform as many constituent groups as possible of the information provided in this presentation. It was agreed that as a first step the PowerPoint Presentation would be sent to each member of the Policy Board, Coordinating Committee, Technical Advisory Team, and county GIS user groups to share with co-workers and colleagues that may have an interest.

- **GIS Technology Demonstration**
  Jeff Matson, Director of the Minneapolis Neighborhood Information System (MNIS), explained the goals of MNIS to provide its constituent participants technical capacity, improve data, improve relationships, and improve networking among the neighborhoods. Minneapolis has a number of established and respected neighborhood/community groups that have extensive needs for geospatial data and that parcel level housing related data is at the core. Mr. Matson noted that a substantive 3-year Department of Commerce grant had been received to help achieve these goals primarily through developing a website to improve access and assisting with the needed data improvements. In addition to the partnership with the Department of Commerce, other partners include the City of Minneapolis, and CURA at the U of M. The complete presentation is available at http://www.metrogis.org/teams/pb/meetings/ppgis.pdf. MNIS's website is at http://www.npcr.org/MNIS.

- **Highway and Road Networks Information Need Partnership with MnDOT**
  The Board unanimously ratified the Coordinating Committee's conclusion that MetroGIS should pursue a partnership invitation from Mn/DOT to jointly refine a Highway and Road Networks standard that Mn/DOT developed and ensure related local government needs are adequately addressed by the proposed standard.

- **Regional Planned Land Use Policy Modifications**
  The Board unanimously ratified modifications to the regional policy statement as proposed by the Coordinating Committee to: 1) postpone alignment of the Planned Land Use data with parcel boundary data until substantially less labor-intensive procedures can be implemented and to postpone further consideration until July 1, 2005, unless investigated earlier in connection with a related common information need and 2) adding a category entitled "rail transit way" to the list of coding options.

- **ISO Geospatial Data Theme Categories – Modifications to Initial Best Practice**
  The Board unanimously ratified modifications to two of the ISO-based data theme categories ("cadastral" and "elevation and derived products") as proposed by the Coordinating Committee on June 18th. The category names were changed to "land ownership" and "elevation", respectively along with corresponding changes to the definitions and keywords suggested by the Committee.

TO: Coordinating Committee

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

SUBJECT: 2004 Preliminary Budget

DATE: September 3, 2003
(For the Sept 17th Meeting)

INTRODUCTION

The preliminary 2004 budget for MetroGIS is attached for the Committee's review and comment.

The Metropolitan Council has accepted for public hearing, the budget total (3 FTE in staff support and $86,000 in non-staff project funding) listed in the attached budget document. This is the same level of support that was preliminarily shared with the Policy Board at its April 2003 meeting. As the public hearings will not be held until December, final action by the Committee on the proposed 2004 workplan (Item 5c) or the attached detailed budget allocations will not be sought until the December Committee meeting.

This level of support is adequate to accomplish the tasks presented in the proposed workplan.

KEY POINTS

In keeping with the core functions of MetroGIS – regional solutions to commonly needed data, an efficient mechanism to share data (DataFinder), and fostering knowledge sharing, the proposed allocation of funds is as follows:

1. $50,000 for data quality and access enhancements important to the broad MetroGIS community. The projects will be defined through user forums (i.e. parcel forum on September 25th and Street Centerline Forum Spring 2004)
2. $12,500 for software maintenance and enhancement of DataFinder functions
3. $23,500 for outreach, fostering knowledge sharing, policy planning, and performance measures activities.

See the attached budget funding balance summary and detailed budget for information about the proposed allocation of funds by activity.

MAJOR ASSUMPTIONS

1. The Metropolitan Council will approve project funding adequate to support MetroGIS's needs.
2. An agreement will be in place with each of the seven counties prior to January 1, 2004 to maintain access without fee by government and academic interests to parcel data.
3. 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.
4. A partnership with LMIC is in place to share the expenses associated with supporting DataFinder.
5. The County Data Producer Workgroup will complete its work on the following tasks in 2003:
   - Regional Mailing Label Application
   - Collaborative mechanism to distribute parcel data to non-government interests.

RECOMMENDATION

That the Coordinating Committee:

1) Review and comment on the proposed detailed budget allocations for 2004.
2) Direct staff to forward the budget documents identified in Recommendations 1 to the Policy Board for its review and comment.

MetroGIS
Funding Balance Sheet

Revenue Sources	2001 Actual	2002 Actual	2003[1] Approved	2004 Preliminary
Metropolitan Council Resources:				
Staff (*Reduced from 3.25 FTE to 3.0 FTE July 2003)*	$213,000	$207,000	$213,000	$200,000
Non staff - excluding supplemental data maintenance/enhancement funds	$115,000	$90,000	$37,750	$23,500
Data Quality and Access Enhancements - Individual and Collaborative Projects[2]	$75,000	$75,000	$50,000	$50,000
DataFinder Enhancements/Support		$10,000	$12,750	$12,500
Subtotal	$403,000	$382,000	$313,500	$286,000
Grant Funds:				
NSDI Web Services Grant - Partnership with LMIC		$3,700	$15,000	
Subtotal	$0	$3,700	$15,000	$0
Other:				
Funds donated to MetroGIS from data sales - total $25,538[3]	$1,245	$20,505	$3,788	$0
DataFinder Enhancement Partnership with LMIC (in addition to grant)			$20,000	TBD
Subtotal	$1,245	$20,505	$23,788	
GRAND TOTAL	*$404,245*	*$406,205*	*$352,288*	*$286,000*

Notes:

(1) $49,500 reduction from October 2002 Metropolitan Council budget for 2003 in response to the State's $4.5 billion revenue shortfall projection

(2) Funds to be used to incentivize producers of regionally significant data/applications to support enhancements of significance to the MetroGIS community.

(3) A custodial fund has been set up at the Metropolitan Council to receive, manage and disburse donated funds. These donated funds accumulated from 1997 through 2000 from sales of TLG Street Centerline & 1997 Orthoimagery data. No additional donations are anticipated. A total of $25,538 was received of which $3,788 remained as of 12/31/02. The funds that have been spent were used to develop DataFinder Café, in accordance with Board approval.

MetroGIS Preliminary Detailed Budget Allocations
2004-2005

	A	B	C	D
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 provide following the table*			
5	**MetroGIS Coordination Function**	**2002**	**2003**	**2004**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Authorized	Proposed
7				
8	**I. MISSION CRITICAL FUNCTION**			
9	**1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations**			
10	a) Support Teams, Committees and Board			
11	i. Copying, postage, local travel, room rental, etc.			$0
12	ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	$67,500	$15,000	$15,000
13	b) Participant appreciation function	$5,000	N/A	N/A
14	c) Outreach			
15	i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	$3,000	$3,000	$500
16	ii. Communications Outsourcing/Supplemental Staff Support	N/A	$2,500	$2,000
17	iii. Copying, postage, local travel	See I-1(a)I	See I-1(a)I	See I-1(a)I
18	**2. Facilitate data sharing agreements and licensing among MetroGIS stakeholders**			
19	a) Data sharing agreements with the seven metro area counties for widespread access to parcel and related data along with the agreement with The Lawrence Group (TLG) for widespread access to street centerline data both are a fundamental components of MetroGIS's regional solutions for commonly needed data. These data are subject to cost recovery and, thus, agreements are required to establish the terms under which access, without fee, is provided to the broad MetroGIS community. $50,000 in annual funding for the TLG data maintenance comes from the Council's GIS Unit budget for internal needs. For 2004 and 2005, $50,000 is proposed to fund data enhancements important to the community (See 2b below). As county-produced parcel data is a key information need, a portion of these funds would be allocated directly to the counties via the data sharing agreements for regionally significant projects to improve the quality and access to these data. Candidate projects would be identified through MetroGIS workgroup and peer review forum processes. If projects for data other than parcels do not ma	$75,000	$50,000	
20	the remaining funds would be avaliable for county projects that benefit the broad MetroGIS community, as determined by MetroGIS.			
21	b) Implement collaborative solutions to common information needs - data and applications. (For instance, geospatial data-related projects to implement regional solutions to common information needs and applications projects that improve access to commonly needed information for the broad stakeholder community, such as, regional mailing label and emergency services.)			$50,000
22	**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.*)**			
23	a) Project Funds to enhance DataFinder functionality (*Expand geographic search capability, develop applications/scripts, etc. to enhance & improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software*), etc. *$15,000 NSDI Web Mapping Service Grant funding planned for 2003 for GML enhancement in partnership with LMIC for $37,000 project. No other use can be made of these funds.* ***Assumes a partnership begining Fall 2003 with LMIC to host DataFinder on state system***	$10,000	$12,750	$10,000
24	b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	N/A	$12,000	$2,500

MetroGIS Preliminary Detailed Budget Allocations
2004-2005

	A	B	C	D
5	**MetroGIS Coordination Function**	**2002**	**2003**	**2004**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Authorized	Proposed
25	**4. Identify unmet GIS needs with regional significance and act on these needs**			
26	a) MetroGIS data users forums and Business Information Need Peer Review Forums	$2,000	$1,000	$500
27	b) Participant satisfaction survey	$1,500	$0	$1,500
28	c) Seed $'s for regionally significant projects	(See I-2 and I-3)	(See I-2 and I-3)	(See I-2 and I-3)
29	d) Identify Second Generation Business Information Need Priorities			$1,000
30	**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).**	[Refer to III 1(a)]		[Refer to III 1(a)]
31	a) Negotiate agreements	(See I-2)	(See I-2)	(See I-2)
32	b) Facilitate compliance (training sessions, sharing best practices, etc)	(See II-3a)	(See II-3a)	(See II-3a)
33	**SUBTOTAL (Does not include staff expenses)**	**$164,000**	**$96,250**	**$83,000**
34				
35	**II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL**			
36	**1. Maintain MetroGIS world wide web site (not DataFinder)**	$380	$0	$0
37	**2. Promote collaborative funding of pilot projects that meet regional needs**	See I-2(b) and I-3(a)	See I-2(b) and I-3(a)	See I-2(b) and I-3(a)
38	**3. Fill gaps in metadata based on identified priorities**			
39	a) Promote/facilitate development and maintenance of metadata & posting with DataFinder (including education forums and one-on-one contact)	$250	See I-1(a)i	See I-1(a)i
40	**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.**			
41	**5. Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities**			
42	a) Workshops for managers/policy makers to prepare for upcoming legislative session, training related to endorsed regional data solutions, etc.	NA	N/A	N/A
43	b) Assist County User Groups with special functions that promote the principles of MetroGIS	$3,000	$0	See II-5 (c)
44	c) Facilitate regionwide users groups/forums for knowledge sharing		$2,500	$2,000
45	**6. Advocate for MetroGIS needs and desires with state and federal policy makers**			
46	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
47	b) Participate in non-local Workshops/Activities			
48	i) GDA National Board of Trustees – Policy Board Chairperson Reinhardt and Staff Coordinator	$6,500	$0	$0
49	ii) GDA Membership Dues (authorized by Board July 11, 2001)	$250	$250	$250
50	iii) NSDI / I-Team etc. related activities not paid by host.		$1,500	$750
51	**SUBTOTAL (Does not include staff expenses)**	**$10,380**	**$4,250**	**$3,000**
52				

MetroGIS Preliminary Detailed Budget Allocations
2004-2005

	A	B	C	D
5	**MetroGIS Coordination Function**	**2002**	**2003**	**2004**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Authorized	Proposed
53	**III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE**			
54	**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-4(a & d). See work plans for specifics)**			
55	a) Develop regional data sets	See Assumption	See Assumption	See Assumption
56	***Business Plan Assumption*: MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures**			
57	b) Maintenance of Regional Datasets	See Assumption	See Assumption	See Assumption
58	***Business Plan Assumption:*** Maintained by org/partnership with business need			
59	**2. Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs**	See I-2(b) and I-3(a)	See I-2(b) and I-3(a)	See I-2(b) and I-3(a)
60	**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**
61				
62	**IV. CASE BY CASE**			
63	**1. Develop master contracts for regional GIS projects, when appropriate**	[See I(1) and I(2)]	[See I(1) and I(2)]	[See I(1) and I(2)]
64	**2. Endorse standards for telecommunication protocol and networks** (AKA: create guidelines for getting electronic access to the information that is being shared)	$0	$0	$0
65	**3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS**	(Staff function)	(Staff function)	(Staff function)
66	**4. Undertake research to meet common regional GIS needs**	(See I-4)	(See I-4)	(See I-4)
67	a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures)	[See I(1)(a)(ii)]	[See I(1)(a)(ii)]	[See I(1)(a)(ii)]
68	b) TBD Project(s) identified in Participant Satisfaction Survey	[See I-4(b)]	[See I-4(b)]	[See I-4(b)]
69	**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**
70				

MetroGIS Preliminary Detailed Budget Allocations
2004-2005

	A	B	C	D
5	**MetroGIS Coordination Function**	**2002**	**2003**	**2004**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Authorized	Proposed
71	**V. LOW PRIORITY**			
72	**1. Identify GIS training and continuing education needs and encourage participation**	(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)
73	**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)
74	**3. Actively Market MetroGIS data and products.** (*Year 2000 ranking exercise when still in the midst of building functionality*) **(See Outreach Activities)**	(See I-1 and note)	(See I-1 and note)	(See I-1 and note)
75	**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**
76				
77	**ADMINISTRATIVE**			
78	a) GIS/Professional Development Conferences	N/A	N/A	N/A
79	b) Register “MetroGIS” and "MetroGIS DataFinder" names with federal and state gov’ts	$620	(Completed 2002)	(Completed 2002)
80	**SUBTOTAL (Does not include staff expenses)**	**$620**	**$0**	**$0**
81				
82	**YEAR**	**2002**	**2003**	**2004**
83				
84	**METROPOLITAN COUNCIL**			
85	NON-STAFF - EXCEPT DATA/ACCESS ENHANCEMENTS	$90,000	$37,750	$23,500
86	DATA QUALITY & ACCESS ENHANCEMENTS WITH REGIONAL SIGNIFICANCE [I-2(a)& 2(b)]	$75,000	$50,000	$50,000
87	DATAFINDER ENHANCEMENTS/SUPPORT	$10,000	$12,750	$12,500
88	TOTAL NON-STAFF	$175,000	$100,500	$86,000
89	STAFF (*3.0 FTE Dedicated to MetroGIS 2003-2005 down from 3.25 in 2002*)**	$207,000	$213,000	$200,000
90	**SUBTOTAL**	**$382,000**	**$313,500**	**$286,000**
91				
92	**OTHER FUNDING SOURCES**			
93	NSDI Web Services Grant (Total award $18,700)	$3,700	$15,000	
94	LMIC Partnership - DataFinder Enhancement		$20,000	TBD
95	12/31/01:	$20,505	$3,788	$0
96	**GRAND TOTAL**			
97		**$406,205**	**$352,288**	**$286,000**
98	Oct 1, 2003 salaries assumed			

TO: Coordinating Committee

FROM: MetroGIS Staff Support Staff Team
Contact: Paul Hanson (651-602-1642)

SUBJECT: Next Steps – Lakes and Wetlands Information Need

DATE: September 8, 2003
(For the Sept 17th Meeting)

INTRODUCTION

Staff is seeking direction from the Coordinating Committee regarding next steps in the evolution of a solution to the Lakes and Wetlands, etc. Priority Information Need.

BACKGROUND AND CURRENT EFFORTS

1) **October 1999 Hydrologic User Forum** – The Hydrology Committee of the Governor's Council on Geographic Information (GCGI) sponsored a forum with MetroGIS to define desired characteristic of data needed to address the hydrology information needs for both state and metropolitan region users. Regional priority needs identified at the 1999 Forum can be grouped in the following components: a) Lake & Streams, b) Basins & Watersheds, c) Wetlands, d) Storm Sewer Conveyances, and e) Meteorological.
2) **Status of State Work to Address Needs Identified at the User Forum** - The Hydrology Committee of the GCGI is currently drafting state-level standards and guidelines for Lake & Stream Reach Identifiers, and Lake Basins & Watersheds Units to address needs identified in the October 1999 Forum. These standards and guidelines are simultaneously being incorporated into the State's Hydrology I-Plan, which the Hydrology Committee is also responsible for drafting. Although it has been a lengthy process, a formal report is expected "soon."
3) **Status of Regional Work to Address Needs Identified at the User Forum**
   - ***Lake and Stream Reach Identifier & Lake Basins and Watersheds Units*** - Because of the contributing, downstream nature of hydrological data, it behooves the MetroGIS regional solution (data and/or guidelines) to fit within the parameters of state-level data. Hence, MetroGIS staff continues to liaison with the Hydrology Committee and track their progress (see the Appendix for more specifics).
   - ***Wetlands*** - In spring 2003, representatives from several hydrologic focused agencies which jurisdiction in the Metro Area met at the request of MetroGIS staff to discuss and begin development of a cooperative plan to enhance current regional wetland information (see Appendix for more specifics).
   - ***Storm Sewer Conveyances*** - Although many regional users have expressed interest in a regional storm-sewers database, the task of creating such a database is daunting for any one organization. Attempts have been made to locate a vested party(ies) to help spearhead the development or consolidation of a region-wide storm-sewer database, but currently nobody have stepped forward to take the lead (see Appendix for more specifics).
   - ***Meteorological*** - Little has been done with meteorological data other than survey the available information.

DISCUSSION

Staff is seeking direction on the following three discussion areas:

1) Develop and disseminate individual hydrologic components as they are completed.

   Request: Staff is seeking concurrence from the Committee to address the regional hydrology information need as a series of independent, but coordinated, next steps that would provide data components to the user as they are completed rather than as a whole.

   Rationale: The complexities and interdependencies of hydrologic data (i.e. surface water, ground water, and meteorological) make crafting a single comprehensive regional solution very

difficult and time intensive. From one perspective, it is hard to locate interested parties that are able to invest that time and energy on any one of the data components, let alone all. Yet, from another, it makes little sense to craft a solution for one component completely independent of another. Therefore, in order to provide data in the most timely manner, it would be best to craft and disseminate independent solutions in a manner that will integrate into the larger hydrology model.

2) Assessment of applicability of State standards & guidelines for MetroGIS community.

Request: Create a special purpose workgroup to assess applicability of State standards & guidelines for MetroGIS's needs.

Rationale: The State is near completion of new hydrologic standards and guidelines for lakes and streams. MetroGIS's policy to date has been to wait for the completion of State standards before finalizing local solutions. Some standards and guidelines are "cooked" enough to evaluate by a small work group with regional goals and perspectives in mind.

3) Secure champions to oversee work on dormant hydrologic components.

Request: Provide direction on how to secure a champion to guide work toward a regional solution for the dormant components of the hydrological priority information need. Conversely, leave them dormant? Change the current paradigm of project development? (*Note: This same issue is a concern for the Land Regulations and Rights to Property Priority Information Needs*.)

Rationale: Work towards a regional solution for some components of this information need has not moved forward. This may be because there may not be an organization that either has a need or the resources to investigate or develop a regional solution. If this is true, a regional solution is not possible. The goal is to achieve sustainable solutions – solutions for which the roles and responsibilities are embedded into the day-to-day activities of stakeholder organizations. Thus, if an organization(s) does not have a business need, there is no vehicle to achieve a sustainable solution. Staff have spent considerable time, with no success trying to locate viable and interested champion to lead the development of a particular data solution. However, staff is very concerned that without a well-connected regional hydrologist to champion the search, potential interested parties are being overlooked.

Modify Web site as Initial Next Step: To broaden current outreach efforts, staff proposes to modify the status section on the MetroGIS Web site for each information need for which a champion has not been identified to "advertise" the dilemma that until a champion is secured no work will proceed. It is important to recognize that as the community's priority information needs expand beyond the traditional framework themes that data development strategies will need to shift away from centralized support (MetroGIS staff) to more vigorous grassroots leadership. Changing the status language of the MetroGIS webpage to put a call out for a champion could result in new, non-traditional, enthusiastic, and innovative partners to achieve viable solutions to priority information needs.

RECOMMENDATION

That the Coordinating Committee:

1) Support the concept of separating the substance of the hydrologic information need into 4 or possibly 5 sub-components that can be provided to users in a more timely and efficient manner than is currently in place.
2) Authorize creation of a work group to assess the applicability of currently proposed state-level standards by the Hydrology Committee of the Governor's Council on Geographic Information for potential MetroGIS solutions. The work group will be responsibly to develop the necessary strategies to accommodate any desired modifications and assure that any modification will integrate with State data.
3) Provide direction on broadening MetroGIS's outreach efforts to secure a champion(s) to guide work on regional solutions for priority information needs that thus far have not moved forward.

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APPENDIX

Status and Proposed Next Steps:

Lakes & Streams, and River Reach & Watercourse Identifiers – Currently, good 1:24k hydrologic streams is being developed and implemented into the USGS National Hydrologic Dataset (NHD). This dataset is a comprehensive set of digital spatial data that contains information about surface water features such as lakes, ponds, streams, rivers, springs and wells and is based the upon best locally available spatial data integrated with reach-related information from the EPA Reach File Version 3 (RF3). It should be noted that not all State-level agencies are ready to implement this dataset due to uncertainties in addressing their business needs. Other regional users are also concerned that 1:24k hydrologic line work is not sufficient for their needs. However, the development of such data could be costly and have limited value without entire contributing watersheds delineated at the scale. Two solutions have been formulated to help better meet the needs of smaller scale data. First, improve the horizontal accuracy of the 1:24k line work by realigning it to 2000 orthophotography; second, develop indexing tools to effective link data with the positional accuracy of Global Positioning System (GPS) with 1:24,000 scale line work. Currently, the METC's Environmental Services has offered to fulfill the first solution; the NHD Development Team is working to meet the second. A work group should be formed to review and address the aforementioned concerns and determine what part they in a Regional hydrology solution.

Wetlands - To comply with recent legislation changes, the DNR is currently updating the "wetland" features of their regulated Public Waters Inventory (PWI). To accomplish this task, the DNR is utilizing the best available line work of wetlands and lakes (among other things), derived from the MMCD "wetlands," the METC "lakes," and the National Wetland Inventory (NWI) data. Although the DNR's PWI data only constitutes a portion of the region's "wetland," the legal component of the data makes it important to accurately index or identify these features within the context of much more comprehensive inventories (i.e. MMCD "wetlands" or METC "lakes"). Upon completion of the PWI update, the DNR has indicated it would hope to further delineate other non-regulated "wetland" to supplement the PWI. Concurrently, although the MMCD "wetlands" and METC "lakes" data are based on the same 2000 orthophotography, differing development models led to discrepancies between lake and wetland boundaries. Both agencies are developing solutions to eliminate these discrepancies and generate more seamless data sets. Boundary resolution and continued communication and cooperation among all involved agencies should lead to a vastly improved representation of "wetlands" in the metropolitan region in the coming years. Unfortunately, the improvement will not happen overnight.

Storm Sewers - Although some organizations (USGS) have expressed some interest in partnership with other organization(s), it appears that the combination of limited financial resources and low priority status has stymied any development progress. Additionally, recent expansions in the permitting requirements by the Environmental Pollution Agency of smaller municipal storm sewer systems (MS4s) describe through the National Pollutant Discharge Elimination System (NPDES) Phase II Storm Water Regulation would require all(?) Twin Cities metropolitan communities to develop a Storm Sewer Management Plan including Best Management Practices (BMPs) for a variety of control measures which may or may not include system mapping. However, currently, the Minnesota Pollution Control Agency has not included any "spatial" requirement to be submitted by municipalities to the MPCA in conformity of the Phase II requirements. Until a lead organization is located, little will be done.

TO: Coordinating Committee

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

SUBJECT: 2004 Preliminary Workplan

DATE: September 3, 2003
(For the Sept 17th Meeting)

INTRODUCTION

The preliminary 2004 workplan for MetroGIS is attached for the Committee's review and comment. Final Committee review will be sought at the December meeting, once the budget is finalized (see Agenda Item 5a).

The purpose of this preliminary review is to make sure that all tasks desired by the Committee and related resource needs are identified and clearly understood by all interests.

KEY POINTS

1. A proposed one-page listing of desired outcomes for MetroGIS in 2004 (attached) sets the context for the 2004 detailed workplan. This document is intended to be adopted by the Policy Board along with the 2004 budget and workplan at the Board's January 2004 meeting.
2. In the past, a detailed workplan for the Technical Advisory Team has been approved by the Coordinating Committee to guide the Team's efforts. The proposed 2004 workplan consolidates proposed tasks for all workgroups into a single workplan document (attached). This change is proposed because special purpose workgroups, which often report directly to the Coordinating Committee as opposed to the Technical Advisory Team, are now the norm.
3. Given the evolution of the role of Technical Advisory Team into facilitating knowledge sharing as opposed to recommending course of action for specified issues and opportunities, a revised purpose statement for the Technical Advisory Team is attached for the Committee's approval.

MAJOR ASSUMPTIONS

1. The Metropolitan Council will approve project funding adequate to support MetroGIS's needs.
2. An agreement will be in place with each of the seven counties prior to January 1, 2004 to maintain access without fee by government and academic interests to parcel data.
3. 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.
4. A partnership with LMIC is in place to share the expenses associated with supporting DataFinder.
5. The County Data Producer Workgroup will complete its work on the following tasks in 2003:
   - Regional Mailing Label Application
   - Collaborative mechanism to distribute parcel data to non-government interests.

RECOMMENDATION

That the Coordinating Committee:

1) Review and comment on the proposed one-page listing of desired outcomes for MetroGIS in 2004.
2) Review and comment on the proposed 2004 detailed workplan.
3) Approve the proposed revised purpose statement for the Technical Advisory Team.
4) Direct staff to forward the workplan documents identified in Recommendations 1-3 to the Policy Board for its review and comment.

Accepted by the Policy Board**
(*pending*)

MetroGIS Mission Statement

(Adopted February 1996)

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

Major 2004 MetroGIS Program Objectives

- Complete regional solutions for the following common priority information needs:
    1) Emergency management preparedness
    2) Existing land use
    3) Highways and roads
    4) Jurisdictional boundaries – school districts
    5) Jurisdictional boundaries – watershed districts
    6) Lakes and wetlands
    7) Socioeconomic characteristics of areas

- In partnership with the State of Minnesota, support MetroGIS DataFinder as part of the State's geospatial data infrastructure and jointly pursue desired improvements important to the MetroGIS community.

- Based upon the results of a pilot mechanism implemented in 2003 by the seven metro counties to collaboratively distribute parcel data to non-government interests that utilizes a common set of procedures and a centralized method to receive data requests, implement long-term policies and procedures.

- Implement a strategy to achieve desired enhancements to the regional parcel dataset, regional street centerline dataset and DataFinder.

- Identify commonly needed geospatial applications appropriate for MetroGIS to address.

- Execute activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS efforts, document the benefits of MetroGIS, and modify activities and policies as appropriate.

- Continue a strong emphasis on outreach activities with MetroGIS stakeholders and related efforts beyond the Metro Area.

- Maintain currency of www.metrogis.org website for organizational information about MetroGIS.

- Maintain currency of www.datafinder.org website for access to over 100 GIS data files.

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

MetroGIS Coordinating Committee
Purpose Statement
and
2004 Detailed Work Program

Purpose Statement

The MetroGIS Coordinating Committee is responsible for recommending policies and procedural strategies for consideration by the MetroGIS Policy Board to resolve obstacles that must be overcome to achieve widespread sharing of geographically-referenced data among MetroGIS stakeholders.

Major Responsibilities

- Advise the Policy Board on matters concerning the design, implementation, and operations of MetroGIS, to include, but not be limited to: datasets and their characteristics which provide the greatest utility for the MetroGIS community (regional datasets/solutions), standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders, and data delivery and access procedures.
- Oversee performance measure and user satisfaction monitoring to periodically evaluate who is using DataFinder, what data are being accessed, and satisfaction with the functionality and data provided.
- Oversee provision of effective opportunities to share GIS related knowledge important to improving the efficiency and effectiveness of organizations that comprise the MetroGIS community.
- Oversee implementation of MetroGIS Policy.
- Advise the Policy Board on the content of its business plan that guides the operations of MetroGIS.
- Ensure an effective means of communication between the Policy Board, the Committee, the Technical Advisory Team and any ad hoc work groups.
- Coordinate the work of the Technical Advisory Team and ad hoc or special purpose work groups. (Note: All special purpose workgroups report to the Committee and are dissolved once the specified task is complete.)
- Remain current and discuss new trends regarding Geographic Information Systems technology and related capabilities as they relate to the MetroGIS community.
- Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, Mn/DOT, State Demographer, federal agencies, etc.
- Perform such other duties as may be prescribed by the Policy Board.

2004 MetroGIS Detailed Work Program

A. Priority Common Information Needs

Responsibilities: 1) Oversee/assist staff with negotiations and recommend a qualified regional custodian willing to accept the custodian roles and responsibilities defined by the Technical Workgroup for each priority business information need. 2) Recommend solutions to related intergovernmental policy needs.

Task	Lead Support	Work Group	Start/End
Highway and Road Networks Information Need *a) Reach agreement on a regional solution(s) that addresses the desired data specifications identified by the community and on appropriate roles and responsibilities.* *b) Coordinate with MnDOT regarding assigning of Regional custodian roles, access policy*	Mike Dolbow (Metropolitan Council) / Staff Coordinator	Yes	**In progress** Aug 02 – ? (*start when "a" completed*)

Defer to results of 03_0917 CC Agenda Item 5b Regional Lakes, Wetlands Information Need *a) Reach agreement on a regional solution(s) that addresses the desired data specifications identified by the community and on appropriate roles and responsibilities. (Consider need to reevaluate the priority needs originally identified prior to implementing and projects for which significant funding is required.)* *b) Coordinate with state solution for Regional custodian roles, access policy -*	Coordinate technical solution(s) with GCGI committee. Susanne Maeder (LMIC)/ Paul Hanson (Metropolitan Council). Staff Coordinator to assist with task "b".	Yes	**In progress** May 99 --? (*start when "a" completed*)
Socioeconomic characteristics of areas Information Need (**Phase I)** a) *Reach agreement on roles and responsibilities for a regional solution(s) for information that can be addressed with* ***existing data***. (Note the data issues should be completed in 2003.) *b) Regional custodian(s), access policy - endorsement of a custodian(s) to implement roles and responsibilities defined by the workgroup.*	Will Craig / Staff Coordinator	Yes	**In progress** Spr. 03 -? (*start when "a" completed*)
Regional Parcel Dataset – Private Sector Version *Test and refine Collaborative Distribution Mechanism implemented in 2003*	Staff Coordinator and Professional Services Consultant	Yes (Formed Aug 02)	**In progress** Aug 02 - ??
Regional Existing Land Use Information Need *a) Reach agreement on a regional solution(s) that addresses the desired data specifications identified by the community and on appropriate roles and responsibilities* *b) Regional custodian, access policy and tie to Land Regulations with decision rules for buildable/not buildable*	Paul Hanson (Metropolitan Council) / Staff Coordinator	Yes	**In progress** Jan 03 -? (*start when "c" completed*)
Emergency Management Preparedness Information **(Coordinating Committee - the focus and objectives were adopted in 2003 – still appropriate??)** *Focus: Investigate collaborative solutions for assembly and distribution of locally-produced data, from disparate sources, important to emergency response and, to the extent practical, meets National HSIP (Homeland Security Infrastructure Protection) needs.* *Objectives:* *1) Define appropriate role for MetroGIS – regional solution.* 2) *Position the Metro Area for possible grants to expand functionality*	Randy Knippel (*Dakota County*) / Rick Gelbmann (*Metropolitan Council*)	Yes	**In progress** Winter 03 - ?
Regional School District Jurisdictional Boundary Dataset – *Regional custodian, access policy* & coordinate with state to the extent applicable.	Staff Coordinator / David Arbeit and Jane Harper	Yes	Winter 04
Socioeconomic characteristics of areas Information Need (**Phase II**) *c) Define a regional solution(s) for information needs that can not be sufficiently addressed with existing data (i.e., candidates to include, but are not limited to, Excensus' iBlocks*) *d) Regional custodian(s), access policy - endorsement of a custodian(s) to implement roles and responsibilities defined by the workgroup*	John Carpenter?? / Staff Coordinator John Carpenter?? / Staff Coordinator	Yes	Winter 04 (*start when "c" completed*)

Regional Parcel Dataset *Devise a plan for address issues (many to one relationships when a single tax parcel for residential and non-residential – apartments, mobile home parks, strip centers, office parks*)	TBD **(***Assume to have some relationship to household data collected for Excensus iBlocks***)**	TBD	Follow / coordinate with work on socioeconomic information need
Regional Parcel Dataset – Public Sector Version *Define next steps – plan to accomplish desired enhancements to the regional parcel dataset, along with related roles and responsibilities, following the User Forum in September 2003.*	Mark Kotz	TBD	Jan 04 -
Land Regulations and Rights to Property Priority Information Needs – Decide what, if any, action is appropriate for MetroGIS. (*No action has been taken to date because no organization(s) has stepped forward to support the investigation phase as has occurred with each of the other common information needs.)*	Staff Coordinator / Professional Services Contractor	TBD	TBD
Regional Watershed District Jurisdictional Boundaries Dataset *a) Define data characteristics of desired regional solution and appropriate roles and responsibilities* *b) Regional custodian, access policy &* coordinate with the state to the extent applicable.	TBD by Washington County / Staff Coordinator	TBD Depends on options identified by Wash. Cty.	TBD Depends on Washington. County resources.
Identify "second generation" common priority information (data and/or application) needs.	Staff Coordinator / Prof. Services Contractor	Yes	Oct 04–Dec 04 (*Design only*)
Recommend strategy/procedure to consider requests for regional endorsement of dataset developed by others (Sect 3.1.2 Item 6 Business Plan)	TBD Subject Matter Expert / Staff Coordinator	TBD	Fall 04 - ?

B. Data Search/Distribution Mechanism(s)

Responsibility: Recommend intergovernmental policy, roles and responsibilities, and resource priorities necessary to realize full potential of DataFinder and related methods to efficiently and effectively distribute endorsed regional and other datasets.

Task	Lead Support	Work Group	Start/End
Collaborate with LMIC to implement ways to improve cost-effectiveness of supporting their respective DataFinder and GeoIntegrator applications.	DataFinder and GeoIntegrator Managers	No	Ongoing
Following the November 2003 DataFinder Outreach Forum, evaluate implementation options for any identified desired enhancements, such as adding a projection conversion capability to the downloading wizard which was previously identified as a desired capability and adding a Web Coverage Service.	DataFinder Manager and Staff Coordinator	No	Winter 04 (Depending on results of forum and resources)

C. Common Geodata Application Needs

Responsibility: Recommend intergovernmental policy and funding options necessary to meet commonly needed geodata applications, in particular, those that "run" on one or more endorsed regional datasets.

Task	Lead Support	Work Group	Start/End
Identify and prioritize commonly needed geodata applications from the producer and user (local and regional government interests) perspectives. (***Note in 2003 – the only priority identified was a regional mailing label application. Want to continue to limit to the producers perspective?***)	Staff Coordinator / Professional Services Contractor	Yes	Fall 04 (coordinate with effort to identify 2nd generation priority information needs)
Facilitate agreement on recommendations for intergovernmental policy, roles and responsibilities, and resources necessary to address identified priority common geodata application needs, focusing on the needs of public safety/emergency management preparedness. (***Coordinating Committee – still a priority?)***	TBD	TBD	TBD (Depending on results of preceding task)

D. Business Planning/Outreach/General Administration:

Responsibility: Recommend intergovernmental policy and funding options necessary to achieve functions consistent with the MetroGIS community's needs and to sustain an appropriate organizational structure.

Task	Lead Support	Work Group	Start/End
Oversee execution of adopted Performance Measure activities, evaluate results of performance measuring and refine MetroGIS activities and procedures, as needed.	Staff Coordinator / Professional Services Consultant	*Depends on the measure* *(i.e., for evaluation of producer satisfaction and compliance with responsibilities & user satisfaction with data quality and access policies.*	Ongoing
Outreach to promote awareness of regional geodata solutions and opportunities	Staff Coordinator	No	Ongoing
Produce 2003 Annual Report	Communications Consultant	No	Dec 03-Mar 04
Host Data Users Forum – Street Centerlines	Randall Johnson (MetroGIS) Mark Kotz – regional custodian lead staff.	YES	Spr 04
Continue to promote use of standardized metadata and common tools for distribution of data	**Mark Kotz** (Met. Council), Chris Cialek, Susanne Maeder and Nancy Rader (LMIC)	Exists	Ongoing
Administer tasks and activities set forth in the Business Plan, not specifically identified in his workplan.	Staff Coordinator/ Professional Services Consultant	No	Ongoing
Prepare MetroGIS Benefits Testimonials for 1-2 Additional Stakeholders	Communications Consultant	No	Ongoing

E. Coordination with Related Initiatives

Monitor activity of the Governor's Council on Geographic Information (GCGI), federal programs, and others, as appropriate, and seek participation and coordination in work of others relevant to MetroGIS.

F. Other:

As defined by the MetroGIS Policy Board

General Expectations and Responsibilities

1) Oversee Effective Solutions to Priority Common Information Needs

- Information Needs Workgroup Process – Oversee the workgroup process to define desired regional data specifications, identify candidate data custodians, and define custodian responsibilities for each priority information needs. See Table below for related 2003 activities.
- Redefinition of Priority Information Needs – Oversee the process to identify new priority information needs.
- Data Standards -- Recommend solutions to data standards needs necessary to enhance the effectiveness of data sharing.
- Regularly report progress -- Keep the Policy Board apprised of progress made to address priority information needs.

What is expected of an Information Needs Workgroup?

Each information need is addressed through a replicable process. In general, the process begins by assembling a small **workgroup** of content experts. They will then attempt to identify one or more datasets required to meet the information need. In some cases, this process takes place in a formal Peer Review Forum with more content experts and users. In other cases it is not such a formalized process because the dataset(s) that meet the information need are intuitively recognized.

Once the dataset(s) required to meet an information need is identified, the **workgroup(s)** is tasked to:

- Refine the desired specifications identified via a Peer Review Forum,
- Identify desired data standards and guidelines,
- Identify desired roles and responsibilities for the custodian organization(s) - organizations responsible for data creation, maintenance, documentation, and distribution; and,
- Identify candidate custodial organizations that have a business need and appropriate expertise to carry out the desired roles and responsibilities.

The workgroup makes recommendations to the Coordinating Committee, which in turn makes a recommendation to the Policy Board. The process is complete when the Policy Board has adopted, as policy for the MetroGIS community, parameters (data specifications, standards, roles and responsibilities, etc.) addressing the four components listed above. The adopted parameters are posted on the MetroGIS website for each "MetroGIS endorsed regional dataset". Once an endorsed dataset is operational, the Committee is responsible for overseeing monitoring of user satisfaction to continually enhance the regional solutions.

2) Enhance Access to Shared Data (*DataFinder - Data Search and Distribution Mechanism*)

- Facilitate collaboration: – Oversee development of applications and scripts; telecommunication and related solutions for security issues; institutional solutions needed to improve online access to shared data related to priority information needs.
    - Identify security issues – best practices
    - Integrate web mapping service technology with gis technology to provide access to source data
- Metadata Enhancements –Monitor efforts to enhance and expand metadata for core regional data and posting it on DataFinder.
    - Promote use of endorsed metadata guidelines.
    - Encourage integration of metadata development and updating into position descriptions and everyday use.
    - Promote increased diversity of organizations posting metadata on DataFinder and increased number of the metadata records.
- Coordinate with Minnesota's GeoGateway -- Ensure coordination of design and procedures between Minnesota's GeoGateway and MetroGIS DataFinder.
    - Monitor technical developments that impact NSDI Clearinghouse activities and DataFinder efforts.

- Enhance Geographic Search Capabilities (e.g., 2001-02 NSDI Web Mapping Service Grant Project and 2003 partnership with LMIC)

3) Resolve Privacy Issues Relating to Access

(Note: These activities are generally incorporated into the recommended solutions for each priority common in formation needs – Section 1.)

Oversee identification and resolution of issues relating to distribution of sensitive data of regional significance and recommend widely acceptable guidelines, in particular universal data summary/aggregation units, to address issues relating, but not limited to:

- Sensitive Data
- Definition of Public Data
- Responsibility of Data Security
- Data Practices Act

MetroGIS Technical Advisory Team
2004 Purpose and Responsibilities

Purpose Statement:

- The Technical Advisory Team exists to create a technical user forum to foster information sharing related to GIS technology within MetroGIS community.
- The TAT also serves as a resource for the Coordinating Committee, MetroGIS workgroups and MetroGIS staff for review and/or approval of technical issues (standards, data development, data delivery, applications, etc.)
- The TAT will generally take direction and work tasks from the Coordinating Committee or MetroGIS workgroups, but may also proactively define and recommend technical strategies and mechanism for MetroGIS.

Responsibilities:

- The TAT is to meet at least semi-annually. TAT staff will prepare meeting agendas, requesting technical presentations from the MetroGIS community.
- A TAT e-mail list will exist to provide communication to team members between meetings. This will allow timely review of issues that cannot wait for the next TAT meeting.
- The TAT will provide a forum for presentation and discussion of technical issues relevant to the MetroGIS community, including standards, data development, applications development and new technologies.
- The TAT will review and respond to issues presented to it by the Coordinating Committee, MetroGIS workgroups or MetroGIS staff.
- The TAT will assist the Coordinating Committee with carrying out its workplan when requested by the Coordinating Committee.
- When appropriate, the TAT will define and recommend technical strategies, mechanisms or policies to the Coordinating Committee.
- The TAT will remain abreast of changes to GIS technology and will proactively advise the Coordinating Committee of new opportunities that are appropriate for MetroGIS.

Work Program

Beginning in 2004, the TAT will no longer have a work program separate from that of the Coordinating Committee. Rather the Coordinating Committee will oversee a single, comprehensive work program and delegate those activities to the TAT it deems appropriate. This change was necessitated by an increasing dependence on special purpose workgroups by the Committee to accomplish technical work program tasks, as opposed to the Technical Advisory Team.

TO: Coordinating Committee

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

SUBJECT: Modifications to MetroGIS's Operating Guidelines

DATE: August 29, 2003
(For the Sept 17th Meeting)

INTRODUCTION

The Coordinating Committee Chair requests direction from the Committee concerning several proposed modifications to MetroGIS's Operating Guidelines. A copy of the guidelines is attached which highlights the proposed changes.

SUMMARY OF PROPOSED CHANGES

The current Guidelines were adopted in 1998 and have not been modified since that time. The proposed changes are proposed to:

1) Update the context from a proposed regional data sharing mechanism to one that is operational.
2) Remove reference to the Policy Advisory Team that was dissolved in July 2001.
3) Acknowledge the widespread use of ad-hoc or special purpose workgroups, in addition to the Technical Advisory Team, to identify the components of regional solutions to common geospatial data needs.
4) Recognize that the Technical Advisory Team has slowly evolved into a mechanism for sharing knowledge, with less and less involvement in defining solutions to issues and opportunities, which are nearly exclusively accomplished by ad-hoc or special purpose workgroups.
5) Call for a liaison from the Coordinating Committee to serve on each ad hoc workgroup, in addition to serving on the standing Technical Advisory Team. Two such special workgroups (Road Networks and Hydrology) do not currently have Committee liaisons.
6) Add to the list of Board responsibilities, ensuring an up-to-date business plan.
7) Clarify the responsibilities of the Coordinating Committee Chair.

RECOMMENDATION

That the Coordinating Committee:

1) Agree on modifications to MetroGIS's Operating Guidelines.
2) Authorize a first reading of recommended changes at the Committee's December 17th meeting to be followed by Policy Board consideration at the Board's January 2004 meeting.
3) Assign a Coordinating Committee liaison to the Road Networks and Hydrology Business Information Need workgroups.

About MetroGIS > History

Operating Guidelines

- Article I - Definitions
- Article II - Policy Board
- Article III - Coordinating Committee
- Article IV - Advisory Teams
- Article V - Amendments
- Article VI - Procedure

(Originally Adopted January 1998)
(Modified XXX, 200X)

Article I.
Definitions

For the purpose of these Operating Guidelines, the following terms shall have the meaning as provided within these Sections:

Section 1.

"MetroGIS" means a regional geographic information systems (GIS) initiative serving the seven-county Minneapolis-St. Paul (Minnesota) metropolitan area, which provides a regional forum to promote and facilitate widespread sharing of geospatial data. It operates as a voluntary, self-governed collaboration of local and regional governments, with partners in state and federal government, academic institutions, nonprofit organizations and businesses, ~~means an on-going a proposed stakeholder-governed entity or cooperative venture that when established and operational, will provide an ongoing metropolitanwide mechanism~~ through which participants easily and equitably ~~will~~ share ~~geographically referenced~~ commonly needed geospatial ~~graphic and associated attribute~~ data that are accurate, current, of common benefit and readily usable.

Section 2.

"Operating Guidelines" means the procedures and rules that govern the organizational aspects and decision making of the MetroGIS Policy Board, ~~its~~ Coordinating Committee, Technical Advisory ~~Committee~~Team and work groups. ~~Advisory teams..~~

Section 3.

"Stakeholder" is defined as one of the following classes of participants relative to the MetroGIS initiative:

Essential Participant: Organizations whose participation is vital to the existence of the MetroGIS. They are producers of essential data and/or providers of essential functionality or resources. These organizations are both influencers and beneficiaries of the MetroGIS. (Examples: The seven metro area counties and the Metropolitan Council.)

System Enhancer: Organizations which produce data or possess resources (equipment, staff, or funds) that, although not essential to the existence of the MetroGIS, would enhance the functionality or benefits received from it. These organizations are beneficiaries of the MetroGIS and are influencers to varying degrees based on the

importance of their data or resources to the functionality of the MetroGIS and to the degree of their participation. (Examples: Cities, school districts, utilities, watershed districts, state agencies, and federal agencies.) System Enhancer organizations are represented by class of organization, not by individual organizations.

Secondary Beneficiary: Organizations or individuals which are solely users of MetroGIS data or services. They do not produce data or contribute resources that would enhance the functionality of the MetroGIS. (Examples: general public, business geographics, and nonprofits.)

Section 4.

"Policy Board" means collectively the ~~individual~~ members of the MetroGIS Policy Board. It is comprised elected officials from local government stakeholders and a member of the Governor-appointed Metropolitan Council. ~~-~~The Policy Board decides policies to effectively guide the ~~development and~~ implementation and on-going operation of MetroGIS.

Section 5.

"Coordinating Committee" means collectively the ~~individual~~ members of the MetroGIS Coordinating Committee. The Coordinating Committee is comprised of managers and administrators from stakeholder organizations. The Coordinating Committee advises the Policy Board on matters concerning the design, ~~development and~~ implementation and operation of MetroGIS.

Section 6.

"Technical Advisory Team" means collectively the members of the standing MetroGIS Technical Advisory Team. The Technical Advisory Team is comprised of technical staff from stakeholder organizations. It exists primarily to create a technical user forum to foster information sharing related to GIS technology within MetroGIS community and to serve as a resource for the Coordinating Committee, MetroGIS workgroups and MetroGIS staff for review and/or approval of technical issues (standards, data development, data delivery, applications, etc.).

Section 7.

"Workgroups" means ad-hoc or special purpose groups responsible for recommending strategies and mechanisms and framing policy needs for consideration by the MetroGIS Coordinating Committee related to specified data access, content, standards issues and/or related applications~~issues~~. ~~"Advisory Team" means collectively the individual members of each MetroGIS Advisory Team. These teams advise the Coordinating Committee on matters to include Data Access, Data Content, Policy, and Standards and other areas that may be defined.~~

Article II
Policy Board

Section 1. Purpose

There shall be a MetroGIS Policy Board. Its purpose is to effectively guide the implementation and operation of MetroGIS~~development and implementation of MetroGIS~~.

Section 2. Composition

The Policy Board shall decide the interests that ~~are to~~ comprise its membership according to the guidelines set forth in this Section. The Policy Board's composition shall consist of a minimum of twelve members representing ~~from~~ the following eleven MetroGIS stakeholder organizations: ~~listed in this Section. One representative (preferably a governing body member) from each of these organizations, with the exception of the~~

~~Association of Metropolitan Municipalities which shall have two representatives (one larger city and one small city), shall comprise the membership~~:

Association of Metropolitan Municipalities (AMM) (two representatives, one from a large city and one from a small city, as determined by AMM)
Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington
Metro Chapter of the Minnesota Association of Watershed Districts (MAWD)
Metropolitan Council
Technology Information Education Services (TIES)

The Policy Board may expand its membership, as it deems necessary, to successfully carry out the objectives of MetroGIS.

Designation of an alternate for each Policy Board member appointee is encouraged. Designation of an alternate Policy Board member shall be by the governing body of the respective stakeholder organization. Designated alternate members are encouraged to attend all Board meetings, voting only in the absence of the primary representative.

Section 3. MetroGIS Endorsement and Board Membership

To be eligible for representation on the Policy Board, an organization or class of organization must:

a) Be classified as either an essential stakeholder or a system enhancer stakeholder.
b) Have adopted a resolution endorsing MetroGIS.

Policy Board members shall be appointed by the governing body of their respective organizations and shall serve at the discretion of those organizations.

Section 4. Powers and Responsibilities

The purpose of the Policy Board is to ~~decide~~ maintain the form and function of the policy making body for MetroGIS and through a voluntary, collaborative, and cooperative process seek the powers and resources necessary to effectively govern MetroGIS. ~~move MetroGIS from concept to reality~~.

The Board shall have the following responsibilities:

a) Determine the interests to be served by MetroGIS.
b) Represent stakeholders that are Essential Participants and System Enhancers (those with membership on the Board) and serve as liaisons with their respective policy bodies.
c) Represent ~~interests~~ Secondary Beneficiary stakeholders ~~that are not core stakeholders but which will benefit from~~ to MetroGIS.
d) ~~Review and adopt policy related to MetroGIS~~.Maintain an up-to-date business plan to guide the operations of MetroGIS.
e) Determine the appropriate mechanisms and policies for development and implementation of MetroGIS.

Section 5. Voting and Decision Making

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~~long-term success of MetroGIS.

Section 6. 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 may be called by the Board Chair, provided that at least three (3) days written notice is given to each member.

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.

Section 8. 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 9. 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.

Article III
Coordinating Committee

Section 1. Purpose

There shall be a Coordinating Committee. Its purpose is to advise the Policy Board on matters concerning the ~~development and~~ implementation and operation of MetroGIS.

Section 2. Composition

The Policy Board shall approve the interest categories to be represented by the members of the Coordinating Committee. The approved interest categories shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, non-profit organizations that serve as adjunct resources for local government, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS.

The Coordinating Committee shall be responsible for selecting organizations or individuals to represent each of the approved general interest categories. To qualify for consideration, candidate organizations, classes of organizations, and individuals must: 1) be an essential participant stakeholder or a system enhancer stakeholder or 2) possess special expertise or knowledge important to the MetroGIS mission not provided by another member.

Committee member selection shall be subject to the following guidelines:

- Members of the Coordinating Committee shall include a variety of government, academic, utility, non-profit, and private-sector perspectives. Producers and users

of geographic information and a diversity of operational areas important to the ~~long term~~long-term success of MetroGIS shall be represented.

- Private sector representatives must represent a broad perspective. Appropriate measures must be employed so that no particular firm receives or is perceived to receive an unfair competitive advantage. (e.g. Gopher State One Call to represent utility interests, advisory committee with a liaison to the Coordinating Committee, etc.)

- Each organization represented on the Policy Board shall also be represented on the Coordinating Committee and shall have the same number of voting members ~~as on the Policy Board~~ on each.

- An organization(s) selected to represent a specified stakeholder interest category shall appoint their respective representative(s). Members and their alternates shall serve at the discretion of the organization they represent.

- Individuals determined to possess perspective and/or expertise that helps further the mission and goals of MetroGIS may be serve on the Coordinating Committee at the discretion of the Coordinating Committee, subject to the guidelines set forth in this Section.

- Persons representing academic, for-profit, and non-profit interests may comprise up to thirty (30) percent of the Committee's membership.

Section 3. Powers and Responsibilities

The Committee shall have the following powers and responsibilities:

- Advise the Policy Board on matters concerning the design, implementation, and operations of MetroGIS.~~operation and development of MetroGIS~~. to include, but not be limited to: datasets and their characteristics which provide the greatest utility for the MetroGIS community (regional datasets/solutions), standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders, and data delivery and access procedures.

- Oversee performance measure and user satisfaction monitoring to periodically evaluate who is using DataFinder, what data are being accessed, and satisfaction with the functionality and data provided.

- Oversee provision of effective opportunities to share GIS related knowledge important to improving the efficiency and effectiveness of organizations that comprise the MetroGIS community.

- Oversee implementation of MetroGIS Policy.

- Advise the Policy Board on the content of its business plan that guides the operations of MetroGIS.

- ~~Provide~~ Ensure an effective means of communication between the Policy Board, the Committee, ~~and~~ the Technical ~~a~~Advisory ~~t~~Team~~s~~ and any ad hoc work groups.

- Coordinate the work of the Technical A~~a~~dvisory ~~t~~Team~~s~~ and the ad hoc work groups.

- ~~Discuss issues related to design, implementation, and operations of MetroGIS.~~

- Remain current and discuss new trends regarding Geographic Information Systems technology and related capabilities as they relate to the MetroGIS

community.~~Discuss new trends and activities relevant to MetroGIS~~.

- Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, Mn/DOT, State Demographer, federal agencies, etc.

- Perform such other duties as may be prescribed by the Policy Board.

Section 4. Liaisons to Technical Advisory Team~~s~~ and Ad Hoc Work Groups

The Coordinating Committee shall appoint at least one member~~, preferably two of its members,~~ to serve as liaison~~s~~ to the Technical Advisory Team and each ad hoc work group. ~~of its advisory teams.~~ Said appointments shall be for a term decided at the time of appointment. It is ~~desireable~~desirable for ~~The designated Liaisons for each team shall decide between themselves who will attend~~ each liaison to attend Policy Board meetings. ~~The Advisory Team~~ Liaisons are responsible for:

- Presenting recommendations ~~of their advisory team~~ to the Coordinating Committee and Policy Board.

- Informing their respective ~~advisory team~~ group of direction received from the Coordinating Committee and Policy Board.

~~The advisory team liaisons are also to work with the Policy Advisory Team, the Policy Board Chair, Coordinating Committee chair, and MetroGIS support staff to:~~

~~- Oversee implementation of MetroGIS Policy~~

~~- Guide the preparation of agendas and agenda materials for Coordinating Committee and Policy Board meetings.~~

~~Section 5. Coordinating Committee's Role as Liaison to Policy Board~~

~~The Coordinating Committee Chair and a designated Coordinating Committee liaison to each advisory team are expected to attend each Policy Board meeting. Their role at Policy Board meetings shall be to:~~

~~- Present plans, studies, reports and such measures to the Board as are deemed necessary to enforce or carry out the responsibilities of the Policy Board.~~

~~- Serve as liaison between the Policy Board, the Coordinating Committee, the Committee's advisory teams.~~

Section 6. Chair

The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected. Additional duties of the Chair are to:

- Guide the preparation of agendas and agenda materials for Coordinating Committee and Policy Board meetings.

- Present plans, studies, reports and such measures to the Policy Board as are deemed necessary to carry out the mission of Metro GIS.

- Serve as liaison between the Policy Board and the Coordinating Committee.

Section 7. Vice Chair

The Coordinating Committee 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~~.~~. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected.

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 ~~such as, the Association of Metropolitan Municipalities~~.

a) 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.

b) 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.

Section 10. 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.

Article IV

Technical Advisory Team and Workgroups (Advisory Teams)

Section 1. Purpose

~~A standing Technical Advisory Team and Ad Hoc Work Groups shall be created to The role of an advisory team is to advise~~ Advise the Coordinating Committee on matters concerning data access, data content, policy, standards, applications and other areas as may be identified and serve as a mechanism for widespread knowledge sharing among entities that comprise MetroGIS's stakeholder community.~~.~~

Section 2. Creation

a) A standing Technical Advisory Team shall be created and maintained at the discretion of the Coordinating Committee. This Team will be relied upon by the Coordinating Committee for advice when it is not practical to convene a special purpose workgroup.

b) ~~Advisory teams~~ Ad Hoc or Special Purpose Workgroups are created and populated at the discretion of the Coordinating Committee~~. They~~and ~~Advisory teams may be~~are to be dissolved ~~by the Coordinating Committee~~ when ~~the~~ its assigned responsibility ~~function of the work group team~~ has been fulfilled. Once operational, Workgroups will generally report directly to the Coordinating Committee, as opposed to the Technical Advisory Team.

Section 3. Composition

~~Policy Advisory Team: The membership of the Policy Advisory Team shall be comprised of persons appointed to the Coordinating Committee by organizations represented on the Policy Board, the Chair of the Coordinating Committee; and such other persons important to carrying out its responsibilities.~~

- ~~Other Advisory Teams:~~ Team members shall have acknowledged expertise relevant to the objectives and tasks of the ~~advisory~~ team to which assigned. Team members shall: 1) represent a variety of points view and ~~2)~~ be affiliated with organizations or interests with jurisdiction within one or more of the Metro Area Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington or 2) possess desired knowledge or expertise not otherwise provided.

- Each team shall have a liaison from the Coordinating Committee.

- ~~All teams shall have the authority to create sub working groups as necessary to carry out their assigned responsibilities~~.

Section 4. Chair

Each ~~advisory~~ team shall designate a chairperson from ~~the team's~~its membership. The chairperson shall preside at the meetings ~~of the advisory team~~ and perform the usual duties of a chairperson. The team chairperson may be someone other than a designated ~~L~~liaison to the Coordinating Committee.

Section 5. Powers and Responsibilities

The tasks and responsibilities of each ~~advisory~~ team shall be determined by the Coordinating Committee. The ~~advisory~~ teams shall have the following powers and duties:

- Present the Coordinating Committee with plans, studies, and recommendations for action that address each of ~~the strategic issues and other~~ its tasks as ~~may by~~ assigned by the Coordinating Committee or Policy Board.

- Perform such other duties as may be prescribed by the Coordinating Committee.

Section 6. Decision Making Process and Voting

~~Advisory~~ T~~t~~eams shall be free to determine decision-making rules consistent with their task(s) but a consensus process is encouraged. If a recommendation to the Coordinating Committee receives less than unanimous support, the differing opinion(s) must be carried forward with the recommendation. Team recommendations shall be carried forward to the Coordinating Committee by the team's Liaison to the Coordinating Committee or staff or the team chairperson in the absence of a Liaison. Each ~~advisory~~ team shall work to resolve issues before it within the team. Situations where issues of policy arise that are beyond a team's scope or where additional direction is needed shall be passed to the

Coordinating Committee for consideration and direction.

Teams shall not be subject to a formal quorum requirement to either convene their meetings or to act on matters before them. The membership of these teams shall have the discretion to act on matters regardless of the number of members present to expeditiously move proposals, concerns, issues forward to the next level of review provided the meeting notification guidelines set forth herein for a regularly scheduled or a special meeting, as the case may be, have been satisfied.

Section 7. Meetings

~~Advisory~~ Tteams shall meet as necessary to carry out their duties. The time and place of the meetings shall be at the discretion of each ~~advisory~~ team.

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

Article V
Amendments

Section 1.

Amendments to these Operating Guidelines may be proposed by any member of the Coordinating Committee or Policy Board. A statement explaining the purpose and affect of the proposed amendment shall accompany the amendment proposal. ~~The Coordinating Committee shall have the discretion to act on a proposed amendment with or without a recommendation of the Policy Advisory Team.~~

Section 2.

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.

Amendments initiated by the Policy Board shall move forward from the Coordinating Committee to the Policy Board for consideration whether or not the Coordinating Committee recommends approval. Policy Board approval shall require at least a majority vote in favor, as outlined in Article II, Section 5.

Article VI
Procedure

Section 1. Rules of Parliamentary Procedure

The rules of parliamentary procedure and practice contained in Robert's Rules of Orders, Newly Revised, shall be used as guidelines for the Coordinating Committee's and Policy Board's decision making unless otherwise stated herein. Decisions that result from a process that does not meet the strict procedures set forth in Robert's Rules of Orders shall remain in affect if the decision resulted from due consideration of the options presented for discussion.

~~Advisory~~ The Technical Advisory Team and Ad Hoc Work Groups ~~teams~~ shall have the

discretion to devise and follow decision making rules acceptable to their members.

~~Section 2. No Quorum Requirement for Advisory Teams:~~

~~Advisory teams shall not be subject to a formal quorum requirement to either convene their meetings or to act on matters before them. The membership of these teams shall have the discretion to act on matters regardless of the number of members present to expeditiously move proposals, concerns, issues forward to the next level of review provided the meeting notification guidelines set forth herein for a regularly scheduled or a special meeting, as the case may be, have been satisfied.~~

Section 3. Public Notice of Meetings

Public notification of meetings of the Policy Board shall be provided via the Metropolitan Council's Metro Meetings publication until such time that the provisions of the Open Meeting Law dictate otherwise.

TO: Coordinating Committee

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

SUBJECT: Regional Municipal/County Jurisdictional Boundary Dataset - Modifications to Policy

DATE: September 3, 2003
(For the Sept 17th Meeting)

INTRODUCTION

The primary and regional custodians for the Regional Municipal/County Jurisdictional Boundary Dataset request Committee approval to modify the update frequency specification from a vague statement that was often interpreted as annually to coincide with the quarterly update schedule for the regional parcel dataset.

The Staff Coordinator is also proposing several style-format modifications to this regional policy statement to correspond with the style of the more recently endorsed statements.

RATIONALE

The policy summary for the Regional Municipal/County Jurisdictional Boundary Dataset was the first to be enacted for MetroGIS, dating back to 1997. At that time, a quarterly update cycle was identified by the user community as desirable but the Metropolitan Council, acting in its capacity as the regional custodian, was not sure it could support more than annual updates. Since that time, the update process has been streamlined and, consequently, GIS staff with the Council and each of the seven counties are comfortable with the proposal to submit and incorporate updates to the Regional Municipal/County Jurisdictional Boundary Dataset when updates are made to the Regional parcel Dataset.

RECOMMENDATION

That the Coordinating Committee:

1) Approve modification of the Policy Statement for the Regional Municipal/County Jurisdictional Boundary Dataset to stipulate a quarterly update policy that coincides with that for the Regional Parcel Dataset.
2) Approve proposed changes to this policy to eliminate reference to MetroGIS teams that are no longer in existence, make minor non-substantive modifications to improve the readability, and update the style-format to be consistent with more recently adopted statements.
3) Recommend that the Policy Board approve the proposed changes to this regional policy statement.

REGIONAL MUNICIPAL & ~~MCD/~~COUNTY JURISDICTIONAL BOUNDARIES
PRIORITY BUSINESS INFORMATION NEED
POLICY SUMMARY

Data Specifications

A. Regional Dataset Specifications

The Regional Municipal and County Jurisdictional Boundary Dataset shall comply with the following data specifications (October 24, 1997 action of the~~: The~~ MetroGIS Coordinating Committee. ~~unanimously accepted the following data specifications for the regional~~ Municipal and ~~MCD/~~County Jurisdictional Boundary dataset. ~~(~~*Note: Policy Board action was not sought for data specifications, only custodian roles. MetroGIS was still evolving ~~the~~ its decision-making process*):

- The dataset should be metrowide~~-wide with more precisional accuracy than the [*then*] existing metro-wide coverages provide~~.
- The dataset should provide metadata, entity and attribute information, unique identifiers, official map names, ~~label points,~~ and contact information for each county, city or township. ~~or MCD jurisdiction.~~
- The horizontal datum should be NAD83.
- The dataset(s) should be in a format that can be converted to as many other formats as possible.
- The precisional accuracy of the jurisdictional boundaries must be derived from parcel layers, which are components of the MetroGIS endorsed regional parcel dataset and consistent with the ~~where the parcel layers conform to~~ positional accuracy requirements ~~that are yet to be determined~~set forth in the policy statement for the regional parcel dataset, where the jurisdictional boundaries are coterminous with parcel boundaries.
- Use the U.S. Census Bureau's "FIPS" county and place name codes for MCDs (minor civil divisions) as standard MetroGIS codes for identifying counties, cities and townships and promote their use among MetroGIS stakeholders. (*Added via Policy Board action on July 28, 1999*).

~~July 28, 1999: The MetroGIS Policy Board endorsed use of the U.S. Census Bureau's "FIPS" county and place name codes for MCDs (minor civil divisions) as standard MetroGIS codes from identifying counties, cities and townships and MCDs and to promote their use among MetroGIS stakeholders.~~

B. ~~Recommended~~ Primary Data Capture Specifications

1) ~~(~~The~~For the~~ seven metro area counties each agreed, prior to Policy Board endorsement on January 26, 2000, to abide by the MCD (minor civil division) jurisdictional boundary guidelines developed by Washington County when serving in their role as primary custodians (see below) for the Regional Municipal and County Jurisdictional Boundary

Dataset, with the understanding that these guidelines are intended to be improved and enhanced over time. See http://www.co.washington.mn.us/mgmtsrvy/muniboun.htm for the guidelines developed by Washington County. ~~*see below*)~~

~~January 26, 2000: the MetroGIS Policy Board endorsed:~~
~~1)The MCD (minor civil division) jurisdictional boundary guidelines developed by Washington County as MetroGIS's endorsed guidelines for counties serving in the role of primary producers of MCD boundary data with the understanding that these guidelines are intended to be improved and enhanced over time. See http://www.co.washington.mn.us/mgmtsrvy/muniboun.htm for the guidelines developed by Washington County.~~

2) The MetroGIS Policy Board agreed in its January 26, 2000 action that it is MetroGIS's responsibility ~~A policy~~ to promote use of the~~se~~ guidelines developed by Washington County by each of the seven counties in their roles as primary producers of Municipal and ~~MCD/~~County Jurisdictional Boundary data.

Roles and Responsibilities

~~May 27, 1998, the MetroGIS Policy Board endorsed~~ T~~t~~he following Custodian Roles and Responsibilities ~~for~~ pertaining to ~~the~~ MetroGIS's regional Municipal and ~~MCD/~~County Jurisdictional Boundary Dataset are hereby endorsed by the MetroGIS Policy Board to govern management of the Regional Municipal and County Jurisdictional Boundaries Dataset. This action affects each of the seven metro area counties and the Metropolitan Council. Management representatives to the MetroGIS Coordinating Committee from each of these organizations endorsed this policy ~~when the Coordinating Committee forwarded its recommendation to the~~prior to Policy Board action.

A. Primary Custodian(s)

Each of the individual seven metro area counties. ~~Management representatives to the MetroGIS Coordinating Committee each endorsed this policy when the Coordinating Committee forwarded its recommendation to the Policy Board~~.

C. Primary Custodian Responsibilities

The responsibilities of the *primary custodians* are as follows:

1. ~~1.~~ Make corrections to the primary dataset when changes in the boundaries occur.
2. Submit an updated dataset for their entire jurisdiction to the regional custodian quarterly on the same schedule as updates are submitted for the regional parcel dataset. If no changes have been made to the dataset that quarter, no update is necessary.
2. ~~Create and maintain metadata for the dataset~~ Assist the regional custodian with maintaining metadata for the dataset.
3. To the extent possible, use the relevant guidelines as recommended by ~~the Standards Advisory Team~~MetroGIS.
4. ~~Notify the regional custodian when changes have been made and provide access to a copy of the revised dataset.~~

C. Region Custodian

The Metropolitan Council

D. Regional Custodian Responsibilities

The responsibilities of the *regional custodian* are as follows:

1. Compile a regional coverage of municipal and township boundaries from the primary sources.
2. Compile metadata from all primary sources into one set of metadata for the regional dataset and encourage creation, enhancement, and maintenance of standardized metadata from each of the primary custodians, in particular for the accuracy of the boundaries.
3. Re-compile the regional coverage on a quarterly basis from data provided by the primary custodians~~when significant changes are made to the primary sources~~.
4. Encourage use of relevant data standards ~~as designed by the Standards Committee of the Technical Advisory Team~~ endorsed by MetroGIS for the primary data custodians.

5. Provide for data archive, backup, retrieval, and disaster recovery.
6. Facilitate resolution of matters involving intellectual property rights in terms of data distribution policies.

TO: Coordinating Committee

FROM: MetroGIS Staff Support Staff Team
Contacts: Randall Johnson (651-602-1638)
Kathie Doty

SUBJECT: Performance Measures – Understanding Who is Using the Data and Anomalies in Statistics

DATE: September 8, 2003
(For the Sept 17th Meeting)

INTRODUCTION

This report has four purposes:

1) The staff support team has completed its investigation of options to document benefit to data producers and users, as a derivative of automated data download activity, and is seeking approval from the Committee to combine Performance Measures 6 and 7 and convert from a quantitative to a qualitative statement.
2) Inform the Committee of an arrangement that has been made with the Quova firm to help MetroGIS better understand who is down loading data via DataFinder.
3) Inform the Committee that, for some unexplained reason, the WebTrends software has been over counting the download activity from MetroGIS's the anonymous FTP site and report the corrective actions that have been taken.
4) Request committee feedback concerning possible explanations for spikes in downloading activity that occurred in April and June 2003.

BACKGROUND

On April 9, 2003, the Coordinating Committee:

1) Concluded that a formal performance measure report should occur on annual basis with Committee consideration at its December meeting. The Committee also concurred with a staff proposal to offer 1 or more selected anomalies (good or bad) to the Committee for discussion at each of its other quarterly meetings. The results of these quarterly discussions would be components of the annual report.
2) Encouraged staff to investigate, as a supplement to the current performance measurement plan, a method previously used by David Arbeit with LMIC that involved estimating benefit in terms of time saving as a derivative of the number of automated electronic downloads of data.

DOCUMENTING BENEFITS AS A FUNCTION OF DOWNLOAD ACTIVITY

Measuring results can be a difficult and time-consuming task, particularly for outcomes that are not well quantified. Staff endeavored to find ways to measure staff time savings associated with both the data producer and data user who use via DataFinder and DataFinder Café; data producers freeing up "counter time" for requests from data users and users having easier and better access to desired data. After discussing preliminary models with the County Data Producers Workgroup, it was found that there is not strong consensus on how best to quantify staff time-savings, and further research be needed to learn more about this benefit. Though, it was generally agreed that staff time savings benefits do accrue for the producer and more so for the user.

Data producers realize these benefits in different ways depending on how their GIS function is organized and how services are delivered. Users gain the most benefit particularly when seeking data from multiple producers. Significant time savings are realized by having access via a single Internet portal and in addition regional data solutions significantly reduce time needed to prepare the data for use. The level of effort that would be required to fully document staff time savings is not warranted at this time as there is not an easy, common method for estimating these staff time savings.

Consequently, the Performance Measures 6 and 7 are proposed to be combined and converted from a quantitative to a qualitative statement.

DOCUMENTING WHO IS DOWNLOADING DATA VIA DATAFINDER

Staff has arranged for a formal evaluation of a reporting process offered by the Quova firm to help MetroGIS better understand who is downloading data via DataFinder. The evaluation is proposed to be conducted the first week of October. It will be conducted with log file data generated for DataFinder from August 2002 through September 30, 2003. The resulting report form Quova will cost $250. If this evaluation provides useful information, which we believe it will from preliminary testing, it is anticipated that this report would be sought annually as a component of the formal Performance Measurement analysis. In brief, the Quova process involves reporting download activity on the basis of IP addresses by continent, state, and region and by first and second level domains. The results of the evaluation will be available in mid-October and will be included in the 2003 Performance Measures Report that will cover the period from December 1, 2002 to November 30, 2003. Staff will have a paper copy of the initial test report available for review at the Committee meeting.

CORRECTION OF ERRONEOUS DOWNLOAD REPORTING AND QUARTERLY ANOMALY REPORT

While developing reporting tools to better understand the use of DataFinder, staff recently realized that the WebTrends software has been erroneously reporting download activity related to anonymous use of DataFinder. WebTrends has not been used to document activity associated with the protected FTP site or DataFinder Café, so numbers associated with these sites are not affected. The revised numbers are shown in the attached graphic. Notice that because the number of anonymous FTP downloads is less than previously reported, the percentage downloads via of Café is nearly double that shown in the past.

As for the selected anomaly for the past three months, staff would appreciate the Committee's assistance explaining the spike in download activity that occurred in April and June (see the attached graphic referred to above). The log files have been checked and staff is confident that the activity is real, that is, the numbers reported are valid.

RECOMMENDATION

That the Coordinating Committee:

1) Recommend that the Policy Board modify Performance Measures 6 and 7 in the adopted Performance Measures Plan to reflect the difficulty of quantifying staff time-savings benefits as described herein. It is further recommended that Measures #6 and #7 be modified to make these measure qualitative and descriptive, rather than quantitative as stated in the attachment dated September 9, 2003
2) Offer suggestions for a plausible explanation for the April and June 2003 spikes in data download activity.

Description of Measure (including unit of measurement)	**6) ~~Number of manually-processed vs. self-service requests for regionally-endorsed datasets*~~** - **~~Breakdown by producer type~~** AND/OR **~~7)~~ ~~Hours of staff time saved in data distribution tasks *~~** **~~- Breakdown by producer type~~** ***These measures are intended to capture beneficial outcomes for data producers. They were amended in ____ 2003 to reflect qualitative and descriptive information rather than quantified results. The amended measure to replace PM #6 and #7 are as follows:*** ***Amended PM:*** **Testimonials and/or case studies on benefits to data producers in terms of saved staff time, improved operational efficiency, and better service to end users.**

MetroGIS Performance Measure 2: Datasets Downloaded

	2001				2002												2003							
	Sep	Oct	Nov	Dec	Jan '02	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan '03	Feb	Mar	Apr	May	Jun	Jul	Aug
Downloads from DataFinder FTP site	234	478	371	325	332	396	512	499	304	245	430	386	267	505	508	394	451	484	460	536	421	551	415	437
Downloads from DataFinder Café	*	*	*	*	*	*	*	*	*	*	*	*	*	*	166	63	122	97	97	210	99	197	119	91

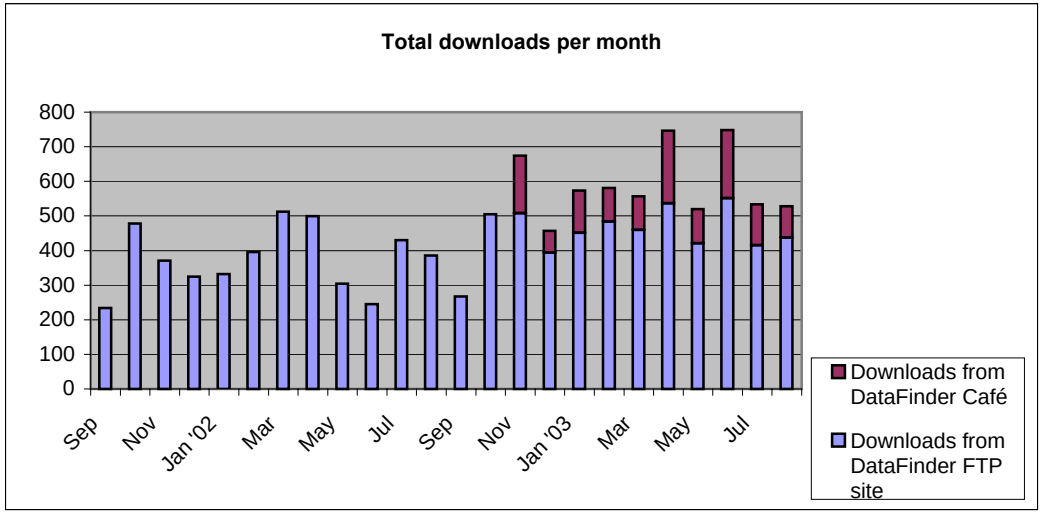
Downloads of Endorsed Datasets

	2001				2002												2003							
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
County & Municipal Boundaries	20	32	24	24	21	34	37	37	31	24	28	24	23	31	35	29	48	31	32	58	40	37	38	27
Census 1990	7	14	14	8	n/a	7	n/a	10	11	5	7	9	2	7	8	5	4	9	14	7	3	6	6	5
Census 2000	*	*	*	*	*	*	*	*	*	*	*	9	6	17	17	11	7	18	25	23	25	24	11	5
Centerlines	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	56	22	31	38	15	8
Planned Land Use	*	*	*	*	*	*	*	*	*	15	59	17	11	19	17	22	28	46	22	23	17	25	14	13
Regional Parcel Dataset	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	27	69	36	19	32	42
Anoka	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	7	9	6	2	4	4
Carver	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	2	8	3	2	4	4
Dakota	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	3	8	6	2	5	12
Hennepin	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	0	16	10	0	2	5
Ramsey	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	8	13	5	5	4	8
Scott	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	2	7	2	2	6	3
Washington	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	5	8	4	6	7	6
Endorsed datasets as a percentage of all downloads:	**12%**	**10%**	**10%**	**10%**	**6%**	**10%**	**7%**	**9%**	**14%**	**18%**	**22%**	**15%**	**16%**	**15%**	**11%**	**15%**	**15%**	**18%**	**32%**	**27%**	**29%**	**20%**	**22%**	**19%**

What do the data say?

Overall, interest in downloading data is growing, both from the FTP site and from downloads through the Café. The large increase in June 2003 is possibly due to GeoSpatial One Stop coming online, and promotion of the site at 3 separate conferences in May 2003.

* Prior to March 2003, downloads of Regional Parcel Dataset and TLG Street Centerline data were not measured.



TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration – October 2003 Policy Board Meeting

DATE: August 27, 2003
(For the Sept 17th Meeting)

INTRODUCTION

The purpose of this report is to confirm the presentation specifics for the October 29, 2003 Policy Board meeting. At the April meeting the Committee agreed on presentations for the April, July and October Policy Board meetings as follows:

April: Metropolitan Mosquito Control District – Nancy Read (*cross-jurisdictional emphasis on data development and improved access*)
July: Neighborhood organizations – Will Craig (*cross-jurisdictional emphasis on data development and improved access*)
Oct.: Use of GIS to achieve GASB 34 reporting requirements - Brad Henry and Bob Cockriel (*emphasis on potential for sharing costs to develop and implement GASB 34 related applications.*)

See the Reference Section for the Options considered at the April Committee meeting.

RECOMMENDATION

That the Coordinating Committee confirm a GIS technology demonstration topic for the October 29, 2003 Board meeting and a person(s) to present the topic.

PAST POLICY BOARD DEMONSTRATIONS

- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Nov. 1998: Orthoimagery and its Uses
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café)*
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- 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)
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities

OPTIONS OFFERED FOR DISCUSSION AT THE APRIL MEETING (no ranking of importance implied)

1. Chairperson Reinhardt commented in a meeting on December 18th that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to a 5-7 minute overviews, from each county at a single Board meeting.
2. Nancy Read with Metropolitan Mosquito Control District is willing to share how the District is using GIS and benefiting from MetroGIS.
3. Follow-up with the Riley-Purgatory-Bluff Creek MetroGIS benefits testimonial (http://www.metrogis.org/benefits/testimonials/index.shtml) and request a presentation from the perspective of watershed districts.
4. GIS's role to address the requirements of GASB 34. Brad Henry has commented on the need to share this information with elected officials in the past as a means of connecting the technology with real world requirements faced by their respective organizations. An article on this topic was published in the February 13 issue of GIS Monitor (http://www.gismonitor.com/news/newsletter/archive/021303.php)
5. It has been some time since the Board has been updated on the actual accomplishments of MetroGIS – data solutions in place, best practices in place, and activities/functions supported. This might be a good time given the number of new members plus the recognition being received from beyond the Metro Area.
6. Will Craig has previously suggested inviting someone affiliated with the St. Paul and or Minneapolis Neighborhood GIS initiatives.

MetroGIS

Agenda Item 5h

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Reaction to 2002 Annual Report and Promotional Brochure

DATE: August 29, 2003
(For the Sept 17th Meeting)

INTRODUCTION

Staff would appreciate feedback from Committee members on what you liked and did not like concerning the revised format used for the 2002 report. This feedback will help us as we begin to think about the 2003 Annual Report for which preliminary work will begin late October – early November.

2002 ANNUAL REPORT – MAJOR CHANGE FROM PREVIOUS ANNUAL REPORTS

In an attempt to reduce costs without losing the ability to effectively convey the message, the format of the MetroGIS annual report was modified substantially for the 2002 report. A brochure was created that provided an overview of the mission, functions, and benefits. A one-page, double-sided insert was used to convey the accomplishments for 2002. A new one-page accomplishments insert will be produced each year, whereas, the brochure will only be printed every other year and will be used for outreach purposes other than the annual report. For more information about the cost savings see Item 8b on page 27 of the document at http://www.metrogis.org/teams/pb/meetings/a_07_30_03.pdf.

The actual 2002 report is posted on the MetroGIS Internet site at http://www.metrogis.org/about/annual_reports/ar02.pdf. At the bottom of the second page, a link is provided to the brochure, which is posted at http://www.metrogis.org/about/annual_reports/03brochure.pdf.

RECOMMENDATION

That the Committee identify any desired changes from the 2002 MetroGIS Annual Report that it would like implemented for the 2003 version of the report.

TO: Coordinating Committee

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

SUBJECT: Major Activity Update

DATE: September 2, 2003
(For the Sept 17th Meeting)

(A) REGIONAL MAILING LABEL APPLICATION

Alison Slaats, MetroGIS DataFinder Manager, developed a prototype regional mailing label application from the application developed by Carver County which runs on top of the regional parcel dataset. The County Data Producers Workgroup concluded on July 30th that the regional application is technically feasible but that potential affects on existing county revenue sources need to be resolved before the application is implemented. The workgroup's next meeting is scheduled for September 17th at which time the group will discuss next steps.

B) PRIORITY BUSINESS INFORMATION NEEDS (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) Emergency Management Workgroup

The combined MetroGIS Emergency Preparedness Workgroup and the Emergency Preparedness Committee of the Governor's Council on Geographic Information held its third meeting on September 4. Three subgroups have also been formed and are meeting separately to focus on the specific areas of:

- Data Coordination, standards and development
- Build relationships with emergency management and response community
- Build awareness in GIS community and coordinate efforts between metro and state.

Regional Program coordinator, Kim Ketterhagen, from the Minnesota Department of Public Safety Division of Emergency Management joined the group to discuss coordination of workgroup efforts with emergency managers. Several meeting and conference opportunities to make connections with the emergency management community were identified by Kim. Ron Wencl from the USGS also joined the workgroup to bring a national perspective on emergency preparedness issues. Coordination at all levels of government is key to effective preparation for emergencies.

Progress on short term goals include:

- A plan to assemble and access available emergency management data in the Metro area. This will be a first attempt at assembling emergency management data similar to the "stitching" together of parcel data that resulted in the MetroGIS Regional Parcel Data Set.
- A web based form to help identify GIS professionals interested in using GIS in preparing for emergencies is being developed and tested so it can be used at the GIS/LIS Conference October 8-10.
- A presentation and a half-day workshop will be made at the GIS/LIS Conference in St Paul.

Next meeting will be held October 15, 1:00pm at the Dakota County Northern Service Center in West St. Paul. Randy Knippel, Dakota County's GIS Manager, and Rick Gelbmann, Metropolitan Council's GIS Manager, are co-chairing this workgroup.

(2) Existing Land Use Workgroup:

The workgroup last met on July 16, 2003. The main focus to agree on the objectives for a series of pilot projects to determine what data model will work best for MetroGIS. Under consideration are the APA's Land-Based Classification Standard, enhancement of the MetroGIS Planned Land Use coding scheme, and a "Built Environment" database. Current workgroup members represent: city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being facilitated by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(3) **Lakes, Wetlands, etc.:**

See Agenda Item 5b

(4) **Socioeconomic Characteristics of Areas**:

This Workgroup has sorted, organized, and prioritized information needs identified early-on in MetroGIS's effort, which involve socioeconomic information. It has also identified existing published data sources for each of the prioritized information needs and is now identifying desired data characteristics for each priority information need. By October, the group should be in a position to identify information needs for which existing data sources are insufficient, as well as, those which can be satisfied with existing data sources. At that time, the group will begin drafting a recommendation(s) to implement a regional solution(s) for those priority common information needs that can be met with existing data sources and proposed next steps to address those that require additional data, such as more extensive data development options, including but not limited to, the iBlock concept developed by Excensus LLC.

Will Craig, member of the Coordinating Committee, chairs this workgroup. Eleven other individuals, representing diverse professional and organizational perspectives, including non-profits, city, county, school district, metropolitan, academic, state, and private sector interests comprise the group. This workgroup is being facilitated by Metropolitan Council staff assigned to support MetroGIS activities.

(5) **Highway and Road Networks**

On July 30, 2003, the MetroGIS Policy Board authorized the Roads and Highways Technical Workgroup to partner with Mn/DOT on the Location Data Manager (LDM) project, which has the potential to create a truly scalable, sharable road network for the region and the state. The Workgroup is currently in the process of negotiating the details of this partnership by defining the goals, expectations, and roles of each participating organization.

(6) **Regional Parcel Dataset Review Forum**

On September 25th, MetroGIS will be hosting a review forum for users of the Regional Parcel Dataset. This dataset contains parcel boundaries and 25 standardized fields of descriptive information (attributes) for each of the seven metro counties. It has been available for free through a license agreement to public sector and academic institutions in the metro area for more than a year and is updated on a quarterly basis. The purpose of the forum will be to determine what enhancements could be made to the dataset to more completely meet business needs of the user base. Some demonstrations of current uses of the dataset will also be included.

The forum will take place in Roseville with approximately 15 to 20 parcel dataset users expected to attend. The forum planning and facilitation team of Mark Kotz (Regional Custodian - Metropolitan Council), Curt Peterson (Ramsey County) and the MetroGIS Staff Coordinator will guide a process to allow the participants to identify desired enhancements to the regional dataset and collectively prioritize those they agree should be pursued. After the forum, MetroGIS's parcel data working group will analyze the results and determine what enhancements are realistic and what resources will be needed to make the changes to the regional parcel dataset.

(C) THIRD GENERATION DATA SHARING AGREEMENTS

Negotiations are in progress to extend the current GIS Data Sharing Agreements with each of the seven counties. Through these agreements, government and academic interests receive access,

without fee, to county produced parcel data. The current second-generation agreements with each county expire December 31, 2003. Staff met with Chairperson Reinhardt and Metropolitan Council senior management to reach an agreement-in-principle concerning the allocation and use of the $50,000 in project funds. Work on the actual agreement began the last week in August.

(D) ENHANCEMENTS TO DATAFINDER CAFÉ / MN GEOINTEGRATOR PROJECT

The MN Land Management Information Center (LMIC) has entered into a contract with Syncline, developer of MetroGIS DataFinder Café (www.datafinder.org/cafe.asp), to expand the Café's functionality statewide and, in so doing, partner with the MetroGIS community to develop additional desired functionality for DataFinder Café. LMIC was awarded a grant from the MN Office of Technology for this effort. In 2001, MetroGIS also received a National Spatial Data Infrastructure (NDSI) Web Mapping Services grant to implement functionality being explored through this joint project. MetroGIS's grant funds have been assigned to this collaborative effort. On August 28th, staff participated in a conference call with LMIC and Syncline to discuss progress made by Syncline. All elements of the contract are proceeding on schedule. Final delivery is expected mid-fall.

(E) COLLABORATIVE PARCEL DATA DISTRIBUTION STRATEGY - NON-GOVERNMENT ACCESS

The County Data Producer Workgroup (of the Coordinating Committee) has made progress to reach agreement among all counties on a collaborative solution to distribute the same parcel data (parcels boundaries plus 25 normalized attributes) to non-government interests that is currently being distributed to government interests.

- A website for streamlined, one-stop orders has been built by the Metropolitan Council staff, who support MetroGIS, and is ready for operation once the licensing and fee policies are finalized.
- A common fee schedule has been accepted by the workgroup members. It is being shared for comment with several prospective purchasers of parcel data prior to seeking formal endorsement by the counties. Significant price reductions from the current $0.05/parcel are proposed for subscriptions and volume purchases. Subsetting of the regional dataset will also be supported.
- The components of a common license document, including the shrink-wrap concept to streamline execution, have been agreed upon. Anoka County volunteered to coordinate drafting of the document. Approval from each of the counties is expected shortly.

(F) INVESTIGATION OF DATA SHARING WITH UTILITIES EXPLORED

Representatives from Xcel Energy, CenterPoint Energy Minnegasco, and the Minnesota Valley Electric Cooperative and the Chair of the County Producer Workgroup have mutually concluded there is merit to further investigating utilities accessing county parcel data, without fee, in return for sharing their utility facility locations aligned with the county-produced parcel data. It was agreed that the utility interests would each have an opportunity to evaluate the regional parcel dataset and then, if the data have value, both sides would further investigate how the data might be used on a longer-term basis. For instance, some government uses of the utility data include emergency management, right-of-way management. Some utility use of parcel data include improving mapping accuracy of their facilities and improving operations that rely upon addresses.

(G) DATAFINDER USER SATISFACTION FORUM PLANNED

A forum is planned for November 13th to inform stakeholders, primarily data producers, of the capabilities and availability of DataFinder as tool to assist them with their data distribution needs and desires.

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: September 3, 2003
(For the Sept 29th Meeting)

a) Internet Distribution Procedures for Agenda Materials
At its July 30th meeting, the MetroGIS Policy Board concurred with a proposal to distribute meeting agenda materials via the Internet to the maximum extent possible. An email will be sent to Board, Committee, and Team members when agenda materials are ready for distribution informing them of the link to download the packet. A few Board members, who rely upon dial-up Internet connections from their homes, will continue to receive packets via the mail.

b) Presentations / Outreach / Studies (*not mentioned elsewhere*)
The following activities occurred since the Policy Board last met.

- Article Published in Summer Issue of GIS/LIS Newsletter
- Metro 911 Board Request for Information
- Minneapolis Neighborhoods Information Systems (MNIS) Presentation to Policy Board
- Regional Parcel Data User's Forum
- DataFinder Education Forum
- Information Sharing County-GIS Based User Groups
- Macomb, Michigan Interest in DataFinder

Article Published in Summer Issue of GIS/LIS Newsletter
An article summarizing MetroGIS accomplishments since the last newsletter was published in July. It can be viewed at http://www.mngislis.org/newsletter/summer2003.pdf.

Metro 911 Board Request for Information
MetroGIS and Metropolitan Council GIS staff assisted the Metro 911 Board in developing a Request for Information to help the E911 Board prepare for integrating GIS technology into the day-to-day work of PSAPs. Nine responses were received, several of them excellent, and they believe they have enough to move forward with more discussion at their Technical Operations Committee level and ultimately at the Board level.

Minneapolis Neighborhoods Information Systems (MNIS) Presentation to Policy Board
Following a presentation about MNIS to the MetroGIS Policy Board on July 30th by Jeff Matson, Director of MNIS, he contacted staff to discuss options for MNIS and its partners to utilize DataFinder to distribute data

Regional Parcel Data User's Forum
This forum is scheduled for September 25th. The purpose is to engage a group of individuals who use the regional parcel dataset and who are representative of the broad community to identify desired enhancements to the dataset. A forum summary will be used as a basis for discussion of next steps with the Committee.

DataFinder Educational Forum

A forum is scheduled for November 13th, which will be co-hosted by LMIC, to explain the services provided by DataFinder. Invitations will be sent out mid October. The target audience is producers of data commonly used by other organization. The purpose is to encourage more posting of metadata by more producers on DataFinder.

Information Sharing via County-GIS Based User Groups

See Item "e".

Macomb County, Michigan Interest in DataFinder

At the suggestion of Syncline, the firm that assisted with the development of MetroGIS DataFinder Café, Macomb County, Michigan managers interviewed MetroGIS staff on August 28th. During the interview they agreed to share the information they received from their investigation of on line GIS applications/WMS and data distribution options with us.

c) State Geospatial Initiatives Update

1) Contract with Syncline to Expand DataFinder Café Statewide

See Agenda Item 6d.

2) Emergency Preparedness

The Governor's Council on Geographic Information has added a committee on Emergency Preparedness. This committee, in fact, will be the MetroGIS Emergency Preparedness Committee, augmented with people representing the wider state interests. The committee will continue to be chaired by Randy Knippel, Dakota County, and Rick Gelbmann, Metropolitan Council. Gelbmann is a member of both MetroGIS Coordinating Committee and the GCGI, facilitating communication with both organizations.

2) Statewide Parcel Inventory Complete

An inventory of digital parcel mapping across the state was completed recently. Some 33 counties have 75% or more of their parcels in digital format: this includes all of the Metro counties and the collar counties of Isanti, Rice, Sherburne, and Wright. Chisago and Goodhue are well underway, but no digital mapping is underway in LeSueur, Meeker, or Sibley. The inventory was developed for Mn/DOT by CURA at the University of Minnesota and ProWest & Associates. Inventory details are available at http://rocky.dot.state.mn.us/SPMI/.

3) New Statewide Orthoimagery Partnership

The state recently completed an agreement with the U.S. Department of Agriculture's Farm Services Agency (FSA) that will result in new digital orthophotography for all of Minnesota. The new agreement, coordinated by the Land Management Information Center and funded by the Department of Transportation, Pollution Control Agency, and the Department of Natural Resources, leverages $250,000 in state funds to produce orthophotos costing almost $2 million to produce. In return for the contribution, the state will receive copies of 1-meter, natural color digital images. Flights began in May and will continue through the summer in order to meet the FSA's need for images during the growing season. When they become available this fall, LMIC plans to offer compressed image files for download at no charge and in other formats on request for a modest service fee. For more about this program, see www.lmic.state.mn.us/chouse/airphoto_usda.html.

d) Federal/National Geospatial Initiatives Update

1) I-Teams - The Staff Coordinator and David Arbeit, with LMIC, are serving on a Minnesota Governor's Council Committee responsible for consolidating all of Minnesota's individual, theme-based I-Plans in a document that sets forth a cohesive strategy to guide investments in geospatial technology and data within Minnesota. Plans for the 8 data themes are in various stages of completion. A draft "wrapper" document has also been drafted and is under review by the I-Plan Coordinating Committee. The target is to consolidate all of the individual I-Plans into

to a single document for submission to the federal Office of Management and Budget in September.

2) **GeoSpatial One Stop –** This new web portal became operational on June 30 at www.geodata.gov. It is an application designed to facilitate communication and sharing of geographic data and resources to enhance government efficiency, improve citizen services and improve access to data by simplifying and consolidating the data searches. Geospatial One-Stop is one of 24 e-government initiatives sponsored by the Federal Office of Management and Budget (OMB) to enhance government efficiency and to improve citizen services. MetroGIS DataFinder is the source for 100+ data themes for the Twin Cities.

e) County-based GIS User Group Activity

As requested by the Policy Board, the Staff Coordinator has contacted each user group and requested an opportunity to talk about MetroGIS's services. This far, 2 of the 7 groups have accepted the invitation. The contact for each County-based GIS User Group was also invited to share information with the Coordinating Committee about their respective activities. The following responses were received:

Dakota County: The Dakota County Users Group meets quarterly. It is an educational forum for sharing information about technology and projects.

- Here is the agenda from the last meeting:
- GIS with Computer-Aided Dispatch (CAD) in the Sheriff's Department
- The Dakota County "Web Mapper"
- New Maps Online - Street & Parcel Address Maps
- Introduction to ArcCatalog
- ArcMap "Autolabeler" Demonstration
- Using Calculator and Labeling Expressions in ArcMap
- Emergency Preparedness Update
- Base Map Update

The main focus at this time is migrating from ArcView 3.2 to ArcGIS 8.2.

Hennepin County: After a two-year absence, the user group has reorganized and is seeking incorporation as a non-profit educational organization. HCGUG will provide an avenue for data sharing, best practice guidelines, and general community building between members. HCGUG will be open to anyone who works with spatial data within Hennepin County including individuals, corporations, and governmental agencies. The group intends to meet quarterly, beginning September 11th.

Ramsey County: "We at the Ramsey County GIS Users Group (RGIS) have been very busy the last few months. Here are just some of the highlights we have had.

- The Ramsey County GIS Community Group continues to meet and develop their goal of "Enhancing collaboration among municipalities in Ramsey County around encouraging the increase of minority home ownership through the utilization of GIS analysis."
- The Address Committee has outlined phase 1 of their commitment to establishing a centralized, GIS-enabled address database in Ramsey County. The first phase provides an overview of address database needs and application opportunities. Please see our webpage http://www.ramseygis.com for further detail
- The RGIS has provided a nomination for the 2003 Minnesota Governor's Council on Geographic Information Award. We are very proud and excited of the work that the RGIS has done, and are happy that we are given an opportunity to apply for this award.
- The Digital Ariel Photo Archive is close to completion. When done almost all of Ramsey County will have photo coverage in digital form for the years 1940, 1953, 1974, and 1985. All members of the RGIS will have unlimited access to these photos.

- The RGIS will also have several poster boards at the GIS/LIS displaying our history, and achievements, the Digital Photo Archive, and the Address issues that we have focused on."

Scott County:

- Multi organizational effort to get 6 inch color aerial orthophotos, 2 foot contours, full planimetric data for Scott County. Scott County and 6 Cities, MNDOT, Soil and Water, Spring Lake - Prior Lake Watershed, Lower Minnesota River Watershed District and Sioux community.
- Bimonthly user group meetings to keep users updated on GIS progress throughout the county. Members: city and county employees, and utilities.
- In 2003 we have been holding GIS Open House days to promote the county's GIS ArcIMS website, and the online County Recorded document site. City of Savage in March, City of Belle Plaine in May, City of Jordan\MVEC in July. We are scheduled for New Prague on September 24. The MetroGIS Staff Coordinator has been invited to present an overview of MetroGIS's functions services.
- Planning for GIS Day in November.
- The County is moving a lot of the ArcView applications that they have created in house to the ArcIMS platform. Examples are mailing labels program, hydric soils calculator, comparable property searcher, property sales searching. Most of these are in one stage or another of development. They are also looking into getting permits online and adding a mapping part to what they currently have.

f) News from the Private Sector:

The Lawrence Group is proud to announce the launch of its NEW online mapping application. This application brings their King's Street Atlas online to our atlas users. Jim Maxwell programed this application using Arc IMS tools and completed it in approximately six months. If you purchase a 2004 King's Street Atlas you get one year's free access. This application is password protected and allows the user to search for addresses, streets, parks, lakes, golf courses, etc. Their are many layers of additional information that can be turned on or turned off. This application also lets you identify features using symbols and text boxes. Map pages are fully printable. Visit our web site at : www.kingscompanion.com for more information.

Approved On
12/17/03

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Building - Room 300
September 17, 2003

1. CALL TO ORDER

Chairperson Harper called the meeting to order at 1:35 p.m.

Members Present: Cities: Bob Cockriel (AMM: suburban cities - City of Bloomington), Karen Johnson (AMM: core cities - City of St. Paul); Counties: Bill Brown (Hennepin); David Claypool (Ramsey); Dave Drealan (Carver); Jane Harper (Washington), Gary Swenson (Anoka); Metropolitan: Rick Gelbmann (Metropolitan Council), Nancy Pollock (Metropolitan 911 Board), Nancy Read (Metropolitan Mosquito Control District); Non-Profits: Sandra Paddock (Wilder Research Center); Schools: Lee Whitcraft (TIES); Special Expertise: Brad Henry (URS Corp.); State: Chris Cialek for David Arbeit (LMIC), Chad Martini for Joella Givens (Mn/DOT), Robert Maki (DNR); Utilities: Al Laumeyer (CenterPoint Energy/Minnegasco).

Members Absent: Academics: Will Craig (U of M); Business Geographics: Steve Lehr (CB Richard Ellis); Counties: Randy Knippel (Dakota), Jim Hentges (Scott); Federal: Ron Wencl (USGS); GIS Consultants: Larry Charboneau (The Lawrence Group); Metropolitan: [*vacant*] (Metropolitan Airports Commission); Watershed/Water Management Organizations: Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Support Staff: Randall Johnson (Staff Coordinator), Steve Fester, and Paul Hanson.

Visitors: Pete Eggimann (Metro 911 Board) and Wallis Turner (graduate student, St. Mary's University).

2. APPROVE AGENDA

Brown moved and Henry seconded to approve the agenda, as submitted. Motion carried ayes, all.

3. APPROVE MEETING SUMMARY

Cockriel moved and Paddock seconded to approve the summary for the Committee's June 18, 2003 meeting as submitted. Motion carried, ayes all.

4. SUMMARY OF JULY 30 POLICY BOARD MEETING

The Staff Coordinator summarized the major action and discussion items considered by the Policy Board at its July 30, 2003 meeting.

5. ACTION AND DISCUSSION ITEMS

a) 2004 Preliminary Budget

The Staff Coordinator provided an overview of the preliminary 2004 MetroGIS budget and requested comment from the Committee. Member Read asked for clarification of a footnote in the budget that referred to a custodian fund that had been established to manage donated funds. No other comments were received.

b) Next Steps - Lakes and Wetlands Information Need

Paul Hanson, MetroGIS Technical Support Staff, summarized past and current efforts related to the Lakes and Wetlands, etc. Priority Information Need. Maki asked if EPA's Reach IDs add value important to MetroGIS's needs. Hanson commented that a system to index stream locations is needed but is not sure if the Reach ID will satisfy this need. Maki stated that differing philosophies and business needs of multiple parties make this solution extremely complex. Henry clarified that no priority actions are proposed at this time but rather the request is to continue to investigate options.

Read stated that issues of scale - spatial accuracy of the line work (stream locations) and data structure issues (recognizing the same things as the same) are the largest obstacles between local and state interests.

Claypool asked the state agency representatives present if they are following FGDC standards. Maki commented that federal National Hydrography Dataset (NHD) standards found their way to the state through the Pollution Control Agency, but that business interest in the DNR is lacking to support it. He believes to some extent the standards are unproven, but recognizes the NHD program has momentum. Hanson acknowledged that differences need to be resolved. Cialek said that NHD at a scale of 1:24,000 will be completed in spring 2004. The question is how will it be maintained?

Cockriel stated that he agrees with staff's suggestion to split work on the Lakes and Wetlands Information Need into components and noted that several candidate datasets are already available such as the NPDES Phase II storm water plans. However, he acknowledged there is a need for coordination and that no single organization has been identified to carry out this need. Member Read commented that the Metropolitan Mosquito Control District has a need for rainfall data in a regional database.

Motion:

1) Maki moved and Karen Johnson seconded to authorize creation of a work group to assess the applicability of currently proposed state-level standards by the Hydrology Committee of the Governor's Council on Geographic Information for potential MetroGIS solutions. The work group will be responsible to develop the necessary strategies to accommodate any desired modifications and assure that any modification will integrate with State data. Motion carried, ayes, all. Harper directed the Staff Coordinator and Hanson to work with her to set up a workgroup.
2) The consensus of the membership was also as follows:
   a) Support the concept of separating the substance of the hydrologic information need into 4 or possibly 5 sub-components that can be provided to users in a more timely and efficient manner than is currently in place.

   b) Authorize staff to modify the general website (www.metrogis.org) to advertise for qualified organizations with a business need to step forward and facilitate the dialogue needed to address those priority information needs that thus far have not moved forward. The advertisement is to include a clear statement that no action will be taken to address these information needs until an organization with a related business need assumes a leadership role.

      Staff was asked to report back on the effect of changes to the website.

c) 2004 Preliminary Work Plans

Staff Coordinator Johnson gave an overview of the 2004 preliminary work plans, noting that much of the activity is currently in progress.

Harper reported that Washington County's work on the Watershed Jurisdictional Boundaries Information Need is in progress but the final recommendations to the Committee must wait until MN Board of Water and Soil Resources comments are received on the preliminary recommendations. Hopefully this will be by the end of the year.

Cialek stated that since MetroGIS's preliminary work in 2000, LMIC has established a relationship with school districts and may now be in a better position to discuss longer term custodial responsibilities related to assembly of county produced data into a regional /sub-state dataset. The Staff Coordinator was encouraged to follow up with LMIC staff.

Claypool moved and Henry seconded to concur with the proposed structure of the Technical Advisory Team (TAT), to provide more emphasis on networking opportunities for technical staff as opposed to framing solutions to common information needs, which is now commonly a responsibility of special purpose workgroups. It was noted that the option of relying on the TAT for feedback will remain in situations where forming a special purpose group is not practical. Chairperson Harper stated that the goal is to avoid an unnecessary layer of reporting.

Cialek noted that LMIC has received a $40,000 federal grant to continue metadata outreach and training activities. He also noted LMIC's preference to continue to work with MetroGIS to jointly get the word out.

d) Operating Guidelines - Proposed Modifications

Chairperson Harper summarized the proposed changes to the MetroGIS Operating Guidelines to reflect the current state of the organization, noting that the only new provision is that a liaison from the Coordinating Committee will be assigned to each special workgroup. Harper noted that Committee action is not proposed until the December meeting and requested comments on the modifications before finalizing the proposal. At that time, if the proposed changes are endorsed, a liaison will be assigned to each workgroup that does not currently have one.

No comments were offered concerning the proposal as presented in the staff report, other than where possible, each member Policy Board and Committee member should seek designation of an alternate to ensure the broadest perspective possible during all discussions. (*Note: Liaisons assignments to each of the workgroups that does not current have a liaison assigned (Hydrology and Road and Highway Networks) will be made at the Committee's December meeting.)*

e) Regional Municipal/County Boundary Dataset - Modification of Policy

Staff Coordinator Johnson summarized the proposed changes to the regional policy statement for the Regional Municipal/County Jurisdictional Boundary Dataset. Most of the changes were to bring the format into compliance with more recently adopted statements. The only change of substance involved changing the update frequency from yearly to quarterly. Staff noted, and the Committee concurred, that the Policy Board has authorized the Committee to implement the proposed format changes without the Board's approval, and as such the only item that needs Board approval is the update frequency change.

Motion: Henry moved, and Claypool seconded, to request Policy Board approval to modify the Policy Statement for the Regional Municipal/County Jurisdictional Boundary Dataset to stipulate a quarterly update policy that coincides with that for the Regional Parcel Dataset. Motion carried, ayes, all.

f) Performance Measures - Understanding Who is Using the Data / Quarterly Anomaly Discussion

Kathie Doty, member of the MetroGIS staff support team with Richardson, Richter & Associates, Inc., gave a status update of the Performance Measurement process as staff prepares for the 2003 report. She also asked, in accordance with the Committee's June directive to begin bringing one or more anomalies in the DataFinder activity statistics to the Committee on a quarterly basis for discussion, Committee members if they could provide possible reasons for the high data downloads activity in April and June 2003. Maki suggested, based on his experience with the DNR Data Deli, an online data distribution tool, that there may have been one or more large projects or Requests for Proposals underway where communities of users were responding at the same time. Also, academic usage may account for some of the activity, especially in April and June when students are completing year-end projects as well as possible physical field activity by the (land) development community.

Doty also commented on staff's inability to quantify benefits of MetroGIS's services and efforts to the data producer community (as called for by Performance Measures 6 and 7 in the Plan adopted in 2002) in large part because producers have very different procedures. As such, Doty summarized a proposal to modify the Plan and rely upon qualitative statements of benefits to the data producers as is currently the practice for the data user community. Maki stated that services have improved. The volume of data downloaded is a voice in itself, demonstrating the diversity of the user base and the value added by MetroGIS's efforts. Harper added that the issue is how to articulate benefits to the producer.

Maki noted that in DNR's experience, their efforts to make data widely available has resulted in a large amount of good will which, in turn, is proving to be a great benefit to them as a data producer. He also noted that one of DNR's objectives was to find an effective way to interject their resources into the decision process of others, an objective that is being realized through the Data Deli. DNR's open data sharing policy has also greatly improved DNR's ability to readily obtain data they need from others.

Claypool concurred that due to differences in producer environments it is difficult to measure benefit to the producers but he acknowledged MetroGIS's efforts are valuable to the producer.

Motion: Cockriel motioned and Henry seconded to recommend that the Policy Board modify Performance Measures 6 and 7 as set forth in the Performance Measures Plan adopted in April 2002 to reflect the difficulty of quantifying staff time-savings benefits and to convert them to qualitative and descriptive measures, as stated in the proposed language modification dated September 9, 2003. Motion carried, ayes all. (*Editor's note – On September 24th, Chairman Reinhardt asked to defer Board action on this item to the January 2004 Policy Board meeting to free up time at the October meeting to discuss the budget and related items.)*

g) Confirm GIS Demonstration for October Policy Board Meeting

The Committee's prior decision to invite Henry and Cockriel to explain the use of GIS to achieve the objectives of the GASB34 accounting rules was confirmed as the technology demonstration topic for the October Policy Board meeting. It was agreed that this topic should also be presented immediately following the December Coordinating Committee meeting for members who will not be attending the October Policy Board meeting. The Committee agreed that this follow-up presentation practice should become a regular part of the Committee's routine.

h) Reaction to 2002 Annual Report and Promotional Brochure

No comments or questions were offered.

6 and 7. PROJECT UPDATES and INFORMATION SHARING

a) Regional Mailing Label Application

Vice Chair Drealan updated the Committee on this project. He commented that initial concerns regarding conflicts with established revenue streams appear to be manageable, as 6 of the 7 counties are currently supportive. If the seventh county is not on board by the time of the October Policy Board meeting, the matter will be presented as an action item as opposed to an information item to decide if MetroGIS should continue the initiative. He noted that there are some technical issues that need to be resolved but that work on these issues has been postponed until the revenue stream issues are resolved.

b) Priority Business Information Need Solutions and User Satisfaction

Gelbmann and Knippel summarized the activities of the MN GCGI / MetroGIS Emergency Preparedness Workgroup. An interactive contact form has been placed on the Internet (http://gis.metc.state.mn.us/emergencyprep/) to improve communication among emergency preparedness workers. Making contacts and networking with state officials continues to improve.

Maki asked about opportunities for outside funding. Gelbmann noted that he believes there will be opportunities to capture outside funding in subsequent phases once common goals have been refined and agreed upon. Laumeyer asked how we are doing compared to other regions in the country. Gelbmann noted that needed data are generally in good shape but that more emphasis needs to be placed on mitigation as opposed to response and confirmed this is a goal of the workgroup. At Claypool's suggestion, the Committee concurred that placing more emphasis on mitigation as opposed to limiting efforts to response needs is an appropriate strategy.

c) Third Generation Data Sharing Agreements

Staff Coordinator Johnson commented that a draft of the 3rd generation agreement had been circulated to each of the seven counties for comment. The agreements would set up a funding pool for regionally significant GIS projects as well as compensate the seven counties for costs beyond their internal needs to serve as primary producers of the regional parcel and MCD jurisdictional boundaries datasets.

d) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project

Cialek provided an update on the LMIC's progress on the MN GeoIntegrator Project. LMIC hired Syncline, Inc., who developed DataFinder Café for MetroGIS, to (in effect) create a Version 2 of the

DataFinder Café application. Version 2 is intended to include a "smart user interface" that will support multiple views of the application (DataFinder Café and LMIC's GeoIntegrator) to run from a single source point (server). This functionality will in turn permit sharing of one set of operating expenses as opposed to supporting two separate installations. Other functional improvements over Version 1 would include support of OGC-compliant Web Feature Services (WFS).

e) Collaborative Parcel Data Distribution Strategy - Non-Government Access

Drealan commented that the legal staff for six of the seven counties have accepted a greatly streamlined licensing document and associated procedures, as recommended by the workgroup. The license incorporates the concept of "shrink wrapping", greatly expediting the process of obtaining a license. He noted that that although the workgroup was successful in significantly reducing differences in fee structures between the counties that some modest differences remain, although they are lower than in the past, the group decided that the remaining differences are not a major impediment to achieving the goal to greatly streamline the process. Drealan noted that, hopefully, any concerns that the seventh county may have with the proposal will be addressed by the time of October Policy Board meeting. If not, the issues will be raised at the Board meeting for direction. The workgroup's goal is to have a pilot in place by November 2003 to test the market's reaction to the streamlined web-based procedures.

f) Investigation of Data Sharing with Utility Interests

Drealan commented that Carver and Scott Counties are developing a sample of the regional parcel dataset for the participating utility interests to review to see if it would be useful to them. If the data are useful to the utilities, the next step will be to investigate the usefulness of utility data for local government business needs.

g) DataFinder Informational Forum Planned

The Staff Coordinator commented that a forum is tentatively planned for January 2004 to get the word out about the DataFinder Café's Web Mapping service capabilities and explain the relationship with LMIC's GeoIntegrator project.

8. NEXT SCHEDULED MEETING

December 17, 2003 *(Election of Officers)*

9. MEETING ADJOURNED

Johnson moved and Maki seconded to adjourn at 3:35 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson and Steve Fester
MetroGIS Staff Support Team

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

Wednesday, December 17, 2003

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street on Empire)

1:30 to 3:30 PM (*1:00 p.m. start proposed in 12/10 email*)
See directory in lobby for meeting room location.

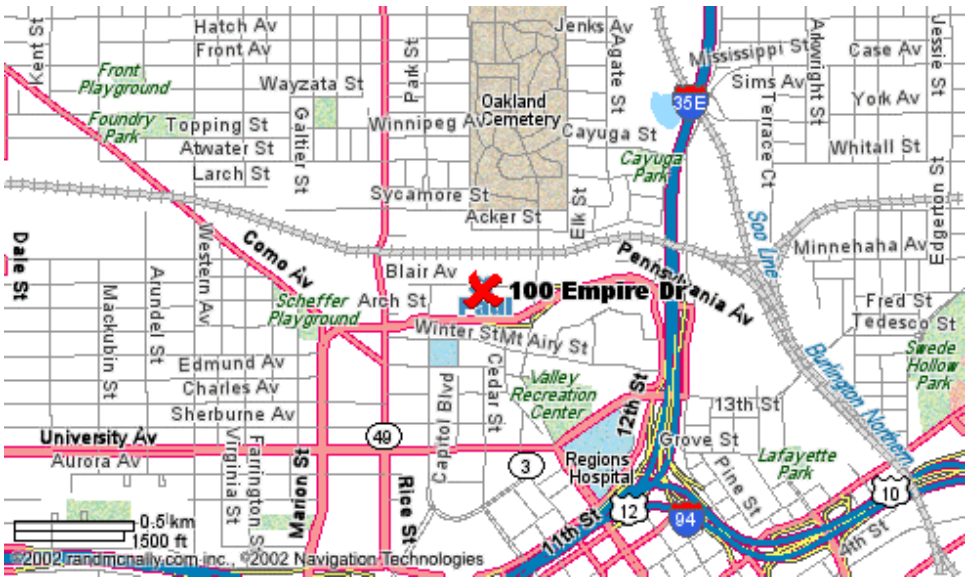
			Page
1.	**Call to Order and Introduce New Member from MAC**		
2.	**Approve Agenda**	***action***	
3.	**Approve Meeting Summary**		
	a) September 17, 2003	***action***	**1**
4.	**Summary of October 29 Policy Board Meeting**		**4**
5.	**Action and Discussion Items:**		
	a) Election of Officers	***action***	**8**
	b) Operating Guidelines Modifications- Second Reading (*sent 11/26/03*)	***action***	**10**
	c) 2003 Accomplishments and Annual Report	***action***	**12**
	d) 2004 Budget	***action***	**19**
	e) 2004 Major Program Objectives and Work Plan	***action***	**25**
	f) Phase I Socioeconomic Information Report and Recommendations	***action***	**35**
	g) Annual Performance Measures Report and Recommendations	***action***	**39**
	h) GIS Demonstration for January Policy Board meeting	***action***	**41**
	i) 2004 Meeting Schedule	***action***	**43**
	j) PolicyLink Forum and Recommendations - *Towards a Regional Strategy for Sustaining Community Focused GIS in Twin Cities Metro*	***action***	**44**
6.	**Project Updates:**		**47**
	a) Next Generation Data Sharing Agreements		
	b) Regional Mailing Label Application		
	c) Priority Business Information Need Solutions and User Satisfaction Forums		
	d) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project		
	e) Collaborative Parcel Data Distribution Strategy - Non-Government Access		
	f) Investigation of Data Sharing with Utilities		
7.	**Information Sharing:**		**50**
	a) Testimonial Completed – SRF Consulting		
	b) Gopher State One Call – Concern for Fee Increase		
	c) Metadata clarifications– Regional Parcel		
	c) Matrix for Status of Priority Information Needs Modified – "Looking for Stewardship" - Added		
	d) Professional Services Contracts – Communications and Business Planning		
	e) Presentations / Outreach / Studies		
8.	**Next Meeting**		
	March xx, 2004		
9.	**Adjourn – GASB 34 Presentation (***If you have not RSVP'ed, please do so***)**		

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 readily usable."

How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

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If you are traveling on I-35E Northbound -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Southbound -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

See www.mcit.org for more information

Meeting Summary
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September 17, 2003

1. CALL TO ORDER

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Support Staff: Randall Johnson (Staff Coordinator), Steve Fester, and Paul Hanson.

Visitors: Pete Eggimann (Metro 911 Board) and Wallis Turner (graduate student, St. Mary's University).

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c) 2004 Preliminary Work Plans

Staff Coordinator Johnson gave an overview of the 2004 preliminary work plans, noting that much of the activity is currently in progress.

Harper reported that Washington County's work on the Watershed Jurisdictional Boundaries Information Need is in progress but the final recommendations to the Committee must wait until MN Board of Water and Soil Resources comments are received on the preliminary recommendations. Hopefully this will be by the end of the year.

Cialek stated that since MetroGIS's preliminary work in 2000, LMIC has established a relationship with school districts and may now be in a better position to discuss longer term custodial responsibilities related to assembly of county produced data into a regional /sub-state dataset. The Staff Coordinator was encouraged to follow up with LMIC staff.

Claypool moved and Henry seconded to concur with the proposed structure of the Technical Advisory Team (TAT), to provide more emphasis on networking opportunities for technical staff as opposed to framing solutions to common information needs, which is now commonly a responsibility of special purpose workgroups. It was noted that the option of relying on the TAT for feedback will remain in situations where forming a special purpose group is not practical. Chairperson Harper stated that the goal is to avoid an unnecessary layer of reporting.

Cialek noted that LMIC has received a $40,000 federal grant to continue metadata outreach and training activities. He also noted LMIC's preference to continue to work with MetroGIS to jointly get the word out.

d) Operating Guidelines - Proposed Modifications

Chairperson Harper summarized the proposed changes to the MetroGIS Operating Guidelines to reflect the current state of the organization, noting that the only new provision is that a liaison from the Coordinating Committee will be assigned to each special workgroup. Harper noted that Committee action is not proposed until the December meeting and requested comments on the modifications before finalizing the proposal. At that time, if the proposed changes are endorsed, a liaison will be assigned to each workgroup that does not currently have one.

No comments were offered concerning the proposal as presented in the staff report, other than where possible, each member Policy Board and Committee member should seek designation of an alternate to ensure the broadest perspective possible during all discussions. (*Note: Liaisons assignments to each of the workgroups that does not current have a liaison assigned (Hydrology and Road and Highway Networks) will be made at the Committee's December meeting.)*

e) Regional Municipal/County Boundary Dataset - Modification of Policy

Staff Coordinator Johnson summarized the proposed changes to the regional policy statement for the Regional Municipal/County Jurisdictional Boundary Dataset. Most of the changes were to bring the format into compliance with more recently adopted statements. The only change of substance involved changing the update frequency from yearly to quarterly. Staff noted, and the Committee concurred, that the Policy Board has authorized the Committee to implement the proposed format changes without the Board's approval, and as such the only item that needs Board approval is the update frequency change.

Motion: Henry moved, and Claypool seconded, to request Policy Board approval to modify the Policy Statement for the Regional Municipal/County Jurisdictional Boundary Dataset to stipulate a quarterly update policy that coincides with that for the Regional Parcel Dataset. Motion carried, ayes, all.

f) Performance Measures - Understanding Who is Using the Data / Quarterly Anomaly Discussion

Kathie Doty, member of the MetroGIS staff support team with Richardson, Richter & Associates, Inc., gave a status update of the Performance Measurement process as staff prepares for the 2003 report. She also asked, in accordance with the Committee's June directive to begin bringing one or more anomalies in the DataFinder activity statistics to the Committee on a quarterly basis for discussion, Committee members if they could provide possible reasons for the high data downloads activity in April and June 2003. Maki suggested, based on his experience with the DNR Data Deli, an online data distribution tool, that there may have been one or more large projects or Requests for Proposals underway where communities of users were responding at the same time. Also, academic usage may account for some of the activity, especially in April and June when students are completing year-end projects as well as possible physical field activity by the (land) development community.

Doty also commented on staff's inability to quantify benefits of MetroGIS's services and efforts to the data producer community (as called for by Performance Measures 6 and 7 in the Plan adopted in 2002) in large part because producers have very different procedures. As such, Doty summarized a proposal to modify the Plan and rely upon qualitative statements of benefits to the data producers as is currently the practice for the data user community. Maki stated that services have improved. The volume of data downloaded is a voice in itself, demonstrating the diversity of the user base and the value added by MetroGIS's efforts. Harper added that the issue is how to articulate benefits to the producer.

Maki noted that in DNR's experience, their efforts to make data widely available has resulted in a large amount of good will which, in turn, is proving to be a great benefit to them as a data producer. He also noted that one of DNR's objectives was to find an effective way to interject their resources into the decision process of others, an objective that is being realized through the Data Deli. DNR's open data sharing policy has also greatly improved DNR's ability to readily obtain data they need from others.

Claypool concurred that due to differences in producer environments it is difficult to measure benefit to the producers but he acknowledged MetroGIS's efforts are valuable to the producer.

Motion: Cockriel motioned and Henry seconded to recommend that the Policy Board modify Performance Measures 6 and 7 as set forth in the Performance Measures Plan adopted in April 2002 to reflect the difficulty of quantifying staff time-savings benefits and to convert them to qualitative and descriptive measures, as stated in the proposed language modification dated September 9, 2003. Motion carried, ayes all. (*Editor's note – On September 24th, Chairman Reinhardt asked to defer Board action on this item to the January 2004 Policy Board meeting to free up time at the October meeting to discuss the budget and related items.)*

g) Confirm GIS Demonstration for October Policy Board Meeting

The Committee's prior decision to invite Henry and Cockriel to explain the use of GIS to achieve the objectives of the GASB34 accounting rules was confirmed as the technology demonstration topic for the October Policy Board meeting. It was agreed that this topic should also be presented immediately following the December Coordinating Committee meeting for members who will not be attending the October Policy Board meeting. The Committee agreed that this follow-up presentation practice should become a regular part of the Committee's routine.

h) Reaction to 2002 Annual Report and Promotional Brochure

No comments or questions were offered.

6 and 7. PROJECT UPDATES and INFORMATION SHARING

a) Regional Mailing Label Application

Vice Chair Drealan updated the Committee on this project. He commented that initial concerns regarding conflicts with established revenue streams appear to be manageable, as 6 of the 7 counties are currently supportive. If the seventh county is not on board by the time of the October Policy Board meeting, the matter will be presented as an action item as opposed to an information item to decide if MetroGIS should continue the initiative. He noted that there are some technical issues that need to be resolved but that work on these issues has been postponed until the revenue stream issues are resolved.

b) Priority Business Information Need Solutions and User Satisfaction

Gelbmann and Knippel summarized the activities of the MN GCGI / MetroGIS Emergency Preparedness Workgroup. An interactive contact form has been placed on the Internet (http://gis.metc.state.mn.us/emergencyprep/) to improve communication among emergency preparedness workers. Making contacts and networking with state officials continues to improve.

Maki asked about opportunities for outside funding. Gelbmann noted that he believes there will be opportunities to capture outside funding in subsequent phases once common goals have been refined and agreed upon. Laumeyer asked how we are doing compared to other regions in the country. Gelbmann noted that needed data are generally in good shape but that more emphasis needs to be placed on mitigation as opposed to response and confirmed this is a goal of the workgroup. At Claypool's suggestion, the Committee concurred that placing more emphasis on mitigation as opposed to limiting efforts to response needs is an appropriate strategy.

c) Third Generation Data Sharing Agreements

Staff Coordinator Johnson commented that a draft of the 3rd generation agreement had been circulated to each of the seven counties for comment. The agreements would set up a funding pool for regionally significant GIS projects as well as compensate the seven counties for costs beyond their internal needs to serve as primary producers of the regional parcel and MCD jurisdictional boundaries datasets.

d) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project

Cialek provided an update on the LMIC's progress on the MN GeoIntegrator Project. LMIC hired Syncline, Inc., who developed DataFinder Café for MetroGIS, to (in effect) create a Version 2 of the

DataFinder Café application. Version 2 is intended to include a "smart user interface" that will support multiple views of the application (DataFinder Café and LMIC's GeoIntegrator) to run from a single source point (server). This functionality will in turn permit sharing of one set of operating expenses as opposed to supporting two separate installations. Other functional improvements over Version 1 would include support of OGC-compliant Web Feature Services (WFS).

e) Collaborative Parcel Data Distribution Strategy - Non-Government Access

Drealan commented that the legal staff for six of the seven counties have accepted a greatly streamlined licensing document and associated procedures, as recommended by the workgroup. The license incorporates the concept of "shrink wrapping", greatly expediting the process of obtaining a license. He noted that that although the workgroup was successful in significantly reducing differences in fee structures between the counties that some modest differences remain, although they are lower than in the past, the group decided that the remaining differences are not a major impediment to achieving the goal to greatly streamline the process. Drealan noted that, hopefully, any concerns that the seventh county may have with the proposal will be addressed by the time of October Policy Board meeting. If not, the issues will be raised at the Board meeting for direction. The workgroup's goal is to have a pilot in place by November 2003 to test the market's reaction to the streamlined web-based procedures.

f) Investigation of Data Sharing with Utility Interests

Drealan commented that Carver and Scott Counties are developing a sample of the regional parcel dataset for the participating utility interests to review to see if it would be useful to them. If the data are useful to the utilities, the next step will be to investigate the usefulness of utility data for local government business needs.

g) DataFinder Informational Forum Planned

The Staff Coordinator commented that a forum is tentatively planned for January 2004 to get the word out about the DataFinder Café's Web Mapping service capabilities and explain the relationship with LMIC's GeoIntegrator project.

8. NEXT SCHEDULED MEETING

December 17, 2003 *(Election of Officers)*

9. MEETING ADJOURNED

Johnson moved and Maki seconded to adjourn at 3:35 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson and Steve Fester
MetroGIS Staff Support Team

TO: Coordinating Committee

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

SUBJECT: Summary of October 29 Policy Board Meeting

DATE: December 4, 2003
(For the Dec 17th Meeting)

The following major topics were considered/acted on by the Policy Board on October 29th:

GIS Technology Demonstration
Brad Henry (URS/BRW) and Bob Cockriel (City of Bloomington) explained how GIS technology can be leveraged to accomplish the GASB34 directive while also playing a substantive role in more efficiently managing assets, such as utility and street infrastructure, maintained by government organizations. Henry also commented that he believes GASB34 presents an opportunity to MetroGIS to pursue regional infrastructure datasets and encouraged the Board to consider adding "infrastructure" to MetroGIS's list of priority information needs. (The slides presented to the Policy Board are posted in PDF format at http://www.metrogis.org/teams/pb/meetings/gasb.pdf.)

Update Frequency Policy Change – Regional Municipal/County Jurisdictional Boundary Dataset
The Board unanimously modified the regional policy statement for the Regional Municipal/County Jurisdictional Boundary Dataset to set the update cycle to coincide with the quarterly update cycle for the Regional Parcel Dataset. The former policy vaguely called for updates on an annual basis.

2004 MetroGIS Budget and Agreement Principles
The 2004 budget proposal was shared with the Board for comment to ensure nothing had been overlooked, and to provide a context for proposed principles to guide negotiation of the new data sharing agreements with counties.

The Board adopted the principles listed in Attachment A on a split vote. The concerns raised by the dissenting members were taken into consideration during negotiation of the next-generation data sharing agreements. Chairperson Reinhardt led the subsequent negotiations on the part of the counties. The resulting agreement was forwarded to the counties for each of their individual approvals on November 26th. The goal is to have these agreements in effect by year-end.

2004 Major Program Objectives
The program objectives presented in the Committee's Agenda Item 5e were shared with the Board for comment to ensure nothing had been overlooked. No changes were suggested.

ATTACHMENT A

Principles
For Allocating
MetroGIS's Data Quality and Access Enhancement Funds

Introduction

The following principles are to serve as the basis for allocating the funding identified in the "Data Quality and Assess Enhancement …Projects" line item of the MetroGIS budget. The following principles do not apply to funds acquired through grants or sources other than the Metropolitan Council. Data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g. counties related to parcel data) are eligible for receive funds from this line item for eligible projects. There is no obligation on the part of the Council pay for projects that exceed the funds identified in this line item. Agreements that allocate funds from this line item must comply with the following principles, which supplement and expand upon, not supercede, the more general principles[1] that have governed MetroGIS's efforts for some time.

Data Quality and Access Enhancement Funding Principles

The following principles are to be embedded in 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:
    a) 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).
    b) To assist data producers in performing primary custodial responsibilities, which have been endorsed by the Policy Board that exceed internal business functions, including extracting, documenting, manipulating, and delivering these data to the regional custodian.
    c) To finance data quality and access enhancements, defined through MetroGIS's processes.
    d) 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.

[1] The following principles governed 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: Coordinating Committee

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

SUBJECT: Election of officers

DATE: November 21, 2003
(For the Dec. 17 Mtg.)

REQUEST

The Committee's Operating Guidelines stipulate that a chair and vice-chair shall be elected annually from its membership. Jane Harper and Dave Drealan were elected chair and vice-chair, respectively, at the Committee's December 2002 meeting. Both will be completing their first terms in these offices and have indicated a willingness to continue in these capacities if the Committee so desires.

BACKGROUND

1. A roster of the current Committee members is attached.

2. Article III; Section 6 states "The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected.

3. Article III; Section 7 states "The Coordinating Committee 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. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected.

RECOMMENDATION

Elect a chairperson and a vice-chairperson.

COORDINATING COMMITTEE MEMBERSHIP

(As of November 21, 2003)

Name	Organization	Organization Type
Will Craig	University of Minnesota	Academic
Sandra Paddock	Wilder Research	Non-Profit
Brad Henry	URS/BRW – formerly City of Minneapolis	Special Expertise
Steve Lehr	CB Richard Ellis	Private Sector (Business Geographics)
Larry Charboneau	The Lawrence Group	Private Sector (GIS Consultant)
Al Laumeyer & Allan Radke	CenterPoint Energy Minnegasco & Xcel Energy (*Share a seat on a rotating basis*)	Private Sector (Utility Company)
Karen Johnson	City of St. Paul (AMM-Large City)	Public - City
Bob Cockriel	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Dave Drealan	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Hentges	Scott County	Public - County
Gary Swenson	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencl	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Nancy Pollock	Metropolitan 911 Board	Public - Metropolitan Gov.
Nancy Read	Metro. Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Lee Whitcraft	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Robert Maki/	DNR	Public - State Agency
Clifton Aichinger	Ramsey-Wash-Metro Watershed District (MAWD)	Public - Watershed. District

Organization Type	**Representation**	
	Current Seat	*Maximum Permitted*
Government	19- 76%	
Non-Government	6- 24%	30%

TO: Coordinating Committee

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

SUBJECT: Modifications to MetroGIS's Operating Guidelines - **SECOND READING**

DATE: November 21, 2003
(For the Dec. 17th Meeting)

INTRODUCTION

The Coordinating Committee Chair hereby submits for second reading and final acceptance by the Committee, modifications to MetroGIS's Operating Guidelines illustrated in the document dated September 18, 2003, that was distributed to the Committee on November 26 to comply with the 15 day notice rule.

PAST COMMITTEE CONSIDERATION

At the Committee's September 17th meeting, the proposed modifications to MetroGIS's Operating Guidelines received first reading. The only suggested change was to include a statement(s) encouraging both Policy Board and Committee members to seek appointment of an alternate to participate in their absence. The matter of appointing a Committee liaison to workgroups that currently do not have a liaison to the Committee was postponed until following second reading.

SUMMARY OF PROPOSED CHANGES

The current Guidelines were adopted in 1998 and have not been modified since that time. The proposed modifications would:

1) Update the context from a proposed regional data sharing mechanism to one that is operational.
2) Remove reference to the Policy Advisory Team that was dissolved in July 2001.
3) Acknowledge the widespread use of ad-hoc or special purpose workgroups, in addition to the Technical Advisory Team, as the principal means to identify components of solutions to common geospatial data needs.
4) Recognize that the Technical Advisory Team has slowly evolved into a mechanism for sharing knowledge, with less and less involvement in defining strategies to address issues and opportunities, tasks which currently are nearly exclusively accomplished by ad-hoc or special purpose workgroups.
5) Call for a liaison from the Coordinating Committee to serve on each ad hoc workgroup, in addition to serving on the standing Technical Advisory Team. Two such special workgroups (Road Networks and Hydrology) do not currently have Committee liaisons.
6) Add to the list of Policy Board responsibilities, ensuring an up-to-date business plan.
7) Clarify the responsibilities of the Coordinating Committee Chair.

RECOMMENDATION

That the Coordinating Committee:

1) Approve the proposed modifications to MetroGIS's Operating Guidelines as illustrated in the attached document (separate file on website) dated September 18, 2003 and forward them to the Policy Board for approval.
2) Assign willing Coordinating Committee members to serve as liaisons to ad-hoc/special purpose workgroups of the Committee that currently do not have a liaison.

REFERENCE SECTION

Ad-hoc/Special Purpose Workgroups	Coordinating Committee Liaison
Addresses (*proposed to be authorized 12/17/03*)	
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness	Randy Knippel and Rick Gelbmann
Existing Land Use	David Arbeit
Highway and Road Networks	
Lakes and Wetlands	
Parcel Enhancements	Gary Swenson
Socioeconomic – Phase I (*complete Dec 17, 2003?*)	Will Craig and Sandra Paddock
Socioeconomic – Phase II (*proposed to be authorized 12/17/03*)	
School District Jurisdictional Boundaries (2004?)	Jane Harper, David Arbeit
Watershed District Jurisdictional Boundaries (2004?)	Jane Harper
Technical Advisory Team	Ron Wencl, Rick Gelbmann (others?)

TO: Coordinating Committee

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

SUBJECT: 2003 MetroGIS Accomplishments and Annual Report

DATE: December 4, 2003
(For the Dec. 17 Meeting)

REQUEST

Coordinating Committee comment is sought regarding the attached summary of accomplishments over the past year and suggested themes for the MetroGIS 2003 Annual Report.

2003 ACCOMPLISHMENTS

Significant accomplishments in 2003 include:

- ✓ Sustained adequate funding for MetroGIS from the Metropolitan Council following the transition to a new administration and significant funding cuts throughout the Council's programs.
- ✓ Reached an agreement-in-principle with LMIC to collaborate on enhancements to DataFinder Café and integrating Cafe into the State's geospatial infrastructure.
- ✓ **??**Five-year data sharing agreements reached with each of the counties that clarify rules for Regional GIS Project funding, establish parameters for custodial responsibility compensation, and achieve a single license procedure.
- ✓ MetroGIS's collaborative effectiveness was leveraged through a partnership with MnDOT concerning a regional highway and road network solution and participation in a Metro 911 Board initiative to integrate GIS technology into the day-to-day operations of the 27 Public Safety Answering Points (PSAPs) that serve the Metro Area.
- ✓ Created an Emergency Preparedness Workgroup which is working closely with a similar newly formed Workgroup of the Governor's Council on Geographic Information.
- ✓ Completed Phase I of the Socioeconomic Information Need, resulting in an online listing of web-based resources.
- ✓ Implemented MetroGIS's first regional geospatial application – mailing labels.
- ✓ Refined Performance Measures Reporting, including addition of another testimonial to the benefits of MetroGIS's efforts.
- ✓ Initiated substantial outreach activity.

A detailed listing of the activities and accomplishments is attached.

2003 ANNUAL REPORT

Beginning with the 2002 annual report, a format change was introduced. The report is now comprised of a brochure "wrapper" that is intended to be used for two issues of the report and a double-sided single page insert that summarizes the major highlights of the immediate past year. The 2002 brochure and report can be viewed at http://www.metrogis.org/about/annual_reports/03brochure.pdf and http://www.metrogis.org/about/annual_reports/ar02.pdf, respectively.

The proposed core theme for the 2003 annual report insert is the same as last year - how the existence of MetroGIS is making a difference. In particular, this past year MetroGIS's impacts were demonstrated not only through easier and quicker access to data needed, in the form needed, for a variety of stakeholders but equally as important by other organizations leveraging the collaborative processes fostered by MetroGIS and products of this collaboration. Jeanne Landkamer has again been retained to produce the MetroGIS 2003 Annual Report. She has produced MetroGIS's last five annual reports.

RECOMMENDATION

That the Coordinating Committee suggest any additions and/or modifications to the:

1) Detailed and summary listings of accomplishments for 2003.
2) Proposed themes for the 2003 Annual Report.

Detailed Listing of Significant MetroGIS Accomplishments - 2003 -

I. Regional Information Need/Data Solutions:

a. Emergency Preparedness

An Emergency Preparedness Workgroup was established. The group organized into three subgroups and made notable progress establishing contacts with the emergency management community, identifying critical data resources, as well as specifications for a prototype web-based information dissemination tool. The group has established a liaison channel with a similar committee of the Governor's Council on Geographic Information (GCGI). The chair of the GCGI committee is a member of the MetroGIS workgroup and its steering committee. Outreach efforts have included making presentations to at the State GIS/LIS Conference, Public Health Strategic Stockpile (SNS) Planning Committee, and State Office of Emergency Management, and Metro Emergency Managers Association (MEMA).

b. Existing Land Use:

A Peer Review Forum was held on April 17th to initiate work on this information need. The characteristics of the desired data content requirements for a regional solution were identified. The technical workgroup made substantial progress on a recommended strategy and will attempt to complete its work by March 2004.

c. Highways and Roads:

A strategic partnership between MetroGIS and MnDOT was entered into in July. Through this partnership, MetroGIS will play a substantial role in defining components of a scheme (Linear Reference Model – or LRM) that will make it possible to interrelate data collected by many different organizations pertaining to road and highway networks.

d. Hydrology

Metropolitan Mosquito Control District's data evaluated for component of regional solution. No substantive progress made on establishing content guidelines or custodian matters. Awaiting the affected state agencies to agree on statewide policies since the metro area solution needs to be integrated with data produced by the state.

e. Jurisdictional Boundaries

- *Municipal and County Boundaries*: The custodial responsibilities were modified to stipulate quarterly updates, at the time of the regional parcel data updates. The former policy vaguely called for annual updating of this regional dataset.
- *Watershed District Boundaries.* Washington County made substantial progress to complete a pilot study that will be used to shape regional policy related to data content and custodian responsibilities. The final recommendations are expected to be submitted to the Coordinating Committee in early 2004.

f. Land Cover

Several more producers have contributed to the regional dataset, demonstrating that establishing standards and promoting them can work in a voluntary, multiple-participant environment.

g. Parcels:

- *Government and Academic Interests:* Over 50 desired enhancements to the regional parcel dataset were identified at the Data Users Forum hosted by MetroGIS on September 25th. Of these 50 suggestions, 15 received were identified as the most significant from a regional perspective. A technical workgroup expects to submit a recommendation early in 2004 regarding specifications and options to accomplish the desired enhancements. To address a previously cited need, a link was added to the metadata to encourage data users to inform the data producers of any anomalies they identify in the data.
- *Non-Profit and For-Profit Version.* The County Data Producers Workgroup reached agreement on a strategy to collectively modify their respective fees to include a discount for volume purchases, a web site was developed to implement a single point of access to order parcel data,

agreement was reached to pursue a "shrink-wrap" licensing concept and significant progress was made to reach agreement on a single license document. Launch of the proposed mechanism to collaboratively distribute parcel data to non-government is expected to occur early 2004.

h. Planned Land Use

The regional coding scheme for Planned Land Use was modified to address a transit need and the procedures for updating alignment with parcel data were modified.

i. Socioeconomic Characteristics of Areas

- Business Information Needs Workgroup – Phase I of a regional solution was completed. Existing data sources that satisfy priority socioeconomic information needs were identified and gaps between desired and existing data were identified. Phase II was authorized and is proposed to begin in 2004.
- Accessibility Workgroup: - US Census Tract data were formatted for distribution via DataFinder. These data comprised the 11th most often downloaded datasets, even though available for only a portion of the year.

II. Special Studies/Projects –Leveraging Investments

a. Next Generation Data Sharing Agreement

Agreement with the Chair was reached. The counties will hopefully approve by year-end. If so, issues that have been lingering for two rounds of negotiations will be resolved.

b. Integration of DataFinder Café and State GeoIntegrator

An agreement-in-principle was reached with the MN Land Management Information Center (LMIC) to expand the functionality of DataFinder Café and integrate it with the state's system (GeoIntegrator). The project will result in a Version 2 of the Café program, which is expected to be operational by mid-2004.

c. Metro 911 Board Project

MetroGIS was invited to assist the Metro 911 Board in developing a Request for Information to assess options regarding integration of GIS technology into the day-to-day operation of the 27 PSAPs (Public Safety Answering Points) that serve the seven county area. MetroGIS also participated in the workgroup that developed subsequent recommendations to launch the initiative to be considered by the full Board in December 2003.

d. Regional Mailing Label Application Initiative

A mailing label application, that runs on top of the regional parcel dataset, was prototyped based upon an application that had been developed by Carver County. Issues regarding possible impact on existing revenue streams delayed the launch, which is proposed to occur by early January.

e. Regional Parcel Dataset– Non-Government Version

See item I(f).

f. PolicyLink – Improving Access to Geospatial Data by Community Groups

On May 20, Will Craig presented information about MetroGIS's activities and policies to a summit on ways to improve access to geospatial data by community groups. PolicyLink conducted a series of interviewers with key organizations over the summer and presented their findings at a follow-up forum on November 14th. MetroGIS was cited as a critical player to accomplish the desired ends. Talks are expected to continue in 2004.

g. Investigate Exchanging Parcel for Utility Infrastructure Data

Representatives from Xcel Energy, Centerpoint Energy Minnegasco, the Minnesota Valley Electric Cooperative and Dave Drealan, representing the seven counties, agreed to investigate the concept of sharing parcel and utility infrastructure location data. Parcel data for a portion of Carver and Scott Counties were provided to the three utilities in October. If the utilities believe access to the regional parcel dataset would be of value in exchange for utility location data, further discussions will be held to evaluate interest in modifying the utility locations to align with parcel data and interest, in general, by local government in having access to utility location data for emergency preparedness, rights-of-way management, etc.

h. The National Map Pilot

MetroGIS DataFinder was designated as the "go-to" source of data for the Twin Cities Metropolitan Area for The National Map.

III. Data Discovery and Acquisition

a. Enhance MetroGIS DataFinder

- *DataFinder Café:* …See 2(a) above
- *User Information:* The databases that support performance measure reporting for DataFinder and DataFinder Café were modified to permit MetroGIS to better measure usage and characteristics of use. An agreement with Quova was reached to provide information about who is downloading data from DataFinder and where they are located. The finding was that nearly 70 percent of the downloading activity is with the seven county metro area and adjoining counties.

b. Promotion of DataFinder As A Common Tool – Leveraging the Investment:

- A successful test was conducted from August to September by the City of St. Paul to investigate the possibility of using MetroGIS's DataFinder Café to support the City's internal and external geodata distribution needs. St. Paul is currently using Café in this capacity.
- Washington County is using the web server that supports Café to provide external Internet access to the county's parcel query application. Use of the Café server is saving the county approximately $10,000 annually plus the cost of hardware and software and related licensing expenses.

IV. Outreach

a. Annual Report:
The 2002 Annual Report was distributed to over 1500 persons and handed out at several conferences and forums. The format was modified to comprise a brochure style with a single page insert specific to the reporting year. The brochure addresses the broad goals and benefits and the one-page insert summarizes the accomplishments that year. The change was made to reduce costs in response to the budget reductions that occurred in 2003. 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 the three issues of the statewide GIS/LIS newsletter.

c. www.metrogis.org:
This website serves as MetroGIS's institutional memory and main vehicle for keeping participants informed. This site is receiving in excess of 5,000 visits per month.

d. County User Groups:
Quarterly updates of MetroGIS's activities are sent to each users group. Staff tries to regularly attend user several meetings to encourage use of adopted best practices and answer questions about MetroGIS's activities. In August MetroGIS provided $500 to the Hennepin County User Group to assist it with its organizational expenses.

e. Coordination with **State (Beyond Metro)** Geospatial Activities/Information Requests:

- MetroGIS's Emergency Preparedness Workgroup established a relationship with the MN Office of Emergency Management in January. The leadership of the two Regional Review Committees (RRCs) that cover the Twin Cities have been integrated into MetroGIS's efforts to implement regional solutions to common Emergency Preparedness Information Needs.
- The Staff Coordinator participated on a Governor's Council workgroup with David Arbeit, member of the Coordinating Committee, that produced a guide for organizations interested in sharing geospatial data. Through a decision tree format it leads the reader through the many requirements set forth in the Data Practices Act and offers proven options to address each. The final document can be viewed at http://www.gis.state.mn.us/pdf/GeoDataExchange.pdf
- The Staff Coordinator and David Arbeit served on the Governor's Council Data Committee workgroup charged with overseeing I-Planning for the state. Many of the lessons learned through MetroGIS's efforts and its fundamental philosophies have embedded into the state's I-Planning efforts.
- Staff and committee members also served as liaisons to Council committees and workgroups: Emergency Preparedness, Hydrographic, Land Records Modernization Committee, and Data Sharing Guidelines Workgroups.

- Via the Land Records Modernization Committee of the Governor's Council on Geographic Information, staff established a networking relationship with representatives from Chisago, Goodhue, and Wright Counties in accordance with MetroGIS's Outreach Plan, relating to the collar counties, and to share knowledge about common GIS needs and opportunities.
- Several members of MetroGIS's Coordinating Committee and the Staff Coordinator participated on the GIS curriculum committee for Anoka-Ramsey Community College, which meets 2-3 times per year.

f. Coordination with **National/International** Geospatial Activities/Information Requests:
- January: Policy Board approved adding MetroGIS's signature to NSGIC's Resolution of Interdependence – Homeland Security
- January: DirectionsMag.com published an article about MetroGIS.
- March: GeoWorld Magazine published an article about MetroGIS as its cover story. - http://www.geoplace.com/gw/ plus a printed article.
- March: The St. Paul Board of Realtors published an article about MetroGIS in their newsletter.
- March: The Coordinator of the State of Montana GIS Office interviewed MetroGIS staff regarding MetroGIS's efforts to streamline licensing and matters concerning intellectual property rights.
- April: The OGC published an article about MetroGIS in their newsletter.
- March: Interviewed by Rochester-Olmsted County GIS consortium concerning policies for distribution of regional parcel data.
- Apr. 28: Interviewed by Sarah Hawks, a graduate student form U of Wisconsin-Milwaukee, who is developing a thesis on the organizational aspects of regional GIS.
- May 1: Interviewed by Brian Berandier, with REGIS, a multi-county Geospatial Data Collaborative in NW Michigan, about a funding model for MetroGIS. Also interested in Area Integrator SIG.
- May 1: Invitation to participate in Open Data Consortium study funding by FGDC.
- May 20: Staff Coordinator was a panelist for URISA's Summit in Washington D.C., titled "*National Programs…Local Implementation*", to facilitate dialogue between federal program managers and local officials.
- May 29: Interviewed by Gardner Group regarding MetroGIS effort to facilitate data sharing via use of technology. This interview was a follow-up to a conversation that occurred at an April Summit sponsored by the Pawlenty Administration.
- September: Interviewed by Dee Ann Davis, MIT, regarding data privacy issues that have been dealt with by MetroGIS.

g. Presentations:
- Feb. 19: Transportation Advisory Board of the Metropolitan Council, St. Paul
- Feb 9 and October 20, the MetroGIS Staff Coordinator shared MetroGIS's objectives, accomplishments, and lessons learned at two U of M Graduate GIS Seminars.
- May 20: Will Craig presented at the PolicyLink Summit. (See II(e), Minneapolis
- Sept 24: The Staff Coordinator summarized MetroGIS's objectives, accomplishments, participants and lessons learned at a meeting of the Scott County GIS Users Group, Belle Plaine.
- Oct 21: At least two members of the MetroGIS Coordinating Committee made presentations at the Conference on Policy Analysis that cited MetroGIS's efforts, Minneapolis
- Oct 30: Staff met with MnDOT senior managers to summarize MetroGIS's objectives, accomplishments, and participants prior to discussing the new partnership to collaborate on Linear Reference Model (LRM) project. (See I(c), St. Paul
- See I(a) - Emergency Preparedness outreach efforts.

V. Project Management/Administration

a. Administered Performance Measures Plan – quarterly reports to the Coordinating Committee. The Policy Board requested an annual presentation that includes recommendations to address any issues or concerns that are identified. Following a several month effort to define a quantitative method to

document producer benefit as called for by the adopted Plan, the Coordinating Committee accepted a staff recommendation to modify this policy to utilize a qualitative approach.

b. Obtained Metropolitan Council approval of a 2004 budget for MetroGIS at a level consistent with the proposed workplan.

c. Maintained currency of information on *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. Currently this site is experiencing over 5000 visitor sessions/month, up from about 1500/month in 2001.

d. Maintained currency of metadata and data accessible via *www.datafinder.org* - MetroGIS's primary data distribution mechanism. Currently this site is experiencing about 1700 sessions/month, up from about 800/month 2001.

e. Maintained licensing records for access to parcel (45) and street centerline data (140).

f. Significant documents produced:
   - 2002 Annual Report (www.metrogis.org/about/annual_reports/index.shtml)
   - Summary of the April Regional Existing Land Use Peer Review/Launch Forum (http://www.metrogis.org/data/info_needs/existing_land_use/turnaround.pdf)
   - Summary of the September Regional Parcel Data Users Forum (http://www.metrogis.org/data/datasets/parcels/index.shtml#enhance)
   - The sixth testimonial to the benefits of MetroGIS's efforts to stakeholders was documented. SRF Consulting was the subject. It can be viewed at http://www.metrogis.org/benefits/testimonials/srf.pdf.

g. Meetings supported by MetroGIS staff team:
   - Policy Board (4)
   - Coordinating Committee (4)
   - Technical Advisory Team (2)
   - Business Information Needs - Workgroups, Data User Forums, Training, etc.:

✓Emergency Preparedness Workgroup	(3 workgroup meeting, plus misc. projects)
✓Parcel Workgroup	(Sept. Forum and 1 workgroup meeting)
✓Socioeconomic Characteristics Workgroup	(6)
✓Regional Existing Land Use Workgroup	(April Forum and 3 workgroup meetings)
✓Highway and Roads Workgroup	(4)
✓County Data Producers Workgroup	(5)

   - Special Events: none

MetroGIS
Roles and Responsibilities
Balance Sheet

Function Performed	Custodian / Steward [1] [2] *Accepted Role On behalf of the Community*	
1. General Collaboration and Coordination *Staffing and funding to support forums and workgroups to define common needs and collaborative solutions, perform satisfaction monitoring, foster use of endorsed best practices, fund partnership agreements, support decision-making processes, etc*	Metropolitan Council	
2. MetroGIS DataFinder *Staffing and funding to support Internet-Based Tool for Search and Discovery of Commonly Needed Geospatial Data for MetroGIS community*	Metropolitan Council	
3. Regional Data Solutions *Staffing and funding to develop, maintain, and document Regional Data Solutions to Priority Common Information Needs as of July 2003:*	**Primary Producer**	**Regional Producer/Aggegator**
a. Addressable Street Centerlines	The Metropolitan Council via a contract with The Lawrence Group (TLG)	Metropolitan Council
b. Census Geography (aligned with parcel and street centerlines) 1990 and 2000 Datasets	The Metropolitan Council via a contract with The Lawrence Group (TLG)	Metropolitan Council
c. Jurisdictional Boundaries (aligned with parcels and street centerlines *Cities and counties* *School districts (policy pending)* *Watershed Districts (policy pending)*	Counties	Metropolitan Council
d. Land Cover	20+ diverse government, academic, and private sector entities	Mn DNR
e. Parcels	Counties	Metropolitan Council
f. Planned Land Use	Cities	Metropolitan Council
(Custodial Policies Pending) **Emergency Management** **Existing Land Use** **Highway and Road Networks** **Hydrology - Lakes and Wetlands** **Land Regulations** **Rights to Property** **Socioeconomic Characteristics of Areas**		

[1] For links to the listings of specific roles and responsibilities for each endorsed regional dataset go to www.metrogis.org/data/index.shtml.

[2] Since 1997, the seven counties have agreed to share their parcel data with other government and academic entities that serve the Metro Area as a component of Data Sharing Agreements executed with the Metropolitan Council. For more information see www.metrogis.org/about/history/sharing.shtml.

TO: Coordinating Committee

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

SUBJECT: 2004 MetroGIS Budget

DATE: December 9, 2003
(For the Dec 17 Meeting)

REQUEST

Coordinating Committee approval is sought for the proposed 2004 MetroGIS budget, assuming the Metropolitan Council adopts its 2004 funding for MetroGIS, as proposed. Final Council action is scheduled for December 10th. Policy Board adoption of the proposed 2004 MetroGIS budget is scheduled for January 28, 2004.

PAST CONSIDERATION

September 17th: A preliminary 2004 detailed budget for MetroGIS was shared with the Committee for comment. No modifications were suggested by the Committee.

October 29th: The preliminary 2004 budget shared previously with the Committee was shared with Board for comment to ensure nothing had been overlooked. No modifications in the numbers were requested, but the Board did adopt several guiding principles (See Agenda Item 4) to allocate the $50,000 allotted to the data sharing agreement and data/access enhancement projects.

SUMMARY OF THE 2004 METROGIS BUDGET

Major Expense Type (*funding from all sources*)	2003 Authorized	2004 Proposed
Salaries & Fringes (*reduced from 3.25 to 3.0 FTEs 7/03*)	$213,000	$200,000
Data Sharing Agreements and Data/Access Enhancement Projects	50,000	50,000
DataFinder Enhancements/Support	34,750	27,500
Other Non-Staff Operating Expenses and Contract Services	37,500	24,000
Subtotal	***$335,500***	***$301,500***

A funding balance sheet and a detailed budget allocation document are attached. The line items presented in the detailed 2004 budget allocation document are arranged, as in the past, according to the priority functions agreed upon in 2000, as a component of the 2000-2003 Business Planning effort. As in the summary table above, the numbers in each the attached documents are the same as presented to the Coordinating Committee for comment at its September meeting. The only changes involve updating some text and notes to reflect Board action in October related to Guiding Principles for allocation of Regional GIS Project funding (See Agenda Item 4).

RECOMMENDATION

That the Coordinating Committee recommend that the Policy Board approve the proposed 2004 MetroGIS budget allocations, as presented in the attached document dated December 8, 2003, subject to the Metropolitan Council adopting a budget that supports the portion of these expenses allocated to the Council.

MetroGIS
Funding Balance Sheet

Revenue Sources	2003 Approved	2004 Requested
Metropolitan Council Resources:		
Staff *(Reduced from 3.25 FTE to 3.0 FTE July 2003)*	$213,000	$200,000
Data Maintenance Agreements and Data Quality/Access Enhancements[(1)]	$50,000	$50,000
DataFinder Enhancements/Support	$12,750	$12,500
Other Non-Staff Operating Expenses	$37,750	$24,000
Subtotal	$313,500	$286,500
Grant Funds:		
NSDI Web Services Grant[(2)] & Partnership with LMIC		$15,000
Subtotal	$0	$15,000
Other:		
DataFinder Enhancement Partnership with LMIC (in addition to NSDI grant)	$22,000	TBD
Subtotal	$22,000	
GRAND TOTAL	*$335,500*	*$301,500*

Notes:

(1) Compensate producers with roles and responsibilities for regionally endorsed data/applications and support data/application enhancements of significance to the MetroGIS community.

MetroGIS Detailed 2004 Budget Allocations

	A	C	D
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**	**2003**	**2004**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Proposed for Hearing
7			
8	**I. MISSION CRITICAL FUNCTION**		
9	**1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations**		
10	a) Support Teams, Committees and Board		
11	i. Copying, postage, local travel, room rental, etc.		
12	ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	$15,000	$15,000
13	b) Participant appreciation function	N/A	N/A
14	c) Outreach		
15	i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	$3,000	$500
16	ii. Communications Outsourcing/Supplemental Staff Support	$2,500	$3,000
17	iii. Copying, postage, local travel		
18	**2. Facilitate data sharing agreements and licensing among MetroGIS stakeholders (*assist with custodian roles and data enhancements*) and fund enhancements regional datasets**		
19	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. (*e.g., data sharing and maintenance agreements with the seven metro area counties for widespread access to parcel and related data along with the agreement with The Lawrence Group (TLG) for widespread access to street centerline data both have served as fundamental components of MetroGIS's regional solution strategy since early in the evolution of MetroGIS due to the importance of these data to the stakeholder community*.) As MetroGIS's efforts expand to address a broader range of priority information needs, principles adopted by the Policy Board (October 29, 2003) will used to decide the allocation of funds among the variety of data producers critical to sustaining regionally endorsed solutions and to finance enhancements to regionally endorsed datasets.	$50,000	$50,000
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.*)**		

MetroGIS Detailed 2004 Budget Allocations

	A	C	D
5	**MetroGIS Coordination Function**	**2003**	**2004**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Proposed for Hearing
21	a) Project Funds to enhance DataFinder functionality (*Expand geographic search capability, develop applications/scripts, etc. to enhance & improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software*), etc. *$15,000 NSDI Web Mapping Service Grant funding planned in 2003 for GML enhancement via partnership with LMIC for $37,000 project. No other use can be made of these funds.* ***Assumes a partnership beginning Fall 2003 with LMIC to host DataFinder on state system and share cost of improvements and ongoing maintenance.***	$12,750	$10,000
22	b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	$12,000	$2,500
23	**4. Identify unmet GIS needs with regional significance and act on these needs**		
24	a) MetroGIS data users forums and Business Information Need Peer Review Forums	$1,000	$500
25	b) Participant satisfaction survey	$0	$1,000
26	c) Seed $'s for regionally significant projects	(See I-2)	(See I-2)
27	d) Identify Second Generation Business Information Need Priorities		$1,000
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).**		[Refer to III 1(a)]
29	a) Negotiate agreements	(See I-2)	(See I-2)
30	b) Facilitate compliance (training sessions, sharing best practices, etc)	(See II-3a)	(See II-3a)
31	**SUBTOTAL (Does not include staff expenses)**	**$96,250**	**$83,500**
32			
33	**II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL**		
34	**1. Maintain MetroGIS world wide web site (not DataFinder)**	$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)
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)	$0	$250
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
41	b) Assist County User Groups with special functions that promote the principles of MetroGIS	$0	See II-5 (c)
42	c) Facilitate regionwide users groups/forums for knowledge sharing	$2,500	$2,000

Last Updated
12/08/03

MetroGIS Detailed 2004 Budget Allocations

	A	C	D
5	**MetroGIS Coordination Function**	**2003**	**2004**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Proposed for Hearing
43	**6. Advocate for MetroGIS needs and desires with state and federal policy makers**		
44	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
45	b) Participate in non-local Workshops/Activities		
46	i) GDA Membership Dues (authorized by Board July 11, 2001)	$250	$0
47	ii) NSDI / I-Team etc. related activities not paid by host.	$1,500	$750
48	**SUBTOTAL (Does not include staff expenses)**	**$4,250**	**$3,000**
49			
50	**III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE**		
51	**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-4(a & d). See work plans for specifics)**		
52	a) Develop regional data sets	See Assumption	See Assumption
53	***Business Plan Assumption*** **:** MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures		
54	b) Maintenance of Regional Datasets	See Assumption	See Assumption
55	***Business Plan Assumption:*** Maintained by org/partnership with business need		
56	**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)
57	**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**
58			
59	**IV. CASE BY CASE**		
60	**1. Develop master contracts for regional GIS projects, when appropriate**	[See I(1) and I(2)]	[See I(1) and I(2)]
61	**2. Endorse standards for telecommunication protocol and networks** (AKA: create guidelines for getting electronic access to the information that is being shared)	$0	$0
62	**3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS**	(Staff function) See II(3) & (5)	(Staff function) See II(3) & (5)
63	**4. Undertake research to meet common regional GIS needs**	(See I-4)	(See I-4)
64	a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures)	[See I(1)(a)(ii)]	[See I(1)(a)(ii)]
65	**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**
66			
67	**V. LOW PRIORITY**		
68	**1. Identify GIS training and continuing education needs and encourage participation**	(Rely on other organizations)	(Rely on other organizations)
69	**2. Provide a repository of GIS human resources information (centralized job posting/position descriptions)**	(Rely on other organizations)	(Rely on other organizations)

Last Updated
12/08/03

MetroGIS Detailed 2004 Budget Allocations

	A	C	D
5	**MetroGIS Coordination Function**	**2003**	**2004**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Proposed for Hearing
70	**3. Actively Market MetroGIS data and products.** (Ranking a result of *year 2000 survey when still in the midst of building functionality*) **(See Outreach Activities)**	(See I-1 and note)	(See I-1 and note)
71	**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**
72			
73	**ADMINISTRATIVE**		
74	a) GIS/Professional Development Conferences	N/A	N/A
75	b) Performance Measures Reporting	I-1a(ii)	I-1a(ii)
76	**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**
77			
78	**YEAR**	**2003**	**2004**
79			
80	**METROPOLITAN COUNCIL**		
81	NON-STAFF - EXCEPT DATA/ACCESS ENHANCEMENTS	$25,750	$24,000
82	DATA QUALITY & ACCESS ENHANCEMENTS [I-2]	$50,000	$50,000
83	DATAFINDER ENHANCEMENTS/SUPPORT	$24,750	$12,500
84	TOTAL NON-STAFF	$100,500	$86,500
85	STAFF (*3.0 FTE Dedicated to MetroGIS*)*	$213,000	$200,000
86	**SUBTOTAL**	**$313,500**	**$286,500**
87			
88	**OTHER FUNDING SOURCES**		
89	NSDI Web Services Grant (Total award $18,700) - Assign to LMIC		$15,000
90	LMIC Partnership - DataFinder Enhancement	$22,000	TBD
91	**GRAND TOTAL**		
92		**$335,500**	**$301,500**
93	*Oct 1, 2003 salaries assumed		

TO: Coordinating Committee

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

SUBJECT: 2004 MetroGIS Work Plan

DATE: December 3, 2003
(For the Dec. 17 Meeting)

INTRODUCTION

The proposed detailed 2004 work plan for MetroGIS is attached for the Committee's approval. The Coordinating Committee is responsible for overseeing the activities necessary to accomplish each of the identified tasks. Modifications have been made to the initial draft shared with the Committee for comment at its September meeting, in response to comments received from workgroup leaders and the Committee Chair following the meeting.

PAST ACTION

September 17, 2003: The Coordinating Committee was presented an initial draft of the one-page summary of major objectives and the detailed workplan for 2004. No comments were received.

October 29, 2003: The Policy Board was asked to review and comment on the same initial draft of the one-page summary of major objectives and the detailed workplan for 2004. No comments were received.

KEY OBJECTIVES

Major focuses proposed for 2004 include:

- Launching a new "Address Workgroup" to deal with address-related information needs that have been identified by the existing Parcels, Socioeconomic, and Existing Land Use workgroups but beyond the scope of their efforts, as well as, by an emerging major Metro 911 Board initiative.
- Make substantial progress toward comprehensive regional solutions for **seven** additional common information needs that are currently in various stages of completion: emergency preparedness, existing land use, highway and road networks, hydrology, jurisdictional boundaries (school and watershed districts) and socioeconomic characteristics of areas.
- Working in partnership with the State to enhance the functionality of DataFinder.

MAJOR ASSUMPTIONS

1. The Metropolitan Council will approve funding adequate to support MetroGIS's core functions. Final decision to be made on December 10th.
2. An agreement will be in place with each of the seven counties prior to January 1, 2004 to maintain access to parcel data, without fee, by government and academic interests.
3. 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.
4. A partnership with LMIC will be in place to share the expenses and support of DataFinder.
5. Supplemental professional services (performance measures, business strategies, etc.) can be retained within the amounts budgeted. Proposals currently being evaluated.
6. The County Data Producer Workgroup will complete its work on the following tasks in 2003:
   - Regional mailing label application
   - Collaborative mechanism to distribute parcel data to non-government interests

DISCUSSION

In addition to commenting on the proposed work plan activities, Committee direction is sought regarding two related matters. They are as follows:

1. *Committee Retreat:* Over the past eight years, substantial progress has been made to address priority common information needs. However, the pace at which regional solutions are implemented has dramatically slowed down and two of the initially identified priority information needs (Land Regulations and Rights to Property) have yet to receive any attention. This is because no single data producer has a strong business need to support a regional solution that accommodates the desires of the user community. The later is a major concern because current policy states that if an organization does not take the lead of the investigation, no work on a solution occurs.

   A paradigm shift may be in order to accommodate comprehensive solution to some of the work in progress, priority needs that have not been addressed, and possibly others yet to emerge. Such a shift might focus on distributed but coordinated solutions, such as establishing and promoting standards, but no multi-organizational management (no regional assembly). The Land Cover solution is an example of such a solution (http://www.metrogis.org/data/info_needs/land_cover/index.shtml). Current policy calls for regional solutions to be uniform across the seven-county regional as well as be interoperable with other regional solutions. Can standards, without cross-jurisdictional management, accomplish both of these objectives?

   Given the possible major shift in policy, a Coordinating Committee retreat is proposed for Fall 2004 to evaluate options to address these information needs where no single organization has a compelling business need. This discussion should occur prior to launching planned projects to identify second generation common information needs and update the Business Plan.

2. *Utility Infrastructure - Priority Information Need?:* The reporting required by GASB34 and the associated opportunity to possibly enhance the awareness of the benefits of GIS among local government raise a question as to whether these circumstances are compelling enough reasons to add Utility Infrastructure to the list of regional priority information needs prior to undertaking a formal second generation evaluation. The Committee took this action last December when it recommended adding Emergency Preparedness to list of original 13 common information needs. Is this a similar situation and is there an organization(s) willing to champion the effort? If so, which utilities should be included?

RECOMMENDATION

That the Coordinating Committee:

1) Modify, as desired, the attached 2004 MetroGIS detailed work plan, dated December 3, 2003, and recommend that that Policy Board approve it, subject to receiving the funding requested of the Metropolitan Council.
2) Decide whether or not to host a retreat in Fall 2004 to discuss options for addressing common information needs that are not a compelling business need of a single organization.
3) Decide whether Utility Infrastructure should be added to the list of common priority information needs as a result of the GASB34 reporting requirements.

Accepted by the Policy Board**
(*pending*)

MetroGIS Mission Statement

(Adopted February 1996)

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

Major 2004 MetroGIS Program Objectives

- Make substantive progress toward comprehensive regional solutions for the following common priority information needs:
    1) Emergency preparedness
    2) Existing land use
    3) Highways and roads
    4) Jurisdictional boundaries – school districts
    5) Jurisdictional boundaries – watershed districts
    6) Lakes and wetlands
    7) Socioeconomic characteristics of areas

- In partnership with the State of Minnesota, support MetroGIS DataFinder as part of the State's geospatial data infrastructure and jointly pursue desired improvements important to the MetroGIS community.

- Implement strategies to achieve desired enhancements to the regional parcel dataset, regional street centerline dataset, and DataFinder, including investigating access by non-profits/community groups whose functions complement government functions.

- Identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS's resources.

- Execute activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS efforts – user satisfaction with solutions and custodian conformance with expectations; document the benefits of MetroGIS's efforts; and modify activities and policies as appropriate.

- Monitor market interest and satisfaction with the collaborative mechanism implemented in Fall 2003 by the seven metro counties to collaboratively distribute parcel data to non-government interests via a common set of procedures and a centralized method to receive data requests and implement policy and procedure modifications as appropriate.

- Continue a strong emphasis on outreach activities with MetroGIS stakeholders and related efforts beyond the Metro Area.

- Maintain currency of www.metrogis.org website for organizational information about MetroGIS.

- Maintain currency of www.datafinder.org website for access to over 100 GIS data files.

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

MetroGIS Coordinating Committee
Purpose Statement
and
2004 Detailed Work Program

Purpose Statement

The MetroGIS Coordinating Committee is responsible for recommending policies and procedural strategies for consideration by the MetroGIS Policy Board to resolve obstacles that must be overcome to achieve widespread sharing of commonly needed geospatial data among MetroGIS stakeholders.

Major Responsibilities[1]

- Advise the Policy Board on matters concerning the design, implementation, and operations of MetroGIS, to include, but not be limited to: datasets and their characteristics which provide the greatest utility for the MetroGIS community (regional datasets/solutions), standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders, and data delivery and access procedures.
- Oversee performance measure and user satisfaction monitoring to periodically evaluate who is using DataFinder, what data are being accessed, and satisfaction with the functionality and data provided.
- Oversee provision of effective opportunities to share GIS-related knowledge important to improving the efficiency and effectiveness of organizations that comprise the MetroGIS community.
- Oversee implementation of MetroGIS Policy.
- Advise the Policy Board on the content of its Business Plan that guides the operations of MetroGIS.
- Ensure an effective means of communication among the Policy Board, the Committee, the Technical Advisory Team and any ad hoc workgroups.
- Coordinate the work of the Technical Advisory Team and ad hoc or special purpose workgroups. (Note: All special purpose workgroups report to the Committee and are dissolved once the specified task is complete.)
- Remain current and discuss new trends regarding Geographic Information Systems technology and related capabilities as they relate to the MetroGIS community.
- Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, Mn/DOT, State Demographer, federal agencies, etc.
- Perform such other duties as may be prescribed by the Policy Board.

2004 MetroGIS Detailed Work Program

A. Priority Common Information Needs

Responsibilities: 1) Create and oversee Information Need Workgroups to define broadly supported data content specifications for a regional solution(s) to each priority common information need. 2) Oversee/assist staff with negotiations and recommend a qualified regional custodian willing to accept the custodian roles and responsibilities defined by a Workgroup for each priority common information need. 3) Recommend solutions to the Policy Board to resolve related intergovernmental policy obstacles. 4) Create and oversee a Technical Advisory Team to encourage knowledge sharing on a variety of technical topics important to the MetroGIS community.

Task	Lead Support	Method	Start/End
1. Regional Highway and Road Networks Information Need *a) Participate with MnDOT to explore the LRM (Linear Referencing Model) project as a possible a regional solution(s) that addresses the desired data specifications identified by the community and identify custodial roles and responsibilities.* *b) Coordinate with MnDOT regarding assigning of Regional custodian roles, access policy*	Mike Dolbow (Metropolitan Council) / Staff Coordinator	MetroGIS Workgroup	**In progress** Aug 02 – ? (*start when "a" completed*)

[1] See Appendix A for further information regarding general expectations and responsibilities

2. Regional Lakes, Wetlands Information Need *a) Assess applicability of state standards and guidelines for lakes and streams.* *b) Secure a lead agency to address other hydrological components of common need.* *c) Identify a regional custodian(s), access policy - endorsement of a custodian(s) to implement roles and responsibilities defined by the workgroup.*	Paul Hanson (Metropolitan Council) / Staff Coordinator	MetroGIS Workgroup	**In progress** May 99 --? *(postpone further work on "b" and "c" until decisions on start policy decided.)*
3. Regional Parcel Dataset **Public Sector / Academic Version:** *Define next steps to accomplish priority, desired enhancements to the regional parcel dataset, along with related roles and responsibilities, identified at 9/25/03 Parcel Data Forum.* **Neighborhood Groups/Specified Non-Profits:** *Evaluate appropriateness of expanding no-fee access by these groups. (Note: a carry over from 2003 workplan and identified Fall 03 by PolicyLink as a desired action.* **Private Sector Version:** *a) Finalize license issues* **b)** *Monitor market interest and user satisfaction with the newly implemented Collaborative Mechanism to distribute parcel data to non-government interests. Recommend any desired policy changes to the Coordinating Committee Dec 04.*	Mark Kotz (Metropolitan Council) Staff Coordinator and County Data Producer Workgroup Staff Coordinator and County Data Producer Workgroup	MetroGIS Workgroup	**In progress** Oct 03 – Dec 04 Policy Board decision not later than July 04. County one-time programming complete Dec 04 Winter 04 - ? **In progress** Aug 02 – ??
4. Regional Existing Land Use Information Need *a) Reach agreement on a regional solution(s) that addresses the desired data specifications identified by the community and on appropriate roles and responsibilities* *b) Identify regional custodian, access policy and tie to Land Regulations with decision rules for buildable/not buildable*	Paul Hanson (Metropolitan Council) / Staff Coordinator	MetroGIS Workgroup	**In progress** Jan 03 – Jun 04
5. Regional Emergency Preparedness Information Need *a) Identify collaborative solutions for assembly and distribution of locally-produced data, from disparate sources, important to emergency response and, to the extent practical, meet National HSIP (Homeland Security Infrastructure Protection) needs.* *b) Define a strategy in conjunction with the Gov. Council on Geographic Information to ensure MetroGIS's efforts are coordinated with those of the Council's, including expand the workgroup through a coordinated outreach effort to include individuals with key expertise critical to implementing sustainable and effective solutions to priority common needs.* *c) Assemble a prototype regional dataset(s) that addresses known emergency management needs and make it available for widespread use/testing.* *d) Develop an evaluation process to identify desired enhancements to the prototype data/application and associated roles and responsibilities, including evaluation criteria and perspectives (organizational and professional) that need to be involved. (The evaluation process to be implemented about 1 year after the prototype is launched.)*	Randy Knippel (*Dakota County*) / Rick Gelbmann (*Metropolitan Council*)	MetroGIS Workgroup	**In progress** Jan 03 - ?
5. Regional Watershed District Jurisdictional Boundaries Dataset *a) Define data characteristics of desired regional solution and appropriate roles and responsibilities. (Completed 2003)* *b) Identify a regional custodian, access policy & coordinate with the state to the extent applicable.*	Jane Harper, Washington County / Staff Coordinator	County Workgroup (Possibility Peer Review Forum)	**In progress** Jan 03 – Mar 04

6. Regional Socioeconomic Characteristics Of Areas Information Need (*Phase II)* *a) Define a regional solution(s) for information needs that can not be sufficiently addressed with existing data (i.e., where small area analysis is desired. Data source candidates to include, but are not limited to, Excensus' iBlocks*) *b) Identify regional custodian(s), access policy - endorsement of a custodian(s) to implement roles and responsibilities defined by the workgroup*	John Carpenter (Excensus)?? / Staff Coordinator TBD	MetroGIS Workgroup	**New** Jan 04 - ?? Coordinate with Address Information Need Workgroup – Item 7
7. Address Information Need Enhancement *Devise a sustainable strategy to resolve the need for household and non-residential unit addresses needs that go beyond data available via parcel and street centerline datasets (apartment units, mobile home units, strip centers suites, office suites, etc.*) *<u>Phase I:</u> Document the business needs (911 dispatching, addresses for mailing labels for units not in tax data, day time populations, monitor business types, small area geographic analysis, etc.), identify organizational and technical needs to accomplish collaborative solution, summarize potential benefits if a collaborative solution were implemented, identify potential partners, and undertake a cursory investigation of data sources including 3rd party options – city licensing/permitting,, InfoUSA, iBlocks, etc.*	Mark Kotz (Metropolitan Council) & Staff Coordinator (Phase I) Leadership from Emergency Management, Existing Land Use, Parcels Socioeconomic, Workgroups, LMIC, RC User Group enterprise address project, city and county data producers, and Metro 911 GIS project w/PSAPs	MetroGIS Workgroup	**New** Jan 04 - ?
8 Regional School District Jurisdictional Boundary Dataset – *a) Define data characteristics of desired regional solution and appropriate roles and responsibilities. (Completed 2001)* **b)** *Identify a regional custodian, access policy & coordinate with state to the extent applicable.*	Staff Coordinator, David Arbeit (LMIC) and Jane Harper (Washington County)	County Workgroup	**In progress** May 04 (Following Legislative session)
9. Data Users Forum – Regional Street Centerline Dataset Enhancements *Identify desired enhancements to TLG Street Centerline Dataset. Coordinate with collaborative initiative with MnDOT related to LRM development.*	Mike Dolbow (Metropolitan Council – regional custodian) / Staff Coordinator	Peer Review Forum	**New** Jul 04-Sep04 Host in September
10. Land Regulations and Rights to Property Priority Information Needs – *Decide what, if any, action is appropriate for MetroGIS.* (*No action has been taken to date because no organization(s) has stepped forward to support the investigation phase as has occurred with each of the other common information need where work is complete or in progress.)*	Staff Coordinator / Professional Services Contractor	Retreat of Coordinating Committee – discuss paradigm shift that may be needed	**New** Fall 04

11. Identify "Second Generation" Common Priority Information (Data and/or Application) Needs. *(Initiate once regional solutions are essentially complete for all 1st generation common information needs for which an organization(s,) with a related business need, has agreed to support the processes involved in recommending a regional solution. Note: Land Regulation and Rights to Property decision called for above)* ***Discussion Item December 17th Coordinating Committee:*** ***Given the opportunity presented by the GASB34 initiative to enhance the awareness of the benefits of GIS, decide if utility infrastructure and which ones- should be added to the list of regional priority information needs prior to undertaking a formal second generation needs identification process.***	Staff Coordinator / Prof. Services Contractor Modify following Committee discussion Dec 17th.	Yes	Fall 04 –? (*Design only*)
12. Define a strategy/procedure to consider requests for regional endorsement of dataset developed by others (Sect 3.1.2 Item 6 Business Plan) *(Note: Postpone until a prototype opportunity presents itself to avoid a theoretical process that does not work efficiently in practice)*	TBD Subject Matter Expert / Staff Coordinator	TBD	TBD- See Note

B. Data Search/Distribution Mechanism(s)

Responsibility: Recommend intergovernmental policy, roles and responsibilities, and resource priorities necessary to realize full potential of DataFinder and related methods to efficiently and effectively distribute endorsed regional and other datasets.

Task	Lead Support	Work Group	Start/End
1. Collaborate with LMIC to implement ways to improve cost-effectiveness of supporting their respective DataFinder and GeoIntegrator applications.	DataFinder and GeoIntegrator Managers	No	Ongoing
2. Continue to promote use of standardized metadata and common tools for distribution of data	Mark Kotz (Metropolitan. Council) in conjunction with (LMIC)	Exists	Ongoing
3. Host a DataFinder Informational Forum to inform data producers of opportunities to distribute data via DataFinder and satisfy an outreach requirement of MetroGIS's 2001 NSDI WMS Grant.	DataFinder and GeoIntegrator Managers / Staff Coordinator	No	February 04
4. Evaluate user satisfaction, in conjunction with LMIC, to identify desired enhancements to DataFinder Café and evaluate breadth of support for adding a projection conversion capability to the downloading wizard, which was previously identified as a desired capability by a few interests. (*Note: Assumes Version 2 of DataFinder Café application will have been operational for at least a year by Winter 2005.)*	DataFinder and GeoIntegrator Managers / Staff Coordinator	TBD	Fall 04 *Only define how – implement early 2005*

C. Common Geospatial Application Needs

Responsibility: Recommend intergovernmental policy and funding options necessary to meet commonly needed geospatial applications, in particular, those that "run" on one or more endorsed regional datasets.

Task	Lead Support	Work Group	Start/End
Identify and prioritize geospatial applications that address regionally significant common information needs of local and regional government interests that are not identified as part of the Common Information Need workgroup process. (*Note: In 2003 – the only priority identified was a regional mailing label application. In 2004, an effort will be made to broaden the focus beyond the needs of the producer community.*)	Staff Coordinator / Professional Services Contractor	TBD	Fall 04 (coordinate with effort to identify 2nd generation priority information needs)

D. Business Planning/Outreach/General Administration:

Responsibility: Recommend intergovernmental policy and funding options necessary to achieve functions consistent with the MetroGIS community's needs and to sustain an appropriate organizational structure.

Task	Lead Support	Method	Start/End
1. Produce the 2003 Annual Report	Communications Consultant	Staff	Jan 04-Mar 04
2. Outreach to promote awareness of regional geospatial data solutions and opportunities	Staff Coordinator	Staff	Ongoing
3. Prepare MetroGIS Benefits Testimonials for 1-2 Additional Stakeholders	Communications Consultant	Staff	Ongoing
4. Oversee performance of adopted Performance Measure activities, evaluate results of performance measurement and refine MetroGIS activities and procedures, as needed.	Staff Coordinator / Professional Services Consultant	*Depends on the measure* *(i.e., for evaluation of producer satisfaction and compliance with responsibilities & user satisfaction with data quality and access policies.*	Ongoing
5. **Administer tasks and activities set forth in the Business Plan**, not specifically identified in his workplan.	Staff Coordinator/ Professional Services Consultant	Staff	Ongoing

E. Coordination with Related Initiatives

Monitor activity of the Governor's Council on Geographic Information (GCGI), federal programs, and others, as appropriate, and seek participation and coordination in work of others relevant to MetroGIS.

F. Other:

As defined by the MetroGIS Policy Board

APPENDIX A
General Expectations and Responsibilities

1) Oversee Effective Solutions to Priority Common Information Needs

- Information Needs Workgroup Process – Oversee the workgroup process to define desired regional data specifications, identify candidate data custodians, and define custodian responsibilities for each priority information needs. See Table below for related 2003 activities.
- Redefinition of Priority Information Needs – Oversee the process to identify new priority information needs.
- Data Standards -- Recommend solutions to data standards needs necessary to enhance the effectiveness of data sharing.
- Regularly report progress -- Keep the Policy Board apprised of progress made to address priority information needs.

What is expected of an Information Needs Workgroup?

Each information need is addressed through a replicable process. In general, the process begins by assembling a small **workgroup** of content experts. They will then attempt to identify one or more datasets required to meet the information need. In some cases, this process takes place in a formal Peer Review Forum with more content experts and users. In other cases it is not such a formalized process because the dataset(s) that meet the information need are intuitively recognized.

Once the dataset(s) required to meet an information need is identified, the **workgroup(s)** is tasked to:

- Refine the desired specifications identified via a Peer Review Forum,
- Identify desired data standards and guidelines,
- Identify desired roles and responsibilities for the custodian organization(s) - organizations responsible for data creation, maintenance, documentation, and distribution; and,
- Identify candidate custodial organizations that have a business need and appropriate expertise to carry out the desired roles and responsibilities.

The workgroup makes recommendations to the Coordinating Committee, which in turn makes a recommendation to the Policy Board. The process is complete when the Policy Board has adopted, as policy for the MetroGIS community, parameters (data specifications, standards, roles and responsibilities, etc.) addressing the four components listed above. The adopted parameters are posted on the MetroGIS website for each "MetroGIS endorsed regional dataset". Once an endorsed dataset is operational, the Committee is responsible for overseeing monitoring of user satisfaction to continually enhance the regional solutions.

2) Enhance Access to Shared Data (*DataFinder - Data Search and Distribution Mechanism*)

- Facilitate collaboration: – Oversee development of applications and scripts; telecommunication and related solutions for security issues; institutional solutions needed to improve online access to shared data related to priority information needs.
  - Identify security issues – best practices
  - Integrate web mapping service technology with GIS technology to provide access to source data
- Metadata Enhancements –Monitor efforts to enhance and expand metadata for core regional data and posting it on DataFinder.
  - Promote use of endorsed metadata guidelines.
  - Encourage integration of metadata development and updating into position descriptions and everyday use.
  - Promote increased diversity of organizations posting metadata on DataFinder and increased number of the metadata records.
- Coordinate with Minnesota's GeoGateway -- Ensure coordination of design and procedures between Minnesota's GeoGateway and MetroGIS DataFinder.
  - Monitor technical developments that impact NSDI Clearinghouse activities and DataFinder efforts.

- Enhance Geographic Search Capabilities (e.g., 2001-02 NSDI Web Mapping Service Grant Project and 2003 partnership with LMIC)

3) Resolve Privacy Issues Relating to Access

(Note: These activities are generally incorporated into the recommended solutions for each priority common in formation needs – Section 1.)

Oversee identification and resolution of issues relating to distribution of sensitive data of regional significance and recommend widely acceptable guidelines, in particular universal data summary/aggregation units, to address issues relating, but not limited to:

- Sensitive Data
- Definition of Public Data
- Responsibility of Data Security
- Data Practices Act

TO: Coordinating Committee

FROM: Socioeconomic Information Needs Workgroup
Chair: Will Craig (612-625-331)
Staff Contact: Randall Johnson

SUBJECT: **Socioeconomic Information Needs Workgroup (Phase I Report)**

DATE: November 12, 2003
(For the Dec. 17th Meeting)

INTRODUCTION

The Socioeconomic Information Need Workgroup requests that the Coordinating Committee accept its attached Phase I Report (separate document on website) and approve its recommended strategies to:

1) Host a web-based resources page to assist users more easily discover and obtain existing data that address priority socioeconomic information needs,
2) Monitor progress of two new US Census programs – ACS and LED.
3) Pursue minimal enhancements to three existing datasets.
4) Provide guidance for a Phase II effort to identify data sources for socioeconomic information needs that are not met with existing data sources.

The attached report summarizes the group's tasks, membership, methods used to prioritize previously identified common socioeconomic information needs, sources of existing data that best address priority needs, and deficiencies with existing sources in addition to the identifying the next steps listed above.

BACKGROUND

The purpose of this workgroup was to find ways of meeting priority socioeconomic information needs of the MetroGIS community using published data that is freely available – or data which could be made available with a minimum of additional effort. The workgroup agreed with a conceptual strategy set forth the 2003 MetroGIS workplan calling for a Phase II effort to investigate ways to address priority socioeconomic information needs that can not be satisfied with existing sources of data. Several members of Phase I workgroup have also agreed to participate in the Phase II effort to provide continuity and to evaluate desired improvements to the web-based resources it launched.

GENERAL FINDINGS

A significant portion of MetroGIS stakeholder socioeconomic information needs can be met with existing data sources, new programs being proposed by the US Census, or existing data sources with minor improvements.

The workgroup concluded that significant gaps still remain in many of the socioeconomic priority need areas; gaps that are manifested in out-of-date information, lack of geographic detail, lack of cross-tabulation options, and generally poor geographic alignment with primary parcel and land use boundary layers. In an attempt to address as many as these priority information needs, as practical, a Phase II effort is needed.

The Phase II Workgroup should have two principal objectives: 1) explore new and commercial GIS-based solutions that can provide more current and more frequently updated socioeconomic information, more geographic detail and coverage, and more flexible cross-tabular reporting; and 2) review and recommend emerging technologies capable of better aligning socioeconomic data with GIS parcel, dwelling and land use boundary files and attributes.

RECOMMENDATIONS

That the Coordinating Committee:

a) Recommend that the Policy Board approve as a Phase I regional solution, the prototype web-based resources page developed by the Phase I workgroup, direct staff to advertise its existence, and direct identification of a custodian / process / method to ensure the currency of the information presented on this site is maintained.

b) Recommend that the Policy Board:
   - Endorse pursuing modifications to existing datasets related to *County social service records, First Call for Help, and county birth and death records* to enhance their usability and better address priority socioeconomic information needs, and
   - Direct the Coordinating Committee to pursue negotiations with the respective data producers to achieve these enhancements.

c) Authorize the Phase I workgroup to reconvene, at a time it determines appropriate during 2004, to evaluate desired enhancements to the web-based resources identified in Item A and monitor funding progress for the federal ACS and LED programs, as well as, a bring forth recommendation for action as appropriate.

d) Create a Phase II workgroup and delegate to it the two principal objectives stated in the general findings, listed in this report.

Socioeconomic Characteristics of Areas Priority Common Information Need: Data Sources for Required Priority Data Elements

Table Labels - Summary Tables prepared by Will Craig	Consensus **Priority Data Elements**	**Publication** (data source)	Desired Characteristics / Gap Analysis: **Mapping Resolution** 1=county, 2=city, 3=nbhd/TAZ, 4=block, 5=address												**Time Frequency** 1=monthly+, 2=qrtrly, 3=annual, 4=less											**Time Series** 1=none, 2=one yr, 3=five yrs, 4=ten yrs, 5=more										
		Source Meets/Exceeds Median Need Source Does Not Meet Median Need Individual Need Not Met	**Source**	**Median**	Britt	Buschmann	Craig	Carlstom	Carpenter	Fisher	Johnson	Paddock	VanderSha	Welsch	**Source**	**Median**	Britt	Buschmann	Craig	Carlstom	Carpenter	Fisher	Johnson	Paddock	VanderSha	Welsch	**Source**	**Median**	Britt	Buschmann	Craig	Carlstom	Carpenter	Fisher	Johnson	Paddock	VanderSha	Welsch
A1. Census Demographics	**Number of people**	**US Census**	4	4	4	4	4	4	4	4	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	3	5	4	5	4	5	2	3	4	3	4	2	5
	Density	**US Census**	4	4	4	4	4	4	4	3	3	4	4	4	4	3	3	3	3	3	3	3	3	3	3	3	5	4	5	4	4	2	3	4	3	4	4	5
	Race / Ethnicity	**US Census (&LED)**	4	4	4	4	3	4	4	3	3	4	3	4	4	3	3	3	3	3	3	3	3	4	3	3	5	4	5	4	5	2	3	4	3	4	4	5
	Hhld. Type	**US Census**	4	4	4	4	4	4	4	3	4	4	3	3	4	3	3	3	4	3	3	3	4	3	4	3	5	4	5	4	3	2	3	4	2	4	4	5
	Hhld. Size	**US Census**	4	4	4	4	3	4	4	3		4	3	3	4	3	3	3	3	3	3	3		3	4	3	5	4	5	4	3	2	3	4		4	4	5
	Previous residence	**US Census**	3	4	4	4	3	4	4	3	4	3	3	3	4	3	4	3	3	3	3	4	3	3	4	3	5	4	4	4	4	2	3	4	2	4	4	5
	Age (esp 0-4, k-12, 65+)	**US Census (LED - QWI)**	4	4	4	4	4	4	4	3		4	3	4	4	3	3	3	3	3	3	3		3	4	3	5	4	5	4	5	2	3	4		4	4	5
	Education/literacy	**US Census**	3	3	4	4	3	4	3	3	4	3	3	3	4	3	3	3	4	3	3	4	3	3	4	3	5	4	5	4	4	2	3	4	3	4	4	5
	School enrollment	**US Census**	3	3	4	4	3	4	4	3		3	3	3	4	3	4	3	4	3	2	3		3	4	3	5	4	4	4	5	2	3	4		4	4	5
	Place of birth	**US Census**	3	3	4	4	3	4	3	3		3	3	3	4	3	4	3	4	3	3	4		3	4	3	5	4	4	4	4	2	3	4		4	4	5
	Languages skills	**US Census**	3	3	4	4	4	4	3	3		3	3	3	4	3	3	3	4	3	3	3		3	4	3	5	4	5	4	5	2	3	4		4	4	5
	Disability status	**US Census**	3	3	4	4	3	4	3	3		3	3	3	4	3	4	3	4	3	3	4		3	4	3	5	4	4	4	3	2	3	4		4	4	5
	Income (median & spread)	**US Census (&LED)**	3	3	4	4	3	4	4	3	3	3	3	3	4	3	3	3	4	3	3	3	3	3	4	3	5	4	5	4	5	2	3	4	3	4	2	5
	Poverty	**US Census**	3	4	4	4	4	4	4	3	4	3	3	3	4	3	3	3	3	3	3	3	3	4	3	3	5	4	5	4	4	2	3	4	3	4	2	5
	# Workers	**US Census (&LED)**	3	4	4	4	3	4	4	3	3	3	4	3	4	3	3	2	3	3	3	3	3	3	3	3	5	4	5	4	5	2	3	4	3	4	2	5
	Wage rates	**US Census (&LED)**	3	3	4	4	3	4	3	3	3	3	3	3	4	3	3	2	3	3	3	3	3	3	3	3	5	4	5	4	3	2	3	4	3	4	2	5
	Employment status	**US Census (&LED)**	3	3	4	4	3	4	3	3		3	3	3	4	3	3	2	3	3	3	3		3	3	3	5	4	5	4	3	2	3	4		4	2	5
	# Automobiles	**US Census**	3	3	4	4	3	4	4	3		3	3	3	4	3	4	3	4	3	3	4		3	3	3	5	4	4	4	4	2	3	4		4	2	5
	Commute mode	**US Census**	3	3	4	4	3	4	4	3		3	3	3	4	3	4	3	4	3	3	3		3	3	3	5	4	4	4	5	2	3	4		4	2	5
	Place of work	**US Census (&LED)**	3	3	4	4	3	4	4	3	3	3	3	3	4	3	4	3	4	3	3	3	3	3	3	3	5	4	4	4	5	2	3	4	3	4	3	5
	Migration patterns	**US Census**	3	3	4	3	2	4	3	3	4	3	3		4	3	3	3	4	3	3	4	3	3	4		5	4	5	4	5	2	3	4	3		4	
A2. Other demographic items	**Day care needs**	**Census data**: Number of families with children under 6 where both parents are working + number of families with children under 6 with only one adult.	3	3	4	3	3	4	3	3				3	4	3		3	4			3					5	4	4	4	4		3	4				5
	Health Insurance status	CPS - Current Population Survey	1	3	4	1	3								3	3	3	2	3		3	3		3		3	5	4	5	4	4		3	4	3	3		5
	Births / deaths	MDH birth and death tables; see comments for contac	2	3	3		3	4	3	2	3	3	2	2	3	3	3		3	3	2	3	3	3	3	3	5	4	5		5	2	3	5	3	3	4	5
	Disease / injuries	MDH Morbidity Rates; same contact info as above	2	3	4	3	3		2	2		3		2	3	3	3	3	4		2	3		3		3	5	5	5	4	5		3	5		3		5
	Use of services (welfare, etc)	County Community Services Departments	3	3	3	3	3	4	3	3	4	3		2	3	3	3	3	3	3	3	3	3	3		3	5	4	5	4	5	2	3	5	3	3		5
B. Daytime counts	**Jobs**	**DEED ES-202**	2	3	3	3	3	4	4	4	3	3	3	2	2	3	3	2	3	3	3	2	3	3	3	2	4	4	4	4	3	2	3	5	3	3	5	4
	continued	**LED - Origin/Dest File**	3												3												1											
	Demographics	**LED - Origin/Dest File**	3	3			3								3	3			3								1	3			3							
C1. Housing	**Number of units**	**US Census**	4	4	4	4	4	4	4	4	4	4	4	2	4	3	3	3	3	3	3	3	4	3	4	4	5	4	5	4	5	2	3	5	3	4	4	4
	Density	**US Census**	4	4	4	4	4	4	4		4	4	2	4	4	3	3	3	4	3	3	3		4	3	4	5	4	5	4	5	2	3	5		4	4	4
	Year Built	**US Census**	3	4	4	4	3	4	4	3	4	4	4	2	4	3	3	3	4	3	3	3	3	4	4	4	5	4	5	4	5	2	3	5	3	4	4	4
	Value	**US Census**	3	4	4	4	4	4	4	3	4	4	3	2	4	3	3	3	3	3	3	3	3	3	3	4	5	4	5	4	5	2	3	5	3	4	4	4
	Price (sales)	**MetroGIS Parcel**	5	4	4	4	4		4	3		4			2	3	3		3		2	3		3			1	5	5		5		3	5		4		
	continued	**Realtors MLS**	3												2												5											
	Rent	**US Census**	3	4	4	4	4	4	4	3	4	4	3	2	4	3	3	3	3	3	3	2	3	3	3	4	5	4	5	4	5	2	3	5	3	4	4	4
	Turn-over rate	**US Census**	3	4	4	4	3	4	4	3	3	4	2	2	4	3	3	3	3	3	3	4	3	3	3	4	5	4	5	4	5	2	3	4	3	4	4	4
	Affordable housing	**US Census** Percent of very low income households with gross rent less than 30% of income	3	3	4		3		4	3		3			4	3	3		3		2	3		4			5	4	5		4		3	4		4		
C2. Other land use	**Business types**	**Metro Council gen land use**	3	3	3	4	3		4	3	3	4			4	3	3	3	3		3	3	2	3			5	4	5	4	4		3	5	3	4		
D. Employers/employment centers	**Industry**	**DEED ES-202**	2	3	3	3	3	4	4	3	3	3	3	2	2	3	3	3	3	3	3	2	2	3	3	2	4	3	3	4	4	2	3	4			3	
	continued	**LED - QWI**	1												2												1											
	continued	**County Business Patterns** http://www.census.gov/epcd/cbp/view/cbpview.html	3	3											3	3											4	3										
	Occupations	**DEED OES**	0	3	3	3	3	4	3	2	3	3	2	1	3	3	3	3	3	3	3	2	3	3	3	3	2	3	3	4	4	2	3	4	2		3	

Last Updated:
December 9, 2003

Table Labels - Summary Tables prepared by Will Craig	Consensus **Priority Data Elements**	**Publication** (data source)	Desired Characteristics / Gap Analysis — **Mapping Resolution** 1=county, 2=city, 3=nbhd/TAZ, 4=block, 5=address												**Time Frequency** 1=monthly+, 2=qrtrly, 3=annual, 4=less											**Time Series** 1=none, 2=one yr, 3=five yrs, 4=ten yrs, 5=more										
		Source Meets/Exceeds Median Need Source Does Not Meet Median Need Individual Need Not Met	**Source**	**Median**	Britt	Buschmann	Craig	Carlstom	Carpenter	Fisher	Johnson	Paddock	VanderSha	Welsch	**Source**	**Median**	Britt	Buschmann	Craig	Carlstom	Carpenter	Fisher	Johnson	Paddock	VanderSha	Welsch	**Source**	**Median**	Britt	Buschmann	Craig	Carlstom	Carpenter	Fisher	Johnson	Paddock	VanderSha	Welsch
	Sales (esp. retail)	**Census of Retail Trade**	3	3		3	3				3				4	3		3	3					3			5	4		4	4						
	continued	**Dept of Revenue**	3												2												5										
	# jobs	**DEED ES-202**	2	3	3	3	3	4	4	3	3	3	3	2	2	3	3	3	3	3	3	2	3	3	3	2	4	3	3	4	5	2	3	5	3		3	4
	continued	**LED - QWI**	1												2												1										
	Entry level jobs	**LED - QWI**	1	3	3	3	3			3	2	3			2	3	3	3	3			3	3	3				1	4	3	4	4			4	3			
	Forecast jobs	**DEED Projections**	0	3	3	3	3	4	3	1	3	3	3	1	4	3	3	3	4	3	3	4	3	3	4	3	4	4	3	4	4	2	3	4	3		4	4
	continued	**MetroCouncil forecasts**	3												4												?										
	Wage rates	**ES202 (industries), OES (occs)**	2,0	3	3	3	1	4	3	2	3	3	2	1	2,3	3	3	3	3	3	3	2	3	3	3	3	2	3	3	4	4	2	3	4	3		3	5
	continued	**LEHD - QWI**	1												2												1										
	Benefits	**DEED employer survey**	0	2	3		2		2	1		3			4	3	3		4		3	4		3			?	4	3		5		3	4				
	Home of workforce	**LED - Origin/Dest File**	3	2	3		2		4	2		2			3	3	3		4		3	4		3			1	4	3		5		3	4				
E. Service providers - location	**Schools**	**Mn Land Management Information Center**	5	4	3		5	4	4	3	3	4			3	3	3	3	3	3	3	3	3	3			1	4	4	4	4	2	3	4	3	2		
	continued	**TLG Landmark points**	4												2												1										
	Workforce Centers	http://www.mnwfc.com/field/wfctable.htm	5												2												4										
	Food Shelves	**http://www.hungersolutions.org/**		4	3		5				4					3	3		3					3				3	4		3				2		
F. School data	**Enrollment**	**District/ Dept. of Ed. (From 1988/89)**	2	3	3	2	2	4	4	3	3	4		2	3	3	3	3	3	3	2	3	3	3		3	4	4	4	4	5	2	5	5	3	3		4
(http://cfl.state.mn.us/datactr/)	**Projected enrollment**	**District**	2	3	3	2	2	4	4	3		4		2	3	3	3	3	3	3	2	3		3		3	4	4	4	4	3	2	5	4		3		4
	Race / ethnicity	**District/ Dept. of Ed. (From 1988-89)**	3	3	3	3	3	4	4	2	2	4		3	3	3	3	3	3	3	2	3	3	3		3	4	4	4	4	5	2	5	4	3	3		4
	Language spoken at home	**District/ Dept. of Ed. (From 1996-97)**	3	3	3	3	2	4	4	2	3	4		3	3	3	3	3	3	3	2	3	3	3		3	4	4	4	4	2	2	5	4	3	3		4
	Location of kids	**District**	3	4	3	3	4	4	4	3	4	4		3	3	3	3	3	3	3	2	3	3	3		3	4	4	4	4	2	2	5	4	3	3		4
	Travel distances	**District (U.S. Census)**	2	3	3	3	3	4	4	2		3		2	3	3	3	3	4	3	2	3		3		3	4	4	4	4	4	2	5	4		3		4
	Turnover / mobility	**District**	3	3	3	3	3	4	4	2	4	4		3	3	3	3	3	3	3	2	3	3	3		3	4	4	4	4	4	2	5	4	3	3		4
	Free / reduced lunch	**District/Dept. of Ed. (From 1997-98)**	3	3	3	3	3	4	3	3	4	4		3	3	3	3	3	3	3	3	3	3	3		3	4	4	4	4	3	2	5	4	3	3		4
	Public/private/home school	**District/Dept. Of ed. (From 1989-90)**	3	3	3	3	2	4	3	3		3		3	3	3	3	3	3	3	3	3		3		3	4	4	4	4	4	2	5	4		3		4
	Test scores (MCA)	**District/Dept. of Ed. (From 1999-00)**	3	3	3	3	3	4	3	2		3		3	3	3	3	3	3	3	3	3		3		3	4	4	4	4	4	2	5	4		3		4
	Graduation rate	**District/ Dept. of Ed. (From 1996)**	3	3	3	3	2	4	3	2		3		3	3	3	3	3	3	3	3	3		3		3	4	4	4	4	4	2	5	4		3		4
	Dropout rate	**District/ Dept. of Ed. (From 1989-90)**	3	3	3	3	2	4	3	2	3	3		3	3	3	3	3	3	3	3	3	3	3		3	4	4	4	4	4	2	5	4	3	3		4
	College matriculation	**District**	2	3	3	3	2	4	2	2		3		2	3	3	3	3	4	3	3	3		3		3	4	4	4	4	4	2	5	4		3		4
G. Crime information	**Type by location**	**http://www.mnplan.state.mn.us/cj/offense.html**	2	3	3	4	3		3	3		4			3	2	2	2	2		3	3		1			5	4	4	4	4		5	4		4		
H. Transportation issues	**Home / work places**	**US Census**	2	3	3	3	3	4	4	3	4		3	2	4	3	3	2	3	3	3	3	3		4		5	4	3	4	4	2	3	4	3		4	
	continued	**LED - Origin/Dest File**	3												3												1										
	Commute mode	**US Census**	3	3	3	3	3	4	3	3		3	3	2	4	3	3	2	3	3	3	3		3	4		5	4	3	4	4	2	3	4		2	4	
	Transit dependent needs	**US Census**	3	3	3	3	3	4	3	3		3	3	2	4	3	3	2	3	3	3	3		3	4		5	4	3	4	4	2	3	4		2	4	
H. Transportation issues	**Home / work places**	Census CTTP Profile Sheets	1	4	3		3	4	4		4			1	4	3	3		3	3	3		3			3	4	3	3		4	2	3		3			4
	Commute mode	Census County-To-County Worker Flow Files	1	3	3		3	4	3					1	4	3	3		3	3	3					3	4	3	3		4	2	3					4
	Job travel routes	Census Transportation Planning Package (CTPP)	3	3	3		3	4	3					1	4	3	3		3	3	3					3	4	3	3		4	2	3					4
	Transit dependent needs	Metropolitan Council Travel Behavior Inventory (TBI)	5	3	3		3	4	3						4	3	3		3	3	3					3	4	3	3		4	2	3					4
		Census American Community Survey (ACS)	& 3	4				4			4				4*	3				3			3			3	2*	3				2			3			4
		*annually for county and state level data, annually for tract level data after the first 3-5 years are collected and summarized																																			
Data Souces not Identified																																					
No known data source	*Undocumented Workers*	no known data source		3	3	3	2									3	3	3	3									4	3	4	4							
	Wealth	needs more refinement																																				
	Retirement plans	no known data source		3	3		2			3		2				4	4		4			3		3				3	3		1			4		2		
	Job travel routes			3			3		3	3						3			3		3	3						4			4		3	4				
	Service centers (eg day care)			4			4			3		4				3			3			3		3				3			3			4		2		

Last Updated:
December 9, 2003

TO: Coordinating Committee

FROM: MetroGIS Staff Support Team
Contacts: Kathie Doty and Randall Johnson (651-602-1638)

SUBJECT: 2003 Annual Performance Measurement Report

DATE: December 10, 2002
(For the Dec. 17 Mtg.)

INTRODUCTION

Staff respectfully requests the Coordinating Committee's review and comment on the 2003 Annual MetroGIS Performance Measurement Report (separate enclosure). This second annual report on MetroGIS's organizational performance results builds on the initial 2002 report that was largely descriptive and established some baselines. In particular, Committee review and discussion is requested concerning:

1) Identified trends and the meaning of performance measures statistics.
2) Conclusions drawn from these performance measures activities in terms of work planning for 2004.

PAST ACTIONS

1) Apr. 10, 2002: The Policy Board adopted a Performance Measurement Plan (www.metrogis.org/benefits/perf_measure) to more clearly state expected accomplishments, demonstrate accountability for results, and support continuous organizational improvement.
2) Jan. 29, 2003: The Policy Board asked staff to prepare an annual performance measures report to share with the Board along with recommendations for any suggested changes in policy or procedures to address needs identified via analysis of performance measures data.
3) Sept. 17, 2003: The Coordinating Committee recommended that the Policy Board modify Performance Measures 6 and 7, set forth in the Performance Measures Plan adopted in April 2002, to reflect the difficulty of quantifying staff time-savings benefits and to convert them to qualitative and descriptive measures. Due to a full agenda for the Board's October 2003 meeting, Chairperson Reinhardt decided to postpone asked Board's consideration of this item until the Board's January 2004 meeting.

FINDINGS AND CONCLUSIONS

Key findings identified in the Performance Measures activities during 2003 and in statistics presented in this second annual MetroGIS Performance Measures Report are as follows:

- Additional work was done in 2003 to refine the measure that reflects the value of DataFinder and DataFinder Café by looking at visits to these sites. The site is averaging nearly 1100 visits per month. The activity varied from month to month, with no discernable trend in users visiting these sites.

- Quantitative documentation of benefits to the producer community as a result of MetroGIS's efforts is complicated because of the variety of business models maintained by the various producers. MetroGIS should continue to seek out ways to document benefits for producers key to MetroGIS's success in addition to using qualitative methods. Benefits related to leveraging existing resources for internal GIS related needs, such as Washington County's use of the DataFinder Internet server to save significant hardware and software startup costs and monthly Internet Service Provider (ISP) expenses to host an ArcIMS application, should be included in these evaluations.

- Data downloads, averaging nearly 600 per month, continue to increase, with a significant portion of downloads coming through DataFinder Café. The frequency of data downloads is assumed to be an indicator of the value of the data and the level of awareness among the data user community, but also

relates to the frequency of updates to datasets. Datasets that are updated more frequently must be downloaded more frequently for users who need current data.

- The most frequently downloaded datasets in 2003 were (endorsed regional datasets in **bold**):

Dataset	# of downloads
County & Municipal Boundaries	441
Generalized Land Use 2000	297
Parcels	255
ZIP Code Boundaries	228
TLG Street Centerlines	217
Planned Land Use	201
Census 2000 (*reformatted tables)*	197

- During the 2003 reporting period, 72 percent of the 5329 anonymous FTP data downloads and all of the 1,744 data downloads via Café and password-protected FTP were requested by entities that serve the greater Twin Cities Metropolitan Area. The entities with the most downloading activity are generally characterized as: academic institutions of higher learning, state and regional government, and non-government that include four prominent local planning and engineering firms that work extensively with local government. Dakota County, Hennepin County and the City of St. Paul are listed among the top 20 download recipients. Although questions remain with certain aspects of the methodology used to evaluate anonymous FTP activity and with the inability to review the entities that comprise particular second level domains, this is the best information available. Thus, a report from Quovo should again be pursued for the 2004 MetroGIS Performance Measures Report.

- In 2002, more entities chose to publish metadata and datasets through DataFinder, but this trend did not continue in 2003. The number of metadata publishers remained at 16, and the number of dataset publishers at 6. MetroGIS should continue to focus resources on encouraging more data and metadata publishers to use the DataFinder tool to inform the user community of their data holdings and improve their and user efficiencies related to distribution of the data.

- Testimonials from data users continue to indicate a high level of satisfaction and significant perceived value associated with MetroGIS products and services. MetroGIS should continue to focus resources on documenting benefits of MetroGIS's efforts through testimonials.

RECOMMENDATION

That the Coordinating Committee:

1) Review and comment on the MetroGIS 2003 Results Report.
2) Review and comment on the conclusions presented by staff.
3) Recommend that the Policy Board approve the report and conclusions as forwarded by the Committee.

MetroGIS

Agenda Item 5h

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration – January 2004 Policy Board Meeting

DATE: November 21, 2003
(For the Dec 17th Meeting)

INTRODUCTION

Staff respectfully requests that the Coordinating Committee invite Scott County to showcase, at the January Policy Board meeting, how it is using GIS technology to improve:

1) Public access to a variety of data maintained by the county and coordinate functions performed by the Recorder, Assessor and Surveyor offices and
2) The efficiency of communication between the county offices and local units of government that serve the county.

Previous demonstration topics are listed in the Reference Section.

BACKGROUND

Following a presentation by the Scott County Recorder, Pat Boeckman, and members of the Scott County GIS staff at the September 2003 Scott County GIS Users Group meeting, the Staff Coordinator approached Ms. Boeckman about making this presentation to the Policy Board. She iss willing to do so and has received internal authorization to do so if invited by the Committee. This presentation clearly demonstrates the benefits of GIS-based Internet tools to vastly improve public access to records and data maintained by the counties as well as how GIS technology can be used to improve access to information by making transparent the distinctions between the Recorder, Assessor and Surveyor office records to the end user.

This proposal is consistent with the continuing interest of Policy Board members in learning about how their colleague organizations are utilizing GIS technology to improve efficiencies and effectiveness.

RECOMMENDATION

That the Coordinating Committee invite Scott County to showcase, at the January Policy Board meeting, its use of GIS technology to improve public access to a variety of data maintained by the county and to coordinate functions performed by the Recorder, Assessor and Surveyor offices.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- 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.

TOPICS PREVIOUSLY OFFERED FOR CONSIDERATION (no ranking of importance implied)

1. Chairperson Reinhardt commented in a meeting on December 18, 2002 that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting.
2. Follow-up with the Riley-Purgatory-Bluff Creek MetroGIS benefits testimonial (http://www.metrogis.org/benefits/testimonials/index.shtml) and request a presentation from the perspective of watershed districts.

MetroGIS

Agenda Item 5i

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2004 Committee Meeting Schedule

DATE: November 21, 2003
(For the Dec. 17 Meeting)

REQUEST

The Coordinating Committee is respectfully requested to set its meeting schedule for 2004.

POLICY BOARD SCHEDULE

On October 29, the Policy Board adopted the following meeting schedule for 2004: January 28, April 28, July 28, October 27. Each of the dates is a 4th Wednesday of the month.

DISCUSSION

The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Wednesday or Thursday starting at 1:30 p.m. at the Minnesota Counties Insurance Trust (MCIT) building, when available. To provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board, staff would prefer the Committee to meet 3-4 weeks prior to the Board's meetings.

Suggested Meeting Date	**Anticipated Major Topics**
March 31, 2004 *5th Wednesday*	• Proposed Enhancements to Regional Parcel Dataset • Priorities for 2004 Regional GIS Projects (*Data Enhancement and Related Applications*) • Solution for Existing Land Use Information Need • Emergency Preparedness Prototype Regional Datasets/Application
June 30, 2004 *5th Wednesday*	• Regional Geospatial Data Application Policy • Solution for Watershed District Jurisdictional Boundary Information Needs
Sept. 29, 2004 *5th Wednesday*	• Solution for School District Jurisdictional Boundary Information Needs • Solution for Highway and Road Network Information Need • Socioeconomic Phase II Recommendations
Dec 15, 2004 *3rd Wednesday*	• Election of officers • 2005 Workplan and Budget • Desired enhancements to Regional Street Centerline Dataset • Strategy to Identify Next Generation Priority Information Needs • Review Effectiveness of Collaborative Distribution Policies/Mechanism for Regional Parcel Dataset (*Private Sector and Non-Profit Version*)

RECOMMENDATION

That the Committee set its meeting schedule for 2004.

TO: Coordinating Committee

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

SUBJECT: PolicyLink Findings and Recommendations – *Towards a Regional Strategy for Sustaining Community Focused GIS in the Twin Cities Metro*.

DATE: December 5, 2003
(For the Dec 17th Meeting)

INTRODUCTION

Direction is sought from the Coordinating Committee regarding actions appropriate for MetroGIS in response to recommendations shared at a Community GIS forum hosted by the Minneapolis Foundation on November 14th. Three of these recommendations mention MetroGIS by name and others are related to existing MetroGIS goals and practices. In a response to a related request from a spokesperson for the Minneapolis Foundation at the close of the November 14th forum, staff have also identified three other actions that MetroGIS could offer.

BACKGROUND

This past spring, PolicyLink, a California-based nonprofit, was retained by the Minneapolis Foundation to study the local situation and identify strategies to improve the GIS capacity of community-focused organizations that serve the seven-county Twin Cities Metropolitan Area. An abbreviated statement of each recommended strategy is listed in the Reference Section. A detailed explanation of PolicyLink, their findings, and each recommendation can be viewed at http://www.metrogis.org/recommendation.pdf. Also refer to the Reference Section for more information about who has been involved in this initiative thus far.

Coordinating Committee member Will Craig (CURA) played a principal role in organizing for the study and garnering reaction to the recommendations presented at a November 14th forum. Rick Gelbmann (Metropolitan Council representative to the Coordinating Committee) and the MetroGIS Staff Coordinator also participated in the November 14th forum. Sandra Poddock (Wilder Foundation) and Will Craig have agreed to serve as liaisons with this community.

ACTIONS APPROPRIATE FOR METROGIS

The three PolicyLink recommendations mention MetroGIS by name are as follows:

1) Current MetroGIS-related data sharing agreements pertaining to the parcel and street centerline data should be expanded to make these data available to non-profits and community organizations via DataFinder.
2) Feasibility of a regional web-based GIS application should be investigated.
3) Encourage greater involvement by and support from elected officials for GIS.

Recommendations 1 and 2 are currently among MetroGIS's proposed 2004 work program activities, with the exception of access to the TLG Street Centerline dataset, which MetroGIS has no direct control over, though MetroGIS could play an intermediary role to assist the non-profit community with its negotiation with The Lawrence Group (TLG). Number 3 is a fundamental philosophy upon which MetroGIS was built and is operated.

Three additional actions on the part of MetroGIS are offered that relate to one or more of the PolicyLink recommendations:

1) Participate in deliberations to define the specifics for the proposed "regional intermediary".
2) Expand communication between MetroGIS and community-based organizations. (Those organizations will need to organize a communication network for themselves to enable MetroGIS to connect with them.)
3) Share MetroGIS's successful methodology to gain consensus and overcome obstacles to implementing regional solutions to common geospatial needs, both organizational and technical.

CONCLUSION

Working more closely with non-profit / community-based organization interests would create opportunities for sharing training expenses; performing custodial roles, in particular for socioeconomic data; identifying anomalies in data sources and; most importantly, improving understanding among elected officials of the benefits of GIS technology and sharing resources.

RECOMMENDATION

That the Coordinating Committee recommend that the Policy Board find that working more closely with the non-profit/ community-based organization community would be in the public interest and that the following actions, on the part of MetroGIS, would be appropriate to foster improved access to geospatial data and related technology by those organizations:

1) Foster dialogue to investigate providing parcel data access to non-profit community-based entities without fee.
2) Involve Community GIS interests in development of strategies related to web-based geospatial applications to address priority information needs of the MetroGIS community.
3) Continue to foster understanding among elected officials of the benefits of using GIS technology, sharing related resources, and the importance of their active participation in evolving sustainable best practices.
4) Participate in deliberations to define the specifics for the proposed "regional intermediary".
5) Expand communication between MetroGIS and community-based organizations, assuming those organizations organize a communication network for themselves to enable MetroGIS to connect with them.
6) Share MetroGIS's successful methodology to gain consensus and overcome obstacles to implementing regional solutions to common geospatial needs – organizational and technical.

REFERENCE SECTION

1. Summary Version of PolicyLink Recommendations (*A detailed explanation of PolicyLink, their findings, and each recommendation can be viewed at* http://www.metrogis.org/recommendation.pdf). **The bolded items reference MetroGIS by name.)**

Recommendation I

Expand GIS Technical Assistance Opportunities for Community Groups

- By creating a new regional GIS intermediary.
  (Comment: several groups already act as intermediaries; e.g., The Urban Coalition, Wilder Research, UofM's Center for Urban & Regional Affairs, UofM's Map Library. What is lacking is a coordinated effort that can build and expand on the technical and educational activities of these groups.)
- By creating new mechanisms for deploying GIS technical assistance to a wide range of community groups.
- By utilizing community technology centers [CTCs] as public GIS training and access points.
- By using GIS for project-based collaboration versus solely building technology capacity.

Recommendation II

Generate Broader Awareness about the Opportunities and Challenges Associated with Local and Regional GIS Activities

- By expanding GIS outreach and education activities for both GIS users and producers.
- By creating broader awareness about the benefits of GIS: communication and information sharing forums, a regional GIS resource guide, and marketing.
- **By encouraging greater involvement and support of elected officials for GIS.**

Recommendation III

Improve Data and Collection, Sharing, and Delivery Systems

- **By extending the availability of MetroGIS data to include community-based organizations.**
  (Comment: "data" was clarified to mean parcel and street centerline data since it was acknowledged that all other regional solutions are available to whoever whishes access via DataFinder.)
- **By conducting an analysis of the feasibility of developing a web-based GIS application.**
- By bringing new agencies and data providers into the community GIS arena.
- By expanding the definition of the seven-county region to include rural areas and surrounding states.
  (Comment: The stakeholders at the 11/14 meeting felt this was not a good fit. Most of the needs outside the Metropolitan area relate to environmental and natural resource issues and are quite different from those of urban community-based organizations.)

2. Background on this Community GIS Initiative

On May 20th, the Urban Coalition, The Powderhorn Park Neighborhood Association, Project 504, and the Minneapolis Foundation hosted a conference on "*Community GIS: Strategies For Enhancing Mapping Projects In The Twin Cities Region*". Following the May20th event, PolicyLink, retained by the Minneapolis Foundation, conducted a series of interviews with organizations active in promoting use of GIS technology in the region to identify needs and opportunities for using GIS as a tool for community building. The MetroGIS Staff Coordinator was among those interviewed.

On November 14th recommended strategies were presented to a local stakeholder forum, attended by in excess of 50 individuals with very diverse perspectives. Two of these strategies call for a proactive role on the part of MetroGIS. The spokesperson for the Minneapolis Foundation who convened the November 14th event requested, at its close, a statement from MetroGIS of what MetroGIS is willing to do to accomplish the recommended actions.

TO: Coordinating Committee

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

SUBJECT: Major Activity Update

DATE: December 1, 2003
(For the Dec 17th Meeting)

A) NEXT GENERATION DATA SHARING AGREEMENTS

Negotiations regarding the funding to accompany these agreements continued over a several month period ending the week of Thanksgiving when agreement was reached with Chairperson Reinhardt, who led the negotiation on behalf of the counties. The details will be shared once agreement is reached with each county. In general, major changes from the previous agreements include:

1) The term has been extended from 2 to 5 years.
2) The counties will receive a fixed amount to compensate for, for the 1st time, custodial roles and responsibilities related to support of regional data solutions.
3) After 2004, data enhancement/regional GIS projects that would involve counties would be financed through separate agreements specific to that project.
4) A single licensing process for all seven counties.

The current agreements expire December 31, 2003. The main reason for this agreement is to authorize the Metropolitan Council to assemble parcel data produced by each county and redistribute it via DataFinder as components of the Regional Parcel Dataset. If this next generation agreement is not in place by year-end, distribution of the Regional Parcel Dataset will cease until agreement can be reached. Deployment of the proposed Regional Mailing Label Application (Item B below) would also be delayed.

B) REGIONAL MAILING LABEL APPLICATION

Alison Slaats, MetroGIS DataFinder Manager, is in the final stages of developing a prototype regional mailing label application that will run on top of the regional parcel dataset. The regional prototype is based upon an application initially developed by Carver County. The County Data Producers Workgroup reported to the Policy Board on October 29th that all of the concerns regarding impact on existing revenue had been successfully addressed. Access to the application via the Internet will be limited to organizations that have current licenses to access the underlying parcel data. Dave Drealan, Carver County Planning Director, chairs this Workgroup. The goal is to go live with the application in early January.

C) PRIORITY BUSINESS INFORMATION NEEDS (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) Emergency Preparedness Workgroup

Three subgroups and a steering committee have formed and are meeting separately to focus on the following specific areas to achieve the overall objectives set forth in the workplan proposed for Coordinating Committee approval (Agenda Item 5d):

The steering committee for the MetroGIS EM Mgmt Workgroup met on Wednesday December 3 to discuss the initial agenda of each sub group. A quick summary of the steering committee meeting results is as follows:

GIS Outreach Group -
-Finalize a GIS Skills Resource Database in MSAccess and Web enable
-Study and accrue information on Mutual Aide Support
-Study and accrue information of Speaker and Authoring resources

Emergency Management Outreach Group -
-Study and accrue information on future EM Events (Gov Conf in March, MG Rotary Club, Simulations, etc)
-Determine Who/What organizations/Info we need to partner with.
-Study and accrue information on Funding.

Data Group -
-Get ArcIMS site Web enable at MetCouncil as soon as possible
-Identify data sources and requirements.
-Identify the Who, How and When data will be compiled for the EM Group.

In order to facilitate timely progress, the EM Steering Committee set the next EM Steering Committee meeting for Monday, January 26th.

In addition, the workgroup is continuing its outreach efforts via the GIS/LIS conference and establishing contacts within the Emergency Management community. Work is also in progress to implement a prototype ArcIMS website that would run on the DataFinder web server to improve access to data needed by the emergency management community in a readily mapable format. Randy Knippel, Dakota County's GIS Manager, and Rick Gelbmann, Metropolitan Council's GIS Manager, are co-chairing this workgroup.

(2) Existing Land Use Workgroup:

The workgroup will meet on December 10th to discuss the results of a series of pilot projects to determine a data model will work best for MetroGIS. Under consideration are the APA's Land-Based Classification Standard, enhancement of the MetroGIS Planned Land Use coding scheme, and a "Built Environment" database. Current workgroup members represent: city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being facilitated by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities. A recommendation to the Committee is anticipated at either the March or June 2004 meeting.

(3) **Highway and Road Networks**

The Highways and Road Networks Technical Workgroup met on December 2nd to discuss workflows for updating and enhancing MnDOT's Location Data Manager (LDM). From this discussion, several questions for MnDOT emerged, which will be communicated before the end of the calendar year. A core set of attributes was given preliminary approval, along with some common definitions for a model of street segmentation and attribution. The next step will be to work with MnDOT on answering the questions that arose from this meeting, and finding common ground for the segmentation and attribution model. Information about previous aspects of the project, including agreed upon goals, expectations, and participant roles can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml.

(4) **Lakes, Wetlands, etc.:**

No activity has occurred since direction was received from the Coordinating Committee at its September 17th meeting regarding this information need. At that time, the Committee authorized creation of a work group to assess the applicability of currently proposed state-level standards by the Hydrology Committee of the Governor's Council on Geographic Information for potential MetroGIS solutions. This group will be responsible to develop strategies to accommodate any desired modifications and assure that any changes will integrate with State data. In September, the Coordinating Committee also authorized separating the substance of the hydrologic information need into 4 to 5 sub-components that can be provided to users in a more timely and efficient manner than is currently in place.

(5) **Regional Parcel Dataset Enhancements**

A Regional Parcel Data Users Forum was held on September 25th. The purpose was to engage a group of individuals who use the regional parcel dataset and who are representative of the broad community to identify desired enhancements to the dataset. The forum summary is posted on the MetroGIS web site at http://www.metrogis.org/data/datasets/parcels/0903_forum.pdf. A number of desired enhancements to this dataset were identified and ranked in order of highest priority. A workgroup has begun to evaluate the practicality of pursuing each of the identified enhancements and

the resources that would be necessary to accomplish them. The workgroup's recommendation is tentatively scheduled to be presented to the Coordinating Committee in March 2004. Funding associated with the pending data sharing agreements (See Item 6A, above) with the seven counties would be used to accomplish the selected enhancements.

(6) Socioeconomic Characteristics of Areas:
(*See Agenda Item 5f*).

(D) ENHANCEMENTS TO DATAFINDER CAFÉ / MN GEOINTEGRATOR PROJECT

The MN Land Management Information Center (LMIC) has been working with MetroGIS staff to develop GeoIntegrator, a statewide web service similar to the MetroGIS DataFinder Café, including new functional features that also would support an enhanced Café. Most of the project's funding was received from a state Technology Enterprise Board grant. A small portion of a National Spatial Data Infrastructure (NDSI) Web Mapping Services grant received by MetroGIS in 2001 has been set aside for this collaborative effort. Work on the project was suspended in October, when LMIC's contractor, Syncline, which also developed Café, declared bankruptcy. LMIC is currently negotiating a settlement that will result in completion of the project by a third party in early 2004. No MetroGIS funds will be spent if an acceptable settlement cannot be reached.

(E) COLLABORATIVE PARCEL DATA DISTRIBUTION STRATEGY - NON-GOVERNMENT ACCESS

The County Data Producer Workgroup (of the Coordinating Committee) has made progress to reach agreement among all counties on a collaborative solution to distribute the same parcel data (parcel boundaries plus 25 normalized attributes) to non-government interests that is currently being distributed to government interests.

- A website for streamlined, one-stop orders was built by the Metropolitan Council staff who support MetroGIS and is ready for operation once the licensing and fee policies are finalized.
- The Workgroup developed a prototype common fee schedule, led by Dakota County's GIS Coordinator, that is eventually intended to apply to all seven counties. It incorporates significant price reductions from the current $0.05/parcel through subscriptions and volume purchases and accommodates subsetting of the regional dataset. *The group also concluded that each county does not have to implement exactly the same fee schedule, given the substantial amount of change that has already occurred to accomplish the main objective of this project – greatly streamline the data access process*. *Status:* Anoka, Carver, Dakota, Hennepin, Scott and Washington Counties have adopted the fee schedule proposed by the Workgroup. Ramsey County is rewriting its entire fee schedule, which includes this proposal thus far, with a target for implementation of January 1, 2004.
- The components of a common license document, including the shrink-wrap concept to streamline execution, have been agreed upon. Anoka County volunteered to coordinate drafting of the document. *Status:* All of the counties except Hennepin County have accepted the document recommended by the Workgroup.

(F) INVESTIGATION OF DATA SHARING WITH UTILITIES EXPLORED

A sample of the regional parcel dataset was delivered in early November to representatives of Xcel Energy, CenterPoint Energy Minnegasco, and the Minnesota Valley Electric Cooperative. If they agree there is merit in continuing discussion, the County Data Producer Workgroup will oversee an investigation of uses that local government might make of infrastructure data maintained by the utilities. If the conclusion is that an exchange of data would be of mutual benefit a policy change will be pursued to allow utilities to access county produced parcel data, without fee, in return for sharing their utility facility locations aligned with the county-produced parcel data.

(G) DATAFINDER USER SATISFACTION FORUM PLANNED

A forum is planned for Spring 2004 to inform stakeholders, primarily data producers, of the capabilities and availability of DataFinder as tool to assist them with their data distribution needs and desires.

MetroGIS

Agenda Item 7

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: December 9, 2003
(For the Dec 17th Meeting)

a) New MetroGIS Benefits Testimonial – SRF Consulting Group

A 6th testimonial to the benefits of MetroGIS's efforts has been received. The SRF Consulting Group, headquartered in Plymouth, was the subject. SRF provides a variety of transportation planning, community development, and related construction services to cities and counties in the metro area. The testimonial can be viewed at http://www.metrogis.org/benefits/testimonials/srf.pdf. According to Bob Diedrich, Senior GIS Specialist with SRF, "the regional datasets made available through MetroGIS, and the ease with which they can be acquired through DataFinder Café, create productivity gains and cost savings for SRF, which in turn means reduced costs for our clients". A project for which they were hired by Carver and Scott Counties was cited as a recent success in large part due to MetroGIS's efforts to support regional datasets and DataFinder, an Internet-based data discovery and distribution tool.

b) Gopher State One Call – Concerns for Pending Fee Increases

Gopher State One Call (http://www.gopherstateonecall.org/default.asp) (GSOC) is the one-call notification system established to inform all Minnesota underground facility operators of intended excavations. GSOC plans to implement a new policy of charging for all notification tickets issued, effective January 1, 2004. This presents a problem to many municipal, county, and regional government offices, as the large majority of tickets they receive describe excavations that are nowhere near their facilities. One of the problems that leads to this over-notification is inaccurate base map data, an issue that MetroGIS could help resolve with data sharing agreements. In a separate mailing, Policy Board and Coordinating Committee members are being asked to encourage their organizations to join in an effort to delay implementation of the proposed policy until all major issues with the pending policy have been resolved.

c) Metadata Clarifications – Regional Parcel Dataset

Staff has made the following change to the metadata for the Regional Parcel Dataset to clarify intent. No substantive change is involved, therefore, action is not requested from the Committee. The previous language (below) was created based on the assumption that all counties could submit updated assessment values by April of each year. Also, there would have been no updates of those assessments until the following April. As it turns out, some counties are able to provide new assessments by the April update and other counties are not. So the existing language indicates that even if you get new values in May, you should not provide them until the following April. This was not the intention. The new language clarifies this.

"The quarterly update schedule will be April 1, July 1, October 1 and January 1. ~~Valuation and tax information in the Regional Parcel Dataset will be updated with the April 1 release, and will not be updated again until the following April.~~ **Valuation and tax information in the Regional Parcel Dataset will generally be updated with the April release. Counties that do not have the new**

assessments available by April should provide them with the next quarterly release after they are available. Parcel geography and other attributes will be updated with each quarterly release."

d) Matrix for Status of Priority Information Needs Modified – "Looking for Stewardship" - Added

In accordance with direction received from the Coordinating Committee at its September 17th meeting, the statement "looking for stewardship" has been added, along with a text hyperlink, at http://www.metrogis.org/data/index.shtml for each of the priority information needs for which work has not begun or has stalled for lack of a organization with a regional need to lead the discussions necessary to define a regional solution.

e) Professional Services Contracts

- Jeanne Landkamer, a self-employed journalist, has been selected to assist MetroGIS with its communications projects in 2004, possibly through 2008. Ms. Landkamer has assisted MetroGIS in this capacity for the past three years.
- Three proposals were received in response to Request For Proposals that was published in September concerning professional services related to business and policy planning, performance measures reporting, and several special projects. As of this writing, evaluation of these proposals was still in progress. MetroGIS has outsourced these and related professional services since 1998.

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

The following activities occurred since the Policy Board last met.

- Article Published in Fall Issue of GIS/LIS Newsletter
- Testimonial from SRF Consulting
- Metro 911 Board Initiative - Integrate GIS Technology into PSAP Operations
- PolicyLink Forum and Recommendations – *Towards a Regional Strategy for Sustaining Community Focused GIS in the Twin Cities Metro*
- Collaborating with Victoria, British Columbia.
- Information Sharing County-GIS Based User Groups

Article Published in Fall Issue of GIS/LIS Newsletter

An article summarizing MetroGIS accomplishments since the last newsletter was published in July. It can be viewed at http://www.mngislis.org/newsletter/summer2003.pdf.

Testimonial from SRF Consulting

In October, the sixth testimonial to the benefits of MetroGIS's efforts was completed. SRF Consulting was the subject. It can be reviewed at http://www.metrogis.org/benefits/testimonials/srf.pdf .

Metro 911 Board Initiative - Integrate GIS Technology into PSAP Operations

MetroGIS and Metropolitan Council GIS staff helped the Metro 911 Board develop a Request for Information to help the Board prepare for integrating GIS technology into the day-to-day work of PSAPs, and participated on a workgroup that developed a strategy for implementation.

PolicyLink Forum and Recommendations – *Towards a Regional Strategy for Sustaining Community Focused GIS in the Twin Cities Metro*

(*See Agenda Item 5j*.)

Collaborating with Victoria, B.C.

Dilsher S. Virk, director a consortium of government interests serving the greater Victoria, B.C. area, has recognized MetroGIS as a valuable resource as he assists the consortium address many of the issues that MetroGIS has addressed. Likewise, MetroGIS staff finds these dialogues enlightening because Victoria, B.C.'s efforts include defining commonly needed applications, which is a current MetroGIS priority.

Information Sharing via County-GIS Based User Groups
See Item "f".

g) State Geospatial Initiatives Update

1) Contract with Syncline to Expand DataFinder Café Statewide
See Agenda Item 6e.

h) Federal/National Geospatial Initiatives Update

1) The National Map (TNM) – TNM is currently using four Web Mapping Services distributed via MetroGIS DataFinder. They are: Functional Class Roads, Major Highways, Hiawatha Corridor Light Rail Line, and County Boundaries.

2) I-Teams - The Staff Coordinator and David Arbeit, with LMIC, are serving on a Minnesota Governor's Council Committee responsible for consolidating all of Minnesota's individual, theme-based I-Plans in a document that sets forth a cohesive strategy to guide investments in geospatial technology and data within Minnesota. Plans for the 8 data themes are in various stages of completion. A draft "wrapper" document has been drafted and is under review by the I-Plan Coordinating Committee. The target is to consolidate all of the individual I-Plans into to a single document for submission to the federal Office of Management and Budget in early 2004.

i) County-based GIS User Group Activity

On December 1st, each County-based GIS User Group was invited to share information with the Coordinating Committee about their respective activities. The following responses were received:

Anoka County: (Group not active)
Carver County: No response
Dakota County: No response

Hennepin County: "Since the Hennepin County GIS Users Group's rebirth, we've really only had one organizational meeting and one regular meeting which was mostly informational.

"Our biggest task has been the start-up efforts of becoming a legal entity - we are now a MN non-profit 517A and will use that paper work to apply for federal 501(c)(3) status in the coming weeks. This of course was made possible by funding from MetroGIS (thanks again).

"Along with the Articles of Incorporation we also have written Bylaws. We also voted to ask for a small ($10) annual membership fee to cover costs like web hosting and other business costs. We have that website established along with email addresses which together serve as our virtual office (we have no real physical location).

"Hopefully our next meeting will help us further develop our direction and possible activities (i.e. get down to business). Our next meeting is Jan 8, 2004 at the Ridgedale Library in Minnetonka, 10-noon."

Ramsey County: No response

Scott County:
*Hosted GIS Day 2003 event – Theme: "*Learn how GIS (Geographic Information Systems) can save you money, time and a lot of work!" Over a 3-hour period, a number of hands-on demonstrations were presented covering a wide variety of topics.

User Group Open House activities. We had four open houses throughout the year. All of them were a success. The Location were Savage, Belle Plaine, Jordan (MVEC), New Prague. It our intention to have another open house at Prior Lake in January or February.

2003 Scott County Flight Data. The County, Cities and others purchased color orthos, 2' contours, and planimetrics this year. We are having a meeting on December 10th to discuss the delivery of this new data. The order of delivery will be color orthos, then planimetrics, then 2' contours.

County Web Site. The GIS departments is constantly updating and improving the GIS/Mapping site. One of the items they are trying to improve on is a quick to Land Records. They are also looking at adding additional information to the parcel information page, such as township, range, and section. Because in some cases you need these items to locate a map, such as 1/2 Section and 1/4 Sections maps.

Washington County: Held a GIS open house as part of GIS Day. Demonstrations included:

*Online property information - Demonstrating property information available through a web browser for residents and county staff.

*Well Locating project - Washington County Health Department is using GIS and GPS to improve the County Well Index.

*3-D visualization of the County Well Index with Quaternary Stratigraphy data.

*Call Notification System - Emergency Management demonstrated how the GIS-based call notification system works.

*Wireless 911 - GIS Support demonstrated the application designed for the dispatch center that helps to locate 911 calls originating from a cell phone.

*Parcel Data - Assessor Photo demo - demonstrated integrating parcel data, aerial photography and Assessor house photos.

*Park trail inventory using GPS - displayed the result of a parks trail mapping project using GIS and GPS.

A number of map examples from various projects were also on display.

Approved On
(Draft)

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 205
December 17, 2003

1. CALL TO ORDER

Chairperson Harper called the meeting to order at 1:10 PM, introduced the newest member David Bitner, with the Metropolitan Airports Commission, and asked each of the committee members to state their name and the organization they represent.

Members Present: *Academics*: Will Craig (U of M); *Cities*: Karen Johnson (AMM: core cities - City of St. Paul); *Counties*: Gary Swenson (Anoka), Bill Brown (Hennepin); David Claypool (Ramsey), Dave Drealan (Carver), Jane Harper (Washington), Jim Hentges (Scott), and Randy Knippel (Dakota); *Federal*: Ron Wencl (USGS); *GIS Consultants*: Larry Charboneau (The Lawrence Group); *Metropolitan:* David Bittner (Metropolitan Airports Commission), Mark Kotz for Rick Gelbmann (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sandra Paddock (Wilder Research Center); *Schools:* Dick Carlstrom for Lee Whitcraft (TIES); *Special Expertise*: Brad Henry (URS Corp.); *State*: David Arbeit (LMIC), Joella Givens (Mn/DOT), and Robert Maki (DNR).

Members Absent: *Business Geographics*: Steve Lehr (CB Richard Ellis), *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington), *Utilities*: Al Laumeyer (CenterPoint Energy/Minnegasco); and *Watershed/Water Management Organizations*: Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Support Staff: Steve Fester, Randall Johnson, and Kathie Doty (Richardson, Richter & Associates, Inc.)

2. ACCEPT AGENDA

Charboneau moved and Hentges seconded to approve the agenda as submitted. Motion carried ayes, all.

3. ACCEPT MEETING SUMMARY

Craig moved and Henry seconded to approve the summary for the Committee's September 17th meeting, as submitted. Motion carried, ayes all.

4. SUMMARY OF OCTOBER 29 POLICY BOARD MEETING

Chairperson Harper summarized the major topics considered by the Policy Board at its October 29th meeting.

5. ACTION AND DISCUSSION ITEMS

a) Election of Officers

Chairperson Harper turned the meeting over to Vice Chairperson Drealan.

Motion: Craig moved and Claypool seconded to nominate Harper to serve as chairperson for the coming year. Johnson moved and Brown seconded to cease nominations and elect Harper by white ballot. Motion carried ayes all.

Vice Chairman Drealan turned the meeting back to Chairperson-elect Harper to preside over the election of a vice chairperson for 2004. Claypool moved and Henry seconded to nominate Dave Drealan. Nominations were closed.

Motion: Claypool moved and Henry seconded to elect Dave Drealan to as serve a Vice Chair of the Coordinating Committee for the coming year. Motion carried unanimously.

b) Operating Guideline Modifications – Second Reading

Chairperson Harper commented that the proposed changes in the guidelines were essentially to reflect the maturing of MetroGIS, noting that the current operating guidelines are same the as originally adopted in 1997.

Craig suggested three modifications for the Committee's consideration:

- Add a section that provides procedures to remove members from the Committee who are not participating in the Committee's affairs.
- Clarify expectations for members who represent broad communities as opposed to single organizations.
- Clarify the title for Article IV.

It was agreed to postpone Committee action to the March meeting to give staff and the Chairperson an opportunity to propose specific language changes to address each of the matters raised by Member Craig.

It was agreed that the proposed Member Removal provision should call for Committee action to consider removal of a member after three consecutive missed meetings and failure of a qualified alternate to attend on their behalf. The concept of unresponsiveness (no advance warning) was also noted as considerations. The group also asked staff to offer language to stipulate that there is an expectation concerning members who represent broad communities, as opposed to single organizations, that they should make an attempt to communicate with that community and bring the community's ideas and concerns to MetroGIS's deliberations.

The following members volunteered to serve as liaisons for the following MetroGIS workgroups:

- Highway and Roadway Networks: Joella Givens, MnDOT
- Hydrology: Robert Maki, DNR
- Addresses (Sandra Paddock, Wilder Research – volunteered following the meeting)

c) 2003 Accomplishments and Annual Report

Staff Coordinator Johnson summarized the major accomplishments as outlined in the agenda materials. Craig suggested that MetroGIS should list, as one of its accomplishments, the fostering of the Parcel Data Status Survey completed summer 2003 by a workgroup (chaired by Craig) of the Governor's Council on Geographic Information. Craig noted that this survey was, in large part, influenced by MetroGIS's interest in establishing data sharing, in particular parcel data, with the counties that surround the seven-county Metro Area. Craig noted that through this survey, information has been documented on who to contact, as well as, detailed information on each county's GIS efforts related to parcel data. Craig also asked that the website address for the final report (http://www.gis.state.mn.us/pdf/GeoDataExchange.pdf) be included in MetroGIS's reference to the study.

The report was accepted with no other comments offered.

d) 2004 Budget and Major Program Objectives

Staff Coordinator Johnson summarized the proposed 2004 MetroGIS budget, noting that no changes had been made to the preliminary version shared with the Committee, at its September meeting, other than the text associated with the proposed Data Sharing Agreement to capture expectations defined by the Policy Board at its October 29th meeting. Johnson noted that that afternoon (Dec. 17) the Metropolitan Council was expected to approve its 2004 budget and that MetroGIS's requested funding is a line item in the Council's budget.

No comments were offered other than Givens suggested that a column should be added to the left side of the spreadsheet to make the Section numbers easier to read. Staff noted this will be done before the document is forwarded to the Policy Board for approval in January.

Motion:
Paddock moved and Arbeit seconded to recommend that the Policy Board approve the 2004 MetroGIS budget as presented in the document dated December 8, 2003, subject to the Metropolitan Council adopting a budget that supports the portion of the expenses allocated to the Council. Motion carried, ayes all.

e) 2004 MetroGIS Work Plan
Staff Coordinator Johnson summarized the proposed major focuses for 2004, calling specific attention to the proposed creation of an Address Workgroup, noting that its impetus arose from a common need of several standing workgroups and current initiatives of the Metro 911 Board and the Ramsey County GIS Users Group to develop an effective means to capture and maintain address data at the suite/unit level. A document prepared by staff (Attachment A), which assembled information about each of the known overlapping interests was shared with the Committee for its information. Comments from the Committee members were as follows:

Address Workgroup
Claypool commented that he has shared the Ramsey County GIS Users Group's concept of a county-wide, enterprise address database on at least three occasions with the FGDC Cadastral workgroup of which he is a member and he encouraged MetroGIS's initiative to align, to the maximum extent practical, with national standards/guidelines where they exist. He also noted that this initiative will be a opportunity for MetroGIS to provide leadership with significance beyond the seven county Metro Area.

Arbeit concurred with Claypool and further noted that a national URISA Committee has been working in this area for some time, in particular, with protocol for dealing with suite/unit addresses that have a many-to-one relationship with parcels, as well as other forms of addresses in addition to the customary parcel (situs) address.

Henry commented that the topic of addresses was particularly difficult in Minneapolis's GIS experience because addressing needs are very different from the variety of perspectives involved - assessor, planner, etc. He cautioned that the first task should to reach agreement on the definition of the terms.

Chairperson Harper encouraged members of the Committee interested in serving on this new Workgroup to contact staff. (Following the meeting, Member Paddock offered to serve as the Committee liaison to this workgroup, given the overlap with the work if Socioeconomic Phase II workgroup, which she is currently a member.)

Socioeconomic – Phase II Workgroup
Craig noted that the language in the draft is no longer accurate and that he would appreciate an opportunity to modify it to align with the Phase II recommendation that will be considered by the Committee later in the agenda. The Committee concurred to allow Craig to modify this language consistent with the motion for Agenda Item 5f.

Motion: Craig moved and Claypool seconded to approve the 2004 detailed Work Plan, dated December 3, 2002, subject to modifications to be provided by Craig for the Socioeconomic Phase II Workgroup. Motion carried, ayes all.

Proposed Committee Retreat
The Staff Coordinator suggested that the Committee consider scheduling a retreat for fall 2004 and meet as a group to discuss possible philosophical changes to address priority information needs that have not been able to be addressed with the "regional dataset" philosophy that has underpinned MetroGIS since its inception. Following a comment from Chairperson Harper that a retreat would be beneficial prior to initiating the 2005 Business Plan Update project, the membership concurred that a retreat should be pursued but that topics should be not be limited to the "regional dataset" philosophy.

It was agreed that the concept of a retreat should be a discussion item on each Committee agenda until it is held to refine the agenda. As an adjunct to the "regional dataset" philosophy topic noted by staff, Member Read suggested discussing the concept of multiple organizations sharing update/maintenance responsibilities for a particular dataset (e.g., separate custodians for the spatial data versus attributes). (*Editor's note: During discussion of Item 5g, Member Knippel suggested that the Performance Measures should be expanded to include a measure that quantifies the benefits realized relative to the cost to attain these benefits. It was agreed this topic should be a topic of discussion for the proposed retreat*.)

Concept of Adding Utilities as a Priority Information Need

The Staff Coordinator summarized this proposal and its genesis having been the GASB34 presentation made to the Policy Board on October 29th. Vice Chairman Drealan commented that the County Data Producers Workgroup recently initiated a pilot with three utility companies to determine if they have an interest in sharing their infrastructure data with local government in return for access to parcel data. Drealan also noted that since MetroGIS's 2004 work plan is already very ambitious, the current pilot should be permitted to run its course and be used to define issues and opportunities before initiating any further activity in this area. The Committee concurred.

f) Phase I Socioeconomic Report and Recommendations

Member Craig, Chair of the Phase I Socioeconomic Workgroup, summarized:

- the process and participants involved to arrive at the Workgroup's recommendations,
- general criteria discovered for data necessary to meet the MetroGIS community's priority socioeconomic information needs (sub-city level, updated at least annually, and a time series of at least 10 years),
- existing data sources identified to align with desired data characteristics, and
- a prototype website developed by MetroGIS support staff to aid the user search by data theme or data source and quickly locate existing data that satisfy priority information needs.

Craig also explained a proposal to pursue enhancement of three existing data sources to enable them to satisfy desired data characteristics and objectives for the proposed Phase II workgroup. The Phase II workgroup is proposed to address a need, by primarily local government, for small area analysis that can not be accommodated by existing traditional sources of socioeconomic data.

Maki asked how many much of the data can be served today from web sites in the form needed by the user. Craig estimated about 50 percent of the currently identified "best known" data sources can be downloaded, noting that the proposed resources webpage is intended to simply access to these sites as well as direct the user to contacts for commonly needed data that it is not currently available online.

Arbeit commended the workgroup for defining a one-stop Internet protocol to aid users track down the wide variety of data needed to address priority socioeconomic information needs and for its work to actually identify "best known" sources for each priority need. In response to Maki's question, he also noted that the Workgroup's efforts are a necessary first step to move toward a solution where the user is readily able to integrate these data into commonly used GIS applications.

Motion: Craig moved and Givens seconded that the Committee:

a) Recommend that the Policy Board approve, as a Phase I regional solution, the prototype web-based resources page developed by the Phase I workgroup, direct staff to advertise its existence, and direct identification of a custodian / process / method to ensure the currency of the information presented on this site is maintained.
b) Recommend that the Policy Board:
   - Endorse pursuing modifications to existing datasets related to *County social service records, First Call for Help, and county birth and death records* to enhance their usability and better address priority socioeconomic information needs, and

- Direct the Coordinating Committee to pursue negotiations with the respective data producers to achieve these enhancements.

c) Authorize the Phase I workgroup to reconvene, at a time it determines appropriate during 2004, to evaluate desired enhancements to the web-based resources identified in Item A and monitor funding progress for the federal ACS and LED programs, as well as, a bring forth recommendation for action as appropriate.

d) Create a Phase II workgroup and delegate to it the two principal objectives stated in the general findings, listed in this report.

Motion carried ayes, all.

Following the motion, Craig asked for volunteers to assist with documenting the benefits that would accrue to local government with regard to reducing effort currently needed to interact with the Census Bureau to produce the decennial census, if the American Community Survey (ACS) were to be enacted. The purpose of this documentation is to support a pending recommendation to the Policy Board to adopt a resolution in support of Congressional funding for the ACS. Craig also requested feedback as to the envisioned benefits of policy-driven analysis of the census data on an as-needed basis, as opposed to gearing up for the traditional intensive 2-3 year analysis, with no particular policy need in mind, following completion of the decennial census. No comments were made.

g) Annual Performance Measures Report and Recommendations

Kathie Doty, member of the staff support team with Richardson, Richter & Associates Inc., summarized the 2003 MetroGIS Performance Measures Report. Following her presentation, Doty asked the members to comment on staff's conclusions about what the findings mean.

Maki noted that based upon his experience with DNR's Data Deli, download activity will eventually plateau. This is likely because the regular customers see the Deli as a stable source of data that can be accessed when they need the data. What drives increased activity are a) expanding the number of data offerings, b) the breadth of need for the new offerings, and c) the breadth of users. Arbeit concurred, noting that the number of downloads from LMIC's Geospatial Data Clearinghouse were consistently around 650/ per month until they made 2003 orthoimagery available from this site. The availability of the imagery resulted in a more than doubling in the download activity. Arbeit expects this activity to eventually drift back closer to the amount of activity realized prior to making the imagery available; noting that only time will tell. Maki also encouraged MetroGIS to also consider tracking the amount of bundled downloads (multiple datasets downloaded in one session).

Knippel requested more details on the Quova report findings that listed Dakota County among the top 20 entities downloading data, accounting for over 36 downloads last year. He was intrigued by this amount of activity and was not sure who within the county may be involved. Staff agreed to send the raw numbers to Knippel.

Doty asked the Committee to comment on the recommendation that MetroGIS continue to invite more organizations to utilize DataFinder to advertise data holding through posting of metadata, as well as, to use the tool to distribute data. The Committee concurred that this is an appropriate use of staff time. The group also concurred that a note should be added to the DataFinder site encouraging stakeholders to offer metadata postings.

In response to a question raised about the usefulness of incomplete metadata, the group concluded that it is more important to the post the metadata and make the community aware of its existence than to require complete metadata. Arbeit commented that LMIC has received a Metadata Training Grant and they would be happy to coordinate training with related MetroGIS efforts.

Member Knippel suggested that the Performance Measures should be expanded to include a measure that quantifies the benefits realized relative to the cost to attain the cited outcomes, noting the current report only addresses one side of the equation and that an attempt should be made to measure value (time/resources invested to achieve the outcome). Doty commented that the reason for proposing amendment of Measures 6 and 7 at the September Committee meeting was because staff had been unsuccessful in attempts to quantitatively document costs to the producers, a component of Knippel's proposed value measure, and that such a measure in a highly collaborative initiative, such as MetroGIS, is extremely difficult to measure. The Committee agreed that this topic should be noted in the cover memo to the Policy Board and directed staff to include in the list of topics for discussion at the fall 2004 retreat.

Craig requested that the reference to measure numbers on Page 4 be modified to state the description of the measure as opposed to just listing the number. Doty agreed to make this change. Craig also suggested that a performance measure should be added to track use of pending geospatial applications (e.g. regional mailing label). No action was taken at this meeting but the item was referred to the pending Business Plan Update to determine the context for this measure. Finally, staff was asked to place the measures in the correct order prior to sharing the report with the Policy Board.

Motion:
Maki moved and Arbeit seconded accept the 2003 Performance Measure Report and accompanying cover memo, subject to the modifications agreed upon at this meeting, and forward them to the Policy board for consideration. Motion carried ayes all.

h) GIS Technology Demonstration Topic for January Policy Board Meeting
Chairperson Harper commented that she believed the Scott County presentation, as suggested by staff, would be a good topic for the Board at this time. Henry suggested John Carpenter's presentation on the usefulness of small area analysis and mapping that can be achieved with his iBlock^{tm} methodology. Staff commented that if the iBlock^{tm} concept is demonstrated it should be part of a recommendation from the Committee to give the presentation meaning relative to regional best practices and policy for the MetroGIS community.

Motion:
Craig moved and Givens seconded to invite Scott County to present its enterprise GIS story as the GIS Technology Demonstration topic for the January 28th Policy Board meeting. Motion carried, ayes all.

i) 2003 Coordinating Committee Meeting Schedule
Craig moved and Charboneau seconded to approve the Committee schedule as proposed in the agenda materials: March 31, June 30, September 29 and December 15th, beginning at 1:30 p.m. at the Minnesota Counties Insurance Trust Building.

Motion carried, ayes all.

j) PolicyLink Forum and Recommendations
Craig summarized the information presented in the agenda materials, noting that the Non-profit/ Neighborhood Group Community is not asking MetroGIS and its stakeholders (as result of the PolicyLink Report) for anything that is not currently in MetroGIS's work plan. He also commented that the community would be appreciative of MetroGIS supporting their needs, as defined in the PolicyLink report.

The Committee concluded that it would okay for staff to share with the Minneapolis Foundation the actions listed in the agenda materials, as being appropriate for MetroGIS but concurred that this request should not be forwarded to the Policy Board until the specifics of some of the recommendations that will come from fostering the proposed dialogue are more clear, in particular, those that involve access to parcel data.

Motion:
Craig moved and Givens seconded to authorize staff to share with the Minneapolis Foundation the actions listed in the agenda materials, as being appropriate for MetroGIS and note that Policy Board consideration would be best sought when specifics of policy recommendations are available. Motion carried, ayes all.

6. PROJECT UPDATES

a) Next Generation Data Sharing Agreements

Vice Chairman Drealan, Chairperson of the County Data Producers Workgroup, commented that the next-generation agreements are in various stages of review at each county and that they will not all be in place by the end of the year. Committee members were informed that the Regional Parcel Dataset cannot be accessed from DataFinder after the first of the year until these agreements are in place, and that the Council's custodian tasks to assemble a quarterly update also can not be supported until the new agreement is in place. Those who may need parcel data early in 2004 were encouraged to download it before December 31. Once in their possession they can continue to use it until the next agreement is in place. (*Editor's note: At a meeting the following day with Policy Board Chairperson Reinhardt, Chairperson Harper agreed to draft a message to each county asking for permission to continue to distribute the regional parcel dataset in the interim prior to enactment of the next generation agreement. All seven counties agreed to this interim measure and distribution was not interrupted.*)

There was no discussion of the items presented in the agenda materials due to lack of time.

7. INFORMATION SHARING

There was no discussion of the items presented in the agenda materials due to lack of time.

8. NEXT SCHEDULED MEETING

March 31, 2004

9. ADJOURN

Brown moved and Charboneau seconded to adjourn at 3:35 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson *and* Steve Fester
MetroGIS Support Staff Team

ATTACHMENT A

DRAFT FOR DISCUSSION

PROPOSED ADDRESS WORKGROUP
PURPOSE STATEMENT & ORGANIZATIONAL STRATEGY

Purpose
Propose a best practice (regional) solution that provides for consistent capture and maintenance of address data, across the seven-county Metro Area, and is consistent with all related priority information needs of the MetroGIS community.

Preliminary Situation Evaluation – What We Think We Know About the Business Needs
- A countywide enterprise database serving all key local government address producer and custodian interests within each of the seven counties.
- Primary producers of address data (building officials, etc) would enter new address information into the enterprise database when assigned - avoiding the need to reenter data by others (e.g. county tax assessor).
- A standardized data entry form that would automatically post data, in the correct format, to the enterprise database. Every primary producer would have "write" access to add records to the database.
- Addresses assigned to properties that have been preliminary platted but have not yet been final platted would be captured as "pending property". (This is a need for utilities, emergency management, and possibility others.)
- An automated means to notify primary producers of anomalies in address data for investigation. Only the primary producer would have "write access" to modify the data.

Leverage Multiple Related Initiatives/Business Needs – Projects to Keep Tabs On
Investigate opportunities to leverage and coordinate among the following efforts:
1) The Ramsey County GIS User Group's work to implement a county-wide, enterprise database to coordinate capture of address data when initially created by local units of government and provide a means for all producers to detect and correct errors in address records.
2) The Metro 911 Board's GIS initiative with its PSAP (Public Safety Answering Points) affiliates. Up-to-date address data is needed for individual address units (residential and non-residential) that are components of multiple unit structures located on single tax parcels (tax assessor records are not adequate).
3) The MetroGIS Phase II Socioeconomic Workgroup's efforts to improve mapping resolution of a wide range of socioeconomic characteristics by assigning them to "address unit" level records, as opposed to census geography.
4) The MetroGIS Parcel Workgroup's desired improvements to the address components (owner, taxpayer, and resident) of the regional parcel dataset. (tax assessor records may not adequate in all cases).

Assumptions
There are at least three different types of addresses: official parcel property addresses, property and dwelling unit mailing addresses, and delivery addresses. Sometimes these are the same, but they are often different. Achieving full data integration will require a complete and accurate mailing address list and a crosswalk from mailing addresses to parcel and delivery addresses. It makes sense for City and County officials to maintain the parcel addresses. There may be a need for another resource to make sure that mailing addresses and the crosswalks are complete and accurate.

Participants:
Leaders/Liaisons from the following groups/initiatives should be actively involved:

1) Ramsey County GIS Users Group – Address Committee
2) Metro 911 Board technical lead for GIS initiative with PSAPs
3) PSAP – large community and rural perspectives
4) City building official/city clerk – assignors of addresses via building permit processes
5) County assignors of addresses via septic system/other permit processes
6) County Tax Assessor – 2-3 counties with varying business models
7) MetroGIS Phase II Socioeconomic Workgroup
8) MetroGIS Existing Land Use Workgroup
9) MetroGIS Parcel Enhancement Workgroup
10) MetroGIS Emergency Management Workgroup
11) ??

Time Frame

Organize the workgroup in January 2004. If possible, submit a recommendation to Coordinating Committee by Dec 2004.

Lead Staff

MetroGIS Regional Parcel Dataset Technical Coordinator –Mark Kotz
MetroGIS Staff Coordinator - Randall Johnson
Other??

Next Steps – First Steps

1) Corroborate business needs
2) Identify possibilities and evaluation options to achieve business needs

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

Wednesday, March 31, 2004

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street on Empire)

1:30 to 3:30 PM
See directory in lobby for meeting room location.

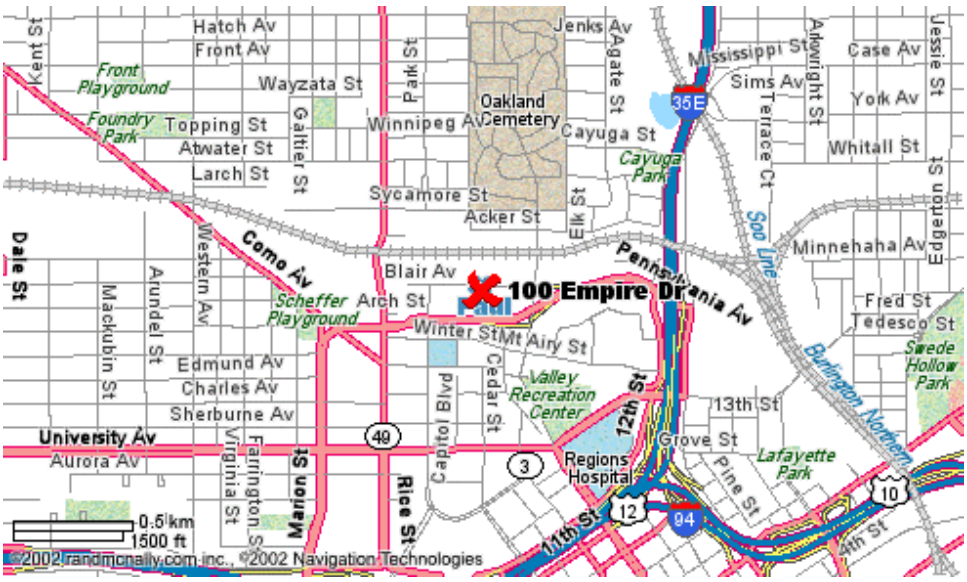
			Page
1.	**Call to Order and Introduce New Member (Ned Phillips –Rice Creek Watershed District)**		
2.	**Approve Agenda**	***action***	
3.	**Approve Meeting Summary**		
	a) December 17, 2003	***action***	**1**
4.	**Summary of January 28 Policy Board Meeting**		**10**
5.	**Action and Discussion Items:**		
	a) Update on the Metropolitan 911 Board's GIS Project		**12**
	b) Operating Guidelines – Modifications - *THIRD READING*	***action***	**13**
	c) Preliminary 2005 Budget	***action***	**16**
	d) Enhancements to Regional Parcel Dataset – 2004 Funding Priorities	***action***	**18**
	e) Business Plan Update Preparations – (*Fall Workshop*)	***action***	**22**
	f) GIS Demonstration for April Policy Board meeting	***action***	**23**
	g) DataFinder – Review Outreach Presentation		**25**
	h) Performance Measures Reporting Update	***action***	**26**
	i) TOP Grant – Grant Writer Funding Request	***action***	**28**
6.	**Project Updates:**		**32**
	a) Third Generation Data Sharing Agreements		
	b) Priority Business Information Need Solutions		
	c) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project		
	d) County Data Producer Workgroup Activities		
	• Regional Mailing Label Application		
	• Collaborative Parcel Data Distribution Strategy - Non-Government Access		
	• Investigation of Data Sharing with Utilities		
	• Geospan, Pictometry, and Pioneer Press Proposals/Requests		
	e) Forums Planned for Fall 2004 - TLG Street Centerline Data Users and DataFinder		
7.	**Information Sharing:**		
	a) Certificate of Appreciation Presentation – Retired Member Aichinger		
	b) Presentations / Outreach / Studies		
	c) State Geodata Initiatives Update		
	d) Federal / National Geodata Initiatives Update		
	e) County-based GIS User Group Activity Update		
8.	**Next Meeting**		
	June 30, 2004		
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 readily usable."

How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-94 westbound -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Northbound -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Southbound -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

See www.mcit.org for more information

Approved On
(Draft)

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 205
December 17, 2003

1. CALL TO ORDER

Chairperson Harper called the meeting to order at 1:10 PM, introduced the newest member David Bitner, with the Metropolitan Airports Commission, and asked each of the committee members to state their name and the organization they represent.

Members Present: *Academics*: Will Craig (U of M); *Cities*: Karen Johnson (AMM: core cities - City of St. Paul); *Counties*: Gary Swenson (Anoka), Bill Brown (Hennepin); David Claypool (Ramsey), Dave Drealan (Carver), Jane Harper (Washington), Jim Hentges (Scott), and Randy Knippel (Dakota); *Federal*: Ron Wencl (USGS); *GIS Consultants*: Larry Charboneau (The Lawrence Group); *Metropolitan:* David Bittner (Metropolitan Airports Commission), Mark Kotz for Rick Gelbmann (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sandra Paddock (Wilder Research Center); *Schools:* Dick Carlstrom for Lee Whitcraft (TIES); *Special Expertise*: Brad Henry (URS Corp.); *State*: David Arbeit (LMIC), Joella Givens (Mn/DOT), and Robert Maki (DNR).

Members Absent: *Business Geographics*: Steve Lehr (CB Richard Ellis), *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington), *Utilities*: Al Laumeyer (CenterPoint Energy/Minnegasco); and *Watershed/Water Management Organizations*: Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Support Staff: Steve Fester, Randall Johnson, and Kathie Doty (Richardson, Richter & Associates, Inc.)

2. ACCEPT AGENDA

Charboneau moved and Hentges seconded to approve the agenda as submitted. Motion carried ayes, all.

3. ACCEPT MEETING SUMMARY

Craig moved and Henry seconded to approve the summary for the Committee's September 17th meeting, as submitted. Motion carried, ayes all.

4. SUMMARY OF OCTOBER 29 POLICY BOARD MEETING

Chairperson Harper summarized the major topics considered by the Policy Board at its October 29th meeting.

5. ACTION AND DISCUSSION ITEMS

a) Election of Officers

Chairperson Harper turned the meeting over to Vice Chairperson Drealan.

Motion: Craig moved and Claypool seconded to nominate Harper to serve as chairperson for the coming year. Johnson moved and Brown seconded to cease nominations and elect Harper by white ballot. Motion carried ayes all.

Vice Chairman Drealan turned the meeting back to Chairperson-elect Harper to preside over the election of a vice chairperson for 2004. Claypool moved and Henry seconded to nominate Dave Drealan. Nominations were closed.

Motion: Claypool moved and Henry seconded to elect Dave Drealan to as serve a Vice Chair of the Coordinating Committee for the coming year. Motion carried unanimously.

b) Operating Guideline Modifications – Second Reading

Chairperson Harper commented that the proposed changes in the guidelines were essentially to reflect the maturing of MetroGIS, noting that the current operating guidelines are same the as originally adopted in 1997.

Craig suggested three modifications for the Committee's consideration:

- Add a section that provides procedures to remove members from the Committee who are not participating in the Committee's affairs.
- Clarify expectations for members who represent broad communities as opposed to single organizations.
- Clarify the title for Article IV.

It was agreed to postpone Committee action to the March meeting to give staff and the Chairperson an opportunity to propose specific language changes to address each of the matters raised by Member Craig.

It was agreed that the proposed Member Removal provision should call for Committee action to consider removal of a member after three consecutive missed meetings and failure of a qualified alternate to attend on their behalf. The concept of unresponsiveness (no advance warning) was also noted as considerations. The group also asked staff to offer language to stipulate that there is an expectation concerning members who represent broad communities, as opposed to single organizations, that they should make an attempt to communicate with that community and bring the community's ideas and concerns to MetroGIS's deliberations.

The following members volunteered to serve as liaisons for the following MetroGIS workgroups:

- Highway and Roadway Networks: Joella Givens, MnDOT
- Hydrology: Robert Maki, DNR
- Addresses (Sandra Paddock, Wilder Research – volunteered following the meeting)

c) 2003 Accomplishments and Annual Report

Staff Coordinator Johnson summarized the major accomplishments as outlined in the agenda materials. Craig suggested that MetroGIS should list, as one of its accomplishments, the fostering of the Parcel Data Status Survey completed summer 2003 by a workgroup (chaired by Craig) of the Governor's Council on Geographic Information. Craig noted that this survey was, in large part, influenced by MetroGIS's interest in establishing data sharing, in particular parcel data, with the counties that surround the seven-county Metro Area. Craig noted that through this survey, information has been documented on who to contact, as well as, detailed information on each county's GIS efforts related to parcel data. Craig also asked that the website address for the final report (http://www.gis.state.mn.us/pdf/GeoDataExchange.pdf) be included in MetroGIS's reference to the study.

The report was accepted with no other comments offered.

d) 2004 Budget and Major Program Objectives

Staff Coordinator Johnson summarized the proposed 2004 MetroGIS budget, noting that no changes had been made to the preliminary version shared with the Committee, at its September meeting, other than the text associated with the proposed Data Sharing Agreement to capture expectations defined by the Policy Board at its October 29th meeting. Johnson noted that that afternoon (Dec. 17) the Metropolitan Council was expected to approve its 2004 budget and that MetroGIS's requested funding is a line item in the Council's budget.

No comments were offered other than Givens suggested that a column should be added to the left side of the spreadsheet to make the Section numbers easier to read. Staff noted this will be done before the document is forwarded to the Policy Board for approval in January.

Motion:
Paddock moved and Arbeit seconded to recommend that the Policy Board approve the 2004 MetroGIS budget as presented in the document dated December 8, 2003, subject to the Metropolitan Council adopting a budget that supports the portion of the expenses allocated to the Council. Motion carried, ayes all.

e) 2004 MetroGIS Work Plan
Staff Coordinator Johnson summarized the proposed major focuses for 2004, calling specific attention to the proposed creation of an Address Workgroup, noting that its impetus arose from a common need of several standing workgroups and current initiatives of the Metro 911 Board and the Ramsey County GIS Users Group to develop an effective means to capture and maintain address data at the suite/unit level. A document prepared by staff (Attachment A), which assembled information about each of the known overlapping interests was shared with the Committee for its information. Comments from the Committee members were as follows:

Address Workgroup
Claypool commented that he has shared the Ramsey County GIS Users Group's concept of a county-wide, enterprise address database on at least three occasions with the FGDC Cadastral workgroup of which he is a member and he encouraged MetroGIS's initiative to align, to the maximum extent practical, with national standards/guidelines where they exist. He also noted that this initiative will be a opportunity for MetroGIS to provide leadership with significance beyond the seven county Metro Area.

Arbeit concurred with Claypool and further noted that a national URISA Committee has been working in this area for some time, in particular, with protocol for dealing with suite/unit addresses that have a many-to-one relationship with parcels, as well as other forms of addresses in addition to the customary parcel (situs) address.

Henry commented that the topic of addresses was particularly difficult in Minneapolis's GIS experience because addressing needs are very different from the variety of perspectives involved - assessor, planner, etc. He cautioned that the first task should to reach agreement on the definition of the terms.

Chairperson Harper encouraged members of the Committee interested in serving on this new Workgroup to contact staff. (Following the meeting, Member Paddock offered to serve as the Committee liaison to this workgroup, given the overlap with the work if Socioeconomic Phase II workgroup, which she is currently a member.)

Socioeconomic – Phase II Workgroup
Craig noted that the language in the draft is no longer accurate and that he would appreciate an opportunity to modify it to align with the Phase II recommendation that will be considered by the Committee later in the agenda. The Committee concurred to allow Craig to modify this language consistent with the motion for Agenda Item 5f.

Motion: Craig moved and Claypool seconded to approve the 2004 detailed Work Plan, dated December 3, 2002, subject to modifications to be provided by Craig for the Socioeconomic Phase II Workgroup. Motion carried, ayes all.

Proposed Committee Retreat
The Staff Coordinator suggested that the Committee consider scheduling a retreat for fall 2004 and meet as a group to discuss possible philosophical changes to address priority information needs that have not been able to be addressed with the "regional dataset" philosophy that has underpinned MetroGIS since its inception. Following a comment from Chairperson Harper that a retreat would be beneficial prior to initiating the 2005 Business Plan Update project, the membership concurred that a retreat should be pursued but that topics should be not be limited to the "regional dataset" philosophy.

It was agreed that the concept of a retreat should be a discussion item on each Committee agenda until it is held to refine the agenda. As an adjunct to the "regional dataset" philosophy topic noted by staff, Member Read suggested discussing the concept of multiple organizations sharing update/maintenance responsibilities for a particular dataset (e.g., separate custodians for the spatial data versus attributes). (*Editor's note: During discussion of Item 5g, Member Knippel suggested that the Performance Measures should be expanded to include a measure that quantifies the benefits realized relative to the cost to attain these benefits. It was agreed this topic should be a topic of discussion for the proposed retreat*.)

Concept of Adding Utilities as a Priority Information Need

The Staff Coordinator summarized this proposal and its genesis having been the GASB34 presentation made to the Policy Board on October 29th. Vice Chairman Drealan commented that the County Data Producers Workgroup recently initiated a pilot with three utility companies to determine if they have an interest in sharing their infrastructure data with local government in return for access to parcel data. Drealan also noted that since MetroGIS's 2004 work plan is already very ambitious, the current pilot should be permitted to run its course and be used to define issues and opportunities before initiating any further activity in this area. The Committee concurred.

f) Phase I Socioeconomic Report and Recommendations

Member Craig, Chair of the Phase I Socioeconomic Workgroup, summarized:

- the process and participants involved to arrive at the Workgroup's recommendations,
- general criteria discovered for data necessary to meet the MetroGIS community's priority socioeconomic information needs (sub-city level, updated at least annually, and a time series of at least 10 years),
- existing data sources identified to align with desired data characteristics, and
- a prototype website developed by MetroGIS support staff to aid the user search by data theme or data source and quickly locate existing data that satisfy priority information needs.

Craig also explained a proposal to pursue enhancement of three existing data sources to enable them to satisfy desired data characteristics and objectives for the proposed Phase II workgroup. The Phase II workgroup is proposed to address a need, by primarily local government, for small area analysis that can not be accommodated by existing traditional sources of socioeconomic data.

Maki asked how many much of the data can be served today from web sites in the form needed by the user. Craig estimated about 50 percent of the currently identified "best known" data sources can be downloaded, noting that the proposed resources webpage is intended to simply access to these sites as well as direct the user to contacts for commonly needed data that it is not currently available online.

Arbeit commended the workgroup for defining a one-stop Internet protocol to aid users track down the wide variety of data needed to address priority socioeconomic information needs and for its work to actually identify "best known" sources for each priority need. In response to Maki's question, he also noted that the Workgroup's efforts are a necessary first step to move toward a solution where the user is readily able to integrate these data into commonly used GIS applications.

Motion: Craig moved and Givens seconded that the Committee:

a) Recommend that the Policy Board approve, as a Phase I regional solution, the prototype web-based resources page developed by the Phase I workgroup, direct staff to advertise its existence, and direct identification of a custodian / process / method to ensure the currency of the information presented on this site is maintained.
b) Recommend that the Policy Board:
   - Endorse pursuing modifications to existing datasets related to *County social service records, First Call for Help, and county birth and death records* to enhance their usability and better address priority socioeconomic information needs, and

- Direct the Coordinating Committee to pursue negotiations with the respective data producers to achieve these enhancements.

c) Authorize the Phase I workgroup to reconvene, at a time it determines appropriate during 2004, to evaluate desired enhancements to the web-based resources identified in Item A and monitor funding progress for the federal ACS and LED programs, as well as, a bring forth recommendation for action as appropriate.

d) Create a Phase II workgroup and delegate to it the two principal objectives stated in the general findings, listed in this report.

Motion carried ayes, all.

Following the motion, Craig asked for volunteers to assist with documenting the benefits that would accrue to local government with regard to reducing effort currently needed to interact with the Census Bureau to produce the decennial census, if the American Community Survey (ACS) were to be enacted. The purpose of this documentation is to support a pending recommendation to the Policy Board to adopt a resolution in support of Congressional funding for the ACS. Craig also requested feedback as to the envisioned benefits of policy-driven analysis of the census data on an as-needed basis, as opposed to gearing up for the traditional intensive 2-3 year analysis, with no particular policy need in mind, following completion of the decennial census. No comments were made.

g) Annual Performance Measures Report and Recommendations

Kathie Doty, member of the staff support team with Richardson, Richter & Associates Inc., summarized the 2003 MetroGIS Performance Measures Report. Following her presentation, Doty asked the members to comment on staff's conclusions about what the findings mean.

Maki noted that based upon his experience with DNR's Data Deli, download activity will eventually plateau. This is likely because the regular customers see the Deli as a stable source of data that can be accessed when they need the data. What drives increased activity are a) expanding the number of data offerings, b) the breadth of need for the new offerings, and c) the breadth of users. Arbeit concurred, noting that the number of downloads from LMIC's Geospatial Data Clearinghouse were consistently around 650/ per month until they made 2003 orthoimagery available from this site. The availability of the imagery resulted in a more than doubling in the download activity. Arbeit expects this activity to eventually drift back closer to the amount of activity realized prior to making the imagery available; noting that only time will tell. Maki also encouraged MetroGIS to also consider tracking the amount of bundled downloads (multiple datasets downloaded in one session).

Knippel requested more details on the Quova report findings that listed Dakota County among the top 20 entities downloading data, accounting for over 36 downloads last year. He was intrigued by this amount of activity and was not sure who within the county may be involved. Staff agreed to send the raw numbers to Knippel.

Doty asked the Committee to comment on the recommendation that MetroGIS continue to invite more organizations to utilize DataFinder to advertise data holding through posting of metadata, as well as, to use the tool to distribute data. The Committee concurred that this is an appropriate use of staff time. The group also concurred that a note should be added to the DataFinder site encouraging stakeholders to offer metadata postings.

In response to a question raised about the usefulness of incomplete metadata, the group concluded that it is more important to the post the metadata and make the community aware of its existence than to require complete metadata. Arbeit commented that LMIC has received a Metadata Training Grant and they would be happy to coordinate training with related MetroGIS efforts.

Member Knippel suggested that the Performance Measures should be expanded to include a measure that quantifies the benefits realized relative to the cost to attain the cited outcomes, noting the current report only addresses one side of the equation and that an attempt should be made to measure value (time/resources invested to achieve the outcome). Doty commented that the reason for proposing amendment of Measures 6 and 7 at the September Committee meeting was because staff had been unsuccessful in attempts to quantitatively document costs to the producers, a component of Knippel's proposed value measure, and that such a measure in a highly collaborative initiative, such as MetroGIS, is extremely difficult to measure. The Committee agreed that this topic should be noted in the cover memo to the Policy Board and directed staff to include in the list of topics for discussion at the fall 2004 retreat.

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Motion:
Maki moved and Arbeit seconded accept the 2003 Performance Measure Report and accompanying cover memo, subject to the modifications agreed upon at this meeting, and forward them to the Policy board for consideration. Motion carried ayes all.

h) GIS Technology Demonstration Topic for January Policy Board Meeting
Chairperson Harper commented that she believed the Scott County presentation, as suggested by staff, would be a good topic for the Board at this time. Henry suggested John Carpenter's presentation on the usefulness of small area analysis and mapping that can be achieved with his iBlock^{tm} methodology. Staff commented that if the iBlock^{tm} concept is demonstrated it should be part of a recommendation from the Committee to give the presentation meaning relative to regional best practices and policy for the MetroGIS community.

Motion:
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i) 2003 Coordinating Committee Meeting Schedule
Craig moved and Charboneau seconded to approve the Committee schedule as proposed in the agenda materials: March 31, June 30, September 29 and December 15th, beginning at 1:30 p.m. at the Minnesota Counties Insurance Trust Building.

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The Committee concluded that it would okay for staff to share with the Minneapolis Foundation the actions listed in the agenda materials, as being appropriate for MetroGIS but concurred that this request should not be forwarded to the Policy Board until the specifics of some of the recommendations that will come from fostering the proposed dialogue are more clear, in particular, those that involve access to parcel data.

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6. PROJECT UPDATES

a) Next Generation Data Sharing Agreements

Vice Chairman Drealan, Chairperson of the County Data Producers Workgroup, commented that the next-generation agreements are in various stages of review at each county and that they will not all be in place by the end of the year. Committee members were informed that the Regional Parcel Dataset cannot be accessed from DataFinder after the first of the year until these agreements are in place, and that the Council's custodian tasks to assemble a quarterly update also can not be supported until the new agreement is in place. Those who may need parcel data early in 2004 were encouraged to download it before December 31. Once in their possession they can continue to use it until the next agreement is in place. (*Editor's note: At a meeting the following day with Policy Board Chairperson Reinhardt, Chairperson Harper agreed to draft a message to each county asking for permission to continue to distribute the regional parcel dataset in the interim prior to enactment of the next generation agreement. All seven counties agreed to this interim measure and distribution was not interrupted.*)

There was no discussion of the items presented in the agenda materials due to lack of time.

7. INFORMATION SHARING

There was no discussion of the items presented in the agenda materials due to lack of time.

8. NEXT SCHEDULED MEETING

March 31, 2004

9. ADJOURN

Brown moved and Charboneau seconded to adjourn at 3:35 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson *and* Steve Fester
MetroGIS Support Staff Team

ATTACHMENT A

DRAFT FOR DISCUSSION

PROPOSED ADDRESS WORKGROUP
PURPOSE STATEMENT & ORGANIZATIONAL STRATEGY

Purpose
Propose a best practice (regional) solution that provides for consistent capture and maintenance of address data, across the seven-county Metro Area, and is consistent with all related priority information needs of the MetroGIS community.

Preliminary Situation Evaluation – What We Think We Know About the Business Needs
- A countywide enterprise database serving all key local government address producer and custodian interests within each of the seven counties.
- Primary producers of address data (building officials, etc) would enter new address information into the enterprise database when assigned - avoiding the need to reenter data by others (e.g. county tax assessor).
- A standardized data entry form that would automatically post data, in the correct format, to the enterprise database. Every primary producer would have "write" access to add records to the database.
- Addresses assigned to properties that have been preliminary platted but have not yet been final platted would be captured as "pending property". (This is a need for utilities, emergency management, and possibility others.)
- An automated means to notify primary producers of anomalies in address data for investigation. Only the primary producer would have "write access" to modify the data.

Leverage Multiple Related Initiatives/Business Needs – Projects to Keep Tabs On
Investigate opportunities to leverage and coordinate among the following efforts:
1) The Ramsey County GIS User Group's work to implement a county-wide, enterprise database to coordinate capture of address data when initially created by local units of government and provide a means for all producers to detect and correct errors in address records.
2) The Metro 911 Board's GIS initiative with its PSAP (Public Safety Answering Points) affiliates. Up-to-date address data is needed for individual address units (residential and non-residential) that are components of multiple unit structures located on single tax parcels (tax assessor records are not adequate).
3) The MetroGIS Phase II Socioeconomic Workgroup's efforts to improve mapping resolution of a wide range of socioeconomic characteristics by assigning them to "address unit" level records, as opposed to census geography.
4) The MetroGIS Parcel Workgroup's desired improvements to the address components (owner, taxpayer, and resident) of the regional parcel dataset. (tax assessor records may not adequate in all cases).

Assumptions
There are at least three different types of addresses: official parcel property addresses, property and dwelling unit mailing addresses, and delivery addresses. Sometimes these are the same, but they are often different. Achieving full data integration will require a complete and accurate mailing address list and a crosswalk from mailing addresses to parcel and delivery addresses. It makes sense for City and County officials to maintain the parcel addresses. There may be a need for another resource to make sure that mailing addresses and the crosswalks are complete and accurate.

Participants:
Leaders/Liaisons from the following groups/initiatives should be actively involved:

1) Ramsey County GIS Users Group – Address Committee
2) Metro 911 Board technical lead for GIS initiative with PSAPs
3) PSAP – large community and rural perspectives
4) City building official/city clerk – assignors of addresses via building permit processes
5) County assignors of addresses via septic system/other permit processes
6) County Tax Assessor – 2-3 counties with varying business models
7) MetroGIS Phase II Socioeconomic Workgroup
8) MetroGIS Existing Land Use Workgroup
9) MetroGIS Parcel Enhancement Workgroup
10) MetroGIS Emergency Management Workgroup
11) ??

Time Frame

Organize the workgroup in January 2004. If possible, submit a recommendation to Coordinating Committee by Dec 2004.

Lead Staff

MetroGIS Regional Parcel Dataset Technical Coordinator –Mark Kotz
MetroGIS Staff Coordinator - Randall Johnson
Other??

Next Steps – First Steps

1) Corroborate business needs
2) Identify possibilities and evaluation options to achieve business needs

MetroGIS

Agenda Item 4

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Summary of January 2004 Policy Board Meeting

DATE: March 11, 2004
(For the Mar 31st Meeting)

The following major topics were considered/acted on by the Policy Board on January 28th. Refer to the meeting minutes (http://www.metrogis.org/teams/pb/meetings/012804/04_0128m.pdf) for the discussion points.

GIS Technology Demonstration

Pat Boeckman, Scott County Recorder, and Dan Pfeffer, Scott County GIS Manager, explained how Scott County has used GIS technology to improve efficiencies of its internal processes related to how the Recorder, Assessor and Surveyor offices manage maintenance and distribution of data, and how GIS has improved service to its customers. A copy of the presentation can be viewed at http://www.metrogis.org/teams/pb/meetings/012804/index.shtml.

2003 Performance Measurement Report

The Board acknowledged the importance of the baseline information contained in this report (http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf) as critical to effectively monitoring trends important to MetroGIS's success. The Chair acknowledged that although some of these measures are not easy to calculate, they are nevertheless important to understanding dynamics needed to effectively achieve desired outcomes.

The following actions were approved:

a) Continue outreach activities to increase awareness and understanding of tools and processes available through MetroGIS; in particular, the availability of DataFinder as a "one-stop" tool for producers to advertise and disseminate geospatial data.
b) Continue to investigate ways to measure efficiencies gained by data producers from MetroGIS tools and processes.
c) Continue to work with GIS stakeholders to assess the net benefit of the MetroGIS approach to coordination and collaboration.

2004 MetroGIS Budget

The 2004 MetroGIS budget allocations, as recommended by the Committee, were unanimously approved.

2004 Major Program Objectives

The Major 2004 MetroGIS Program Objectives, as recommended by the Committee, were approved.

Socioeconomic Information Need Regional Solution - Phase I

The Phase I recommendations were summarized with specific note to testing of the prototype web-based resources page (http://www.datafinder.org/mg/socioeconomic_resources/index.asp) and a proposal to work with the producers of three datasets – county birth and death records, United Way's First Call For Help, and county social services records – to determine the feasibility of implementing a few one-time data reporting changes that could markedly improve the data's usability to address cited priority information needs.

Discussion of the recommendation evolved into a request for clarification about the connection between MetroGIS and socioeconomic data and in a wide-ranging discussion about:

- How MetroGIS initially established the common information needs of the broad MetroGIS community;
- The role of summary geography to map and analyze socioeconomic data in conjunction with other geospatial data, such as parcels and jurisdictional boundaries;
- MetroGIS's workgroup staffing model that leverages the talents of motivated people within organizations that have a business need to address initiatives launched by MetroGIS to address recognized common priority needs;
- How priorities are set for allocating MetroGIS's available resources, and
- The Staff Coordinator's role as principally a project manager relative to support of workgroup activities as opposed to a content lead.

This discussion concluded when Member Schneider commented that the traditional priority setting process works when staffing is clearly defined. MetroGIS, by necessity, uses a different model because of the need to facilitate a coordinated approach, which he supports. He also commented that the process is not linear as it might be in a more traditional setting, in that, as protocols are worked out by one workgroup, benefits are often realized in other areas.

Subsequently, the Board unanimously approved the following actions:

a) Authorize, as a Phase I regional solution, implementing the prototype web-based resources page developed by the Phase I workgroup, direct staff to advertise its existence, and direct identification of a custodian and responsibilities to ensure the currency of the information presented on this site.
b) Pursue modifications to existing datasets related to *County social service records, First Call for Help, and county birth and death records* to enhance their usability and better address priority common socioeconomic information needs identified by the MetroGIS community, and,
b) Direct the Coordinating Committee to pursue negotiations with the respective producers of the three named existing datasets to achieve the desired enhancements.

MetroGIS

Agenda Item 5a

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Nancy Pollock, Metropolitan 911 Board Director
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Update on the Metropolitan 911 Board's GIS Project

DATE: March 11, 2004
(For the March 31st Meeting)

INTRODUCTION

On March 10th, the Metropolitan 911 Board authorized an exciting and ambitious project to integrate, in a coordinated manner, GIS technology into the day-to-day operations of the 27 Public Safety Answering Points (PSAPs) that serve the seven-county, Twin Cities Metropolitan Area. This project is necessary to effectively dispatch emergency services where wireless communications devices are involved.

Nancy Pollock, Executive Director for the Metropolitan 911 Board, and Pete Eggimann, the Board's Technical Operations Director, have accepted an invitation to update the Committee on this exciting project and the role that they would like MetroGIS to play.

PROJECT OVERVIEW

The key components of the Board's project are as follows (*a detailed report is available as a separate document*):

1. Create an E911 GIS Coordinator position within the Metropolitan 911 Board.
2. Work with MetroGIS, local / state government, and private GIS data providers to:
   a. Establish E911 GIS dataset standards.
   b. Leverage GIS work that is already being done and avoid duplication of effort whenever possible.
   c. Establish an E911 dataset error correction process.
   d. Establish a standard E911 dataset update procedure and schedule.
3. Create a PSAP map display functionality standard.
4. Assist PSAPs in acquiring map display software / hardware that can utilize the standardized E911 GIS datasets.
5. Establish a GIS liaison structure at the PSAP level, similar to the current MSAG Coordinator responsibilities.
6. Establish a standard method of E911 dataset error reporting for the PSAPs.

The immediate next steps involve hiring the E911 GIS Coordinator and providing the PSAPs with E911 GIS datasets that can be used to locate all types of 911 callers, regardless of the technology used to make the call. This involves the creation of new GIS datasets that match the traditional regional Master Street Address Guide (MSAG) and E911 location database maintained by the telephone companies.

IMPACT

When these tasks have been successfully implemented, all of the metropolitan area PSAPs will be able to accurately locate 911 callers, incident locations, and emergency responders (when properly equipped). The PSAPs will have this ability even when the location in question is outside of their immediate jurisdictional boundary. This ability will allow for faster, more accurate emergency responses than are currently possible, making better use of the limited public safety resources and the associated tax dollars. This ability will make multi-jurisdictional incidents easier to identify and manage. Regional coordination and maintenance of the E911 datasets will be significantly less expensive than if each individual PSAP jurisdiction maintained the same level of detail and accuracy on their own.

METROGIS'S ROLE

Metropolitan 911 Board staff were instrumental in shaping a policy that allows the Board to leverage the collaborative achievements that MetroGIS has made in meeting common information needs with regional data solutions, and supporting a forum for knowledge sharing and networking among interests critical to the success of the Board's GIS initiative. MetroGIS staff assisted Board staff with its Request for Information and participated on the Board's workgroup that formulated the referenced strategy. Board staff will be participating on MetroGIS's Address Workgroup, whose work has substantial implications for both the Board and MetroGIS.

RECOMMENDATION

Provide feedback as to any desired additions to this presentation for the April 28th Policy Board meeting.

MetroGIS

Agenda Item 5b

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Jane Harper – Chairperson, Coordinating Committee
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Modifications to MetroGIS's Operating Guidelines - **THIRD READING**

DATE: February 11, 2004
(For the March 31st Meeting)

INTRODUCTION

Proposed modifications to MetroGIS's Operating Guidelines are hereby submitted for third reading and recommendation for approval by the Policy Board. The proposed modifications are illustrated in a separate document dated February 11, 2004 that was distributed to the Committee on March 15th to comply with the 15-day notice rule.

The current Guidelines were adopted in 1998 and have not been modified since that time.

PAST COMMITTEE CONSIDERATION

1. September 17, 2003: The Committee gave first reading to several proposed modifications to MetroGIS's Operating Guidelines. The only suggested change was to include a statement(s) encouraging both Policy Board and Committee members to seek appointment of an alternate to participate in their absence. The matter of actually appointing a Committee liaison to workgroups that currently do not have a liaison to the Committee was postponed until following second reading.
2. December 17, 2003: In addition to the changes endorsed by the Committee at its September meeting, it was agreed that the following three additional changes should be incorporated into the guidelines but that action should be postponed on a recommendation to the Policy Board until the March meeting to give the Chairperson and staff an opportunity to propose specific language to address the requested "member removal" section:
   - Add a section that provides procedures to remove members from the Committee who are not participating in the Committee's affairs.
   - Clarify expectations for members who represent broad communities, as opposed to single organizations.
   - Clarify the title for Article IV.

Changes accepted by the Committee at the December 17th meeting were as follows:

- Update the context from a proposed regional data sharing mechanism to one that is operational.
- Remove reference to the Policy Advisory Team that was dissolved in July 2001.
- Acknowledge the widespread use of ad-hoc or special purpose workgroups, in addition to the Technical Advisory Team, as the principal means to identify components of solutions to common geospatial data needs.
- Recognize that the Technical Advisory Team has slowly evolved into a mechanism for sharing knowledge, with less involvement in defining strategies to address issues and opportunities, tasks which currently are nearly exclusively accomplished by ad-hoc or special purpose workgroups.
- Assign a liaison from the Coordinating Committee to serve on each ad hoc workgroup where not currently assigned, in addition to serving on the standing Technical Advisory Team. Several special workgroups (Addresses, Highway and Road Networks, Hydrology, and Socioeconomic-Phase II) did have Committee liaisons (see attachment).
- Add to the list of Policy Board responsibilities, ensuring an up-to-date business plan.
- Clarify the responsibilities of the Coordinating Committee Chair.

DISCUSSION

The Operating Guidelines modifications illustrated in the attached document, dated February 11, 2004, address each of the changes previously directed by the Committee.

Staff asked Chairperson Reinhardt about applying the proposed "member removal" provision to the Policy Board and she raised a concern about the provision in general, that is that it may result in more harm than good, given the collaborative and voluntary nature of MetroGIS. Staff agreed to communicate her concern to the Committee.

A compromise is offered that would achieve the same result, in a less confrontational manner. Instead of formally establishing the proposed rules, endorse them as general expectations and direct staff and the Chair to speak with members when an attendance concern arises to resolve the matter behind the scenes.

RECOMMENDATION

That the Coordinating Committee:

1) Approve the proposed modifications to MetroGIS's Operating Guidelines, as illustrated in the attached document, dated February 11, 2004, with the exception of Section III (10) -Member Removal, and forward them to the Policy Board for approval.
2) Accept the Section III (10) provisions as general expectations as opposed to formalized rules and direct staff and the Chair to speak with members when an attendance concern arises to resolve the matter behind the scenes.

REFERENCE SECTION
Last Updated – January 2004

Ad-hoc/Special Purpose Workgroups	Coordinating Committee Liaison
Addresses	Nancy Read, Metro Mosquito Control District
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness	Randy Knippel and Rick Gelbmann
Existing Land Use	David Arbeit
Highway and Road Networks	Joella Givens
Lakes and Wetlands	Robert Maki
Parcel Enhancements	Gary Swenson
Socioeconomic – Phase I (nearly complete 12/03)	Will Craig and Sandra Paddock
Socioeconomic – Phase II	Sandra Paddock – (Will Craig?)
School District Jurisdictional Boundaries (2004?)	Jane Harper, David Arbeit
Watershed District Jurisdictional Boundaries (2004?)	Jane Harper
Technical Advisory Team	Ron Wencl, Rick Gelbmann (others?)

TO: Coordinating Committee

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

SUBJECT: 2005 Preliminary MetroGIS Budget

DATE: February 20, 2004
(For the Mar 31st Meeting)

INTRODUCTION

A preliminary 2005 budget for MetroGIS is presented in Attachment A for the Committee's review and comment. Continuation of the current level of staff support (3 FTEs) is assumed. No increase is proposed in the $86,000 in non-staff funding approved for 2004.

It is difficult to estimate MetroGIS's 2005 budget needs prior to solidification of key 2004 projects, however, staff's best guess needs to be submitted to the Metropolitan Council's management no later than May. At that time, Council management will begin working on the Council's 2005 budget proposal.

LEVEL OF SUPPORT – SAME AS 2004

MetroGIS's core functions in 2005 are assumed to remain the same as for 2004 (see Attachment B):

1. Facilitate regional solutions (data, applications, & best management practices) to common information needs.
2. Maintain DataFinder.
3. Maintain a forum for sharing knowledge & fostering collaboration/partnering opportunities in the area of GIS.

Major changes from the 2004 budget line items include:

1) An increase of $21,000 to a total of $22,000 for currently undesignated projects to address common information needs. These funds were allocated to the counties in 2004 for improvements to the regional parcel dataset.
2) An increase of $7,000 to a total of $26,500 for outsourced professional services – performance measures analysis and reporting, participant satisfaction monitoring, strategic planning, outreach/communications.
3) A reduction of $4,500 to a total of $8,000 to support ongoing maintenance and improvements to DataFinder.
4) A reduction of $1,500 to a total of $500 to facilitate regionwide users groups/forums.

MAJOR ASSUMPTIONS

1. The Metropolitan Council will approve project funding adequate to support MetroGIS's core functions.
2. Any substantive changes in policy that involve additional resources agreed upon as part of the Business Plan Update would need to be addressed in future budget proposals and/or through partnerships.
3. An agreement will be in place with each of the seven counties to maintain access, without fee, by government and academic interests to parcel data.
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. A partnership with LMIC will be in place to share the expenses associated with supporting DataFinder. If not, funds allocated for improvements in functionality would be kept in reserve in the event assistance is required to fix any problems that may arise.

Other pertinent information that guided this proposal, together with these assumptions, are presented in the Reference Section.

RECOMMENDATION

That the Coordinating Committee:

1) Review and comment on the functions/services proposed for 2005 (Attachment B).
2) Review and comment on the proposed preliminary budget allocations for 2005 (Attachment A).
3) Direct staff to forward the preliminary budget documents identified in Recommendations 1 & 2 to the Policy Board for its review and comment.

REFERENCE SECTION

Assumptions and background information to support the preliminary 2005 budget proposal are as follows:

1. Regional Data Solutions:
   - Implementation of regional data solutions for the Highway and Road Networks, Existing Land Use, Lakes and Wetlands, Watershed and School District Jurisdictional Boundaries, Emergency Preparedness, and Phase I-Socioeconomic Information Needs should be completed in 2004 and, if not, that these solutions are expected to require staff resources, as opposed to out-of-pocket expenses, to complete.
   - Any funding that might be needed to implement enhancements to the Regional Parcel Dataset, as proposed in spring 2004, will be financed via the 2004-2008 GIS Data Sharing Agreement with the counties.
   - A peer review forum is planned for fall 2004 to identify desired enhancements to the TLG Street Centerline dataset. If any of these enhancements are deemed to be priorities for the MetroGIS community but are outside of the TLG's internal business need and/or their available resources, funding as a regional GIS project in 2005 would be an option (see item 6 below).
2. DataFinder:
   - A partnership is expected to be in place with LMIC in 2004 to share the costs of implementing several enhancements to DataFinder and sharing it support.
   - $5,000 is proposed for enhancements to DataFinder. If a partnership with LMIC is not in place, these funds would be held in reserve to pay for known and unexpected maintenance expenses.
   - A forum is planned for fall 2004 to encourage increased use of DataFinder by users and producers. Identification of any desired enhancements will not be a purpose of this forum, as the enhancements obtained through the partnership with LMIC likely will have just been implemented.
3. Forum for Sharing Knowledge and Promoting Use of Best Practices:
   - Maintain the same level of support as planned for 2004.
4. Business Planning and Performance Monitoring

   MetroGIS's Business Plan is proposed to be updated in 2005. The Coordinating Committee retreat scheduled for fall 2004 will serve as the official beginning of the effort. A Business Plan Update is needed to guide MetroGIS's efforts as it transitions from mostly building regional solutions to mostly managing policies and programs that it has promoted. The professional services contract in place with Richardson, Richter and Associates, Inc. (RRA) assumes $5,000 additional funding in 2005 than in 2004 to compensate for this proposed additional effort.
5. Regional GIS Projects – Priority Data Quality and Access Enhancements:
   - General: Item I-2(a) in the adopted MetroGIS budget provides $50,000 in 2004 to foster collaborative solutions to common information needs. Since 1996, the Metropolitan Council has agreed to permit MetroGIS to budget from $50,000 to $75,000, annually, for such projects even though in most cases the specifics were unknown at the time of budget approval. In 2004, all but $1,000 of the $50,000 available has been allocated to implementing enhancements to the regional parcel dataset via the GIS Data Sharing Agreements with the seven counties.
   - Parcel Data Stewardship: In 2005-2008, the GIS data sharing agreements with the seven counties account for a total of $28,000; funding that will come from this line item, resulting in $22,000 per year for yet to be defined projects.
   - Other Possible Projects:
     - The Address Workgroup is expected to identify a preferred data content standard as well as desired custodian roles and responsibilities to minimize redundancies that are currently occurring across the Metro Area regarding assignment and maintenance of address data. The Metropolitan 911 Board has approved a project that has, at its core, the objectives of improved consistency and access to current, complete address data. As address data are also key components to the solutions of several of MetroGIS's priority information needs, MetroGIS should consider providing funding to leverage and supplement the 911 Board's resources, as necessary, to address-related needs of the broader MetroGIS community. ***Discussion topic as the issues and opportunities are better understood***.
     - The Phase II Socioeconomic Information Need solution might involve acquisition of data from non-government sources that could involve a fee. If such a solution was found to be in the best interests of MetroGIS's participants, funds to pilot and/or foster a cost share effort with others should be among the among the options considered. ***Discussion topic as the issues and opportunities are better understood***
     - Enhancements to the TLG Street Centerline Dataset (see 3rd bullet under Item 1). ***Discussion topic as the issues and opportunities are better understood***

TO: Coordinating Committee

FROM: Parcel Data Enhancement Workgroup
Staff Contact: Mark Kotz (651-602-1644)

SUBJECT: Enhancements to Regional Parcel Dataset

DATE: March 1, 2004
(For the Mar 31st Mtg)

INTRODUCTION

The MetroGIS Parcel Data Workgroup is seeking comment from Coordinating Committee about its proposed enhancements to the regional parcel dataset specifications. These modifications would implement several desired enhancements identified by the participants of the Parcel Data Users Forum held in September 2003. The new set of attributes would be available with the January 2005 release.

Approval by the Committee is not requested at this time, as a few procedural matters remain to be worked out. A Coordinating Committee recommendation to the Policy Board will be sought at the Committee's June meeting, with Policy Board consideration anticipated in July.

BACKGROUND

1. In September of 2003, a review forum was conducted for the regional parcel dataset, with the purpose of defining and prioritizing enhancements to the regional dataset. 14 licensed users of the regional parcel dataset attended the forum and three other licensed users provided additional information after the forum. These licensed users represented a wide range of organizations. The result of this forum was a ranked list of potential enhancements to the regional parcel dataset.
2. After the forum, a technical workgroup was formed to evaluate the desired enhancements and to make recommendations for modifications to the regional parcel dataset based on the priorities identified through the forum. The parcel workgroup is comprised of a representative from each of the seven counties; as well as three other members representing regional and local government. The workgroup is staffed by Mark Kotz, who manages the regional parcel dataset for the Metropolitan Council, which serves as the regional custodian.
3. The 2004-2008 GIS Data Sharing Agreement, which is in the process of being reviewed by each of the seven counties, provides $7,000 to each county in 2004 for one-time programming and/or procedural changes necessary to accomplish each of the proposed modifications.
4. The Policy Board last modified the specifications of the Regional Parcel Dataset on October 22, 2002.

DISCUSSION

Two attached tables are attached that identify and describe recommended enhancements to the regional parcel dataset. The long version shows all of the desired enhancements identified through the Review Forum in order of priority rank, including those that are not being recommended for implementation. Comments and related information are provided in the long version to explain the proposed enhancements and why the others are not being recommended. The short version shows only those enhancements that the workgroup is recommending and is organized by enhancement type, not priority rank. Less descriptive text is provided with the short version.

RECOMMENDATION

That the Coordinating Committee:

1) Review, comment on, and accept the Workgroup's recommended enhancements to the Regional Parcel dataset.
2) Direct the Parcel Workgroup to propose modifications to the adopted regional parcel dataset roles, responsibilities and specifications document as necessary to implement the recommended enhancements for approval at the next Coordinating Committee meeting and Policy Board consideration in July.

MetroGIS Regional Parcel Dataset Enhancement Recommendations Short Version – March 4, 2004

Background:

1. Review Forum was held on Sept. 25th, 2003
2. After the forum, a workgroup formed with these active members and/or reviewers:
   - Anoka County = Gary Swenson
   - Carver County = Gordon Chinander
   - Dakota County = Kent Tupper
   - Hennepin County = Bob Moulder
   - Ramsey County = Curt Peterson
   - Scott County = Dan Pfeffer
   - Washington County = Dave Brandt
   - Mosquito Control = Nancy Read
   - Metro E-911 Board = Pete Eggimann
   - Representing cities and school districts = John Carpenter, Excensus
   - Workgroup staff = Mark Kotz, Metropolitan Council
3. The workgroup met twice on Nov. 17th and Dec. 12th 2003.
4. Continued review of the recommendations occurred by e-mail.
5. Nine of the ten workgroup members/reviewers approved the final recommendations. One member/reviewer did not respond with a specific approval or disapproval.

These recommendations would require counties to provide the Regional Parcel Dataset in a specified format with specific field names, types, lengths and order. These recommendations <u>do not</u> require counties to populate all fields in the dataset. It is understood that counties may not be able to populate all fields in the dataset due to data availability and other issues. This understanding is consistent with the existing roles and responsibilities of the Regional Parcel Dataset.

Parcel Data Enhancement Recommendations	*Comments & Research Notes*
New Attributes	
Finished square footage `FIN_SQ_FT - numeric 11`	In general counties seem to have this. Many have both finished area square footage and foundation square footage. We will just use the former.
Number of bedrooms `BEDROOMS - numeric 2`	This is likely available from the CAMA data in all counties.
Dwelling type `DWELL_TYPE - text 30`	So far, I've only found that Dakota has a field specific to this. Maybe other counties do, but not in standard extract? Otherwise much of this information is generally in the assessor's land use type information. Counties can provide it as available.
Home style (will replace the existing "Type of Structure" field). `HOME_STYLE - text 30`	Most (possibly all) counties have a field devoted specifically to this.

Garage Y/N and a garage square footage
`GARAGE - text 1`
`GARAGESQFT - numeric 11`
	All seven counties reporting have garage square footage data, although there are issues with accessibility and quality of the data.

Basement Y/N `BASEMENT - text 1`	Six of seven counties report having some information about the existence of basements.

Parcel Data Enhancement Recommendations	*Comments & Research Notes*

Heating and cooling types
 	
`HEATING - TEXT 30`
`COOLING - TEXT 30`
	Six of seven counties report having some information about heating and cooling types.

Use Type
Include the fields for the descriptions of up to four uses and a multiple use flag field.
 	
`USE1_DESC - text 100`
`USE2_DESC - text 100`
`USE3_DESC - text 100`
`USE4_DESC - text 100`
 	
`MULTI_USES - text 1`
	All counties have some type of data like this. It seems to be collected and stored differently in each county.
	
	All counties seem to have a code and a description for use. Some counties have up to four use type codes. Four counties have a multiple use flag, one does not. Two counties might be able to derive it from other data with some work.
	
	Some use type related information can often be found in other fields too, specifically the tax exempt status field and sometimes the homestead status field.

Exempt Use
Keep existing TAX_EXEMPT Y/N fields and add fields for up to four exempt use descriptions.
 	
`XUSE1_DESC - text 100`
`XUSE2_DESC - text 100`
`XUSE3_DESC - text 100`
`XUSE4_DESC - text 100`
	Most counties populate the Y/N field in the existing dataset.
	
	Most counties also have additional exempt use description information in their standard extract, with some counties having fields for multiple exempt uses.
	
	Exempt use is useful for use type (#7) indications sometimes too, as well as potential use for public ownership indication (#12).

Business/Landmark name Include this field in the regional dataset and pursue the idea of having data users provide data and updates to producers to populate this field. `LANDMARK - text 100`	Only Dakota seems to currently have this information. Although this data currently exists in only one county, an opportunity exists to have users of the regional dataset contribute this data.

Legal description information
Where available, provide plat name, block and lot.
 	
`PLAT_NAME - text 50`
`BLOCK - text 5`
`LOT - text 5`
	All counties have several fields relating to legal description. Generally they have plat, lot and block as well as one or more fields related to an abbreviate legal description. Because the legal description is abbreviated in some counties and extremely lengthy data in counties where it is not abbreviated, it was decided that the legal description should not be included in the regional dataset. Counties did not feel it would be useful or appropriate to provide a partial legal description.

Acres
Create fields for both polygon and deeded acres.
 	
`ACRES_POLY - numeric 11`
`ACRES_DEED - numeric 11`
	All counties have an acres type field in their data. Some have multiple fields. Some have deeded acres and some have polygon acres or both.

Special assessment value due and payable in current year. `SPEC_ASSES - numeric 11`	Nearly all counties have a special assessments value/amount field in their standard extract.

Add Y/N fields for ag. preserves, green acres and open space and dates for ag. preserves.
 	
`GREEN_ACRE - text 1`
`OPEN_SPACE - text 1`
`AG_PRESERV - text 1`
`AGPRE_ENRD - Enrolled date (date field)`
`AGPRE_EXPD - Expiration date (date field)`
	In standard extracts, 5 counties have some kind of ag preserves indicator, 3 have green acres indicator, 2 have open space indicator and one shows tillable acres.
	
	Additionally, Met Council has collected ag preserves data from each county (except Ramsey which has no ag. preserves).
	
	One option for the ag. preserves data is that it could be populated in the regional dataset by the Met. Council based on data it collects from the county on an annual basis.

Parcel Data Enhancement Recommendations	*Comments & Research Notes*
Changes to Existing Attributes	

Owner Name
Include field for additional owner name information and specify last-name-first format if available.
 	
`OWNER_NAME - text 50`
`OWNER_MORE - text 50`
 	
Owner name should be last-name-first if available. If additional info is available (e.g. joint owner, or first-name-first), put that in the OWNER_MORE field. Document what OWNER_MORE is used for with each county.
	Only two counties report having separate name field for two owners and only one of these reports having separate first and last name fields.

Parcel Address
Get a review of this recommendation from the MetroGIS Address Workgroup prior to finalizing
 	
Create two fields for the parcel city.
CITY = the geographic city
CITY_USPS = the USPS mailing city
 	
Breakdown the current STREET field further into name, type, direction, etc. If a county cannot provide individual components, just fill in the STREETNAME field with combined components as is done with the STREET field in the current dataset, and document in the metadata.
 	
`BLDG_NUM - text 10`
`PREFIX_DIR - text 2`
`PREFIXTYPE - text 6`
`STREETNAME - text 40`
`STREETTYPE - text 4`
`SUFFIX_DIR - text 2`
`UNIT_INFO - text 12`
`CITY - text 20`
`CITY_USPS - text 20`
`ZIP - text 5`
`ZIP4 - text 4`
	This data is provided by all counties, but some provide a mailing city and some the actual city.
	
	Most counties have the property address broken down into all possible address components e.g. street name, type, direction, etc.

Homestead Status Keep the existing HOMESTEAD Y/N field and add a "P" value to denote partial homesteads where that data is available.	This information is available in all counties, however it is not uniformly encoded. Counties are not eager to provide information about disability status.
Number of Residential Units This field is in the existing regional dataset. Look into strategies for increasing the number of counties that populate this field.	The existing regional dataset has this data in Ramsey and Dakota, and for some parcels in Anoka. Several other counties have said that they do maintain it in some format in the county.
Parcel Geography	
Parcel Points Data Each county should have a points layer with all tax parcels for the county (includes condos). This layer should include all records, not just condos. There should be one point for each record, even if the points stack on top of each other. These seven layers should be appended to one combined dataset for MetroGIS distribution.	All counties are already providing this information in the regional dataset in some fashion except Washington, however, methods for doing this differ. This will require additional data processing for the 5 counties that do not already provide this data. This could currently be done outside of the county from the provided datasets for all counties except Washington.

MetroGIS

Agenda Item 5e

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: MetroGIS Staff Support Team
Staff Contact: Randall Johnson (651-602-1638)
Kathie Doty, Richardson Richter & Associates

SUBJECT: Proposed Issue Statements – Fall Workshop and Business Plan Update

DATE: March 8, 2004
(For the Mar 31st Mtg)

INTRODUCTION

The Coordinating Committee has directed staff to develop an action plan for a fall 2004 MetroGIS Workshop. Staff is requesting Coordinating Committee input on six issue statements that would be used to frame discussion at the Workshop and designation of a workgroup to provide project oversight.

The workshop agenda, methods, participants, length, etc. will be proposed once the issue statements are agreed upon. A preliminary background statement and discussion questions for each issue statement are presented in the Reference Section for your information. Committee approval of the questions will be sought at a later meeting.

COMPONENTS OF BUSINESS PLAN UPDATE PROCESS

Each of the proposed issue statements represents a topic that should be addressed as part of the Business Plan Update process. The sequence of events for the Business Plan update process is proposed as follows:

1) Use time at the Committee's June and Sept. meetings to affirm MetroGIS's core functions and primary stakeholder focus to make the most efficient use of discussion time available at the Workshop.
2) Seek out MetroGIS participant input prior to the Workshop to frame options for discussion items.
3) Convene the workshop in fall 2004.
4) Conduct any desired follow-up information gathering (survey and/or interviews).
5) Conduct any follow-up policy discussions prior to drafting plan elements for Committee consideration.

DRAFT ISSUE STATEMENTS – FALL WORKSHOP

The following is a listing of issue statements proposed to frame discussion at the Committee's Fall Workshop (see Reference Section for further detail on issues and questions for discussion):

- **Work on solutions to several priority common information needs is stalled or moving ahead very slowly.** Workshop discussion: what should be done about that, if anything?
- **No activity has been initiated for two endorsed priority information needs – Land Regulations and Rights to Property.** Workshop discussion: what should be done about that, if anything?
- **Other common information needs may be appropriate for regional solutions in addition to those identified in 1997.** Workshop discussion: should we add to the common information needs list?
- **Some information needs, although not common to all five organizational types represented on the MetroGIS Board, may be important enough to consider for regional solutions**, *assuming that an organization with a related business need is willing to shepherd the process of defining a desired regional solution*. Workshop discussion: Should MetroGIS include these in its scope of work?
- **Applications, in combination with implementation of a regional dataset(s), often are needed to totally satisfy an information need.** Workshop discussion: how should work on applications be prioritized in relation to other MetroGIS objectives?
- **Testimonials, other anecdotal evidence, and performance measures indicate that MetroGIS's accomplishments are benefiting the community but the cost/benefit ratio to the key participants is not well documented.** Workshop discussion: how can we come to consensus on the cost/benefit ratio of MetroGIS participation?

RECOMMENDATION

That the Coordinating Committee:

1) Agree on desired additions or modifications to the draft issue statements. Anything missing?
2) Create a workgroup comprised of individuals with an interest in one or more of the issue statements, to guide the business plan update process, including the fall 2004 Committee Workshop.

MetroGIS

Agenda Item 5f

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration – April 2004 Policy Board Meeting

DATE: March 1, 2004
(For the Mar 31st Meeting)

INTRODUCTION

Agreement is sought on a GIS demonstration topic and a person(s) to present the topic at the April 28, 2004 Policy Board meeting.

Policy Board Chairperson Reinhardt has encouraged the Committee to arrange for a presentation that clearly illustrates the breadth of the data themes that comprise solutions to recognized priority common information needs, as well as, those that are in progress. In other words, a synopsis of who is benefiting from MetroGIS's efforts and why.

BACKGROUND

1. During the Policy Board's discussion at its January 28th meeting of the recommended Phase I Socioeconomic Information Need solution, it became apparent that some of the Board members do not have a good grasp of the breadth of data themes that are priorities for regional solutions or of the non-traditional project support model used by MetroGIS. An excerpt from the meeting summary is provided in the Reference Section.

2. Previous demonstration topics are listed in the Reference Section.

DISCUSSION

Chairperson Reinhardt supports the need to reestablish a clear understanding among Policy Board members of the breadth of information needs that the MetroGIS community has already implemented and, more importantly, how these regional solutions are making a difference. The initial information need priority setting was completed by the Policy Board in May 1997. Since that time, eight of the twelve Board members have changed.

Last July, at the Board's request, staff provided an overview of the major organizational principles that guide MetroGIS's efforts. From the discussion at the January 28th Board meeting, it is clear that the current Board members, as whole, do NOT fully comprehend MetroGIS's operational methods or the breadth of common information needs that have been established as priorities by their predecessors.

PRESENTATION OPTIONS

1. Last Fall, SRF Consulting Group's use of MetroGIS's regional solutions to address a host of their government clients' needs was the subject of a MetroGIS benefits testimonial. This testimonial can be viewed at http://www.metrogis.org/benefits/testimonials/srf.pdf. Due to the breadth of regional data types and range of clients depicted in this testimonial, staff contacted Bob Diedrich, with SRF, and invited him to summarize the content of the testimonial and he agreed to do so for the April 28th meeting. If this topic is selected by the Committee, staff and Chair would work with the Mr. Diedrich to develop a message consistent with Chairperson Reinhardt's preferences.
2. The Metropolitan 911 Board's explanation of the benefits of MetroGIS's efforts beyond the traditional "base map" (Agenda Item 5a) would partially address the content that Chairperson Reinhardt is seeking for this meeting.

RECOMMENDATION

That the Coordinating Committee agree on a strategy to communicate to the Policy Board at its April 28, 2003 Board meeting the breadth of the regional solutions to common information needs that have been implemented thus far and their importance.

REFERENCE SECTION

EXCERPT FROM JANUARY 28TH BOARD MEETING

During discussion of the recommended Phase I Socioeconomic Information Need solution, it became apparent that some of the Board members do not have a good grasp of the breadth of data themes that are priorities for regional solutions or of the non-traditional project support model used by MetroGIS. An excerpt from the meeting summary follows:

> *…A wide-ranging discussion (ensued about how) MetroGIS initially established the common information needs of the broad MetroGIS community; the role of summary geography to map and analyze socioeconomic data in conjunction with other geospatial data, such as parcels and jurisdictional boundaries; MetroGIS's workgroup staffing model that leverages the talents of motivated people within organizations that have a business need to address initiatives launched by MetroGIS to address recognized common priority needs; how priorities are set for allocating MetroGIS's available resources, and the Staff Coordinator's role as principally a project manager relative to support of workgroup activities as opposed to a content lead.*
>
> *Policy Board Member Schneider commented that the traditional priority setting process works when staffing is clearly defined. MetroGIS, by necessity, uses a different model because of the need to facilitate a coordinated approach, which he supports. He also commented that the process is not linear as it might be in a more traditional setting, in that, as protocols are worked out by one workgroup benefits are often realized in other areas…*

PAST POLICY BOARD DEMONSTRATION TOPICS:

- 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.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting.
2. Follow-up with the Riley-Purgatory-Bluff Creek MetroGIS benefits testimonial (http://www.metrogis.org/benefits/testimonials/index.shtml) and request a presentation from the perspective of watershed districts.

TO: Coordinating Committee

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

SUBJECT: DataFinder – Review Outreach Presentation

DATE: March 1, 2004
(For the Mar 31st Meeting)

INTRODUCTION

Staff is seeking feedback from the Committee concerning any desired additions and/or modifications to a slide presentation designed to promote awareness and use of DataFinder by both data users and producers.

Mark Kotz, a member of the MetroGIS Staff Support Team, will provide an overview of the presentation to the Committee for comment.

2004 WORK PLAN

This slide presentation was developed for a talk given by Mark Kotz to the Hennepin County GIS Users Group on January 7th. Following that presentation, staff concluded that this presentation could be a valuable outreach tool to achieve the objectives of Work Plan Item B2 (Data Search/Distribution Mechanism) and D2 (Outreach).

RECOMMENDATION

That the Coordinating Committee:

1) Offer any desired additions and/or modifications to improve the effectiveness of the intent to promote awareness and use of DataFinder by data users and producers.
2) Offer suggestions for groups that might be interested in hearing this presentation.

TO: Coordinating Committee

FROM: MetroGIS Staff Support Staff Team
Contacts: Randall Johnson (651-602-1638)
Kathie Doty, Richardson, Richter & Associates, Inc.

SUBJECT: Quarterly Update - Performance Measure Reporting

DATE: March 4, 2004
(For the Mar 31st Meeting)

INTRODUCTION

This report is comprised of three parts:

1. Update on performance measure reporting statistics for January and February 2004.
2. Seek direction from the Committee on two performance measurement-related suggestions offered since the last meeting by Committee members:
   a) Consider adding a measure related to use of regional applications (e.g., mailing labels)
   b) Consider adding the number of volunteer hours to the official measures.

DISCUSSION

1. Jan. and Feb. 2004 Performance Reporting Statistics: Staff have reviewed the performance measure statistics for January and February 2004. Total DataFinder use in February was the highest to date at 1,570 sessions, a 15% increase over January. Downloads, at 952, were also the highest to date surpassing the high of 802 last June. Summary graphs are provided in the Reference Section. The actual detailed monthly data totals from mid-2002 through December 2003 are available at http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf. The detailed data for January and February 2004 are available upon request. Summary graphics for the later are provided in the Reference Section.

Staff also believe it is noteworthy to report that regionally-endorsed datasets continue to dominate downloading activity (6 of the top 10), despite comprising less than 10 of the 116 datasets currently available via DataFinder.

2. Suggested Modifications to Reporting Statistics

Consideration of the suggested modifications to the reporting statistics should be deferred to the Fall Workgroup (Agenda Item 5e). At that time, the Committee has agreed that it will engage in a detailed discussion of benefits versus costs. Discussion of actual measures (tactics), such as the two suggestions, should be deferred until the desired outcomes of the measures have been agreed upon.

For instance, the appropriateness of the following philosophy assumptions should be debated and agreed upon before measurement tactics are considered: "Government has an obligation to provide services as cost-effectively as possible. Effectively providing public services that are dependent upon geospatial data produced by others requires coordination among disparate interests. It is more efficient to coordinate and share knowledge among disparate parties via an established and recognized forum, such as MetroGIS, than on one's own."

RECOMMENDATION

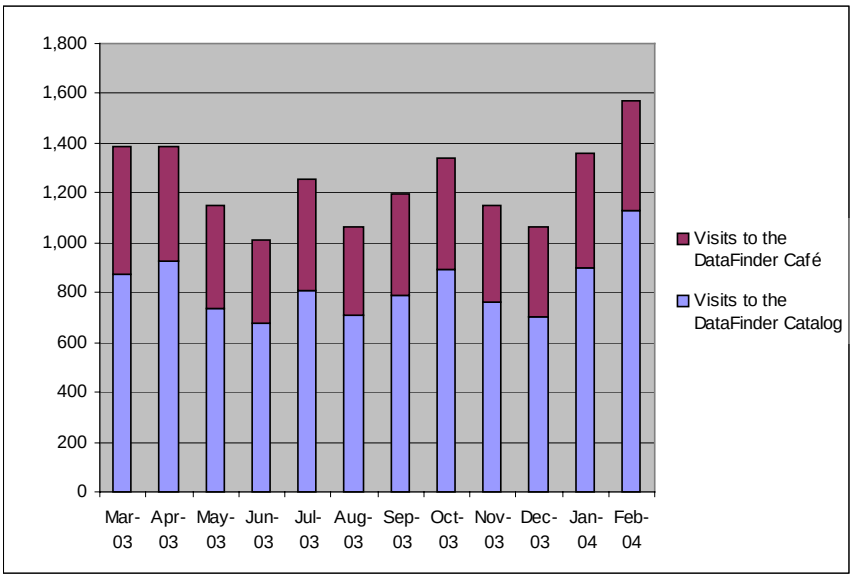
1. Offer a possible explanation for the spike in DataFinder activity in February 2004.
2. That the Coordinating Committee defer to its Fall 2004 Workshop discussion of whether to add measures related to use of regional applications (e.g., mailing labels) and number of volunteer hours to MetroGIS's official Performance Measurement Plan.

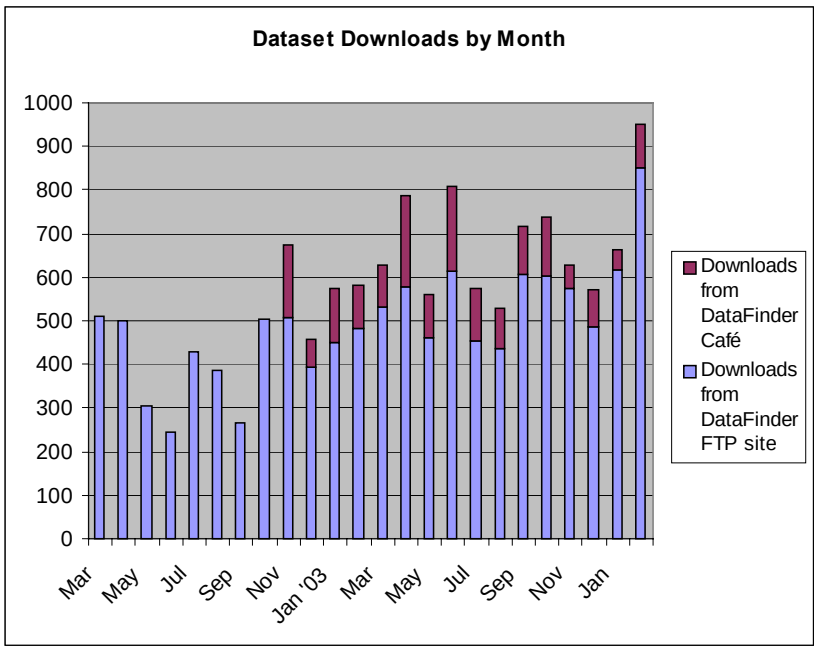
REFERENCE SECTION

PAST COMMITTEE ACTION

1. April 9, 2003, the Coordinating Committee:
   a) Concluded that a formal performance measure report should occur only on an annual basis, with Committee consideration at its December meeting.
   b) That staff should offer one or more anomalies (good or bad) in the Performance Measure for discussion at each of the Committee's other quarterly meetings for discussion. The results of these quarterly discussions are to be incorporated into the annual report.
2. January 28, 2004: The Policy Board adopted the 2003 Performance measures Report, as recommended by the Coordinating Committee. It is available for viewing and downloading at http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf.

EXCERPTS FROM MONTHLY PERFORMANCE MEASURE REPORT – JANUARY & FEBRUARY 2004





TO: Coordinating Committee

FROM: Will Craig (CURA, U of M)
Sandra Paddock (Wilder Research)
Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: Support for Grant Proposal for Twin Cities Community-Focused GIS

DATE: March 15, 2004
(*For the March 31st Meeting*)

INTRODUCTION

Support is requested from MetroGIS for a grant request to support a community-focused GIS initiative in the Twin Cities. This support would come in two forms:

1) $500 cash to develop the grant proposal and
2) A letter of support for the initiative (*attached draft)*

Funding: This request is before the Coordinating Committee because MetroGIS does not have a funding category that directly relates to this request. Policy Board approval is not required if the Committee finds the request consistent with the intent of the closest budget category "facilitate regionwide user groups/forums for knowledge sharing". $1950 is available in 2004 for expenses in this category. There are currently no other projects competing for these funds.

Letter of Support: The letter of support would do two things. It would make the argument that community-focused GIS is a good thing; the July 2003 Policy Board demonstration on the Minneapolis Neighborhood Information System gave ample evidence of this. The letter would also commit to provide matching funds required for the grant. Other partners in the proposal are making similar commitments. The amount and nature of this commitment is listed as $100,000 in the draft letter. No cash is involved and no additional effort save accounting for the portion of MetroGIS activities that benefit the TOP community.

BACKGROUND

TOP Grant Program: The Department of Commerce's Technology Opportunities Program (TOP) promotes the widespread availability and use of digital network technologies in the public and non-profit sectors. TOP gives grants for model projects demonstrating innovative uses of network technologies. Over the years, TOP has awarded 583 grants, totaling $218.9 million and leveraging $297 million in local matching funds. Proposals for 2004 are due April 27. For more information see http://www.ntia.doc.gov/otiahome/top/grants/grants.htm

In 2001, TOP awarded $500,000 to the City of Minneapolis, in partnership with the University of Minnesota' Center for Urban and Regional Affairs, to develop and support MNIS, the Minneapolis Neighborhood Information System. MNIS is providing GIS data, software, and training to Minneapolis neighborhood organizations. That grant expires in September this year. The St. Paul Community GIS Consortium, a member of the Ramsey County User Group, has been operating for five years, but has struggled because of lack of staff and resources.

Purpose of Proposed Grant and Fiscal Agent: The grant request will support a regional GIS initiative for community-focused work. The participants would be non-profit organizations that work with local government to improve the community – typically neighborhood organizations, district councils, and Community Development Corporations. The geographic scope includes central cities and first and second ring suburbs. The topical scope is community development, including housing and jobs – issues that are

related to established priority information needs of the core MetroGIS community –local and regional government. Though not yet finalized, the budget will probably be about $500,000. The University of Minnesota will be the fiscal agent and responsible for managing the grant.

Participants: A group of organizations with a history of involvement in MetroGIS is preparing a grant proposal. They are hiring a professional to write it. Those organizations include: Ramsey County, the Ramsey County User Group, Wilder Research, the Minneapolis Neighborhood Information System, the St. Paul Community GIS Consortium, the Minneapolis Consortium of Community Developers, and the University of Minnesota's Center for Urban and Regional Affairs. Each is contributing $500 towards the cost of preparing the proposal. If MetroGIS were to contribute $500, the full $3000 cost would be covered.

PolicyLink: In 2003 a California-based nonprofit, PolicyLink, was retained by the Minneapolis Foundation to study the local situation and identify strategies to improve the GIS capacity of community-focused organizations that serve the seven-county Twin Cities Metropolitan Area. MetroGIS was seen a key resource to help build a sustainable community GIS and a number of recommendations were made that involved MetroGIS. At its December 17, 2003 meeting, the Coordinating Committee voted to expand communication with community-based organizations, to investigate providing parcel data access to non-profit community-based entities without fee, and to participate in discussions that would help them build a sustainable organization.

MetroGIS Funds: If this funding request is granted, the recipients understand that the requested $500 would be not be paid by MetroGIS until an invoice is submitted along with evidence that the grant application has been properly submitted according to all requirements and is a candidate for consideration by the funding authority. No other funds are requested.

CONCLUSION:

MetroGIS has good reason to support community-focused GIS and is committed to doing so. The TOP grant opportunity is an opportunity to provide/foster community-focused GIS to the Twin Cities, as the Community concurred it should at its December 17th meeting. The $500 out of pocket support required from MetroGIS is small and money is in the budget to pay it. Ordinary MetroGIS activities can be used as matching funds for the purpose of the grant, adding no burden MetroGIS or its participants.

RECOMMENDATION:

That the Coordinating Committee find that assisting with the funding to prepare a TOP grant request to support a community-focused GIS initiative in the Twin Cities is consistent with the MetroGIS funding category "facilitate regionwide user groups/forums for knowledge sharing".

If the requested funding is found to be consistent with the intent of the subject funding category:

1. Authorize staff to draft a check from MetroGIS funds in the amount of $500 to be used toward the development of a Technology Opportunities Program proposal, upon receipt of an invoice along with evidence that the grant application was submitted to the US Department of Commerce according to all requirements and is a candidate for consideration by the funding authority.

2. Authorize the Coordinating Committee Chair to sign a letter of support for this initiative. This letter will state general support for the concept of community GIS. It will also commit a specified amount of matching funds. *(Note: the $100,000 listed in the draft letter is subject to discussion and adjustment.)*

March 31, 2004

Subject to review and modification

Kris Nelson
Center for Urban & Regional Affairs
University of Minnesota
330 HHH Center
301 – 19th Avenue South
Minneapolis MN 55455

2004 TOP GRANT APPLICATION – LETTER OF SUPPORT

Dear Mr. Nelson:

MetroGIS is pleased to partner with CURA and its community partners in its TOP proposal. We are supportive of the concept and willing to make our resources available to assist in achieving success.

MetroGIS is an innovative, regional geographic information systems initiative serving the seven-county Minneapolis-St. Paul (Minnesota) Metropolitan Area. It provides a regional forum 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. URISA awarded us its coveted Exemplary Systems in Government Award in 2002 and we have continued to make huge strides since then.

We understand that your TOP proposal is intended to provide community-based non-profits with access to GIS and geographic information for the purpose of supporting their efforts in community development. This mission is congruent with ours. We have seen the value of community GIS and on December 17, 2003 decided it was in MetroGIS' interest to pursue the following activities:

- Foster dialogue to investigate providing parcel data access to non-profit community-based entities without fee.
- Involve Community GIS interests in development of strategies related to web-based geospatial applications to address priority information needs of the MetroGIS community.
- Continue to foster understanding among elected officials of the benefits of using GIS technology, sharing related resources, and the importance of their active participation in evolving sustainable best practices.
- Participate in deliberations to define the specifics for the proposed "regional intermediary".
- Expand communication between MetroGIS and community-based organizations, assuming those organizations organize a communication network for themselves to enable MetroGIS to connect with them.
- Share MetroGIS's successful methodology to gain consensus and overcome obstacles to implementing regional solutions to common geospatial needs – organizational and technical.

We believe our activities could have significant value to the proposed community-focused GIS activities. Here are some of the indicators of that value:

1) Data on parcels, geometry and 25 attributes, is sold at $.05/parcel. There are over 900,000 parcels in the Twin Cities area. Access to all this data for a single entity would cost $45,000 per year.

   There are many community-based non-profits in the Minneapolis-St. Paul Metro Area. A MetroGIS workgroup of the seven counties has agreed to work on defining criteria that would potentially allow free access for these groups.
2) MetroGIS invests cash in a pair of activities that will be of value to the community-focused GIS group. We annually invest $50,000 in a site license for street centerline data kept current by a private firm, The Lawrence Group. Our pending data sharing agreements with the seven metro area counties is expected to involve an investment of $48,000 in 2004 and $28,000 per year in 2005-2005.
3) Each year we tackle one or more issues that would provide new applications or new data to our stakeholders. We currently have seven workgroups, including a pair of groups working on Socioeconomic data that will provide critical data to community-based non-profits. A typical workgroup will have a dozen people, meeting six times year for 2 hours at a time. Each member is required to spend additional time on homework and travel. We value their time at $50/hour.

We believe that these investments will amount to as much as $100,000 for the community-based non-profit organizations involved in your TOP proposal. That value can be determined by carefully monitoring the use and value of MetroGIS resources used for the benefit of those organizations. The quantity of data parcel downloads will be used to determine the value from #1 above. Some rational portion of investments #2 and #3 can be assigned to the TOP community as well. We suspect that these numbers will easily sum to $100,000 over the three years of the award and offer this as partial match for the TOP funds you are seeking.

MetroGIS is committed to having this project be a success. We are committed to working with community-based non-profits and see the TOP program as a way to strengthen them and making better partners. As more organizations come to share data and experiences, our collaboration grows and becomes stronger.

Sincerely yours,

Jane Harper, Chair
Coordinating Committee

MetroGIS

Agenda Item 6

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Major Activity Update

DATE: March 15, 2004
(For the Mar 31st Meeting)

A) NEXT GENERATION DATA SHARING AGREEMENTS

The financial terms associated with the Next Generation Agreements have been shared with the seven counties last December and with the Policy Board for comment at the January meeting. No objections were raised. Work is currently in progress to reach agreement on language for both the agreement and the data license that is a component of the agreement. Each user of the regional database will need to execute the new license, once the new agreement goes into effect. Some of the delay has been due to outreach efforts to ensure that the license language will be acceptable to the user community as well as the producer community. Organizations that were licensed prior to December 31, 2003, to use the regional parcel dataset may continue to the use data received prior to that time. No new licensees are able to be added until the new license and agreement are in effect. Deployment of the proposed Regional Mailing Label Application (Item 6D(1) below) would also be delayed until the new agreement is in place.

B) PRIORITY BUSINESS INFORMATION NEEDS (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) Emergency Preparedness Workgroup

Rick Gelbmann and Randy Knippel met with the Minnesota GIS/LIS Consortium Board. They are very supportive of our efforts and will provide access to Consortium members through their website, E-news service, and quarterly newsletter.

According to Gelbmann, "Members of MetroGIS and the Governor's Council on Geographic Information (GCGI) attended the 39th Annual Governor's Homeland Security and Emergency Management Conference. We worked very closely with Kim Ketterhagen of the HSEM who provided us with a booth in the vendor demonstration area at no charge. This booth was staffed by various people for two days. Randy Knippel and David Windle also gave a presentation on GIS for Homeland Security. The one-hour presentation was given twice during an afternoon of concurrent sessions. It was attended by over 70 people and was well received.

"A prototype web-based application is running on the Met Council web server. We will continue to refine it. An issue has been raised related to the licensing of county parcel data. Parcels are an important dataset for emergency management planning and response activities; however, requiring a license for every emergency manager may be an obstacle." Current layers available include: hospitals, pharmacies, Red Cross facilities, wastewater treatment plants, water treatment plants, nursing homes, MPCA MES sites, functional class roads, MPCA LUST sites, E911 PSAP & ESN boundaries, and 2000 aerial photography. A presentation and demonstration is tentatively scheduled for the Committee's June meeting.

(2) Existing Land Use Workgroup:

The workgroup last met meet on December 10th to discuss the results of a series of pilot projects to determine a data model will work best for MetroGIS. Under consideration are the APA's Land-Based Classification Standard, enhancement of the MetroGIS Planned Land Use coding scheme, and a "Built Environment" database. A meeting was scheduled for March 18th with the City of St. Paul planners in a peer review format for feedback. Current workgroup members represent: city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being

facilitated by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities. A recommendation to the Committee is anticipated at the June 2004 meeting.

(3) Highway and Road Networks

The Highways and Road Networks Technical Workgroup met on December 2nd to discuss workflows for updating and enhancing MnDOT's Location Data Manager (LDM). From this discussion, several questions for MnDOT emerged, which were communicated before the end of the calendar year. A core set of attributes was given preliminary approval, along with some common definitions for a model of street segmentation and attribution. The next step will be to work with MnDOT on answering the questions that arose from this meeting, and finding common ground for the segmentation and attribution model. Information about previous aspects of the project, including agreed upon goals, expectations, and participant roles can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml.

(4) Lakes, Wetlands, etc.:

No activity has occurred since direction was received from the Coordinating Committee at its September 17th meeting regarding this information need. At that time, the Committee authorized creation of a work group to assess the applicability of currently proposed state-level standards by the Hydrology Committee of the Governor's Council on Geographic Information for potential MetroGIS solutions. This group will be responsible to develop strategies to accommodate any desired modifications and assure that any changes will integrate with State data. The Committee also authorized separating the substance of the hydrologic information need into 4 to 5 sub-components that can be provided to users in a more timely and efficient manner than is currently in place.

(5) Regional Parcel Dataset Enhancements

(*See Agenda Item 5d*).

(6) Socioeconomic Characteristics of Areas:

On January 28th, the Policy Board endorsed the Committee's recommendation to implement a Socioeconomic Resources Webpage (http://www.datafinder.org/mg/socioeconomic_resources/), as demonstrated to the Committee at its December meeting. The Phase I Workgroup completed its fine-tuning of the Resources site in February and it went live the first week in March. An article about the Resources Webpage was published in the Spring GIS/LIS newsletter. For the next 6-9 months, the Workgroup will be monitoring the site's activity and comments received from the site users. The Phase I Workgroup will then decide if any enhancements should be pursued. The final outstanding topic is to identify a willing entity, with appropriate resources to accept responsibility for managing the site content. Phase I will be complete once each of these matters is addressed.

The Phase II workgroup (solutions to Socioeconomic information needs that can not be achieved with existing published data) is expected to launch in 2004. The Phase II effort will be coordinated with the Address Workgroup's efforts and not launch until more is known about how the Address Workgroup will proceed and possibly not until related solutions are defined by the Address Workgroup.

C) ENHANCEMENTS TO DATAFINDER CAFÉ / MN GEOINTEGRATOR PROJECT

The MN Land Management Information Center (LMIC) has been working with MetroGIS staff to develop GeoIntegrator, a statewide web service similar to the MetroGIS DataFinder Café, including new functional features that also would support an enhanced Café. Most of the project's funding was received from a state Technology Enterprise Board grant. $15,000 of the $18,700 National Spatial Data Infrastructure (NDSI) Web Mapping Services grant received by MetroGIS in 2001 has been set aside for this collaborative effort. Work on the project was suspended in October, when LMIC's contractor, Syncline, which also developed Café, declared bankruptcy. LMIC is currently negotiating a settlement that will result in completion of the project by a third party in early 2004. No MetroGIS funds will be spent if an acceptable settlement cannot be reached.

D) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES

(1) Regional Mailing Label Application

Alison Slaats, MetroGIS DataFinder Manager, is in the final stages of developing a prototype regional mailing label application that will run on top of the regional parcel dataset. The regional prototype is based upon an application initially developed by Carver County. Access to the application via the

Internet will be limited to organizations that have current licenses to access the underlying parcel data. As soon as the Next Generation Data Sharing Agreement is in place, the application will be deployed.

(2) Collaborative Parcel Data Distribution Strategy - Non-Government Access

The County Data Producer Workgroup (of the Coordinating Committee) has made progress to reach agreement among all counties on a collaborative solution to distribute the same parcel data (parcel boundaries plus 25 normalized attributes) to non-government interests that is currently being distributed to government interests.

- A website for streamlined, one-stop orders was built by the Metropolitan Council staff, who support MetroGIS, and is ready for operation once the licensing and fee policies are finalized.
- The Workgroup developed a prototype common fee schedule, led by Dakota County's GIS Coordinator, that is eventually intended to apply to all seven counties. It incorporates significant price reductions from the current $0.05/parcel through subscriptions and volume purchases and accommodates subsetting of the regional dataset. *The group also concluded that each county does not have to implement exactly the same fee schedule, given the substantial amount of change that has already occurred to accomplish the main objective of this project – greatly streamline the data access process*. *Status:* Anoka, Carver, Dakota, Hennepin, Scott and Washington Counties have adopted the fee schedule proposed by the Workgroup. Ramsey County is rewriting its entire fee schedule, which includes this proposal thus far, with a target for implementation shortly.
- The components of a common license document, including the shrink-wrap concept to streamline execution, have been agreed upon by the workgroup members. However, work on this agreement by county legal staff ceased when attention was shifted to modifying a license for the government and academic version of the regional parcel dataset.

(3) Investigation of Data Sharing with Utilities Explored

A sample of the regional parcel dataset was delivered in early November to representatives of Xcel Energy, CenterPoint Energy Minnegasco, and the Minnesota Valley Electric Cooperative. If they agree there is merit in continuing discussion, the County Data Producer Workgroup will oversee an investigation of uses that local government might make of infrastructure data maintained by the utilities. If the conclusion is that an exchange of data would be of mutual benefit a policy change will be pursued to allow utilities to access county produced parcel data, without fee, in return for sharing their utility facility locations aligned with the county-produced parcel data.

(4) GeoSpan, Pictometry, and Pioneer Press Proposals/Requests

Over the past few months the Workgroup has reviewed proposals from these entities. GeoSpan and the Pioneer Press were seeking access to parcel data. GeoSpan offered free access to their data for free access to the regional parcel dataset. The consensus of the counties was that most if not all currently have access to the type of data produced by GeoSpan and declined further consideration of concept.

The Pioneer Press representative requested a fee waiver for journalistic purposes in accordance with federal FOIA policy. The consensus of the workgroup was that more specifics were needed to properly consider the request. Chairperson Drealan sent a letter outlining the desired additional information in early January. A response was received and the Workgroup is planning to meet the morning of March 31st to discuss next steps.

At the group's January 7th meeting, the members concluded that the Pictometry product has merit and that it is likely that some of their colleagues in emergency management, and possibility property records, will purchase this product. The consensus was that a coordinated effort, among the counties, should be pursued where purchases are being given serious consideration. Member Knippel was encouraged to facilitate talks to achieve the desired collaboration, since Dakota County appeared close to a purchase decision.

(E) USER FORUMS PLANNED FOR FALL 2004

A peer review forum to identify any desired enhancements to the regional street centerline dataset is tentatively scheduled for Fall 2004. A forum is also tentatively planned for Fall 2004 to educate data producers and to a lesser extent data users about the enhancements made to DataFinder as a result of the pending partnership with LMIC (see Item 6c).

Metropolitan 911 Board
E911 Regional Geographic Information System
Technical Operations Committee Recommendations
March, 2004

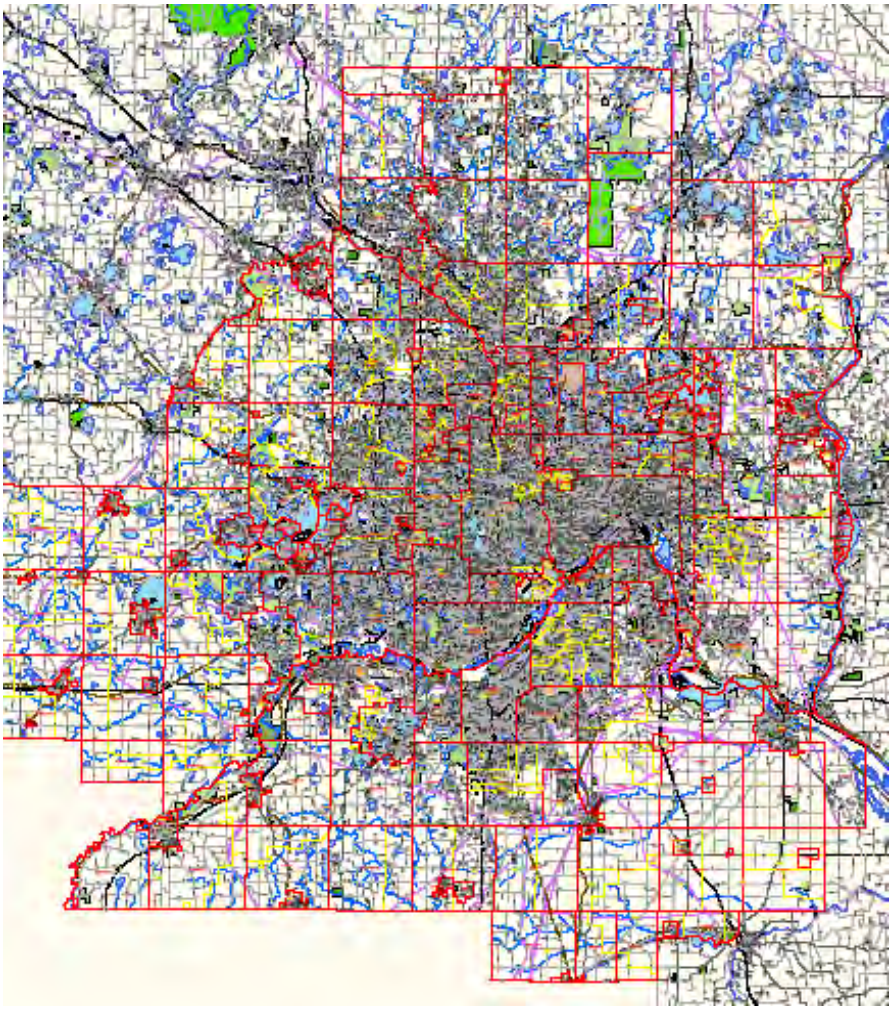


Table of Contents

Why Do PSAPs Need GIS Information? 3

General Information: 5

Executive Summary: 6

Recommendation Detail and Analysis: 7

Alternatives Considered – Pros and Cons.....14

Budgetary Cost Estimates: 17

Funding Recommendations: 18

Summary:.....20

Attachment 1: RFI.....22

Attachment 2: MetroGIS Information.....26

Attachment 3: E9-1-1 GIS Coordinator Job Description.....27

Attachment 4: LOGIS Information.....30

Attachment 5: PSAP Answering Position Information.....32

Attachment 6: Sample GIS software screens 34

Why Do PSAPs Need GIS Information?

Location, location, location . . . .

Basic 911:

The original implementation of basic 911 simply redirected the 911 caller to an administrative number at a pre-determined answering point. The telephone company, AT& T, called the answering location a public safety answering point (PSAP). No database information accompanied the call, but callers no longer had to look up the administrative number for each of the local emergency service agencies (law enforcement, fire, or ambulance services) when they had an emergency.

E911:

The next milestone in the evolution of the 911 system was the transition to Enhanced 911 or E911. E911 systems selectively route the 911 caller to the appropriate PSAP for their location, provide the PSAP call taker with the caller's telephone number, and display the address information associated with that telephone number. This system worked so well that the general public now expects the PSAP call taker to know exactly where the 911 caller is, whether the caller verbally tells them or not. When a 911 call is placed in an E911 system, the caller's telephone number is sent along with the caller's voice to the PSAP. Special equipment at the PSAP uses the caller's telephone number to send a request to the 911 database requesting the address information associated with that telephone number. The key to making E911 systems work is an accurate database detailing the exact address associated with where a particular telephone is wired to the wall.

Dynamic Location 911:

Today, the 911 system is again going through a transition as significant as the move from Basic 911 to Enhanced 911 was. Telephone technology is no longer stationary. Wireless telephones now make up over 40 % of the 911 calls received in the metropolitan area. Wireless telephones are now the only type of telephone service for over 5% of telephone subscribers.

In addition to wireless telephones, some telephone service providers are now using the Internet to transport telephone calls. This type of service is known as Voice Over interNet or VON telephone service. Telephone equipment used for VON service is installed between a high-speed Internet access modem and any traditional telephone instrument. The subscriber uses the same telephone they have always used and the

functionality is exactly the same as traditional telephone service. The subscriber can make and receive telephone calls (including, in some cases, 911) anywhere they can get high-speed Internet access.

Telephone service that is not associated with any specific location, regardless of the technology used, appears likely to become the predominant type of telephone service within the next 5-10 years. Solutions for locating wireless 911 callers dynamically at the time of the call are now in the final stages of implementation in the metropolitan area. The location information provided with the voice on a wireless 911 call is given to the PSAP call taker as a latitude / longitude coordinate (x,y coordinate), rather than a specific street address. The PSAP call taker must be able to accurately interpret that x,y coordinate and communicate the caller's location to the emergency responders.

A location solution for VON telephone service subscribers is now under development. It is unknown what form that location information will take when it is delivered to the PSAP. It may display as a traditional street address or as an x,y coordinate.

The telematics technology that is now being built into an ever-increasing number of cars and trucks also face the same dynamic location 911 challenges. OnStar, ATX, and other telematics service providers are looking for ways to route emergency 911 calls directly from their vehicles to the correct PSAP with location data. PSAPs will have to be equipped to handle this type of dynamic location 911 call.

GIS information pulled together from a variety of existing or new datasets and displayed at the PSAP call taker position is the foundation for locating 911 callers dynamically at the time the 911 call is made. The traditional 911 database used to support E911 systems must be synchronized with the GIS datasets. This synchronization will allow the PSAP call takers to recognize the relationship between mobile 911 callers and traditional E911 callers that are all calling about the same incident. In addition, the same GIS information can be used by the emergency response agencies to better manage their resources utilizing real-time automatic vehicle location (AVL) systems. Incidents that require multi-agency or even multi-PSAP responses can be managed more safely when everyone involved has access to real-time incident information.

Location, location, location . . . . . the best law enforcement, fire, and EMS personnel in the world don't do anyone any good, if the PSAP call taker can't identify the 911 caller's location and accurately relay that information to the responding agencies. The metropolitan area PSAPs cannot function properly in the future without accurate GIS information and the hardware / software to display the information at each call taker / dispatcher position.

General Information:

Approximately nine months ago the Technical Operations Committee asked the Board staff to prepare recommendations on providing a regional geographic information system (GIS) to support the metropolitan enhanced 911 system in order to accurately locate wireless and wireline 911 callers. The staff contacted regional 911 organizations and the national professional organizations of APCO and NENA in order to get an idea of how GIS issues have been handled in other parts of the country. Based on their preliminary research, the staff prepared a request for information[1] (RFI) that was distributed to vendors and interested individuals on a national level in July, 2003. The RFI asked vendors to provide information on these six issues:

1. Methods to enhance the MetroGIS[2] information for E911
2. Methods to maintain the E911 GIS information after it is developed
3. Methods to distribute the E911 GIS information to the PSAPs on a regular basis
4. Recommendations on how the PSAPs could best utilize, integrate, or display the E911 GIS information, including any recommended standards
5. Recommendations on an organizational structure that could be used to manage the regional E911 GIS datasets
6. Recommendations on how to leverage the work MetroGIS has already done on a regional level

The information received in response to the RFI was used by the staff to prepare preliminary recommendations for the Technical Operations Committee. These preliminary recommendations were presented to the Technical Operations Committee in September 2003. The Technical Operations Committee formed a sub-committee to work with the staff in the creation of these final recommendations. The sub-committee was made up of representatives from local government GIS department, MetroGIS, LOGIS, in addition to the Technical Operations Committee members and Board staff. The sub-committee met four times over a two-month period reviewing the information received in the RFI, discussing what was currently available through MetroGIS, looking at ways to get the data creators to meet the E911 needs without increasing or creating unfunded expenses, and considering how to support the PSAPs in the most efficient manner possible. The recommendations in this report represent the collaborative work of the sub-committee.

[1] Copy of RFI attached as Attachment 1
[2] http://www.metrogis.org - see homepage information in Attachment 2

Executive Summary:

Last summer, using primarily grant money, the Board took the first steps toward providing E911 regional GIS datasets by contracting with LMIC for the creation of the PSAP boundary and Emergency Service Zone boundary datasets. These new datasets, when used in conjunction with the other datasets available through MetroGIS and the proper software, give the PSAPs a tool that will assist them in locating the small number of wireless callers whose phones and/or wireless network provide the caller's latitude and longitude.

The next step in providing the PSAPs with E911 GIS datasets that can be used to locate all types of 911 callers, regardless of the technology used to make the call, involves the creation of new GIS datasets that match the traditional regional Master Street Address Guide (MSAG) and E911 location database maintained by the telephone companies.

To meet the challenges involved in that next step, the Technical Operations Committee, through it's GIS Sub-committee, agreed to recommend that the Board do the following:

1. Create an E911 GIS Coordinator position within the Metropolitan 911 Board
2. Work with MetroGIS, local / state government, and private GIS data providers to:
    a. Establish E911 GIS dataset standards
    b. Leverage GIS work that is already being done and avoid duplication of effort whenever possible
    c. Establish an E911 dataset error correction process
    d. Establish a standard E911 dataset update procedure and schedule
3. Create a PSAP map display functionality standard
4. Assist PSAPs in acquiring map display software / hardware that can utilize the standardized E911 GIS datasets
5. Establish a GIS liaison structure at the PSAP level, similar to the current MSAG Coordinator responsibilities
6. Establish a standard method of E911 dataset error reporting for the PSAPs

When these tasks have been successfully implemented, all of the metropolitan area PSAPs will be able to accurately locate 911 callers, incident locations, and emergency responders (when properly equipped). The PSAPs will have this ability even when the location in question is outside of their immediate jurisdictional boundary. This ability will allow for faster, more accurate emergency responses than are currently possible, making better use of the limited public safety resources and the associated tax dollars. This ability will make multi-jurisdictional incidents easier to identify and manage. Regional coordination and maintenance of the E911 datasets will be significantly cheaper than if each individual PSAP jurisdiction maintained the same level of detail and accuracy on their own.

Recommendation Detail and Analysis:

1. Create an E911 GIS Coordinator Position[3]

The scope of a regional E911 GIS project will require full-time project management on an on-going basis. With a geographic area the size of the seven county area and the density of the population within that area, a significant number of changes are made to GIS datasets on a daily basis. It is anticipated that the county government GIS departments will supply most of the GIS information utilized in the E911 datasets. However, various municipal GIS departments actually create much of that data in the first place and then pass it on to the counties. This means there are a significant number of actual data creators in the metropolitan area.

For several years MetroGIS[4] has been developing ways for GIS information to be shared between various levels of government in order to make regional datasets widely available, and to avoid duplication of efforts in creation and maintenance of the datasets. This work has been recognized on a national basis as a model for other regions to emulate.

Approximately two years ago the Metropolitan 911 Board provided a low-priced, commercially available road atlas type software program to all of the PSAPs as a temporary, interim mapping tool. That program provided a very simple, stand alone electronic map display solution, complete with its own dataset, which could be used to meet the bare minimum requirements necessary to begin to locate some wireless 911 callers. The software was not able to be integrated with the PSAP 911 equipment or their CAD systems. It had to run in a stand alone environment that was slow and awkward for the dispatchers to use, but it did provide a cheap, crude tool that met the minimum FCC requirements for requesting Phase 2 wireless location information from the wireless carriers. Unfortunately, many of the PSAPs still rely on this software today.

Even though they are aware of the Board's efforts to develop a regional GIS system, some of the PSAPs in the metropolitan area have recognized a need to move ahead and work on developing more sophisticated GIS datasets for their local jurisdictions; including making that information available through some sort of display software to their 911 dispatchers. In some cases they have contracted with outside vendors to develop the datasets and to provide the display software in the PSAP. In other cases they have worked with their local GIS department to develop individual, proprietary systems. Many of the metro area PSAPs have had to continue to rely on the original,

[3] E911 GIS Coordinator Job Description (see also Attachment 3)

[4] MetroGIS is a voluntary collaboration of over 300 local and regional government interests that serve the seven-county Minneapolis / St. Paul metropolitan area, together with partners in state and federal government and others who share the vision of MetroGIS. MetroGIS's purpose is to promote and facilitate widespread sharing of geographic information. The Policy Board is comprised of 12 elected officials representing cities, counties, school districts, watershed districts, and metropolitan interests.

temporary map solution supplied by the Board. This has led to wide variation in the quality and consistency of location information between the metropolitan area PSAPs.

The proposed E911 GIS Coordinator will be challenged to pull the various GIS data creators in the metropolitan area together to format their data in a standard way that will support the largest number of PSAP displays or an agreed upon standard PSAP display that can be used to locate all 911 callers, regardless of what telephone technology they are using, in a quick, accurate, intuitive manner. The greater challenge for the proposed E911 GIS Coordinator may be the on-going maintenance and distribution of the E911 GIS datasets.

Contracting with an experienced E911 GIS vendor for the creation and maintenance of the datasets was considered. At this time the committee and staff feel that the metropolitan area government GIS departments, through the work of MetroGIS, are already cooperating with each other to a much higher degree than is typically found in other parts of the country. It is believed that this cooperative resource should be leveraged as much as possible before a decision is made to contract with an outside vendor for the development of any of the E911 datasets. Ultimately, some work may have to be contracted for, but on a much smaller scale. By having an E911 GIS Coordinator instead of relying solely on an outside contractor, the Board will have much greater control over the project and end product. It will also allow for direct participation and representation of local PSAP needs and desires as the project progresses.

2. Work with MetroGIS and the various data providers to:

- establish E911 dataset standards
- leverage work that is already being done at the data creator level to avoid duplication of effort
- establish an error correction process
- establish a standard E911 dataset update procedure and schedule

Several years ago the Metropolitan Council recognized a need for obtaining and sharing local GIS information on a regional basis. The council agreed to serve as primary sponsor of a regional GIS data sharing initiative that has evolved into what is now known as MetroGIS to address that need. MetroGIS contracts with a private company called “The Lawrence Group” for the provision of and maintenance of a street centerline data file on a regional basis. In addition, MetroGIS has contracts with all of the counties in the metropolitan area that allow for the collection of the GIS datasets typically required by county government (i.e. parcel datasets, political subdivision boundaries, etc.). MetroGIS then pulls this information together and makes it available to any government agency that agrees to abide by whatever use or distribution restrictions that were agreed to by MetroGIS and the dataset creator.

In addition, MetroGIS has begun to work on developing data standards that dataset creators are encouraged to use that makes sharing of datasets between jurisdictions

easier to do, but not to the level necessary to ensure a consistent 911 call location display. MetroGIS has agreed to work with the GIS Coordinator to develop E911 GIS dataset standards and in getting the local dataset creators to utilize the standards. These standards will allow local datasets to be aggregated into a regional dataset, as well as support a range of PSAP display software packages or to be optimized for use with a standard PSAP display software package.

Creating the datasets necessary to support E911 is only the beginning. The datasets will need to be updated and maintained on an ongoing basis. Some of the datasets will need to be updated very frequently, while others may only have to be done on an annual basis. A maintenance schedule will need to be developed for each of the individual datasets. In addition, it is anticipated that the PSAPs will find errors in the datasets based on information provided by 911 callers and responding emergency service personnel. MetroGIS is in a unique position to work with the Board to set these processes up, monitor how the processes work, and make adjustments as necessary in order to ensure that the 911 dispatchers have confidence in the accuracy and completeness of the GIS information with which they are working.

The Board staff considered trying to get MetroGIS to take the lead role in the creation and coordination of the E911 GIS system. After meeting extensively with MetroGIS, it was determined that MetroGIS did not have the resources or 911 expertise that will be necessary to manage the system on behalf of the Board. In the meetings with the Board staff and with their participation on the sub-committee, the MetroGIS staff has been instrumental in identifying metro area GIS resources and how they may be utilized. MetroGIS supports the recommendation that the Board hire an E911 GIS Coordinator to provide a regional point of contact for 911 and public safety GIS needs. Cooperation between the Metropolitan 911 Board and MetroGIS in the development and maintenance of the required E911 datasets should significantly reduce the cost of setting up a regional E911 GIS system.

Some of the information that will be needed to fully support E911, such as associating a point with every addressable structure, is currently not available on a regional basis. Some of the local GIS departments have started to create this type of file, but many have not. The sub-committee and staff believe that a sufficient need for that data can be documented, and that with the help of the PSAPs, the local GIS departments that aren't creating this type of data now can be convinced to include it in their regular data maintenance collection plan with little added cost or time. This approach is very cost effective and may be just as fast as contracting, by using multiple local GIS departments to each do part of the work all at the same time.

3. Create a PSAP map display functionality standard

This standard will determine what E911 GIS datasets need to be developed. In our limited research on GIS information or map displays for the E911 dispatchers to use, we

found that there were significant variations in how the systems worked, how information was displayed, and what information was displayed. These variations may make if very difficult to support a wide variety of display software brands or companies.

The sub-committee and Board staff believes that it will be necessary to work with a representative group of dispatchers and PSAP managers in order to identify what information features and functions the dispatchers need and / or desire. When these have been documented, the list can be used to define the datasets needed, evaluate potential display software packages for the PSAPs, set up error reporting protocols, and set up the appropriate data infrastructure for sharing and updating the E911 GIS datasets.

4. Assist PSAPs in acquiring map display software / hardware that can utilize the standardized GIS datasets

Very few of our PSAPs have the staff, time, or expertise to be able to determine if a PSAP GIS or map display software / hardware package that they are considering will work well with the standardized E911 GIS datasets created and maintained under the regional project. The E911 GIS Coordinator will be expected to understand what data requirements each individual map display product would require and how closely the standardized GIS datasets would come to meeting those requirements, without modification. The sub-committee and Board staff hopes that several map display products can be supported. However, it is very likely that some map display products will not work very well with the standardized E911 datasets. This needs to be identified in advance so that a PSAP can make an informed choice on whether or not they want to choose a different map display product, or accept responsibility for making whatever modifications may be necessary to optimize the standard E911 datasets for a non-supported display product.

As mentioned in recommendation 3 above, we have become aware that there are significant variations in how different map display products use and display the GIS information. Many of the variations and the problems associated with dealing with them were brought to our attention by the experience that the LOGIS representatives shared with us. LOGIS[5] is a consortium of MN cities and counties that work cooperatively to reduce data processing costs. LOGIS chose the Printrac suite of public safety software, which includes PSAP GIS or map display software. Using GIS information from MetroGIS and their participating local governments, they have been working on the datasets necessary to support their participating PSAPs in a project similar to what is currently being considered by the Board, but on a much smaller scale. The LOGIS GIS experts found that they had to do a significant amount of work modifying or enhancing the datasets in order to get good performance from the display software. The sub-committee and Board staff believe that standardization of the display functions /

[5] LOGIS Newsletter (see Attachment 4)

features and of the datasets will allow the datasets to be created in the proper format so they will display properly at the PSAP, with minimal modification or enhancement.

As the project matures and more information becomes available, the PSAPs and the Board may decide that a single PSAP GIS or map display software / hardware product should be used by all of the PSAPs. Support of a single product could simplify the maintenance, error reporting, error correction, and update distribution of the E911 GIS datasets. While not enough information is available at this time to make a decision, most of the respondents to the Board's RFI urged to the Board to strongly consider adopting this idea.

5. Establish a GIS liaison structure at the PSAP level

The Board's E911 GIS Coordinator, working cooperatively with MetroGIS and the various data creators, will be able to adequately meet or address the PSAPs needs on most GIS issues. However, from time to time, the Board's E911 GIS Coordinator will need to work directly with a PSAP representative to resolve a particular local issue. This process will work most efficiently if each PSAP representative is identified in advance and has been trained in some of the GIS basics, in a similar way to the current system of PSAP coordinators that assist the Board staff with the corrections and maintenance to the Master Street Address Guide (MSAG). The PSAP GIS representative will become the "go to" person within their agency for the other dispatchers when a GIS issue is identified, and can refer any issues they can't resolve on to the Board's E911 GIS Coordinator. The E911 GIS Coordinator would then be responsible to work with MetroGIS and the data creators to get the issue resolved, and to keep the PSAP GIS representative informed on the status of any particular issue.

6. Establish a standard method of error reporting for the PSAPs

From time to time dispatchers will become aware of errors or omissions in the GIS information provided to them. When this happens a standard procedure needs to be followed to ensure that the error gets corrected in a timely manner. The sub-committee and the Board staff recognize that the most practical and appropriate method for getting errors corrected is to have the original data creator make the necessary correction. This eliminates the possibility of having corrections made by the PSAP or someone else being overwritten again with the same error the next time the data creator sends out an update. If the data creator makes the correction, all subsequent updates to their data set should contain the corrected data.

The error reporting method[6] must be easy and quick enough for the dispatcher to complete the process while actually handling the 911 call, if at all possible. If the error

[6] See sample error reporting software screens in Attachment 6

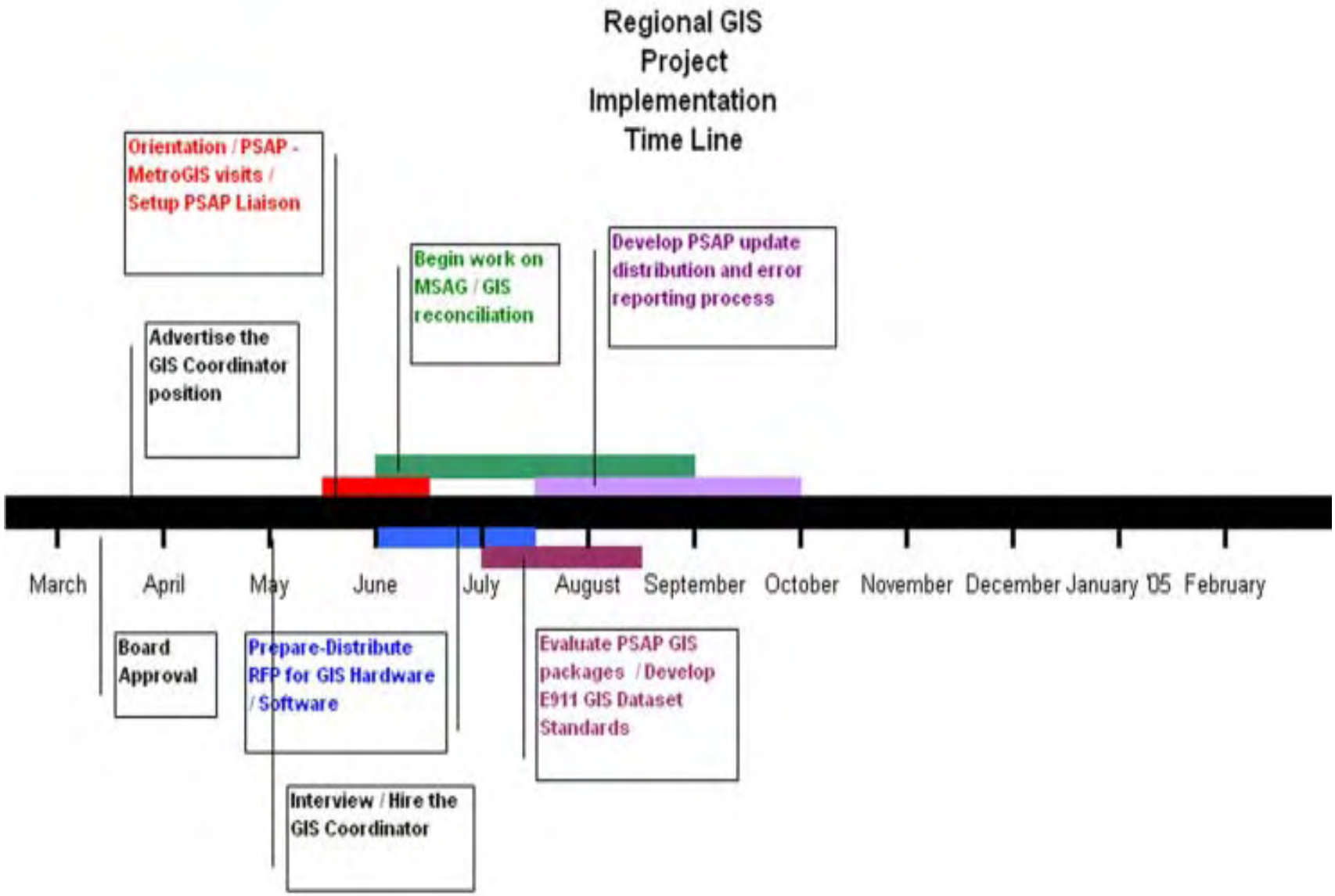
cannot be documented during the call, a significant risk is created that the dispatcher may not get the error reported at all, particularly in a busy PSAP. The reporting method should allow for the error information to be sent to the Board's E911 GIS Coordinator. The E911 GIS Coordinator would identify who the data creator is for the particular dataset that is in error. Once the data creator is identified, the error information can be passed on to the creator through whatever process is worked out by the E911 GIS Coordinator, MetroGIS and the data creators.

All error reports should be documented from the PSAP to the creator, with notification back to the PSAP when the error has been corrected. This audit trail will need to be monitored to ensure that no reported errors go uncorrected.

Many PSAP GIS or map display products include some sort of automated error correction documentation feature. PSAPs that invest in systems that allow the dispatcher to quickly document GIS errors with little interruption in the handling of emergency calls will, over time, see a significant improvement in the overall accuracy of their GIS data. Increased accuracy means quicker emergency response and more efficient use of limited emergency service agency resources. It also allows individual dispatchers to work more efficiently.

Conversely, PSAPs that do not utilize this automated error correction documentation type of correction tool will see little improvement in the accuracy of their GIS data. The error information identified by the dispatcher at the time of the call will be unlikely to ever reach the data creator if the process is too complicated or time consuming. When the same errors keep recurring, the dispatchers and the public safety responders will begin to lose faith in the usefulness of the information, resources are wasted, and dispatchers need to spend more time attempting to get callers the help they need.

More information is needed to understand how these automated error correction documentation features can be made to work in a multi-PSAP, regional environment with a variety of different map display products in use. This need for a quick, easy, automated error reporting process may be a strong argument for supplying all of the PSAPs with a standard, uniform product, if an adequate, equitable funding source can be identified.


Regional GIS
Project
Implementation
Time Line
Orientation / PSAP - MetroGIS visits / Setup PSAP Liaison
Advertise the GIS Coordinator position
Begin work on MSAG / GIS reconciliation
Develop PSAP update distribution and error reporting process
March
April
May
June
July
August
September
October
November
December
January '05
February
Board Approval
Prepare-Distribute RFP for GIS Hardware / Software
Interview / Hire the GIS Coordinator
Evaluate PSAP GIS packages / Develop E911 GIS Dataset Standards

Alternatives Considered – Pros and Cons

What is the best way to manage a GIS based 911 location database on a regional basis? That was the question the Board staff hoped to get answered by the responses to the RFI. The RFI asked respondents for recommendations on:

1. How to enhance the GIS information currently available through MetroGIS to adequately support 911
2. Once the information is developed, how should it be maintained
3. How should the information be distributed to the PSAPs on a regular basis
4. How can the PSAPs best utilize the information
5. What organizational structure should the Board put in place to manage the GIS based 911 location database
6. How to leverage the regional GIS work that is already being done

As the responses to the RFI were examined, it became obvious that the organizational structure chosen by the Board would dictate how the other issues were addressed. Three basic organizational structures considered were:

1. Contract with a GIS vendor with experience in supporting 911, for the creation and maintenance of the datasets necessary to support 911.
2. Hire sufficient staff to create and maintain the necessary datasets internally.
3. Hire a GIS 911 Coordinator to leverage the regional GIS work already being done.

Organizational Structures Considered	Advantages	Disadvantages
1. Contract For Services	1. A contractor with sufficient resources may be able to complete the creation or enhancement of the datasets in a relatively short time (a period of weeks or months) 2. Previous experience on similar projects	1. Identified as the most expensive option (vendor estimate of $1.2 - $1.8 million in dataset development + $160,000 - $215,000 in annual maintenance costs) 2. The success or failure of the project is dependent on selecting the right contractor. 3. The contractor's preferred solution or method, used in previous projects, may not be the most efficient or cost effective method for this project. 4. Duplication of GIS efforts by the contractor and all levels of current data providers 5. The challenge of getting cooperation from all of the stakeholders
2. Hire sufficient staff to do all of the work in-house	1. Complete control over the project 2. No third party contractor to monitor 3. Can respond quickly to PSAP needs	1. Significant investment in personnel, equipment, and space ($240,000 - $280,000 in salary / benefits @ 4 FTE , $180,000 - $200,000 in hardware / software + office space for 4 additional staff) 2. Would take the longest time to implement and produce the necessary datasets – more than a year 3. Finding knowledgeable staff or providing the necessary training 4. Duplication of GIS efforts by the Board and all levels of current data providers 5. The challenge of getting cooperation from all of the stakeholders
3. Hire an E911 GIS Coordinator to leverage the regional GIS work that is already being done	1. More control over the project 2. Least expensive ($97,000 hardware / software, $78,000 in salary / benefits annually) 3. No duplication of effort – takes advantage of work MetroGIS and local government data creators have already done 4. Understands the needs of 911 and of the data creators 5. Can respond quickly to PSAP needs	1. Will need to have a working knowledge of both 911 and GIS – will probably require some training to gain the necessary proficiency. 2. The challenge of getting cooperation from all of the stakeholders

Many of the respondents to the RFI identified the need for an E911 GIS Coordinator position, regardless of whether much of the work was done under contract or by the local data creators. The respondents agreed that the regional scope of the project would require full-time management.

The Board staff explored having MetroGIS assume this responsibility. After much discussion, the Board staff and the MetroGIS staff both concluded that the need for synchronization of the traditional E911 database / MSAG and the E911 GIS datasets could be best met by having both responsibilities within the same organization.

After examining the advantages and disadvantages of all the options, the Board staff has concluded that hiring the right person / contractor is a critical key to success with all of the options. The issue then becomes one of cost and timing. The recommended creation of an E911 GIS Coordinator position seems to offer the best opportunity to keep the personnel and capital expenses down, while still meeting the needs of the PSAPs in a timely way. A cooperative, coordinated effort by all of the metro area data creators to support the needs of public safety should allow for the development and maintenance of the necessary E911 GIS datasets quickly and at very little additional cost. This option would probably not have been possible if MetroGIS had not already laid the ground work for regional, cooperative GIS data sharing.

Budgetary Cost Estimates:

Item	Description	Board Exp. - 1 Time	Board Exp. - Recurring	PSAP Exp. - 1 Time	PSAP Exp. - Recurring
E911 GIS Coordinator	Salary / Benefits ($60,000 salary + 30% for benefits)		$78,000		
	Office Setup (furniture, computer, telephone, etc.)	$10,000			
	Training / Travel	$ 2,000			
	GIS Specific Software / Hardware (GIS dataset consolidation / reconciliation / distribution software, computer server, map plotter	$85,000			
	Software / Hardware Maintenance		$17,000		
	Total	**$97,000**	**$95,000**		
PSAP Equipment	GIS computer server and software			$ 9,500	
	Answering position display software (example uses 4 positions @ $4500/position)			$18,000	
	Software / Hardware Maintenance - server				$ 1,900
	Software / Hardware Maintenance – workstation (example uses 4 positions @ $900/position)				$ 3,600
	Dataset update distribution – High Speed Internet Access at $40 / month				$ 480
	Total			**$27,500**	**$ 5,980**
Dataset Development	E911 GIS datasets developed by local GIS departments and MetroGIS to standards developed – consolidated by the E911 GIS Coordinator				
	Total	**$ 0**	**$ 0**	**$ 0**	**$ 0**

* The hardware / software prices quoted represent the retail price of the software currently being used in King Co., Washington. These amounts are listed for budgetary purposes only. Per position pricing is based on a 4 position PSAP

Funding Recommendations:

Summary:

In June, 2003 the Board transferred $300,000 from the General Fund to the Dedicated Fund in anticipation of funding this regional GIS project.

Using the existing Board funds and funding mechanism, the one time Board expense of **$97,000** for setting up the GIS Coordinator's office, training, and GIS tools could be taken from the **Board's Dedicated Fund** (current balance of approximately $1.2 million).

The prorated amount of the GIS Coordinator's estimated salary and benefits (**$6,500 / month)** for the balance of 2004 could also be taken from the Board's **Dedicated Fund.**

In 2005 the recurring Board expense of **$95,000** for the GIS Coordinator's estimated salary, benefits, and the GIS hardware / software maintenance should be included in the regular budget. The impact of this added expense could be spread out over a five year period by splitting the increase between the county assessments and the Dedicated Fund. Using this implementation plan, the additional $95,000 in yearly GIS costs would be covered by increasing the county assessment share of the budget by $19,000 per year and covering the balance each year from the Dedicated Fund. At the end of the transition period, all of the yearly GIS costs would be covered by the county assessments (the illustration only considers GIS expenses added to the current budget in constant 2004 dollars – for comparison purposes only)

.

Year	Assessment Increase from 2004 Budget	Dedicated Fund
2005	$19,000	$76,000
2006	$38,000	$57,000
2007	$57,000	$38,000
2008	$76,000	$19,000
2009	$95,000	$ 0

The following table uses the individual 2004 county assessments with the GIS expenses added on incrementally over a five year period starting in 2005 (the illustration only considers GIS expenses added to the current budget in constant 2004 dollars – for comparison purposes only)

	2004 Assess	2005 Assess	2006 Assess	2007 Assess	2008 Assess	2009 Assess
Anoka	$41,990	$44,137	$46,284	$48,431	$50,578	$52,725
Carver	10,180	10,703	11,226	11,749	12,272	12,795
Dakota	50,345	52,920	55,495	58,070	60,645	63,220
Hennepin	156,070	164,050	172,030	180,010	187,990	195,970
Ramsey	71,200	74,848	78,496	82,144	85,792	89,440
Scott	13,180	13,855	14,530	15,205	15,880	16,555
Washington	28,650	30,113	31,576	33,039	34,502	35,965

2003 Reserve Fund

37%	63%

FUNDS INVESTED WITH HENNEPIN COUNTY													
	SUMMARY					GENERAL FUND			DEDICATED FUND			INTEREST	
2003	Interest Earned	Invest (Withdraw) General	Dedicated	Beginning Balance	Ending Balance	Beginning Balance	Int, Inv, or (Withdraw)	Ending Balance	Beginning Balance	Int, Inv, or (Withdraw)	Ending Balance	Cumulative Interest	Interest Rate
January	0		0	1,516,767	1,516,767	582,118	0	582,118	934,649	0	934,649	0	
February	0		0	1,516,767	1,516,767	582,118	0	582,118	934,649	0	934,649	0	
March	22,580	300,000	(44,064)	1,516,767	1,795,283	582,118	308,355	890,473	934,649	(29,839)	904,810	278,516	5.95%
April	0		0	1,795,283	1,795,283	890,473	0	890,473	904,810	0	904,810	278,516	
May	0		0	1,795,283	1,795,283	890,473	0	890,473	904,810	0	904,810	278,516	
June	20,028	(300,000)	300,000	1,795,283	1,815,311	890,473	(292,590)	597,883	904,810	312,618	1,217,428	298,544	4.46%
July	0		0	1,815,311	1,815,311	597,883	0	597,883	1,217,428	0	1,217,428	298,544	
August	0	(100,000)	0	1,815,311	1,715,311	597,883	(100,000)	497,883	1,217,428	0	1,217,428	298,544	
September	22,339		0	1,715,311	1,737,650	497,883	8,265	506,148	1,217,428	14,074	1,231,502	320,883	5.21%
October	0	(150,000)	0	1,737,650	1,587,650	506,148	(150,000)	356,148	1,231,502	0	1,231,502	320,883	
November	0		0	1,587,650	1,587,650	356,148	0	356,148	1,231,502		1,231,502	320,883	
December	12,405	(50,000)	0	1,587,650	1,550,055	356,148	(45,410)	310,738	1,231,502	7,815	1,239,317	333,288	3.13%
TOTAL	**$77,352.00**	**($250,000)**	**$255,936**										

Summary:

Recommendations:	Advantages:
1. Create an E911 GIS Coordinator position within the Metropolitan 911 Board	1. Be the E911 and GIS expert 2. Share expense with all counties 3. Leverage current data creation / sharing process with MetroGIS, Eliminate duplication of effort)
2. Work with MetroGIS, local / state government, and private GIS data providers to: a. Establish E911 GIS dataset standards b. Leverage GIS work that is already being done and avoid duplication of effort whenever possible c. Establish an E911 dataset error correction process d. Establish a standard E911 dataset update procedure and schedule	1. Bring the E911 and GIS resources together *2.* Keep them on the same page
3. Create a PSAP map display functionality standard	1. Work with PSAPs to define what all displays should do 2. Ensure the PSAPs are all seeing a similar "picture" and have the tools they need 3. Ensure the GIS datasets have the information necessary to support the PSAP display needs 4. May allow for multiple vendor displays to be supported
4. Assist PSAPs in acquiring map display software / hardware that can utilize the standardized E911 GIS datasets	1. Provide expertise to assist PSAPs and / or actually supply and maintain a standard PSAP map display
5. Establish a GIS liaison structure at the PSAP level, similar to the current 911 MSAG Coordinator responsibilities	1. Designate a "go to" person at the PSAP level 2. Provide some basic training for PSAP personnel
6. Establish a standard method of E911 dataset error reporting for the PSAPs	1. Maintain E911 GIS dataset integrity 2. Maintain user confidence 3. Support other public safety agency needs such as AVL or geo-based CAD 4. Provide highly accurate datasets for use by other non-public safety government agencies

When 911 was implemented 20 years ago in the metropolitan area, a conscious decision was made to manage the 911 network and location database on a regional level. That model has been very successful and has saved the participating counties a substantial amount of resources by avoiding a duplication of effort at the PSAP level. With the introduction of wireless

telephone service, a need to redefine the location database has been identified. The regional E911 GIS datasets will become the “location database” for wireless calls. In addition, these datasets offer a new tool that will allow the 911 dispatchers a greater ability to identify multiple calls, both wireline and wireless, related to a single event and multi-jurisdictional incidents. The E911 GIS datasets will be able to be used by all of the metropolitan area emergency responders who want to include automatic vehicle location (AVL) technology in their resource management plans; an application where a regional dataset, as opposed to a local dataset, has great value.

Currently, the metropolitan area has regional 911 expertise through the Metropolitan 911 Board and regional GIS expertise through MetroGIS. The E911 GIS Coordinator will be the bridge between the two. Because of the need to closely coordinate the maintenance of the current MSAG / ALI database with the new E911 GIS datasets, it is logical for the E911 GIS Coordinator’s position to be part of the Metropolitan 911 Board. The coordinator will be able to be the GIS expert for those PSAPs that do not have that level of expertise at the local level. The coordinator will also be the 911 expert for the local GIS data creators within the metropolitan area.

The seven county metropolitan area has an opportunity to work on a local / state / private collaborative level that is unique. The level of cooperation in this area does not exist in other parts of the country. The recommendations in this report are meant to leverage these advantages in order to produce a high quality end product at the lowest practical cost and continue the high level of 911 service the public has come to expec

Attachment 1

Request For Information
Enhanced 9-1-1 Regional Geographic Information System
Minneapolis / St. Paul Seven County Metropolitan Area

Request:

The Metropolitan 911 Board is seeking information from qualified individuals / organizations about the development and maintenance of E9-1-1 GIS information to support the Public Safety Answering Points (PSAPs) in the seven county metropolitan area. The Metropolitan 911 Board intends to utilize this information to prepare a Request For Proposal for the actual development and maintenance of the E9-1-1 GIS information.

Background:

The Metropolitan 911 Board is a joint powers organization created by Anoka, Carver, Scott, Hennepin, Dakota, Ramsey, and Washington Counties for the express purpose of managing the 911 network and databases in support of the twenty-seven PSAPs within the seven county metro area. The Board has the authority to enter into contracts and expend funds as necessary in the management of the 911 system. The Board acts as the point of contact for the twenty-seven PSAPs with wireless carriers, telephone companies, the State of MN, and the Public Utilities Commission. The Board is funded solely through assessments to the member counties based on population, and does not receive any direct funding from the 911 surcharge on telephone bills.

The Metropolitan 911 Board believes that accurate E9-1-1 GIS information will play an increasingly critical role in the location databases used to locate all 9-1-1 callers in the future. The Board believes that the GIS information will also be vital to the coordination of the emergency response and management of emergency service resources by the PSAPs.

The seven county metropolitan area has approximately 2.7 million residents within 185 communities or townships. There are over 250 emergency service zones defining the correct combination of law enforcement, fire, and EMS agencies serving any specific geographic point within the seven counties. The twenty-seven PSAPs in the metro area 911 system receive about 1.2 million 9-1-1 calls annually, of which about 45% are currently wireless. There are seven wireless carriers providing service in the metro area. Four of the wireless carriers have either completed or are in the process of completing the conversion of their networks to provide Phase 2 911 caller location information. All of the wireless carriers are expected to complete their Phase 2 conversions by the end of August, 2003.

Currently the metropolitan area PSAPs are using a variety of mapping resources they have been able to individually acquire in order to use the Phase 2 location information. These resources range from sophisticated, fully integrated mapping systems to simple, readily available commercial map products.

Program / Project Description:

The Metropolitan 911 Board intends to develop regional E9-1-1 GIS information that will be distributed to all twenty-seven PSAPs. The information will be updated and maintained on an on-going basis, with the new information being distributed to the PSAPs electronically on a regular schedule. The PSAPs will use these GIS data files with their call taker map display equipment and software.

In the Minneapolis / St. Paul metropolitan area a regional organization, MetroGIS[7] was created to coordinate and share GIS resources and information between local and regional units of government. The MetroGIS information currently available to the Metropolitan 911 Board does not contain all of the information necessary to support 911, but will be the starting point in the development of the E9-1-1 GIS data sets.

The Metropolitan 911 Board has contracted with the Land Management Information Center, a part of the Minnesota State Office of Strategic and Long Range Planning, to add some of the information necessary to support 911 in alignment with the MetroGIS data files[8]. This information includes emergency service zones (ESZs) and PSAP boundaries. This work is expected to be complete by July, 2003.

The Board has identified the following tasks as being necessary in the development of the regional E9-1-1 GIS information once the Land Management Information Center work is complete:

1. Creation of an MSAG valid street name data layer for the MetroGIS data files
2. Correction of address range errors or discrepancies in the MetroGIS data files
3. Verification and /or correction of the alignment of street centerline data and the ortho photos currently available in the MetroGIS data files
4. Verification and / or enhancement of the positional accuracy of the MetroGIS data files
5. Addition of a point file identifying the location of all wireless communications towers, including the cell site attributes to the MetroGIS data files
6. Creation of a data maintenance plan that includes:
   6.1. How and by whom new GIS information will be obtained
   6.2. How and by whom the E9-1-1 GIS information will be updated
   6.3. How and by whom the E9-1-1 GIS information will be kept synchronized with the MSAG
   6.4. How and by whom the updated E9-1-1 GIS information will be distributed to the twenty-seven PSAPs on a regular schedule established by the Board

[7] http://www.metrogis.org/
[8] http://www.datafinder.org

6.5. How and by whom will errors identified by the dispatchers at the PSAPs be documented and corrected
6.6. How and by whom can PSAP specific information be added to the regional GIS information (i.e. PSAP A would like to have all fire hydrant locations plotted on the map – the other PSAPs do not want this information – how can the information be added)

The Metropolitan 911 Board has been in contact with other regional 911 authorities who have already completed and are maintaining E9-1-1 GIS information systems. In those discussions, three different project structures have been identified. These structures are:

1. Contract for the development and maintenance of all E9-1-1 GIS information with no significant staff, hardware, or software investment by the 911 authority. (similar to the Mid-America Regional Council project in the Kansas City metro area)
2. Hire sufficient staff and purchase the tools necessary to develop and maintain all of the E9-1-1 GIS information within the 911 authority, including the distribution to the PSAPs (similar to the Tarrant Co. 911 Authority in the Fort Worth metro area)
3. Contract for the development of the E9-1-1 GIS information and hire an E9-1-1 GIS coordinator for the 911 authority to maintain and /or coordinate the maintenance of the E9-1-1 GIS information by outside resources, including the distribution of the updated information to the PSAPs (similar to the King Co. 911 Authority in the Seattle metro area)

The Board recognizes that these structures are overly simplified and that there are many variations that could work effectively in our area.

Information Requested:

The Metropolitan 911 Board would like qualified consultants or organizations to review the MetroGIS information[9], distribution, and maintenance procedures; consider the tasks identified by the Board that remain to be completed; and provide recommendations and budgetary cost estimates on:

1. Methods to enhance the MetroGIS information that will already include the PSAP boundaries and ESN information, to meet the needs of the PSAPs and public safety responders in the seven county metropolitan area, including a measurable accuracy standard.
2. Methods to maintain the E9-1-1 GIS information after it has been developed
3. Methods to distribute the updated E9-1-1 GIS information to the PSAPs on a regular schedule
4. Recommendations on how the PSAPs can best utilize, integrate, and / or display the GIS information, including any recommended standards.
5. Recommendations on the type of organizational structure that the Metropolitan 911 Board should create to best implement and maintain this project. Please include the pros and cons of the three structures described above, with a final recommendation.

[9] The MetroGIS information provided to you by the Board for your review is not public information. You will be expected to sign a confidentiality agreement before the information can be sent to you.

6. Recommendations on how the Metropolitan 911 Board can continue to work cooperatively with MetroGIS to leverage collection, distribution, and maintenance resources for the GIS information necessary to support E9-1-1 in the metropolitan area. The designated contact person for questions or additional information at MetroGIS is:

    Randy Johnson, AICP
    GIS Liaison – MetroGIS Staff Coordinator
    Mears Park Centre
    230 5th Street E.
    St. Paul, MN 55101-1633
    651 602 1638
    randy.johnson@metc.state.mn.us

The information you provide in response to this request should be considered public unless specific portions are marked "confidential" or "trade secret". Please send your information response to this request by July 21, 2003 to:

Pete Eggimann
Director of 911 Services
Metropolitan 911 Board
2099 University Ave. W
St. Paul, MN 55104

651 603 0104
peggimann@mn-metro911.org

Please direct any questions, request for clarification, or comments about this request for information to Pete Eggimann. Once a decision has been made on the type of structure the Metropolitan 911 Board should implement to support this project, it is anticipated that a request for proposal for equipment and services necessary to complete the project will be prepared and issued by the Board, with project completion by the end of 2003 or 1Q, 2004.

Attachment 2

MetroGIS

Serving the Minneapolis/St. Paul Metropolitan Area

About MetroGIS
What is MetroGIS?
Deliverables & Outcomes
Business Planning
What's New
Major Accomplishments
Annual Reports
Affiliations
Awards
Grants
History

Benefits
Overview
Short Quotes
Testimonials
Studies
Performance Measurement

GIS Data
Looking for GIS data?
About DataFinder
Info Needs and Datasets
About Info Needs
Standards/Best Practices
Web Map Services

Teams
Meeting Calendar
Policy Board
Coordinating Committee
Technical Advisory Team
Organizational Structure
Operating Guidelines
Dissolved Teams

Documents
Presentations
Major Reports
Articles & Publications

Welcome to MetroGIS

MetroGIS is an innovative, regional geographic information systems initiative serving the seven-county Minneapolis-St. Paul (Minnesota) metropolitan area. It provides a regional forum 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.

In August 2002, MetroGIS received designation as an I-Team, in conjunction with the national I-Team GeoSpatial Information Initiative initiated by the Federal Office of Management and Budget (OMB).

MetroGIS is also the 2002 recipient of URISA's Exemplary Systems in Government (ESIG) Award for Enterprise Systems. See the Awards section for more information.

Mission

The mission 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. The desired outcomes of MetroGIS include:

- Improve participant operations
- Reduce costs
- Support cross-jurisdictional decision making

Current

- What's new at MetroGIS: October 2003 Project Updates and Information Sharing
- How is MetroGIS benefiting the Twin Cities region? See our updated Testimonials page.
- Upcoming meetings, forums, and other events

Please contact us - we appreciate your comments about MetroGIS.

Victoria Reinhardt, Ramsey County Commissioner, Policy Board Chair
Jane Harper, Washington County, Coordinating Committee Chair
Randall Johnson, MetroGIS Staff Coordinator

230 E. 5th St., Saint Paul, MN 55101 / phone: 651-602-1638 / fax: 651-602-1674
metrogis-contacts@metc.state.mn.us

Page last updated on November 25, 2003.

Attachment 3

E9-1-1 GIS COORDINATOR

Effective: 10/03

General Description:

Under general direction of the Executive Director, performs complex administrative and professional duties related to the creation and maintenance of the Metropolitan 9-1-1 Board regional E9-1-1 GIS program. Key responsibilities include assisting in the development of program goals and objectives, developing and implementing policies and procedures related to management of the Metropolitan 9-1-1 Board regional E9-1-1 GIS database, and carrying out the functions and tasks necessary to achieve Board objectives.

Duties and Responsibilities:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for assigned program area; interprets and complies with all applicable federal and state regulations.
- Works with the local and regional governments, Public Safety Answering Point (PSAP) managers and designated personnel, wireless service providers, telephone service providers and PSAP equipment providers to successfully integrate geospatial (GIS) data with the metropolitan area E9-1-1 system to enable efficient and timely response to the location of all 9-1-1 callers, including:
    - work with PSAPs and E9-1-1 service providers to define the spatial data needs and options for developing and using GIS related applications for E9-1-1 call dispatching
    - work with MetroGIS ; city ,county, regional and state GIS departments; vendors; and the PSAPs for the coordination, creation, documentation, and maintenance of the GIS datasets necessary to support coordinate-based, positionally accurate map displays at the metropolitan area 9-1-1 call answering positions;
    - create and maintain an enterprise geographic information system that supports the geospatial data needs of the metropolitan area PSAPs, for use in the display of wireless and wireline 9-1-1 caller location.
    - act as a resource for PSAPs and vendors on how various vender software systems may work in conjunction with available GIS datasets .

- coordinate with the PSAPs for the on-going maintenance of the GIS datasets and display of the digital maps at the 9-1-1 call answering positions;
- coordinate with the wireless carriers for the geospatial information for their cell sites;
- coordinate with the 9-1-1 Database Coordinator for the initial and ongoing reconciliation of the master street address guide (MSAG) and the GIS data;
- distribute the geospatial data updates on a regularly scheduled basis;
- receive, initiate, and monitor the GIS data discrepancy and error correction reports.
- train personnel at the PSAPs on the use and interpretation of the GIS datasets and derived products;
- provide technical support and trouble shooting of both end-user and system problems;
- provide advice and recommendations to the Executive Director on issues related to the Board's regional E9-1-1 GIS database.

- Work with the Executive Director as the Metropolitan 9-1-1 Board coordinates efforts with MetroGIS by directly representing the GIS interests of the PSAPs and indirectly the emergency service organizations served by the metropolitan area PSAPs.
- In the absence of the Executive Director, represent the Metropolitan 9-1-1 Board E9-1-1 GIS program in meetings with a variety of public, business and community organizations.
- Develops systems and maintains records that provide for the proper evaluation, control and documentation of assigned activities; prepares and directs the preparation of a variety of written correspondence, reports, procedures, directives and other materials.

Knowledge, Skills and Abilities

- In-depth experience with Geographic Information Systems, including database design, development, maintenance, and documentation..
- A working knowledge of analytical and cartographic principles for GIS.
- Knowledge of and the ability to work effectively with complex databases and GIS programs.
- Project management experience in the field of GIS is required.
- Knowledge of public safety communications and 9-1-1 equipment is desired.
- Ability to write and review Requests for Qualifications or Information.
- Excellent oral and written communications skills required.

- Ability to work independently and in teams, handle multiple projects and deal with diverse constituencies is essential.
- Must display high levels of self-motivation, knowledge, professionalism and expertise.
- Ability to interact tactfully and effectively with the public, telephone companies, local agencies and others to coordinate various technical activities involved in operating the regional E9-1-1 GIS program.

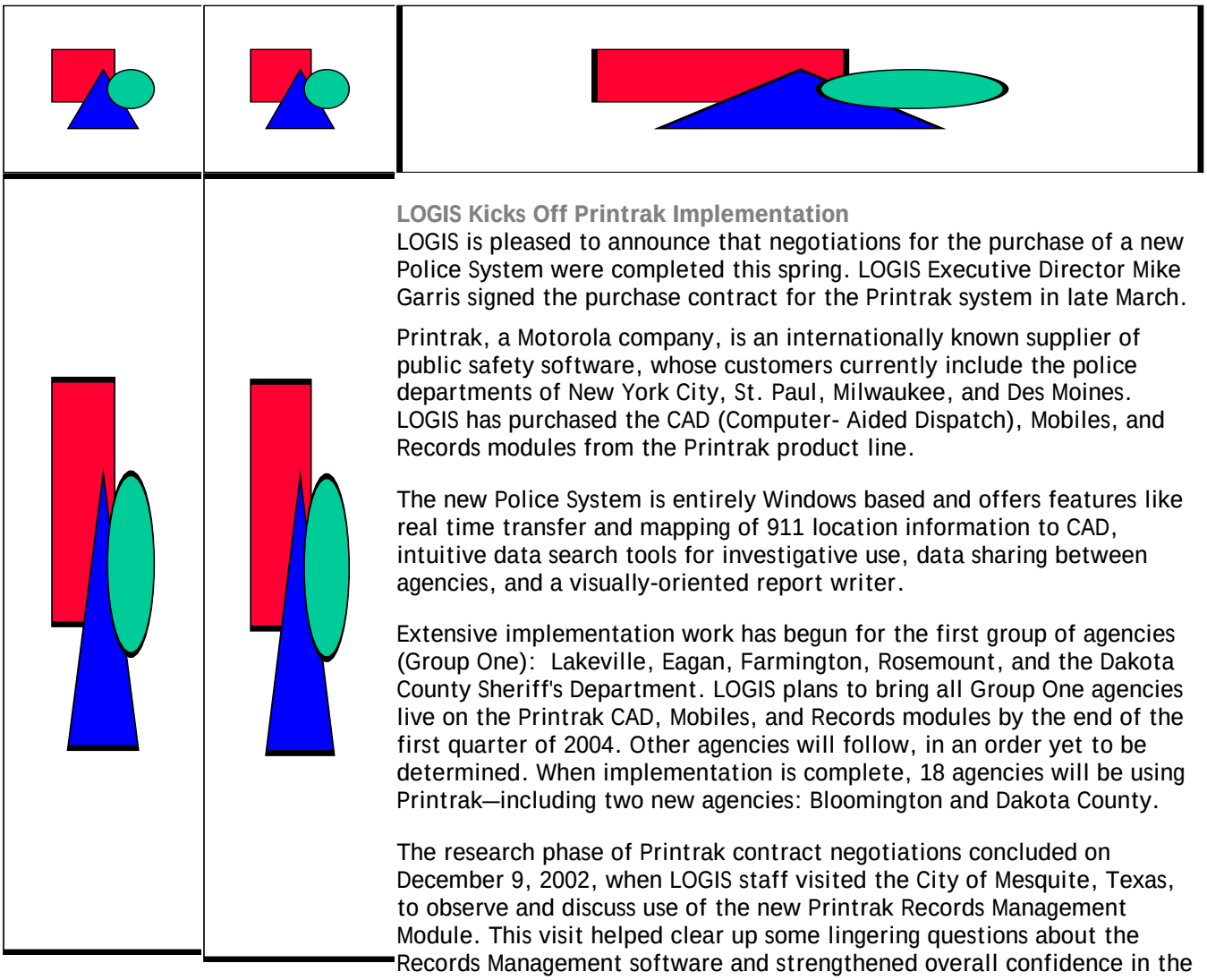
Qualifications

A four-year college or university degree with major coursework related to the area of assignment and two years of supervisory or managerial experience within or related to the area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Work Environment:

Work is performed in an office building. Occasional local travel will be required. Equipment used may include personal computers, printers, map plotters, telephone, fax and copy machines, calculator, and other standard office equipment.

Attachment 4



LOGIS Kicks Off Printrak Implementation

LOGIS is pleased to announce that negotiations for the purchase of a new Police System were completed this spring. LOGIS Executive Director Mike Garris signed the purchase contract for the Printrak system in late March.

Printrak, a Motorola company, is an internationally known supplier of public safety software, whose customers currently include the police departments of New York City, St. Paul, Milwaukee, and Des Moines. LOGIS has purchased the CAD (Computer- Aided Dispatch), Mobiles, and Records modules from the Printrak product line.

The new Police System is entirely Windows based and offers features like real time transfer and mapping of 911 location information to CAD, intuitive data search tools for investigative use, data sharing between agencies, and a visually-oriented report writer.

Extensive implementation work has begun for the first group of agencies (Group One): Lakeville, Eagan, Farmington, Rosemount, and the Dakota County Sheriff's Department. LOGIS plans to bring all Group One agencies live on the Printrak CAD, Mobiles, and Records modules by the end of the first quarter of 2004. Other agencies will follow, in an order yet to be determined. When implementation is complete, 18 agencies will be using Printrak—including two new agencies: Bloomington and Dakota County.

The research phase of Printrak contract negotiations concluded on December 9, 2002, when LOGIS staff visited the City of Mesquite, Texas, to observe and discuss use of the new Printrak Records Management Module. This visit helped clear up some lingering questions about the Records Management software and strengthened overall confidence in the Printrak suite.

Detailed negotiations regarding cost, Statement of Work, and the project plan were carried out during January, February, and March, culminating in the decision by the LOGIS Executive Committee to authorize signing of the contract. Chief LOGIS negotiators were Mike Garris, Executive Director, and Chris Norton, Manager of Application Support and Administration.

LOGIS hosted an official Printrak Kick Off Week April 22-25. Project team members from the Group One agencies and staff from Printrak and LOGIS began intensive work on the implementation process. Topics of discussion included site preparation, a detailed study of CAD (including functional specifications and a pre-configuration workshop), and work on the Geofile and Service Boundary areas (e.g., beats). Geofiles are the building blocks of city location information, and are used to aid in mapping and CAD validation.

LOGIS has dedicated five experienced staff members to the success of this

project. Senior Support Analyst Renee Hosch will focus on the Records Module. Support Analyst Mark Tande, a retired police officer, will focus on the Mobiles Module.Support Analyst Terry Hoium (see Profiles elsewhere in this issue) will focus on the CAD Module. Two Network Services staff members, Glenn Thier and John Wondra, have also been assigned to the Printrak project.

LOGIS has made a number of infrastructure improvements to better support Printrak and other applications. During May and June, LOGIS installed a new and more powerful backup generator at its Golden Valley headquarters. The electrical service was upgraded to better handle the demands of advanced systems. The last half of May saw installation of the Printrak CAD servers, Records Servers, and data storage devices at LOGIS.

A great deal of work must still be done before Printrak goes live at the Group One agencies. The designs for all three modules must be drafted out on paper and then implemented in the system. Interfaces to state and federal agencies must be built and tested, and the Geofile must be built. Agency rollouts will begin during the last quarter of 2003, and Group One Agencies will be completed in the first quarter of 2004. At rollout time, agencies will receive the CAD and Mobiles modules first, followed shortly by Records.

A specialized training room will be created at LOGIS to handle training needs for the CAD module. The training room will emulate the CAD stations installed at the agencies, with multiple screens and functions. LOGIS will host Train the Trainer sessions for all three Printrak modules, and agency staff trained at those sessions will serve as trainers for their own offices.

Progress reports on the Printrak implementation are now available on the new LOGIS Intranet site (navigate to http://intranet.logis.org/LO-PD_PRINTRAK_IMPL/ and select Project Updates). Please refer to the Intranet article elsewhere in this issue for more information about the LOGIS Intranet.

<< Back

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Attachment 5 – Number of PSAP Answering Positions by PSAP and County

MODEL A (3 Controllers)

Controller 1: ANOKA / RAMSEY / WASHINGTON COUNTIES

ANOKA COUNTY				
PSAP's	Trunks	Positions	Call Load	
Anoka	10	6	118522	
Subtotal:	10	6	118522	
RAMSEY COUNTY				
Maplewood	6	3	9022	(Jun-Dec)
Ramsey County	8	6	41368	
St Paul	10	12	156028	
White Bear Lake	6	2	7886	
Subtotal:	30	23	214304	
WASHINGTON COUNTY				
Washington County	6	4	27131	
Cottage Grove	4	4	4816	
Subtotal:	10	8	31947	

Controller 2: CARVER COUNTY / HENNEPIN COUNTY

CARVER COUNTY			
PSAP's	Trunks	Positions	
Carver County	6	4	16305
Subtotal:	6	4	16305
HENNEPIN COUNTY			
Airport	4	4	11148
Bloomington	6	6	35553
Brooklyn Controller	6	3	19106
Eden Prairie	6	4	18104
Edina	6	3	18147
Hennepin County	18	15	143825
Hopkins	6	2	6207
Minneapolis	14	15	352954
Minnetonka	6	4	13336
Richfield	6	3	13351
St Louis Park	6	3	28423
Subtotal:	84	62	660154

Controller 3: DAKOTA COUNTY / SCOTT

COUNTY

DAKOTA COUNTY			
PSAP's	Trunks	Positions	
Apple Valley	4	2	10431
Burnsville	6	3	18459
Dakota County	6	5	20720
Eagan	6	5	18277
Lakeville	6	3	9157
W St Paul	6	3	9257
Subtotal:	34	21	86301
SCOTT COUNTY			
Scott County	6	4	55494
Subtotal:	6	4	55494
[redacted]			
Total:	180	128	1183027

Attachment 6

Figure 1: Sample of a screen the dispatcher would use to enter GIS data errors before finishing the 911 call.

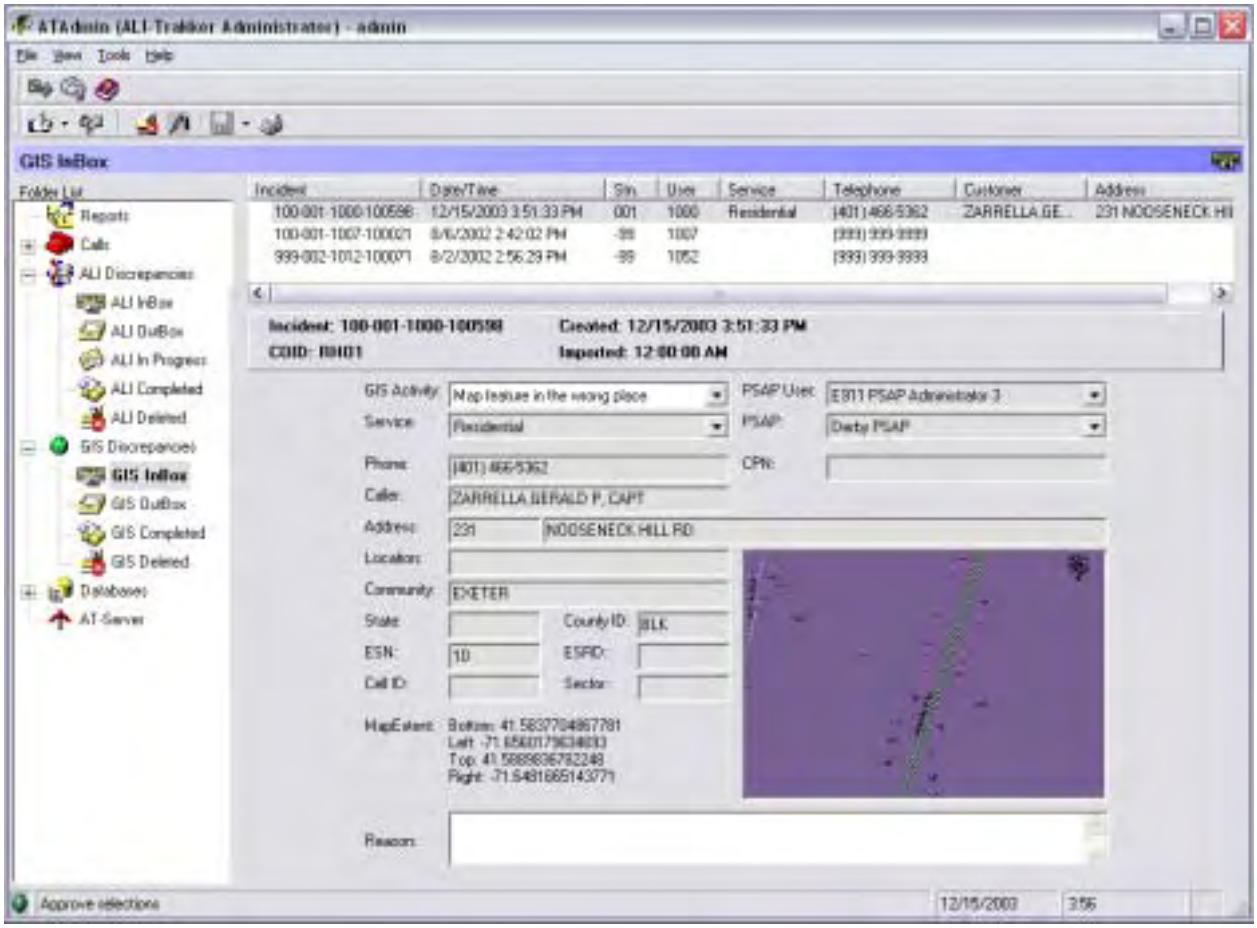
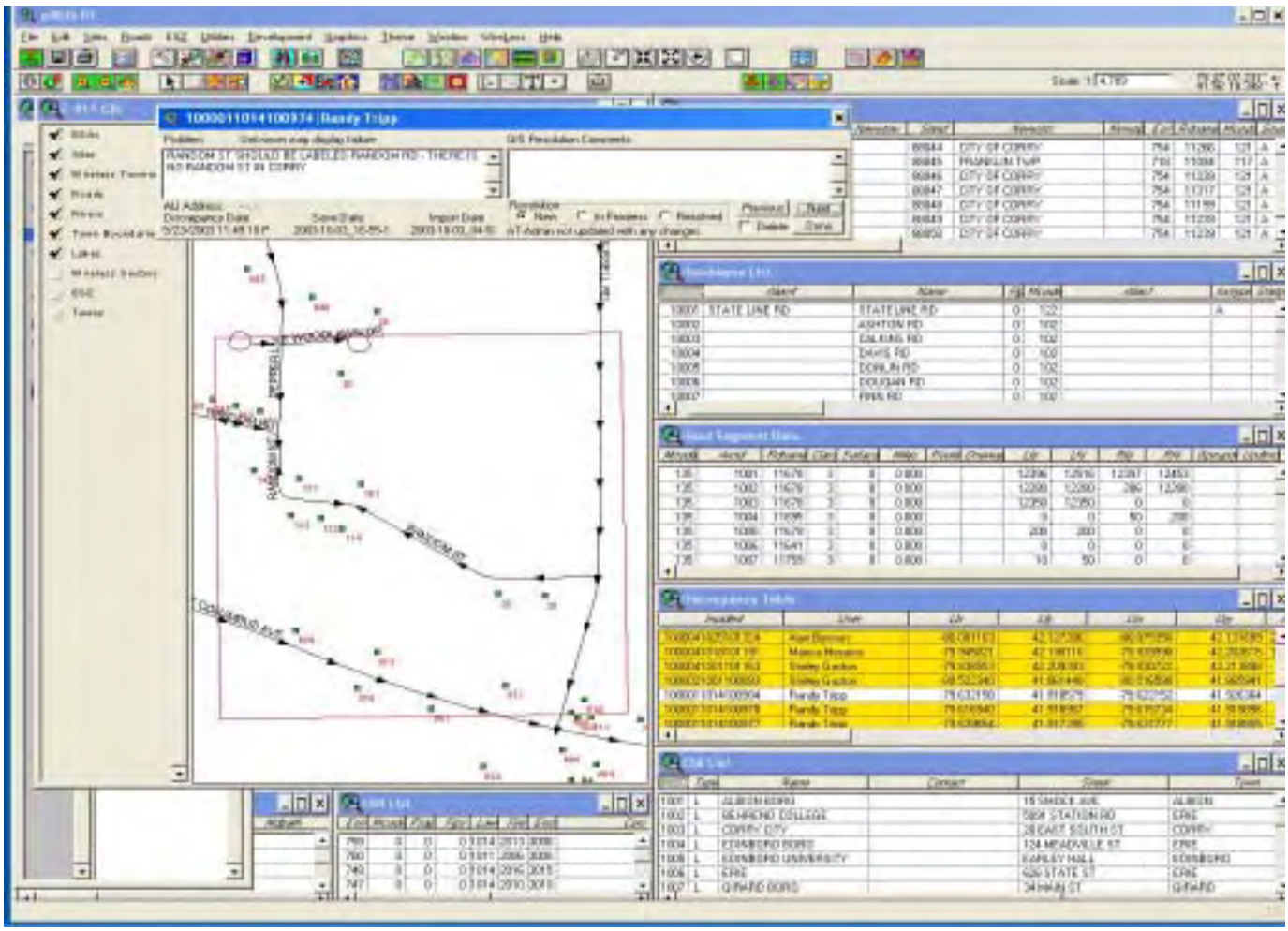


Figure 2: Sample screen that the E911 GIS Coordinator would use to correct an error sent by a dispatcher.



ATTACHMENT A

MetroGIS Detailed 2004 Budget Allocations

	A	B	C	E	F	G
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**	**2003**	**2004**	**2005**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
7						
8	**I. MISSION CRITICAL**					
9		**1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations**				
10			a) Support Teams, Committees and Board			
11			i. Copying, postage, local travel, room rental, etc.			
12			ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	$15,000	$15,000	$20,000
13			b) Participant appreciation function	N/A	N/A	N/A
14			c) Outreach			
15			i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	$3,000	$500	$1,500
16			ii. Communications Outsourcing/Supplemental Staff Support	$2,500	$3,000	$5,000
17			iii. Copying, postage, local travel			See I-1(a)I
18		**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**				
19			a) 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. (*e.g., data sharing and maintenance agreements with the seven metro area counties for widespread access to parcel and related data along with the agreement with The Lawrence Group (TLG) for widespread access to street centerline data both have served as fundamental components of MetroGIS's regional solution strategy since early in the evolution of MetroGIS due to the importance of these data to the stakeholder community*.) As MetroGIS's efforts expand to address a broader range of priority information needs, principles adopted by the Policy Board (October 29, 2003) will be used to decide the allocation of funds among the variety of data producers critical to sustaining regionally endorsed solutions and to finance enhancements to regionally endorsed datasets.	$50,000	$50,000	$50,000
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.*)**				

ATTACHMENT A

MetroGIS Detailed 2004 Budget Allocations

	A	B	C	E	F	G
5	**MetroGIS Coordination Function Category**	**MetroGIS Coordination Function**	**Sub Function / Description**	**2003**	**2004**	**2005**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
21			a) Project Funds to enhance DataFinder functionality (*Expand geographic search capability, develop applications/scripts, etc. to enhance & improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software*), etc. *$15,000 NSDI Web Mapping Service Grant funding planned in 2003 for GML enhancement via partnership with LMIC for $37,000 project. No other use can be made of these funds.* ***Assumes a partnership beginning 2004 with LMIC to host DataFinder on state system and share cost of improvements and ongoing maintenance.***	$12,750	$10,000	$5,000
22			b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	$12,000	$2,500	$2,500
23		**4. Identify unmet GIS needs with regional significance and act on these needs**				
24			a) MetroGIS data users forums and Business Information Need Peer Review Forums	$1,000	$500	$500
25			b) Participant satisfaction survey	$0	$1,000	$500
26			c) Seed $'s for regionally significant projects	(See I-2)	(See I-2)	(See I-2)
27			d) Identify Second Generation Business Information Need Priorities		$500	$500
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*).**			[Refer to III 1(a)]	[Refer to III 1(a)]
29			a) Negotiate agreements	(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)
31			**SUBTOTAL (Does not include staff expenses)**	**$96,250**	**$83,000**	**$85,500**
32						
33	**II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL**					
34		**1. Maintain MetroGIS world wide web site (not DataFinder)**		$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)
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)	$0	$250	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**				

ATTACHMENT A

MetroGIS Detailed 2004 Budget Allocations

	A	B	C	E	F	G
5	**MetroGIS Coordination Function Category**	**MetroGIS Coordination Function**	**Sub Function / Description**	**2003**	**2004**	**2005**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
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
41			b) Assist County User Groups with special functions that promote the principles of MetroGIS	$0	See II-5 (c)	See II-5 (c)
42			c) Facilitate regionwide users groups/forums for knowledge sharing	$2,500	$2,000	$500
43		**6. Advocate for MetroGIS needs and desires with state and federal policy makers**				
44			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
45			b) Participate in non-local Workshops/Activities			
46			i) GDA Membership Dues (authorized by Board July 11, 2001)	$250	$0	$0
47			ii) NSDI / I-Team etc. related activities not paid by host.	$1,500	$750	$0
48			**SUBTOTAL (Does not include staff expenses)**	**$4,250**	**$3,000**	**$500**
49						
50	**III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE**					
51		**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)**				
52			a) Develop regional data sets	See Assumption	See Assumption	See Assumption
53			***Business Plan Assumption*** **:** MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures			
54			b) Maintenance of Regional Datasets	See Assumption	See Assumption	See Assumption
55			***Business Plan Assumption:*** Maintained by org/partnership with business need			
56		**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)
57			**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**
58						
59	**IV. CASE BY CASE**					
60		**1. Develop master contracts for regional GIS projects, when appropriate**		[See I(1), I(2) & I(3)	See I(1), I(2) & I(3)	[See I(1) and I(2)]
61		**2. Endorse standards for telecommunication protocol and networks** (AKA: create guidelines for getting electronic access to the information that is being shared)		$0	$0	$0
62		**3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS**		(Staff function) See II(3) & (5)	(Staff function) See II(3) & (5)	(Staff function)

Last Updated
12/18/03

ATTACHMENT A

MetroGIS Detailed 2004 Budget Allocations

	A	B	C	E	F	G
5	**MetroGIS Coordination Function Category**	**MetroGIS Coordination Function**	**Sub Function / Description**	**2003**	**2004**	**2005**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
63		**4. Undertake research to meet common regional GIS needs**		(See I-4)	(See I-4)	(See I-4)
64			a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures)	See I(1)(a)(ii) & I(4)	See I(1)(a)(ii) & I(4)	[See I(1)(a)(ii)]
65			**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**
66						
67	**V. LOW PRIORITY**					
68		**1. Identify GIS training and continuing education needs and encourage participation**		(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)
69		**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)
70		**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)	(See I-1 and note)
71			**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**
72						
73		**ADMINISTRATIVE**				
74			a) GIS/Professional Development Conferences	N/A	N/A	N/A
75			b) Performance Measures Reporting	I-1a(ii)	I-1a(ii)	(Completed 2002)
76			**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**
77						
78			**YEAR**	**2003**	**2004**	**2005**
79						
80			**METROPOLITAN COUNCIL**			
81			NON-STAFF - EXCEPT DATA/ACCESS ENHANCEMENTS	$25,750	$23,500	$28,500
82			DATA QUALITY & ACCESS ENHANCEMENTS [I-2]	$50,000	$50,000	$50,000
83			DATAFINDER ENHANCEMENTS/SUPPORT	$24,750	$12,500	$7,500
84			TOTAL NON-STAFF	$100,500	$86,000	$86,000
85			STAFF (*3.0 FTE Dedicated to MetroGIS*)*	$213,000	$200,000	$206,000
86			**SUBTOTAL**	**$313,500**	**$286,000**	**$292,000**
87						
88			**OTHER FUNDING SOURCES**			
89			NSDI Web Services Grant (Total award $18,700) - Assign to LMIC		$15,000	
90			LMIC Partnership - DataFinder Enhancement (Estimate)	$22,000		
91			Custodial fund - Unused funds		$1,000	
92			**GRAND TOTAL**			
93				**$335,500**	**$302,000**	**$292,000**

Last Updated
12/18/03

Version: March 8, 2004

ATTACHMENT B

METROGIS'S
Core Services, Component Functions, and Operational Status

As a component of the pending Business Plan Update, a reorganization of MetroGIS's functions as components of one of the three recognized core services is proposed. Once the updated descriptions of the Core Services and Component Functions are approved, the Committee will be asked to decide if the current "priority category" nomenclature is still appropriate before using the new document for budgeting purposes. **This activity does not assume any changes to current policy, just an update of service descriptions and manner in which organized.**

	Core Services[1] (Component Functions[2])	Current Priority Category[3]	2004 Work Plan Status	2005 Budget Line Item
1.	**Facilitate Regional Solutions (Data, Applications & Best Management Practices) To Common Information Needs**			**Yes**
	Promote and endorse voluntary policies, which foster coordination of GIS among the region's organizations. **WHERE DOES THIS BEST FIT – CAPTURE IN THIS CORE SERVICE STATEMENT OR 3a?**	Mission Critical	Ongoing	?
a.	Identify unmet GIS needs with regional significance and act on these needs.	Mission Critical	Partially complete and ongoing	yes
b.	Develop and endorse standards for GIS data content, data documentation, and data management for regional datasets (*Policy*).	Mission Critical	Partially complete and ongoing	yes
c	Promote collaborative funding of pilot projects that meet regional needs.	Funded Support - Important but not critical	Ongoing	yes
d.	Create and maintain datasets for MetroGIS based on identified priorities (i.e., to address the 13 priority information needs endorsed by the Policy Board as having regional significance). (*Implementation-data*)	Partnered Support:	Partially complete and ongoing	yes
	Conduct research to meet common regional GIS needs (i.e., data policy, distribution, etc).	Selectively Desirable:	*Component of 1(d)*	no
e.	Facilitate data sharing agreements and licensing among MetroGIS stakeholders. (*Implementation–data*)	Mission Critical	Ongoing	yes
f.	Help promote development and exchange of GIS applications and procedures that serve GIS needs. (*Implementation-applications*) (?**Clarify to apply to "common" GIS needs?)**	Partnered Support:	Ongoing	yes

	Core Services[1] (Component Functions[2])	Current Priority Category[3]	2004 Work Plan Status	2005 Budget Line Item
	Develop master contracts for regional GIS projects, when appropriate.	Selectively Desirable:	No activity	No – component of 1 (d-f)
	Endorse standards for telecommunication protocol and networks. (a.k.a.: Create guidelines for getting electronic access to the information that is being shared)	Selectively Desirable:	No activity	No – component of 1(d-f)
2. Maintain Data Search and Retrieval Mechanism (DataFinder)				**Yes**
a	Provide a directory of regionally endorsed geospatial data (*and other GIS data available*) within region and a mechanism for search and retrieval of ~~GIS~~ (these) data (a.k.a.: maintain and enhance DataFinder). The goal is to provide a single Internet point of contact to search and retrieve geospatial data.	Mission Critical	Operational and ongoing	Yes
b	Promote filling gaps in metadata based on identified regionally significant data priorities.	Funded Support - Important but not critical	Ongoing	yes
c	Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS.	Selectively Desirable:	Minimal activity	yes
3. Maintain A Forum For Sharing Knowledge & Foster Collaboration/Partnering Opportunities In The Area Of GIS				**Yes**
	~~Market MetroGIS data and products~~. **REPLACE WITH THE NEXT ITEM**?	See note [4]	Ongoing	No – propose to combine with 3(a)
a	~~Promote and endorse voluntary policies, which foster coordination of GIS among the region's organizations~~. (**??REPHRASE** to "Foster coordination of GIS activities among the region's organizations through promoting understanding and use of data, applications, and best practices endorsed by MetroGIS".)	Mission Critical	Ongoing	yes
b	Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities.	Funded Support - Important but not critical	Ongoing	yes
c	Maintain MetroGIS website (*http://www.metrogis.org*).	Funded Support - Important but not critical.	Operational and ongoing	yes
d	Publish MetroGIS newsletter.[5]	Selectively Desirable:	Annual Report & GIS/LIS Newsletter	yes

Core Services[1] (Component Functions[2])		Current Priority Category[3]	2004 Work Plan Status	2005 Budget Line Item
e	Maintain liaison relationships with committees / organizations with similar and/or complimentary objectives to MetroGIS (i.e., Governor's Council on Geographic Information, GIS/LIS Consortium, NSDI/FGDC) (revise to add "and advocate for MetroGIS's needs and desires".	Funded Support - Important but not critical	Ongoing	yes
	Advocate for MetroGIS needs and desires with state and federal policy makers	Funded Support - Important but not critical	Ongoing	No – propose to combine with 3(e)
Inappropriate Functions For MetroGIS[6]				
	Identify GIS training and continuing education needs and encourage participation.	Low Priority: Postpone funding.	N/A	
	Provide a repository of GIS human resources information (centralized job posting/position descriptions)	Low Priority: Postpone funding.	N/A	

[1] The concept of "core service" was introduced with the 2003-2005 Business Plan to better communicate MetroGIS's purpose than possible with the functions established in 1999.

[2] In 1999, 21 functions were identified as possibilities for MetroGIS. The 2000-2003 Business Plan set priorities for these functions based upon two criteria: Is a particular function appropriate for MetroGIS? If so, how important is it core stakeholder operations?

[3] The function (service) priority categories established with the 2000-2003 Business Plan are as follows. See Appendix A of the Business Plan at http://www.metrogis.org/about/business_planning/bplan_0305.pdf for more information. The same functions and priority categories were continued in the 2003-2005 Plan.

- Mission Critical: MetroGIS's mission cannot be achieved without supporting these functions.
- Funded Support: Important but not critical. MetroGIS should take responsibility to invest resources and make sure these functions are supported.
- Partnered Support: High importance to achieving the MetroGIS mission but require partnering to achieve.
- Selectively Desirable: Decisions on a case-by-case basis.
- Low Priority: Postpone funding.

[4] During development of the 2003-2005 Business Plan, this function was clarified to mean outreach to foster use of endorsed regional solutions and practices as opposed to marketing in competition with independent stakeholder programs – a possible reason for the initial "low priority" ranking responses in 1999.

[5] MetroGIS distributes an annual report in February or March to around 1800 individuals, representing a wide-variety of interests. An article is also submitted to the GIS/LIS Consortium for their in spring, summer, and fall newsletters.

[6] This determination was made in 1999 as a result of the broadly participatory ranking exercise referenced in Note #2.

MetroGIS Regional Parcel Dataset Enhancement Recommendations Long Version – March 4, 2004

This "Long Version" of the recommendations of the Parcel Workgroup includes all desired enhancements identified through the Sept. 2003 Parcel Data Review Forum in order of priority rank. The table includes even those desired enhancements that the Parcel Workgroup is not recommending. Comments and related information are provided in this long version. A short version of these recommendations is also available.

Background:

1. Review Forum was held on Sept. 25th, 2003
2. After the forum, a workgroup formed with these active members and/or reviewers:
   - Anoka County = Gary Swenson
   - Carver County = Gordon Chinander
   - Dakota County = Kent Tupper
   - Hennepin County = Bob Moulder
   - Ramsey County = Curt Peterson
   - Scott County = Dan Pfeffer
   - Washington County = Dave Brandt
   - Mosquito Control = Nancy Read
   - Metro 911 Board = Pete Eggimann
   - Representing cities and school districts = John Carpenter, Excensus
   - Workgroup staff = Mark Kotz, Metropolitan Council
3. The workgroup met twice on Nov. 17th and Dec. 12th 2003.
4. Continued review of the recommendations occurred by e-mail.
5. Nine of the ten workgroup members/reviewers approved the final recommendations. One member/reviewer did not respond with a specific approval or disapproval.

These recommendations would require counties to provide the Regional Parcel Dataset in a specified format with specific field names, types, lengths and order. These recommendations <u>do not</u> require counties to populate all fields in the dataset. It is understood that counties may not be able to populate all fields in the dataset due to data availability and other issues. This is consistent with the existing roles and responsibilities of the Regional Parcel Dataset.

	Potential Enhancement from Review Forum	*Votes*	*Workgroup Recommendations*	*Comments & Research Notes*
1a	**Square footage**	8	**Include a field for finished square footage** `FIN_SQ_FT - numeric 11`	In general counties seem to have this. Many have both finished area square footage and foundation square footage. We will just use the former.

	Potential Enhancement from Review Forum	*Votes*	*Workgroup Recommendations*	*Comments & Research Notes*
1b	**# bedrooms**	"	**Include a field for number of bedrooms** BEDROOMS - numeric 2	This is likely available from the CAMA data in all counties.
1c	**Dwelling type** (single family, duplex, etc.) See also #7	"	**Include a dwelling type field** DWELL_TYPE - text 30	So far, I've only found that Dakota has a field specific to this. Maybe other counties do, but not in standard extract? Otherwise much of this information is generally in the assessor's land use type information. Counties can provide it as available.
1d	**Home style** (rambler, split entry)	"	**Include a home style field that will replace the existing "Type of Structure" field.** HOME_STYLE - text 30	Most (possibly all) counties have a field devoted specifically to this.
1e	**Garage**	"	**Include a garage Y/N field and a garage square footage field.** GARAGE - text 1 GARAGESQFT - numeric 11	All seven counties reporting have garage square footage data, although there are issues with accessibility and quality of the data.
1f	**Basement**	"	**Include a basement Y/N field** BASEMENT - text 1	Six of seven counties report having some information about the existence of basements. Issues exist with completeness, accessibility and quality in many counties.
1g	**Heating/cooling**	"	**Include heating and cooling type fields.** HEATING - TEXT 30 COOLING - TEXT 30	Six of seven counties report having some information about heating and cooling types. Issues exist with completeness, accessibility and quality in many counties.
2	**Names of all owners**, including first and last name in separate fields.	7**	**Include field for additional owner name information and specify last-name-first format if available.** OWNER_NAME - text 50 OWNER_MORE - text 50 **Owner name should be last-name-first if available. If additional info is available (e.g. joint owner, or first-name-first), put that in the OWNER_MORE field. Document what OWNER_MORE is used for with each county.**	Only two counties report having separate name field for two owners and only one of these reports having separate first and last name fields.
3	**Addresses for all units on parcel** (e.g. all apartments or stores in a strip mall, or buildings on a corporate campus)	6	**Move this need to the MetroGIS Address Workgroup in 2004.**	While important, this is not parcel data and will not be part of the regional parcel dataset.

	Potential Enhancement from Review Forum	*Votes*	*Workgroup Recommendations*	*Comments & Research Notes*
4	**All tax parcels in the polygon** (information needed for condos, etc. e.g. parcel points)	6	**Each county should have a points layer with all tax parcels for the county (includes condos). It does not need to include mobile homes and individual apartment units which are not "real" property. This layer should include all records, not just condos. There should be one point for each record, even if the points stack on top of each other. These seven layers should be appended to one combined dataset for MetroGIS distribution.**	All counties are already providing this information in the regional parcel dataset in some fashion except Washington, which could provide it too. Methods for doing this differ though (points, stacked polygons, cut-up polygons). This will require additional data processing for the 5 counties that do not already provide this data. This could be done outside of the county from the provided datasets for all counties except Washington and possibly Scott (depending on how they choose to handle condos).
5	**Number of residential units**	5***	**Populate the existing regional dataset with this data where it is available.**	The existing regional dataset has this data in Ramsey and Dakota, and for some parcels in Anoka. Several other counties have said that they do maintain it in some format in the county.
6	**Parcel boundaries align to orthophotos/improved positional accuracy** (desire is to have parcel boundaries at least as accurate as the Met. Council orthophotos.)	5	**Do nothing.**	This is being worked on in Anoka Co. There is nothing the workgroup can to do.

7	**Type of use** (e.g. residential, commercial, industrial; single family vs. multi family; multiple uses)
	
	See also #s 1c, 40 & 47
		4*	**Include the fields for the descriptions of up to four uses and a multiple use flag field.**
			
			`USE1_DESC - text 100`
			`USE2_DESC - text 100`
			`USE3_DESC - text 100`
			`USE4_DESC - text 100`
			
			`MULTI_USES - text 1`
				All counties have some type of data like this. It seems to be collected and stored differently in each county.
				
				All counties seem to have a code and a description for use. Some counties have up to four use type codes. Four counties have a multiple use flag, one does not. Two counties might be able to derive it from other data with some work.
				
				Some use type related information can often be found in other fields too, specifically the tax exempt status field and sometimes the homestead status field.

8	**Attribute consistency** (owners, addresses) This item relates to having the same structure of owner name (or taxpayer name) and address information across counties.	4*	**Review any recommendations provided in the future by the MetroGIS Address Workgroup.**	Changing owner name field (# 2) will resolve much of this. The workgroup did not feel it was desirable to break out the taxpayer name into multiple fields nor was is it desirable to break the owner or taxpayer addresses into multiple fields like is done for the parcel address. Counties do not generally have the owner or taxpayer address as multiple fields anyway.
9	**Year structure built** (original structure)	3	**Provided clearer documentation in existing dataset.**	This data is currently provided for all counties.

	Potential Enhancement from Review Forum	*Votes*	*Workgroup Recommendations*	*Comments & Research Notes*

10	**Address of parcel** – both situs and mailing address (issue with city field)	3	***Get a review of this recommendation from the MetroGIS Address Workgroup prior to finalizing***
			
			Create two fields for the parcel city.
			CITY = the geographic city
			CITY_USPS = the USPS mailing city
			
			Breakdown the current STREET field further into name, type, direction, etc. If a county cannot provide individual components, just fill in the STREETNAME field with combined components as is done with the STREET field in the current dataset, and document in the metadata.
			
			`BLDG_NUM - text 10`
			`PREFIX_DIR - text 2`
			`PREFIXTYPE - text 6`
			`STREETNAME - text 40`
			`STREETTYPE - text 4`
			`SUFFIX_DIR - text 2`
			`UNIT_INFO - text 12`
			`CITY - text 20`
			`CITY_USPS - text 20`
			`ZIP - text 5`
			`ZIP4 - text 4`
				This data is provided by all counties, but some provide a mailing city and some the actual city.
				
				Most counties have the property address broken down into all possible address components e.g. street name, type, direction, etc.

11	**Owner mailing address**	3	**Do nothing**	This field exists in the dataset and is provided by all counties except Hennepin. See #8 for consistency issues.
12	**Public land ownership** (type of owner (e.g. state vs. fed), agency name, tax exemption)	3*	**Provide exempt use information (see #47)**	There is really no clear way to get at this apart from what is already provided for owner name. The only other potential source of information is the exempt use code.
13	**Easements** (e.g. utilities, drainage)	3	**Do nothing**	Few counties have any good right-of-way or easement geography in digital form other than what is in the existing parcel dataset. Where it does exist, it is covers only a small percentage of easements. Some would have it in scanned plat information. Counties do not generally have easement attribute data tied to parcels?
23	**Right-of-way and easement dimensions**	1		

	Potential Enhancement from Review Forum	*Votes*	*Workgroup Recommendations*	*Comments & Research Notes*
14	**Name of development** in which parcel resides (e.g. "Whispering Pines") **Plat name** Also see #16	3	**Provide plat name. See #16.**	This would only exist in the plat information. Most counties have a field specifically for plat name, or abbreviate plat name. Some only have this information in the legal description field.
15	**Landmark/Business common name** (e.g. McDonalds, Lake Jr. High School, Elm Park)	2	**Include this field in the regional dataset and pursue the idea of having data users provide data and updates to producers to populate this field.** `LANDMARK - text 100`	Only Dakota seems to currently have this information. Although this data currently exists in only one county, an opportunity exists to have users of the regional dataset contribute this data.

16	**Legal description** (e.g. plat, lot & block, metes and bounds) Also see #14	2	**Where available, provide plat name, block and lot.**
			
			`PLAT_NAME - text 50`
			`BLOCK - text 5`
			`LOT - text 5`
				All counties have several fields relating to legal description. Generally they have plat, lot and block as well as one or more fields related to an abbreviate legal description. Because the legal description is abbreviated in some counties and extremely lengthy data in counties where it is not abbreviated, it was decided that the legal description should not be included in the regional dataset. Counties did not feel it would be useful or appropriate to provide a partial legal description.

17	**Path or trail locations** (e.g. bike paths)	2	**Do nothing**	This is not parcel data, except to the extent that it would be part of an easement or right-of-way (see #s 13 & 23 above)
18	**Where is new development** (e.g. subdivisions)	2	**Do nothing**	The only way to get at this would be from the existing YEAR_BUILT field (#9), or to look at change in the polygons from one time period to the next (# 22), or through building permits (#24).

19	**Parcel Size** (parcel polygon acreage is OK)	2	**Create fields for both polygon and deeded acres.**
			
			`ACRES_POLY - numeric 11`
			`ACRES_DEED - numeric 11`
				All counties have an acres type field in their data. Some have multiple fields. Some have deeded acres and some have polygon acres or both.

20	**Conservation easements**	2	**Do nothing**	Not available tied to county parcel data.
21	**Year of last sale** or change of ownership (e.g. issues with sales to relatives for $1 may not be included in last sale, but is still a change in ownership)	1	**Clearly documented issues with field in existing dataset.**	According to most counties, in general this includes all "arm's length" transactions and would not, for example, include a sale to a family member for $1. This may vary by county.
22	**Historical archives** (e.g. land use, value, number of units)	1	**Do nothing. If demand for historic datasets arises, make them available.**	Historical datasets are backed up by the Council, but are not available online. Should an annual version be made available online? Maybe wait for a demand for it?

	Potential Enhancement from Review Forum	*Votes*	*Workgroup Recommendations*	*Comments & Research Notes*
23	*Moved to 13*			
24	**Building permits** on parcel	1	**Do nothing**	Four counties report having building permit information somewhere in the county databases. The type of information differs between counties. It seems to be updated annually in those counties. It is not part of their standard extract. Since it is not widely available and is a low priority (only one vote), we will not include in the regional dataset.
25	**Well and septic** on parcel	1	**Do nothing**	Counties do not collect this data.
26	**Improved topology** (eliminate unclosed polygons when converting to coverage format)	1	**Encourage users to report such issues directly to county.**	This is a data conversion issue, since many/most counties start with coverages anyway.
27	**Unoccupied built properties**	0	**Do nothing**	Data not available
28	**Torrens vs. abstract** property	0	**Do nothing**	Data not available tied to parcels
29	Reinvestment/redevelopment	0	**Do nothing**	This is really an analysis of data, not a specific attribute.
30	Street access to parcel	0	**Do nothing**	This will involve an analysis of physical features data or orthophotography. It is not part of the parcel data or attributes.
31	**Leases** on parcel	0	**Do nothing**	Data not available
32	Need find the location of a given address	0	**Do nothing**	This is an application of the data. See #10 for work on improving parcel address data.
33	Need to find an address for a given location	0	**Do nothing**	This is an application of the data. See #10 for work on improving parcel address data, and see #3 for non-parcel addresses.
34	Pre-defined custom polygon clip	0	**Do nothing**	This is a DataFinder Café issue, not a parcel data issue. DataFinder already allows a clip by existing geography (e.g. county or city boundary) or by drawing a custom polygon.
35	School district	0	**Do nothing**	This information is already in the existing dataset and a school districts dataset exists on DataFinder that was created from the parcel data.
36	**Geography for all area** in the county (e.g. want polygons for lakes and rights-of-way)	0	**Ask counties to provide what geography they can.**	This can actually be a significant issue for some kinds of applications and analysis dealing with rights-of-way (see also #13 and 23).
37	Owner phone number	0	**Do nothing**	This does not exist in the parcel attributes at the counties. Hopefully improvements to owner name (# 2) will aid the lookup of phone numbers in the white pages.
38	Building to land value ratio	0	**Do nothing**	This is a simple calculation that could be done by anyone. However, there is not enough demand for this to justify including it as a separate attribute in the regional dataset.

	Potential Enhancement from Review Forum	*Votes*	*Workgroup Recommendations*	*Comments & Research Notes*
39	Owner occupied vs. rental designation	0	**Do nothing**	The homestead status information (already in the parcel dataset, and see # 40) is the only information in the parcel dataset that would get at owner occupancy. The use type information (# 7) and number of units (# 5) will be the only indications of apartment status.
40	**Homestead status** (complete status, not just yes or no)	0	**Keep the existing HOMESTEAD Y/N field and add a "P" value to denote partial homesteads where that data is available.**	This information is available in all counties, however it is not uniformly encoded. Counties are not eager to provide information about disability status.
41	**Height of structure** on parcel and number of stories	0	**Do nothing**	Data not available.
42	Number of **parking spaces**	0	**Do nothing**	Data not available.
43	**Zoning**	0	**Do nothing**	Data not available.
44	Rental fee per unit	0	**Do nothing**	Data not available.
45	**City water and sewer availability** on parcel	0	**Do nothing**	Counties do not collect this data.
46	**Taxpayer name, address and tax ID number**	0	**Do nothing**	Name and address are already in the parcel dataset. Tax ID numbers are not available.

47	**Tax exempt status**, including why it is tax exempt	0	**Keep existing TAX_EXEMPT Y/N field and allow up to four exempt use descriptions.**
			
			`XUSE1_DESC - text 100`
			`XUSE2_DESC - text 100`
			`XUSE3_DESC - text 100`
			`XUSE4_DESC - text 100`
				Most counties populate the Y/N field in the existing dataset.
				
				Most counties also have additional exempt use description information in their standard extract, with some counties having fields for multiple exempt uses.
				
				Exempt use is useful for use type (#7) indications sometimes too, as well as potential use for public ownership indication (#12).

48	**Special assessments**	0	**Add one field with special assessment value due and payable in current year.** `SPEC_ASSES - numeric 11`	Nearly all counties have a special assessments value/amount field in their standard extract.
49	**Tax forfeiture status**	0	**Do nothing**	The consensus is that this information is complicated and the limited demand does not justify the work to include in regional dataset. Looking at standard extracts, two counties have a Y/N type field for tax forfeiture status. Two other counties have information about forfeitures in the land use type code.

	Potential Enhancement from Review Forum	*Votes*	*Workgroup Recommendations*	*Comments & Research Notes*
50	**TIF status**, including end date	0	**Do nothing**	The consensus is that this information is complicated and the limited demand does not justify the work to include in regional dataset. Nearly all counties have a TIF district number in their standard extracts. One has a start date, but none had an end date.
51	**Agricultural info** (e.g. Agricultural Preserves status (certified or enrolled) and expiration; Green acres; Tillable acreage)	0	**Add Y/N fields for ag. preserves, green acres and open space and dates for ag. preserves.** GREEN_ACRE - text 1 OPEN_SPACE - text 1 AG_PRESERV - text 1 AGPRE_ENRD - Enrolled date (date field) AGPRE_EXPD - Expiration date (date field)	In standard extracts, 5 counties have some kind of ag preserves indicator, 3 have green acres indicator, 2 have open space indicator and one shows tillable acres. Additionally, Met Council has collected ag preserves data from each county (except Ramsey which has no ag. preserves). Total of 2781 records. All counties have enrolled parcels and expiration date, four have enrolled date. Format for data from counties included shape file, spreadsheets and a Word file. One option for the ag. preserves data is that it could be populated in the regional dataset by the Met. Council based on data it collects from the county on an annual basis. Clearer documentation would have to be found for data from some counties. However, it might be more efficient overall to populate these fields directly in the county. This may vary by county.
52	**Historic site status**	0	**Do nothing**	Data not available
53	**Brownfields**	0	**Do nothing**	Data not available
54	**Last document of record** for the parcel	0	**Do nothing**	Data not available
55	Development restrictions (e.g. covenants, land trusts, etc.)	0	**Do nothing**	Data not available
56	**Conditional use permit**	0	**Do nothing**	Data not available

Full Needs/Enhancement List from Forum

The following table provides a list of the parcel-based information needs expressed by participants of the September 25, 2003 Regional Parcel Data Users Forum. Needs are listed in order of priority (based on number of votes).

Asterisks (*) indicate where participants designated a need as critical to their business. (For example, the three asterisks in the "Number of residential units" row indicate that two local government participants and one regional government participant said that this was a critical need.)

Parcel and Property Need (Desired Parcel Dataset Enhancement)	**Prioritization Votes**			
	Total	**Local Govt.**	**Regional Govt.**	**State, Fed Academic**
Residential structure characteristics (e.g. square footage; # bedrooms; dwelling types (single family detached, duplex, townhomes); home style (rambler, split entry, cape cod); garage; basement; heating/cooling)	8	4	2	2
Names of all owners, including first and last name in separate fields.	7	2	1 *	4 *
Addresses for all units on parcel (e.g. all apartments or stores in a strip mall, or buildings on a corporate campus)	6	3	2	1
All tax parcels in the polygon (information needed for condos, etc. e.g. parcel points)	6	4	2	
Number of residential units	5	3 **	2 *	
Parcel boundaries align to orthophotos/improved positional accuracy (desire is to have parcel boundaries at least as accurate at the Met. Council orthophotos.)	5	1	3	1
Type of use (e.g. residential, commercial, industrial; single family vs. multi family; multiple uses)	4	1	1 *	2
Attribute consistency (owners, addresses)	4	3 *		1
Year structure built (original structure)	3	1	1	1
Address of parcel – both situs and mailing address (issue with city field)	3		3	
Owner mailing address	3		1	2
Public land ownership (type of owner, agency name, tax exemption)	3		1	2 *
Easements (e.g. utilities, drainage)	3	1	1	1
Name of development in which parcel resides (e.g. "Whispering Pines")	3	3		
Business common name (e.g. McDonalds, Kohls)	2		1	1
Legal description (e.g. plat, lot & block, metes and bounds)	2	1	1	
Path or trail locations (e.g. bike paths)	2		1	1
Where is new development (e.g. subdivisions)	2	1	1	
Parcel Size (parcel polygon acreage is OK)	2		1	1
Conservation easements	2			2
Year of last sale or change of ownership (e.g. issues with sales to relatives for $1 may not be included in last sale, but is still a change in ownership)	1		1	
Historical archives (e.g. land use, value, number of units)	1			1
Right-of-way and easement dimensions	1		1	

Building permits on parcel	1	1		
Well and septic on parcel	1			1
Improved topology (eliminate unclosed polygons when converting to coverage format)	1			1
Unoccupied built properties	0			
Torrens vs. abstract property	0			
Reinvestment/redevelopment	0			
Street access to parcel	0			
Leases on parcel	0			
Need find the location of a given address	0			
Need to find an address for a given location	0			
Pre-defined custom polygon clip	0			
School district	0			
Geography for all area in the county (e.g. want polygons for lakes and rights-of-way)	0			
Owner phone number	0			
Building to land value ratio	0			
Owner occupied vs. rental designation	0			
Homestead status (complete status, not just yes or no)	0			
Height of structure on parcel and number of stories	0			
Number of parking spaces	0			
Zoning	0			
Rental fee per unit	0			
City water and sewer availability on parcel	0			
Taxpayer name, address and tax ID number	0			
Tax exempt status, including why it is tax exempt	0			
Special assessments	0			
Tax forfeiture status	0			
TIF status	0			
Agricultural info (e.g. Agricultural Preserves status (certified or enrolled) and expiration; Green acres; Tillable acreage)	0			
Historic site status	0			
Brownfields	0			
Last document of record for the parcel	0			
Development restrictions (e.g. covenants, land trusts, etc.)	0			
Conditional use permit	0			

REFERENCE SECTION

PREVIOUS COORDINATING COMMITTEE CONSIDERATION

At the Committee's December 17, 2003 meeting:

1. The Committee decided that it should plan on meeting in a workshop format in fall 2004 and that the topics should not be limited to the "regional dataset" philosophy that precipitated the proposal. Staff was asked to develop an agenda and add this topic as a discussion item at each regular meeting until the workshop. Discussion topics agreed upon for the workshop were as follows:
   a) Possible philosophical changes to address priority information needs that have not been able to be addressed with the "regional dataset" philosophy that has underpinned MetroGIS since its inception. (*component of the 1st proposed issue statement*)
   b) Concept of multiple organizations sharing update/maintenance responsibilities for a particular dataset (e.g., separate custodians for the spatial data versus attributes). (*a component of the 1st proposed issue statement)*
   c) Expanding the Performance Measures to include a measure that quantifies the benefits realized relative to the cost to attain these benefits. (*component of the last proposed issue statement*)
2. Staff shared with the Coordinating Committee the scope of work for the current Professional Services Contract with the firm of Richardson Richter and Associates. It calls for a 2005 project to update the MetroGIS Business Plan and pursue related projects, such as a Participant Satisfaction evaluation.

BACKGROUND AND QUESTIONS FOR ISSUE STATEMENTS (*FALL 2004 WORKSHOP*)

1. Issue Statement: Work on solutions to several priority common information needs is stalled or moving ahead very slowly. (***THE CURRENT INFORMATION NEED SOLUTION PROCESS NEEDS TO BE CLEARLY UNDERSTOOD BY COMMITTEE MEMBERS PRIOR TO THIS DISCUSSION.***)

Background: Several regional solutions to common information needs, for which clear regional champion organizations exist, including a distribution mechanism, have been implemented (census geography, parcels, street centerlines, jurisdictional boundaries, planned land use, and DataFinder). Unfortunately, work is progressing at a much slower pace on solutions to several other common information needs. In these cases, no single organization appears to have a compelling business need to guide the regional solution process in a manner that addresses the preferences of the broader community (e.g., existing land use, hydrology, and potentially Phase II of the pending socioeconomic effort).

Where regional solutions have been implemented, they all have in common an organization that volunteered to facilitate broadly-supported agreement on data specifications and custodial responsibilities; resulting in a uniform solution for the entire seven county Metropolitan Area. With the exception of the Land Cover solution, which DNR championed, the regional custodian for the other implemented regional solutions is the Metropolitan Council. One of the reasons that progress has slowed on regional solutions to the reminder of the endorsed common information needs is that the Council does not have a compelling business need to be a part of solution. Therefore, if a regional solution is to be achieved for the common need efforts that are stalled or moving slowly, changes in perception of desired outcome and possibly in practice may be needed.

Discussion Question A: Should MetroGIS's efforts deviate from current expectations for future regional solutions? *For example: MetroGIS's efforts may be limited to defining a best practice (e.g. coding scheme) and possibly hosting an Internet-based application for a particular solution, which would be widely promoted but there would not be a regional custodian to monitor activity or assist with issues as they arise.*

Discussion Question B: What changes could be made to the current information needs solution process to improve flexibility and timely responsiveness to new issues and opportunities, without compromising the currently sought after breadth of participation to define expectations and broadly-supported solutions?

Discussion Question C: Would consideration of the concept of multiple organizations sharing update/maintenance responsibilities for a particular dataset (e.g., separate custodians for the spatial data versus attributes) move stalled discussions forward? Is this concept practical?

2. **Issue Statement: No activity has been initiated for two endorsed priority information needs – Land Regulations and Rights to Property**.

   Background: MetroGIS's current philosophy assumes that an organization with a compelling internal business need must provide leadership to guide the process of defining a desired regional solution, be it Data, Applications, and/or Best Practice. Despite outreach efforts to foster interest in investigating solutions to the Land Regulations and Rights to Property information needs, no person/organization has come forward.

   Discussion Question: If a lead person/organization does not volunteer after a specified period of time, should MetroGIS continue to cite the status of specified common information need as To Be Determined (TBD)? What efforts are appropriate to seek out a lead organization? Should formerly identified common information needs, for which no work on a solution has been initiated, be included in any next-generation priority setting process?

3. **Issue Statement: Other common information needs may be appropriate for regional solutions in addition to those identified in 1997**.

   Background: In 1997, MetroGIS endorsed its original 13 priority common information needs. The time horizon for answering the question "I need to know about (*information need*)" was 5 years or 1997-2002. A second-generation common information needs identification project has been anticipated in the Committee's workplan since 2002. No action has been initiated to identify any additional common information need candidates because the work on the first round of the priority needs is still in progress. Although, following the September 11, 2001 national tragedy, the Policy Board added Emergency Preparedness to the list of original 13 priority common information needs.

   The pending Minnesota Spatial Data Infrastructure (MSDI) Plan identifies framework data themes (e.g., elevation and imagery) that are not currently recognized as possible collaborative opportunities for the MetroGIS community.

   At the Committee's December 17th 2003 meeting, Member Knippel commented that maybe MetroGIS should cease taking on new regional solution initiatives because existing resources may not be able to support the desired solutions. A similar statement was made by a Policy Board member when the Phase I Socioeconomic Implementation strategy was proposed for approval, which resulted a discussion about how MetroGIS staff are not the primary support for defining solutions and that initiatives are not undertaken unless the required support resources are available. Attachment A was produced to demonstrate that many individuals (77) are currently participating in MetroGIS's regional solution efforts and that only a few are involved in more than one workgroup at a time.

   Discussion Question: Should MetroGIS continue to plan on conducting a second-generation common information need discovery process to define additional candidates for regional/collaborative geospatial solutions?

4. **Issue Statement: Some information needs, although not common to all five organizational types represented on the MetroGIS Board, are important enough to consider for regional solutions**, assuming that an organization with a related business need is willing to shepherd the process of defining a desired regional solution.

   Background: In Nancy Tosta's keynote address at MetroGIS's November 2002 Participant Appreciation Event, she encouraged MetroGIS not to limit its concept of "common information need" to only those needs important to all five types of government organizations represented on the Policy Board (cities, schools, watersheds, counties, regional), but rather to also consider also pursuing regionally-endorsed solutions to needs critical to a subset of the core stakeholders. She recognized the current strategy was important when MetroGIS was established to insure all stakeholders benefited and were engaged but now that MetroGIS is more well established she encouraged MetroGIS to consider collaborative initiatives important to a subset of the core stakeholder community.

   Discussion Question A: Should MetroGIS seek out opportunities to collaborate among subsets of its core stakeholders once solutions to information needs common to all of its core stakeholder organization types are in place?

Discussion Question B: What considerations should drive a decision to recognize, as a MetroGIS priority, a need that is shared by some, but not all, core stakeholder organization types?

Discussion Question C: Should there be a minimum number of qualifying organizational types citing a common information need before MetroGIS's resources are made available?

Discussion Question D: Should needs that are common to all core organization types be viewed as a higher priority than needs common to a subset of organizations represented on the Board, all other things being equal?

5. **Issue Statement: Applications, in combination with implementation of a regional dataset(s), often are needed to totally satisfy an information need.** Applications to query, analyze, map, and convert regional datasets to other forms (mailing labels) are often an integral part of the complete solution.

   Background: The current Business Plan recognizes the importance of applications to addressing priority information needs. No formal policy currently exists to decide priorities related to pursuing applications to complete a information need solution or to pursue a solution for a the data component. The first time the need for such a policy arose was in 2002 when the decision was made to pursue a regional mailing label application to address the "I need to know where someone lives and how to contact them" information need. The current work plan calls for identification of other candidates for regional solutions to priority information needs. In the past, priority has been given to projects that have sponsorship and resources.

   Discussion Question A: Should a formal policy be set to establish priorities among the data and application components for common information needs, which have not be satisfied?

   Discussion Question B: Should the same three outcomes be sought for applications as for data relative to solutions for common information needs (specifications, roles and responsibilities, and willing custodian)?

6. **Issue Statement: Testimonials, other anecdotal evidence, and performance measures clearly demonstrate that MetroGIS's accomplishments are benefiting the community but the cost to the key participants is not well understood.**

   Background: MetroGIS's underpinning philosophy assumes that collaborative solutions, by their nature, must address a compelling self-interest/need of the participating entities in a more cost effective manner than can be achieved individually. MetroGIS also currently leaves this judgement up to the individual participating entities due to the wide variation in business functions and practices. Evidence that this self-interest is being met includes consistent good attendance at all meetings and forums since inception as well as testimonials.

   Last Spring, at the direction of the Coordinating Committee, staff conducted a series of interviews in an attempt to implement Performance Measures 6 and 7 (page 12 of the document at http://www.metrogis.org/benefits/perf_measure/perf_meas_plan.pdf), which called for quantifying benefits to key producers of participating in MetroGIS's efforts. At its September 2003 meeting, the Committee concurred with staff's conclusion that quantifying costs to the data producers could not be meaningfully accomplished. As such, a Performance Measure Plan amendment was recommended to continue the prior practice of seeking out qualitative evidence of benefit through testimonials. Member Knippel raised the matter again at the Committee's December 2003 meeting and it was agreed to add this topic to the agenda for the fall 2004 Workshop. Member Craig offered a suggestion to quantify volunteered time on the part of the producer community as a component of quantifying costs versus benefits.

   Discussion Question A: Should MetroGIS attempt to quantitatively document direct (and indirect?) costs by all participants related to its achievements/benefits?

   Discussion Question B: If so, what should the component measures and responsibilities be to accomplish this quantitative documentation. What should and should not be included? What level of effort is deemed satisfactory to achieve the desired documentation?

ATTACHMENT A

Last updated
March 8, 2004

Current Participants on MetroGIS Committees and Workgroups

		Address Workgroup	Coordinating Committee (4 mtgs/year)	County Data Producers Workgroup	Emergency Preparedness Workgroups	Existing Land Use Technical Workgroup	Highways & Roads Technical Workgroup	Parcel Data Enhancement Workgroup	Socioeconomic Information Need Workgroup	Technical Advisory Team (2 mtgs/year)	TOTAL
1	Aaron Buffington				1						1
2	Adam Snegosky				1						1
3	Al Laumeyer		1								1
4	Allan Radke		1								1
5	Amy Fisher								1		1
6	Amy Geisler	1									1
7	Barbara Ronningen								1		1
8	Bart Richardson									1	1
9	**Bill Brown**	1		1							**2**
10	Bob Basques									1	1
11	Bob Cockriel		1								1
12	Bob Diedrich									1	1
13	**Bob Moulder**							1		1	**2**
14	Brad Henry		1								1
15	Carla Coates				1						1
16	**Curt Peterson**							1		1	**2**
17	Dan Falbo									1	1
18	Dan Pfeffer									1	1
19	**Dave Drealan**		1	1							**2**
20	**David Arbeit**		1			1					**2**
21	David Bitner		1								1
22	**David Claypool**		1	1						1	**3**
23	David Vessel						1				1
24	**David Windle**	1				1					**2**
25	Deb Jones	1									1
26	**Dick Carlstrom**					1			1		**2**
27	Eltayeb Elhassan									1	1
28	Eric Eckman									1	1
29	Francis Harvey									1	1
30	**Gary Swenson**		1	1				1		1	**4**
31	Gordon Chinander									1	1
32	Heather Britt								1		1
33	Heidi Welsch								1		1
34	**Jane Harper**		1	1							**2**
35	Jim Hafner					1					1
36	**Jim Hentges**		1	1							**2**
37	**Jim Maxwell**						1			1	**2**
38	Joella Givens		1								1
39	**John Carpenter**	1							1		**2**
40	John Connelly									1	1
41	John DeJung	1									1
42	**John Hoshal**				1		1				**2**

ATTACHMENT A

Last updated
March 8, 2004

Current Participants on MetroGIS Committees and Workgroups

		Address Workgroup	Coordinating Committee (4 mtgs/year)	County Data Producers Workgroup	Emergency Preparedness Workgroups	Existing Land Use Technical Workgroup	Highways & Roads Technical Workgroup	Parcel Data Enhancement Workgroup	Socioeconomic Information Need Workgroup	Technical Advisory Team (2 mtgs/year)	TOTAL
43	John Mertens					1					1
44	Karen Johnson		1								1
45	Kathie Doty			1							1
46	Kathy Johnson								1		1
47	**Kent Tupper**							1		1	**2**
48	Larry Charboneau		1								1
49	Lee Whitcraft		1								1
50	Lyn Rohe	1									1
51	Mark Sloan				1						1
52	**Mark Vanderschaaf**	1							1		**2**
53	Mary Karcz								1		1
54	Michael Munson									1	1
55	Mike Ryan				1						1
56	Nancy Pollock		1								1
57	**Nancy Read**	1	1					1			**3**
58	Ned Phillips		1								1
59	Nicole Peterson	1									1
60	Pat Cummens				1						1
61	Paul Buschmann								1		1
62	**Pete Eggimann**	1						1			**2**
63	**Randy Knippel**		1	1	1						**3**
64	Rebecca Blue				1						1
65	**Rick Gelbmann**		1		1					1	**3**
66	Rick Person									1	1
67	Robert Maki		1								1
68	**Ron Wencl**		1		1					1	**3**
69	**Sandra Paddock**		1						1		**2**
70	Sarah Midler				1						1
71	Scott Renne	1									1
72	Scott Simmer									1	1
73	Sherry Coatney									1	1
74	Sonia Dickerson				1						1
75	Steve Lehr		1								1
76	Susanne Maeder									1	1
77	**Tim Zimmerman**								1	1	**2**
78	**Will Craig**		1						1		**2**

MetroGIS

Agenda Item 7

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: March 17
(For the Mar 31st Meeting)

a) Certificate of Appreciation – Retired Member Aichinger

Cliff Aichinger resigned for the Coordinating Committee this past December. He was a charter member of the Coordinating Committee and participated in the December 1995 Strategic Planning Forum that launched MetroGIS. The attached Certificate of Appreciation was given to Cliff following the January Policy Board meeting. Ned Phillips, with the Rice Creek Watershed District, will be replacing Cliff on the Committee.

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

The following activities occurred since the Policy Board last met.

- 2003 MetroGIS Annual Report
- Article Published in Winter Issue of GIS/LIS Newsletter
- Keynote – Western Michigan GIS Conference – June 10th.
- Update on County-GIS Based User Group Activities

2003 MetroGIS Annual Report

During the first week in March, notice of MetroGIS's 2003 Annual Report was distributed to approximately 1900 persons – 900 by email notice (300 more than last year) and 950 by mail. Another printed 50 copies were hand delivered or mailed to members of the Policy Board, Coordinating Committee and Metropolitan Council. Beginning with last year's report, we switched from mailing the report to relying on the Internet as the primary means for distribution, substantially reducing distribution and printing costs. Extra copies of the report and brochure are available upon request.

Article Published in Fall Issue of GIS/LIS Newsletter

Four articles summarizing major MetroGIS activities, since the last newsletter, were submitted for the Spring 2004 issue. They can be viewed http://www.mngislis.org (go to newsletter –current).

Keynote Speaker – Western Michigan Regional GIS Conference.

The Staff Coordinator has agreed to present the keynote address at a June 10th conference hosted by REGIS (http://www.gvmc-regis.org), an Agency of the Grand Valley Metropolitan Council (GVMC). GVMC is located in western Michigan. REGIS, an acronym for "Regional Geographic Information System," provides a common database, infrastructure, and suite of applications used for spatial data management for its members. The conference theme is how GIS technology can be used to effectively facilitate collaboration necessary to address regional/issues that cross county boundaries related to growth and development, improving the quality of life, and coordinating governmental services.

Information Sharing via County-GIS Based User Groups

See Item "f"

c) State Geospatial Initiatives Update

1) **Contract with Syncline to Expand DataFinder Café Statewide**
See Agenda Item 6C.

2) **GCGI Updating Website** - The Governor's Council on Geographic Information (GCGI) is updating its website at www.gis.state.mn.us. According to GCGI staff, "The look of the site has changed already and our intention is to make it more useful to users. Current users are the general public and the GIS professional. We want to add IT professionals as a major client, to help build GIS/IT relations."

d) Federal/National Geospatial Initiatives Update

1) **SALIS Journal Article -** The December 2003 SALIS Journal (Surveying & Land Information Science) was a special issue on "Cadastral Development and Issues in the U.S." The issue shows the importance of parcel mapping and makes it clear that MetroGIS is on the cutting edge of this area. The lead article was co-authored by Will Craig, immediate past chair of the MetroGIS Coordinating Committee. For a full list of articles, along with abstracts, see http://www.acsm.net/salisdec03.html

2) **Congressional Breakfast -** The University Consortium for GIS held its annual Congressional Breakfast on February 5 in the Rayburn Building. Seven speakers presented research results showing the value of GIS for Homeland Security. Shashi Shekhar, Computer Science at the University of Minnesota, showed a real-time system for managing evacuation -- with the example of the Monticello nuclear power plant. Thirty congressional staff people were in attendance, including those from Minnesota. For more details, see http://www.ucgis.org/winter2004/program.htm.

3) **The National Map (TNM)** – TNM is currently using four Web Mapping Services distributed via MetroGIS DataFinder. They are: Functional Class Roads, Major Highways, Hiawatha Corridor Light Rail Line, and County Boundaries. USGS's Cooperative Topographic Mapping (CTM) Program has asked MetroGIS staff to complete a survey, along with many other state/local contacts throughout the country, to provide input regarding The National Map.

4) **I-Teams -** The Staff Coordinator and David Arbeit, with LMIC, are serving on a Minnesota Governor's Council Committee responsible for consolidating all of Minnesota's individual, theme-based I-Plans in a document that sets forth a cohesive strategy to guide investments in geospatial technology and data within Minnesota. Plans for the 8 data themes are in various stages of completion. A draft "wrapper" document is been drafted by the workgroup. The target is to consolidate all of the individual I-Plans into to a single document for submission to the federal Office of Management and Budget in early 2004. The document will also include a strategy for next steps by Minnesota interests necessary to achieve the vision.

5) **Upcoming grant announcement for geospatial data activities**- A new grant program announcement will combine ongoing efforts of the FGDC GeoSpatial One Stop (GOS) and the USGS. Components of the announcement will include FGDC Cooperative Agreement Program (CAP) funding for "traditional" metadata activities and new web mapping services, GOS efforts related to Framework data services, and USGS implementation efforts for The National Map. The grant announcement is scheduled for mid-March via the grants.gov website.

6) **2004 USGS Central Region State Mapping Workshop -** This biennial workshop is designed to provide information about USGS mapping-related activities and programs. It will be held in conjunction with the Mid-America GIS Consortium Symposium April 18-22 in Kansas City, MO.

e) County-based GIS User Group Activity

On March 1st, each County-based GIS User Group was invited to share information with the Coordinating Committee about their respective activities. No responses were received.

CERTIFICATE OF APPRECIATION

presented to

Cliff Aichinger

Ramsey-Washington-Metro Watershed District

Thank you for your invaluable contributions to the development and realization of the MetroGIS vision. You distinguished yourself as a willing and active participant of the MetroGIS Coordinating Committee and several special-purpose workgroups from December 1995 to December 2003.

Your dedication to acceptance of Geographic Information Systems (GIS) technology as a standard business tool of government throughout the seven-county Twin Cities Metropolitan Area has helped to bring together the 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.

January 2004

Victoria Reinhardt, Chair	**Jane Harper, Chair**	**Randall Johnson, AICP**
MetroGIS Policy Board	MetroGIS Coordinating Committee	MetroGIS Staff Coordinator

Approved On
6/22/04

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 313
March 31, 2004

1. CALL TO ORDER

Chairperson Harper called the meeting to order at 1:33 PM, introduced the newest member, Ned Phillips, with the Rice Creek Watershed District, and asked all present to state their name and the organization they represent. Ned replaces Cliff Aichinger, who resigned from the Committee in December. Harper then presented Aichinger, who had been an active participant in MetroGIS from its beginnings in 1995, with a Certificate of Recognition for his contributions to the Committee.

Members Present: *Academics*: Will Craig (U of M); *Business Geographics*: Chet Harrison (CB Richard Ellis); *Cities*: Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties*: Gary Swenson (Anoka), Bill Brown (Hennepin); David Claypool (Ramsey), Dave Drealan (Carver), Jane Harper (Washington), and Randy Knippel (Dakota); *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Nancy Pollock, Metropolitan 911 Board; *Non-Profits:* Sandra Paddock (Wilder Research Center); *State*: David Arbeit (LMIC), Joella Givens (Mn/DOT), and Robert Maki (DNR); *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District).

Members Absent: *Cities:* Karen Johnson (AMM: core cities - City of St. Paul), *Counties*: Jim Hentges (Scott); *GIS Consultants*: Larry Charboneau (The Lawrence Group); *Schools:* Lee Whitcraft (TIES); *Special Expertise*: Brad Henry (URS Corp.); *Utilities*: Al Laumeyer (CenterPoint Energy Minnegasco).

Support Staff: Mark Kotz, Steve Fester, Randall Johnson, and Kathie Doty (Richardson, Richter & Associates, Inc.)

Visitors: Pete Eggimann (Metropolitan 911 Board) and Scott Simmer (Hennepin County GIS Coordinator).

2. ACCEPT AGENDA

Gelbmann moved and Givens seconded to approve the agenda as submitted. Motion carried ayes, all.

3. ACCEPT MEETING SUMMARY

Craig moved and Bitner seconded to approve the summary for the Committee's December 17th meeting, as submitted. Motion carried, ayes all.

4. SUMMARY OF JANUARY 28 POLICY BOARD MEETING

Staff Coordinator Johnson and Chairperson Harper summarized the major topics considered by the Policy Board at its January 28th meeting. The main item of discussion surrounded comments from Board members that indicated a lack of understanding of the breadth of common information needs that have been previously acknowledged as priorities for MetroGIS. It was noted that only 4 of the 12 members have any substantive longevity on the Board and, as such, Chairperson Reinhardt has encouraged a presentation at the next meeting to expand their understanding of established priorities, regional solutions in place and benefits attributable to those solutions.

5. ACTION AND DISCUSSION ITEMS

a) Update on the Metropolitan 911 Board's GIS Project

Nancy Pollock, Director of the Metropolitan 911 Board, provided a context for the Board's GIS Project with its Public Safety Answering Points (PSAPs) and introduced Pete Eggimann, Technical Operations Director for the Board summarized the Board's ambitious project to integrate use of GIS technology into the daily operations of the 27 PSAPs that serve the seven county area. The presentation slides can be

viewed at www.metrogis.org/teams/cc/meetings/033104/911.pdf. In early March the 911 Board concluded that GIS technology is crucial to its ability to effectively dispatch emergency services in a wireless world. Components of the Board's strategy include:

a) Hiring a GIS Coordinator who will work for the Board and be responsible for coordinating standards, data management, etc. among the 27 PSAPs, and
b) Avoiding duplication of effort by leveraging MetroGIS's regional data solutions and standards and best practice development processes, as well as, the investments in GIS technology and related data management that have been made by the seven counties.

Eggimann closed by stating that if MetroGIS had not existed, a more expensive strategy would be under consideration.

Knippel encouraged the 911 Board to coordinate its data needs with the efforts of MetroGIS's Emergency Preparedness Workgroup. Staff commented that they are watching for such opportunities and making sure all possible affected parties are aware of what the others are doing. The Address Workgroup was offered as a case in point, which includes representatives from several workgroups and key interests.

Craig and Arbeit encouraged Pollock and Eggimann to be clear in their presentation to the Policy Board why MetroGIS's efforts are important to their project by citing specific examples of the datasets developed via MetroGIS's efforts that are valuable, how the workgroups in progress will be leveraged (i.e., Address Workgroup), and how they will be leveraging GIS technology investments that have been made by the counties. Pollock thanked the group for feedback.

b) Operating Guidelines – Modifications - *THIRD READING*

Chairperson Harper summarized the changes that had been accepted at the December 17th meeting and the changes proposed to provide rules for addressing member removal in cases when a member is not engaged in the affairs of the Committee. Staff noted that Chairperson Reinhardt is not in favor of a strict policy stated in the rules for fear that such a policy will result in more harm than good.

Read and Givens commented that, in deference to Chairperson Reinhardt, a clear policy of expectations and consequences is preferred, but agreed that softer language than that proposed would be acceptable.

Motions:

1. Cockriel moved and Read seconded to direct the Committee Chair and Staff to soften the language proposed in Section III (10) - Member Removal - of the modifications to MetroGIS's Operating Guidelines, dated February 11, 2004 and forward them to the Policy Board for approval. Motion carried, ayes all.

2. Arbeit moved and Cockriel seconded to approve the proposed modifications to MetroGIS's Operating Guidelines, dated February 11, 2004, with the exception of Section III (10) -Member Removal, and forward them to the Policy Board for approval. Motion carried, ayes all

c) Preliminary 2005 Budget

Staff commented that budget requests for 2005 programs need to be submitted to Council management no later than this May. As such, a preliminary 2005 budget for MetroGIS and associated listing of core services was shared with the Committee by staff. Staff noted that no changes are proposed from the 2004 budget ($86,000 in non-staff expenses and 3 FTE in staff support) and that this level of support should be sufficient to support all core services. No comments were received regarding the budget or the functions/services proposed to be supported in 2005.

Motion:

Claypool moved and Read seconded to direct staff to forward to the Policy Board for its review and comment the 2005 preliminary MetroGIS budget and accompanying listing of functions that were included in the Committee's agenda materials. Motion carried, ayes all.

d) Enhancements to Regional Parcel Dataset – 2004 Funding Priorities

Swenson, a member of the Parcel Data Enhancement Workgroup, summarized the recommendation and introduced Mark Kotz, staff lead for the Workgroup, to explain the recommendations in more detail. Kotz summarized the process by which the proposed enhancements had been identified and design specifications agreed upon, noting that all seven counties are comfortable with the recommendation and requested Committee comment and direction. Once the proposal is acceptable to the Committee, the Workgroup will formalize its proposal in the form of a modified Regional Policy Statement for the Committee's approval at the June meeting and consideration by the Policy Board in July.

The target for distributing the modified version of the regional parcel dataset is January 2005. There are four general modifications proposed: clarification of existing attribute meaning (completed), modification of existing attributes, adding new attributes (mostly housing characteristics that were the top ranked enhancement preferences) and officially adding parcel points as a component of the regionally endorsed solution. He noted that two counties currently provide parcel points on their own. Kotz summarized each of the proposed changes.

No comments were offered regarding the specifics of the proposed changes, other than Knippel stating that he agrees that MetroGIS can not mandate compliance but would prefer a stronger statement of intent to encourage the counties to strive to do as much as possible to achieve and maintain the desired regional parcel data to agreed-upon specifications. Staff noted that they would look into possible modifications to the preamble language and share any proposed changes with the counties prior to the June Coordinating Committee meeting.

The consensus was to direct the Parcel Workgroup to propose modifications to the adopted regional parcel dataset roles, responsibilities and specifications document (Regional Policy Statement), as necessary, to implement the recommended enhancements for approval at the next Coordinating Committee meeting and Policy Board consideration in July.

e) Business Plan Update Preparations – (*Fall Workshop*)

Kathie Doty, MetroGIS Strategic Planning Consultant, summarized the preparations that staff have made to date for the fall workshop, including six draft issue statements.

Arbeit suggested that before the specific issue statements are addressed that a more general dialogue related to the broad vision might be in order. The group concurred.

Gelbmann noted that one of the reasons that the workshop was proposed in the first place is because the "low hanging fruit" in terms of regional data solutions have in most part been accomplished. His hope is that the group will be able to identify ideas for how to best go about defining regional solutions that will likely require multiple leaders in a collaborative setting.

Harper commented that a topic that has been raised in the past and that should be incorporated into the discussion is whether MetroGIS continue to seek out collaborative solutions to additional needs or focus on maintaining what is already in place.

Maki noted that MetroGIS has achieved a good deal of maturity in terms of regional data solutions, best practices and policies and that a good deal of trust has been established. He believes a next step worth serious consideration is looking into how the constituent organizations might move closer to integrated business processes. He cited MetroGIS's regional mailing label application as an example, and speculated on how many more such applications might be out there.

Read suggested that outreach and increasing understanding of access opportunities among stakeholders should be added to the list of discussion points at the workshop.

At Chairperson Harper's invitation, the following members volunteered to assist her and staff with further preparations for the fall workshop: Bitner, Gelbmann, Harrison, and Maki.

f) GIS Demonstration for April Policy Board meeting

The Staff Coordinator summarized Chairperson Reinhardt's intent for the April Policy Board GIS Demonstration to clearly illustrate the breadth of data themes that comprise solutions to priority common information needs and how organizations represented by the Policy Board are benefiting from MetroGIS's efforts. Staff noted that following this statement by Chairperson Reinhardt, a invitation was made to Bob Diedrich, with SRF Consulting, to share some of the material included in the testimonial he participated in last fall for MetroGIS; material that speaks directly to Chairperson Reinhardt's intent for the April presentation.

Staff asked if the proposal to utilize a 3rd party to communicate benefits to government entities caused anyone any pause. No one objected and several believed that it was a good idea to bring a non-government entity before the Board to clearly communicate the breadth of benefit attributable to MetroGIS's efforts.

The consensus was to direct staff to invite Bob Diedrich with SRF to share with the Board several examples of how their government clients are benefiting from MetroGIS's efforts.

g) DataFinder – Review Outreach Presentation

Postponed to the June meeting due to lack of time.

h) Performance Measures Reporting Update

Kathie Doty, MetroGIS Strategic Planning Consultant, asked if the group had any thoughts that might explain the 15 percent increase in DataFinder activity from January to February. No theories were offered.

Doty also recommended that the Committee postpone to the fall workshop action on two changes to the actual Performance Measures that have been proposed by Committee members: tracking use of applications and tracking volunteer time. The group concurred that it is appropriate to defer discussion of these topics to the fall workshop when a detailed discussion of benefit versus investment is anticipated.

i) TOP Grant – Grant Writer Funding Request and Letter of Support

Craig and Paddock explained the intent of the grant proposal and the request of MetroGIS to donate $500 to the grant writing as well as to submit a letter of support. They conceded that the current reference in the letter of support to providing access to data by the non-profit community needs some work and that they will rely upon Chairperson Harper's advice to refine this statement. Staff Coordinator Johnson commented that the application deadline is before the next Policy Board meeting but that Chairperson Reinhardt was okay with deferring to the Coordinating Committee to act on this request.

Gelbmann commented that core functions of MetroGIS are to foster broad-based sharing of geospatial data and knowledge, as necessary, to fully address priority information needs of the community and that this proposal is consistent with these functions. Craig acknowledged that MetroGIS's principles are embedded in the application and noted that non-profits might also be in the position to provide data needed by others on an ongoing basis if the grant is awarded.

Motions:

Gelbmann moved and Givens seconded to:

1) Authorize staff to draft a check from MetroGIS funds in the amount of $500 to be used toward the development of the proposed Technology Opportunities Program grant application, upon receipt of an invoice along with evidence that the grant application was submitted to the US Department of

Commerce according to all requirements and is a candidate for consideration by the funding authority; and

2) Authorize the Coordinating Committee Chair to sign a letter of support for this initiative. This letter will state general support for the concept of community GIS and commit to up to $100,000 in matching value derived from activities and investments that are part of the MetroGIS's ongoing activities (the only out-of-pocket expense related to the grant on MetroGIS's part will be the $500 donation to the grant writing fee).

Motion carried, ayes all.

6. PROJECT UPDATES

No presentations or discussion due to lack of time. Chairperson Harper encouraged the members to review the information provided in the agenda packet.

7. INFORMATION SHARING

Chairperson Harper encouraged the members to review the information provided in the agenda packet.

8. NEXT SCHEDULED MEETING

June 30, 2004 – 1:00 p.m. start. (*Editor's note: Following the meeting, the date was changed to June 22 to accommodate vacation schedules*.)

9. ADJOURN

Givens moved and Maki seconded to adjourn at 3:45 p.m. Motion carried, ayes all.

It was agreed that future meetings should begin at 1:00 p.m., as opposed to 1:30 p.m., and that with advance notice to the membership it is okay to plan on meetings of 2-1/2 to 3 hours as opposed to 2 hours if the Chair believes the additional time is warranted.

Prepared by,

Randall Johnson and Steve Fester
MetroGIS Staff

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

Tuesday, June 22, 2004

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street on Empire)

1:00 to 3:00+ PM
See directory in lobby for meeting room location.

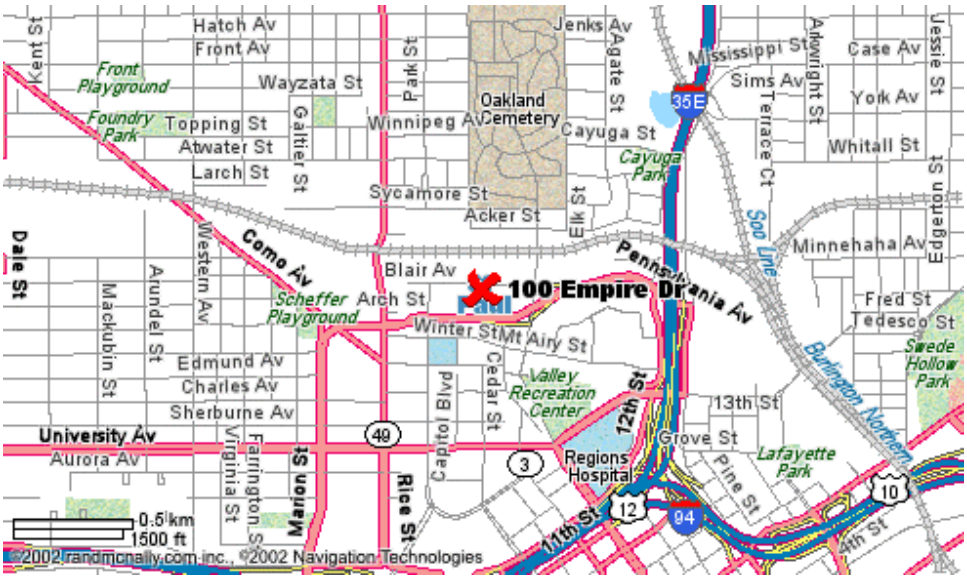
			Page
1.	**Call to Order**		
2.	**Approve Agenda**	***action***	
3.	**Approve Meeting Summary**		
	a) March 31, 2004	***action***	**1**
4.	**Summary of April 28 Policy Board Meeting**		**6**
5.	**Action and Discussion Items**		
	a) Operating Guidelines – Fourth Reading	***action***	**7**
	b) Enhancements to Regional Parcel Dataset – Policy Statement	***action***	**9**
	c) Regional Parcel Data Policy – Historical Versions & Public Domain Access	***action***	**15**
	d) Regional Parcel Data Policy – Unlicensed View Only Access	***action***	**18**
	e) Socioeconomic Information Needs – Web Resources Page Custodian	***action***	**23**
	f) Performance Measures – Data Anomaly Discussion	***action***	**26**
	g) Fall Workshop – Refine Preliminary Agenda & Pre Retreat Issue Discussion	***action***	**28**
	h) GIS Demonstration for July Policy Board meeting	***action***	**34**
6.	**Project Updates (separate piece)**		
	a) Third Generation Data Sharing Agreements		
	b) Priority Business Information Need Solutions and User Satisfaction Forums		
	c) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project		
	d) County Data Producer Workgroup Activities		
	• Regional Mailing Label Application		
	• Collaborative Parcel Data Distribution Strategy - Non-Government Access		
	• Investigation of Data Sharing with Utilities		
	e) TLG User & DataFinder User Satisfaction Forum Preparations		
7.	**Information Sharing (separate piece)**		
	a) Presentations / Outreach / Studies		
	b) State Geodata Initiatives Update		
	c) Federal Geodata Initiatives Update		
	d) County-based GIS User Group Activity Update		
8.	**Next Meeting**		
	September 29, 2004		
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 readily usable."

How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

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If you are traveling on I-35E Northbound -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Southbound -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

See www.mcit.org for more information

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 313
March 31, 2004

1. CALL TO ORDER

Chairperson Harper called the meeting to order at 1:33 PM, introduced the newest member, Ned Phillips, with the Rice Creek Watershed District, and asked all present to state their name and the organization they represent. Ned replaces Cliff Aichinger, who resigned from the Committee in December. Harper then presented Aichinger, who had been an active participant in MetroGIS from its beginnings in 1995, with a Certificate of Recognition for his contributions to the Committee.

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Members Absent: *Cities:* Karen Johnson (AMM: core cities - City of St. Paul), *Counties*: Jim Hentges (Scott); *GIS Consultants*: Larry Charboneau (The Lawrence Group); *Schools:* Lee Whitcraft (TIES); *Special Expertise*: Brad Henry (URS Corp.); *Utilities*: Al Laumeyer (CenterPoint Energy Minnegasco).

Support Staff: Mark Kotz, Steve Fester, Randall Johnson, and Kathie Doty (Richardson, Richter & Associates, Inc.)

Visitors: Pete Eggimann (Metropolitan 911 Board) and Scott Simmer (Hennepin County GIS Coordinator).

2. ACCEPT AGENDA

Gelbmann moved and Givens seconded to approve the agenda as submitted. Motion carried ayes, all.

3. ACCEPT MEETING SUMMARY

Craig moved and Bitner seconded to approve the summary for the Committee's December 17th meeting, as submitted. Motion carried, ayes all.

4. SUMMARY OF JANUARY 28 POLICY BOARD MEETING

Staff Coordinator Johnson and Chairperson Harper summarized the major topics considered by the Policy Board at its January 28th meeting. The main item of discussion surrounded comments from Board members that indicated a lack of understanding of the breadth of common information needs that have been previously acknowledged as priorities for MetroGIS. It was noted that only 4 of the 12 members have any substantive longevity on the Board and, as such, Chairperson Reinhardt has encouraged a presentation at the next meeting to expand their understanding of established priorities, regional solutions in place and benefits attributable to those solutions.

5. ACTION AND DISCUSSION ITEMS

a) Update on the Metropolitan 911 Board's GIS Project

Nancy Pollock, Director of the Metropolitan 911 Board, provided a context for the Board's GIS Project with its Public Safety Answering Points (PSAPs) and introduced Pete Eggimann, Technical Operations Director for the Board summarized the Board's ambitious project to integrate use of GIS technology into the daily operations of the 27 PSAPs that serve the seven county area. The presentation slides can be

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a) Hiring a GIS Coordinator who will work for the Board and be responsible for coordinating standards, data management, etc. among the 27 PSAPs, and
b) Avoiding duplication of effort by leveraging MetroGIS's regional data solutions and standards and best practice development processes, as well as, the investments in GIS technology and related data management that have been made by the seven counties.

Eggimann closed by stating that if MetroGIS had not existed, a more expensive strategy would be under consideration.

Knippel encouraged the 911 Board to coordinate its data needs with the efforts of MetroGIS's Emergency Preparedness Workgroup. Staff commented that they are watching for such opportunities and making sure all possible affected parties are aware of what the others are doing. The Address Workgroup was offered as a case in point, which includes representatives from several workgroups and key interests.

Craig and Arbeit encouraged Pollock and Eggimann to be clear in their presentation to the Policy Board why MetroGIS's efforts are important to their project by citing specific examples of the datasets developed via MetroGIS's efforts that are valuable, how the workgroups in progress will be leveraged (i.e., Address Workgroup), and how they will be leveraging GIS technology investments that have been made by the counties. Pollock thanked the group for feedback.

b) Operating Guidelines – Modifications - *THIRD READING*

Chairperson Harper summarized the changes that had been accepted at the December 17th meeting and the changes proposed to provide rules for addressing member removal in cases when a member is not engaged in the affairs of the Committee. Staff noted that Chairperson Reinhardt is not in favor of a strict policy stated in the rules for fear that such a policy will result in more harm than good.

Read and Givens commented that, in deference to Chairperson Reinhardt, a clear policy of expectations and consequences is preferred, but agreed that softer language than that proposed would be acceptable.

Motions:

1. Cockriel moved and Read seconded to direct the Committee Chair and Staff to soften the language proposed in Section III (10) - Member Removal - of the modifications to MetroGIS's Operating Guidelines, dated February 11, 2004 and forward them to the Policy Board for approval. Motion carried, ayes all.

2. Arbeit moved and Cockriel seconded to approve the proposed modifications to MetroGIS's Operating Guidelines, dated February 11, 2004, with the exception of Section III (10) -Member Removal, and forward them to the Policy Board for approval. Motion carried, ayes all

c) Preliminary 2005 Budget

Staff commented that budget requests for 2005 programs need to be submitted to Council management no later than this May. As such, a preliminary 2005 budget for MetroGIS and associated listing of core services was shared with the Committee by staff. Staff noted that no changes are proposed from the 2004 budget ($86,000 in non-staff expenses and 3 FTE in staff support) and that this level of support should be sufficient to support all core services. No comments were received regarding the budget or the functions/services proposed to be supported in 2005.

Motion:

Claypool moved and Read seconded to direct staff to forward to the Policy Board for its review and comment the 2005 preliminary MetroGIS budget and accompanying listing of functions that were included in the Committee's agenda materials. Motion carried, ayes all.

d) Enhancements to Regional Parcel Dataset – 2004 Funding Priorities

Swenson, a member of the Parcel Data Enhancement Workgroup, summarized the recommendation and introduced Mark Kotz, staff lead for the Workgroup, to explain the recommendations in more detail. Kotz summarized the process by which the proposed enhancements had been identified and design specifications agreed upon, noting that all seven counties are comfortable with the recommendation and requested Committee comment and direction. Once the proposal is acceptable to the Committee, the Workgroup will formalize its proposal in the form of a modified Regional Policy Statement for the Committee's approval at the June meeting and consideration by the Policy Board in July.

The target for distributing the modified version of the regional parcel dataset is January 2005. There are four general modifications proposed: clarification of existing attribute meaning (completed), modification of existing attributes, adding new attributes (mostly housing characteristics that were the top ranked enhancement preferences) and officially adding parcel points as a component of the regionally endorsed solution. He noted that two counties currently provide parcel points on their own. Kotz summarized each of the proposed changes.

No comments were offered regarding the specifics of the proposed changes, other than Knippel stating that he agrees that MetroGIS can not mandate compliance but would prefer a stronger statement of intent to encourage the counties to strive to do as much as possible to achieve and maintain the desired regional parcel data to agreed-upon specifications. Staff noted that they would look into possible modifications to the preamble language and share any proposed changes with the counties prior to the June Coordinating Committee meeting.

The consensus was to direct the Parcel Workgroup to propose modifications to the adopted regional parcel dataset roles, responsibilities and specifications document (Regional Policy Statement), as necessary, to implement the recommended enhancements for approval at the next Coordinating Committee meeting and Policy Board consideration in July.

e) Business Plan Update Preparations – (*Fall Workshop*)

Kathie Doty, MetroGIS Strategic Planning Consultant, summarized the preparations that staff have made to date for the fall workshop, including six draft issue statements.

Arbeit suggested that before the specific issue statements are addressed that a more general dialogue related to the broad vision might be in order. The group concurred.

Gelbmann noted that one of the reasons that the workshop was proposed in the first place is because the "low hanging fruit" in terms of regional data solutions have in most part been accomplished. His hope is that the group will be able to identify ideas for how to best go about defining regional solutions that will likely require multiple leaders in a collaborative setting.

Harper commented that a topic that has been raised in the past and that should be incorporated into the discussion is whether MetroGIS continue to seek out collaborative solutions to additional needs or focus on maintaining what is already in place.

Maki noted that MetroGIS has achieved a good deal of maturity in terms of regional data solutions, best practices and policies and that a good deal of trust has been established. He believes a next step worth serious consideration is looking into how the constituent organizations might move closer to integrated business processes. He cited MetroGIS's regional mailing label application as an example, and speculated on how many more such applications might be out there.

Read suggested that outreach and increasing understanding of access opportunities among stakeholders should be added to the list of discussion points at the workshop.

At Chairperson Harper's invitation, the following members volunteered to assist her and staff with further preparations for the fall workshop: Bitner, Gelbmann, Harrison, and Maki.

f) GIS Demonstration for April Policy Board meeting

The Staff Coordinator summarized Chairperson Reinhardt's intent for the April Policy Board GIS Demonstration to clearly illustrate the breadth of data themes that comprise solutions to priority common information needs and how organizations represented by the Policy Board are benefiting from MetroGIS's efforts. Staff noted that following this statement by Chairperson Reinhardt, a invitation was made to Bob Diedrich, with SRF Consulting, to share some of the material included in the testimonial he participated in last fall for MetroGIS; material that speaks directly to Chairperson Reinhardt's intent for the April presentation.

Staff asked if the proposal to utilize a 3rd party to communicate benefits to government entities caused anyone any pause. No one objected and several believed that it was a good idea to bring a non-government entity before the Board to clearly communicate the breadth of benefit attributable to MetroGIS's efforts.

The consensus was to direct staff to invite Bob Diedrich with SRF to share with the Board several examples of how their government clients are benefiting from MetroGIS's efforts.

g) DataFinder – Review Outreach Presentation

Postponed to the June meeting due to lack of time.

h) Performance Measures Reporting Update

Kathie Doty, MetroGIS Strategic Planning Consultant, asked if the group had any thoughts that might explain the 15 percent increase in DataFinder activity from January to February. No theories were offered.

Doty also recommended that the Committee postpone to the fall workshop action on two changes to the actual Performance Measures that have been proposed by Committee members: tracking use of applications and tracking volunteer time. The group concurred that it is appropriate to defer discussion of these topics to the fall workshop when a detailed discussion of benefit versus investment is anticipated.

i) TOP Grant – Grant Writer Funding Request and Letter of Support

Craig and Paddock explained the intent of the grant proposal and the request of MetroGIS to donate $500 to the grant writing as well as to submit a letter of support. They conceded that the current reference in the letter of support to providing access to data by the non-profit community needs some work and that they will rely upon Chairperson Harper's advice to refine this statement. Staff Coordinator Johnson commented that the application deadline is before the next Policy Board meeting but that Chairperson Reinhardt was okay with deferring to the Coordinating Committee to act on this request.

Gelbmann commented that core functions of MetroGIS are to foster broad-based sharing of geospatial data and knowledge, as necessary, to fully address priority information needs of the community and that this proposal is consistent with these functions. Craig acknowledged that MetroGIS's principles are embedded in the application and noted that non-profits might also be in the position to provide data needed by others on an ongoing basis if the grant is awarded.

Motions:

Gelbmann moved and Givens seconded to:

1) Authorize staff to draft a check from MetroGIS funds in the amount of $500 to be used toward the development of the proposed Technology Opportunities Program grant application, upon receipt of an invoice along with evidence that the grant application was submitted to the US Department of

Commerce according to all requirements and is a candidate for consideration by the funding authority; and

2) Authorize the Coordinating Committee Chair to sign a letter of support for this initiative. This letter will state general support for the concept of community GIS and commit to up to $100,000 in matching value derived from activities and investments that are part of the MetroGIS's ongoing activities (the only out-of-pocket expense related to the grant on MetroGIS's part will be the $500 donation to the grant writing fee).

Motion carried, ayes all.

6. PROJECT UPDATES

No presentations or discussion due to lack of time. Chairperson Harper encouraged the members to review the information provided in the agenda packet.

7. INFORMATION SHARING

Chairperson Harper encouraged the members to review the information provided in the agenda packet.

8. NEXT SCHEDULED MEETING

June 30, 2004 – 1:00 p.m. start. (*Editor's note: Following the meeting, the date was changed to June 22 to accommodate vacation schedules*.)

9. ADJOURN

Givens moved and Maki seconded to adjourn at 3:45 p.m. Motion carried, ayes all.

It was agreed that future meetings should begin at 1:00 p.m., as opposed to 1:30 p.m., and that with advance notice to the membership it is okay to plan on meetings of 2-1/2 to 3 hours as opposed to 2 hours if the Chair believes the additional time is warranted.

Prepared by,

Randall Johnson and Steve Fester
MetroGIS Staff

MetroGIS

Agenda Item 4

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Summary of April 2004 Policy Board Meeting

DATE: June 7, 2004
(For the Jun 22nd Meeting)

*The following major topics were considered/acted on by the Policy Board on April 28th. Refer to the meeting minutes (*http://www.metrogis.org/teams/pb/meetings/042804/min.pdf *) for the discussion points.*

GIS Technology Demonstration

GIS Initiative To Integrate GIS Into Day-To-Day Operations Of 27 Metro Area Public Safety Answering Points (PSAPs).

Nancy Pollock, Executive Director for the Metropolitan 911 Board, and Pete Eggimann, the Board's Technical Operations Director, summarized an ambitious initiative to integrate, in a coordinated manner, GIS technology into the day-to-day operations of the 27 Public Safety Answering Points (PSAPs) that serve the seven-county, Twin Cities Metropolitan Area. (A PDF version of the PowerPoint presentation can be viewed at www.metrogis.org/teams/pb/meetings/042804/911.pdf.)

They noted that the 911 Board quickly concluded that collaboration with MetroGIS to leverage significant existing investments in regional data solutions and the trusted process for establishing related multi-participant policy and procedures was, by far, the most cost-efficient option to pursue. The cost for the option that is in the process of implementation is estimated to involve a one-time start up expense of around $100,000 plus an annual operating expense of about $100,000. The other options ranged from a one-time start of $600,000 to $1.8 million and annual operating costs of $160,000 to $300,000. Neither of the other options would have leveraged existing investment in regional datasets valuable to the 911 Board and both would have involved duplication of current data maintenance efforts.

Benefits to the 911 Board, beyond the obvious cost savings of the proposed collaboration with MetroGIS, include overall more accurate, current data for everyone involved through standardized error correction methods and interoperability of systems. They thanked the MetroGIS organization for accomplishments both in terms of data and cooperative relationships that have been fostered and willingness of the staff to work with the 911 community.

Election of Officers

Commissioners Reinhardt and Kordiak were reelected as chair and vice chair, respectively.

2005 MetroGIS Funding Request and Budget

A preliminary 2005 budget that continues funding and staff support at the 2004 level was accepted by the Policy Board. Staff was directed to submit this budget proposal to the Metropolitan Council for its consideration.

MetroGIS

Agenda Item 5a

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Jane Harper – Chairperson, Coordinating Committee
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Modifications to MetroGIS's Operating Guidelines - **FOURTH READING**

DATE: June 4, 2004
(For the June 22nd Meeting)

INTRODUCTION

Several proposed modifications to MetroGIS's Operating Guidelines are hereby submitted for fourth reading by the Coordinating Committee and recommendation for approval by the Policy Board.

The currently proposed modifications, as well as those that have been accepted by the Committee at its past three meetings, are illustrated in the document dated May 5, 2004. The modification submitted for approval at this time concerns the Member Removal language (Section 10, Article III), which has been softened from that previously considered as directed by the Committee at its March meeting.

A listing of the changes accepted at previous meetings is presented in the Reference Section. The current Guidelines were adopted in 1998 and have not been modified since that time. Since the Committee considered language similar to that currently proposed language at its last meeting, the 15-day review notice rule for proposed changes to the Operating Guidelines does not apply to the Committee's June 22nd consideration. However, it will apply for the Policy Board's consideration, which is tentatively planned for July 28th.

DISCUSSION

From Chairperson Reinhardt's point of view, the Committee's proposed language for member absenteeism portion of Operating Guidelines were too formal and harsh. She believed that the suggested language would have potentially caused more harm than good. Her concern was that the previously proposed language did not treat members as professionals or in a manner that builds trust.

In response, staff and the Coordinating Committee Chair modified the Member Removal section to establish an expectation that staff and the Chair of the Policy Board and/or the Chair of the Coordinating Committee, as the situation dictates, will speak with the subject member when an attendance concern arises to resolve the matter behind the scenes. In short, the proposed rules are less confrontational in nature and would be treated as general expectations as opposed to formal rules.

RECOMMENDATION

That the Coordinating Committee approve proposed modifications to MetroGIS's Operating Guidelines, as illustrated in the attached document dated May 5, 2004, and recommend Policy Board approval.

REFERENCE SECTION

PAST COMMITTEE CONSIDERATION

1. September 17, 2003: The Committee gave first reading to several proposed modifications to MetroGIS's Operating Guidelines. The only suggested change was to include a statement(s) encouraging both Policy Board and Committee members to seek appointment of an alternate to participate in their absence. The matter of actually appointing a Committee liaison to workgroups that currently do not have a liaison to the Committee was postponed until following second reading.
2. December 17, 2003: In addition to the changes endorsed by the Committee at its September meeting, it was agreed that the following three additional changes should be incorporated into the guidelines but that action should be postponed on a recommendation to the Policy Board until the March meeting to give the Chairperson and staff an opportunity to propose specific language to address the requested "member removal" section:
   - Add a section that provides procedures to remove members from the Committee who are not participating in the Committee's affairs.
   - Clarify expectations for members who represent broad communities, as opposed to single organizations.
   - Clarify the title for Article IV.

   Changes accepted by the Committee at the December 17th meeting were as follows:
   - Update the context from a proposed regional data sharing mechanism to one that is operational.
   - Remove reference to the Policy Advisory Team that was dissolved in July 2001.
   - Acknowledge the widespread use of ad-hoc or special purpose workgroups, in addition to the Technical Advisory Team, as the principal means to identify components of solutions to common geospatial data needs.
   - Recognize that the Technical Advisory Team has slowly evolved into a mechanism for sharing knowledge, with less involvement in defining strategies to address issues and opportunities, tasks which currently are nearly exclusively accomplished by ad-hoc or special purpose workgroups.
   - Assign a liaison from the Coordinating Committee to serve on each ad hoc workgroup where not currently assigned, in addition to serving on the standing Technical Advisory Team. Several special workgroups (Addresses, Highway and Road Networks, Hydrology, and Socioeconomic- Phase II) did have Committee liaisons (see attachment).
   - Add to the list of Policy Board responsibilities, ensuring an up-to-date business plan.
   - Clarify the responsibilities of the Coordinating Committee Chair.

3. March 31, 2004: The Committee unanimously approved all of the changes proposed in the version of Operating Guidelines dated February 11 and included in the March 31agenda packet, except for Section III (10) - Member Removal. Staff were directed to soften this section to conform with feedback that had been received from Policy Board Chair Reinhardt. When Chairperson Reinhardt was asked about applying the proposed "member removal" provision to the Policy Board, she raised a concern, in general, about the provision that is that it may result in more harm than good, given the collaborative and voluntary nature of MetroGIS.

COMMITTEE LIAISONS TO WORKGROUPS (last updated May 5, 2004)

Ad-hoc/Special Purpose Workgroups	Coordinating Committee Liaison
Addresses	Nancy Read, Metro Mosquito Control District
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness	Randy Knippel and Rick Gelbmann
Existing Land Use	David Arbeit
Highway and Road Networks	Joella Givens
Lakes and Wetlands	Robert Maki
Parcel Enhancements (*completed objectives if Agenda Item 5b is approved*)	(Gary Swenson resigned Anoka County position May 04)
Socioeconomic – Phase I (*complete 12/03 except for evaluation and three modified sources*)	Will Craig
Socioeconomic – Phase II (*anticipated launch fall 2004*)	TBD
School District Jurisdictional Boundaries (2004?)	Jane Harper, David Arbeit
Watershed District Jurisdictional Boundaries (2004?)	Jane Harper
Technical Advisory Team	Ron Wencl, Rick Gelbmann (others?)

TO: Coordinating Committee

FROM: Parcel Data Enhancement Workgroup
Coordinating Committee Liaison: Gary Swenson (resigned May 2004)
Staff Contacts: Mark Kotz (651-602-1644)

SUBJECT: Enhancements to Regional Parcel Dataset

DATE: June 10, 2004
(For the Jun 22 Mtg)

INTRODUCTION

The MetroGIS Parcel Data Workgroup requests Coordinating Committee approval of several proposed enhancements to the regional parcel dataset content specifications and related custodial policies. The number of attributes would expand from 25 to 55. The proposed revised set of attributes would be available with the January 2005 release of the Regional Parcel Dataset.

PREVIOUS COORDINATING COMMITTEE CONSIDERATION

At its March 31st meeting, the Committee reviewed the proposed enhancements to the Regional Parcel Dataset and directed the Workgroup to draft a modified Regional Policy Statement to implement the proposed enhancements for its consideration at June meeting.

DISCUSSION

The attached Regional Policy Statement illustrates the modifications to Regional Parcel Dataset that were accepted in principle at the Committee's March meeting. The listing of the specific proposed changes presented to the Committee in March is attached for reference. To staff's knowledge, each of the counties remains comfortable with all of the proposed enhancements to the Regional Parcel Dataset relative to serving in its capacity as a designated primary producer of parcel data.

WORKGROUP LIAISON

Gary Swenson served as the Coordinating Committee liaison to the Parcel Data Enhancement Workgroup, which developed the proposed enhancements. He resigned his position with Anoka County last month and is now on staff at St. Cloud State University. If the proposed enhancements are adopted as recommended, there is no need to appoint a new liaison, as the work of the workgroup will be completed.

RECOMMENDATION

That the Coordinating Committee approve the enhancements to the MetroGIS-endorsed Regional Parcel Dataset, as identified in the modified Regional Policy Summary Statement dated May 5, 2004, and recommend that the Policy Board authorize implementation of these modified polices, effective January 1, 2005.

REFERENCE SECTION

1. The Policy Board last modified the specifications for the Regional Parcel Dataset on October 22, 2002. Those specifications can be reviewed at http://www.metrogis.org/data/datasets/parcels/specs_roles_resp.pdf .

2. In September 2003, a review forum was conducted for the regional parcel dataset for the purpose of defining and prioritizing enhancements to the dataset. Fourteen licensed users of the regional parcel dataset attended and three other licensed users provided additional information after the forum. These users represented a wide range of organizations and professional perspectives. The result of this forum was a ranked list of desired enhancements to the regional parcel dataset.

3. After the September 2003 forum, a technical workgroup was formed to evaluate the identified desired enhancements and make recommendations for modifications to the regional parcel dataset based upon the priorities identified through the forum. The parcel workgroup is comprised of a representative from each of the seven counties; as well as three other members representing regional and local government. The workgroup is staffed by Mark Kotz, who manages the regional parcel dataset for the Metropolitan Council, which serves as the regional custodian.

4. Excerpt from March 31st Coordinating Committee meeting summary.
   5d) Proposed Enhancements to Regional Parcel Dataset & 2004 Funding Priorities
   ….Kotz (staff lead for the Parcel Data Enhancement Workgroup) summarized the process by which the proposed enhancements had been identified and design specifications agreed upon, noting that all seven counties are comfortable with the recommendation and requested Committee comment and direction…

   The target for distributing the modified version of the regional parcel dataset is January 2005. There are four general modifications proposed: clarification of existing attribute meaning (completed), modification of existing attributes, adding new attributes (mostly housing characteristics that were the top ranked enhancement preferences) and officially adding parcel points as a component of the regionally endorsed solution. He noted that two counties currently provide full parcel points on their own. Kotz summarized each of the proposed changes.

   No comments were offered regarding the specifics of the proposed changes, other than Knippel stating that he agrees that MetroGIS can not mandate compliance but would prefer a stronger statement of intent to encourage the counties to strive to do as much as possible to achieve and maintain the desired regional parcel data to agreed-upon specifications. Staff noted that they would look into possible modifications to the preamble language and share any proposed changes with the counties prior to the June Coordinating Committee meeting.

   The consensus was to direct the Parcel Workgroup to propose modifications to the adopted regional parcel dataset roles, responsibilities and specifications document (Regional Policy Statement), as necessary, to implement the recommended enhancements for approval at the next Coordinating Committee meeting and Policy Board consideration in July.

5. The proposed 2004-2008 GIS Data Sharing Agreement, which is in the process of being reviewed by county and Council legal staff, provides $7,000 to each county in 2004 for one-time programming and/or procedural changes necessary to accomplish each of the proposed modifications.

MetroGIS Regional Parcel Dataset Enhancement Recommendations as accepted by Coordinating Committee 3/04

Short Version – March 4, 2004

Background:

1. Review Forum was held on Sept. 25th, 2003
2. After the forum, a workgroup formed with these active members and/or reviewers:
   - Anoka County = Gary Swenson
   - Carver County = Gordon Chinander
   - Dakota County = Kent Tupper
   - Hennepin County = Bob Moulder
   - Ramsey County = Curt Peterson
   - Scott County = Dan Pfeffer
   - Washington County = Dave Brandt
   - Mosquito Control = Nancy Read
   - Metro 911 Board = Pete Eggimann
   - Representing cities and school districts = John Carpenter, Excensus
   - Workgroup staff = Mark Kotz, Metropolitan Council
3. The workgroup met twice on Nov. 17th and Dec. 12th 2003.
4. Continued review of the recommendations occurred by e-mail.
5. Nine of the ten workgroup members/reviewers approved the final recommendations. One member/reviewer did not respond with a specific approval or disapproval.

These recommendations would require counties to provide the Regional Parcel Dataset in a specified format with specific field names, types, lengths and order. These recommendations <u>do not</u> require counties to populate all fields in the dataset. It is understood that counties may not be able to populate all fields in the dataset due to data availability and other issues. This understanding is consistent with the existing roles and responsibilities of the Regional Parcel Dataset.

Parcel Data Enhancement Recommendations	*Comments & Research Notes*
New Attributes	
Finished square footage `FIN_SQ_FT - numeric 11`	In general counties seem to have this. Many have both finished area square footage and foundation square footage. We will just use the former.
Number of bedrooms `BEDROOMS - numeric 2`	This is likely available from the CAMA data in all counties.
Dwelling type `DWELL_TYPE - text 30`	So far, I've only found that Dakota has a field specific to this. Maybe other counties do, but not in standard extract? Otherwise much of this information is generally in the assessor's land use type information. Counties can provide it as available.
Home style (will replace the existing "Type of Structure" field). `HOME_STYLE - text 30`	Most (possibly all) counties have a field devoted specifically to this.

Garage Y/N and a garage square footage
 	
`GARAGE - text 1`
`GARAGESQFT - numeric 11`
	All seven counties reporting have garage square footage data, although there are issues with accessibility and quality of the data.

Parcel Data Enhancement Recommendations	*Comments & Research Notes*
Basement Y/N `BASEMENT - text 1`	Six of seven counties report having some information about the existence of basements.

Heating and cooling types
 	
`HEATING - TEXT 30`
`COOLING - TEXT 30`
	Six of seven counties report having some information about heating and cooling types.

Use Type
Include the fields for the descriptions of up to four uses and a multiple use flag field.
 	
`USE1_DESC - text 100`
`USE2_DESC - text 100`
`USE3_DESC - text 100`
`USE4_DESC - text 100`
 	
`MULTI_USES - text 1`
	All counties have some type of data like this. It seems to be collected and stored differently in each county.
	
	All counties seem to have a code and a description for use. Some counties have up to four use type codes. Four counties have a multiple use flag, one does not. Two counties might be able to derive it from other data with some work.
	
	Some use type related information can often be found in other fields too, specifically the tax exempt status field and sometimes the homestead status field.

Exempt Use
Keep existing TAX_EXEMPT Y/N fields and add fields for up to four exempt use descriptions.
 	
`XUSE1_DESC - text 100`
`XUSE2_DESC - text 100`
`XUSE3_DESC - text 100`
`XUSE4_DESC - text 100`
	Most counties populate the Y/N field in the existing dataset.
	
	Most counties also have additional exempt use description information in their standard extract, with some counties having fields for multiple exempt uses.
	
	Exempt use is useful for use type (#7) indications sometimes too, as well as potential use for public ownership indication (#12).

Business/Landmark name Include this field in the regional dataset and pursue the idea of having data users provide data and updates to producers to populate this field. `LANDMARK - text 100`	Only Dakota seems to currently have this information. Although this data currently exists in only one county, an opportunity exists to have users of the regional dataset contribute this data.

Legal description information
Where available, provide plat name, block and lot.
 	
`PLAT_NAME - text 50`
`BLOCK - text 5`
`LOT - text 5`
	All counties have several fields relating to legal description. Generally they have plat, lot and block as well as one or more fields related to an abbreviate legal description. Because the legal description is abbreviated in some counties and extremely lengthy data in counties where it is not abbreviated, it was decided that the legal description should not be included in the regional dataset. Counties did not feel it would be useful or appropriate to provide a partial legal description.

Acres
Create fields for both polygon and deeded acres.
 	
`ACRES_POLY - numeric 11`
`ACRES_DEED - numeric 11`
	All counties have an acres type field in their data. Some have multiple fields. Some have deeded acres and some have polygon acres or both.

Special assessment value due and payable in current year. `SPEC_ASSES - numeric 11`	Nearly all counties have a special assessments value/amount field in their standard extract.

Parcel Data Enhancement Recommendations	*Comments & Research Notes*

Add Y/N fields for ag. preserves, green acres and open space and dates for ag. preserves.
 	
`GREEN_ACRE - text 1`
`OPEN_SPACE - text 1`
`AG_PRESERV - text 1`
`AGPRE_ENRD - Enrolled date (date field)`
`AGPRE_EXPD - Expiration date (date field)`
	In standard extracts, 5 counties have some kind of ag preserves indicator, 3 have green acres indicator, 2 have open space indicator and one shows tillable acres.
	
	Additionally, Met Council has collected ag preserves data from each county (except Ramsey which has no ag. preserves).
	
	One option for the ag. preserves data is that it could be populated in the regional dataset by the Met. Council based on data it collects from the county on an annual basis.

Changes to Existing Attributes	

Owner Name
Include field for additional owner name information and specify last-name-first format if available.
 	
`OWNER_NAME - text 50`
`OWNER_MORE - text 50`
 	
Owner name should be last-name-first if available. If additional info is available (e.g. joint owner, or first-name-first), put that in the OWNER_MORE field. Document what OWNER_MORE is used for with each county.
	Only two counties report having separate name field for two owners and only one of these reports having separate first and last name fields.

Parcel Address
Get a review of this recommendation from the MetroGIS Address Workgroup prior to finalizing
 	
Create two fields for the parcel city.
CITY = the geographic city
CITY_USPS = the USPS mailing city
 	
Breakdown the current STREET field further into name, type, direction, etc. If a county cannot provide individual components, just fill in the STREETNAME field with combined components as is done with the STREET field in the current dataset, and document in the metadata.
 	
`BLDG_NUM - text 10`
`PREFIX_DIR - text 2`
`PREFIXTYPE - text 6`
`STREETNAME - text 40`
`STREETTYPE - text 4`
`SUFFIX_DIR - text 2`
`UNIT_INFO - text 12`
`CITY - text 20`
`CITY_USPS - text 20`
`ZIP - text 5`
`ZIP4 - text 4`
	This data is provided by all counties, but some provide a mailing city and some the actual city.
	
	Most counties have the property address broken down into all possible address components e.g. street name, type, direction, etc.

Homestead Status Keep the existing HOMESTEAD Y/N field and add a "P" value to denote partial homesteads where that data is available.	This information is available in all counties, however it is not uniformly encoded. Counties are not eager to provide information about disability status.
Number of Residential Units This field is in the existing regional dataset. Look into strategies for increasing the number of counties that populate this field.	The existing regional dataset has this data in Ramsey and Dakota, and for some parcels in Anoka. Several other counties have said that they do maintain it in some format in the county.

Parcel Data Enhancement Recommendations	*Comments & Research Notes*
Parcel Geography	
Parcel Points Data Each county should have a points layer with all tax parcels for the county (includes condos). This layer should include all records, not just condos. There should be one point for each record, even if the points stack on top of each other. These seven layers should be appended to one combined dataset for MetroGIS distribution.	All counties are already providing this information in the regional dataset in some fashion except Washington, however, methods for doing this differ. This will require additional data processing for the 5 counties that do not already provide this data. This could currently be done outside of the county from the provided datasets for all counties except Washington.

TO: County Data Producer Workgroup

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

SUBJECT: Regional Parcel Dataset Policy – Support Historical Version / Public Domain Access

DATE: June 14, 2004
(For the Jun 2nd Meeting)

INTRODUCTION

The County Data Producer Workgroup is seeking Coordinating Committee endorsement of a proposal to begin supporting historical versions of the Regional Parcel Dataset. This proposal also would grant access to anyone wishing it, without fee or licensure, for subsets of the Regional Parcel Dataset that do not include any name or address data and when the data are three or more years old. Access would be via MetroGIS DataFinder and the Metropolitan Council's GIS Unit would support the archiving tasks.

Assuming the Policy Board endorses this proposal, implementation would be subject to each county submitting either a letter or a resolution to affirm its approval. A draft letter and resolution are attached for the Committee's information. Their form will be finalized with the counties prior to Policy Board action.

BACKGROUND

Will Craig, on behalf of the academic community, initiated discussion earlier this year, which led to this proposal. In the end, the County Data Producers Workgroup not only concluded that the concept of supporting historical versions of the Regional Parcel Dataset was in the community's best interest, but also elected to propose a radical modification in the current parcel data access policy – make older versions of the data available in the public domain (without fee or licensure to anyone desiring access). The archiving would begin with the January 2003 version of the Regional Parcel Dataset, thus the subset accessible in the public domain would be available beginning in January 2006. In the meantime, all currently licensed users would have access to the complete versions of the archived Regional Parcel Datasets.

DISCUSSION

The only other dataset for which historical "snapshots in time" are currently supported is the Regional County/Municipal boundary Dataset. The archiving is to maintain continuity with the decennial census. In both cases, parcels and municipal boundaries, the Metropolitan Council, which serves as the regional custodian, has an internal business need for historical versions of these data and is willing to support this activity on behalf of the broader community.

At this time, staff is unaware of any identified user community needs for historical versions of any of the other regional datasets. If such a need is subsequently identified, the capabilities of the regional custodian will be a determining factor in deciding whether or not this user need can be supported via MetroGIS.

RECOMMENDATION

That the Coordinating Committee recommend that the Policy Board:

1) Approve a regional policy of supporting archiving of the Regional Parcel Dataset and providing public domain access under specified conditions as outlined in the attached letter and resolution dated May 18, 2004 and subject to formal approval by the seven counties.
2) Request that each of the seven counties acknowledge its approval of this policy by submitting to the Policy Board either the attached letter or resolution.
3) Request that the Metropolitan Council approve any resolutions submitted by the counties and begin implementation upon submission of a letter from the other counties.

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 --
Waiver of Licensure Requirement for Historical Version & Public Domain Access

Dear Randall:

The purpose of this letter is to inform the MetroGIS Policy Board that (*insert County name*) concurs with the policy it endorsed on July 28, 2004 pertaining to support and distribution of historical versions of the Regional Parcel Dataset.

Specifically, and in accordance with the MetroGIS Policy Board's action on July 28th, (*insert County name*) hereby:

1. Authorizes the Metropolitan Council (Council), serving in its MetroGIS Policy Board designated role as Regional Custodian (Custodian) for said Regional Parcel Dataset (Dataset), to begin archiving this Dataset on a schedule defined by MetroGIS and providing access to these archived historical versions via MetroGIS DataFinder.
2. Authorizes the Council, serving in its role as Custodian of this Dataset, to also begin to archive, a subset of the licensed version of this Dataset, whereby all data fields related to names and addresses are removed. This subset version shall be referred to as the Historical Subset of the Regional Parcel Dataset (Historical Subset).
3. Agrees that all currently licensed users of the Dataset will have access, via MetroGIS DataFinder, to all available historical versions.
4. Agrees that Historical Subsets, which are three or more years old, will be accessible, via DataFinder, by anyone who wishes access without fee or licensure.
5. Understands that the Council currently has sufficient resources to implement the modifications to its Custodian roles, as stated herein, and that the Council intends to provide this service as long as sufficient resources are available.

(*insert County name*)'s contact person concerning administration of this policy is (insert name). They can be reached at xxx-xxx-xxxx if you have any questions.

Respectfully,

(person authorized to sign)

Version: May 18, 2004

WAIVER OF LICENSURE REQUIREMENT & PUBLIC DOMAIN ACCESS
HISTORICAL SUBSETS OF REGIONAL OF REGIONAL PARCEL DATASET

WHEREAS, the MetroGIS Policy Board endorsed as proposed regional policy on July 28, 2004, to begin archiving of historical versions of the Regional Parcel Dataset and providing access to anyone who wishes access via MetroGIS DataFinder, without fee or licensure, to historical subsets of the Regional Parcel Data that do not contain any name or address data and which are three or more years old,

WHEREAS, the Policy Board's action on July 28, 2004 was subject to confirmation of the proposed policy by each of the seven counties that serve the Minneapolis- St. Paul Metropolitan Area and with produce the parcel data that comprise the Regional Parcel Dataset,

WHEREAS, the MetroGIS Policy Board previously designated the Metropolitan Council ("Council"), as Regional Custodian for the Regional Parcel Dataset and endorsed policies pertaining to this Dataset,

WHEREAS, the Council has sufficient resources to implement the modifications to its Regional Custodian roles for the Regional Parcel Dataset as stated herein.

NOW, THEREFORE BE IT RESOLVED, in accordance with the MetroGIS Policy Board's action on July 28th, (*insert County name*) hereby:

1. Authorizes the Council, serving in its MetroGIS Policy Board designated role as Regional Custodian (Custodian) for said Regional Parcel Dataset (Dataset), to begin archiving this Dataset on a schedule defined by MetroGIS and providing access to the archived historical versions via MetroGIS DataFinder.
2. Authorizes the Council, serving in its role as Custodian of this Dataset, to also begin to archive, a subset of the licensed version of this Dataset, whereby all data fields related to names and addresses are removed. This subset shall be referred to as the Historical Subset of the Regional Parcel Dataset (Historical Subset).
3. Agrees that all currently licensed users of the Dataset will have access, via MetroGIS DataFinder, to all available historical versions.
4. Agrees that Historical Subsets, which are three or more years old, will be accessible, via DataFinder, by anyone who wishes access without fee or licensure.

NOW, THEREFORE BE IT FURTHER RESOLVED, the Council intends to provide this service to the MetroGIS community as long as sufficient resources are available.

IN WITNESS WHEREOF the Council and the (name of county) have caused agreement to be executed by their duly authorized representatives. This action is effective upon execution on the date of final execution by the Council.

XXX COUNTY

By _____
, County Board Chair

Date _____

By _____
, Administrator

Date _____

METROPOLITAN COUNCIL

By _____
Tom Weaver, Regional Administrator

Date _____

TO: County Data Producer Workgroup

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

SUBJECT: Regional Parcel Dataset Policy – Unlicensed View-Only Access Via Web Application

DATE: June 3, 2004
(For the Jun 2nd Meeting)

INTRODUCTION

The County Data Producer Workgroup is seeking Coordinating Committee endorsement of a proposal to offer unlicensed, view-only access to the Regional Parcel Dataset when accessed via the MetroGIS Emergency Preparedness Web Resources site at http://www.datafinder.org/ep/.

If the Policy Board endorses this proposal, implementation would be subject to the counties submitting to the Metropolitan Council either a letter or a resolution to affirm its approval. A draft letter and resolution are attached for the Committee's information. The format and language will be finalized with the counties prior to Policy Board consideration.

BACKGROUND

1. In January, the Metropolitan Council agreed to host the subject Emergency Preparedness Web Resources Page on behalf of the MetroGIS community and assigned staff to assist with its implementation. This application is currently running on the DataFinder server and accessible only by those entities that are licensed for all of the datasets available via the application.
2. The Emergency Preparedness Workgroup, chaired by Randy Knippel, recently recognized a need to simplify procedures related to use by emergency managers of the MetroGIS Emergency Preparedness Web Resources Page. This web site is currently being used by workgroup members to help emergency managers visualize the potential of using GIS technology to address their business needs.
3. The County Data Producer Workgroup considered this proposal on March 31. The members unanimously concurred that the proposed view-only access proposal has merit and should be further investigated. Approval was recommended in large part because several of the counties are currently offering unlicensed viewing of parcel data via their own web applications.

DISCUSSION

MetroGIS's current policy is not to use the "alias the servlet connector" method but rather to limit application access to those entities licensed to view parcel and the TLG Street Centerline data. This conservative approach has been maintained so as not to unintentionally serve data to unauthorized interests, which could comprise trust with the data producers and compromise data sharing policies.

The current Regional Emergency Preparedness Application uses a method called "aliasing the servlet connector" to "hide" data that currently require licensure prior to obtaining access to view. This method essentially hides the map services and makes it difficult to distinguish them from another source and the application itself. This method is NOT however, entirely secure. A skilled GIS professional, with the desire and appropriate software, could probably access the data with some effort.

This is the reason why MetroGIS invested nearly $80,000 in the development of DataFinder Café, invested considerable additional effort to use ASP software, as opposed to ArcIMS as the engine, to run the pending Regional Mailing Label Application, and removed the TLG Street Centerline dataset from all web mapping services currently running on the DataFinder server. Unfortunately, use of the ASP method to ensure secure access to the licensed data accessible via Emergency Preparedness Application would require a complete rewrite of the application. (*A listing of the pros and cons of the "aliasing the servlet connector" method is provided in the reference section.*)

Dakota County has informed MetroGIS staff that two versions of the servlet connector can be supported simultaneously, one exposed and one hidden. MetroGIS staff have not tested this capability and cannot,

at this time, verify that it would meet the primary purpose of MetroGIS's web serves of wanting to share, without licensure, the majority of the data available via the DataFinder server. This testing would be the responsibility of the counties, if the proposed policy is endorsed. Finally, MetroGIS staff have not been informed as to whether or not the subject Emergency Preparedness Application is proposed to include TLG Street Centerline data in addition to parcels and possible other sensitive data. If so, it is unlikely, given past discussions with TLG, that TLG would accept the "aliasing the servlet connector" method as secure enough for their data.

RECOMMENDATION

That the Coordinating Committee:

1) Defer to the seven counties to decide if a policy of supporting view-only access to parcel data via an ArcIMS server based application provides sufficient protection for their data. If the counties are willing to acknowledge their approval via the attached letter or resolution dated May 18, 2004, the Committee should recommend that the Policy Board endorse and promote this modification as regional policy.
2) Recommend that the Policy Board request the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties.

REFERENCE SECTION

Pros/cons of the "alias the servlet connector" method are detailed in an ESRI document at (http://downloads.esri.com/support/whitepapers/ims_/Manage_data_sharing.htm) that deals with managing data sharing from ArcIMS:

Pros:
- Allows normal use of ArcIMS services by Web browser clients.
- Blocks access to ArcIMS services for clients that use a specific url. (/servlet/com.esri.esrimap.Esrimap) to access the Servlet Connector.
- Relatively fast and simple to implement-no programming required.

Cons:
- Requires editing the servlet engine configuration file and Web site files.
- Clients which require a specific url (/servlet/com.esri.esrimap.Esrimap) to the Servlet Connector cannot see your ArcIMS services at all.
- **It may be possible for users to circumvent this strategy (i.e. sending raw HTTP requests to the ArcIMS Servlet Connector).**

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)

Version: May 18, 2004

WAIVER OF LICENSURE REQUIREMENT
VIEW-ONLY ACCESS TO THE REGIONAL PARCEL DATASET VIA
THE METROGIS EMERGENCY PREPAREDNESS APPLICATION

WHEREAS, the MetroGIS Emergency Preparedness Workgroup has developed an Internet-based application, known as the MetroGIS Emergency Preparedness Application ("Application"), to streamline access and dissemination of a variety of commonly needed geospatial data to the emergency preparedness community that serves the seven county, Minneapolis-St. Paul Metropolitan Area.

WHEREAS, the MetroGIS endorsed Regional Parcel Dataset (fully defined in metadata posted at http://www.datafinder.org/metadata/metrogis_regional_parcels.htm) is among the datasets proposed to comprise the variety of geospatial data to be made accessible via said Application, a dataset that currently requires licensure by a qualifying government or academic entity prior to access in anyway and for which licensure and a fee are required prior to access by any other entities.

WHEREAS, the Metropolitan Council ("Council"), in a gesture of good faith towards the MetroGIS community, has agreed to accept responsibility as the regional custodian for MetroGIS's Emergency Preparedness web-based application, host and support this Application application, and provide access to it via the Internet to the MetroGIS community.

WHEREAS, on *July 28*, 2004, the MetroGIS Policy Board endorsed said Application, as a component of a regional solution to the Emergency Preparedness Common Information Need, proposed attendant custodian responsibilities, and the Council's acceptance of these custodian responsibilities, subject to each of the seven Metro Area counties agreeing to the following stipulations:

1. Acknowledge 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. Authorize 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,
3. Agree 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.

NOW, THEREFORE BE IT RESOLVED, (*name of county)* hereby acknowledges and agrees to each of the stipulations set forth in the MetroGIS Policy Board's action on *July 28*, 2004 endorsing the proposed MetroGIS Emergency Preparedness Application and attendant waiver of licensure requirements for view-only access to the Regional Parcel Dataset via said Application.

NOW, THEREFORE BE IT FURTHER RESOLVED, (*name of county*) hereby authorizes the Council to include data it maintains, which is a component of the Regional Parcel Dataset, among the data accessed via said Application in a view-only manner without prior licensure.

IN WITNESS WHEREOF the Council and the (name of county) have caused agreement to be executed by their duly authorized representatives. This action is effective upon execution on the date of final execution by the Council.

XXXXX COUNTY

By _____
, County Board Chair

Date _____

By _____
, Administrator

Date _____

METROPOLITAN COUNCIL

By _____
Tom Weaver, Regional Administrator

Date _____

MetroGIS

Agenda Item 5e

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Phase I Socioeconomic Workgroup
Chairperson: Will Craig
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: **Socioeconomic Information Needs - Phase I Regional Solution**

DATE: June 11, 2004
(For the Jun 22nd Meeting)

INTRODUCTION

The Phase I Socioeconomic Workgroup is seeking the Coordinating Committee's approval of the attached Phase I Socioeconomic Regional Policy Statement. It sets forth custodial roles and responsibilities needed to support the Web-based Resources Page that comprises a fundamental component of the previously endorsed Phase I regional solution for the MetroGIS community's Socioeconomic Characteristics of Area Information Need. The subject website is located at http://www.datafinder.org/mg/socioeconomic_resources/index.asp.

PREVIOUS COMMITTEE AND BOARD ACTION

On January 28, 2004, the Policy Board approved the Phase I solution, as the recommended by the Coordinating Committee at its December 17, 2003 meeting. The components of the approval were as follows:

1. Authorize, as a Phase I regional solution, implementing the prototype web-based resources page developed by the Phase I workgroup, direct staff to advertise its existence, and **direct identification of a custodian and responsibilities to ensure the currency of the information presented on this site**.
2. Pursue modifications to existing datasets related to *County social service records, First Call for Help, and county birth and death records* to enhance their usability and better address priority common socioeconomic information needs identified by the MetroGIS community, and
3. Direct the Coordinating Committee to pursue negotiations with the respective producers of the three named existing datasets to achieve the desired enhancements.

In addition, the Committee authorized:

1. A Phase II workgroup and delegated two principal objectives related to identifying data sources for socioeconomic information needs that can not be met with existing data sources:
   a) Explore new GIS-based solutions that can provide more current and more frequently updated socioeconomic information, more geographic detail and coverage, and more flexible cross-tabular reporting; and
   b) Review and recommend emerging technologies capable of better aligning socioeconomic data with GIS parcel, dwelling and land use boundary files and attributes.
2. Authorized the Phase I workgroup to reconvene, at a time it determines appropriate during 2004, to evaluate desired enhancements to the recommended web-based resources identified and monitor funding progress for the federal ACS and LED programs, as well as, bring forth a recommendation for action as appropriate.

DISCUSSION

The subject Internet-based Resources Page has been fully operational since April. Since that time, Will Craig, the Workgroup Chairperson, has been working on the details of the roles and responsibilities to maintain the site. The draft Regional Policy Statement outlines these responsibilities. The University of Minnesota has accepted his request to serve as the site content custodian. The Metropolitan Council has accepted the responsibility of hosting the website.

RECOMMENDATIONS

That the Coordinating Committee approve the attached Regional Policy Statement, dated June 11, 2004, which sets forth the custodial roles and responsibilities necessary to support the Internet-based Socioeconomic Resources Page.

REGIONAL SOCIOECONOMIC CHARACTERISTICS OF AREAS PRIORITY INFORMATION NEED POLICY SUMMARY -- PHASE I --

REGIONAL DATA SPECIFICATIONS

DESIRED SOCIOECONOMIC CHARACTERISTICS OF AREAS DATA SPECIFICATIONS

The Phase I solution to MetroGIS Socioeconomic Characteristics of Areas Information Need focuses on the priority socioeconomic information needs[i] of the MetroGIS community that can be satisfied with existing published data. These data are published by a number of organizations including federal, state, metropolitan, county, and non-profit authorities. To help the user community more easily locate data with specifications consistent with identified desired characteristics, MetroGIS facilitated the development and long-term maintenance of the Web-based Socioeconomic Resources Page at http://www.datafinder.org/mg/socioeconomic_resources/index.asp.

The subject data have simply been cited and summarized in the Resources Page, along with information about how to obtain them. The producers have not been contacted, other than to clarify descriptions of their respective data holdings.

Roles and Responsibilities

A. PRIMARY CUSTODIAN

Numerous entities including federal, state, metropolitan, county, and non-profit authorities.

B. PRIMARY CUSTODIAN RESPONSIBILITIES

No agreement has been sought by MetroGIS with any of the many cited primary producers. Each of the cited data sources is a long time, trusted publisher of data that is a product of their respective internal business needs.

C. REGIONAL CUSTODIANS

The University of Minnesota's (*dept name - University Library, its Government Publications Library, or the Population Center*) has accepted custodian responsibility to maintain the content of the MetroGIS Socioeconomic Web Resources Page (www.datafinder.org/mg/socioeconomic_resources/index.asp) and the Metropolitan Council has accepted custodial responsibility for the hardware, software and related support necessary to provide access to the Socioeconomic Resources Page via the Internet.

D. REGIONAL CUSTODIAN RESPONSIBILITIES

1. Content of Resources Page:

The University of Minnesota's (*dept name- University Library, its Government Publications Library, or the Population Center*) has accepted the following custodial responsibilities:

a) **Maintain Technical Integrity:** Periodically check the URL links to data sources cited in the Resources Page to make certain they are still live. If a link is broken, they will research and replace the dead link. This activity will occur comprehensively at least one time per year *(a specific month should be agreed*

upon), according to a schedule approved by the MetroGIS Coordinating Committee, and as notified by users. All changes will be conveyed to the Metropolitan Council GIS Unit in a format, acceptable to both parties, that clearly communicates the changes proposed.

b) **Monitor Currency of Site Content:** Inform MetroGIS, via the MetroGIS Staff Coordinator, of any new socioeconomic data sources that provide sub-state and/or sub-regional information, which MetroGIS should consider adding to the Resources Page. For example, the American Community Survey (ACS) when it begins delivering more complete data coverage. In this case, the regional custodian will draft text for a *Data Source* page on ACS along with new entries for the *Data Resource Page*.

c) **Monitor User Satisfaction:** Participate in forums/discussions sponsored by MetroGIS that pertain to the Socioeconomic Data Resources Page and participate in subsequent discussions about which recommended enhancements to implement. Answer user questions related to data content whenever possible.

2. Maintenance of the Webserver

The Metropolitan Council has accepted the following custodial responsibilities:

a) **Provide Server Support:** Provide and maintain all hardware, software and related support necessary to host the Socioeconomic Data Resources Page in an Internet environment, including but not limited to data archive, backup, retrieval and disaster recovery.

b) **Implement Resource Page Changes:** Upon notification from the MetroGIS Staff Coordinator of approved changes to the Resources Page, modify the site to implement these changes.

c) Manage Feedback Link: Comments obtained via the feedback link from the Resources Page will be consolidated not less than quarterly.

d) **Communicate Feedback to MetroGIS:** Feedback received via the Resources Page link will be transmitted periodically to the MetroGIS Staff Coordinator who will share it with the Coordinating Committee for direction.

E. METROGIS RESPONSIBILITIES

Monitor Satisfaction and Oversee Implementation of Desired Improvements: As requests and/or opportunities become known through user feedback and following major data release events, such as the decennial Census, the MetroGIS Coordinating Committee will provide direction to the University (*name*) as to MetroGIS's preferences to address such matters. MetroGIS will also host a Data Users Forum every 3-5 years, beginning in Spring 2005 or as otherwise determined by the Coordinating Committee, to obtain feedback from the MetroGIS community as to desired enhancements to the Resources Page and any associated data access, content, documentation and/or distribution policy(ies).

[i] The research conducted by MetroGIS to identify the community's priority socioeconomic information needs is summarized at http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/index.shtml#data .

MetroGIS

Agenda Item 5f

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: MetroGIS Staff Support Team
Contacts: Steve Fester (651-602-1363)
Kathie Doty, Richardson, Richter & Associates, Inc.

SUBJECT: Quarterly Update - Performance Measure Reporting

DATE: June 11, 2004
(For the Jun 22nd Meeting)

INTRODUCTION

In this report, staff have identified one anomaly in the performance measure reporting statistics for March through May and are seeking direction from the Coordinating Committee as to possible explanations. The Committee has asked staff to bring one or more anomalies in the performance measure reporting statistics to it for discussion each quarter.

PERFORMANCE REPORTING STATISTICS : MARCH-MAY 2004:

Staff have reviewed the performance measure statistics for March through May 2004. Total DataFinder use in March was 1,654 sessions, which surpassed the previous record that occurred in February 2004. More notable was the number of dataset downloads, at 1,134 in April, which was also the highest to date surpassing the record of 952 in February. Summary graphs are provided in the Reference Section. The actual detailed monthly data totals from mid-2002 through December 2003 are available at http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf. The detailed data for 2004 are available upon request.

Staff also believe it is noteworthy to report that regionally-endorsed datasets continue to dominate downloading activity (4 of the top 10), despite comprising less than 10 of the 116 datasets currently available via DataFinder.

RECOMMENDATION

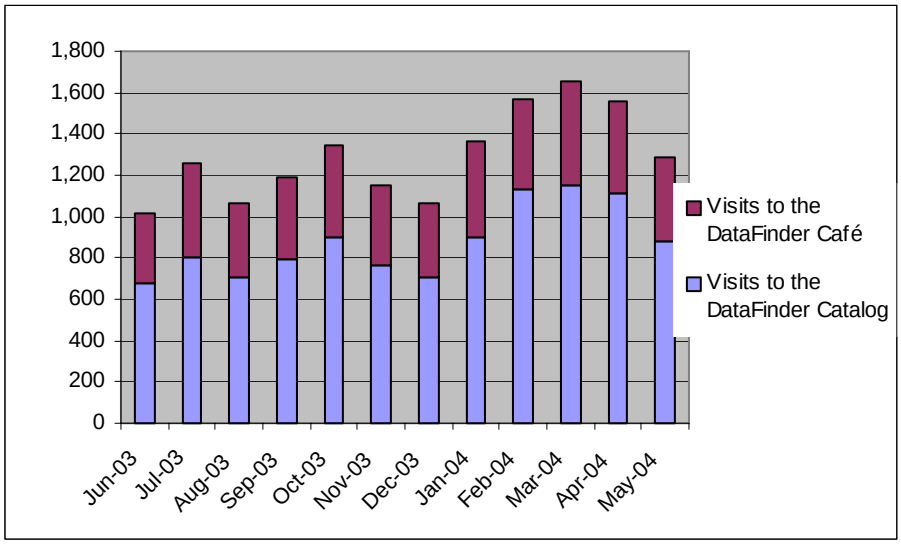
That the Coordinating Committee offer a possible explanation for the spike in dataset downloads for the month of April and, in general, the higher amount of downloading activity experienced February through April than has been previously experienced .

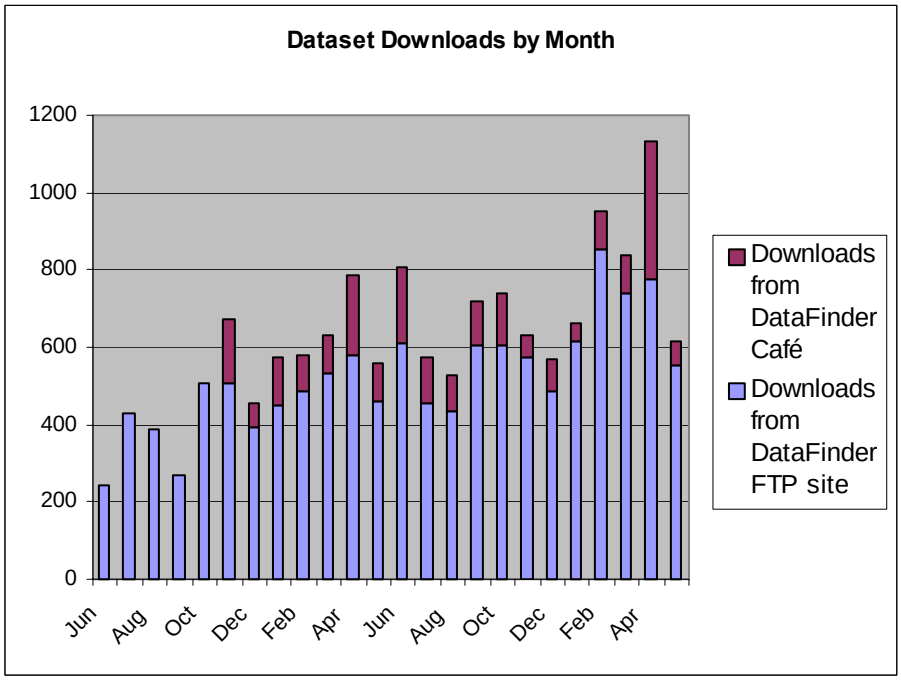
REFERENCE SECTION

PAST COMMITTEE ACTION

1. April 9, 2003, the Coordinating Committee:
   a) Concluded that a formal performance measure report should occur only on an annual basis, with Committee consideration at its December meeting.
   b) That staff should offer one or more anomalies (good or bad) in the Performance Measure for discussion at each of the Committee's other quarterly meetings for discussion. The results of these quarterly discussions are to be incorporated into the annual report.
2. January 28, 2004: The Policy Board adopted the 2003 Performance measures Report, as recommended by the Coordinating Committee. It is available for viewing and downloading at http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf.

EXCERPTS FROM MONTHLY PERFORMANCE MEASURE REPORT





MetroGIS

Agenda Item 5g

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: MetroGIS Staff Support Team
Staff Contact: Randall Johnson (651-602-1638)
Kathie Doty, Richardson, Richter & Associates, Inc.

SUBJECT: Fall Workshop

DATE: June 11, 2004
(For the Jun 22 Mtg)

INTRODUCTION

The workgroup that is overseeing preparations for the proposed Fall Workshop is requesting Committee feedback on the attached preliminary workshop agenda and a tentative schedule of activities leading up the workshop.

BACKGROUND

1. At the December 2003 meeting, the Committee concluded that it should meet in a workshop setting to discuss several strategic issues it had identified and asked staff to include the idea as a discussion item at each of its 2004 meetings.
2. At its March 31st meeting, the Committee accepted a list of issues (see Reference Section) that it wants to address during the workshop and created a workgroup to continue to oversee preparations for the workshop. In addition, it was agreed that a general dialogue related to the broad vision for MetroGIS should proceed discussion of the specific cited issues.
3. On April 22nd the workgroup agreed on a strategy for the forum that is represented by the attached preliminary agenda.

SEQUENCE OF PREPARATIONS

June 22 Committee Meeting:

- Overview of the workshop particulars: purpose, agenda, outcomes, invitees
- Authorize data user survey initiative (targeted feedback from broad spectrum of professional and organizational perspectives to lay groundwork for "Are we done yet? discussions)

July 27 Policy Board Meeting: Informational item – same as presented at the June Committee meeting.

September 29 Committee Meeting:

- Where we are today? (Mission statement review plus overview of accomplishments)
- SWOT Analysis Exercise – Brainstorming to expand upon the previously identified issue statements to identify any additional opportunities, threats, strengths and weaknesses to catalyze discussion workshop.
- Offer a proposal to help everyone better comprehend the relationship between data, applications, and resources needed to address common information needs.

October 1st: Complete report summarizing results of data user survey.

Fall Workshop – 2nd or 3rd week in October, assuming the next-generation data sharing agreements are accepted by all counties with little additional negotiation. (Note: MetroGIS's cost to negotiate the pending agreement is substantially higher than had been budgeted. The result is less funding available for the workshop. Once agreement is reached, a decision will be made whether or not to hold the workshop this fall or push it back to January or February and utilize funding budgeted for the 2005 Business Plan Update.

INVITEES

The desired participants would be as follows: 1) all Coordinating Committee members, 2) Policy Board members representing each of the organization types on the Board, 3) 3-5 experts in their fields whose comments would catalyze thinking out of the box as to possibilities and future directions for MetroGIS.

RECOMMENDATION

That the Coordinating Committee:

1) Agree on desired additions or modifications to the draft Workshop Agenda. Anything missing?
2) Comment on the proposed sequence of events. Anything missing?
3) Comment on the proposed invitee strategy.

REFERENCE SECTION

BACKGROUND AND QUESTIONS FOR ISSUE STATEMENTS FOR FALL 2004 WORKSHOP - *3/31/04*

1. *Common Information Needs – Data Component*:

A. Issue Statement: Work on solutions to several priority common information needs is stalled or moving ahead very slowly. (*THE CURRENT INFORMATION NEED SOLUTION PROCESS NEEDS TO BE CLEARLY UNDERSTOOD BY COMMITTEE MEMBERS PRIOR TO THIS DISCUSSION*.)

Background: Several regional solutions to common information needs, for which clear regional champion organizations exist, including a distribution mechanism, have been implemented (census geography, parcels, street centerlines, jurisdictional boundaries, planned land use, and DataFinder.) Unfortunately, work is progressing at a much slower pace on solutions to several other common information needs. In these cases, no single organization appears to have a compelling business need to guide the regional solution process in a manner that addresses the preferences of the broader community (e.g., existing land use, hydrology, and potentially Phase II of the pending socioeconomic effort.)

Where regional solutions have been implemented, they all have in common an organization that volunteered to facilitate broadly-supported agreement on data specifications and custodial responsibilities; resulting in a uniform solution for the entire seven county Metropolitan Area. With the exception of the Land Cover solution, which DNR championed, the regional custodian for the other implemented regional solutions is the Metropolitan Council. One of the reasons that progress has slowed on regional solutions to the reminder of the endorsed common information needs is that the Council does not have a compelling business need to be a part of solution. Therefore, if a regional solution is to be achieved for the common need efforts that are stalled or moving slowly, changes in perception of desired outcome and possibly in practice may be needed.

Discussion Question A: Should MetroGIS's efforts deviate from current expectations for future regional solutions? *For example: MetroGIS's efforts may be limited to defining a best practice (e.g. coding scheme) and possibly hosting an Internet-based application for a particular solution, which would be widely promoted but there would not be a regional custodian to monitor activity or assist with issues as they arise.*

Discussion Question B: What changes could be made to the current information needs solution process to improve flexibility and timely responsiveness to new issues and opportunities, without compromising the currently sought after breadth of participation to define expectations and broadly-supported solutions?

Discussion Question C: Would consideration of the concept of multiple organizations sharing update/maintenance responsibilities for a particular dataset (e.g., separate custodians for the spatial data versus attributes) move stalled discussions forward? Is this concept practical?

B. Issue Statement: No activity has been initiated for two endorsed priority information needs – Land Regulations and Rights to Property.

Background: MetroGIS's current philosophy assumes that an organization with a compelling internal business need must provide leadership to guide the process of defining a desired regional solution, be it Data, Applications, and/or Best Practice. Despite outreach efforts to foster interest in investigating solutions to the Land Regulations and Rights to Property information needs, no person/organization has come forward.

Discussion Question: If a lead person/organization does not volunteer after a specified period of time, should MetroGIS continue to cite the status of specified common information need as To Be Determined (TBD)? What efforts are appropriate to seek out a lead organization? Should formerly identified common information needs, for which no work on a solution has been initiated, be included in any next-generation priority setting process?

C. Issue Statement: Other common information needs may be appropriate for regional solutions in addition to those identified in 1997

Background: In 1997, MetroGIS endorsed its original 13 priority common information needs. The time horizon for answering the question "I need to know about (*information need*)" was 5 years or 1997-2002. A second-generation common information needs identification project has been anticipated in the Committee's workplan since 2002. No action has been initiated to identify any additional common information need candidates because the work on the first round of the priority needs is still in progress. Although, following the September 11, 2001 national tragedy, the Policy Board added Emergency Preparedness to the list of original 13 priority common information needs.

The pending Minnesota Spatial Data Infrastructure (MSDI) Plan identifies framework data themes (e.g., elevation and imagery) that are not currently recognized as possible collaborative opportunities for the MetroGIS community.

At the Committee's December 17th 2003 meeting, Member Knippel commented that maybe MetroGIS should cease taking on new regional solution initiatives because existing resources may not be able to support the desired solutions. A similar statement was made by a Policy Board member when the Phase I Socioeconomic Implementation strategy was proposed for approval, which resulted a discussion about how MetroGIS staff are not the primary support for defining solutions and that initiatives are not undertaken unless the required support resources are available. Attachment A was produced to demonstrate that many individuals (77) are currently participating in MetroGIS's regional solution efforts and that only a few are involved in more than one workgroup at a time.

Discussion Question: Should MetroGIS continue to plan on conducting a second-generation common information need discovery process to define additional candidates for regional/collaborative geospatial solutions?

D. Issue Statement: Some information needs, although not common to all five organizational types represented on the MetroGIS Board, are important enough to consider for regional solutions, assuming that an organization with a related business need is willing to shepherd the process of defining a desired regional solution.

Background: In Nancy Tosta's keynote address at MetroGIS's November 2002 Participant Appreciation Event, she encouraged MetroGIS not to limit its concept of "common information need" to only those needs important to all five types of government organizations represented on the Policy Board (cities, schools, watersheds, counties, regional), but rather to also consider pursuing regionally-endorsed solutions to needs critical to a subset of the core stakeholders. She recognized the current strategy was important when MetroGIS was established to ensure all stakeholders benefited and were engaged, but now that MetroGIS is more well established she encouraged MetroGIS to consider collaborative initiatives important to a subset of the core stakeholder community.

Discussion Question A: Should MetroGIS seek out opportunities to collaborate among subsets of its core stakeholders once solutions to information needs common to all of its core stakeholder organization types are in place?

Discussion Question B: What considerations should drive a decision to recognize, as a MetroGIS priority, a need that is shared by some, but not all, core stakeholder organization types?

Discussion Question C: Should there be a minimum number of qualifying organizational types citing a common information need before MetroGIS's resources are made available?

Discussion Question D: Should needs that are common to all core organization types be viewed as a higher priority than needs common to a subset of organizations represented on the Board, all other things being equal?

2. Beyond Data – Regional Solutions to Common Information Needs:

Issue Statement: Applications, in combination with implementation of a regional dataset(s), often are needed to totally satisfy an information need. Applications to query, analyze, map, and convert regional datasets to other forms (mailing labels) are often an integral part of the complete solution

Background: The current Business Plan recognizes the importance of applications to addressing priority information needs. No formal policy currently exists to decide priorities related to pursuing applications to complete a information need solution or to pursue a solution for a the data component. The first time the need for such a policy arose was in 2002 when the decision was made to pursue a regional mailing label application to address the "I need to know where someone lives and how to contact them" information need. The current work plan calls for identification of other candidates for regional solutions to priority information needs. In the past, priority has been given to projects that have sponsorship and resources.

Discussion Question A: Should a formal policy be set to establish priorities among the data and application components for common information needs, which have not be satisfied?

Discussion Question B: Should the same three outcomes be sought for applications as for data relative to solutions for common information needs (specifications, roles and responsibilities, and willing custodian)?

Discussion Question C: Given that MetroGIS has achieved some maturity in terms of regional data solutions, best practices and policies and that a good deal of trust has been established, should MetroGIS now consider looking into how the constituent organizations might move closer to integrated business processes?

3. Is Collaboration to Address Common Geospatial Needs Worth the Benefits? The Costs?:

Issue Statement: Testimonials, other anecdotal evidence, and performance measures clearly demonstrate that MetroGIS's accomplishments are benefiting the community but the cost to the key participants is not well understood.

Background: MetroGIS's underpinning philosophy assumes that collaborative solutions, by their nature, must address a compelling self-interest/need of the participating entities in a more cost effective manner than can be achieved individually. MetroGIS also currently leaves this judgment up to the individual participating entities due to the wide variation in business functions and practices. Evidence that this self-interest is being met includes consistent good attendance at all meetings and forums since inception as well as testimonials.

Last Spring, at the direction of the Coordinating Committee, staff conducted a series of interviews in an attempt to implement Performance Measures 6 and 7 (page 12 of the document at http://www.metrogis.org/benefits/perf_measure/perf_meas_plan.pdf), which called for quantifying benefits to key producers of participating in MetroGIS's efforts. At its September 2003 meeting, the Committee concurred with staff's conclusion that quantifying costs to the data producers could not be meaningfully accomplished. As such, a Performance Measure Plan amendment was recommended to continue the prior practice of seeking out qualitative evidence of benefit through testimonials. Member Knippel raised the matter again at the Committee's December 2003 meeting and it was agreed to add this topic to the agenda for the fall 2004 Workshop. Member Craig offered a suggestion to quantify volunteered time on the part of the producer community as a component of quantifying costs versus benefits.

Discussion Question A: Should MetroGIS attempt to quantitatively document direct (and indirect?) costs by all participants related to its achievements/benefits?

Discussion Question B: If so, what should the component measures and responsibilities be to accomplish this quantitative documentation. What should and should not be included? What level of effort is deemed satisfactory to achieve the desired documentation?

PRELIMINARY PROGRAM

METROGIS WORKSHOP:
"ARE WE DONE?"

Fall 2004
8:30 AM - 3:00 PM
Location - TBD

AGENDA (DRAFT)

I. Introduction and Background
   A. Kick off Presentation: Chair Reinhardt
      - Celebrate Successes
      - Expectations for What the Workshop Should Accomplish (identify obstacles; possible strategic direction)
      - What will happen with the results/work of the Retreat
   B. Review Workshop Agenda
   C. Set the Stage: Report on SWOT Analysis

II. Retreat Discussion

   A. **Are We Done**? ... with providing data solutions to Common Information Needs *(process for items 1 - 3: presentation only; items 4 - 7: brief presentation or overview, facilitated discussion, summarization of conclusions or follow up items)*

      1) User survey findings (presentation to provide the perspective of those who are not participating in the retreat; to capture broader organizational and professional view)

      2) What's common information needs have been addressed? (i.e. What's done?)

      3) What is not done?

      4) Of what is not done, what still rises to the priorities list?

      5) What should we do about common information needs that are still a high priority, but have not been addressed?

      6) Are there other common information needs that should become priorities?

      7) Have we ensured that the current investment in addressing common information needs is being maximized? Are organizations that could/should benefit from use of the data accessing and using the data?

L u n c h B r e a k

(open networking)

B. **Are We Done**? ...exploiting other opportunities <u>beyond data</u> for regional collaboration through MetroGIS

1) Discussion of Opportunities (start with paradigm, like the Home Depot metaphor - ask presenters to describe their ideas with the paradigm)
   - building applications
   - providing services: direct data access
   - public / private partnerships and initiatives
   - other?

2) Panel Discussion (point and counter point)
   - *Should MetroGIS's role be expanded to seek out opportunities for collaboration beyond data?*
   - *If yes, how?*

   <u>For each of the opportunities:</u>
   - *what criteria should be used to determine whether MetroGIS should have a role?*
   - *how do we measure the cost / benefit?*
   - *what roles should MetroGIS play?*
   - *how do we get the right organization involved / leading?*
   - *how do we get policy-level support for initiatives that we think should be regional?*

III. Conclusion
   A. Reaction / comments from Policy Makers in attendance
   B. Next Steps - Synthesizing what we heard

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration – April 2004 Policy Board Meeting

DATE: June 11, 2004
(For the Jun 2nd Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the July 28, 2004 Policy Board meeting. Dennis Welsch, with the City of Roseville, has agreed to talk about their use of detailed household-based socioeconomic data to support comprehensive planning activities.

BACKGROUND

MetroGIS's initial information need priority setting was completed by the Policy Board in May 1997. Since that time, eight of the twelve Policy Board members have changed.

Following comments made by Policy Board members at the January 2004 Board meeting, Chairperson Reinhardt encouraged the Coordinating Committee to arrange for GIS Technology Demonstration topics that will help current Policy Board members better understand the breadth of information needs that are priorities of the MetroGIS community. In particular, Chairperson Reinhardt encouraged demonstrations that relate to one or more of the following topics: socioeconomic information, how implemented regional solutions are making a difference, identified priority needs for which a regional solution is not yet in place, as well as, the highly participatory methods utilized by MetroGIS to craft broadly supported strategies to address priority common information needs.

Refer to Reference Section for more information about the comments made at the January Policy Board meeting, a listing of previous demonstration topics, and other candidate presentations previously identified.

CANDIDATE PRESENTATION – CITY OF ROSEVILLE'S EXPERIENCE

The City of Roseville is using a GIS technique called thermal mapping to analyze housing and land use trends in the community. The foundation of their analysis is socioeconomic data, which contain over 20 fields of information about each residential household in the community. This leading edge application of GIS technology is, in turn, serving as the basis for city policy making related economic development, land use, transportation capacity building, utility and infrastructure sizing, park programming, emergency services, housing and other city functions. In addition, these data resources aid in collaborative efforts with adjoining cities, area school districts and others.

Dennis Welsch, the Roseville Community Development Director, is willing to share this information with the Policy Board if the Coordinating Committee accepts this topic for the GIS Demonstration at the July 2004 Policy Board meeting. A preliminary outline of Mr. Welsch's proposed comments is attached.

RECOMMENDATION

That the Coordinating Committee invite Dennis Welsch to share with the Policy Board on July 28th how the City of the Roseville has improved its responsiveness to community needs via use of the GIS and robust socioeconomic data.

REFERENCE SECTION

EXCERPT FROM JANUARY 28, 2004 BOARD MEETING

During discussion of the recommended Phase I Socioeconomic Information Need solution, it became apparent that some of the Board members do not have a good grasp of the breadth of data themes that are priorities for regional solutions or of the non-traditional project support model used by MetroGIS. An excerpt from the meeting summary follows:

> *…A wide-ranging discussion (ensued about how) MetroGIS initially established the common information needs of the broad MetroGIS community; the role of summary geography to map and analyze socioeconomic data in conjunction with other geospatial data, such as parcels and jurisdictional boundaries; MetroGIS's workgroup staffing model that leverages the talents of motivated people within organizations that have a business need to address initiatives launched by MetroGIS to address recognized common priority needs; how priorities are set for allocating MetroGIS's available resources, and the Staff Coordinator's role as principally a project manager relative to support of workgroup activities as opposed to a content lead.*
>
> *Policy Board Member Schneider commented that the traditional priority setting process works when staffing is clearly defined. MetroGIS, by necessity, uses a different model because of the need to facilitate a coordinated approach, which he supports. He also commented that the process is not linear as it might be in a more traditional setting, in that, as protocols are worked out by one workgroup benefits are often realized in other areas…*

In other words, a synopsis of who is benefiting from MetroGIS's efforts and why.

PAST POLICY BOARD DEMONSTRATION TOPICS:

- 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.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Last Fall, SRF Consulting's use of MetroGIS's regional solutions to address a host of their government clients' business needs was the subject of a MetroGIS benefits testimonial. This testimonial can be viewed at http://www.metrogis.org/benefits/testimonials/srf.pdf. Due to the breadth of regional data types and range of clients depicted in this testimonial, the Committee at its March 31st meeting asked staff to invite SRF to summarize the content of their testimonial. Mr. Diedrich, with SRF, is interested but due to a current heavy workload is not available until fall 2004 at the earliest.
2. During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting.
3. Follow-up with the Riley-Purgatory-Bluff Creek MetroGIS benefits testimonial (http://www.metrogis.org/benefits/testimonials/index.shtml) and request a presentation from the perspective of watershed districts.

Some Thoughts on the Uses of GIS and Demographics

Dennis Welsch,
City of Roseville
July 28, 2004

I've been invited to speak with you about the products and community benefits of combining GIS and demography.

Based on the Ramsey County parcel base, Roseville has used a Geographic Information System (GIS) since 1993. It has become a very popular and successful cartographic tool creating thousands of mapping products. In 1997-98 when the City and the seven-city 35W Coalition introduced demography at the parcel level, GIS became the planner's assistant (and asset) for preparing comprehensive plans. To maintain and improve the community quality of life, we plan with and for people and provide improved service delivery to them. Demographic data is essential.

We must understand their aggregate housing size and type, housing value, neighborhood permits and improvement status, and condition, income, family size, age, number of school children, number of vehicles, commuter patterns. With reliable, maintained, and regularly updated data (actual counts), we can very efficiently provide policy makers and the public with more topic depth (in a short time this may be accessible via internet). Some products and benefits of good social and economic data with GIS include:

- **Transportation capacity planning**
- **Utility/infrastructure sizing**
- **Housing and community development; projecting new resident needs**
- **Jobs (Work Force Centers) - defining labor sheds where workers come from and go to work**
  - **Matching jobs and housing income to provide a choice in commute length**
  - **Matching job skills with employers within selected areas**
  - **Matching leased and for sale with projected employee capacity**
- **School aged enrollments and projections for those under 5 years**
- **Park programming and equipment**
- **Emergency services, police, fire, medics, fume and pipeline safety**

(Graphic examples of these topics will be available at the July 28th meeting.)

REGIONAL PARCEL DATA BUSINESS INFORMATION NEED POLICY SUMMARY

Preamble:
A guiding principle of MetroGIS is that no organization will be asked to perform a task for MetroGIS for which they do not have an internal business need. Primary custodians are responsible for providing only that parcel attribution data that they maintain for their own internal business purposes and which can be retrieved and provided to the regional custodian without an excessive level of effort. Within these bounds, it is expected that each primary custodian will work toward providing the most complete dataset practical. Regional custodians are not obligated to manipulate data received from the primary custodians ~~at their own expense that~~when doing so would exceed~~s~~ their business needs. Gaps may continue to exist between defined data needs and available data. MetroGIS will work to identify solutions that bridge these gaps for the broad MetroGIS community.~~that may exist are the domain of MetroGIS to identify solutions that address the broad MetroGIS community interest.~~

Parcels – Regional Data Specifications

DESIRED REGIONAL PARCEL DATASET
(*GOVERNMENT UNITS AND ACADEMIC INTERESTS VERSION*)
The regional parcel dataset should be a metro-wide (7-county) dataset with a high horizontal positional accuracy. Each primary custodian (each of the seven counties) should provide their parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis to the regional custodian, with complete metadata. The regional dataset custodian will provide the parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis, with metadata, entity and attribute information, and contact information.

Attribute fields attached to each parcel shall be as presented in Appendix A.

Parcels – Roles and Responsibilities

A. PRIMARY CUSTODIAN
Responsibility for the primary (source) data and its maintenance shall remain with each individual county.

B. PRIMARY CUSTODIAN RESPONSIBILITIES
1. Update the primary parcel datasets on a continuous basis.
2. Submit a copy of their primary parcel polygon and points datasets to the regional custodian on a quarterly schedule established by MetroGIS and the regional custodian in shape file format and in UTM, NAD83, meters. The shape files are ~~is~~ expected to include all attribute fields endorsed by MetroGIS with the exact field name, field length, and field type specified. *It is understood that the attribute fields will be populated at each county's discretion based upon data availability in each county.*
3. Create, maintain, and provide metadata for the dataset. *If a county elects not to submit metadata, contact information for a person with appropriate expertise will be included in the regional metadata.*
4. Primary producers are encouraged to periodically test and report the spatial accuracy of the parcel boundary data they submit to the regional custodian. If testing is undertaken, primary producers are also encouraged to use of the NSSDA testing and reporting procedures.

C. REGIONAL CUSTODIAN

The Metropolitan Council (Council) has been identified and has accepted, on behalf of the MetroGIS community, designation by MetroGIS on July 11, 2001 as the best candidate to carry out the roles and responsibilities associated with assembly and maintenance of the regional parcel dataset.

D. REGIONAL CUSTODIAN RESPONSIBILITIES

1. Compile the regional dataset ~~coverage~~ of parcel boundaries, parcel points and attributes, as agreed upon by MetroGIS, from the primary sources. The data specification standards endorsed by MetroGIS should incorporate use of FGDC cadastral standards to the extent practical.
   ***Note**: As a matter of MetroGIS policy, the regional custodian shall **not** change the parcel boundary data received from the counties. The counties, as primary custodians, shall be the only entities authorized to modify parcel boundary data as it pertains to the regional dataset*
2. Establish and maintain a process to automate, to the extent practical, the compilation of a regional dataset from the primary sources, including, but not limited to, the following procedures:
   a) The regional custodian shall compare each dataset submitted by the primary custodians with the desired standard specifications (UTM, NAD83 coordinates and the attributes in Exhibit A). Specifically the regional custodian will check:
      - field name
      - field width
      - field type
      - field order
      - county code and dash appended to PIN
      - visual check of projection against orthophotos to see if parcels appear to be in the correct location
      - existence and format of metadata

   b) Inform the primary custodian where a primary dataset differs from a MetroGIS-endorsed standard. If differences are minimal and only involve attributes, the regional custodian will modify the primary dataset to match the desired standard specifications. If the regional custodian perceives the differences to be significant, it will distribute the primary dataset as provided by the primary custodian with a note to users indicating the differences from the desired specifications.
   c) Compile metadata from all sources into one set of regional metadata for the dataset and distribute it in the format provided by the primary custodians. However, the regional custodian will, at the request of a primary custodian, convert metadata in DataLogr, SGML or ESRI's XML formats to a standard HTML format. The regional custodian will also help any primary custodian to develop Minnesota Geographic Metadata Guidelines format metadata. The regional custodian will maintain complete regional metadata and make the supplied county parcel data and metadata available to approved users.
   d) Include a contact person for the primary custodian with the distribution of the regional dataset if metadata is not available from a primary custodian.
3. Re-compile, from the primary sources, the regional dataset on a quarterly basis according to a schedule established by MetroGIS.
4. Each parcel shall have a unique parcel identification number consistent with the standard adopted by the Policy Board on January 27, 1999, or as subsequently modified by the Board.
5. Further the use of cadastral standards for the regional parcel boundary dataset, where applicable.
6. In conjunction with the MetroGIS user community, provide a means to notify the counties of gaps/overlaps in primary datasets along county boundaries (interior boundary gaps/overlaps are the responsibility of the primary custodian). The decision as to whether or not to modify any identified boundary anomalies is solely the discretion of the county(ies) involved.
7. Provide for data archive, backup, retrieval, and disaster recovery.
8. Provide for distribution of the dataset via MetroGIS DataFinder and such other media as permitted by the Counties.
9. Execute a quality control/quality assurance procedure that assures the regional dataset user that the data they receive is the same is as provided to the regional custodian from the primary producers for assembly into a regional dataset.

10. Support distribution of one quarterly version of the Regional Parcel Dataset for each year, as determined by MetroGIS, as an annual archive along with appropriate metadata.
11. Co-host, with MetroGIS, Data Users Forums on a schedule decided by the Coordinating Committee to obtain feedback from the MetroGIS community as to desired enhancements to the dataset and any associated data access, content, documentation and/or distribution policy(ies).

Parcels – Access Policies

Rules associated with access to the Regional Parcel Dataset, or any portion thereof, shall be decided by the counties, the primary producers of the data. MetroGIS's role is to foster coordination among counties concerning access to parcel data. Such rules may be part of a formal agreement or enacted by letter of intent/resolution from the counties, as determined at the counties' discretion. Each such MetroGIS facilitated policy follows:

1. Data Sharing Agreement – Seven Counties and Metropolitan Council. Through this agreement, which has been a principal focus of MetroGIS's efforts since its inception, the seven Minneapolis – St. Paul Metropolitan Area counties have agreed to provide access, without fee, to government and academic interests subject to obtaining and abiding by the provisions set forth in a License. (***Negotiations in progress for 2004-2008 agreement***.) See (*URL*) for more information about agreement and (*URL*) for information about the License and how to apply for licensure.

2. Waiver of License Requirement for Access to Historical Versions of the Regional Parcel Dataset.
(Policy proposal tentatively proposed for Policy Board consideration July 2004. See (URL) for a template of the document submitted by each county to ratify this policy.)

3. Waiver of license requirement for view only access.
(Policy proposal tentatively proposed for Policy Board consideration July 2004. See (URL) for a template of the document submitted by each county ratifying this policy.)

APPENDIX A

STANDARD PARCEL ATTRIBUTES – REGIONAL PARCEL DATASET

Regional Parcel Attribute[1]	Regional Dataset Field Name	Field Description *with some comments*	Field Type	Field Width
Unique County ID	COUNTY_ID	Three digit FIPS and State standard county code.	text/string	3
Unique Parcel ID	PIN	Unique regional parcel ID comprised of the county PIN with the county code and dash appended to the front.	text/string	17
House Number	BLDG_NUM	The building or house number of the parcel. (Things like fractional house numbers should be included with this field.)	text/string	10
Street Prefix Direction	PREFIX_DIR	Street prefix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf)	text/string	2
Street Prefix Type	PREFIXTYPE	Street prefix type (e.g. Hwy) for the parcel. *Few counties store this data separately.*	text/string	6
Street Name	STREETNAME	Street name for the parcel. If a county is unable to provide the individual street data fields (direction, type, etc), they may be provided as a combined data element in this field.	text/string	40
Street Type	STREETTYPE	Street type abbreviation for the parcel (as defined by USPS Pub. 28 Appendix C. http://pe.usps.gov/text/pub28/pub28apc.html#508hdr2)	text/string	4
Street Suffix Direction	SUFFIX_DIR	Street suffix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf)	text/string	2
Unit Information	UNIT_INFO	Additional unit information for the parcel for condominiums, etc. (e.g. Unit 5B, Suite 8, etc.)	text/string	12
City (actual)	CITY	Name of city or township in which the parcel actually resides (not the mailing address city).	text/string	30
City (mailing)	CITY_USPS	The mailing address city for the parcel as defined by the USPS.	text/string	30
ZIP Code	ZIP	ZIP code for the parcel.	text/string	5
ZIP 4 Extension	ZIP4	The four digit zip code extension for the parcel.	text/string	4
Legal Description Plat Name	PLAT_NAME	The legal description plat name (this is often synonymous with the subdivision name).	text/string	50
Legal Description Block	BLOCK	The legal description block within the plat.	text/string	5
Legal Description Lot	LOT	The legal description lot within the block.	text/string	5
Polygon Acreage	ACRES_POLY	The calculated acreage of the polygon within the GIS spatial data. (numeric field with two decimal places)	numeric	11 (2 dec)
Deeded Acreage	ACRES_DEED	The deeded acreage of the parcel. (numeric field with two decimal places	numeric	11 (2 dec)
Use Type 1	USE1_DESC	Description of use type 1.	text/string	100
Use Type 2	USE2_DESC	Description of use type 2.	text/string	100
Use Type 3	USE3_DESC	Description of use type 3.	text/string	100
Use Type 4	USE4_DESC	Description of use type 4.	text/string	100
Multiple Uses	MULTI_USES	Flag (Y/N) to indicate if multiple uses exist.	text/string	1
Landmark/Business Name	LANDMARK	Name of the predominant landmark or business on this parcel.	text/string	100
Owner Name	OWNER_NAME	The full ~~(first and last)~~ name of the owner. The format should be last name first where available. ~~(e.g. last name first or last name last)~~ and Inclusion of multiple owners is up to each county. ~~*Carver and Ramsey report not having this data available. Anoka County will not be providing this data as part of the Geospatial Parcel Data.*~~	text/string	~~40~~50
Additional Owner Name	OWNER_MORE	Field for additional owner information where available (e.g. joint owner or additional first name first format).	text/string	50
Owner Address	OWN_ADD_L1 OWN_ADD_L2 OWN_ADD_L3	Mailing address of the owner. Up to three lines may be used. Typically line1 is street address and line2 is city, state & zip, but other variations exist. ~~*Note: Only three counties carry this information.*~~	text/string	40 each
Taxpayer Name	TAX_NAME	The full (first and last) name of the taxpayer. The format (e.g. last name first or last name last) and inclusion of multiple taxpayers is up to each county. ~~*Dakota reports not having this data available. Anoka County will not be providing this data as part of the Geospatial Parcel Data*~~	text/string	40
Taxpayer Address	TAX_ADD_L1 TAX_ADD_L2 TAX_ADD_L3	Mailing address of the taxpayer. Up to three lines may be used. Typically line1 is street address and line2 is city, state & zip, but other variations exist.	text/string	40 each
Homestead Status[2]	HOMESTEAD	Homestead status (Y = yes, N = no, P = partial) *Note: The inclusion of this field will allow parcel data users to assume the owner is the occupant for these parcels. Not all counties have this data as a yes or no type field ~~(e.g. Anoka, Wash.)~~. Those counties can decide if they want to process it into a Y/N field.*	text/string	1
~~Parcel House Number~~	~~BLDG_NUM~~	~~The building or house number of the parcel~~	~~text/string~~	~~10~~
~~Parcel Street Name~~	~~STREET~~	~~The street name (with street type and direction). This is the actual location of the parcel, which may not be the mailing address.~~	~~text/string~~	~~40~~
~~Parcel City Name~~	~~CITY~~	~~Name of city or township in which the parcel resides (not the mailing address~~	~~text/string~~	~~20~~

Regional Parcel Attribute[1]	Regional Dataset Field Name	Field Description *with some comments*	Field Type	Field Width
		~~city or township).~~		
~~Parcel Zip Code~~	~~ZIP~~	~~Zip code in which the parcel resides.~~	~~text/string~~	~~5~~
Estimated Market Value - Land	EMV_LAND	Land estimated market value	numeric	11
Estimated Market Value - Buildings	EMV_BLDG	Building estimated market value	numeric	11
Estimated Market Value - Total	EMV_TOTAL	Total estimated market value	numeric	11
Tax Capacity	TAX_CAPAC	Tax capacity of the parcel	numeric	11
Total Tax	TOTAL_TAX	Total tax of the parcel	numeric	11
Special Assessments	SPEC_ASSES	Special assessment value due and payable in the current year.	numeric	11
Tax Exempt Status	TAX_EXEMPT	Tax exempt (Y/N) *(Note: The counties that do have this information tend to have it imbedded in other code fields. A Y/N field will be maintained and counties can decide whether to do the processing to create that information to populate the field.)*	text/string	1
Exempt Use 1	XUSE1_DESC	Description of exempt use type 1.	text/string	100
Exempt Use 2	XUSE2_DESC	Description of exempt use type 2.	text/string	100
Exempt Use 3	XUSE3_DESC	Description of exempt use type 3.	text/string	100
Exempt Use 4	XUSE4_DESC	Description of exempt use type 4.	text/string	100
Dwelling Type	DWELL_TYPE	Type of dwelling (e.g. single family, duplex, etc.)	text/string	30
Home Style	HOME_STYLE	Home style description (e.g. rambler, split entry, etc.)	text/string	30
Square Footage	FIN_SQ_FT	Finished square footage	numeric	11
Garage	GARAGE	Garage (Y/N)	text/string	1
Garage Square Footage	GARAGESQFT	Garage square footage	text/string	11
Basement	BASEMENT	Basement (Y/N)	text/string	1
Heating	HEATING	Type of heating in use	text/string	30
Cooling	COOLING	Type of cooling in use	text/string	30
Year Built	YEAR_BUILT	Year built	numeric	4
Number of Units	NUM_UNITS	Number of residential units.	text/string	6
~~Type of Structure~~	~~STRUC_TYPE~~	~~Type of structure on parcel. *Note: There is likely no standardization at all in this data between counties. Recommend a free text field and counties can populated it as appropriate. Not available in some counties.*~~	~~text/string~~	~~30~~
Last Sales Date	SALE_DATE	Date of last sale ~~*Note: Since counties format this data in several different ways within their own databases, it is difficult to know what might be the best field type in the regional shape file (in terms of ease of standardization).*~~	date	8
Last Sales Value	SALE_VALUE	Value of last sale	numeric	11
School District	SCHOOL_DST	Unique school district number	text/string	6
Watershed District	WSHD_DIST	Watershed district name	text/string	50
Green Acres	GREEN_ACRE	Green acres status (Y/N)	text/string	
Open Space	OPEN_SPACE	Open space status (Y/N)	text/string	
Agricultural Preserve	AG_PRESERV	Agricultural preserve status (Y/N)	text/string	
Ag. Preserve Enrolled	AGPRE_ENRD	Agricultural preserve enrolled date	date	
Ag. Preserve Expiration	AGPRE_EXPD	Agricultural preserve expiration date	date	
Parcel Polygon to Parcel Point and PIN Relationship Code	PARC_CODE	This field is used to provide information about the relationship between parcel polygons, parcel points and unique tax parcel identifiers (PINs).	numeric	2

[1] Washington County's agreement specifically exempts "property line dimensional data" from inclusion in the regional parcel dataset. This was the intent and understanding with other counties that raised the issue.

[2] "Resident name" has been identified by the MetroGIS community as a desirable attribute for the regional parcel dataset. However, this information is not maintained by counties. Until a suitable source for "Resident Name" is identified, "homestead status" will serve as a surrogate for "Resident Name". ~~The North Metro I-35W Corridor Coalition is prototyping a database that will include 20+ attributes about households, including resident name. When a suitable source is operational, the field "Resident Name" will be added to the regional dataset.~~

APPENDIX B
Operational/Procedural Clarifications

Note: On October 22, 2002, the Policy Board modified the regional policy statement to include this Appendix and authorized the Coordinating Committee, from that point on, to modify this Appendix and other regional policy statements (parcels and other) when all relevant and affected parties are in agreement.

1. If counties have polygons in their parcel dataset for rights-of-way, lakes or other "non-standard" parcels, these should not be removed from the regional parcel dataset. Counties do not have to go to any extra lengths to create polygons where they do not already exist in their parcel dataset. (*October 2002*)

2. The quarterly update schedule will be April 1, July 1, October 1 and January 1. Valuation and tax information in the Regional Parcel Dataset will generally be updated with the April release. Counties that do not have the new assessments available by April should provide them with the next quarterly release after they are available. Parcel geography and other attributes will be updated with each quarterly release. (*December 2003 Coordinating Committee clarification*)

~~Counties may, at their discretion, also provide a parcel points shape file (which should have the same coordinate system and attribute fields as the polygon file) and/or a table of additional attributes that can be joined to the parcel geography with the unique parcel identifier. The amount of additional data (if any) and the degree of documentation is up to each county. The regional custodian shall not modify additional data in any way. *(October 2002)*~~

[1] Revision History:
Version 1 - Initial Policy Board Adoption: October 27, 1999
Modified on: January 9, 2002 and October 22, 2002

MetroGIS

Agenda Item 6

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Project Updates

DATE: June 7, 2004
(For the June 22nd Meeting)

A) NEXT GENERATION DATA SHARING AGREEMENTS

The financial terms associated with the Next Generation Agreements were accepted by the Policy Board at the January meeting. No objections were raised from any of the counties. The Hennepin and Dakota County Attorneys are currently reviewing Version 2 of the "next generation" data sharing agreement and accompanying data license. The county attorneys have also been asked to comment on prototype web-based licensure procedures that would apply to all seven counties and greatly streamline the current licensure process. The county reviewers have set June 23 as the date they will submit comments.

Once the new agreement goes into effect, each user of the regional parcel database will need to execute the new license. Organizations that were licensed prior to December 31, 2003 have been permitted to continue to use the regional parcel dataset but no licenses or data distribution is supported via DataFinder until the new license goes in to effect.

B) PRIORITY BUSINESS INFORMATION NEEDS (See http://www.metrogis.org/data/index.shtml for complete information about the status of solutions for each of MetroGIS's common information needs.)

(1) Address Workgroup

The group has defined its purpose as "Respond to unmet address information needs by recommending strategies to meet those needs. This includes identifying options for meeting the need where appropriate, as well as identifying the stakeholders (producers, users, partners) related to the address information needs." The group will focus primarily on situs addresses of all occupiable units and any other officially designated addresses.

In an attempt to better understand how addresses are created, changed and used at different levels, the workgroup plans to interview a variety of stakeholders that produce and use address data. The group will then identify existing address data to see how it compares to the data needs of the MetroGIS community, and recommend ways to fill the gaps between the existing data and the needs. A special effort is being made to connect with those responsible for supporting the address needs of Public Safety Answering Points (PSAP's). This workgroup is being staffed by Mark Kotz with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(2) Emergency Preparedness Workgroup

The Emergency Preparedness Workgroup is progressing in three focus areas: data development and deployment, building relationships with emergency management community, and organizing GIS resources. They are working closely with the Governor's Council Emergency Preparedness Committee to develop shared web resources for communicating with the GIS community as well as the Emergency Management community. Initial data sets have been developed and are now being refined through a pilot project that will use the counties as a focal point in the process.

The workgroup is always interested in finding additional GIS professionals with a passion for expanding the use of GIS for Homeland Security issues in the metro area. Please contact Randy Knippel if you would like to contribute to this effort (randy.knippel@co.dakota.mn.us).

(3) Existing Land Use Workgroup

Workgroup members met with the City of St. Paul planners on March 18th to discuss the potential of implementing a solution that is similar in function to the APA's Land-Based Classification System

(LBCS) for this information need. Overall, St. Paul expressed enough interest in a LBCS like solution to merit further investigation. A similar presentation / discussion is scheduled for June 18th with Dakota County planners. Efforts have also been made to meet with Scott County and members of the Association of Metropolitan Municipalities (AMM). Current workgroup members represent: city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being staffed by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(4) Highway and Road Networks

The Highways and Road Networks Technical Workgroup has taken a break since the first of the year to allow MnDOT to obtain software updates (due at the end of April) that are necessary to implement the full functionality of their Location Data Manager (LDM). The Workgroup expects to meet with MnDOT shortly after that software update to discuss the possibility of initiating a pilot project in one community, which will attempt to integrate the Lawrence Group (TLG) Street Centerline file with the LDM.

Information about previous aspects of the project, including agreed upon goals, expectations, and participant roles can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml. This workgroup is being staffed by Mike Dolbow with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(5) Lakes, Wetlands, etc.

Little activity has occurred since direction was received from the Coordinating Committee at its September 17th meeting regarding this information need. Currently, proposed state-level standards by the Hydrology Committee of the Governor's Council on Geographic Information for Watercourse and Basins have been adopted, and Watershed is been drafted. MetroGIS solutions for lakes and wetlands should fit into the State standards. At the same time, a partnership between the Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, and the Metropolitan Council (MC) was established to update the U.S. National Wetland Inventory data for the metropolitan region. Additionally, the Minnesota Department of Natural Resources has updated their "Public Waters" inventory for the region with the assistance of the MMCD and MC.

At this time, the Committee has authorized the creation of a work group to assess the applicability of State standards and other regional data collection efforts for a regional solution. The Metropolitan Council's Environmental Services has stepped forward to help lead the review and develop strategies to accommodate any desired modifications and assure that any changes will integrate with State data. This workgroup is being staffed by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(6) Regional Parcel Dataset Enhancements

(*See Agenda Item 5b*)

(7) Socioeconomic Characteristics of Areas

The MetroGIS Socioeconomic Resource Page (http://www.datafinder.org/mg/socioeconomic_resources/) has been updated. If you are looking for socioeconomic data, this page is a great place to start. It offers a quick search tool based on data source or category. Some 20 data sources are cataloged and seven different categories including: crime, demographics, employment locations, housing, k-12 school data, location of services, and transportation issues. This directory helps users find the data they need. Some of the data can be downloaded directly from the source; for other data, contact information is provided. If you looked the Resource Page before, take a fresh look. The last major includes more data sources and added specificity about mapping resolution, update frequency, and time series. This update was made on May 5.

Use statistics are being collected that will be incorporated into MetroGIS's formal Performance Measure statistics. The only remaining task, other than to monitor user satisfaction over the next 6-9 months, is to identify a willing entity, with appropriate resources to accept responsibility for managing the site content. (See Agenda Item 5f.)

The Phase II workgroup (solutions to Socioeconomic information needs that can not be achieved with existing published data) is expected to launch in the latter part of 2004. The Phase II effort will be

coordinated with the Address Workgroup's efforts and not launch until more is known about how the Address Workgroup will proceed and possibly not until related solutions are defined by the Address Workgroup.

C) ENHANCEMENTS TO DATAFINDER CAFÉ / MN GEOINTEGRATOR PROJECT

The MN Land Management Information Center (LMIC) has been working with MetroGIS staff to develop GeoIntegrator, a statewide web service similar to the MetroGIS DataFinder Café, including new functional features that also would support an enhanced Café. Project funding included a state Technology Enterprise Board (TEB) grant, LMIC's budget, and $15,000 of the $18,700 National Spatial Data Infrastructure (NDSI) Web Mapping Services grant received by MetroGIS in 2001. Work was suspended in October 2003, when Syncline, LMIC's contractor that also developed Café, declared bankruptcy. For unrelated reasons, the state froze all TEB funds at about the same time. Legislation to release unspent TEB funds, including those for GeoIntegrator, passed in May. LMIC has been exploring alternatives for achieving the goals of the project now that the frozen funding is again available. No MetroGIS funds will be spent unless the alternative results in an enhancement to DataFinder Café.

D) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES

(1) Regional Mailing Label Application

This application is ready but can not be launched until the next generation data sharing agreement is in place. Only entities that have licensed access to the regional parcel dataset currently may use the application.

(2) Collaborative Parcel Data Distribution Strategy - Non-Government Access

The County Data Producer Workgroup (of the Coordinating Committee) has made progress to reach agreement among all counties on a collaborative solution to distribute the same parcel data (parcel boundaries plus 25 normalized attributes) to non-government interests that is currently being distributed to government interests and greatly streamline the data access process.

- A website for streamlined, one-stop orders was built by the Metropolitan Council staff, who support MetroGIS, and is ready for operation once the licensing and fee policies are finalized.
- The Workgroup developed a prototype common fee schedule, led by Dakota County's GIS Coordinator, that is eventually intended to apply to all seven counties. It incorporates significant price reductions from the current $0.05/parcel through subscriptions and volume purchases and accommodates subsetting of the regional dataset. *Status:* Anoka, Carver, Dakota, Hennepin, Scott and Washington Counties have adopted the fee schedule proposed by the Workgroup. Ramsey County is rewriting its entire fee schedule, which includes this proposal thus far, with a target for implementation shortly.
- The components of a common license document, including the shrink-wrap concept to streamline execution, have been agreed upon by the workgroup members. However, work on this agreement by county legal staff ceased when attention was shifted to modifying a license for the government and academic version of the regional parcel dataset.

(3) Investigation of Data Sharing with Utilities Explored

A sample of the regional parcel dataset was delivered in November and again in February to representatives of Xcel Energy, CenterPoint Energy Minnegasco, and the Minnesota Valley Electric Cooperative. If they agree there is merit in continuing discussion, the County Data Producer Workgroup will oversee an investigation of uses that local government might make of infrastructure data maintained by the utilities. If the conclusion is that an exchange of data would be of mutual benefit a policy change will be pursued to allow utilities to access county produced parcel data, without fee, in return for sharing their utility facility locations aligned with the county-produced parcel data.

(E) USER FORUMS PLANNED

A peer review forum is tentatively scheduled for Fall 2004 to identify desired enhancements to the regional street centerline dataset. A forum is also tentatively planned for winter 2005 to educate data producers and, to a lesser extent data users, about the enhancements made to DataFinder as a result of the pending partnership with LMIC (see Item 6c).

MetroGIS

Agenda Item 7

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: June 11, 2004
(For the June 22nd Meeting)

a) Metro Area GIS Staff Changes

- In May, Gary Swenson resigned his position as the Anoka County GIS Coordinator and began his new position as Director of the Spatial Analysis Research Center (SARC) at St. Cloud State University.
- On July 28th, Gordon Chinander, formerly the Carver County GIS Coordinator, moves to the Metropolitan 911 Board to serve in the newly created capacity as GIS Coordinator.

Best of luck to both Gary and Gordon in their new capacities. Both have made significant contributions to moving MetroGIS forward. The MetroGIS Address Workgroup, in particular, is looking forward to collaborating with Gordon in his position with the Metropolitan 911 Board.

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

The following activities occurred since the Policy Board last met.

- Article Published in Spring issue of GIS/LIS Newsletter
- Keynote – Western Michigan GIS Conference – June 10th.
- County GIS User Group Meetings
- MetroGIS Regional Example in OGC Publication

Article Published in Spring Issue of GIS/LIS Newsletter

Four articles summarizing major MetroGIS activities, since the last newsletter, were submitted for the Spring 2004 issue. They can be viewed at http://www.mngislis.org/newsletter/issue36/issue36toc.htm.

Keynote Speaker – Western Michigan Regional GIS Conference.

The Staff Coordinator was one of three keynote speakers at a June 10th conference hosted by REGIS (http://www.gvmc-regis.org), an Agency of the Grand Valley Metropolitan Council (GVMC). GVMC is located in western Michigan. REGIS, an acronym for "Regional Geographic Information System," provides a common database, infrastructure, and suite of applications used for spatial data management for its members. The conference theme is how GIS technology can be used to effectively facilitate collaboration necessary to address regional/issues that cross county boundaries related to growth and development, improving the quality of life, and coordinating governmental services.

Information Sharing via County GIS User Groups

The Staff Coordinator participated in user group meetings hosted by the Ramsey and Scott County GIS User Groups since the last Coordinating Committee meeting.

MetroGIS Regional Example in OGC Publication

The Open Geographic Consortium (OGC) selected MetroGIS as its regional example for a document describing "Server Architecture Models for the NSDI". A draft of the document describes 3 other large scale models – centralized, distributed, combination – in addition to the "centralized local-regional" model that they labeled for MetroGIS's data discovery/distribution architecture. The authors expect the document to be widely referenced. Once officially published, staff will forward the URL. Mark Reichardt with the OGC was the lead investigator (mreichardt@opengis.org).

c) County-based GIS User Group Activity

On May 26th, each County GIS User Group was invited to share information with the Coordinating Committee about their respective activities. The following replies were received:

Ramsey County:

- In October 2003, our Enterprise GIS committee built an online mapping service which provides Ramsey County GIS information directly to the public. The data is maintained in partnership with Ramsey County and has been enhanced by links to the County's RRInfo website. Additional enhancements are planned. Visit the service online at http://maps.metro-inet.us.
- Our Address Committee has formulated a vision of a County-wide centralized address database that could serve a variety of city business needs and emergency service needs. This year we're taking the first steps toward bringing this vision to reality, working with Ramsey County, our individual member organizations and a work group of MetroGIS.
- Community GIS, a committee under the umbrella of RCGISUG with representation from community groups and the University of Minnesota, is actively seeking grant support for building a resource for community-based GIS, both within and beyond Ramsey County.

Scott County:

- Prior Lake hosted a GIS Open House on May 12, which was open to the public.
- Shakopee will be hosting another open house later this summer (or early fall?)
- The Group is currently contemplating meeting with MetroGIS for a visioning/strategic planning workshop (depending on our time & availability.)

d) State Geospatial Initiatives Update

1) Efforts to Expand DataFinder Café Statewide

See Agenda Item 6c.

2) Mn Spatial Data infrastructure (MSDI) Plan

(See I-Teams below)

e) Federal/National Geospatial Initiatives Update

1) **I-Teams** - The Staff Coordinator and David Arbeit, with LMIC, are serving on a Minnesota Governor's Council Committee responsible for consolidating all of Minnesota's individual, theme-based I-Plans in a document that sets forth a cohesive strategy to guide investments in geospatial technology and data within Minnesota. Plans for the 8 data themes are in various stages of completion. A draft "wrapper" document is been accepted by the Governor's Council. The target is to consolidate all of the individual I-Plans into to a single document for submission to the federal Office of Management and Budget by fall 2004. The document will also include a strategy for next steps by Minnesota interests necessary to achieve the vision. A workshop will be hosted at the fall GIS/LIS Conference to share the vision for discussion with the broader community.

2) Shekhar to NAS/NRC Mapping Science Committee

Shashi Shekhar has been appointed to the Mapping Science Committee at the National Research Council, National Academy of Sciences. Shekhar is a professor of Computer Science at the University of Minnesota, a fellow of the IEEE Computer Society, a co-editor-in-chief of the Geo-Informatica Journal (http://www.kluweronline.com/issn/1384-6175), and a co-author of a popular textbook titled "Spatial Databases: A Tour". Shekhar also has served as a member of the board of directors of the University Consortium on GIS, an associate editor of the IEEE Transactions on Knowledge and Data Engineering, and a program co-chair of the ACMGIS Conference.

The NAS/NRC Mapping Science Committee (www7.nationalacademies.org/besr/Mapping_Science.html) 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". Current and planned studies are looking at the research directions at the National Geospatial Agency, future directions for licensing data and services as well as expanding research and education in the light of new technologies.

Approved On
9/29/04

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 209
June 22, 2004

1. CALL TO ORDER

Chairperson Harper called the meeting to order at 1:00 p.m., and asked all present to state their name and the organization they represent.

Members Present: *Counties*: Bill Brown and Scott Simmer (Hennepin), Dave Drealan (Carver), Jane Harper (Washington), Jim Hentges (Scott), and Randy Knippel (Dakota); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Mark Vander Schaaf for Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Nancy Pollock, Metropolitan 911 Board; *Non-Profits:* Sandra Paddock (formerly with Wilder Research Center); *Special Expertise*: Brad Henry (URS Corp.); *State*: David Arbeit (LMIC), Joella Givens (Mn/DOT), and Robert Maki (DNR); *Utilities*: Al Laumeyer (CenterPoint Energy Minnegasco); *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District).

Members Absent: *Academics*: Will Craig (U of M); *Business Geographics*: Chet Harrison (CB Richard Ellis); *Cities*: Bob Cockriel (AMM: suburban cities - City of Bloomington), and Karen Johnson (AMM: core cities - City of St. Paul); *Counties*: [vacant] (Anoka), David Claypool (Ramsey); *Federal*: Ron Wencl (USGS); *GIS Consultants*: Larry Charboneau (The Lawrence Group); and *Schools:* Lee Whitcraft (TIES).

Support Staff: Mark Kotz, Steve Fester, Randall Johnson, and Kathie Doty (Richardson, Richter & Associates, Inc.)

2. ACCEPT AGENDA

The agenda was accepted as submitted, with the exception that Item 5c was dropped at the request of Dave Drealan, Chair of the County Data Producers Workgroup.

3. ACCEPT MEETING SUMMARY

Arbeit moved and Hentges seconded to approve the summary for the Committee's March 31st meeting, as submitted. Motion carried, ayes all.

4. SUMMARY OF APRIL 28 POLICY BOARD MEETING

Staff Coordinator Johnson and Chairperson Harper summarized the major topics considered by the Policy Board at its April 28th meeting.

5. ACTION AND DISCUSSION ITEMS

a) Operating Guidelines – Fourth Reading

Chairperson Harper summarized the changes presented in Section 10 of Articles II and III which propose a procedure for communicating with Policy Board and Coordinating Committee members who have not attended for a specified period of time. She noted that the currently proposed language is a compromise between language suggested by the Committee at the last meeting and concerns raised by Chairperson Reinhardt that the previously suggested language was too harsh.

Motion: Read moved and Henry seconded that the Coordinating Committee approve proposed modifications to MetroGIS's Operating Guidelines, as illustrated in the document dated May 5, 2004, and recommend Policy Board approval. Motion carried, ayes all.

b) Enhancements to Regional Parcel Dataset – Policy Statement

Mark Kotz summarized the process that resulted in the proposed changes. He emphasized that the proposed changes presented in the proposed Regional Policy Statements are the same as considered by the Committee at its March 31st meeting and which the Committee directed staff to put into regional policy statement format for formal approval at this meeting. Arbeit suggested that the report to the Policy Board should make it clear that the counties will each need to modify their current attribute extract routines to implement the proposed enhancements, but that the one-time programming resources proposed in the next generation data sharing agreements are acceptable to each county and not onerous by their own admission.

Motion: Henry moved and Knippel seconded that the Coordinating Committee approve the enhancements to the MetroGIS-endorsed Regional Parcel Dataset, as identified in the modified Regional Policy Summary Statement dated May 5, 2004, and recommend that the Policy Board authorize implementation of these modified polices, effective January 1, 2005. Motion carried, ayes all.

c) Regional Parcel Data Policy – Historical Versions & Public Domain Access

Item removed when the agenda was approved.

d) Regional Parcel Data Policy – Unlicensed View Only Access

Knippel summarized the proposal as outlined in the staff report. He commented that the Emergency Preparedness (EP) Workgroup is working with the seven metro area counties to resolve any and all concerns related to maintaining security for parcel data if this proposal is pursued to waive licensure for access via only the proposed application. Knippel also commented that the primary purposes for the application are to educate emergency managers about GIS data that are available to them, engage the emergency managers to point out problems with the current data and provide guidance for their refinement, and raise the awareness of emergency managers about GIS technology and how they can benefit from its use. He emphasized there is little in the way of GIS functionality in the current version of the application and it is not intended to be used in emergency situations.

Knippel closed with a comment that several of the counties are already offering view-only, unlicensed access to parcel data via their own Internet-based property information query applications. He and the other members of the County Data Producers Workgroup believe this proposal is simply an extension of what is already a recognized policy by some of the counties.

Motion: Givens moved and Knippel seconded that the Coordinating Committee:

1) Defer to the seven counties to decide if a policy of supporting view-only access to parcel data via an ArcIMS server based EP application provides sufficient protection for their data. If the counties are willing to acknowledge their approval via the example letter / resolution, dated May 18, 2004 (attached to the staff report in the agenda packet), the Committee recommends that the Policy Board endorse and promote this activity as a matter of regional policy.
2) Recommend that the Policy Board request the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties in the form of the above referenced letter / resolution.

Motion carried, ayes all.

e) Socioeconomic Information Needs – Web Resources Page Custodian

The Staff Coordinator summarized the proposal, noting that a specific U of M department had not yet been settled upon to perform the proposed custodian functions. It was agreed that as long as there are no changes to the cited roles and responsibilities listed in the report, there is no need for the Committee to delay action on the proposed statement until the actual U of M department is settled upon. The members also concurred that is it a good thing that MetroGIS's custodian base for regional data solutions will

broaden to include a non-government entity, with the U of M posed to join the ranks of the Metropolitan Council, DNR, and the seven counties.

Motion: Read moved and Givens seconded that the Coordinating Committee approve the Regional Policy Statement, dated June 11, 2004, which sets forth the custodial roles and responsibilities necessary to support the Internet-based Socioeconomic Resources Page, and recommend its approval by the Policy Board once the U of M selects a specific department to act as the custodian. Motion carried, ayes all.

Note: The Staff Coordinator agreed to speak to Will Craig about the need for the U of M to settle upon a specific department and annual timing for updates to the website before the Committee's recommendation will be submitted to the Policy Board for its consideration.

f) Performance Measures – Data Anomaly Discussion

Kathie Doty, member of the MetroGIS Staff Support Team, pointed out a spike in data downloading activity that occurred in April. Arbeit commented that MetroGIS's status as a node of The National Map may explain the additional activity. Kotz agreed to speak with Alison Slaats, DataFinder Manager, to investigate this possibility. (*Editor's note: After the meeting, staff confirmed that the current DataFinder Café use statistics do not include viewing of Web Map Services, and therefore the impact of the TNM is currently not being tracked*.) Givens mentioned that the spike could also be due to organizations gearing up for summer field projects. The group concurred that this is a strong possibility. Maki also mentioned that students approaching end of semester project deadlines could also have an impact of the level of use.

g) Fall Workshop – Refine Preliminary Agenda & Pre-Retreat Issue Discussion

Kathie Doty, member of the MetroGIS Staff Support Team, summarized a preliminary workshop preparation strategy that the workgroup had developed. The option of surveying the broad MetroGIS constituency prior to the fall workshop and using the results to guide workshop discussion generated considerable Committee discussion about past practices and objectives for the proposed workshop. In the end, it was agreed that a survey should be administered following the Committee's SWOT (Strengths, Weaknesses, Opportunities and Threats) exercise that is currently proposed for the September Committee meeting. The results of the SWOT exercise would then be used to craft questions for the survey of the broader community.

Maki commented that a lot has changed in the world of technology since MetroGIS launched nearly 9 years ago. This changing technology world needs to be integrated into the vision. Vander Schaaf concurred, noting that solutions to common application needs will likely play a heavier role than in the past.

Read commented that the theme for the workshop "Are We Done?" makes her nervous. She used the metaphor that MetroGIS has nearly completed laying of the train tracks but now we have a railroad to run. On the other hand, Brown stated that he liked the theme. In the end, it was agreed that the theme is provocative, which was the intent, and serves the purpose of needing to balance perceived needs of the producer and user communities as well as provide perceived real value to each stakeholder. Harper commented that if at the workshop the conclusion is that more needs to be done, those needs must be acknowledged by those with the required resources.

It was agreed that the proposed SWOT exercise would be an excellent opportunity to reground ourselves in current needs and expectations that must be clearly understood before deciding if there will be a next level or phase, whatever that may be. It was also agreed that 2-3 hours should allotted for the SWOT exercise.

h) GIS Demonstration for July Policy Board meeting

Henry moved and Givens seconded that the Coordinating Committee invite Dennis Welsch to share with the Policy Board on July 28th how the City of the Roseville has improved its responsiveness to community needs via use of the GIS and robust socioeconomic data. Motion carried, ayes all.

6. PROJECT UPDATES

a) The Staff Coordinator commented that negotiations are in progress with the Dakota and Hennepin County attorneys in hopes of reaching agreement from a legal perspective on the Next Generation Data Sharing Agreement and Parcel Data License. He mentioned that the goal is to distribute the proposed agreement to the other counties by the end of July.

b) The Staff Coordinator commented on the strategic alliance that is continuing to mature between the Metro 911 Board and MetroGIS via the work the MetroGIS Address Workgroup. Knippel and Pollock affirmed the need to maintain regular communication between the Metro 911 Board and the Emergency Preparedness Workgroup.

c) Knippel summarized the efforts of the Emergency Preparedness Workgroup to engage the emergency preparedness community in an effort to refine data relevant to their needs and inform them of GIS resources available to them. He also commented on the workgroup's efforts to publish articles in various publications to increase awareness of GIS resources available to emergency managers and encouraged Committee members to pass along articles that would be of interest to the emergency management community.

d) Arbeit updated the group on the current effort to enhance GeoIntegrator and integrate it and DataFinder Café now that the Legislature has unfrozen grant funds that were dedicated to the project last year.

e) Drealan summarized the work of the County Data Producers Workgroup including the regional mailing label application, which is on hold for the next generation data sharing agreement, and the potential for sharing parcel data with utilities. Laumeyer affirmed his company (CenterPoint Energy) is interested but that he has not had an opportunity to thoroughly evaluate the potential of the proposal. The Staff Coordinator also mentioned that he had heard from the Dakota County Electric Coop and they too are interested in further talks.

7. INFORMATION SHARING

Chairperson Harper encouraged the members to review the information provided in the agenda packet.

8. NEXT SCHEDULED MEETING

September 29th at 1:00 p.m.

9. ADJOURN

Givens moved and Henry seconded to adjourn at 2:55 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson and Steve Fester
MetroGIS Staff

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

Wednesday, September 29, 2004

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street on Empire)

1:00 to 3:00+ PM
See directory in lobby for meeting room location.

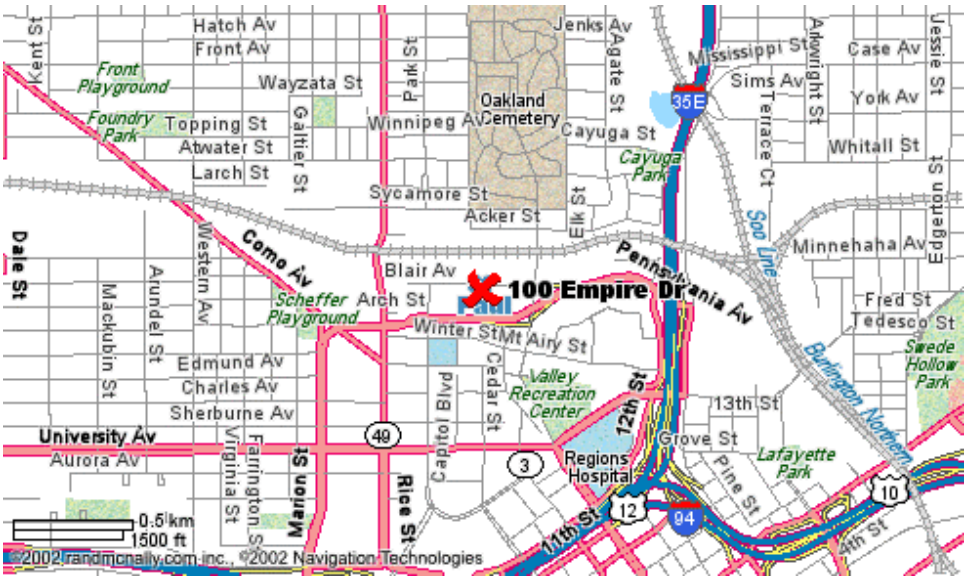
			Page
1.	**Call to Order and Introduce New Member from Anoka County**		
2.	**Approve Agenda**	***action***	
3.	**Approve Meeting Summary**		
	a) June 22, 2004	***action***	**1**
4.	**Summary of July 28 Policy Board Meeting**		**5**
5.	**Action and Discussion Items:**		
	a) Third Generation Data Sharing Agreements – Status Report / License Comments		**6**
	b) Regional Parcel Data Policy – Historical Versions Access Clarification	***action***	**17**
	c) Performance Measures – Data Anomaly Discussion		**24**
	d) GIS Demonstration for October Policy Board meeting	***action***	**26**
6.	**Project Updates:**		**28**
	a) Strategic Planning Workshop		
	b) Priority Business Information Need Solutions and User Satisfaction Forums		
	c) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project		
	d) County Data Producer Workgroup Activities		
	• Regional Mailing Label Application		
	• Regional Parcel Dataset Policy – Access by Non-Profit Interests		
	• Collaborative Parcel Data Distribution Strategy - Non-Government Access		
	• Investigation of Data Sharing with Utilities		
	e) TLG Street Centerline Dataset & DataFinder User Satisfaction Forums		
7.	**Information Sharing:**		**32**
	a) New Policy Board Member Representing TIES – Dan Cook		
	b) Harvard Innovations in Government Grant Application		
	c-d) MetroGIS Cited in 2004 OGC and Australian/New Zealand Publications		
	e) Presentations / Outreach / Studies		
	f) State Geodata Initiatives Update		
	g) Federal Geodata Initiatives Update		
	h) County-based GIS User Group Activity Update		
8.	**Next Meeting**		
	December 15, 2004 (***Election of officers; Chairperson Harper will be stepping down.***)		
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 readily usable."

How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-94 westbound -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Northbound -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Southbound -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

See www.mcit.org for more information

Approved On
(Draft)

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 209
June 22, 2004

1. CALL TO ORDER

Chairperson Harper called the meeting to order at 1:00 p.m., and asked all present to state their name and the organization they represent.

Members Present: *Counties*: Bill Brown and Scott Simmer (Hennepin), Dave Drealan (Carver), Jane Harper (Washington), Jim Hentges (Scott), and Randy Knippel (Dakota); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Mark Vander Schaaf for Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Nancy Pollock, Metropolitan 911 Board; *Non-Profits:* Sandra Paddock (formerly with Wilder Research Center); *Special Expertise*: Brad Henry (URS Corp.); *State*: David Arbeit (LMIC), Joella Givens (Mn/DOT), and Robert Maki (DNR); *Utilities*: Al Laumeyer (CenterPoint Energy Minnegasco); *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District).

Members Absent: *Academics*: Will Craig (U of M); *Business Geographics*: Chet Harrison (CB Richard Ellis); *Cities*: Bob Cockriel (AMM: suburban cities - City of Bloomington), and Karen Johnson (AMM: core cities - City of St. Paul); *Counties*: [vacant] (Anoka), David Claypool (Ramsey); *Federal*: Ron Wencl (USGS); *GIS Consultants*: Larry Charboneau (The Lawrence Group); and *Schools:* Lee Whitcraft (TIES).

Support Staff: Mark Kotz, Steve Fester, Randall Johnson, and Kathie Doty (Richardson, Richter & Associates, Inc.)

2. ACCEPT AGENDA

The agenda was accepted as submitted, with the exception that Item 5c was dropped at the request of Dave Drealan, Chair of the County Data Producers Workgroup.

3. ACCEPT MEETING SUMMARY

Arbeit moved and Hentges seconded to approve the summary for the Committee's March 31st meeting, as submitted. Motion carried, ayes all.

4. SUMMARY OF APRIL 28 POLICY BOARD MEETING

Staff Coordinator Johnson and Chairperson Harper summarized the major topics considered by the Policy Board at its April 28th meeting.

5. ACTION AND DISCUSSION ITEMS

a) Operating Guidelines – Fourth Reading

Chairperson Harper summarized the changes presented in Section 10 of Articles II and III which propose a procedure for communicating with Policy Board and Coordinating Committee members who have not attended for a specified period of time. She noted that the currently proposed language is a compromise between language suggested by the Committee at the last meeting and concerns raised by Chairperson Reinhardt that the previously suggested language was too harsh.

Motion: Read moved and Henry seconded that the Coordinating Committee approve proposed modifications to MetroGIS's Operating Guidelines, as illustrated in the document dated May 5, 2004, and recommend Policy Board approval. Motion carried, ayes all.

b) Enhancements to Regional Parcel Dataset – Policy Statement

Mark Kotz summarized the process that resulted in the proposed changes. He emphasized that the proposed changes presented in the proposed Regional Policy Statements are the same as considered by the Committee at its March 31st meeting and which the Committee directed staff to put into regional policy statement format for formal approval at this meeting. Arbeit suggested that the report to the Policy Board should make it clear that the counties will each need to modify their current attribute extract routines to implement the proposed enhancements, but that the one-time programming resources proposed in the next generation data sharing agreements are acceptable to each county and not onerous by their own admission.

Motion: Henry moved and Knippel seconded that the Coordinating Committee approve the enhancements to the MetroGIS-endorsed Regional Parcel Dataset, as identified in the modified Regional Policy Summary Statement dated May 5, 2004, and recommend that the Policy Board authorize implementation of these modified polices, effective January 1, 2005. Motion carried, ayes all.

c) Regional Parcel Data Policy – Historical Versions & Public Domain Access

Item removed when the agenda was approved.

d) Regional Parcel Data Policy – Unlicensed View Only Access

Knippel summarized the proposal as outlined in the staff report. He commented that the Emergency Preparedness (EP) Workgroup is working with the seven metro area counties to resolve any and all concerns related to maintaining security for parcel data if this proposal is pursued to waive licensure for access via only the proposed application. Knippel also commented that the primary purposes for the application are to educate emergency managers about GIS data that are available to them, engage the emergency managers to point out problems with the current data and provide guidance for their refinement, and raise the awareness of emergency managers about GIS technology and how they can benefit from its use. He emphasized there is little in the way of GIS functionality in the current version of the application and it is not intended to be used in emergency situations.

Knippel closed with a comment that several of the counties are already offering view-only, unlicensed access to parcel data via their own Internet-based property information query applications. He and the other members of the County Data Producers Workgroup believe this proposal is simply an extension of what is already a recognized policy by some of the counties.

Motion: Givens moved and Knippel seconded that the Coordinating Committee:

1) Defer to the seven counties to decide if a policy of supporting view-only access to parcel data via an ArcIMS server based EP application provides sufficient protection for their data. If the counties are willing to acknowledge their approval via the example letter / resolution, dated May 18, 2004 (attached to the staff report in the agenda packet), the Committee recommends that the Policy Board endorse and promote this activity as a matter of regional policy.
2) Recommend that the Policy Board request the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties in the form of the above referenced letter / resolution.

Motion carried, ayes all.

e) Socioeconomic Information Needs – Web Resources Page Custodian

The Staff Coordinator summarized the proposal, noting that a specific U of M department had not yet been settled upon to perform the proposed custodian functions. It was agreed that as long as there are no changes to the cited roles and responsibilities listed in the report, there is no need for the Committee to delay action on the proposed statement until the actual U of M department is settled upon. The members also concurred that is it a good thing that MetroGIS's custodian base for regional data solutions will

broaden to include a non-government entity, with the U of M posed to join the ranks of the Metropolitan Council, DNR, and the seven counties.

Motion: Read moved and Givens seconded that the Coordinating Committee approve the Regional Policy Statement, dated June 11, 2004, which sets forth the custodial roles and responsibilities necessary to support the Internet-based Socioeconomic Resources Page, and recommend its approval by the Policy Board once the U of M selects a specific department to act as the custodian. Motion carried, ayes all.

Note: The Staff Coordinator agreed to speak to Will Craig about the need for the U of M to settle upon a specific department and annual timing for updates to the website before the Committee's recommendation will be submitted to the Policy Board for its consideration.

f) Performance Measures – Data Anomaly Discussion

Kathie Doty, member of the MetroGIS Staff Support Team, pointed out a spike in data downloading activity that occurred in April. Arbeit commented that MetroGIS's status as a node of The National Map may explain the additional activity. Kotz agreed to speak with Alison Slaats, DataFinder Manager, to investigate this possibility. (*Editor's note: After the meeting, staff confirmed that the current DataFinder Café use statistics do not include viewing of Web Map Services, and therefore the impact of the TNM is currently not being tracked*.) Givens mentioned that the spike could also be due to organizations gearing up for summer field projects. The group concurred that this is a strong possibility. Maki also mentioned that students approaching end of semester project deadlines could also have an impact of the level of use.

g) Fall Workshop – Refine Preliminary Agenda & Pre-Retreat Issue Discussion

Kathie Doty, member of the MetroGIS Staff Support Team, summarized a preliminary workshop preparation strategy that the workgroup had developed. The option of surveying the broad MetroGIS constituency prior to the fall workshop and using the results to guide workshop discussion generated considerable Committee discussion about past practices and objectives for the proposed workshop. In the end, it was agreed that a survey should be administered following the Committee's SWOT (Strengths, Weaknesses, Opportunities and Threats) exercise that is currently proposed for the September Committee meeting. The results of the SWOT exercise would then be used to craft questions for the survey of the broader community.

Maki commented that a lot has changed in the world of technology since MetroGIS launched nearly 9 years ago. This changing technology world needs to be integrated into the vision. Vander Schaaf concurred, noting that solutions to common application needs will likely play a heavier role than in the past.

Read commented that the theme for the workshop "Are We Done?" makes her nervous. She used the metaphor that MetroGIS has nearly completed laying of the train tracks but now we have a railroad to run. On the other hand, Brown stated that he liked the theme. In the end, it was agreed that the theme is provocative, which was the intent, and serves the purpose of needing to balance perceived needs of the producer and user communities as well as provide perceived real value to each stakeholder. Harper commented that if at the workshop the conclusion is that more needs to be done, those needs must be acknowledged by those with the required resources.

It was agreed that the proposed SWOT exercise would be an excellent opportunity to reground ourselves in current needs and expectations that must be clearly understood before deciding if there will be a next level or phase, whatever that may be. It was also agreed that 2-3 hours should allotted for the SWOT exercise.

h) GIS Demonstration for July Policy Board meeting

Henry moved and Givens seconded that the Coordinating Committee invite Dennis Welsch to share with the Policy Board on July 28th how the City of the Roseville has improved its responsiveness to community needs via use of the GIS and robust socioeconomic data. Motion carried, ayes all.

6. PROJECT UPDATES

a) The Staff Coordinator commented that negotiations are in progress with the Dakota and Hennepin County attorneys in hopes of reaching agreement from a legal perspective on the Next Generation Data Sharing Agreement and Parcel Data License. He mentioned that the goal is to distribute the proposed agreement to the other counties by the end of July.

b) The Staff Coordinator commented on the strategic alliance that is continuing to mature between the Metro 911 Board and MetroGIS via the work the MetroGIS Address Workgroup. Knippel and Pollock affirmed the need to maintain regular communication between the Metro 911 Board and the Emergency Preparedness Workgroup.

c) Knippel summarized the efforts of the Emergency Preparedness Workgroup to engage the emergency preparedness community in an effort to refine data relevant to their needs and inform them of GIS resources available to them. He also commented on the workgroup's efforts to publish articles in various publications to increase awareness of GIS resources available to emergency managers and encouraged Committee members to pass along articles that would be of interest to the emergency management community.

d) Arbeit updated the group on the current effort to enhance GeoIntegrator and integrate it and DataFinder Café now that the Legislature has unfrozen grant funds that were dedicated to the project last year.

e) Drealan summarized the work of the County Data Producers Workgroup including the regional mailing label application, which is on hold for the next generation data sharing agreement, and the potential for sharing parcel data with utilities. Laumeyer affirmed his company (CenterPoint Energy) is interested but that he has not had an opportunity to thoroughly evaluate the potential of the proposal. The Staff Coordinator also mentioned that he had heard from the Dakota County Electric Coop and they too are interested in further talks.

7. INFORMATION SHARING

Chairperson Harper encouraged the members to review the information provided in the agenda packet.

8. NEXT SCHEDULED MEETING

September 29th at 1:00 p.m.

9. ADJOURN

Givens moved and Henry seconded to adjourn at 2:55 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson and Steve Fester
MetroGIS Staff

TO: Coordinating Committee

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

SUBJECT: Summary of July 2004 Policy Board Meeting

DATE: September 3, 2004
(For the Sept 29th Meeting)

*The following major topics were considered/acted on by the Policy Board on July 28th. Refer to the meeting minutes (*http://www.metrogis.org/teams/pb/meetings/072804/min.pdf *) for the discussion points.*

GIS Technology Demonstration

Dennis Welsch, Community Development Director for the City of Roseville, shared with the Board how the City of Roseville is using GIS technology and **address/household-based socioeconomic data** to support policy making and operations for a wide variety of city services. Roseville has invested in developing and maintaining socioeconomic data at a higher level of accuracy than available with U.S. Census data. The result is they are able to more accurately project population, housing, and labor force trends that are extremely important to managing school district, as well as, city operations. Welsch encouraged MetroGIS to continue its efforts to work on a regional solution(s) to priority Socioeconomic Information Needs and consider demographic database management on a regional scale. (A PDF version of Mr. Welsch's PowerPoint presentation can be viewed at http://www.metrogis.org/teams/pb/meetings/072804/demo.pdf.)

Regional Parcel Dataset: Attribute Enhancement and Expansion

The Policy Board unanimously approved enhancements to the Regional Parcel Dataset, as recommended by the Coordinating Committee, and authorized implementation of the modified policies, effective with the January 2005 update of the dataset (*assuming the next generation data sharing agreement is in place*). The modified regional policy statement can be viewed at http://www.metrogis.org/data/datasets/parcels/policy_sumv2.0.pdf

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

The Board unanimously decided:

1) 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.
2) To defer to the seven counties to decide if this policy is appropriate and if the current application provides sufficient protection for their data.
3) If the counties acknowledge their approval of this policy, the Policy Board hereby requested the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties in this regard.
4) 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.

Although the Board members expressed support in general for the application, they cautioned that if it lacks functionality, it may be counterproductive.

MetroGIS Operating Guidelines Modifications

The Policy Board unanimously approved the modifications to MetroGIS's Operating Guidelines, as recommended by the Coordinating Committee at its June 22nd meeting. The modified guidelines can be viewed at http://www.metrogis.org/about/history/ops_guidelines.pdf.

TO: Coordinating Committee

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

SUBJECT: Next-Generation Data Sharing Agreement

DATE: September 17, 2004
(For the Sept 29th Meeting)

INTRODUCTION

On September 15th, Policy Board Chairperson Reinhardt sent a proposed Data Sharing Agreement to each of the seven counties and asked staff to forward it the Metropolitan Council for their respective approvals. This report provides:

1) An overview of the provisions of the pending Next-Generation Data Sharing agreement which provides the framework for managing and distributing the Regional Parcel Dataset via DataFinder.
2) Committee members, who represent public sector and academic interests, with an opportunity to examine the proposed license agreement that must be executed to access the Regional Parcel Dataset. This license is component of the agreement.

Once the new agreement and component licenses go into effect, each of the 49 formerly licensed public sector and academic users of the Regional Parcel Dataset will need to execute a new license. A proposed licensure application process that uses web-based technology has been prototyped and hopefully will be operational for these relicensures. The process involves several electronic "I agree" statements to expedite application for a license. Comment from county legal staff will be sought once the agreement is on track for approval. The goal is to have both the agreement executed and the online process fully operational by the end of the year.

AGREEMENT PROVISIONS

Financial Aspects: The financial terms associated with this agreement were accepted by the Policy Board at its January meeting. No objections were raised from any of the counties, which would each receive $7,000 in 2004 and $4,000 per year thereafter. The funding in 2004 is primarily to assist the counties with enhancements to the Regional Parcel Dataset endorsed by the Policy Board at its July 28 meeting. At that time, implementation of the enhancements was proposed for the January version of the Regional Parcel Dataset, assuming the Next Generation Data Sharing Agreement was in place by that time.

Data Licensure, Use, and Distribution Requirements: With the assistance of the County Data Producers Workgroup, the initial draft agreement was prepared over a period of about 6 months, beginning in Spring 2003. The initial draft was forwarded to each county in November 2003 for comment, following acceptance of the financial aspects by Chairperson Reinhardt. This past January, talks were initiated to resolve several licensing-related issues identified by the Hennepin and Dakota County attorneys. A major change from the previous agreement resulted whereby the Metropolitan Council has agreed to take on the role of Licensor of the Regional Parcel Dataset in addition to continuing its previously acceptable role of distributor of the Regional Parcel Dataset via DataFinder. This change required major modification of the draft agreement and licenses through negotiations that extended into this month. By early August, agreement had been reached on all but two licensing-related issues: use of the term "value", as opposed to "cost", when referencing potential for recovery of public investment (Section 3.02) and identification of "injunctive relief" as a remedy for breach of licensing conditions (Section 3.05).

On September 15th, the Dakota County Attorney offered language to address these concerns. Policy Board Chairperson Reinhardt was satisfied that this newly suggested language sufficiently addressed the

concerns and forwarded the proposed agreement to each of the commissioners who represent the counties on the Policy Board. She also requested that their respective county boards approve the agreement as soon as possible.

Staff believes that comments received from stakeholder organizations (e.g., MnDOT) during the first round of licensing review have also been satisfactorily addressed.

CONSEQUENCES AND COSTS OF EXTENDED AGREEMENT NEGOTIATIONS

No Distribution of Regional Parcel Dataset: Unfortunately, even though negotiations had been initiated in mid-Spring 2003, agreement could not be reached prior to the December 31, 2003 expiration of the prior agreement. The result is that access to the Regional Parcel Dataset via DataFinder could not be provided. The prior agreement had been in effect from 2000 through 2003. 49 organizations were licensed under the prior agreement to access the regional parcel dataset. Prior to the stoppage in a access via DataFinder, those 49 organizations had been downloading parcel data at a combined average of 37 times per month. This reduction in download activity can be clearly noticed in MetroGIS's Performance Measurement statistics. As a consequence, for the past 8+ months, data users have had to go directly the county(ies) for the data, increasing support time and effort for both the producers and users. MetroGIS staff have received regular inquires from several organizations about when they will again be able to access the data via DataFinder.

Depletion of Funding Budgeted for 2004: Agreement Negotiations and Strategic Planning Workshop: Nearly $20,000 in MetroGIS funding resources have been invested in the subject Next Generation Data Sharing Agreement negotiations, in addition to a significant time investment by attorneys from Dakota and Hennepin Counties, the Council; members of the County Data Producers Workgroup; and the MetroGIS Staff Coordinator. As of mid-July, MetroGIS's entire $15,000 professional services contract budget for assistance from Richardson, Richter & Associates, Inc. (RRA) in 2004 had been depleted. Secondly, work was stopped on preparations for the Coordinating Committee's proposed fall 2004 workshop until there is assurance the agreements are well in hand. If resolution of the agreement issues were not to occur, the workshop would need to take on a completely different focus.

To ensure sufficient resources are available to foster closure on any remaining issues associated with this important agreement and to minimize any further loss of momentum concerning the planned workshop, up to $9,000 in funding, which had been planned for the last three years of the five-year contract with RRA, has been authorized to be used in 2004. The Council has been willing to support these negotiations, and the significant investment of other related resources over the past 8 years, because the Regional Parcel Dataset is a core component of MetroGIS's efforts. The benefits of a single license document, application procedures, and point of access are substantial based upon testimonials from the stakeholder community and also a major indicator of whether regional collaboration to address common geospatial data needs can be sustained long-term. Access to county-produced parcel data is also valuable to the Council's ability to cost-effectively carry out its mandated functions. Also, MetroGIS's efforts to implement cross-county normalization of parcel data reduces time that would otherwise be required of Council staff prior to the using the data.

Assuming the agreement and associated online licensure application can be implemented with minimal additional assistance from RRA, work is expected to resume on the workshop preparations by mid-fall.

RECOMMENDATION

No action is requested by the Coordinating Committee ***but*** individual Committee members representing public sector and academic interests are encouraged have your legal staff review the attached license for any provision that would preclude your organization from executing it, and share any such concerns at the Committee meeting.

Public Party Regional Parcel Dataset License

(Appendix B to Data Sharing Agreement)

CHECK APPLICABLE LICENSED USER: **_____PUBLIC PARTY'S Name: _____** **_____THIRD PARTY USER'S NAME: _____** **Department and Mailing Address: _____** **_____**	 **License No: _____** **License No: _____**

THIS LICENSE governs access to and use of the Regional Parcel Dataset or subset thereof as distributed by the Metropolitan Council ("Council"), as Licensor, on behalf of Anoka, Carver, Dakota, Ramsey, Hennepin, Scott and Washington counties (collectively referred to as "Counties"). This License is made by and between the Council, as Licensor, and the Public Party or Third Party User identified above, the Licensed User.

WHEREAS, the Counties have independently developed with a significant expenditure of public funds their own county-based Parcel Data; and

WHEREAS, certain of the Counties' Parcel Data available in the Regional Parcel Dataset have commercial value and have been maintained by the Counties as trade secrets and/or non-public information as provided by applicable State and Federal law; and

WHEREAS, the Counties have made the Parcel Data available subject to licensing and copyright restrictions and have authorized the Council to distribute the Regional Parcel Dataset to Licensed Users, subject to the terms and conditions contained in this License; and

NOW THEREFORE, in consideration of the Counties' agreement to waive their cost-recovery fees for Public Parties and the Council's agreement to distribute the Regional Parcel Dataset, the Licensed User agrees to use the Regional Parcel Dataset subject to the following terms and conditions:

I. DEFINITIONS

1.01 **"*Academic Interest*"** means a college or university or any other accredited institution of higher education in the United States.

1.02 **"*Counties*"** means Anoka, Carver, Dakota, Ramsey, Hennepin, Scott and Washington Counties.

1.03 **"*DataFinder*"** means an Internet-based application (www.datafinder.org), supported by the Council on behalf of the MetroGIS community.

1.04 **"*Endorsed Regional Dataset*"** means a geospatial dataset that provides a standardized solution to a common geospatial information need(s) of the MetroGIS community, which has been endorsed by MetroGIS.

1.05 **"*Geospatial Data*"** means electronic data used in a GIS which exist in one of three forms: (1) graphic data (e.g., parcel boundaries, street centerlines and planimetric data captured from aerial imagery such as building footprints, curb lines and contour elevations); (2) non-graphic or attribute data (e.g., tabular records that can be associated with graphic data); or (3) digital imagery or raster data.

1.06 **"*Governmental Interest*"** means all local, regional, state and federal governmental jurisdictions including their respective political subdivisions in the United States.

1.07 **"*Parcel Data*"** means a form of Geospatial Data created and maintained by the Counties comprised of parcel boundary and associated parcel attribute data that are components of the Regional Parcel Dataset.

1.08 ***"License"*** means this Public Party Regional Parcel Dataset License.

1.09 ***"Licensed User"*** means a Public Party or Third Party User that has properly executed the License.

1.10 ***"Licensor"*** means the Metropolitan Council.

1.11 ***"MetroGIS"*** means a regional geographic information systems initiative serving the seven-county Minneapolis-St. Paul (Minnesota) metropolitan area. It provides a regional forum 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

1.12 **"*Public Party*"** means a Governmental Interest or Academic Interest.

1.13 **"*Regional Parcel Dataset*"** means an Endorsed Regional Dataset or subset thereof comprised of Parcel Data provided by the Counties and distributed to Licensed Users by the Council. Policies governing the Regional Parcel Dataset are published at http://www.metrogis.org/data/datasets/parcels/index.shtml#standards.

1.14 **"*Third Party User*"** is a separately licensed third party authorized on behalf of the Public Party to have access to the Regional Parcel Dataset for the Public Party's internal business or organizational purposes.

II. LICENSED DATA DISTRIBUTION

2.01. ***Authorized Distribution.*** The Council is authorized as Licensor on behalf of the Counties to distribute the Regional Parcel Dataset to each Licensed User. Following receipt of Parcel Data updates from the Counties, the Council periodically may make an updated Regional Parcel Dataset available to each Licensed User.

III. USE OF LICENSED DATA

3.01 ***Authorized Uses.*** Licensed User is granted a limited, nonexclusive right to have and use the Regional Parcel Dataset provided Licensed User and is complying with all of the terms and conditions of this License. Licensed User may use the Regional Parcel Dataset in the form provided by the Council for Public Party's own internal business or organizational purposes and for no other purpose. Under no circumstances may the Licensed User disclose or disseminate the Regional Parcel Dataset or subset thereof to any other entity or individual. Licensed User may modify the Regional Parcel Dataset or merge the Regional Parcel Dataset into other databases for Public Party's own use. Licensed User may have and use the Regional Parcel Dataset on a corporate-wide basis and may use the Regional Parcel Dataset on an unlimited number of Licensed User sites, provided the central processing units on which the Regional Parcel Dataset is maintained supports only equipment operated by the Licensed User and the Regional Parcel Dataset is used only for the conduct of the Public Party's internal business. A Third Party User is granted a limited, nonexclusive right to have and use the Regional Parcel Dataset solely to assist the Public Party with the Public Party's business needs and for no other purpose.

3.02 ***Unauthorized Uses.*** The Licensed User shall not use the Regional Parcel Dataset on behalf of, and shall not copy or disclose it to, any other individual, organization, corporation, government entity or any other party. The Licensed User acknowledges and understands that the Regional Parcel Dataset and the data provided by the Counties constitutes trade secret or confidential information and that the Counties have all rights and remedies available under applicable state and federal law. If a potential user obtains a copy of the Regional Parcel Dataset from a Licensed User or from any source other than the Counties or the Council. In the event that the Licensed User provides unauthorized access of the Regional Parcel Dataset to a third party, the Licensed User's License shall terminate. Any future access by such Licensed User to the Regional Parcel Dataset shall not include a fee waiver or DataFinder access. In addition to termination of the License, a Public Party shall be responsible for its own errors, acts or omissions to the extent permitted by law. With the exception of the State of Minnesota, which is governed by Minnesota Statutes Section 3.736, all other Public Parties' liability shall be governed by Minnesota Statutes, Chapter 466 or by other applicable state or federal law, rule or regulation. In addition to termination, a Third Party User shall be responsible for any costs incurred by the Counties in enforcing their rights to recovery of the data, the value of the data, and user fees, including but not limited to reasonable attorney fees and for any costs incurred by the Council or Counties in enforcing the License for unauthorized access to the Regional Parcel Dataset by or through a Third Party User.

3.03 ***Regional Parcel Dataset Security.*** The Licensed User agrees to implement appropriate security procedures to prevent unauthorized disclosure of the Regional Parcel Dataset including, but not limited to, providing physical security for copies of the Regional Parcel Dataset and all steps it takes to protect information or data of its own that it regards as proprietary, confidential or nonpublic. All employees of the Licensed User having access to the Regional Parcel Dataset shall be informed of the requirements contained in Sections 3.01 through 3.06 of this License. The Regional Parcel Dataset shall be kept in a secure location and maintained in a manner so as to reasonably preclude unauthorized persons from having access to it. The Licensed User agrees to promptly notify the Council pursuant to Section 6.04 of this License if the Licensed User becomes aware of any unauthorized duplication, sale or other disclosure.

3.04 ***Reservation of Rights.*** The Counties shall retain all rights, title and interest in their respective Parcel Data incorporated into the Regional Parcel Dataset, including the right to license to other users their own individual parcel datasets.

3.05 ***Unauthorized Disclosure.*** It is agreed that unauthorized disclosure or use of the Regional Parcel Dataset or any part thereof could cause irreparable harm and significant injury to the Council or the Counties, which may be difficult to measure with certainty or to compensate through damages. Accordingly, it is agreed that the Council and the Counties may seek, against the breach or threatened breach of the undertakings in this License, in addition to any other equitable or legal remedies, which may be available consistent with Section 3.02 above.

IV. LICENSE TERM, MODIFICATION AND TERMINATION

4.01 ***Term.*** The term of this License shall commence upon execution of this License by the Public Party and, if applicable, the Public Party's Third Party User and shall remain in effect for the Public Party/Third Party User until December 31, 2008, unless sooner terminated pursuant to the provisions of this License.

4.02 ***Modification of License Terms.*** This License may be updated periodically as needed at the sole discretion of Licensor. Notice will be sent of the same to the Licensed User and the Licensed User shall be deemed to have accepted the terms of the modified license if they continue to use the Regional Parcel Dataset after the date such notice is received.

4.03 ***Termination.*** The Council retains the right to terminate this License and discontinue provision of Regional Parcel Data under this License at its sole discretion and at any time. This License shall terminate if the Licensed User fails to comply with the terms and conditions of this License. Once a Licensed User no longer has the right to use the Regional Parcel Dataset, all of the Regional Parcel Dataset must be deleted from the Licensed User's computers and destroyed. The Third Party User's right to use the Regional Parcel Dataset, unless earlier

terminated by the provisions of this License, shall terminate at such time the work the Third Party User is performing for the Public Party related to the use of the Regional Parcel Dataset is complete, or at such time as the authorizing Public Party's License terminates. The Public Party shall notify the Council in writing of the completion of the Third Party User's work on behalf of the Public Party.

It is agreed that any right or remedy provided for in this License to the Council or the Counties shall not be considered as the exclusive right or remedy but shall be considered to be in addition to any other right or remedy allowed by law, equity or statute. The failure to insist on strict performance of any covenant, agreement or stipulation of this License or to exercise any right contained herein shall not be a waiver or relinquishment of such covenant, agreement, stipulation or right, unless stipulated to by the parties in writing.

In the event the Council or Counties terminate the Regional Parcel Data Sharing and Distribution Agreement for Public Parties, the Licensed User has the right to use the Regional Parcel Dataset already received and the terms and conditions of this License shall continue to be honored.

V. DISCLAIMERS

5.01 ***Limited Warranty.*** The Regional Parcel Dataset is made available to the Licensed User subject to the following limitations and restrictions:

(a) The Council will take reasonable steps to ensure DataFinder on which the Regional Parcel Dataset is provided is operating correctly. The Licensed User is responsible for the installation and use of the Regional Parcel Dataset and the results or consequences obtained from such installation or use of the Regional Parcel Dataset. The Council is not responsible for any downloading or transmission problems a Licensed User may experience related to the availability, reliability or operation of the Internet.

(b) The Counties and the Council do not warrant that their respective Parcel Data or the Regional Parcel Dataset are error-free. Parcel Data used in the Regional Parcel Dataset were developed for the Counties' own internal business purposes and neither the Counties nor the Council represents that the Regional Parcel Dataset can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features.

(c) **ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, RESPECTING THIS LICENSE, THE PARCEL DATA OR REGIONAL PARCEL DATASET ARE DISCLAIMED.**

(d) **THE PARCEL DATA AND REGIONAL PARCEL DATASET AND ANY ASSOCIATED MANUALS, REFERENCE MATERIALS AND TECHNICAL DOCUMENTATION (IF ANY) ARE PROVIDED "AS IS" WITHOUT ANY SUPPORT WHATSOEVER AND WITHOUT WARRANTY AS TO THEIR PERFORMANCE, MERCHANT-**

ABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE REGIONAL PARCEL DATASET IS ASSUMED BY LICENSED USER.

(e) THE COUNTIES AND THE COUNCIL SHALL NOT BE LIABLE FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT, INDIRECT, SPECIAL, INCIDENTAL, COMPENSATORY OR CONSEQUENTIAL DAMAGES OR ANY THIRD PARTY CLAIMS WHICH MAY RESULT FROM THE USE OF THE REGIONAL PARCEL DATASET BY LICENSED USERS, EVEN IF THE COUNTIES OR THE COUNCIL HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH POTENTIAL LOSS OR DAMAGE, AND

(f) THE SOLE REMEDY AVAILABLE AGAINST THE COUNCIL OR THE COUNTIES SHALL BE THE RIGHT TO TERMINATE THIS LICENSE.

5.02 ***Liability.*** Except for the liabilities under the warranty provisions of Section 5.01, the Counties' and the Council's liability is governed by Minnesota Statutes Chapter 466 and other applicable law. Nothing in this License shall be construed as a waiver on the part of the Counties or the Council of any immunities or limits on liability provided by Minnesota Statutes Chapter 466, or other applicable state or federal law, rule or regulation.

VI. GENERAL TERMS AND CONDITIONS

6.01 ***Invalidity and Severability.*** If any term or provision of this License or the application of this License or its provisions to any person or circumstance shall to any extent be declared or found invalid or unenforceable, the remainder of this License shall remain in effect and enforceable.

6.02 ***Governing Law.*** This License shall be governed by and interpreted pursuant to the laws of the State of Minnesota without giving effect to principles of conflict of law, and venue for all judicial proceedings relating to this License shall be in the state and federal courts with competent jurisdiction that are located within the seven-county metropolitan area surrounding Minneapolis and Saint Paul, Minnesota.

6.03 ***Assignment.*** Licensed User shall not assign, transfer, sublicense or pledge this License in whole or in part.

6.04 ***Correspondence.*** Correspondence regarding this License or the Regional Parcel Dataset shall be directed to the Council in writing at the following:

Metropolitan Council
Attn: MetroGIS Staff Coordinator

Mears Park Centre
230 East Fifth Street
St. Paul, Minnesota 55101-1634
E-Mail: randy.johnson@metc.state.mn.us

6.05 ***Audit.*** Licensed User's books, records, documents and accounting procedures and practices relevant to this License are subject to examination by the Counties or the Council for a minimum of six (6) years.

6.06 ***Merger and Modification.*** It is understood and agreed that the entire License is contained herein and that this License supersedes all oral agreements or negotiations between the parties relating to the subject matter hereof. All items referred to in the License are incorporated or attached are deemed to be part of this License.

6.07 ***Government Data Practices Act.*** The Minnesota Government Data Practices Act. Minnesota Statutes Chapter 13, applies to this License. Applicable provisions of the Act supersede any contrary or inconsistent provisions in this License.

6.08 ***Whereas Clauses.*** The matters set forth in the "Whereas" clauses on page one of this License are incorporated into and made a part hereof by this reference.

6.09 ***Survival of Provisions and Obligations.*** It is expressly understood and agreed that the obligations and warranties which by their sense and context are intended to survive the performance and termination of this License shall so survive the expiration, termination or cancellation of this License. Obligations respecting confidentiality of the Regional Parcel Dataset shall survive termination of this License for any reason and shall remain in effect for as long as the Licensed User continues to possess or control the Regional Parcel Dataset, and the Council and the Counties shall remain entitled to enforce their rights and interests in the Regional Parcel Dataset

6.10 ***No Agency.*** Nothing in this License shall be construed to create an agency joint venture, partnership or other form of business association between the Licensed User and the Counties or between the Licensed User and the Council.

Metropolitan Council

By_____

Name_____

Title_____

Date_____

Public Party [check appropriate box(es)]

ڤ **I certify that the Public Party is a Governmental Interest or Academic Interest pursuant to the definitions herein and that in executing this License on behalf of the Public Party I represent that I am duly authorized to execute this License on behalf of the Governmental Interest or Academic Interest and represent and warrant that this License is a legal, valid and binding obligation and is enforceable in accordance with its terms.**

ڤ I certify that the below signed _____ (Third Party User) is authorized by the Public Party as a Third Party User pursuant to the definitions herein until _____(date), unless modified by the Public Party in writing to the Council. As the authorized Third Party User, the Public Party shall indemnify, to the extent permitted by law, the Council and Counties for any costs, including legal costs incurred by the Council or the Counties in the event the Third Party User violates any terms or conditions of the License.

By: _____
(***authorized signature***) on Behalf of the Public Party Identified Above

_____
(*printed name*)
Title: _____

Date: _____

Contact Person for the Public Party:
Name: _____

Title: _____

Phone Number: _____

Third Party User:

I am duly authorized by _____, the Public Party, to execute this License as the Public Party's Third Party User and I certify that in executing this License on behalf of the Third Party User I represent that I am duly authorized to execute this License on behalf of Third Party User and represent and warrant that this License is a legal, valid and binding obligation and is enforceable in accordance with its terms.

By: _____
(***authorized signature***) on Behalf of the Third Party User

_____
(*printed name*)
Title: _____

Date: _____

Contact Person for the Third Party User:

Name: _____

Title: _____

Phone Number: _____

Public Party: _____

TO: Coordinating Committee

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

SUBJECT: Regional Parcel Data Policy – Historical Versions Access

DATE: September 13, 2004
(For the Sept 29th Meeting)

INTRODUCTION

The County Data Producers Workgroup has recommended modification of the Regional Parcel Dataset Roles and Responsibilities pertaining to supporting access to annual archives of this dataset.

RECOMMENDATION OF COUNTY DATA PRODUCERS WORKGROUP

On July 22, 2004: The County Data Producers Workgroup unanimously:

1) Recommended that the Roles and Responsibilities stipulated in the Policy Summary Statement for the Regional Parcel Dataset be modified, as necessary, to accommodate supporting historical versions of the Regional Parcel Dataset and providing access to licensed users, subject to the Council and counties entering into an agreement that permits the Council to distribute the data.
2) Postponed further consideration on a request from the "neighborhood group community" earlier this year for unlicensed access to three-year old data even when missing names and addresses, until the Workgroup concludes its consideration of a related proposal to grant parcel data access without fee to specified non-profit interests.

A reason given by the Workgroup for recommending approval of the first proposal was that none of the counties is currently archiving their parcel data in manner that would lend itself to easy access and that archiving the regional dataset would be a great service to both the entire user community including the counties themselves.

RELATED PAST ACTION OF POLICY BOARD

1) October 22, 2002: Authorized the Coordinating Committee to modify the "Operational Procedure Clarifications" attachment (Appendix B) related to this (parcels) and other regional policy statements, when all relevant and affected parties are in agreement.
2) July 28, 2004: Modified the roles and responsibilities that govern support of the regional parcel dataset. Among the changes was establishment a policy of supporting access to annual archives of the data [Section D (10) under the Regional Custodian Responsibilities section].

DISCUSSION

Following action by the County Data Producers Workgroup and Policy Board this past July to recommend supporting access to annual archives of the Regional Parcel Dataset, staff investigated implementation options. After speaking with county representatives, staff concluded that the year-end quarterly update would be the best candidate to represent a snapshot of the regional dataset on an annual basis. This would ensure that each county has updated its assessment data to include its most recent value evaluation figures, as they complete these updates on varying schedules through the year.

RECOMMENDATION

That the Coordinating Committee authorize amendment of Appendix B to the Policy Summary for the Regional Parcel Dataset to clarify the operational procedures for support of access to annual archives of the Regional Parcel Dataset.

REGIONAL PARCEL DATA BUSINESS INFORMATION NEED POLICY SUMMARY

Preamble:
A guiding principle of MetroGIS is that no organization will be asked to perform a task for MetroGIS for which they do not have an internal business need. Primary custodians are responsible for providing only that parcel attribution data that they maintain for their own internal business purposes and which can be retrieved and provided to the regional custodian without an excessive level of effort. Within these bounds, it is expected that each primary custodian will work toward providing the most complete dataset practical. Regional custodians are not obligated to manipulate data received from the primary custodians when doing so would exceed their business needs. Gaps may continue to exist between defined data needs and available data. MetroGIS will work to identify solutions that bridge these gaps for the broad MetroGIS community.

Parcels – Regional Data Specifications

DESIRED REGIONAL PARCEL DATASET
(*GOVERNMENT UNITS AND ACADEMIC INTERESTS VERSION*)
The regional parcel dataset should be a metro-wide (7-county) dataset with a high horizontal positional accuracy. Each primary custodian (each of the seven counties) should provide their parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis to the regional custodian, with complete metadata. The regional dataset custodian will provide the parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis, with metadata, entity and attribute information, and contact information.

Attribute fields attached to each parcel shall be as presented in Appendix A.

Parcels – Roles and Responsibilities

A. PRIMARY CUSTODIAN
Responsibility for the primary (source) data and its maintenance shall remain with each individual county.

B. PRIMARY CUSTODIAN RESPONSIBILITIES
1. Update the primary parcel datasets on a continuous basis.
2. Submit a copy of their primary parcel polygon and points datasets to the regional custodian on a quarterly schedule established by MetroGIS and the regional custodian in shape file format and in UTM, NAD83, meters. The shape files are expected to include all attribute fields endorsed by MetroGIS with the exact field name, field length, and field type specified. *It is understood that the attribute fields will be populated at each county's discretion based upon data availability in each county*.
3. Create, maintain, and provide metadata for the datasets. *If a county elects not to submit metadata, contact information for a person with appropriate expertise will be included in the regional metadata.*
4. Primary producers are encouraged to periodically test and report the spatial accuracy of the parcel boundary data they submit to the regional custodian. If testing is undertaken, primary producers are also encouraged to use of the NSSDA testing and reporting procedures.

C. REGIONAL CUSTODIAN

The Metropolitan Council (Council) has been identified and has accepted, on behalf of the MetroGIS community, designation by MetroGIS on July 11, 2001 as the best candidate to carry out the roles and responsibilities associated with assembly and maintenance of the regional parcel dataset.

D. REGIONAL CUSTODIAN RESPONSIBILITIES

1. Compile the regional dataset of parcel boundaries, parcel points and attributes, as agreed upon by MetroGIS, from the primary sources. The data specification standards endorsed by MetroGIS should incorporate use of FGDC cadastral standards to the extent practical.
   ***Note**: As a matter of MetroGIS policy, the regional custodian shall **not** change the parcel boundary data received from the counties. The counties, as primary custodians, shall be the only entities authorized to modify parcel boundary data as it pertains to the regional dataset.*
2. Establish and maintain a process to automate, to the extent practical, the compilation of a regional dataset from the primary sources, including, but not limited to, the following procedures:
   a) The regional custodian shall compare each dataset submitted by the primary custodians with the desired standard specifications (UTM, NAD83 coordinates and the attributes in Exhibit A). Specifically the regional custodian will check:
      - field name
      - field width
      - field type
      - field order
      - county code and dash appended to PIN
      - visual check of projection against orthophotos to see if parcels appear to be in the correct location
      - existence and format of metadata

   b) Inform the primary custodian where a primary dataset differs from a MetroGIS-endorsed standard. If differences are minimal and only involve attributes, the regional custodian will modify the primary dataset to match the desired standard specifications. If the regional custodian perceives the differences to be significant, it will distribute the primary dataset as provided by the primary custodian with a note to users indicating the differences from the desired specifications.

   c) Compile metadata from all sources into one set of regional metadata for the dataset and distribute it in the format provided by the primary custodians. However, the regional custodian will, at the request of a primary custodian, convert metadata in DataLogr, SGML or ESRI's XML formats to a standard HTML format. The regional custodian will also help any primary custodian to develop Minnesota Geographic Metadata Guidelines format metadata. The regional custodian will maintain complete regional metadata and make the supplied county parcel data and metadata available to approved users.

   d) Include a contact person for the primary custodian with the distribution of the regional dataset if metadata is not available from a primary custodian.
3. Re-compile, from the primary sources, the regional dataset on a quarterly basis according to a schedule established by MetroGIS.
4. Each parcel shall have a unique parcel identification number consistent with the standard adopted by the Policy Board on January 27, 1999, or as subsequently modified by the Board.
5. Further the use of cadastral standards for the regional parcel boundary dataset, where applicable.
6. In conjunction with the MetroGIS user community, provide a means to notify the counties of gaps/overlaps in primary datasets along county boundaries (interior boundary gaps/overlaps are the responsibility of the primary custodian). The decision as to whether or not to modify any identified boundary anomalies is solely the discretion of the county(ies) involved.
7. Provide for data archive, backup, retrieval, and disaster recovery.
8. Provide for distribution of the dataset via MetroGIS DataFinder and such other media as permitted by the Counties.

9. Execute a quality control/quality assurance procedure that assures the regional dataset user that the data they receive is the same is as provided to the regional custodian from the primary producers for assembly into a regional dataset.
10. Support distribution of one quarterly version of the Regional Parcel Dataset for each year, as determined by MetroGIS, as an annual archive along with appropriate metadata.
11. Co-host, with MetroGIS, Data Users Forums on a schedule decided by the Coordinating Committee to obtain feedback from the MetroGIS community as to desired enhancements to the dataset and any associated data access, content, documentation and/or distribution policy(ies).

Parcels – Access Policies

Rules associated with access to the Regional Parcel Dataset, or any portion thereof, shall be decided by the counties, the primary producers of the data. MetroGIS's role is to foster coordination among counties concerning access to parcel data. Such rules may be part of a formal agreement or enacted by letter of intent/resolution from the counties, as determined at the counties' discretion. Each such MetroGIS facilitated policy follows:

1. Data Sharing Agreement – Seven Counties and Metropolitan Council. Through this agreement, which has been a principal focus of MetroGIS's efforts since its inception, the seven Minneapolis – St. Paul Metropolitan Area counties establish access policy regarding the Regional Parcel Dataset (e.g., without fee, to government and academic interests subject to obtaining and abiding by the provisions set forth in a License).

2. Waiver of License Requirement for Access to Historical Versions of the Regional Parcel.
(~~Policy Board consideration is tentatively scheduled for October 2004~~. A proposal was received Spring 2004 from the neighborhood group community, consideration of which was indefinitely postponed by County Data Producer Workgroup on July 22, 2004 until the broader topic of non-profit access to parcel data has been resolved.)

3. Waiver of license requirement for view-only access.
On July 28, 2004, the MetroGIS Policy Board endorsed a policy of supporting view-only access to the regional parcel dataset via the MetroGIS Emergency Preparedness Internet Application which is under development, subject each county ratifying this policy. The Board also imposed a one-year sunset if it has not endorsed roles and responsibilities by that time to sustain support of the Emergency Preparedness Internet Application.

APPENDIX A

STANDARD PARCEL ATTRIBUTES – REGIONAL PARCEL DATASET

Regional Parcel Attribute[1]	Regional Dataset Field Name	Field Description *with some comments*	Field Type	Field Width
Unique County ID	COUNTY_ID	Three digit FIPS and State standard county code.	text/string	3
Unique Parcel ID	PIN	Unique regional parcel ID comprised of the county PIN with the county code and dash appended to the front.	text/string	17
House Number	BLDG_NUM	The building or house number of the parcel. (Things like fractional house numbers should be included with this field.)	text/string	10
Street Prefix Direction	PREFIX_DIR	Street prefix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf)	text/string	2
Street Prefix Type	PREFIXTYPE	Street prefix type (e.g. Hwy) for the parcel. *Few counties store this data separately.*	text/string	6
Street Name	STREETNAME	Street name for the parcel. If a county is unable to provide the individual street data fields (direction, type, etc), they may be provided as a combined data element in this field.	text/string	40
Street Type	STREETTYPE	Street type abbreviation for the parcel (as defined by USPS Pub. 28 Appendix C. http://pe.usps.gov/text/pub28/pub28apc.html#508hdr2)	text/string	4
Street Suffix Direction	SUFFIX_DIR	Street suffix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf)	text/string	2
Unit Information	UNIT_INFO	Additional unit information for the parcel for condominiums, etc. (e.g. Unit 5B, Suite 8, etc.)	text/string	12
City (actual)	CITY	Name of city or township in which the parcel actually resides (not the mailing address city).	text/string	30
City (mailing)	CITY_USPS	The mailing address city for the parcel as defined by the USPS.	text/string	30
ZIP Code	ZIP	ZIP code for the parcel.	text/string	5
ZIP 4 Extension	ZIP4	The four digit zip code extension for the parcel.	text/string	4
Legal Description Plat Name	PLAT_NAME	The legal description plat name (this is often synonymous with the subdivision name).	text/string	50
Legal Description Block	BLOCK	The legal description block within the plat.	text/string	5
Legal Description Lot	LOT	The legal description lot within the block.	text/string	5
Polygon Acreage	ACRES_POLY	The calculated acreage of the polygon within the GIS spatial data. (numeric field with two decimal places)	numeric	11 (2 dec)
Deeded Acreage	ACRES_DEED	The deeded acreage of the parcel. (numeric field with two decimal places	numeric	11 (2 dec)
Use Type 1	USE1_DESC	Description of use type 1.	text/string	100
Use Type 2	USE2_DESC	Description of use type 2.	text/string	100
Use Type 3	USE3_DESC	Description of use type 3.	text/string	100
Use Type 4	USE4_DESC	Description of use type 4.	text/string	100
Multiple Uses	MULTI_USES	Flag (Y/N) to indicate if multiple uses exist.	text/string	1
Landmark/Business Name	LANDMARK	Name of the predominant landmark or business on this parcel.	text/string	100
Owner Name	OWNER_NAME	The full name of the owner. The format should be last name first where available. Inclusion of multiple owners is up to each county.	text/string	50
Additional Owner Name	OWNER_MORE	Field for additional owner information where available (e.g. joint owner or additional first name first format).	text/string	50
Owner Address	OWN_ADD_L1 OWN_ADD_L2 OWN_ADD_L3	Mailing address of the owner. Up to three lines may be used. Typically line1 is street address and line2 is city, state & zip, but other variations exist.	text/string	40 each
Taxpayer Name	TAX_NAME	The full (first and last) name of the taxpayer. The format (e.g. last name first or last name last) and inclusion of multiple taxpayers is up to each county.	text/string	40
Taxpayer Address	TAX_ADD_L1 TAX_ADD_L2 TAX_ADD_L3	Mailing address of the taxpayer. Up to three lines may be used. Typically line1 is street address and line2 is city, state & zip, but other variations exist.	text/string	40 each
Homestead Status[2]	HOMESTEAD	Homestead status (Y = yes, N = no, P = partial) *Note: The inclusion of this field will allow parcel data users to assume the owner is the occupant for these parcels. Not all counties have this data as a yes or no type field. Those counties can decide if they want to process it into a Y/N field.*	text/string	1
Estimated Market Value - Land	EMV_LAND	Land estimated market value	numeric	11
Estimated Market Value - Buildings	EMV_BLDG	Building estimated market value	numeric	11
Estimated Market Value - Total	EMV_TOTAL	Total estimated market value	numeric	11
Tax Capacity	TAX_CAPAC	Tax capacity of the parcel	numeric	11
Total Tax	TOTAL_TAX	Total tax of the parcel	numeric	11
Special Assessments	SPEC_ASSES	Special assessment value due and payable in the current year.	numeric	11

Regional Parcel Attribute[1]	Regional Dataset Field Name	Field Description *with some comments*	Field Type	Field Width
Tax Exempt Status	TAX_EXEMPT	Tax exempt (Y/N) *(Note: The counties that do have this information tend to have it imbedded in other code fields. A Y/N field will be maintained and counties can decide whether to do the processing to create that information to populate the field.)*	text/string	1
Exempt Use 1	XUSE1_DESC	Description of exempt use type 1.	text/string	100
Exempt Use 2	XUSE2_DESC	Description of exempt use type 2.	text/string	100
Exempt Use 3	XUSE3_DESC	Description of exempt use type 3.	text/string	100
Exempt Use 4	XUSE4_DESC	Description of exempt use type 4.	text/string	100
Dwelling Type	DWELL_TYPE	Type of dwelling (e.g. single family, duplex, etc.)	text/string	30
Home Style	HOME_STYLE	Home style description (e.g. rambler, split entry, etc.)	text/string	30
Square Footage	FIN_SQ_FT	Finished square footage	numeric	11
Garage	GARAGE	Garage (Y/N)	text/string	1
Garage Square Footage	GARAGESQFT	Garage square footage	text/string	11
Basement	BASEMENT	Basement (Y/N)	text/string	1
Heating	HEATING	Type of heating in use	text/string	30
Cooling	COOLING	Type of cooling in use	text/string	30
Year Built	YEAR_BUILT	Year built	numeric	4
Number of Units	NUM_UNITS	Number of residential units.	text/string	6
Last Sales Date	SALE_DATE	Date of last sale	date	8
Last Sales Value	SALE_VALUE	Value of last sale	numeric	11
School District	SCHOOL_DST	Unique school district number	text/string	6
Watershed District	WSHD_DIST	Watershed district name	text/string	50
Green Acres	GREEN_ACRE	Green acres status (Y/N)	text/string	1
Open Space	OPEN_SPACE	Open space status (Y/N)	text/string	1
Agricultural Preserve	AG_PRESERV	Agricultural preserve status (Y/N)	text/string	1
Ag. Preserve Enrolled	AGPRE_ENRD	Agricultural preserve enrolled date	date	8
Ag. Preserve Expiration	AGPRE_EXPD	Agricultural preserve expiration date	date	8
Parcel Polygon to Parcel Point and PIN Relationship Code	PARC_CODE	This field is used to provide information about the relationship between parcel polygons, parcel points and unique tax parcel identifiers (PINs).	numeric	2

[1] Washington County's agreement specifically exempts "property line dimensional data" from inclusion in the regional parcel dataset. This was the intent and understanding with other counties that raised the issue.

[2] "Resident name" has been identified by the MetroGIS community as a desirable attribute for the regional parcel dataset. However, this information is not maintained by counties. Until a suitable source for "Resident Name" is identified, "homestead status" will serve as a surrogate for "Resident Name".

APPENDIX B

Operational/Procedural Clarifications

Note: On October 22, 2002, the Policy Board modified the regional policy statement to include this Appendix and authorized the Coordinating Committee, from that point on, to modify this Appendix and other regional policy statements (parcels and other) when all relevant and affected parties are in agreement.

1. If counties have polygons in their parcel dataset for rights-of-way, lakes or other "non-standard" parcels, these should not be removed from the regional parcel dataset. Counties do not have to go to any extra lengths to create polygons where they do not already exist in their parcel dataset. (*October 2002*)

2. The quarterly update schedule will be April 1, July 1, October 1 and January 1. Valuation and tax information in the Regional Parcel Dataset will generally be updated with the April release. Counties that do not have the new assessments available by April should provide them with the next quarterly release after they are available. Parcel geography and other attributes will be updated with each quarterly release. (*December 2003 Coordinating Committee clarification*)

3. When new quarterly updates are posted, the previous version will be removed from MetroGIS DataFinder. In accordance with Regional Custodian responsibility D(10), the Council will archive the end of calendar year quarterly update as the annual archive. (*September 2004 Coordinating Committee clarification.*)

(1) Revision History:
Version 1 - Initial Adoption: October 27, 1999
Modified: January 9, 2002 and October 22, 2002
Version 2 –Adoption: July 28, 2004
Modified: September 29, 2004 (Appendix B)

TO: Coordinating Committee

FROM: MetroGIS Staff
Contacts: Randall Johnson (651-602-1638)
Steve Fester (651-602-1363)

SUBJECT: Quarterly Update Performance Measure Reporting – Data Anomaly Discussion

DATE: September 22, 2004
(For the Sept 29th Meeting)

INTRODUCTION

Staff are seeking direction from the Coordinating Committee as to a possible explanation for the one anomaly in the performance measures reporting statistics for June through August 2004. The Committee has asked Staff to bring forward one or more anomalies for discussion each quarter.

PERFORMANCE REPORTING STATISTICS – JUNE-AUGUST 2004:

General Activity Summary: - Staff have reviewed the performance measure statistics for June through August 2004. Visits to the DataFinder Catalog and DataFinder Café web pages were down slightly compared to the same period in 2003. However, from June through August 2004 there was a substantial decrease in dataset downloads compared to the same period in 2003 – 1,910 in 2003 vs. 1,140 in 2004.

One possible explanation for the decrease is that the Regional Parcel Dataset was not available during the reporting period, although parcel data downloads only totaled 93 for the same period in 2003.

Staff also believe it is noteworthy to report that regionally-endorsed datasets continue to dominate downloading activity (4-5 of the top 10), despite comprising less than 10 of the 116 datasets currently available via DataFinder.

Summary graphs are provided in the Reference Section. The detailed data for June through August 2004 are available upon request. The actual detailed monthly data totals from mid-2002 through December 2003 are available at http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf.

RECOMMENDATION

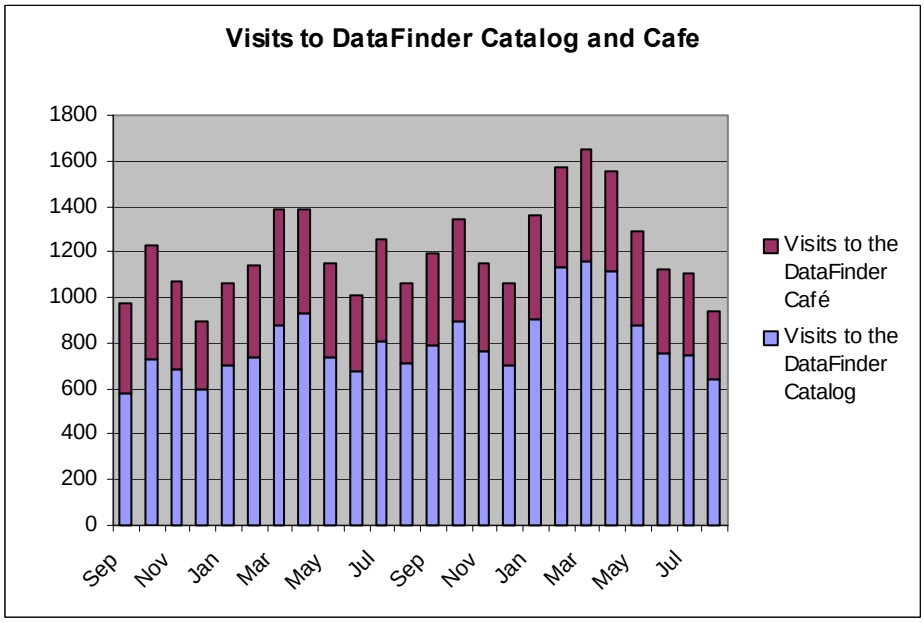
That the Coordinating Committee offer a possible explanation for the decrease in dataset downloads, and note any other anomalies or trends apparent in the report.

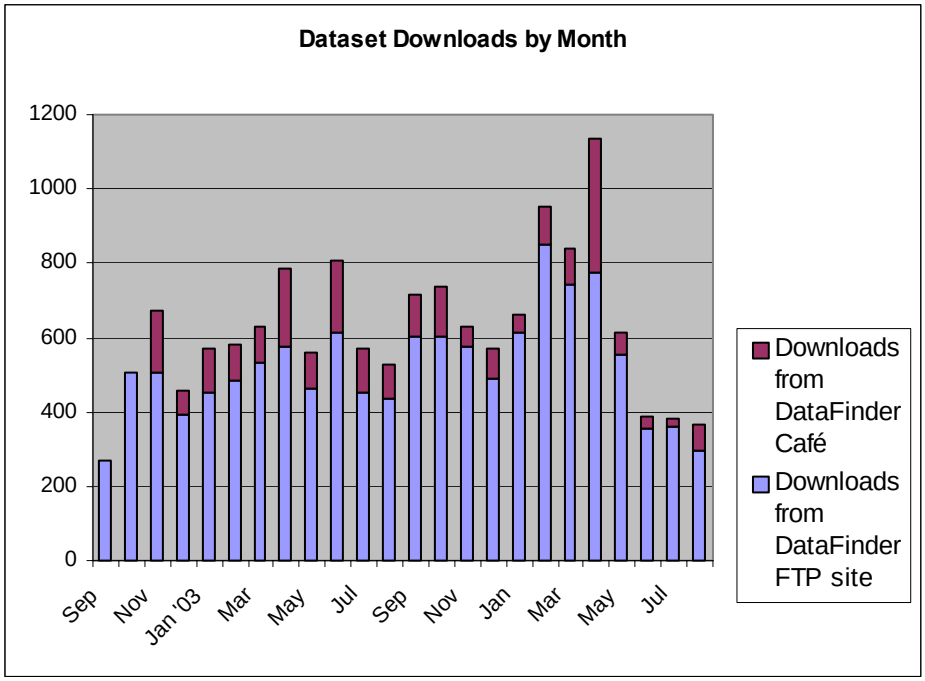
REFERENCE SECTION

PAST COMMITTEE ACTION

1. April 9, 2003, the Coordinating Committee:
   a) Concluded that a formal performance measure report should occur only on an annual basis, with Committee consideration at its December meeting.
   b) Agreed that staff should offer one or more anomalies (good or bad) in the Performance Measure for discussion at each of the Committee's other quarterly meetings for discussion. The results of these quarterly discussions are to be incorporated into the annual report.
2. January 28, 2004: The Policy Board adopted the 2003 Performance measures Report, as recommended by the Coordinating Committee. It is available for viewing and downloading at http://www.metrogis.org/benefits/perf_measure/1203_perfmeas_rept.pdf.

EXCERPTS FROM MONTHLY PERFORMANCE MEASURES REPORT – JUNE - AUGUST 2004





TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration – October 2004 Policy Board Meeting

DATE: September 6, 2004
(For Sept 29th Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the October 29th Policy Board meeting.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. SRF Consulting's use of MetroGIS's regional solutions to address a host of their government clients' business needs was the subject of a MetroGIS benefits testimonial. This testimonial can be viewed at http://www.metrogis.org/benefits/testimonials/srf.pdf. Due to the breadth of regional data types and range of clients depicted in this testimonial, the Committee at its March 31st meeting asked staff to invite SRF to summarize the content of their testimonial. Mr. Diedrich, with SRF, is interested but declined until fall 2004, at the earliest, due to heavy workload. *As of this writing, Mr. Dietrich had not responded to a 9/6 interest inquiry from staff.*
2. Follow-up with the Riley-Purgatory-Bluff Creek MetroGIS benefits testimonial (http://www.metrogis.org/benefits/testimonials/index.shtml) and request a presentation from the perspective of watershed districts.
3. During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting. Since then, only Scott County has made a presentation.
4. Demonstrate the regional mailing label application. Not an option until at least January 2005 or when the next-generation agreement goes into effect.
5. Demonstration of the MetroGIS Emergency Preparedness Website. This demonstration option was identified as a demonstration candidate at the June 2004 Committee meeting. However since that time, less progress has been made than anticipated to define the custodian roles and responsibilities for this website. It would be premature to demonstrate the site until the organizational components are agreed upon.

RECOMMENDATION

That the Coordinating Committee agree on GIS Demonstration topic for the Policy Board's October 29th meeting that will help Policy Board members better understand the benefits to their respective organizations of GIS technology and collaborative regional solutions to common GIS needs.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- 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: Coordinating Committee

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

SUBJECT: Project Updates

DATE: September 17, 2004
(For the Sept. 29 meeting)

A) PRIORITY BUSINESS INFORMATION NEEDS (See http://www.metrogis.org/data/index.shtml for complete information about the status of solutions for each of MetroGIS's common information needs.)

(1) Address Workgroup

The group's goal is to minimize duplication of effort and maximize consistency of address data needed by metro stakeholders, including emergency responders. The group's specific purpose is to recommend strategies to meet unmet address data-related needs by identifying options and current stakeholders (producers, users, partners). The group will focus primarily on situs (rather than mailing) addresses of all occupiable units and any other officially designated addresses.

To better understand how addresses are created, changed and used at different levels, the workgroup plans to interview a variety of stakeholders in each county that produce and use address data. The group will then compare existing data processes and structures with the data needs of the MetroGIS community, and recommend ways to fill gaps between existing data and needs. A special effort is being made to connect with those responsible for supporting the address needs of Public Safety Answering Points (PSAPs). The workgroup next meets on September 27th. It is being staffed by Mark Kotz with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(2) Emergency Preparedness Workgroup

The Emergency Preparedness Workgroup is progressing in three focus areas: data development and deployment, building relationships with the emergency management community, and organizing GIS resources. The group is also working closely with the Governor's Council Emergency Preparedness Committee to develop shared web resources for communicating with the GIS community as well as the emergency management community. Initial data sets have been developed and are now being refined through a web-based Emergency Preparedness Resources Application pilot project that will use the counties as a focal point in the process.

In conjunction with the prototype Emergency Preparedness Resources Application, on July 28th the MetroGIS Policy Board endorsed a regional policy of view-only access to parcel data, via this application, without prior licensure by government emergency preparedness officials, subject to formal approval of the proposal from each county. Randy Knippel, who chairs the Workgroup, is coordinating the request approval from each county. He will draft and forward it to the counties to explain the request. It will reference the 7/28 Board action and summarize the operational components of the proposal, including the proposed password protection, that the workgroup will decide who will have access to the password, and that the password will be changed from time to time. As of this writing, none of the county boards had acted on this proposal to waive parcel data licensure for emergency managers.

The workgroup is also interested in finding additional GIS professionals with a passion for expanding the use of GIS for homeland security issues in the metro area. Please contact Randy Knippel if you would like to contribute to this effort (randy.knippel@co.dakota.mn.us).

(3) Existing Land Use Workgroup

Workgroup members are currently drafting a recommendation for a regional solution to be considered by the MetroGIS Coordinating Committee at their December 2004 meeting.

Current workgroup members represent city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being staffed by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(4) Highway and Road Networks

The Highways and Road Networks Technical Workgroup will resume its efforts this fall, now that Mn/DOT has been delivered complete software for their Location Data Manager (LDM). Initial software updates earlier this summer did not meet specifications, and were sent back to the contractor. Now that the LDM is functioning as expected, Mn/DOT will join with MetroGIS to work out some common definitions and data synchronization issues involved in sharing the data. A meeting is scheduled for September 29th, at which members of the Technical Workgroup will debate the process for resolving these issues and discuss future steps in the data sharing effort.

Information about previous aspects of the project, including agreed upon goals, expectations, and participant roles can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml. This workgroup is being staffed by Mike Dolbow with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(5) Lakes, Wetlands, etc.

Members of the Metropolitan Council, the Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), Ramsey Co. Soil and Water Conservation District (SWCD), and the Minnesota Land Management Information Center met on Sept. 8, 2004 to discuss partnerships and organization roles to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area. It was agreed to conduct a pilot study on the East St. Paul quad with sample imagery flown in May 2004. Currently, and briefly, the roles are as such:

- The Metropolitan Council will delineate 'Open Water' features.
- MMCD will integrate their wetland features (in classification form Circular-39 - St. of MN statute classification).
    - Ramsey Co. SWCD will use the resulting data and make refinements according to their needs.
    - Fish & Wildlife (currently working to update the National Wetland Inventory (NWI)) will use the resulting data and reclassify the data to Cowardian Classification (NWI standard).
- Upon completion of Cowardian classification, the Council will attempt to scope out procedures for stream realignment so there is complete integration of Open Water, Wetlands, and Streams.

NOTE: The DNR has already determined a methodology to update their PWI data set based on available Open water and wetland features. They have agreed, in theory, that updating the data to coincide with any newly created geographic features from this effort would be desirable and pursued.

New imagery for the entire metropolitan area is anticipated in Spring 2005. It is expected that the pilot study will conclude in 2005 and the necessary tasks and organizational roles for completing the update of the metropolitan lakes, wetlands boundaries and stream alignments will have been defined. Completion of the project is undetermined at this time.

This effort is part of the MetroGIS hydrologic solution and the ad-hoc workgroup is being staffed by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(6) Regional Parcel Dataset Enhancements

On July 28th the Policy Board approved enhancements to the Regional Parcel Dataset as recommended by the Committee at its June 22nd meeting. See Agenda Item #4 for more information.

(7) Socioeconomic Characteristics of Areas

On June 22, the Coordinating Committee recommended Policy Board approval of a Regional Policy Statement outlining the roles and responsibilities for maintaining the currency of the content of the Resources Page running at www.datafinder.org/mg/socioeconomic_resources/index.asp, with the understanding that a specific department at the University of Minnesota would be named before Policy Board consideration. On September 14, 2004, Will Craig announced that the University of Minnesota's Minnesota Population Center had accepted the roles and responsibilities set forth in the statement approved by the Coordinating Committee. As no changes were requested in the responsibilities that were approved by the Committee, this matter will be forwarded to the Policy Board for approval at the October 27th meeting.

This web-based Resource Page offers a quick search tool based on data source or category. Some 20 data sources are cataloged in seven different categories including: crime, demographics, employment locations, housing, k-12 school data, location of services, and transportation issues. Some of the data can be downloaded directly from the source; for other data, contact information is provided. If you looked at the Resource Page before, take a fresh look. The last major update was made on May 5th and includes more sources and added specificity about mapping resolution, update frequency, and time series. Use statistics are being collected and will be incorporated into MetroGIS's formal Performance Measure statistics. A user satisfaction evaluation is tentatively scheduled for February or March 2005.

The Phase II workgroup (solutions to Socioeconomic information needs that can not be achieved with existing published data) had been expected to launch in the latter part of 2004 or early 2005. However, due to the complications associated with the Next Generation Data Sharing Agreement, and associated staffing issues, the Phase II start will likely need to be moved back. The Phase II effort will be coordinated with the Address Workgroup's efforts and not launch until more is known about how the Address Workgroup will proceed and possibly not until related solutions are defined by the Address Workgroup. (Refer to Item A1, above.)

B) STRATEGIC PLANNING RETREAT PREPARATIONS DELAYED

The adopted 2004 MetroGIS workplan calls for the Coordinating Committee to host a retreat this fall. Due to the unanticipated complexity and length of time involved in the negotiations concerning the next generation data sharing agreement (Agenda Item 5A), the funds available for the proposed workshop were exhausted in July. The firm of Richardson, Richter & Associates, Inc. (RRA) is assisting on both efforts. Planning had been in process for the retreat until it became clear that the agreement negotiations would consume the $15,000 funds available in the 2004 budget for this work. The primary objectives of the proposed retreat would be to contemplate technology and organizational changes that have occurred since MetroGIS was established in 1996, discuss how these changes are impacting MetroGIS's current objectives and philosophies, and identify candidate next steps for further discussion in preparation for the Business Plan Update proposed for 2005.

The current thinking is that the Coordinating Committee members would participate in a SWOT (Strengthens, Weaknesses, Opportunities, Threats) exercise prior to the proposed retreat. The SWOT exercise would be held later this year or early 2005, depending upon when the negotiations for the data agreements are concluded. The SWOT exercise would then by followed by: 1) a distillation of the results into a form suitable for more structured policy deliberation, 2) interviews with key leadership and a survey of the broader stakeholder community for feedback and refinement of issues and options,

and 3) the proposed retreat of the Committee and other key leadership to identify (maybe reach agreement on) key strategies and objectives for the next 3-5+ years.

C) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES

(1) Regional Mailing Label Application

This application is ready to go live, but cannot be launched until the Next-Generation Data Sharing Agreement is in place (Item A, above). Only those entities which have licensed access to the regional parcel dataset are proposed to be able to use the application.

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

This topic is among several 2004 MetroGIS workplan items that were assigned to the workgroup. Will Craig submitted as proposal to the Workgroup in July. He has a long-time working relationship with neighborhood and community groups active in community development-related initiatives in the Twin Cities. The Workgroup agreed that that concept proposed by Craig, which relied upon a nonprofit being a member of an umbrella organization with validated/endorsed community development objectives and a board of directors comprised of local residents, was generally acceptable. The group also acknowledged that Third Party License Agreements might be an option in some cases but also will not work in other cases.

However, after much discussion, it was agreed that since the largest need for data access is among community groups located in Hennepin County, a pilot should be pursued there to refine policies that might serve as a basis for a future regional policies. (Ramsey county neighbor/community groups already have good access to county data through their participation in the St. Paul Community GIS Consortium, an associate member of the Ramsey County User Group.) Will Craig and William Brown agreed to begin talks immediately. The group asked for regular updates to determine if any further action via MetroGIS is appropriate. The group also acknowledged that the cost of administering the licensing likely will never be recouped through cost recovery policies that apply to non-profits, and as such, cautioned that finding a balance is important.

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

Work on a coordinated data distribution strategy when fees are involved has been on hold since Fall 2003 awaiting agreement on licensing and online licensing application procedures for public sector access. See Agenda item 5a for more information on the status the latter.

(4) Investigation of Data Sharing with Utilities

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

(5) Regional Parcel Dataset Policy: Historical Version Support

See Agenda Item 5b.

D) TLG Street Centerline and DataFinder User Satisfaction Forums

The 2004 workplan calls for hosting these user satisfaction forums. However, do the unexpected length of time that has been required to negotiate the next-generation data sharing agreements and complications with the State's GeoIntegrator project, planning for these forums was suspended until the cited projects are in hand.

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: September 22, 2004
(For the Sept. 29 meeting)

a) TIES Appoints New Member to the Policy Board

Toni Jones has resigned as the TIES Representative to the Policy Board. Dan Cook, a member of the Anoka-Hennepin School Board has been appointed by TIES to replace Ms. Johns. Mr. Cook has been a member of the TIES Executive Committee member for nine years and has a strong background in computers and related technology.

b) MetroGIS Applies for Grant from Harvard Innovations in Government Program

An application has been made for the Innovations in American Government Awards Program sponsored by Harvard University. Every year, since 1986, the Innovations Program has recognized five government initiatives, and awarded each of them with a $100,000 grant. Their philosophy is that by offering the recognition and grants, the Innovations Program will serve as a catalyst for transforming creative and effective ideas into best practices throughout the nation and around the world.

The application process involves five cycles. The MetroGIS application submitted on September 10, 2004 was for the first cycle. First-round applications deemed worthy are invited to submit a substantially more detailed accounting of their programs. The top 50 then go through another round of reviews to narrow the field to 15. The top 5 are selected after onsite 2-day interviews are conducted. The final decision will be made in July 2005. The top 50 receive extensive press coverage and the top five are eligible for $100,000 grants. The three essays (30, 500, and 250 words, respectively) that were submitted by for first round consideration can be viewed at http://www.innovationsaward.harvard.edu/index.cfm. The user name is RLJohnson and the password is MetroGIS1. Information about the grant program is also available via links from the login page.

c) MetroGIS Recognized as Regional Example in New OGC Publication

A new report from the Open Geospatial Consortium (OGC), Inc., identifies the server architecture of MetroGIS DataFinder as a local/regional government model of data sharing and distribution for the National Spatial Data Infrastructure (NSDI). The authors expect the document to be widely referenced.

The report analyzes the current, disparate server architecture associated with the NSDI and the Geospatial One Stop (GOS) Portal. It addresses the issues associated with varying architectures as communities develop and enhance their systems architecture to support local needs and broader NSDI objectives. Three large scale models – centralized, distributed, combination – are explained. In addition, they categorized MetroGIS's data discovery/distribution architecture as "centralized local-regional".

The GOS Portal is a common facility for publishing, discovering and potentially accessing information across federal, state and local governments in the United States that have a requirement for geospatial data and services. The vision of the GOS Portal is to enable users to discover, view and obtain desired data for a particular part of the country, without needing to know the details of how the data are stored and maintained by independent organizations. The portal is able to access information and services from a variety of providers distributed across the network, such as MetroGIS.

"MetroGIS has already resolved many of the problems that most communities are yet to realize even need to be addressed," said Sam Bacharach, Executive Director for Outreach and Community Adoption at OGC. "These include questions such as 'What data do we share? How do we include partners who do not have the assets to fully participate? How do we convince anyone to participate?'

"These issues may sound trivial, but the reality is that the people-based, management issues are now more difficult to handle than the purely technical issues of data-sharing," Bacharach said. "MetroGIS has done a remarkable job."

d) MetroGIS's Experience Recognized in Australian/New Zealand Data Sharing Handbook

The experience of MetroGIS is being shared widely "down under" as part of the Australia and New Zealand Land Information Council's and Australian Local Government Association's newly published Local Government Spatial Information Management Toolkit.

The aim of the "toolkit" is to enhance the capacity of Australian local governments in the use of spatial information. The "toolkit" includes a major section on data sharing and collaboration that discusses the core services and benefits of MetroGIS. This section (10) also features the MetroGIS DataFinder homepage and covers the principles that guide the collaborative. Much of the material was excerpted from the 2001 publication "Lessons from Practice: A Guidebook to Organizing and Sustaining Geodata Collaboratives", which was compiled by the MetroGIS Staff Coordinator.

To view the "toolkit" go to http://www.lgconnect.gov.au/index.php?nIdNode=586. Section 10 contains the MetroGIS experience. For information about the "toolkit" document, contact Robert Kay, Partner, Kay Consulting, PO BOX 191, Mosman Park, Australia, www.kayconsulting.com.au.

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

Articles Published in Summer Issue of GIS/LIS Newsletter

Two articles summarizing major MetroGIS activities since the last newsletter were submitted for the Summer 2004 issue. They can be viewed at http://www.mngislis.org/newsletter/issue37/issue37toc.htm.

f) State Initiatives Update

1. **MN Spatial Data infrastructure (MSDI) Plan** (See I-Teams below)

2. **MN Governor's Council on Geographic Information (GCGI) Annual Report**
   Executive Order 99-6, which Authorized the Council, requires an annual report to the Governor. The report describes accomplishments for the past year and outlines work plans for the coming year. A brochure version, complete with graphics and suitable for distribution, is also available online at http://www.gis.state.mn.us/04AnnualReport.htm.

3. **Governor's Commendations**
   Two projects will be awarded commendations from the Governor at this year's GIS/LIS Conference. Projects given this award must meet three criteria: 1) they have delivered significant tangible benefits, 2) they have had a impact outside the home agency, and 3) they are meeting at least one of the goals of the Governor's Council on Geographic Information. For more information, see the Governor's Council Awards page at http://www.gis.state.mn.us/Commendations/index.htm. This year's winners are:

   Project: Environmental Data Access System (http://www.pca.state.mn.us/data/eda)
   Agency: Minnesota Pollution Control Agency
   Description: Providing quick and useful access to surface water quality data from a variety of sources. Air quality and groundwater quality data to be added soon.

   Project: Statewide FSA Orthoimagery Cooperative
   (http://www.lmic.state.mn.us/chouse/naip03mrsid.html)

Agencies: USDA Farm Service Agency, MN Department of Natural Resources, MN Pollution Control Agency, MN Department of Transportation, MN Department of Administration
Description: Six agencies, state and federal, work together to provide current orthoimagery for the state.

4. **2004 MN GIS/LIS Consortium Awards Given**
The Minnesota GIS/LIS Consortium offers three awards: Student Scholarship, Polaris Mid-Career Leadership, and Lifetime Achievement. All three awards will be given at the conference luncheon on Tuesday, October 5.

Lifetime Achievement Award. Charlie Parson will be given the award this year. He is being honored for a career of instilling confidence in students and fostering communication across the Minnesota GIS community. More details of his accomplishments are on the list of current inductees at http://www.mngislis.org/lifetimeinductees.htm.

Polaris Mid-Career Leadership Award. Three winners are designated each year; this is only the second year of this award. Criteria (http://www.mngislis.org/polaris.htm) and more winner details (http://www.mngislis.org/polariswinners.htm) are available on the Consortium's website. This year's winners are:

- Tim Loesch, Minnesota Department of Natural Resources. A leader in delivering products and information that help all of us.
- Terese Rowekamp, Rowekamp Associates. A leader in providing quality instruction and service that helps others be successful in GIS.
- David Windle, City of Roseville. A leader for GIS in local government, believing there are no limits and no boundaries to the benefits of the technology if it is shared.

5. **Minnesota Association of County Officers (MACO) 1st Annual eCommerce Conference**
The 1st Annual County Government E-commerce Conference was held September 8th and 9th at the Arrowwood Resort in Alexandria, MN. Counties from across Minnesota joined together to share ideas and cooperatively address counties' e-commerce needs. A report has been requested from each of the 7 metro-area county representatives to MetroGIS.

6. **Fourth Annual Community GIS Expo – November 10, 2004**
Are you a local government planner, county GIS specialist, land use planning consultant, neighborhood organizer, or faculty member or student with a focus on community planning issues? Then the Fourth Annual Community GIS Exposition is for you! Intended for everyone interested in community applications of geographic information systems (GIS) technology, the day-long expo will explore the theme of "Empowering Communities to Undertake Grassroots Change, " with the goal of building collaboration among GIS users in the Twin Cities metro area and advancing a comprehensive GIS agenda for the region.

This year's exposition will be held at the newly renovated Continuing Education and Conference Center on the University of Minnesota's St. Paul campus, and will include:

- A panel discussion of the challenges and opportunities of community GIS.
- Poster sessions and presentations highlighting local and regional GIS projects in the areas of housing, community development, and land use and the environment.
- Hands on workshops that will teach participants to use GIS software, locate data resources, and integrate GIS applications more effectively into their community work.

See http://www.cura.umn.edu/GISExpo2004.html for more information and to register.

g) Federal/National Geospatial Initiatives Update

1. USGS establishes National Geospatial Programs Office

On August 17, 2004, the US Geological Survey (USGS) Director issued a memo announcing major changes to USGS geospatial program and services. Among the changes implemented on September 1, 2004 were the following:

- The Geographic Information Office renamed to the Geospatial Information Office (GIO).
- The Geographic Information Officer position changed to Associate Director for Geospatial Information (ADGI) and Chief Information Officer.
- A new National Geospatial Programs Office (NGPO) established within the GIO. The office will oversee the entire portfolio of national geospatial programs for which the USGS has responsibility, including the Federal Geographic Data Committee, the Geospatial One Stop project, and the Department of the Interior Enterprise GIM activity.
- The National Map and the Cooperative Topographic Mapping (CTM) budget line and all the program work supported by that funding transferred to the NGPO.
- Program oversight for the Mapping Partnership Offices transferred to the NGPO. They will be renamed National Spatial Data Infrastructure (NSDI) Partnership Offices, expanded in scope, and will support the full suite of programs in the NGPO.
- EROS Data Center (EDC) elevated to the status of a "national capability."
- In response to the National Research Council report on Research Opportunities in Geography at the U.S. Geological, the Geography Discipline will be reorganized to include the Geographic Analysis and Monitoring (GAM), Land Remote Sensing (LRS), and Science Impact (SI) programs that focus on USGS geography research and applications.

2. I-Teams

The Staff Coordinator and David Arbeit, with LMIC, are serving on a Minnesota Governor's Council Committee responsible for consolidating all of Minnesota's individual, theme-based I-Plans in a document that sets forth a cohesive strategy to guide investments in geospatial technology and data within Minnesota. Plans for the 8 data themes are in various stages of completion. The "wrapper" document which establishes the policy foundation for the data themes and identifies a number of organizational needs and objectives has been accepted by the Governor's Council. The target is to consolidate all of the individual I-Plans into to a single document for submission to the federal Office of Management and Budget by fall 2004. The document also includes a strategy for next steps by Minnesota interests necessary to achieve the vision. A workshop will be hosted at the fall GIS/LIS Conference to share the vision for discussion with the broader community.

3. Successful PPGIS Conference held in Madison, WI

The 3rd Annual PPGIS (Public Participation GIS) Conference attracted over 150 people from around the world to Madison, Wisconsin this past July. Speakers from non-profit organizations, local government, and non-profit organizations discussed the use of GIS by community organizations and individuals. Over 50 presentations were made over the three days. Track meetings, focus groups and a closing session gave people time to discuss common issues and come to agreement on major themes and problems.

The program and discussion was organized into five tracks:

- Data, organizational, and policy issues affecting PPGIS practice
- PPGIS in rural and small communities
- PPGIS theory, science, and scientific methods
- PPGIS practice and implementation
- PPGIS in International Settings

Several papers described growing capability of municipal websites to provide customized maps. A paper from the Nonprofit Center of Milwaukee on harvesting parcel data from the city's website so current city data can be merged with organization data. Another set of papers discussed the use of a

Planning Support Table, allowing people to work interactively around a 36x48 inch horizontal display.

Paper abstracts are available online at http://www.urisa.org/PPGIS/2004/ and proceedings are available from URISA.org. Will Craig, U of MN CURA, will be presenting a larger overview at the GIS/LIS conference in St. Cloud. Jeff Matson from the Minneapolis Neighborhood Information System and Angie Lee from ESRI were on the conference planning committee.

h) County-based GIS User Group Activity

On August 26, each County GIS User Group was invited to share information about their respective activities. The following replies were received:

Hennepin County:

"We have updated our current MOIMS Internet site to ArcIMS utilizing the ArcSDE database engine to serve up the images, while adding new functionality and layers. Some of the new layers include aerial imagery, census information and environmental data. We have also developed an Intranet portal that will enable Hennepin County GIS users to access customized applications, allowing them the ability to perform GIS functions from any PC within the network. This will give the users more freedom and accessibility to GIS technology. With the input and assistance of other GIS users, we will be developing a central repository/clearinghouse of geospatial data, maps and GIS products available from county departments. These will be catalogued and described in a directory, and will be available for importation or download. Each department will be responsible for maintaining and updating their individual data sets and providing metadata."

Ramsey County:

"Over the last few months the Ramsey County GIS User Group has carried out strategic planning for 2005 and beyond. The User Group, in partnership with the City of Roseville, continues to refine and expand the public online mapping website we built last year. Users can now link from our mapping website to property information at Ramsey County's RRInfo site (http://rrinfo.co.ramsey.mn.us), and vice versa. Other new features are in the works. Our Community GIS subcommittee, in collaboration with the University of Minnesota Center for Urban & Regional Affairs and other organizations, has applied for a federal Technology Opportunities Program (TOP) grant to build GIS datasets and tools to help communities analyze affordable housing needs in the metro area. We continue to drive toward our goal of building a comprehensive centralized address data repository for Ramsey County."

Washington County:

The Washington County GIS User Group has been on hiatus this past year. However, the group is expected to resume meetings within the next few months. Look for an update on their activities in early 2005.

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 209
September 29, 2004

1. CALL TO ORDER

Vice Chairperson Drealan called the meeting to order at 1:00 p.m. For the benefit of the newest member, John Slusarczyk with Anoka County, each of the other members was asked to state their name and the organization they represent.

Members Present: *Academics*: Will Craig (U of M); *Cities*: Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties*: Bill Brown (Hennepin), Dave Drealan (Carver), John Slusarczyk (Anoka), Randy Knippel (Dakota), and David Claypool (Ramsey); *Federal*: Ron Wencl (USGS); *Metropolitan:* Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Nancy Pollock (Metropolitan 911 Board); *Schools:* Lee Whitcraft (TIES); *State*: Joella Givens (Mn/DOT), and Robert Maki (DNR); *Utilities*: Al Laumeyer (CenterPoint Energy Minnegasco); *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics*: Chet Harrison (CB Richard Ellis); *Cities*: Karen Johnson (AMM: core cities - City of St. Paul); *Counties*: Jane Harper (Washington), Jim Hentges (Scott); *GIS Consultants*: Larry Charboneau (The Lawrence Group); *Metropolitan*: David Bitner (Metropolitan Airports Commission), *Non-Profits:* Sandra Paddock (formerly with Wilder Research Center); *Special Expertise*: Brad Henry (URS Corp.) and *State*: David Arbeit (LMIC).

Support Staff: Steve Fester and Randall Johnson

Visitor: Gordon Chinander – Alternate for Metropolitan 911 Board.

2. ACCEPT AGENDA

Givens moved and Read seconded to approve the agenda, as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Givens moved and Read seconded to approve the summary for the Committee's June 23rd meeting, as submitted. Motion carried, ayes all.

4. SUMMARY OF APRIL 28 POLICY BOARD MEETING

Staff Coordinator Johnson summarized the major topics considered by the Policy Board at its July 28th meeting.

5. ACTION AND DISCUSSION ITEMS

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The Staff Coordinator summarized the contents of the staff report, noting most of the counties have communicated back to staff that they are comfortable with the agreement that Chairperson Reinhardt forwarded to each of the county representatives to the Policy Board on September 15th. He also asked the members if any of their organizations has identified any problem with the proposed user license that would preclude their organization from executing a license.

Maki asked why it has taken so long to negotiate this agreement when it is the third of such agreements. Staff noted that an objective that could not be achieved with the last agreement is still not resolved– the goal to reach consensus on a single license agreement and a single set of licensing procedures. The result with the last agreement was that one license document was implemented for all but Hennepin County. Users of the Regional Parcel Dataset also needed to obtain a separate license to access the parcel data produced by Hennepin County.

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Staff concluded, noting that the goal is still to execute the proposed agreement by year-end and resume distribution of the Regional Parcel Dataset in January 2005. If this occurs, the Regional Mailing Label Application could also be launched in January.

b) Regional Parcel Data Policy: Historical Versions Access Clarification

The Staff Coordinator summarized the staff report. In response to a comment from Craig, the group concurred that the proposed language for Item 3 in Appendix B should be modified to read as stated in the following motion.

Motion: Read moved and Craig seconded to add to Item 3 to Appendix B as follows:

- "When new quarterly updates are posted, the previous version will be removed from MetroGIS DataFinder.
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Motion carried, ayes all.

(*Editor's Note:* The Policy Board has granted authority to the Coordinating Committee to modify Operational/Procedural Clarifications without subsequent Policy Board approval provided the Committee's action is unanimous. Hence in this case, the approved modification was deemed as final action, resulting in a new version of the Regional Policy Statement – 2.01.)

c) Performance Measures – Data Anomaly Discussion

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Knippel volunteered to share Dakota County's GIS efforts for the GIS Technology Demonstration before the Policy Board on October 27th.

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6. PROJECT UPDATES

Each of the project managers summarized the information provided in the staff report. It was agreed that the Address and Highway workgroups should share communications on a regular basis.

7. INFORMATION SHARING

Staff pointed out that a grant application has been made to Harvard's Government Innovations Program and that MetroGIS's efforts have been cited as an example in a recent publication of the OGC.

Wencl commented that the Census Modernization initiative is in full swing. Claypool and Knippel confirmed that Dakota and Ramsey Counties had shared data with the Bureau. There was general discussion about efforts to attempt to get the Bureau to use locally-produced data. No one was sure what local data the Bureau has agreed to use.

Wencl also reported that the 1-foot, color, orthoimagery flown in May for a portion of the seven county metro area should be available in November via the EROS Data Center.

Maki informed the group that the Data Deli will convert to an OGC compliant WMS format in the next few weeks.

Claypool reported that he recently attended a NACO event and found the elected officials interested and a strong advocate for GIS needs.

Vice-Chairperson Drealan reminded the group that officers are scheduled to be elected at the next meeting and to be thinking about whom they would like to see as the new leadership.

8. NEXT SCHEDULED MEETING

December 15th at 1:00 p.m.

9. ADJOURN

Givens moved and Henry seconded to adjourn at 2:40 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

Wednesday, December 15, 2004

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street on Empire)

1:00 to 3:00+ PM
See directory in lobby for meeting room location.

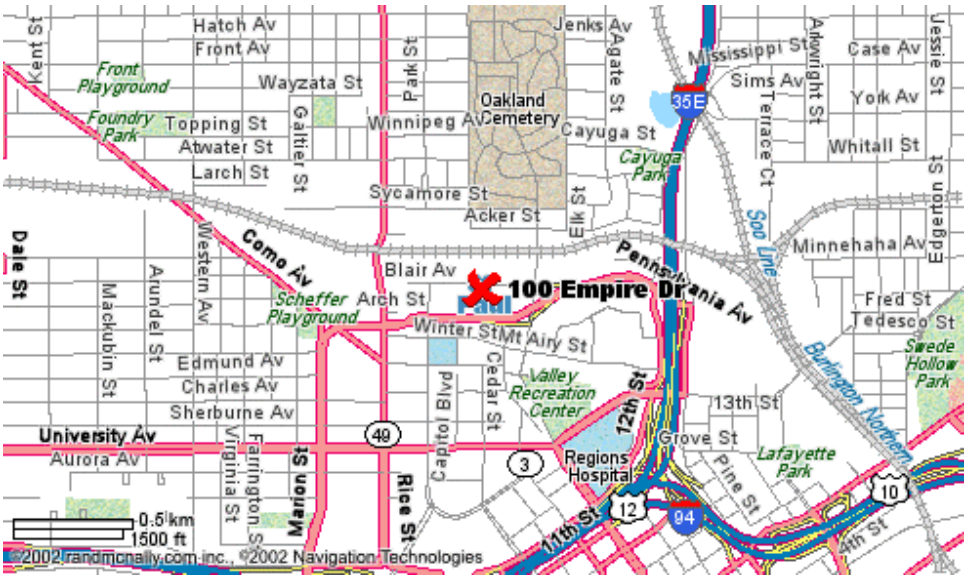
			Page
1.	**Call to Order**		
2.	**Approve Agenda**	***action***	
3.	**Approve Meeting Summary**		
	a) September 29, 2004	***action***	**1**
4.	**Summary of October 27th Policy Board Meeting**		**4**
5.	**Action and Discussion Items: (*****Items that must be acted on***)**		
	a) 2004 Accomplishments	***action*****	**5**
	b) 2004 Annual Performance Measures Report	***action*****	**12**
	c) 2005 Program Objectives and Workplan	***action*****	**14**
	d) 2005 Budget	***action*****	**24**
	e) GIS Demonstration for January Policy Board meeting	***action*****	**32**
	f) Existing Land Use Information Need: Version I Regional Solution	***action***	**34**
	g) Search Mechanism for Geospatial Applications: Concept Approval	***action***	**36**
	h) Election of Officers	***action***	**37**
	i) 2005 Meeting Schedule	***action***	**40**
	j) GIS Employment Inquiries: Policy For Communicating (*Postpone to 3/05*)		
6.	**Project Updates:**	***separate document***	
	a) Next Generation Parcel Data Sharing Agreement		
	b) Priority Business Information Need Solutions and User Satisfaction Forums		
	c) County Data Producer Workgroup Activities		
	d) Fall Coordinating Committee Retreat Postponed to 2005		
7.	**Information Sharing:**	***separate document***	
	a) MetroGIS Applies for Award from Harvard Innovations in Government Program		
	b) MetroGIS is the North American Example for Upcoming International ESRI Publication		
	c) Presentations / Outreach / Studies		
	d) Related Metro and State Geospatial Data Initiatives Update		
	e) Related Federal Geospatial Data Initiatives Update		
	f) County-based GIS User Group Activity Update		
8.	**Next Meeting**		
	March xx, 2005		
9.	**Adjourn**		

Mission Statement

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

How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

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If you are traveling on I-35E Northbound -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Southbound -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

See www.mcit.org for more information

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8. NEXT SCHEDULED MEETING

December 15th at 1:00 p.m.

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Prepared by,

Randall Johnson, AICP
MetroGIS Staff

MetroGIS

Agenda Item 4

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Summary of October 2004 Policy Board Meeting

DATE: November 9, 2004
(For the Dec 15th Meeting)

*The following major topics were considered/acted on by the Policy Board on October 27th. Refer to the meeting minutes (*http://www.metrogis.org/teams/pb/meetings/102704/min.pdf*) for the discussion points.*

GIS Technology Demonstration

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

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

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

Dakota County has ceased charging for map products, where the charge was intended to recover the cost of reproduction, when the product is distributed via the Internet. The result is that staff are used more effectively, and that about 40 times the product is being downloaded as was being sold. The latter is an important result because the goal is to empower citizens with easy access to information maintained by the county. Knippel also noted that another core function of the GIS Office is to nurture relationships with other organizations that affect or are impacted by county operations. They accomplish this networking through hosting user group meetings that focus on information sharing and by supporting a newsletter.

Socioeconomic Resources Page – Custodian Roles and Responsibilities

The Board was pleased to learn that the University of Minnesota Population Center had accepted the regional custodial role for the Socioeconomic Resources Page (http://www.datafinder.org/mg/socioeconomic_resources/index.asp). The Board was equally please to learn that the Population Center is the first non-government entity to accept a regional custodian responsibility. The adopted regional policy statement can be viewed at http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf .

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

MetroGIS

Agenda Item 5a

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2004 MetroGIS Accomplishments and Annual Report

DATE: November 30, 2004
(For the Dec. 15 Meeting)

REQUEST

Coordinating Committee comment is sought regarding the attached summary of accomplishments over the past year and suggested themes for the MetroGIS 2004 Annual Report.

2004 MAJOR ACCOMPLISHMENTS

Significant accomplishments in 2004 include:

- ✓ Reached agreement by all seven counties and the Metropolitan Council on a 2004-2008 GIS Parcel Data Sharing Agreement through which the long-standing goal of a single parcel data licensure process to access parcel data for all seven counties has been realized. (***12/14/04 is the last scheduled county approval. Council is scheduled to approve the agreement on 12/15 .***)
- ✓ Established a partnership with the Metropolitan 911 Board, which has a compelling regional business need to achieve a regional solution to address-related information needs.
- ✓ Sustained adequate funding from the Metropolitan Council to support the proposed 2005 workplan.
- ✓ Completed the Phase I solution for the Socioeconomic Information Need, resulting in an online search tool for socioeconomic data resources and the first non-government entity (U of M Population Center) acceptance of regional custodian responsibilities for a MetroGIS-endorsed common information need solution.
- ✓ Implemented, for further refinement, an innovative regional solution for the community's Existing Land Use Information Need. (***Assumes approval at the 12/15 CC meeting.***)
- ✓ Implemented MetroGIS's first regional geospatial application – mailing labels. (***Assumes agreement is in place***)
- ✓ Added a seventh testimonial to the benefits of MetroGIS's efforts – Metropolitan 911 Board (***pending***)
- ✓ Selected by the Open GIS Consortium as its top U.S. choice example of local/regional data distribution architecture.
- ✓ Selected for an international publication, to be published in April 2005 by ESRI, as the best North American example of a successful regional collaborative that is achieving the NSDI vision and selected as a successful example of a regional collaboration for an Australian/New Zealand geospatial solutions handbook.
- ✓ Sustained substantial outreach activity and realized continued growth in the use of DataFinder to access data.

A detailed listing of the activities and accomplishments is attached for the Committee's information.

2004 ANNUAL REPORT

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

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

RECOMMENDATION

That the Coordinating Committee suggest any additions and/or modifications to the:

1) Detailed and summary listings of accomplishments for 2004.
2) Proposed 2004 Annual Report theme of how the MetroGIS's efforts are making a difference and fostering improved efficiencies via E-Government methods.

Detailed Listing of Significant MetroGIS Accomplishments - 2004 -

I. Regional Information Need/Data Solutions – Data Component:

a. Addresses

The workgroup began meeting in March. The project scope involves defining a regional strategy to capture and maintain addresses for all occupiable units (both residential and non-residential), whereby the data can readily shared among government interests that serve the seven-county, Minneapolis-St. Paul region. A key component of the group's work involved documenting the processes currently used in each county to capture and maintain address data records. The group has set a goal to submit its recommendation to the Coordinating Committee for consideration at its March 2005 meeting.

b. Emergency Preparedness

The workgroup continued to place emphasis on outreach efforts to demonstrate the benefits of GIS technology to officials in the emergency management community. Part of this outreach effort involved implementation of an Internet-based application to demonstrate GIS data currently available. Most importantly, the workgroup also conceptualized a regional strategy through which the seven counties would collaborate to gather and maintain several data themes fundamental to each of their efforts to support emergency service mandates. Testing and refinement will occur in January and February. This strategy is expected to be presented to the Coordinating Committee for consideration at its March 2005 meeting.

c. Existing Land Use:

The workgroup completed its review of options, vetted its conclusion with stakeholder interests, and submitted its recommendation to the Coordinating Committee for consideration in December 2004. The recommendation is based upon a concept promoted by the American Planning Association to integrate several aspects of land use (e.g., structure type, function, and ownership) into a single data structure.
(Add Next Steps after the December 15th meeting.)

d. Highways and Roads:

A focus group was initiated by staff in late November to better understand street centerline data needs of the E-911 community. MetroGIS staff were aware of several local governments efforts that were moving forward independently to deal with information needs that the regional TLG Street Centerline dataset could not meet, given that it was primarily designed for geocoding and not routing purposes. This investigation was initiated to consider the merits of pursuing a collaborative regional solution and is proposed as a 2005 workplan initiative.

The workgroup met once in the Fall to discuss a strategy for when MnDOT completes the software development needed to support the anchor/segment model that was endorsed in 2003. The group expects to reconvene in 2005 to refine operational components of the model, including definition of terms.

e. Hydrology

An ad-hoc workgroup met once 2004 to discuss a surface water-related pilot project while awaiting completion of the state's strategic plan for hydrology by the MN Governor's Council on Geographic Information. The workgroup expects to complete the referenced pilot in 2005 and also consider issues and opportunities relevant to the statewide effort that are important to resolve before moving forward on a course of action for the Metro Area.

f. Jurisdictional Boundaries

- *Watershed District Boundaries.* Washington County nearly completed a pilot study that will be used to shape regional policy related to data content and custodian responsibilities. The final recommendations are expected to be submitted to the Coordinating Committee by mid-2005.
- *School District Boundaries.* No work was initiated to identify an appropriate regional custodian due to a higher priority need to renegotiate a parcel data sharing agreement with each of the counties. [See Item III(a)]. (Washington County had previously completed a pilot project that defined the data content preferences.) This topic is proposed as a 2005 workplan initiative.

g. Land Cover

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

h. Parcels:

- *Government and Academic Interests*
  1) On July 28th the Policy Board endorsed implementation of substantial enhancements to the regional parcel dataset, including expansion of the number of attributes from 25 to 55 and adding a parcel point database. These enhancements are scheduled for implementation with the January 2005 version of the dataset.
  2) It was agreed that historical versions of the Regional Parcel Dataset will now also be supported and available via DataFinder to licensed users, once the 2004-2008 Parcel Data Sharing Agreement is executed.

  See Item III(a) regarding the provisions of the 2004-2008 Parcel Data Sharing Agreement.
- *Non-Profit and For-Profit Access*
  1) *Non-Profits:* A proposal was received in July from a consortium of neighborhood groups active in Hennepin and Ramsey Counties to establish policy for non-profits to access the regional dataset. A pilot project with Hennepin County was proposed to work out the specifics since neighborhood groups currently have access to Ramsey County parcel data via the Ramsey County Users Group.
  2) *Others:* The County Data Producer Workgroup is expected to resume its investigation of ways to streamline licensing and distribution to non-government interests now that the licensing issues pertaining to the 2004-2008 Parcel Data Sharing Agreement [(Item III(a)] appear to have been resolved. This topic is proposed as a 2005 workplan topic.

i. Socioeconomic Characteristics of Areas

- On January 29th, the Policy Board endorsed MetroGIS hosting an Internet application to assist users of socioeconomic data discover existing sources of the data. The site now known as the MetroGIS Socioeconomic Resources Page (http://www.datafinder.org/mg/socioeconomic_resources/index.asp) became operational in April. Three existing datasets were also targeted for minor modifications that would greatly expand their usability. Will Craig, who chaired the original workgroup, agreed to monitor work to accomplish these minor modifications.
- On October 27th, the Policy Board endorsed the University of Minnesota Population Center as the custodian for the MetroGIS Socioeconomic Resources Page. The statistics regarding to this site will be incorporated into the annual performance measurement report.

II. Regional Information Need/Data Solutions –Application Component:

a) **Mailing Label Application:** The first regional application was developed by MetroGIS staff, which runs on the Regional Parcel Dataset. A similar application developed by Carver County was used as the starting point. The County Data Producers Workgroup provided valuable feedback to convert the Carver County application into an application to address regional needs. Once the 2004-2008 Data Sharing Agreement is executed [see Item III(a)], the availability of this application will be advertised.

b) **Emergency Preparedness:** A prototype application was launched in April for testing and refinement. Its primary purpose is to inform the emergency preparedness community of data resources available via the GIS community. A concept for the policies related to data content and roles and responsibilities needed to sustain the application was endorsed for further refinement by the Committee at its December meeting. The Policy Board also endorsed a policy of view-only access to parcel data at its July 28th meeting with understanding that approval from each county is required before actually supporting this function. This approval process will begin once the 2004-2008 Data Sharing Agreement is executed.

c) **ApplicationFinder Concept:** A concept to help MetroGIS stakeholders discover existing applications that pertain to various business needs has been developed by staff. It was shared with the Technical Advisory Team on November 17th and sent to the Coordinating Committee for consideration at its December meeting. ***(Add next steps following the December 15th meeting.)***

III. Special Studies/Projects –Leveraging Investments

a. Next Generation (2004-2008) Regional Parcel Data Sharing Agreement
A 2004-2008 Parcel Data Sharing Agreement between the seven counties and Metropolitan Council was negotiated from January to September. Approval by each County and the Council occurred in November and December. This next generation agreement streamlines licensing procedures, expands access to government and academic interests throughout the US, and reinstates availability of parcel data via DataFinder that was lost for much of 2004 while this next generation agreement was under negotiation. The agreement also calls for online application for licensure, which is anticipated to be operational for the initial relicensure of parcel data users.

b. Integration of DataFinder Café and State GeoIntegrator:
Consideration of a possible joint project to enhance DataFinder Café and integrate it into the state's geospatial data architecture was stalled from January to May because the Legislature had frozen grant funds that had been awarded for the State's portion of the project. Although these grant funds were released by late May, the talks were again stalled because anticipated costs exceeded available funds. A 2005 work plan initiative is proposed to investigate ways to enhance DataFinder Café solely as a MetroGIS project.

c. Metropolitan 911 Board GIS Project
MetroGIS support staff served on a workgroup that crafted a strategy to integrate GIS technology into the day-to-day operations of the region's 27 PSAPs, a strategy that was unanimously endorsed by the full Metropolitan 911 Board in March, and which resulted in the Board's hiring of a full time GIS Coordinator. This strategy is expected to play an important role in the region's efforts to deal with commonly needed information related to addressing for residences, business suites, and other locations important to the MetroGIS community.

d. Investigate Exchanging Parcel Data for Utility Infrastructure Data
Representatives from three utility companies were invited in 2003 to review the parcel dataset and decide whether it had value to their operations. This offer was renewed in February 2004. Two of the three expressed interest in further talks. Further consideration was postponed to concentrate on renewal of the GIS Data Sharing Agreements with the counties [Item III(a)].

e. Partnership with MnDOT
See Item I(d).

f. TOP (Technology Opportunity Project) Grant Project
In October, a consortium of neighborhood groups, U of M CURA, and public sector interests learned that they had been awarded a TOP grant valued at over $599,000, over a 3-year period. The value of access to the regional parcel dataset by neighborhood groups was cited as a local in-kind match. A pilot project has been proposed to investigate options to obtain the desired data access [See I(h)- Non-Profit]. The Staff Coordinator has been invited to participate on the project steering committee. The project is important to MetroGIS because in addition to assisting with a resolution to the access policy issue cited above, which is a topic that the Policy Board has assigned to the Coordinating Committee, this project also proposes to develop geospatial applications that address common information needs of the broader MetroGIS community.

h. Harvard Innovations in Government Award Application
In September, a first-round application was submitted to nominate MetroGIS for this award. In December, the top 50 proposals will be selected for further consideration. The top 5 proposals each receive $100,000 grants.

i. Metropolitan Council Participates in National Land Market Monitoring Project
The Metropolitan Council is participating in a project titled The National Demonstration Project on Land Market Monitoring. The project will develop and demonstrate GIS residential capacity analysis methods used at the Metropolitan Council and at four other organizations across the county. Other participating organizations include Portland OR, Sacramento CA, Orange County FL and the State of Maryland.

Lincoln Institute of Land Policy is supporting the project and the University of Maryland, National Center for Smart Growth is leading the project. The extensive GIS data available through MetroGIS was key to the Council being selected as a participant in this project.

IV. Data Discovery and Acquisition – Other than Topical Applications

a. Enhance MetroGIS DataFinder
   - *DataFinder Café:* …See III(b), above
   - *Data User Information*. MetroGIS again contracted with the firm Quova to produce a report to document the geographic location of the entities that download data from DataFinder. The finding was that over two-thirds of the downloading activity is to entities located within the seven county metro area and adjoining counties.
   - *ApplicationFinder Concept* See II-c, above

b. Promotion 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.
   - Interest has been expressed by the cities of Coon Rapids and Maple Grove to use DataFinder to distribute their data.

IV. Outreach

a. Annual Report:
   The 2003 Annual Report was distributed to over 1500 persons and handed out at several conferences and forums. The format was modified to comprise a brochure style with a single page insert specific to the reporting year. The brochure addresses the broad goals and benefits and the one-page insert summarizes the accomplishments that year. 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 the three 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 averaging nearly 6,300 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.
   - Arranged for Council facilitator to assist Ramsey County GIS Users Group with strategic planning workshop.
   - Arranged for Council facilitator to assist Scott County GIS Users Group with strategic planning workshop.

e. Coordination with **State (Beyond Metro)** Geospatial Activities/Information Requests:
   - April 8: Staff Coordinator interviewed by Bemidji official regarding a proposed multi-county GIS initiative and lessons learned by MetroGIS that might be of value, in particular related to licensing of data and related intellectual property rights matters.
   - The Staff Coordinator and David Arbeit served on a workgroup of the Governor's Council on Geographic Information charged with overseeing the development of a strategic plan for Minnesota's Spatial Data Infrastructure (MSDI). Many of the lessons learned through MetroGIS's efforts and its fundamental philosophies have been embedded into the resulting MSDI Plan that was adopted by the Governor's Council in June (http://www.gis.state.mn.us/MSDI). The Staff Coordinator and David Arbeit (LMIC) and Robert Maki (DNR), both of whom are also members of the MetroGIS Coordinating Committee, will continue to serve on the MSDI Strategic Planning Workgroup into 2005.

- The Staff Coordinator participated on a workgroup of the Governor's Council with David Arbeit, member of the Coordinating Committee, which produced a guide for organizations interested in sharing geospatial data. Through a decision tree format, it leads the reader through the many requirements set forth in the Data Practices Act and offers proven options to address each. The final document can be viewed at http://www.gis.state.mn.us/pdf/GeoDataExchange.pdf
- Staff and Coordinating Committee members also served as liaisons to Council committees and workgroups: Emergency Preparedness, Hydrographic Data and Standards (Geospatial Infrastructure) Workgroups.

f. Coordination with **National/International** Geospatial Activities/Information Requests:
- January 28: United Kingdom official (Anna Courey) called to ask questions about MetroGIS's data sharing policies and practices in particular regarding emergency preparedness needs.
- January – April: The Staff Coordinator was interviewed via email and in person by Bastiaan Van Loenen, a student from the Netherlands, who selected MetroGIS as one of several examples of regional collaboration to study for his doctoral thesis.
- January 27: Staff Coordinator was interviewed by Memphis/Shelby County TN officials concerning organizational structure used by MetroGIS.
- May 7: Interviewed by Open GIS Consortium (OGC) study team. As a result, MetroGIS's experience is cited as the only regional example in an OGC publication released in July entitled "Server Architecture Models for the National Spatial Data Infrastructure (NSDI) **– link to become available in January.**
- September: The Australia and New Zealand Land Information Council and the Australian Local Government Association published a "toolkit" to enhance capacity of Australian local government in the use of spatial information. MetroGIS was the only none local example.
- June 15: Staff Coordinator interviewed by LOGIC (Kentucky) regarding data sharing mechanisms.
- October 27: The Staff Coordinator was notified by Ian Massey, who is writing a book to be published by ESRI in April 2005, that MetroGIS had been selected as the North American example for a successful regional implementation of NSDI philosophies.
- December 9: The Staff Coordinator participated in the Geospatial Digital Rights Management (GeoDRM) Forum in Washington D.C. sponsored by the GeoData Alliance (GDA), Open Geospatial Consortium and the FGDC. The focus was intellectual property rights related to sharing of geospatial data and services. The GDA paid all travel expenses.

g. Formal Presentations:
- Jan. 8th Hennepin County GIS Users Group meeting, Minnetonka: MetroGIS staff summarized MetroGIS's functions and accomplishments, with specific emphasis on DataFinder and its availability for MetroGIS stakeholders to use to publish their data.
- Apr. 6 and 13th U of M Graduate Geography Course: MetroGIS staff summarized MetroGIS's functions and accomplishments, with specific emphasis on DataFinder and its role in achieving interoperability.
- June 4th Grand Valley, Michigan conference presentation. Methods used by MetroGIS to achieve collaboration on efforts to address common geospatial needs and impacts of these efforts. The conference host paid all travel expenses.
- Oct. 4th GIS/LIS Conference: MetroGIS staff summarized technical aspects of Web Mapping Services associated with access data via MetroGIS DataFinder.

V. Project Management/Administration

a. Administered Performance Measures Plan – quarterly reports to the Coordinating Committee. The 2003 Annual Report was presented to the Policy Board in January. The 2004 Annual Report is scheduled to be presented to the Coordinating Committee at the December 2004 meeting.
b. Updated Operating Guidelines, effective July 28. (They can be viewed at http://www.metrogis.org/about/history/ops_guidelines.pdf)
c. Obtained Metropolitan Council approval of a 2005 budget for MetroGIS sufficient to achieve the proposed workplan.

d. Maintained currency of information on *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.
e. Maintained currency of metadata and data accessible via *www.datafinder.org* - MetroGIS's primary data distribution mechanism.
f. Maintained licensing records for access to street centerline data (149) and redesigned the licensing support processes in anticipation of relicensure of entities to access the regional parcel dataset.
g. Significant documents produced:
   - 2004 Annual Report (www.metrogis.org/about/annual_reports/index.shtml)
   - 2004 Performance Measurement Report
   - Regional Parcel Data Sharing Agreement with the seven counties.
   - A testimonial to the benefits of MetroGIS's efforts to stakeholders was documented for the Metropolitan 911 Board. It can be viewed at ***URL…..*** ***(Jeanne Landkamer to write in Dec)***
   - Preliminary application for Harvard's Innovation in Government Award.
h. Meetings supported by MetroGIS staff:
   - Policy Board (4)
   - Coordinating Committee (4)
   - Technical Advisory Team (1)
   - Business Information Needs - Workgroups, Data User Forums, Training, etc.:
     - ✓Address Workgroup (7)
     - ✓Emergency Preparedness Workgroup (??)
     - ✓Existing Land Use Workgroup (1)
     - ✓Parcel Workgroup (1)
     - ✓Highway and Roads Workgroup (1)
     - ✓County Data Producers Workgroup (7)
   - Special Events: none

MetroGIS

Agenda Item 5b

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2004 Annual Performance Measurement Report

DATE: November 30, 2004
(For the Dec. 15th Mtg.)

INTRODUCTION

Staff respectfully requests the Coordinating Committee's review and comment on the 2004 Annual MetroGIS Performance Measurement Report (separate enclosure). The 2004 report continues to build on the past two annual performance analyses conducted to document MetroGIS's organizational performance results. In particular, Committee review and discussion is requested concerning:

- Identified trends and the meaning of performance measures statistics.
- Conclusions drawn from these performance measures activities in terms of work planning for 2005.

PAST ACTIONS

1) Apr. 10, 2002: The Policy Board adopted a Performance Measurement Plan (www.metrogis.org/benefits/perf_measure) to more clearly state expected accomplishments, demonstrate accountability for results, and support continuous organizational improvement.
2) Jan. 29, 2003: The Policy Board asked staff to prepare an annual performance measures report to share with the Board along with recommendations for any suggested changes in policy or procedures to address needs identified via analysis of performance measures data.
3) June 18, 2003: The Committee asked staff to present one or more anomalies in the quarterly numbers for discussion by the Committee at its March, June and September meeting. This practice that has been in place since September 2003. The conclusions of the Committee have also been incorporated into the annual reports.

FINDINGS AND CONCLUSIONS

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

- DataFinder averaged 1,272 visits per month in 2004, up 10.3 percent (1,153) from 2003. The activity varied from month to month, with a trend emerging for spikes of activity during spring.
- Data downloads averaged 634 per month; up from 587 in 2003 or an 8.0 percent increase, even though parcel data was unavailable from March on. The percent of downloads via Café remained at about 15 percent of the total downloads via DataFinder Café, the same as in 2003, despite the unavailability of parcel data. (The frequency of data downloads is assumed to be an indicator of the value of the data and the level of awareness among the data user community, but also relates to the frequency of updates to datasets. Datasets that are updated more frequently must be downloaded more frequently for users who need current data.)
- In 2004, two more entities chose to publish metadata and datasets through DataFinder for a total of 18 publishers. Also, the number of metadata records rose from 161 to 169. Outreach efforts proposed for 2005 would continue past efforts to encourage more data and metadata publishers to use the DataFinder tool to inform the user community of their data holdings and improve their and user efficiencies related to distribution of the data.
- Another testimonial (*pending in December*) to the benefits of MetroGIS (Metropolitan 911 Board) continues to indicate a high level of satisfaction and significant perceived value associated with MetroGIS products and services. Seeking out additional such testimonials is proposed as a 2005 MetroGIS program.

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

Dataset	# of downloads	
	2003	**2004**
County & Municipal Boundaries	460	484
Planned Land Use	253	288
ZIP Code Boundaries	248	280
Parcels	380	258
TLG Street Centerlines	312	249
Census 2000	213	200

- During the 2004 reporting period, 4,648 or 69.0 percent of the download events, for which a geographic location could be determined, were by entities that serve the greater Twin Cities Metropolitan Area. Among these, the entities with the most downloading activity are generally characterized as:
  - Academic institutions of higher learning: 1,108 downloads recorded, up 42 percent from 779.
  - State, regional, and state government: 426 distinguishable downloads, up 7.0 percent from 398.
  - Local Engineering/Planning Firms: doubled from 2 to 4 within top 25 users - accounting for 247 downloads, up from 236 or 5.5 percent. *It is assumed that the majority of this activity was on behalf of the area's government units.*

  Dakota and Hennepin Counties continue to be listed among the top 25 download recipients, accounting for 205 downloads, up from 79 in 2003 or an increase of 159 percent. Although questions remain with certain aspects of the methodology (Quova) used to arrive at these conclusions, this is the best information available. Thus, a report from Quova is proposed for the 2005 MetroGIS Performance Measures Report.
- Documenting the quantitative benefits to the producer community, as a result of MetroGIS's efforts, is complicated because of the variety of business models maintained by the various producers. No work was initiated in this area during 2004 due to the extended negotiations to reach consensus on a Parcel Data Sharing Agreement with the seven counties. In 2005 and beyond, in addition to using qualitative methods, MetroGIS should continue to seek out ways to document such benefits for producers key to its success. This topic has been identified for discussion at the Committee's retreat tentatively scheduled for spring 2005.

RECOMMENDATION

That the Coordinating Committee:

1) Review and comment on the MetroGIS 2004 Performance Measures Results Report.
2) Review and comment on the conclusions offered by staff.
3) Recommend that the Policy Board approve the report and conclusions as forwarded by the Committee.

TO: Coordinating Committee

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

SUBJECT: Proposed 2005 MetroGIS Major Program Objectives and Detailed Workplan

DATE: December 1, 2004
(For the Dec 15th Meeting)

INTRODUCTION

The Coordinating Committee is respectfully requested to approve the attached proposed 2005 MetroGIS program objectives and detailed 2005 workplan, Attachments A and B, respectively.

This request assumes the Metropolitan Council will continue to authorize 3 FTEs for staff support and $86,000 in non-staff project funding to support MetroGIS's activities. See Agenda Item 5g for more information about the proposed budget and anticipated approval by the Metropolitan Council on December 15th.

PROPOSED 2005 PROGRAM OBJECTIVES

In addition to completing regional solutions for several priority common information needs that are currently in progress, three major new initiatives are proposed for 2005. They are: a) update the 2003-2005 Business Plan, b) define a strategy for achieving E911 community needs related to street centerline data, and c) implement a mechanism to help data users locate existing geospatial applications (Agenda Item 5c).

MAJOR ASSUMPTIONS

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

RECOMMENDATION

That the Coordinating Committee:

1) Recommend that the Policy Board approve the Proposed Major 2005 Program Objectives for MetroGIS as summarized in Attachment A.
2) Approve the detailed workplan presented in Attachment B to implement the proposed Major Program Objectives for MetroGIS in 2005.

ATTACHMENT A

Accepted by the Policy Board
(*pending*)

MetroGIS Mission Statement

(Adopted February 1996)

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

Major 2005 MetroGIS Program Objectives[1]

- Adopt an updated MetroGIS Business Plan (process to include a retreat of MetroGIS leadership) and obtain endorsement by key stakeholder interests. (*The remainder of the proposed objectives assume that MetroGIS's current core functions[2] will not change substantively*.)
- Implement modifications to the Regional Parcel Dataset, which were endorsed by the Policy Board in July 2004, and establish common access policy concerning non-profits/community groups, whose functions complement government functions.
- Achieve Policy Board endorsement, at minimum, of a Phase I regional solution that effectively addresses each of the following common priority information needs:
    1) Addresses (of occupiable units) (*proposal anticipated 3/05*)
    2) Emergency Preparedness (*proposal anticipated 3/05*)
    3) Existing Land Use (*CC consideration 12/15/04*)
    4) Highway and Road Networks (*in progress*)
    5) Jurisdictional Boundaries – School Districts (*custodian designation remains*)
    6) Jurisdictional Boundaries – Watershed Districts (*pilot in Washington Co. nearing completion*)
    7) Lakes and Wetlands (*in progress*)
- Achieve Policy Board endorsement of strategies to effectively achieve address-related limitations of the endorsed Regional Street Centerline solution for geocoding concerning: a) satisfying needs of the E911 community and b) incorporating locally-produced data into the U.S. Census Bureau's TIGER data.
- Implement a strategy (currently referred to as ApplicationFinder) to help data users efficiently share existing geospatial applications to leverage those existing investments.
- Continue efforts to identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS's resources.
- Continue to realize increased use of DataFinder as a tool used both by data users to search for and access data they need, and by data producers to distribute data important to others in the MetroGIS community.
- Continue to realize increased awareness among MetroGIS stakeholders and officials involved in related efforts beyond the Metro Area of MetroGIS's endorsed strategies, resources, and opportunities.
- Continue to effectively support MetroGIS's general information website (www.metrogis.org).
- Continue to effectively support MetroGIS's DataFinder website (www.datafinder.org).
- Continue to perform activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS efforts – user satisfaction with data solutions and custodian conformance with expectations; document the benefits of MetroGIS's efforts; and modify activities and policies, as appropriate.

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

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

MetroGIS Coordinating Committee
Purpose Statement
and
2005 Detailed Work Program

Purpose Statement

The MetroGIS Coordinating Committee is responsible for recommending policies and procedural strategies for consideration by the MetroGIS Policy Board to resolve obstacles that must be overcome to achieve widespread sharing of commonly needed geospatial data among MetroGIS stakeholders.

Major Responsibilities[1]

- Advise the Policy Board on matters concerning the design, implementation, and operations of MetroGIS, to include, but not be limited to: a current business plan, datasets and their characteristics which provide the greatest utility for the MetroGIS community (regional datasets/solutions), standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders, and data delivery and access procedures.
- Oversee performance measure and user satisfaction monitoring to periodically evaluate who is using DataFinder, what data are being accessed, and satisfaction with the functionality and data provided.
- Oversee provision of effective opportunities to share GIS-related knowledge important to improving the efficiency and effectiveness of organizations that comprise the MetroGIS community.
- Oversee implementation of MetroGIS Policy.
- Advise the Policy Board on the content of its Business Plan that guides the operations of MetroGIS.
- Ensure an effective means of communication among the Policy Board, the Committee, the Technical Advisory Team and any ad hoc workgroups.
- Coordinate the work of the Technical Advisory Team and ad hoc or special purpose workgroups. (*Note: All special purpose workgroups report to the Committee and are dissolved once the specified task is complete*.)
- Remain current and discuss new trends regarding Geographic Information Systems technology and related capabilities as they relate to the MetroGIS community.
- Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, Mn/DOT, State Demographer, federal agencies, etc.
- Perform such other duties as may be prescribed by the Policy Board.

2005 MetroGIS Detailed Work Program

A. Priority Common Information Needs

Responsibilities: 1) Create and oversee Information Need Workgroups to define broadly supported data content specifications for a regional solution(s) to each priority common information need. 2) Oversee/assist staff with negotiations and recommend a qualified regional custodian willing to accept the custodian roles and responsibilities defined by a Workgroup for each priority common information need. 3) Recommend solutions to the Policy Board to resolve related intergovernmental policy obstacles. 4) Create and oversee a Technical Advisory Team to encourage knowledge sharing on a variety of technical topics important to the MetroGIS community.

Task	Lead Support	Method	Start/End
1. Address Information Need Enhancement *Recommend a sustainable regional strategy to resolve the need for household and non-residential unit addresses that go beyond data available via parcel and street centerline datasets (apartment units, mobile home units, strip centers suites, office suites, etc.*)	Mark Kotz (Metropolitan Council) & Staff Coordinator	MetroGIS Workgroup	**In progress** Spring 04 – Mar 05

[1] See Appendix A for further information regarding general expectations and responsibilities.

2. Regional Emergency Preparedness Information Need *a) Define the characteristics of commonly needed Emergency Preparedness-related data and roles responsibilities necessary to sustain a collaborative solution for their assembly, updating, documentation, and distribution, which to the extent practical, meet National HSIP (Homeland Security Infrastructure Protection) and Strategic National Stockpile (SNS) needs.* *b) Obtain policy maker approval of the roles and responsibilities proposed for the various partners associated with Item a.* *c) Develop an evaluation process to identify desired enhancements to the MetroGIS Emergency Preparedness website implemented in April 2004 and associated roles and responsibilities, including evaluation criteria and perspectives (organizational and professional) that need to be involved.*	Randy Knippel (*Dakota County*) / Rick Gelbmann (*Metropolitan Council*) TBD TBD	MetroGIS Workgroup TDB MetroGIS Workgroup	**In progress** Spr 04 – Mar. 05 Spring 05 Summer 05
3. Regional Existing Land Use Information Need *a) Build the Version 1 dataset (Policy Board approval pending January 2005), for evaluation as a long-term solution.* *b) Recommend "best practices" to address more complex land-based information needs than the Version I solution can support.* *c) Decide if the Version 1 solution is practical to maintain long-term. If so, decide regional custodian(s) roles, access policy - endorse a custodian(s) to implement roles and responsibilities defined by the workgroup*	Paul Hanson (Metropolitan Council) / Staff Coordinator	No group Phase II MetroGIS Workgroup TBD	**In progress** TBD- ?2006 (Council's 2005 Existing Land Use data is prerequisite) ***(New)*** Jan 05- ? TBD - 2008? (*evaluate 2-3 years after V1 in place)*
4. Regional Highway and Road Networks Information Need *a) Complete a joint effort with MnDOT to define and implement a LRM (Linear Referencing Model), which incorporates the needs of the MetroGIS community.* *b) Conduct a needs assessment with E911 officials to define and address road data characteristics that were not identified in the Roads Information Needs Forum conducted in Oct 2002.* *c) Recommend a regional solution(s) that addresses desired road network data specifications identified by the community and identify custodial roles and responsibilities.* *d) Coordinate with MnDOT to secure willing and able organizations to carry out desired regional custodian roles and access policy.*	Mike Dolbow (Metropolitan Council) / Staff Coordinator	MetroGIS Workgroup	**In progress** Aug 02 – Spr. 05? **(*New*)** Winter 2005 Summer 2005 (*start when "c" completed*)
5 Jurisdictional Boundaries -Regional School District Dataset – *a) Define data characteristics of desired regional solution and appropriate roles and responsibilities. (Completed in 2001)* *b) Identify a regional custodian, access policy & coordinate with state to the extent applicable.*	Staff Coordinator, David Arbeit (LMIC) and Jane Harper (Washington County)	MetroGIS Workgroup	**In progress** Fall 2005
6. Jurisdictional Boundaries - Regional Watershed District Dataset *a) Define data characteristics of desired regional solution and appropriate roles and responsibilities. (Completed in 2003)* *b) Identify a regional custodian, access policy & coordinate with the state to the extent applicable.*	Jane Harper, Washington County / Staff Coordinator	County Workgroup (Possibility of Peer Review Forum)	**In progress** Summer 2005?

7. Regional Lakes, Wetlands Information Need *a) Document desired data characteristics.* *b) Conduct a pilot project to refine roles and responsibilities concerning management of these data.* *c) Identify gaps in current authority/practice at state and federal levels, which hamper efforts to achieve a regional solution that is part of the NSDI and convey these issues to the GCGI, via the Policy Board, for consideration via MSDI processes.* *d) Recommend a regional custodian(s)and related access policy.*	Paul Hanson (Metropolitan Council) / Staff Coordinator	MetroGIS Workgroup	**In progress** May 99 – Spr. 05? Winter 05 Winter 05 Summer 05
8. Regional Land Cover Dataset *Host a data user satisfaction forum*	Bart Richardson DNR-Regional Custodian	Peer Review Forum	***(New)*** **Apr or May 05**
9. Regional Parcel Dataset Enhancements **Public Sector / Academic Version:** *a) Complete one-time software programming necessary to implement the next-generation Regional Parcel Dataset (55 attributes and parcel points as endorsed by Policy Board 7/28/04).* *b) Investigate why prospective users of the data are not using it. (Question raised by Policy Board Member O'Rourke)* *c) Implement online parcel data license application procedure. (Assumes next-generation Data Sharing Agreement executed by the counties and Council in 2004)* **Neighborhood Groups/Specified Non-Profits:**. *Evaluate findings of pilot with Hennepin County to determine if broader regional policy needed.* **Private Sector Version:** *a) Finalize common license document.* *b) Implement a website to streamline ordering of parcel data from multiple counties (data fulfillment remains with counties)* *c) Complete pilot project begun late 2003 and decide if a parcel data sharing program with utilities will be pursued.*	Mark Kotz (Metropolitan Council) / County GIS Units Staff Coordinator Staff Coordinator Staff Coordinator and County Data Producer Workgroup Staff Coordinator and County Data Producer Workgroup	No Workgroup MetroGIS Workgroup MetroGIS Workgroup MetroGIS Workgroup	**In progress** January 05 ***(New)*** (Part of Survey associated with Business Plan Update) **In progress** July 04 -Feb 05 **In progress** Fall 04 – Spr. 05 **In progress** Aug 02 – ?? (*Postponed efforts until new public sector license in place*)
10. Regional Socioeconomic Characteristics Of Areas Information Need **Phase I follow-up activities**: *a) Evaluate satisfaction with Socioeconomic Resources Web Page* *b) Complete specified enhancements to three existing datasets - County social service records, First Call for Help, and county birth and death records to enhance their usability.* **Phase II**: *a) Define a regional solution(s) for information needs that cannot be sufficiently met with existing data; e.g., where the nature, geographic detail, or reporting frequency is inadequate. Data sources considered might include existing commercial services, new summaries of local government data, or new technologies; e.g., Excensus' iBlocks or US Census's ACS and LED programs.* *b) Identify regional custodian(s), access policy - endorsement of a custodian(s) to implement roles and responsibilities defined by the workgroup.*	Will Craig / Staff Coordinator / U of M Population Center Will Craig TBD Staff Coordinator TBD	TBD Workgroup Phase II MetroGIS Workgroup	**In progress** Spr 05 Spr. 05? ***(New)*** Summer 2005? *(To follow Solution for Address Information Needs– See 1)* TBD.

11. Regional Street Centerline Dataset *Identify a strategy(ies) to address Census Enhancement Project and E911 community needs not currently met with the TLG Street Centerline Dataset, paying special attention to opportunities to leverage MnDOT's LRM initiative and pending investments by or on behalf of PSAP..*	Mike Dolbow (Metropolitan Council – regional custodian) / Staff Coordinator	MetroGIS Workgroup	***(New)*** Jan 05 - ?
12. Land Regulations and Rights to Property Priority Information Needs – *A topic for the proposed Retreat-Item D3 below: Decide what, if any, action is appropriate for MetroGIS.* (*No action has been taken to date because no organization(s) has stepped forward to support the investigation phase as has occurred with each of the other common information need where work is complete or in progress.)*	Staff Coordinator / Professional Services Contractor	Retreat of Coordinating Committee	**TBD** Decide any next steps via Business Planning topic
13. Identify "Second Generation" Common Priority Information (Data and/or Application) Needs. *A topic for the proposed Retreat-Item D3below – "Are we done?" If this topic is appropriate for MetroGIS, initiate the effort once regional solutions are essentially complete for all 1st generation common information needs for which an organization(s), with a related business need, has agreed to support the processes involved in recommending a regional solution. Note the Land Regulations and Rights to Property decision called for above*	Staff Coordinator / Prof. Services Contractor	TBD	**TBD**
14. Define a strategy/procedure to consider requests for regional endorsement of dataset developed by others (Sect 3.1.2 Item 4 Business Plan) *(Note: Postpone until a prototype opportunity presents itself to avoid a theoretical process that does not work efficiently in practice)*	TBD Subject Matter Expert / Staff Coordinator	TBD	**TBD- See Note**

B. Data Search/Distribution Mechanism(s)

Responsibility: Recommend intergovernmental policy, roles and responsibilities, and resource priorities necessary to realize full potential of DataFinder and related methods to efficiently and effectively distribute endorsed regional and other datasets.

Task	Lead Support	Work Group	Start/End
1. Migrate DataFinder Café to newer version of ArcIMS and a server with more capacity.	DataFinder Manager	No	***(New)*** Jan 05 Investigate options
2. Continue to **promote use of standardized metadata and use of DataFinder** for distribution of data with value to others	Mark Kotz (Metropolitan. Council)	No	**Ongoing**
3. Evaluate if Web Mapping/ Feature/ Coverage Services should be a component of DataFinder. (Note: MetroGIS staff are participating in GCGI discussions of a "service broker capabilities" concept. The results of which are expected to determine how MetroGIS will approach Mapping Services and how we will utilize a $15,000 WMS grant obtained in 2004).	DataFinder Manager and Mark Kotz, GIS Database Manager	TBD	**TBD** (Postpone until GCGI evaluation is complete – see note)

4. Implement a mechanism (*ApplicationFinder*) to help data users easily locate existing geospatial applications	DataFinder Manager	No	***(New)*** **Jan 05 - ?**
5. Evaluate user satisfaction for the Regional Mailing Label Application and identify a strategy to address desired enhancements	DataFinder Manager / Staff Coordinator	TBD	***(New)*** ***Fall -05***

C. Common Geospatial Application Needs

Responsibility: Recommend intergovernmental policy and funding options necessary to meet commonly needed geospatial applications, in particular, those that "run" on one or more endorsed regional datasets.

Task	Lead Support	Work Group	Start/End
1. Identify existing geospatial applications and post to "ApplicationFinder". (Note: Need to decide whether to limit to those that address priority information needs of local and regional government interests.)	TBD	TBD	***(New)*** **Summer 05?** (Once ApplicationFinder is in place)
2. Conduct a needs assessment to **identify new geospatial applications needed to address priority common information needs.** (Note: A topic for the proposed retreat. Should MetroGIS go here? If conducted, coordinate with GCGI "Capabilities Broker" effort.)	TBD	TBD	**TBD** (*see note*)

D. Business Planning/Outreach/General Administration:

Responsibility: Recommend intergovernmental policy and funding options necessary to achieve functions consistent with the MetroGIS community's needs and to sustain an appropriate organizational structure.

Task	Lead Support	Method	Start/End
1. Produce the 2004 Annual Report	Communications Consultant	Staff	**In Progress** Jan 05-Feb 05
2. Application for Innovations in Gov't Award via Harvard. Draft and submit 2nd and any subsequent round application materials, upon invitation	Staff Coordinator	Staff	**In progress** **TBD - Jan 05**
3. Host a Special Meeting (Retreat) of the Coordinating Committee in Spring 2005. The purpose is, through a facilitated discussion, to reach agreement on desired outcomes concerning emerging needs in preparation for the 2005 MetroGIS Business Plan Update.	Staff Coordinator/ Professional Services Consultant	Group Discussion	**In progress** Dec 03 – Spr 05 (Preparations postponed June 04 for Data Sharing Agreement)
4. Update Business Plan. In addition to direction obtained from the retreat, a component of the Update process should involve a user satisfaction evaluation, three focuses of which should include: a) investigation of why a large number of potential users are not using data distributed via DataFinder that are recognized as commonly needed, b) why in 2004 there were 149 licensees of the street centerline dataset and only 50 for the regional parcel dataset, and c) document benefits received from Café's existence from users' perspective. Other specifics to be guided by the results of Coordinating Committee's retreat (D3).	Staff Coordinator / Professional Services Contractor	MetroGIS Workgroup	**Spr 05 – Sep 05**
5. Outreach. Promote awareness of endorsed regional geospatial data solutions, best practices, and opportunities for involvement, in particular, among metro-wide organizations of administrators for school and watershed districts, counties, and cities.	Staff Coordinator / managers of general web site and DataFinder	No	**Ongoing**

6. Prepare MetroGIS Benefits Testimonials for 1-2 Additional Stakeholders	Communications Consultant	No	**Ongoing**
7. Oversee Performance Measure activities, evaluate results of performance measurement and refine MetroGIS activities and procedures, as needed.	Staff Coordinator / Professional Services Consultant	*Depends on the measure* *(i.e.,evaluation of producer satisfaction and compliance with responsibilities & user satisfaction with data quality and access.*	**Ongoing**
8. Administer tasks and activities set forth in the Business Plan, not specifically identified in his workplan.	Staff Coordinator/ Professional Services Consultant	Staff	**Ongoing**

E. Coordination with Related Initiatives

Task	Lead Support	Method	Start/End
1. **Monitor activities** of the Governor's Council on Geographic Information (GCGI), federal programs, and others, as appropriate, and seek participation and coordination in work of others relevant to MetroGIS.	Staff Coordinator	Staff	**Ongoing**
2. **Participate in Mn Spatial Data Infrastructure (MSDI) policy making** related to topics of importance to MetroGIS's efforts.	Staff Coordinator	Staff Committee/Board Members	**Ongoing**

F. Other:

As defined by the MetroGIS Policy Board

APPENDIX A
General Expectations and Responsibilities

1) Oversee Effective Solutions to Priority Common Information Needs

- Information Needs Workgroup Process – Oversee the workgroup process to define desired regional data specifications, identify candidate data custodians, and define custodian responsibilities for each priority information need. See Table below for related 2003 activities.
- Redefinition of Priority Information Needs – Oversee the process to identify new priority information needs.
- Data Standards -- Recommend solutions to data standards needs necessary to enhance the effectiveness of data sharing.
- Regularly report progress -- Keep the Policy Board apprised of progress made to address priority information needs.

What is expected of an Information Needs Workgroup?

Each information need is addressed through a replicable process. In general, the process begins by assembling a small **workgroup** of content experts. They will then attempt to identify one or more datasets required to meet the information need. In some cases, this process takes place in a formal Peer Review Forum with more content experts and users. In other cases it is not such a formalized process because the dataset(s) that meet the information need are intuitively recognized.

Once the dataset(s) required to meet an information need is identified, the **workgroup** is tasked to:

- Refine the desired specifications identified via a Peer Review Forum,
- Identify desired data standards and guidelines,
- Identify desired roles and responsibilities for the custodian organization(s) - organizations responsible for data creation, maintenance, documentation, and distribution; and,
- Identify candidate custodial organizations that have a business need and appropriate expertise to carry out the desired roles and responsibilities.

The workgroup makes recommendations to the Coordinating Committee, which in turn makes a recommendation to the Policy Board. The process is complete when the Policy Board has adopted, as policy for the MetroGIS community, parameters (data specifications, standards, roles and responsibilities, etc.) addressing the four components listed above. The adopted parameters are posted on the MetroGIS website for each "MetroGIS endorsed regional dataset". Once an endorsed dataset is operational, the Committee is responsible for overseeing monitoring of user satisfaction to continually enhance the regional solutions.

2) Enhance Access to Shared Data (*DataFinder - Data Search and Distribution Mechanism*)

- Facilitate collaboration: – Oversee development of applications and scripts; telecommunication and related solutions for security issues; institutional solutions needed to improve online access to shared data related to priority information needs.
    - Identify security issues – best practices
    - Integrate web mapping service technology with GIS technology to provide access to source data
- Metadata Enhancements –Monitor efforts to enhance and expand metadata for core regional data and posting it on DataFinder.
    - Promote use of endorsed metadata guidelines.
    - Encourage integration of metadata development and updating into position descriptions and everyday use.
    - Promote increased diversity of organizations posting metadata on DataFinder and increase the number of the metadata records.

- Coordinate with Minnesota's GeoGateway -- Ensure coordination of design and procedures between Minnesota's GeoGateway and MetroGIS DataFinder.
    - Monitor technical developments that impact NSDI Clearinghouse activities and DataFinder efforts.
    - Enhance Geographic Search Capabilities (e.g., 2001-02 NSDI Web Mapping Service Grant Project and 2003 partnership with LMIC)

3) Resolve Privacy Issues Relating to Access

(Note: These activities are generally incorporated into the recommended solutions for each priority common in formation needs – Section 1.)

Oversee identification and resolution of issues relating to distribution of sensitive data of regional significance and recommend widely acceptable guidelines, in particular universal data summary/aggregation units, to address issues relating, but not limited to:

- Sensitive Data
- Definition of Public Data
- Responsibility of Data Security
- Data Practices Act

TO: Coordinating Committee

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

SUBJECT: Proposed 2005 Budget

DATE: December 1, 2004
(For the Dec 15th Meeting)

INTRODUCTION

The Coordinating Committee is respectfully requested to recommend Policy Board approval of the attached detailed 2005 MetroGIS budget proposal, subject to the Metropolitan Council authorizing the requested 3 FTEs in staff support and $86,000 in non-staff project funding for MetroGIS's efforts. This level of support is sufficient to satisfactorily address each of the proposed 2005 program objectives (Agenda Item 5c). See the Reference Section for support and funding assumptions.

The Metropolitan Council is scheduled to consider the above-referenced funding request on December 15th, at which time approval is expected.

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

RELATED POLICY BOARD AND COORDINATING COMMITTEE ACTION

The Policy Board accepted the proposed level of support (3 FTE and $86,000 in non-staff funding) that is currently proposed, as a preliminary budget action at its April 28, 2004 meeting and directed staff to forward that request to the Metropolitan Council for its approval.

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

Member Vogel (Scott County) commented that, as a relatively new member of the Board, he would appreciate some background on how MetroGIS has established its priorities, which led to a comment from Member Fiskness that maybe it is time to revisit past priorities, given the accomplishments that have been made over the past few years.

PROPOSED 2005 METROGIS BUDGET

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

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

PROPOSED LINE ITEM CHANGES FROM 2004 TO 2005

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

1) An increase of $6,000, to a total of $25,500, for outsourced professional services – performance measures analysis and reporting, participant satisfaction monitoring, strategic planning, outreach/communications.
2) A reduction of $4,000, to a total of $8,500, to support ongoing maintenance and improvements to DataFinder.
3) A reduction of $1,500, to a total of $500, to facilitate regionwide users groups/forums.
4) A reduction of $750, to $0, for NSDI / I-Team activities not paid by the host organization.

MAJOR ASSUMPTIONS

1. The Metropolitan Council will approve project funding adequate to support MetroGIS's core functions.
2. The Policy Board sets the priorities for Regional GIS Projects to be financed with MetroGIS funds *(Data Maintenance Agreements and Data Quality/Access Enhancements line item),* not later than July 2005. (*See the note under Item 1 in the Reference Section for more information*.)
3. Any substantive changes in policy that involve additional resources identified as part of the proposed Business Plan Update process would need to be addressed in future budget proposals and/or through partnerships or grants.
4. An agreement is in place with each of the seven counties to maintain access, without fee, by government and academic interests to parcel data.
5. Agreed-upon roles and responsibilities for support of MetroGIS-endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
6. No serious software issues will arise with the current configuration of DataFinder while defining and implementing a migration path away from the current architecture to a newer version of ArcIMS.

Other pertinent information that guided this proposal, together with these assumptions, are presented in the Reference Section.

RECOMMENDATION

That the Coordinating Committee recommend that the Policy Board approve the proposed 2005 detailed budget allocations for MetroGIS, as set forth in Attachment A and dated December 6, 2004.

REFERENCE SECTION

Assumptions and background information used to craft MetroGIS's 2005 budget proposal are as follows:

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

   (Note: Item I-2(a) of the attached detailed budget allots $50,000 in 2005 to foster collaborative solutions to priority common information needs. Since 1996, the Metropolitan Council has provided from $50,000 to $75,000 annually for such projects, even though in most cases the specifics were unknown at the time of budget approval. For 2005, the 2004-2008 GIS Data Sharing Agreement with the counties allots $7,000 to each county per year for a total of $28,000, which are funded via this $50,000 line item, leaving $22,000 in 2005 for Regional GIS Projects. Regional GIS Projects are the main vehicle by which MetroGIS implements collaborative solutions to priority common information needs. Each project must comply with guidelines adopted by the Policy Board at its October 2003 meeting. See page six of meeting summary at http://www.metrogis.org/teams/pb/meetings/m_10_29_03.pdf for the adopted principles.)

2. DataFinder:
   - Major enhancements to DataFinder will not be given any further consideration until an in-progress investigation of a "capabilities broker" concept is concluded by the Geospatial Architecture Committee of the Governor's Council on Geographic Information.
   - A partnership is no longer anticipated with LMIC to share the costs of implementing several major enhancements to DataFinder and sharing its annual support expenses. If partnering is needed to accomplish desired enhancements, other partnerships will need to be pursued.
   - DataFinder Café can be ported to a newer version of ArcIMS on a newer server for not more than $8,500. The ported application will be stable, not requiring out-of-pocket maintenance support beyond the $8,500 available.
3. Forum for Sharing Knowledge and Promoting Use of Best Practices:
   Maintain the same level of support as planned for 2004.
4. Business Planning and Performance Monitoring
   A Business Plan Update is proposed in 2005 to guide MetroGIS's efforts as it transitions from building regional data solutions to primarily managing policies and programs that it has promoted. The Coordinating Committee workshop, scheduled for Spring 2005, would serve as the official beginning of the effort. The professional services contract in place with Richardson, Richter and Associates, Inc. (RRA) assumes $5,000 more funding in 2005 than in 2004 to compensate for this proposed additional effort.
5. Candidate Regional GIS Projects in 2005– Priority Data Quality and Access Enhancements:
   - Standardizing Address Data: By March, the Address Workgroup is planning to identify a preferred data content standard for assignment of addresses and maintenance of these data, as well as desired custodian roles and responsibilities to minimize redundancies that are currently occurring across the Metro Area. The Metropolitan 911 Board has approved a project that has, at its core, the objectives of improved consistency and access to current, complete address data. As address data are also key components to the solutions of several of MetroGIS's priority information needs, MetroGIS should consider providing funding to leverage and supplement the

911 Board's resources, as necessary, to address-related needs of the broader MetroGIS community. ***Discussion topic as the issues and opportunities are better understood***.

- Enhancements to the currently endorsed regional Street Centerline Dataset (see 3rd bullet under Item 1): Discussions with key stakeholders were initiated on December 2nd to more clearly define the needs, principally to address needs of the E911 community and to identify desired enhancements to existing data resources. ***Discussion topic as the issues and opportunities are better understood.***
- Socioeconomic Data at the Address/Unit Level: The Phase II Socioeconomic Information Need was postponed until the Address Workgroup completes its work. Once a database management solution is agreed upon to capture and manage data at the address level, this group will reengage to evaluate the practicality of maintaining socioeconomic data at the household level. For instance, a solution might involve acquisition of data from non-government sources that could involve a fee. If such a solution is found to be in the best interests of MetroGIS's participants, funds to pilot and/or foster a cost-sharing effort with others should be among the options considered. ***Discussion topic as the issues and opportunities are better understood***
- DataFinder: Depending on the results of an evaluation in progress by the Governor's Council on Geographic Information, MetroGIS may want to consider enhancements to DataFinder to support web service technology. ***Discussion topic as the issues and opportunities are better understood.***

ATTACHMENT A

MetroGIS Detailed 2005 Budget Allocation Proposal

	A	B	C	E	F	G
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**	**2003**	**2004**	**2005**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
7						
8	**I. MISSION CRITICAL**					
9		**1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations**				
10			a) Support Teams, Committees and Board			
11			i. Copying, postage, local travel, room rental, etc.			
12			ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	$15,000	$15,000	$20,000
13			b) Participant appreciation function	N/A	N/A	N/A
14			c) Outreach			
15			i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	$3,000	$500	$2,000
16			ii. Communications Outsourcing/Supplemental Staff Support	$2,500	$3,000	$3,500
17			iii. Copying, postage, local travel			See I-1(a)I
18		**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**				
19			a) 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. If MetroGIS's efforts expand to address a broader range of priority information needs, principles adopted by the Policy Board (October 29, 2003) will be used to decide the allocation of funds among the variety of data producers critical to sustaining regionally endorsed solutions and to finance enhancements to regionally endorsed datasets. Per 2004-2008 data sharing agreement with the counties: In 2004 - $49,000 to be paid to the counties for improvements to the Regional Parcel Dataset. For 2005-2008 - $28,000/annually to the counties to support the Regional Parcel Dataset. The $22,000 remainder in 2005 is dedicated to funding Regional GIS Projects, per October 2003 guidelines	$50,000	$50,000	$50,000
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.*)**				

ATTACHMENT A

MetroGIS Detailed 2005 Budget Allocation Proposal

	A	B	C	E	F	G
5	**MetroGIS Coordination Function Category**	**MetroGIS Coordination Function**	**Sub Function / Description**	**2003**	**2004**	**2005**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
21			a) Project Funds to enhance DataFinder functionality (*Expand geographic search capability, develop applications/scripts, etc. to enhance & improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software*), etc. *An additional $15,000 in funding has been received from a NSDI Web Mapping Service Grant program for GML enhancements to DataFinder Cafe. Staff is investigating whether a partnership with LMIC to host DataFinder Cafe on the state's system and share cost of improvements and ongoing maintenance is a practical solution for the MetroGIS community.*	$12,750	$10,000	$7,500
22			b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	$12,000	$2,500	$1,000
23		**4. Identify unmet GIS needs with regional significance and act on these needs**				
24			a) MetroGIS data users forums and Business Information Need Peer Review Forums	$1,000	$500	$500
25			b) Participant satisfaction survey	$0	$1,000	$500
26			c) Seed $'s for regionally significant projects	(See I-2)	(See I-2)	(See I-2)
27			d) Identify Second Generation Business Information Need Priorities		$500	$500
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*).**			[Refer to III 1(a)]	[Refer to III 1(a)]
29			a) Negotiate agreements	(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)
31			**SUBTOTAL (Does not include staff expenses)**	**$96,250**	**$83,000**	**$85,500**
32						
33	**II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL**					
34		**1. Maintain MetroGIS world wide web site (not DataFinder)**		$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)
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)	$0	$250	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**				

ATTACHMENT A

MetroGIS Detailed 2005 Budget Allocation Proposal

	A	B	C	E	F	G
5	**MetroGIS Coordination Function Category**	**MetroGIS Coordination Function**	**Sub Function / Description**	**2003**	**2004**	**2005**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
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
41			b) Assist County User Groups with special functions that promote the principles of MetroGIS	$0	See II-5 (c)	See II-5 (c)
42			c) Facilitate regionwide users groups/forums for knowledge sharing	$2,500	$2,000	$500
43		**6. Advocate for MetroGIS needs and desires with state and federal policy makers**				
44			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
45			b) Participate in non-local Workshops/Activities			
46			i) GDA Membership Dues (authorized by Board July 11, 2001)	$250	$0	$0
47			ii) NSDI / I-Team etc. related activities not paid by host.	$1,500	$750	$0
48			**SUBTOTAL (Does not include staff expenses)**	**$4,250**	**$3,000**	**$500**
49						
50	**III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE**					
51		**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)**				
52			a) Develop regional data sets	See Assumption	See Assumption	See Assumption
53			***Business Plan Assumption*:** MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures			
54			b) Maintenance of Regional Datasets	See Assumption	See Assumption	See Assumption
55			***Business Plan Assumption:*** Maintained by org/partnership with business need			
56		**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)
57			**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**
58						
59	**IV. CASE BY CASE**					
60		**1. Develop master contracts for regional GIS projects, when appropriate**		[See I(1), I(2) & I(3)	See I(1), I(2) & I(3)	[See I(1) and I(2)]
61		**2. Endorse standards for telecommunication protocol and networks** (AKA: create guidelines for getting electronic access to the information that is being shared)		$0	$0	$0
62		**3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS**		(Staff function) See II(3) & (5)	(Staff function) See II(3) & (5)	(Staff function)

Last Updated
12/1/04

ATTACHMENT A

MetroGIS Detailed 2005 Budget Allocation Proposal

	A	B	C	E	F	G
5	**MetroGIS Coordination Function Category**	**MetroGIS Coordination Function**	**Sub Function / Description**	**2003**	**2004**	**2005**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
63		**4. Undertake research to meet common regional GIS needs**		(See I-4)	(See I-4)	(See I-4)
64			a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures)	See I(1)(a)(ii) & I(4	See I(1)(a)(ii) & I(4	[See I(1)(a)(ii)]
65			**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**
66						
67	**V. LOW PRIORITY**					
68		**1. Identify GIS training and continuing education needs and encourage participation**		(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)
69		**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)
70		**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)	(See I-1 and note)
71			**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**
72						
73		**ADMINISTRATIVE**				
74			a) GIS/Professional Development Conferences	N/A	N/A	N/A
75			b) Performance Measures Reporting	I-1a(ii)	I-1a(ii)	I-1a(ii)
76			**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**
77						
78			**YEAR**	**2003**	**2004**	**2005**
79						
80			**METROPOLITAN COUNCIL**			
81			NON-STAFF - EXCEPT DATA/ACCESS ENHANCEMENTS	$25,750	$23,500	$27,500
82			DATA QUALITY & ACCESS ENHANCEMENTS [I-2]	$50,000	$50,000	$50,000
83			DATAFINDER ENHANCEMENTS/SUPPORT	$24,750	$12,500	$8,500
84			TOTAL NON-STAFF	$100,500	$86,000	$86,000
85			STAFF (*3.0 FTE Dedicated to MetroGIS*)*	$213,000	$202,000	$204,000
86			**SUBTOTAL**	**$313,500**	**$288,000**	**$290,000**
87						
88			**OTHER FUNDING SOURCES**			
89			NSDI Web Services Grant (Total award $18,700)		$15,000	
90			Custodial fund - Unused funds		$1,000	
91			**GRAND TOTAL**			
92				**$313,500**	**$304,000**	**$290,000**
93			**2005 Staff salaries assume 2004 actual plus a 1 percent increase*			

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration – January 2005 Policy Board Meeting

DATE: December 1, 2004
(For Dec 15th Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the January 26, 2005 Policy Board meeting.

PAST CONSIDERATION

At its September 2004 meeting, the Committee agreed that the soon-to-debut Regional Mailing Label Application would be an appropriate demonstration topic for the Policy Board's January 2005 meeting, assuming that the Next-Generation Parcel Data Sharing Agreement is in effect by that time. (*As of this writing, all parties are expected to approve the agreement on or before December 15th.*)

Staff proposes to demonstrate this application to the Committee at the December 15th meeting to both educate the Committee about the specifics of the application and to provide the Committee with an opportunity to identify specific aspects of the application that it would like emphasized to the Policy Board. On November 18th, the Technical Advisory Team was given a similar opportunity, at which the application was very well received.

DISCUSSION

The MetroGIS Regional Mailing Label Application is proposed to debut in January 2005. Once the Next Generation Regional Parcel Data Sharing Agreement is executed, notice will be sent to former licensees of the Regional Parcel Dataset to inform them that they may apply for relicensure to once again access and use the Regional Parcel Dataset. They will also be informed that as soon as they are licensed, they will be able to use the subject Regional Mailing Label Application.

As a contingency, in case the data sharing agreement is not in place, staff suggests that the Committee identify a backup presentation. To ensure that there is no wasted effort, the backup selection for the January meeting should be used for the April Policy Board, if not needed for the January meeting. A timely candidate backup selection might include a presentation from a watershed district to follow up on the Riley-Purgatory-Bluff Creek Watershed District testimonial (http://www.metrogis.org/benefits/testimonials/rpbcwd.pdf). Each of the other organizations that have provided a testimonial to the benefits realized from MetroGIS's efforts has previously presented their account to the Policy Board.

RECOMMENDATION

That the Coordinating Committee:

1) Affirm its conclusion in September that the new Regional Mailing Label Application should be the GIS Demonstration topic for the Policy Board's January 26, 2005 meeting.
2) Identify a contingency presentation

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- 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.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Follow-up with the Riley-Purgatory-Bluff Creek MetroGIS benefits testimonial (http://www.metrogis.org/benefits/testimonials/index.shtml) and request a presentation from the perspective of watershed districts.
2. During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting. Since then, a presentation Scott County has made by Dakota and Scott Counties.
3. Demonstration of the MetroGIS Emergency Preparedness Website. This demonstration option was identified as a demonstration candidate at the June 2004 Committee meeting. However, it would be premature to demonstrate the site until the organizational components are agreed upon, which is anticipated to occur by March 2005.

TO: Coordinating Committee

FROM: Existing Land Use Information Needs Workgroup
Staff Contact: Paul E. Hanson

SUBJECT: **Existing Land Use Information Need: Version 1 Solution**

DATE: December 3, 2004
(For the Dec. 15, 2004 Meeting)

INTRODUCTION

The Existing Land Use Information Need Workgroup respectfully requests that the Coordinating Committee accept the accompanying summary report (separate document) and approve the following recommendations to:

1) Create a Version I regional land use data set that implements the American Planning Association's Land-Based Classification Standard relational database model and make this data available to the MetroGIS community in 2006 through a web-based application that will be maintained by the Metropolitan Council. (The specifics are explained in the accompanying report.)
2) Nearing completion and distribution of the Version 1 Data Set, establish an Outreach Strategy workgroup to:
   a) Outline outreach strategies to encourage communities, having the local expertise and enhanced data, to complete, correct or modify information based on better, more accurate data; and
   b) Define the final data-distribution and data-collection mechanisms of the web-based application to track data access, survey intended data uses, upload community enhancements, and aggregate submitted data.
3) Immediately (2005) establish a Phase II Existing Land Use "Best Practices" initiative to address more complex land-based information needs (i.e. "where is land available for redevelopment?") that cannot be addressed by the Version I solution (see General Findings and Conclusions below for more specifics).

The workgroup's purpose was to find ways of meeting most, if not all, of the existing land use information needs of the MetroGIS community using the best available data in a standardize classification system – coding scheme / database model. The attached report summarizes the group's tasks, membership, methods used to clarify common existing land use information needs, sources of existing land use data, classification systems and database models to serve up data, any deficiencies with existing sources or classification systems, and issues for further discussion by other MetroGIS workgroups or policy makers.

Paul E. Hanson, who served as lead staff to the workgroup, will attend the Committee's December 15th meeting to explain the specifics of the workgroup's recommendations.

GENERAL FINDINGS AND CONCLUSIONS

A significant portion of the existing land use information needs that have been defined by the MetroGIS community will be met with the proposed Version I solution.

Version I would establish the American Planning Association's (APA) Land-Based Classification Standard (LBCS) database model as an integral component of MetroGIS's solution to the Existing Land Use common information need. Through LBCS, the APA has worked to articulate and disseminate the differences of land-based information in the expanding lexicon of land planning: land-cover, land-use, and land-rights. The LBCS model is an attempt to standardize the broad variety of land-based data

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

Since it is MetroGIS policy not to ask organizations to do anything that isn't within their own internal business need or practice for the benefit of the broader community, and anticipating that a regional existing land use solution consisting of a database model with no data would find limited support, Version I implements the LBCS model with the best, readily available data that fulfills a current Metropolitan Council business need. Additionally, the Council is willing to build and support Version I of the solution for a 2-3 year test period, during which MetroGIS will implement outreach strategies to educate, encourage, and support development of a Version II database that ideally will be a permanent, community-built and maintained solution.

It is important to note that none of the Phase I solution can be accomplished without the proposed MetroGIS Regional Parcel Data Sharing Agreement signed and in place.

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

RECOMMENDATIONS

That the Coordinating Committee:

1) Recommend that the Policy Board approve the Phase I regional solution that includes:
   a) The development and distribution of a Version I database and classification system through a Metropolitan Council maintained web-based application, contingent upon the completion of the Regional Parcel Data Sharing Agreement.
   b) The creation of an Outreach Strategy Workgroup to educate users of Version I, monitor data access, and encourage communities to enhance data in an effort to create and maintain a community-based Version II database.
2) Create a Phase II workgroup to define "best practices" in meeting complex land-based information needs beginning in 2005.

TO: Coordinating Committee

FROM: MetroGIS Staff
Contact: Mark Kotz (651-602-1644)

SUBJECT: Search Mechanism for Geospatial Applications: Concept Approval

DATE: November 30, 2004
(For the Dec. 15th Mtg.)

REQUEST

Coordinating Committee endorsement is respectfully requested for a concept proposal that entails developing a one-stop, Internet-based mechanism through which the MetroGIS community could search for geospatial applications. This mechanism will focus, in particular, on applications for business needs that rely upon regionally-endorsed data solutions. Staff is requesting that the Committee create a workgroup to propose business rules to guide further maturing of the concept.

BACKGROUND

Early in its organizational development, MetroGIS defined as one of its central purposes the task of providing solutions to common information needs of the MetroGIS community. Until this time, those solutions have focused primarily on geospatial data. However, as regional data solutions have been developed and shared, MetroGIS has recognized that an emphasis must also be placed on geospatial applications to fully respond to the community's priority information needs. This recognition was formalized in the 2003-2005 MetroGIS Business Plan, which recognizes that the MetroGIS community often requires a combination of data and an application(s) to manipulate the data in some way to arrive at an answer to an information need. The first MetroGIS applications were placed into service in 2004 – the Regional Mailing Label and the prototype Emergency Preparedness applications.

Many other metro area governments have created their own geospatial applications that have been meeting information needs for several years. Some of these are well known and others are not. This is a proposal to provide a search mechanism for these useful applications, much like DataFinder has been used to search for geospatial data of importance to the Twin Cities Metropolitan Area.

To this end, MetroGIS staff have developed a preliminary concept for an "ApplicationFinder" mechanism. The final product is intended to be similar to DataFinder, but would focus on geospatial applications as opposed to data.

TECHNICAL ADVISORY TEAM CONSIDERATION

On November 18th, the Technical Advisory Team unanimously endorsed the proposed concept. A summary of the Team's discussion can be viewed at http://www.metrogis.org/teams/ta/index.shtml#agendas_minutes. This summary also includes a link to the presentation that Kotz will repeat for the Committee's discussion. Members Maeder and Richardson volunteered to serve on the proposed workgroup to oversee this project.

RECOMMENDATION

That the Coordinating Committee:

1) Endorse the concept of providing the MetroGIS community with a one-stop tool to locate existing geospatial applications.
2) Endorse inclusion of the ApplicationFinder project in the MetroGIS 2005 Workplan.
3) Endorse the creation of a workgroup to recommend business and scope rules for ApplicationFinder.

TO: Coordinating Committee

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

SUBJECT: Election of officers

DATE: November 30, 2004
(For the Dec. 15 Mtg.)

REQUEST

The Committee is respectfully requested to elect a chair and vice-chair to succeed Jane Harper and Dave Drealan, who were reelected to their second consecutive terms as chair and vice-chair, respectively, at the Committee's December 2003 meeting. The Operating Guidelines state that the Committee's officers are limited to two consecutive terms, unless no one else is willing to serve.

BACKGROUND

1. A roster of the current Committee members is attached along with a table of liaison assignments. A listing of past officers is also attached.

2. Article III; Section 6 states "The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected."

3. Article III; Section 7 states "The Coordinating Committee 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. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected."

RECOMMENDATION

Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2005.

COORDINATING COMMITTEE MEMBERSHIP

(As of November 12, 2004)

Name	Organization	Organization Type
Will Craig	University of Minnesota	Academic
(*vacant*)	(*vacant*)	Non-Profit
Brad Henry	URS/BRW – formerly City of Minneapolis	Special Expertise
Chet Harrison	CB Richard Ellis	Private Sector (Business Geographics)
Larry Charboneau	The Lawrence Group	Private Sector (GIS Consultant)
Al Laumeyer & Allan Radke	CenterPoint Energy Minnegasco & Xcel Energy (*Share a seat on a rotating basis*)	Private Sector (Utility Company)
Karen Johnson	City of St. Paul (AMM-Large City)	Public - City
Bob Cockriel	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Dave Drealan	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Hentges	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencl	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Nancy Pollock	Metropolitan 911 Board	Public - Metropolitan Gov.
Nancy Read	Metro. Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Lee Whitcraft	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Robert Maki	DNR	Public - State Agency
Ned Phillips	Rice Creek Watershed District (MAWD)	Public - Watershed. District

Current Ad-hoc/Special Purpose Workgroups	Coordinating Committee Liaison
Addresses	Nancy Read
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness	Randy Knippel and Rick Gelbmann
Existing Land Use	David Arbeit
Highway and Road Networks	Joella Givens
Lakes and Wetlands	Robert Maki
Socioeconomic – Phase I (*evaluate satisfaction only*)	Will Craig
Socioeconomic – Phase II (*launch date TBD*)	*TBD*
School District Jurisdictional Boundaries (2004?)	Jane Harper, David Arbeit
Watershed District Jurisdictional Boundaries (2004?)	Jane Harper
Technical Advisory Team	Ron Wencl, Rick Gelbmann (others?)

Past Coordinating Committee Officers

Terms	Chair	Vice- Chair
1996 - 1997	David Arbeit	Brad Henry (*There was no vice chair in 1996*)
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan

TO: Coordinating Committee

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

SUBJECT: 2005 Committee Meeting Schedule

DATE: November 30, 2004
(For the Dec. 15 Meeting)

REQUEST
The Coordinating Committee is respectfully requested to set its meeting schedule for 2005.

POLICY BOARD SCHEDULE
On October 27, the Policy Board adopted the following meeting schedule for 2005: January 26, April 20, July 27, and October 19. A mixture of the 3rd and 4th Wednesdays of the month were accepted in an attempt to avoid know meeting conflicts.

DISCUSSION
The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Wednesday or Thursday starting at 1:00 p.m. at the Minnesota Counties Insurance Trust (MCIT) building. To provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board, staff would prefer the Committee to meet 3-4 weeks prior to the Board's meetings.

Suggested Meeting Date	**Anticipated Major Topics**
March 30, 2005 *5th Wednesday*	• Solution for Addressing Information Need • Solution for Emergency Preparedness Information Need • Priorities for 2005 Regional GIS Projects (*Data Enhancement and Related Applications*) • Retreat to Launch Business Plan Update Initiative • DataFinder Café Maintenance and Enhancement Strategy
June 29, 2005 *5th Wednesday*	• Solution for Highway and Road Network Information Need • Solutions for Watershed District Jurisdictional Boundary Information Need • Strategy for how to best support Web Mapping/ Feature/Coverage services
Sept. 21, 2005 *3rd Wednesday*	• Solution for Hydrology Information Need • Solutions for School Jurisdictional Boundary Information Need • Initiative to Improve Effectiveness of Collaborative Distribution Policies/Mechanism for Regional Parcel Dataset (*Private Sector and Non-Profit Version)*
Dec 14, 2005 *2nd Wednesday*	• Adoption of 2006-? Business Plan Update • Priorities for 2006 Regional GIS Projects (*Data Enhancement and Related Applications*)Election of officers • 2006 Workplan and Budget • Election of Officers

RECOMMENDATION
That the Committee set its meeting schedule for 2005.

Sharing Information Across Boundaries

MetroGIS 2004 Performance Measurement Report

For the period October 1, 2003 through September 30, 2004

DRAFT

December 2004

This Report was prepared by MetroGIS Staff, accepted by the MetroGIS Coordinating Committee on *(December 15, 2004)*, and approved by the MetroGIS Policy Board on *(January 26, 2005)*.

Table of Contents

I. Background

II. Summary of Results - Key Findings

III. Detailed Results by Measure

I. Background

In early 2002, MetroGIS developed a Performance Measurement Plan to more clearly state expected accomplishments, to demonstrate accountability for results, and to support continuous organizational improvement (www.metrogis.org/benefits/perf_measure/).

The first annual performance measurement report was sent to the Board for approval in January 2003. That report established baseline information for key quantifiable measures related to the MetroGIS mission and continued a dialogue about what outcomes MetroGIS should focus on and how this organization can demonstrate value to its stakeholders.

The foundation for the measurement of performance is MetroGIS's 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.***

This report represents the third annual report on Performance Measurement Results, covering the period from October 1, 2003 through September 30, 2004. For purposes of comparison, the 2003 report referenced below covers the period from October 1, 2002 through September 30, 2003.

Measurement data is 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 addition, on a quarterly basis, staff raises for discussion with the Coordinating Committee any anomalies in the data or trends that have been detected.

The 2002 report was largely descriptive and established a baseline against which future progress can be gauged. The 2003 and 2004 reports further identify trends and moves MetroGIS forward in understanding the causal relationship between resources allocated to specific activities and the resulting outcomes. It is expected that MetroGIS will continue to revise and shape its activities and program emphasis based in part on what it learns through the performance measurement process.

II. Summary of Results - Key Findings

In this third annual report, the following key findings and conclusions are identified:

- **"Visits" to DataFinder (PM #1):** Measures that reflect the value of DataFinder, including the Café function, continued to be refined to more accurately reflect traffic to these sites. Site visit activity includes discovering data through searching metadata records, reviewing data characteristics provided in the metadata, and viewing the actual data online. Combined visits to DataFinder and DataFinder Café averaged 1,272 visits per month during this reporting period, a 10.3 percent increase from 2003 when the monthly average was 1,153 visits. The activity varied from month to month, and staff continue to work on determining whether predictable patterns exist in the traffic to these sites.

  In addition to maintaining data discovery metrics for DataFinder, metrics are also maintained for discovery of data resources via the MetroGIS Socioeconomic Resources Page (www.datafinder.org/mg/socioeconomic_resources/index.asp). This resource was implemented in April 2004. In its first six months of use, there were 155 site visits, involving 20 separate socioeconomic data sources.

- **Data Downloading (PM #2):** The primary benefit of DataFinder is that it provides a centralized location from which to obtain geospatial datasets. DataFinder Café also supports subsetting and multiple data formats. Data users downloaded a total of 7,608 datasets from DataFinder in 2004, or an average of 634 per month. This is an 8.0 percent increase over 2003, when 7,041 downloads were recorded for a monthly average of 587. However, the percentage of downloads via DataFinder Café were 4.7 percent lower in 2004 than experienced in 2003 (14.8 versus 19.5 percent). The reduction is assumed to be, at least in part, due to the unavailability of parcel data from March 2004 and beyond due to the lack of a parcel data sharing agreement.

- **Popular Datasets (PM #2):** The most frequently downloaded datasets in 2003 and 2004 were (arranged by 2004 totals; endorsed regional datasets are **bolded.**):

Dataset	# of downloads	
	2003	**2004**
County & Municipal Boundaries	460	484
Census Demographic Profiles	295	479
Planned Land Use	253	288
ZIP Code Boundaries	248	280
Parcels	380	258
TLG Street Centerlines	312	249
Census 2000	213	200

The downloads of endorsed datasets as a percent of the total downloads is remaining steady. In 2004, 26.5 percent of the downloaded data was regionally endorsed; in 2003 it was 27.0 percent. This finding may actually indicate an increasing trend since parcel data were not available for most of 2004. An increase in the percentage of downloads of regionally endorsed datasets would otherwise not be surprising, since:

  - The number of endorsed datasets has grown.

  - By definition they are commonly needed for a variety of GIS applications, and

- Downloading frequency is related to the frequency of updates to datasets (e.g. census data is updated only every ten years, whereas the top three downloaded datasets are updated quarterly).

- **Who is downloading data? (PM#3):** From October 1, 2003 to September 30, 2004, 69.0 percent of the download activity was by entities located in the greater Minneapolis-St. Paul Area – generally an area that includes the collar counties and a few counties beyond the collar counties. This finding is up substantially from 2003, where 49.4 percent of the users were found to serve the Twins Cities Area. As in 2003, the entities with the most downloading activity were: academic institutions of higher learning, state and regional government, and local planning and engineering firms that work extensively with local government. Dakota County and Hennepin County are also listed among the top 25 download recipients. Outreach activities are believed to account for at least a portion of the increase in use among entities that serve the Metro Area.

  This information 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 2005 MetroGIS Performance Measurement Report.

- **Increasing DataFinder Publishers (PM #4, #8,and #9).** The number of organizations using DataFinder as a data distribution mechanism increased from 7 to 10 in 2004 reporting period. The number of metadata records also increased from 158 to 169. 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.

- **Benefits to Data Producers (PM #6 and #7):** None of the MetroGIS Performance Measurement Reports to date include 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 complicated due to the variety of business models used by various producers. The need to quantify this benefit was, however, identified as a topic for discussion at the Coordinating Committee's pending retreat prior to launching the 2003-2005 Business Plan Update process. The assumption going into the retreat is that MetroGIS should continue to seek ways to document efficiencies gained by data producers. 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, should be included in these evaluations.

- **Non-quantitative Measures (PM#10):** The addition of a seventh testimonial in 2004 to the benefits of MetroGIS's efforts continues to indicate a high level of satisfaction and perceived value associated with processes and tools developed through MetroGIS. MetroGIS should continue to document benefits of its efforts through testimonials.

III. Detailed Results by Measure

Measures are grouped into four (4) categories:

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)

Performance Measure 1: Use of DataFinder (Data Discovery and Access)

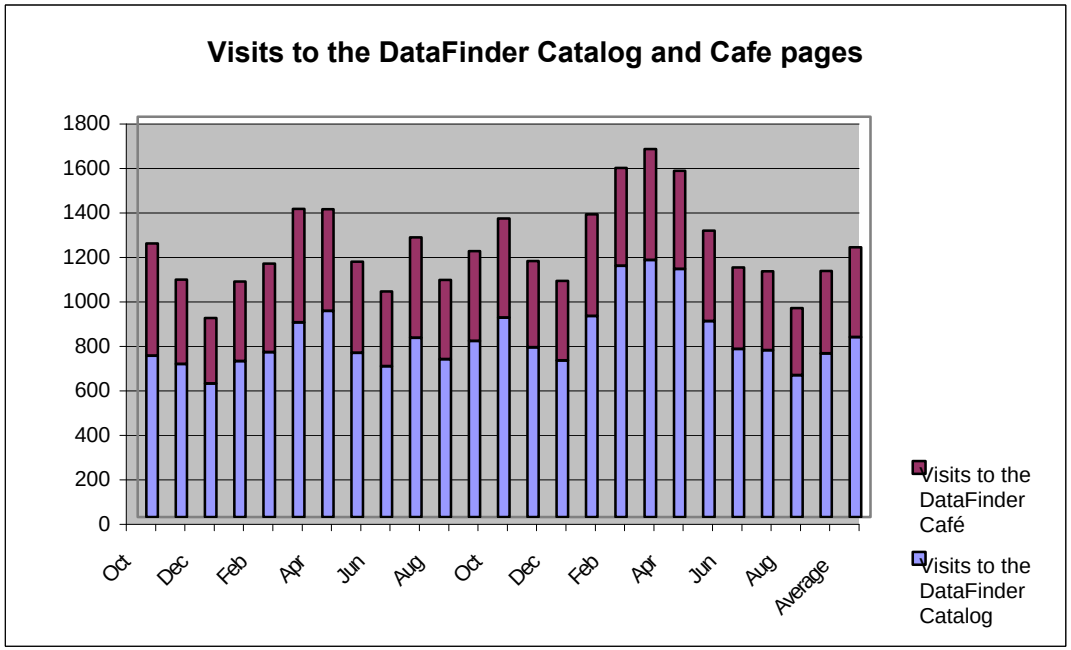
	2002			2003								
Month	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**
Visits to the DataFinder Catalog	725	688	600	701	741	875	927	738	677	806	709	791
Visits to the DataFinder Café	505	379	295	358	399	510	457	410	337	452	357	404
Monthly total	1,230	1,067	895	1,059	1,140	1,385	1,384	1,148	1,014	1,258	1,066	1,195

	2003			2004								
Month	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**
Visits to the DataFinder Catalog	896	762	703	903	1,129	1,156	1,115	880	756	749	638	735
Visits to the DataFinder Café	446	389	359	458	441	498	442	408	367	356	301	371
Monthly total	1,342	1,151	1,062	1,361	1,570	1,654	1,557	1,288	1,123	1,105	939	1,106

What do the data say?

DataFinder Café. An assumption is that as datasets and metadata records are added and as users learn about availability of datasets and the one-stop shopping aspect of this site, the number of visits will increase. This trend held true in 2004 with a 10.2 percent increase in total visits. Though, another assumption is that as increases in new data availability slow, usage of the site may stabilize as data users acquire needed data in a more efficient manner and only when datasets are updated.

During the 2003-2004 reporting period, a clear trend emerged showing that the majority of visits peaked in the spring months, reaching a low in late summer before rebounding again in the fall. The highest frequency of visits occurred from March to May, peaking at 1,654 visits with an average of usage of 1,272 visits. It is believed that the springtime surge in activity is due to users acquiring data in anticipation of summer field projects, and academic users gathering data to work on year-end projects. Another possibility for the summertime drop is that many users are either in the field or on vacation at this time.



Another trend is that approximately one-third of the DataFinder activity is consistently associated with the Café.

The MetroGIS Socioeconomic Resources Page (www.datafinder.org/mg/socioeconomic_resources/index.asp) is another Internet-based tool supported by MetroGIS to help data users in finding the data they need. It became operational in April 2004. After an initial spike in use, visits to the site leveled off to an average of 25.8 per month. Of the 155 total site visits over the last 6 months of the 2004 reporting period, 124 resulted in the user reviewing one or more individual socioeconomic data sources. A total of 20 individual socioeconomic data sources were reviewed 209 times. Refer to Appendix B for the monthly detail and a listing of the 20 individual socioeconomic data sources viewed.

Performance Measure 2: Datasets Downloaded (Data Discovery and Access)

All Dataset Downloads

	2003												2004											
	Oct	**Nov**	**Dec**	**Jan**	**Feb '0**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb '0**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**
Downloads from DataFinder FTP site	475	478	365	422	454	503	538	432	582	425	407	586	593	565	477	606	836	742	760	543	355	361	296	351
Downloads from DataFinder Café	*	166	63	122	97	97	210	99	197	119	91	113	135	54	83	47	101	96	357	62	34	22	72	60
Total	505	644	428	544	551	600	748	531	779	544	498	699	728	619	560	653	937	838	1117	605	389	383	368	411

Downloads of MetroGIS Endorsed Datasets Only

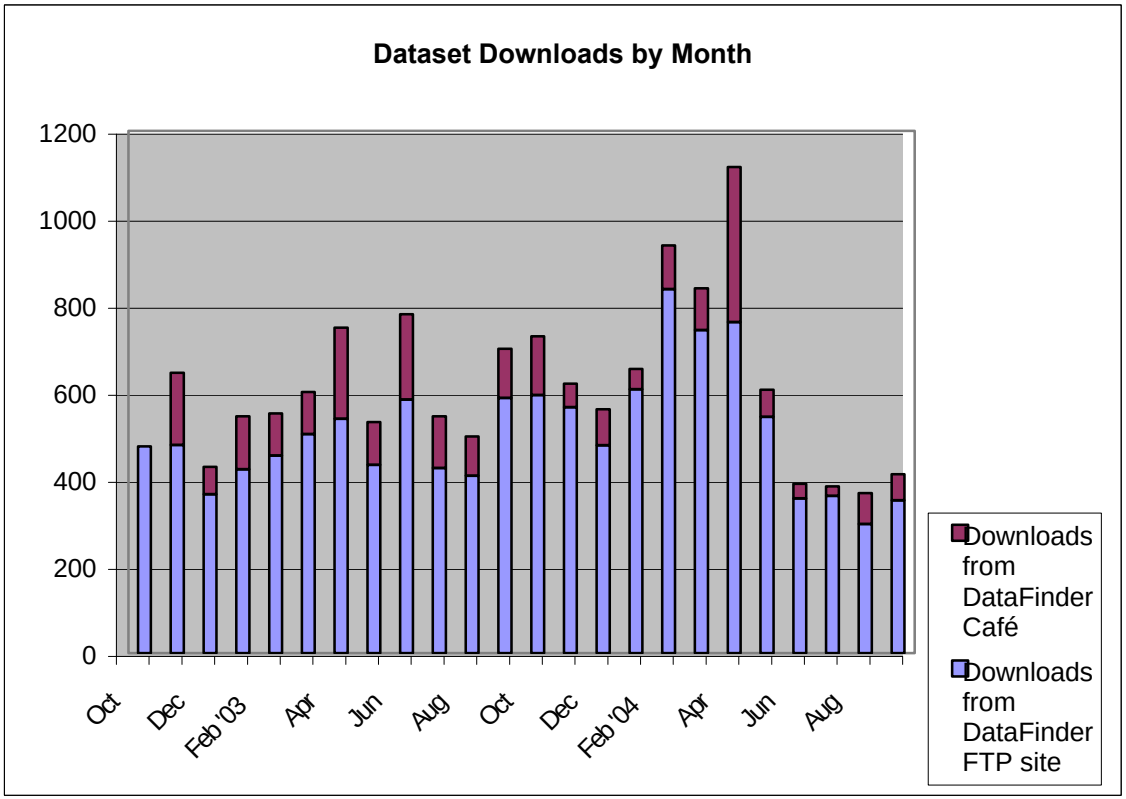
	2003												2004											
	Oct	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**
County & Municipal Boundaries	31	35	29	48	31	32	58	40	37	38	27	35	46	34	34	45	60	46	52	54	29	31	28	25
Census Geography 1990	7	8	5	4	9	14	7	3	6	6	5	3	2	2	4	5	4	7	8	3	3	2	4	0
Census Geography 2000	17	17	11	7	18	25	23	25	24	11	5	26	20	17	12	14	36	19	40	9	10	5	7	11
TLG Roads	*	*	*	*	*	56	22	31	38	15	8	48	15	35	44	29	7	20	17	7	7	10	14	44
Planned Land Use	19	17	22	28	46	22	23	17	25	14	13	14	18	14	19	29	31	34	59	39	7	12	11	15
MN Land Cover CS	*	*	*	*	*	*	*	*	*	*	6	14	8	6	0	0	0	0	1	0	0	0	0	0
Census Demographic Profiles	15	11	7	16	34	42	35	32	43	18	10	32	36	41	28	41	42	120	74	24	17	17	12	27
Regional Parcel Dataset	*	*	*	*	*	27	69	36	19	32	42	30	56	37	32	45	39	15	34	0	0	0	0	0
Anoka	*	*	*	*	*	7	9	6	2	4	4	5	9	4	7	10	8	5	2	*	*	*	*	*
Carver	*	*	*	*	*	2	8	3	2	4	4	4	7	8	3	6	6	2	2	*	*	*	*	*
Dakota	*	*	*	*	*	3	8	6	2	5	12	7	7	6	6	7	1	0	0	*	*	*	*	*
Hennepin	*	*	*	*	*	0	16	10	0	2	5	0	12	3	4	6	7	2	6	*	*	*	*	*
Ramsey	*	*	*	*	*	8	13	5	5	4	8	5	8	4	8	5	10	2	3	*	*	*	*	*
Scott	*	*	*	*	*	2	7	2	2	6	3	4	7	8	1	5	4	1	0	*	*	*	*	*
Washington	*	*	*	*	*	5	8	4	6	7	6	5	6	4	3	6	3	3	0	*	*	*	*	*
Historical Parcel Data - Combined	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	21	*	*	*	*	*
Total of endorsed dataset downloads	**89**	**88**	**74**	**103**	**138**	**218**	**237**	**184**	**192**	**134**	**116**	**202**	**201**	**186**	**173**	**208**	**219**	**261**	**285**	**136**	**73**	**77**	**76**	**122**
Endorsed datasets as a percentage of all downloads:	**19%**	**14%**	**17%**	**19%**	**25%**	**36%**	**32%**	**35%**	**25%**	**25%**	**23%**	**29%**	**28%**	**30%**	**31%**	**32%**	**23%**	**31%**	**26%**	**22%**	**19%**	**20%**	**21%**	**30%**

* Prior to March 2003, downloads of Regional Parcel Dataset and TLG Street Centerline data were not measured. Also, the Regional Parcel Dataset was not distributable for much of 2004 while the new parcel data agreement was being developed.

What do the data say?

The amount of data downloading activity increased 8.0 percent as compared to the 2003 reporting period (7,041 in 2003 and 7,608 in 2004), even though parcel data were not available for much of the year while the Regional Parcel Data Sharing Agreement was under negotiation. However, there was much more variability in the monthly download activity for both the FTP site and Café. The Spring spike that occurred in 2003 also occurred in 2004. A major decrease in downloading occurred from May through the end of the 2004 reporting period, as compared to the activity that had been realized in 2003. It is expected that the lack of parcel data explains some, but not all, of the drop off. The reasons for spikes in the number of downloads are also not known, but it is suspected to result in part from events where some promotion of the available datasets occurs. In addition, downloading occurs on a periodic basis depending on the frequency of updates for various datasets. For example, the TLG street centerline dataset is updated quarterly, whereas census datasets are updated only once per decade. Another limiting factor is the number of licensed users for a particular dataset. For example, there were only 10 licensees for the Hennepin County component of the regional parcel dataset, while there were nearly 50 licenses for the other six components.

The amount of downloading via Café also varied substantially on a monthly basis, with a large drop off that coincides with the loss of ability to access parcel data via DataFinder. The percent of downloads of endorsed datasets remained essentially the same as for 2003 in terms of percentage of the total downloads. In 2003, 27.0 percent of the downloaded data involved regionally endorsed data. In 2004, 26.5 percent of downloads were comprised of endorsed data. This percentage would likely have grown had parcel data been available for downloading for the entire year. Maintaining the same level of activity, despite the absence of parcel data, is in part explained by an increase in the number of available endorsed datasets. Of the 132 datasets available via DataFinder, four to five of the eight regionally endorsed datasets are consistently among the top ten datasets downloaded. This trend continued, not withstanding the unavailability of parcel data for much of 2004.



Top 10 Downloaded Datasets by Month

Datasets in **bold** are MetroGIS-Endorsed Regional Datasets. When downloads are from both the FTP site and the Café, a breakdown is provided. Otherwise, downloads are FTP-based.

2004

September

TLG Street Centerlines - 44 [39 FTP, 5 Café]
Census Demographic Profiles (formerly Socioec. Data) **- 27**
County & Municipal Boundaries - 25 [22 FTP, 3 Café]
Generalized Land Use 2000 - 20 [19 FTP, 1 Café]
Functional Class Roads - 16 [12 FTP, 4 Café)
Planned Land Use - 15
ZIP Code Boundaries - 14
Census 2000 - 11
Major Highways - 11 [10 FTP, 1 Café]
County & Municipal Boundaries - 2000 (static) - 8

August

County & Municipal Boundaries - 28 [24 FTP, 4 Café]
ZIP Code Boundaries - 24 [22 FTP, 2 Café]
Generalized Land Use 2000 - 17 [15 FTP, 2 Café]
TLG Street Centerlines - 14 [10 FTP, 4 Café]
Census Demographic Profiles (formerly Socioec. Data) **- 12**
Major Highways - 12 [10 FTP, 2 Café]
Planned Land Use - 11
Regionally Significant Ecological Areas - 8
Functional Class Roads - 8
Water Features from 2000 Land Use Data - 8 [7 FTP, 1 Café]

July

County & Municipal Boundaries - 31 [28 FTP, 3 Café]
ZIP Code Boundaries - 21
Census Demographic Profiles (formerly Socioec. Data) **- 17**
TLG Street Centerlines - 12 [10 FTP, 2 Café]
Planned Land Use - 12 (11 FTP, 1 Café]
Generalized Land Use 2000 - 12 [11 FTP, 1 Café]
County & Municipal Boundaries - 2000 (static) - 9
Functional Class Roads - 9 [7 FTP, 2 Café)
Park and Ride Locations - 8
Regional Trails - 8

June

County & Municipal Boundaries - 29 [28 FTP, 1 Café]
ZIP Code Boundaries - 24
Census Demographic Profiles (formerly Socioec. Data) **- 17**
Ramsey County Soils - 17
Generalized Land Use 2000 - 14 [12 FTP, 2 Café]
Census 2000 - 10
Transportation Analysis Zones 2000 - 9
Washington County Soils - 9
TLG Street Centerlines - 7 [5 FTP, 2 Café]
Planned Land Use - 7

May

County & Municipal Boundaries - 54 [49 FTP, 5 Café]
Planned Land Use - 39 [39 FTP, 1 Café]
Census Demographic Profiles (formerly Socioec. Data) **- 24**
ZIP Code Boundaries - 20
Generalized Land Use 2000 - 17 [16 FTP, 1 Café]
County & Municipal Boundaries - 2000 (static) - 15 [13 FTP, 2 Café]
Regional Parks - 14 [13 FTP, 1 Café]
Major Highways - 14 [10 FTP, 4 Café]
Washington County Soils - 11
Regional Trails - 12

April

Census Demographic Profiles (formerly Socioec. Data) **- 74**
Planned Land Use - 59 [52 FTP, 7 Café]
County & Municipal Boundaries - 52 [44 FTP, 8 Café]
Census 2000 - 40 [26 FTP, 14 Café]
Generalized Land Use 2000 - 35 [24 FTP, 11 Café]
Regional Parks - 28 [20 FTP, 8 Café]
Major Highways - 26 [19 FTP, 7 Café]
Regional Trails - 22 [18 FTP, 4 Café]
County & Municipal Boundaries - 2000 (static) - 22 [16 FTP, 6 Café]
ZIP Code Boundaries - 21 [19 FTP, 2 Café]

March **Census Demographic Profiles** (formerly Socioec. Data) **- 120**
County & Municipal Boundaries - 46 [40 FTP, 6 Café]
Planned Land Use - 34
Major Highways - 30 [22 FTP, 8 Café]
ZIP Code Boundaries - 28
Generalized Land Use 2000 - 23
Functional Class Roads - 22 [14 FTP, 8 Café]
Census 2000 - 21 [19 FTP, 2 Café]
TLG Street Centerlines - 20 [18 FTP, 2 Café]
Comprehensive Plan Composite - 17

January **County & Municipal Boundaries - 45 [42 FTP, 3 Café]**
Parcels - 45 [35 FTP, 10 Café]
Socioeconomic Data - 41
Planned Land Use - 29
TLG Street Centerlines - 29 [24 FTP, 5 Café]
ZIP Code Boundaries - 26
Generalized Land Use 2000 - 17 [16 FTP, 1 Café]
Functional Class Roads - 16
Major Highways - 15
Census 2000 - 14 [12 FTP, 2 Café]

November **Socioeconomic Data - 41**
Parcels - 37 [29 FTP, 8 Café]
TLG Street Centerlines - 35 [26 FTP, 9 Café]
County & Municipal Boundaries - 34 [32 FTP, 2 Café]
ZIP Code Boundaries - 26
County & Municipal Boundaries - 2000 (static) - 24 [19 FTP, 5 Café]
Generalized Land Use 2000 - 20 [17 FTP, 3 Café]
Census 2000 - 17 [14 FTP, 3 Café]
Census 2000 Population Tables - 15
Planned Land Use - 14

February **County & Municipal Boundaries - 60 [54 FTP, 6 Café]**
Socioeconomic Data - 42
Major Highways - 38 [29 FTP, 9 Café]
ZIP Code Boundaries - 38
Census 2000 - 36 [34 FTP, 2 Café]
Generalized Land Use 2000 - 35 [27 FTP, 8 Café]
Parcels - 33 [28 FTP, 5 Café]
Planned Land Use - 31
Regional Parks - 24
Comprehensive Plan Composite - 22

2003

December **TLG Street Centerlines - 44 [41 FTP, 3 Café]**
County & Municipal Boundaries - 34 [29 FTP, 5 Café]
Parcels - 32 [28 FTP, 4 Café]
Socioeconomic Data - 28
Planned Land Use - 19
ZIP Code Boundaries - 16
Comprehensive Plan Composite - 13
Functional Class Roads - 13 [9 FTP, 4 Café]
Census 2000 - 12 [8 FTP, 4 Café]
Major Highways - 12 [9 FTP, 3 Café]

October **Parcels - 56 [39 FTP, 17 Café]**
County & Municipal Boundaries - 46 [40 FTP, 6 Café]
Socioeconomic Data - 36
Major Highways - 25 [17 FTP, 8 Café]
County & Municipal Boundaries - 2000 (static) - 24 [22 FTP, 2 Café]
ZIP Code Boundaries - 22
Functional Class Roads - 21 [14 FTP, 7 Café]
Census 2000 - 20
Planned Land Use - 18
Satellite Estimated Lake Water Clarity - 18

Performance Measure 3: Sectors / Stakeholders Groups (Data Discovery and Access)

A total of 7,608 download events were recorded during the 2004 reporting period. The requester could be identified for 6,738, or 88.6 percent, of these events. The remaining 870 events are not currently factored into this analysis because there is no known method to determine the geographic location of the requester. For the past two years, MetoGIS has worked with a web tracking vendor, Quova, to gather information about the geographic location and type of users making use of MetroGIS DataFinder. Quova's methodology has been applied only to the anonymous FTP downloads, which in 2004 comprised approximately 6,093 downloads. Of these events, 4,003, or 65.7 percent, were attributed to entities that serve the greater Twin Cities Metropolitan Area. In addition to the 4003 FTP events, another 645 download events that were password protected (including Café and password protected FTP) were also initiated by government and academic interests that directly serve the seven county Metropolitan Area, bringing the total of Metro Area download events to 4,648, or 69.0 percent of all downloads where the requester was identifiable.

The original 2003 analysis revealed 72 percent of the users were serving the greater Twin Cities area. Upon analysis of the reporting software, a flaw in the programming was discovered whereby events were being double counted. The actual percentage in 2003 was 49.4 for an increase of 19.6 percent in 2004. The 2004 percentage would likely have been higher had parcel data been available for downloading. The reason for this large increase is not evident, other than outreach efforts that resulted in an increase in use among local users.

The entities with the most anonymous FTP downloading activity during the current reporting period are generally characterized as:
· Academic institutions of higher learning: 1,108 downloads recorded, up 42 percent from 779 in 2003.
· State, regional, and local government: 426 distinquishable downloads, up 7.0 percent from 398 in 2003
· Local Engineering/Planning firms - doubled from 2 to 4 within top 25 users - accounted for 247 downloads, up from 236 or 5.5 percent. It is assumed that the majority of this activity was on behalf of the area's government units.

Dakota County and Hennepin County continue to be listed among the top 25 download recipients. They accounted for 205 dataset downloads during the 204 reporting period, up from 79 in the prior year - an increase of 159percent. From a national perspective, downloads by interests in the Unites States also increased 14 percent from 5,138 to 5,860. A map (Appendix A), prepared by MetroGIS staff from location data provided by Quova, is attached that shows the locations of DataFinder users throughout the world.

In addition to the user being able to download data from DataFinder, they can also use these datasets in desktop GIS software via a map service. Currently only ArcIMS map services are available, but it is desired to offer OGC-compliant web map services (WMS) in the future. Thus far, the use of map services is not being measured. Since the use of map services is in its infancy and is expected to grow markedly, MetroGIS should investigate ways to measure use of map services, in addition to physical data downloading, as a means to meet data needs.

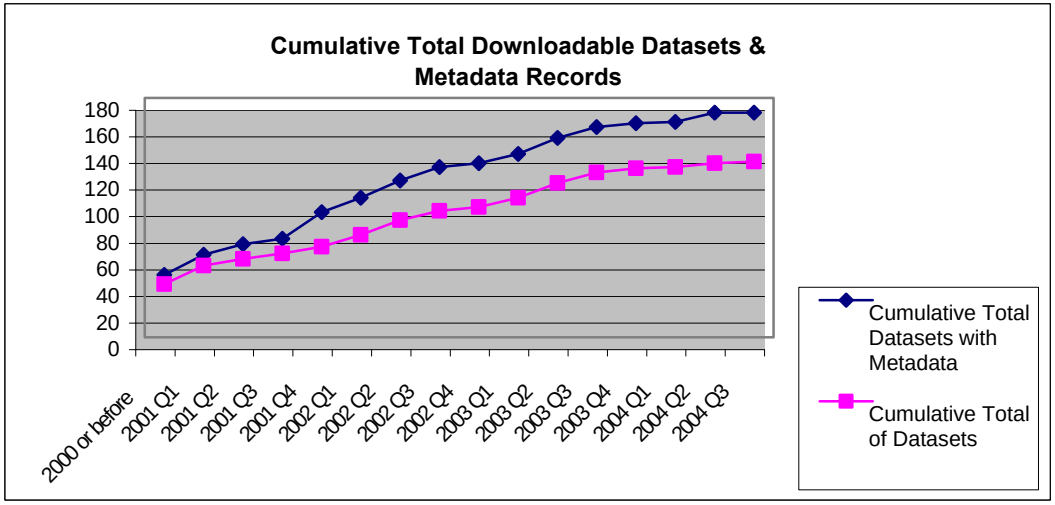
MetroGIS Performance Measure 4: Metadata and Downloadable Datasets on DataFinder

Quarter	Datasets with Metadata Added	Cumulative Total Datasets with Metadata
2000 or before	47	47
2001 Q1	15	62
2001 Q2	8	70
2001 Q3	4	74
2001 Q4	20	94
2002 Q1	11	105
2002 Q2	13	118
2002 Q3	10	128
2002 Q4	3	131
2003 Q1	7	138
2003 Q2	12	150
2003 Q3	8	158
2003 Q4	3	161
2004 Q1	1	162
2004 Q2	7	169
2004 Q3	0	169
Total	**169**	

Quarter	Directly Downloadable Datasets Added	Cumulative Total of Datasets
2000 or before	40	40
2001 Q1	14	54
2001 Q2	5	59
2001 Q3	4	63
2001 Q4	5	68
2002 Q1	9	77
2002 Q2	11	88
2002 Q3	7	95
2002 Q4	3	98
2003 Q1	7	105
2003 Q2	11	116
2003 Q3	8	124
2003 Q4	3	127
2004 Q1	1	128
2004 Q2	3	131
2004 Q3	1	132
Total	**132**	

What do the data say?

The number of datasets documented on DataFinder continues to increase. This documentation is termed "metadata". 169 metadata records are now viewable on DataFinder, more than a four-fold increase since 2000. Adding more metadata and datasets to DataFinder means that the "one-stop shop" concept will continue to become more valuable to data users.



Performance Measure 5: Satisfaction of Custodian Responsibilities (Data Currency)

Percent of regionally-endorsed solutions updated pursuant to negotiated custodian responsibilities

Regionally-Endorsed Dataset	Custodian Update Responsibilities	Updated pursuant to custodian responsibilities?	Comments
County and MCD Boundaries	"When significant changes are made" (at least annually)	YES	
Census (1990 and 2000)	Every 10 years	YES	
Land Cover	No specific update responsibilities specified. Dataset is downloadable via DataFinder. Work is in progress with the DNR to develop a system to track usage of this dataset.	YES	The extent of coverage is now up to 67 percent of the seven county region. During 2004, major revisions to the system were implemented: changing how attributes are stored, re-working the manual, and improved the ArcView tool in response to feedback received from the users.
Parcels	Quarterly (except from March to Dec when Council did not have access due to lack of a data sharing agreement)	YES	Implemented Version 2.1. Increased the number of attributes from 25 to 55. Also added a parcel points dataset.
Planned Land Use	Quarterly (goal - may not be practical)	YES	
Street Centerlines	Quarterly	YES	

As of 9/30/04: 6 of 6 = 100%

Other Regionally-Endorsed Solutions
Socioeconomic Resources Web Page

Regional Mailing Label Application (2004)

Add for 2005 reporting

Performance Measure 6: Manually-processed vs. self-service requests for regionally-endorsed datasets (Producer Benefits)

Shortly following adoption of MetroGIS's initial Performance Measures Plan, MetroGIS staff began working with county data producers to identify methods for measuring staff time savings and efficiencies realized as a result of opportunities arising from MetroGIS activities and initiatives. While it is agreed that quantifying manually-processed vs. self-service requests for regionally-endorsed datasets would be a useful indicator of the value of data distribution and access tools developed through MetroGIS, the time commitment required to collect and analyze this data was found to be unjustified at this time.

Some counties have made efforts to quantify savings, and this information has been useful in advancing the discussion about how to move forward on this measure. This topic has also been identified as a primary discussion topic for a proposed retreat of the Coordinating Committee prior to launching a process to update the 2003-2005 Business Plan. The assumption going into the retreat is that MetroGIS will continue to work with county and other data producers to find cost-effective ways to quantify benefits to data producers in relation to this measure.

Performance Measure 7: Hours of staff time saved in data distribution (Producer Benefits)

As with Performance Measure #6, MetroGIS is working with county and other data producers to find efficient and reliable methods for quantifying producer benefits such as staff time savings for data distribution. Each county functions differently, with different departments working on producing, maintaining, and distributing data. Measuring staff time savings from county to county, in a reliable manner, can be quite complex.

Even with the challenges to quantifying efficiencies gained through the use of MetroGIS processes and tools, examples of these gains do exist. For example, in 2003, Washington County began using the DataFinder Web server to host an ArcIMS application. This saved significant hardware and software startup costs, as well as monthly Internet Service Provider (ISP) expenses.

Also, as noted in the discussion for Performance Measure #6, this cost-benefit topic has been identified as a primary discussion topic for a proposed retreat of the Coordinating Committee prior to launching a process to update the 2003-2005 Business Plan. The assumption going into the retreat is that MetroGIS will continue to work with county and other data producers to find cost-effective ways to quantify benefits to data producers in relation to staff time-savings for data distribution.

Performance Measure 8: Listing of Metadata on DataFinder (Producer Benefits)

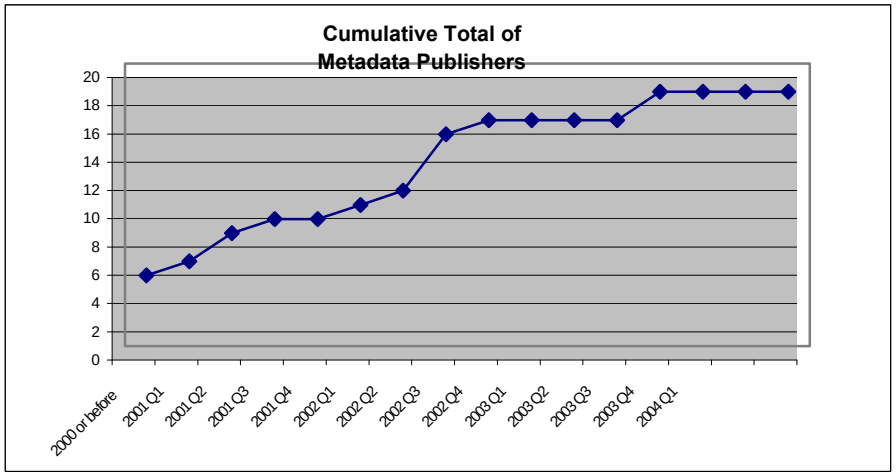
Entities using DataFinder to list metadata records.

	2000 or before	2001 Q1	2001 Q2	2001 Q3	2001 Q4	2002 Q1	2002 Q2	2002 Q3	2002 Q4	2003 Q1	2003 Q2	2003 Q3	2003 Q4	2004 Q1	2004 Q2	2004 Q3	Total Metadata Records
Anoka County							1										**1**
Carver County							1										**1**
Dakota County	1						1								4		**6**
Hennepin County							1										**1**
Ramsey County		1			15											-1	**15**
Scott County			3														**3**
Washington County	2						5										**7**
MetroGIS - for all Counties	3					1									2		**6**
Metropolitan 911 Board													2				**2**
Metropolitan Council	35	14	4	2	5	9	3	3	3	7	11	8		1		1	**106**
MN Department of Economic Security			1														**1**
MN Department of Natural Resources							1				1						**2**
MN Department of Transportation						1											**1**
MN Legislative Coordinating Commission	1																**1**
St. Paul, City of								3									**3**
The Lawrence Group	5																**5**
US Census Bureau				2				4									**6**
US Department of Agriculture													1		1		**2**
Total	**47**	**15**	**8**	**4**	**20**	**11**	**13**	**10**	**3**	**7**	**12**	**8**	**3**	**1**	**7**	**0**	**169**

	or before	2001 Q1	2001 Q2	2001 Q3	2001 Q4	2002 Q1	2002 Q2	2002 Q3	2002 Q4	2003 Q1	2003 Q2	2003 Q3	2003 Q4	2004 Q1	2004 Q2	2004 Q3
Total Metadata Publishers	5	6	8	9	9	10	11	15	16	16	16	16	18	18	18	18

What do the data say?

The number of metadata records available for viewing through DataFinder grew by 8 in 2004 - 4 from Dakota County, 2 from MetroGIS (census data related), and 1 each from the Metropolitan Council and the Minnesota Department of Agriculture. Outreach efforts should continue to focus on adding new metadata publishers in 2005 to increase the "one-stop shopping" value of DataFinder.



Performance Measure 9: Use of DataFinder to Distribute Data (Producer Benefits)

Entities distributing data through DataFinder:

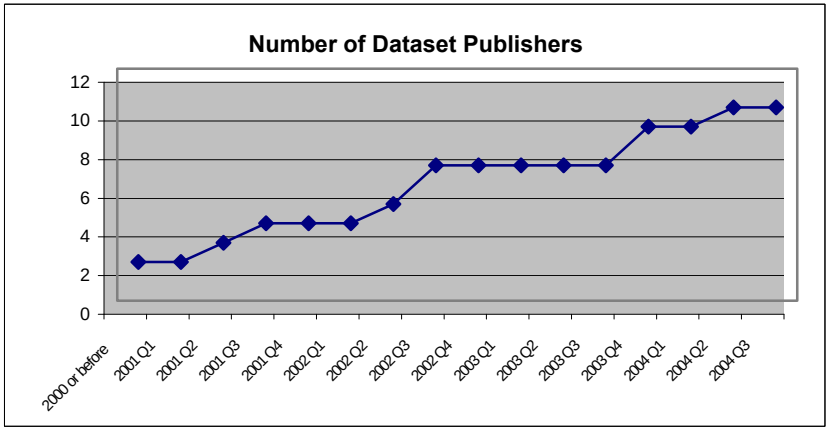
Publisher	2000 or before	2001 Q1	2001 Q2	2001 Q3	2001 Q4	2002 Q1	2002 Q2	2002 Q3	2002 Q4	2003 Q1	2003 Q2	2003 Q3	2003 Q4	2004 Q1	2004 Q2	2004 Q3	Total for Organization
Washington County							6										**6**
Dakota County															1		**1**
MetroGIS - for all counties	3						1	1							1		**6**
Metropolitan 911 Board													2				**2**
Metropolitan Council	32	14	4	2	5	9	3	2	3	7	11	8		1		1	**102**
MN Department of Economic Security			1														**1**
MN Department of Natural Resources							1										**1**
US Census Bureau				2				4									**6**
US Dept. of Agriculture													1		1		**2**
The Lawrence Group	5																**5**
Totals Datasets by Quarter	**40**	**14**	**5**	**4**	**5**	**9**	**11**	**7**	**3**	**7**	**11**	**8**	**3**	**1**	**3**		**132**

Number of Organizations using DataFinder as a Distribution Mechanism

Date	2000 or before	2001 Q1	2001 Q2	2001 Q3	2001 Q4	2002 Q1	2002 Q2	2002 Q3	2002 Q4	2003 Q1	2003 Q2	2003 Q3	2003 Q4	2004 Q1	2004 Q2	2004 Q3
Number of Publishers	2	2	3	4	4	4	5	7	7	7	7	7	9	9	10	10

What do the data say?

There are 10 entities currently distributing (publishing) data through DataFinder, and the Metropolitan Council is by far the largest user of DataFinder to distribute data. Three new entities started distributing (publishing) data via DataFinder during the 2004 reporting period. They were Dakota County, the Metropolitan 911 Board and the US Department of Agriculture.



Performance Measure 10: Testimonials on How MetroGIS Supports Decision-Making

Testimonials describing benefits associated with MetroGIS objectives add understanding beyond quantitative measure of how data users and producers gain from participation in MetroGIS. To date, testimonials have been received from regional agencies, schools, watershed districts, and most recently from an engineering consulting firm that provides services to local government.

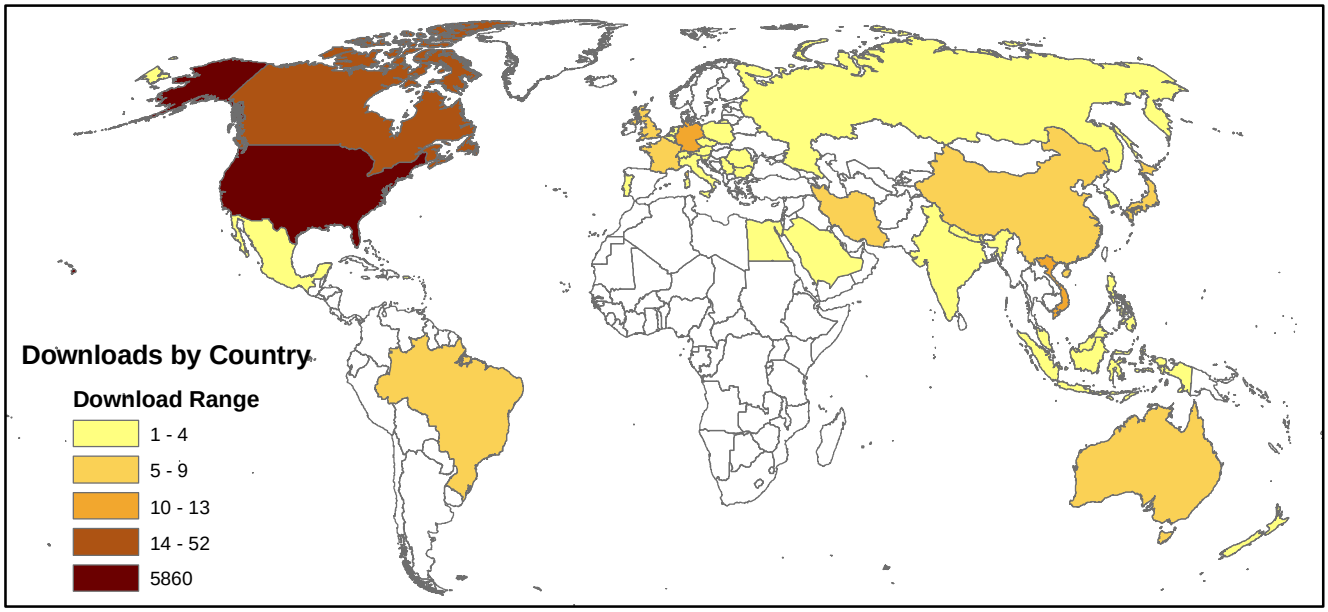
For testimonials received to date, go to http://www.metrogis.org/benefits/testimonials/index.shtml. They include:

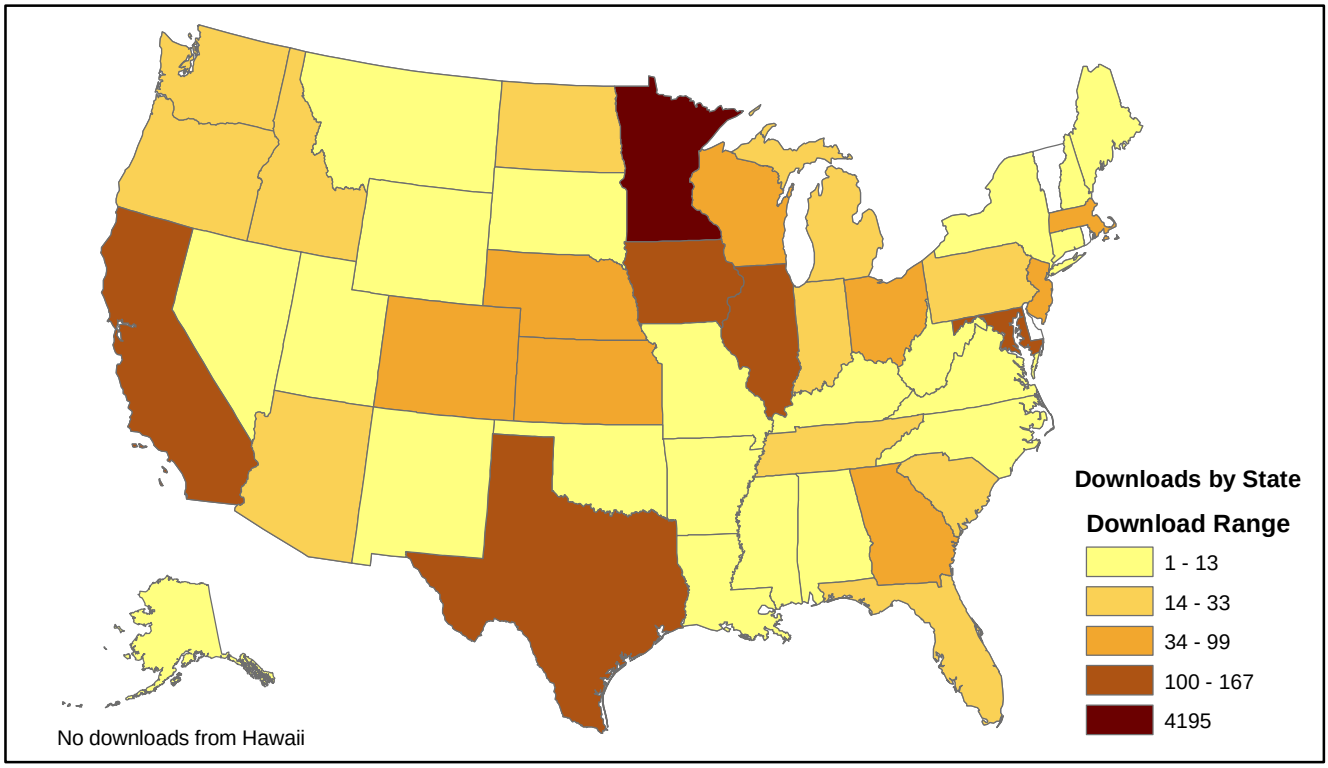
Metropolitan 911 Board
(Pending December 2004)
SRF Consulting Group, Inc.
October 2003
Metropolitan Airports Commission
December 17, 2002
Riley-Purgatory-Bluff Creek Watershed District
October 10, 2002
Metropolitan Council
April 2002
Metropolitan Mosquito Control District
April 2002
TIES (Metro Area School District Consortium)
April 2002

Appendix A

Locations of DataFinder users downloading data via FTP

October 1st, 2003 - September 30, 2004





Top 10 Countries	
United States	5,860
Canada	52
Japan	27
Germany	14
Viet Nam	12
United Kingdom	11
Italy	11
Brazil	9
Australia	7
France	6

Top 10 States	
Minnesota	4,195
Illinois	167
Texas	153
Iowa	138
California	132
Wisconsin	112
Massachusetts	76
Missouri	63
Colorado	63
Nebraska	55

About these maps

FTP download locations were identified by IP address by Quova, Inc. 6079 IP addresses were provided to Quova each one representing one download (so many duplicate IPs were included). 98.9% of the IPs were identifiable by location. The latitude and longitude were also provided for each IP address by Quova. The locations are accurate within 50 miles. Points were made from the lat/lon and spatially joined to countries and states to create these maps.

Appendix B

Socioeconomic Resources Page > Usage Metrics*

*page became operational 4/01/04

Summary Statistics

	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Total	Ave. per month
Total Visits where table was viewed on main page	61	34	9	19	19	13	**155**	26
Visits where data source page(s) were viewed	52	26	8	14	14	10	**124**	21

Data Source Page Statistics

Detailed Data Source Page	**Visits** (through 9/30/04)
County Community Services Departments	4
Hunger Solutions Minnesota	2
Independent School Districts	9
MetroGIS	13
Metropolitan Council	12
MN Department of Education	20
MN Department of Employment and Economic Development	22
MN Department of Health	6
MN Department of Human Services	5
MN Department of Public Safety	21
MN Department of Revenue	4
MN Land Management Information Center	7
MN State Demographic Center	7
REALTOR Public Policy Partnership	12
Census Product: Census Transportation Planning Package	13
Census Product: County Business Patterns	4
Census Product: County to County (and MCD to MCD) Worker Flows	5
Census Product: Current Population Survey	3
Census Product: Economic Census	4
Census Product: US Census of Population and Housing	36
Total	**209**

Report of the
Existing Land Use Information Needs Workgroup

PURPOSE

The purpose of the Workgroup was to find ways of meeting most, if not all, of the existing land use information needs of the MetroGIS community using the best available data in a standardized classification system – coding scheme / database model.

TASKS

To fulfill its purpose, the workgroup undertook a variety of tasks. These are documented in this report and in the accompanying spreadsheet.

1. Clarify the existing information needs of the MetroGIS community and consider general data uses (pg. 1);
2. Identify data sources that could potentially meet those information needs and uses (pg. 2);
3. Investigate classification systems – understand classification challenges and identify potential classification systems – coding schemes / database models – that are useful in assimilating multiple-source data and helps distribute the information to the MetroGIS community (pg. 3);
4. Pilot the implementation of data and various classification systems and identify both the benefits (values) of each system and gaps between the information needs, available data sources, and difficulties in implementing the systems (pg. 6);
5. Recommend policies and actions that best meet the current existing land use information needs through available data and an effective coding scheme / database model (pg. 13); and
6. Refer tasks to other MetroGIS workgroups that are necessary for or would enhance the existing land use information needs solution (pg. 14).

MEMBERSHIP

The following people served on the Workgroup:
David Arbeit, Land Management Information Center
Dick Carlstrom, TIES
Paul Hanson, Metropolitan Council
Jim Hafner, Minnehaha Creek Watershed District
John Mertens, Dakota County
David Windle, City of Roseville

1. CLARIFY THE EXISTING INFORMATION NEEDS OF THE METROGIS COMMUNITY

a. Original Existing Land Use Information Needs: The Workgroup reviewed some 33 statements about land use information needs made at the original Needs Forum held by MetroGIS in 1996. The group then clarified the land use component of the information needs. In general, because most detailed land use data is generated at a very localize extent (municipality), the workgroup felt the mechanism to convey land use information – the classification scheme and/or database – was the critical piece in resolving many of the

information needs. In other words, comparison of highly refined data across the region can only be accomplished within an appropriate classification system.

b. General Data Uses: Through statements obtained at the original Needs Forum held by MetroGIS in 1996 and the follow-up Planner's Forum held in May 2003, it was discovered that communities use land use information in many ways. It is used for watershed and flood plain modeling, neighborhood and transportation planning, determining water and wastewater service needs, and assisting fire and EMS response. Perhaps more importantly, land use information is used to monitor growth and to evaluate changing trends in land devoted to various purposes. Monitoring land use change provides information on where development pressures are likely to be greatest, and it helps communities identify policy responses to prevent or remedy damage to natural resources and avoid or relieve overburdened infrastructures such as roads and sewers systems. Land use information also provides a critical input for community household and job forecasts. Planning departments responsible for the long range community planning as well as the enforcement of existing ordinances use land use information and land policies to help them plan in advance for the secondary effects of development, including employment growth, infrastructure requirements, and fiscal impacts

2. DATA SOURCES:

The workgroup identified the following data sources as potential vehicles to meet the data component of the information needs:

a. **Generalized Statewide and Nationwide Data.** These data convey land use information consistently across the entire region but tends to represent overly generalized information. Additionally, these data typically include some general land cover classification rather than purely land use classifications (i.e. Land Management Information Center's Minnesota Land Use and Land Cover - 1990s Census of the Land or the U.S. Geological Survey's Land Use and Land Cover Digital Data). However, some state- and nation-wide data can provide additional information that is somewhat ancillary to "land use." For example, some U.S. Census information can help classify land based on its enterprise – its overlying business – which supplements the often-simplified use.

b. **The Metropolitan Council's Generalized Land Use data.** This data also conveys land use information consistently across the entire region yet tends to provide additional detail and exclude land cover classifications. However, this data is used by the Metropolitan Council to monitor growth and to evaluate changing trends in land devoted to various *general* urban purposes. Traditionally, fairly general land use categories (i.e. commercial, single- and multi-family residential) that relate to growth and development provide a sufficient level of information for regional planning. Some community and sub-regional planners have stated that the generalized information in the Council's dataset does not provide enough detail to adequately meet their specific land use needs (i.e. flood plain modeling, EMS response).

c. **Community-based Data.** These data are frequently more detailed then regional, state- or nation-wide datasets. Unfortunately, communities within the region have not adopted a standard classification system. As a result, various challenges exist when attempting to

analyze information across the region without a standardized classification system (see Data Classification Challenges below).

d. **County Assessor Data.** These data are typically recorded by taxable parcel for purposes of levying taxes. The impact of this distinction is that these information or cadastral systems of land use inventories are biased toward activities that contribute to a community's tax base. For example, a local community park that has a concession stand selling ice cream may be classified as "commercial" in a cadastral system rather than "Park." Additionally, some counties only assign a "parcel" to lands that are taxable. In other words, frequently, roads, railways, water bodies, and even parklands are not represented in a county's parcel database, implying there is no assigned "land use."

Like most data, the value of land use information is directly related to how it is gathered and classified. The workgroup felt that generalized small-scale regional data yields less information about an area than large-scale, community-based data or direct field observations will. However, the workgroup acknowledged that communities can gather data differently and implement different classification systems based on their own internal needs or perceived uses thus making the integration of data from multiple communities for a regional map or dataset difficult.

3. CLASSIFICATION SYSTEMS – CODING SCHEMES / DATABASE MODELS:

Armed with an understanding of the overall MetroGIS land use information needs and the potentially useful data sources, the workgroup began to explore possible regional coding schemes and database models to record, maintain and display land use information consistently across the region.

a. Classification Challenges

During the process, many classification difficulties and inconsistencies among the systems were revealed. Because communities vary widely in their land-use makeup and more particularly, the fact that their perceptions with regards to land use concerns are not uniform across the region, we find a wide range of uses, activities, and physical characteristics classified into any one land use category. For example, first consider what communities classify as "park." Keeping in mind that communities within the region have not adopted a standard classification system, there are numerous land use categories that represent "park" (i.e. "Neighborhood Park," "Park Facility," "Parkland," "Open Space," even "Public"). In addition, communities tend to classify land information at different levels of detail. In other words, one community's "Park and Recreation" is collectively another community's "Neighborhood Park," "Community Park," "Golf Course," and "Open Space." Adding to this lack of consistency, currently no single nationwide, statewide or regional program, agency, or entity can promote a single classification standard that works for all possible users. Consequently, there are a wide range of standards, many duplicating and some directly in conflict with other established standards, making it difficult to promote a single land use classification model that effectively generalizes and identifies land use in ways that are appropriate for all users.

Additionally, considering the root term "land" itself as applied in policy discussions about land uses, we find that it is continuously being expanded to express other purposes that reach beyond physical or functional characteristics. For example, physical purposes (housing, neighborhood playground or transportation) and social purposes (redevelopment, preservation or planned unit development) compel new ways of thinking about land-use information. In most planning

applications "land use" implies the inclusion of at least some aspects of land cover and land rights. As a result, conceptually to many, "land use" increasingly implies the inclusion of at least some aspects of land cover and land rights. However, the implication is not universal. For example, the following MetroGIS existing land use information needs demand additional information beyond use: “location of prime farm land” (soil cover or type is useful to define prime farm land); and location of public parks (public vs. private - rights to land). Therefore, it is important to understand what information needs constitute “land use” for purposes of MetroGIS and what information is more accurately described by other land-based information: land cover and land rights.

b. Possible Classification System Solutions

Considering these challenges in conjunction with potential data sources, three different classification systems were considered. Each system brandishes specific advantages that utilize different resources and thus produce different results. It was important to consider the underlying factors that drive their use or development and then determine what advantages and disadvantages are associated with each model through a pilot study.

(1) **Built Environment Model**. The concept of a "Built Environment" database model has been fleshed out by the Metropolitan Council based in part on information needs stated at the MetroGIS Existing Land Use Planning Forum held in April 2003 and the increasing desire by Council departments to utilize county assessor information.

Participants at the April 2003 Forum expressed the need for not only detailed land use data, but perhaps more importantly, supplemental information focusing on specific, quantifiable attributes of a piece of land (i.e. sq.ft. of build space, building and/or land value, NAICS codes, etc.). Metropolitan Council departments, such as Research and Planning Support, have expressed desire for similar information that would assist them in fulfilling their business objectives. These needs have propelled the Council’s GIS unit to consider how these information pieces are collected and maintained. The development of a “Built Environment” database that is fundamentally built upon county assessor information and available landmark datasets would supplement the Council’s Generalized Land Use data and accomplish several things:

- Minimizes the need for an all-encompassing “land use” dataset – a dataset that would demand categories for information such as specific intensity measures, structure types, business types, and other land use associated data – thus making a land use coding scheme less complex and easier to compare.
- Maintains detailed, associated information within the spatial context of their original inventory (i.e. recorded by parcel or census block unit, or represented by a address-point location) – retains the value of maintaining address-specific attribution in separate but related databases; and
- Minimizes the need for precise, annual land use surveys – a potentially time consuming process without municipal level responsibility and development – by utilizing existing institutionalized, annual county-assessor inventories.

(2) **Hierarchical Land Use Coding Schemes and Database Systems.** Hierarchical classification systems consist of layers representing information of a similar rank or order that is a subordinate to the layer above it. Hierarchical systems can vary in the amount of aggregation and can be nearly infinite. Most land classification systems are based on a hierarchical scheme that may start with very detailed, activity-based land use categories (elementary school, playground) and end with more broad categories (Institutional). Typically, established land use classification systems are 2 to 4 levels of aggregation and frequently assimilate land cover classifications with land use.

Inherent in most hierarchical classification schemes are implications of scale – subordinate layers of classification categories typically illustrate finer detail of activities on the land. For any given land use question, the sufficient level of detail is dependent on what needs to be defined or answered. For example, understanding the location of Level-1, non-residential land uses (institutional, among others) may be sufficient data for a housing need assessment study since its main concern is to determine the present amount of housing. Non-residential land, no matter how detailed, is irrelevant. On the other hand, Level-4 data (elementary school playground - institutional) location could be vital for emergency response services.

The advantage of a hierarchical classification system is its familiarity to users. Hierarchical systems are incorporated everywhere in our daily life - from office politics to computer files systems - and therefore are easy to comprehend, reducing the cost of education and implementation.

In an effort to have coding schemes comparable to the MetroGIS endorsed Planned Land Use (PLU) information Need, the workgroup modified the two-tiered, hierarchical PLU coding scheme to meet all perceived existing land use needs. In general, the coding scheme was modified to include two addition levels of detail within the major land use categories.

(3) **Land-Based Classification Standard.** Acknowledging a growing misnomer in the application of "land use" within policy discussions that reach beyond physical or functional characteristics, such as redevelopment, "planned unit developments," or preservation, the American Planning Association (APA) has adopted a more appropriate term to describe such conditions - land-based information. An amalgamation of three broad categories, the APA has worked to articulate and disseminate the differences of land-based information in the expanding lexicon of land planning. The three broad categories are:

(a) land-cover information related primarily to the existing natural environment,
(b) land-use information related primarily to the existing built environment, and
(c) land-rights information related primarily to fee and less than fee ownership and to development rights such as those proscribed by zoning and other regulatory measures.

Based on these categories, the APA has developed the Land-Based Classification Standard (LBCS) that was designed to standardize the broad variety of land-based data currently being collected and stored at varying administrative levels in a variety of formats and classification systems. The principal purpose of LBCS is to ensure that such data is more compatible and, thus, more easily transferable between jurisdictions, agencies, and institutions both horizontally, from geographic area to geographic area, and vertically, between local, regional, state, and national jurisdictions. A LBCS type database is essentially an effort to breakdown

the growing "land use" misnomers into 5 analogous groups or "dimensions" based on similar descriptive qualities – Activity, Function, Site Development, Ownership, and Structure (see Appendix A for more detail). In other words, each dimension attempts to provide "apples-to-apples" comparisons of various land descriptions. For example, consider the potential difficulty when comparing land uses between communities within traditional land use coding schemes. The following "real world" land use descriptors may provide enough information to have an adequate understanding of the facility, it use or function, however, communities may choose to either interpret the contents dramatically differently or associate the use with differing uses.

Country Club

Do all country clubs have a golf course? If golf courses can contribute to higher nitrate concentrations in underlying groundwater, should country clubs be associated with elevated nitrate concentrations in groundwater?

Nursing Home

Are nursing homes a commercial, institutional, residence use? Or all of the above? Conversely, how do you locate all nursing homes across the region when communities vary in characterizing the land use of a nursing home as commercial, institutional or residential?

The adoption of a classification system like LBCS in light of new technologies (the recent and anticipated proliferation of information-handling technologies such as advanced relational databases and geographic information systems) has significant productivity implications for the public sector in an era of scarce financial resources.

4. PILOT STUDY RESULTS:

The workgroup had requested that pilot studies be conducted on a small subset of the City of Roseville to determine the advantages and disadvantages of Hierarchical Coding Scheme and the Land-Based Classification Standard database models. An additional investigation was conducted by the Metropolitan Council to determine the potential usefulness and possibility of creating a functional "Built Environment" model with available information – the results are included below. Additionally, it should be noted that the implementation of the current Metropolitan Council's Generalized Land Use dataset is a possible - yet less desirable - regional solution and is therefore also included here. Each pilot study synopsis is concluded by an overall assessment of the model and any significant concerns or impediments that need to be overcome.

a) **Metropolitan Council's Generalized Land Use Data.** No testing was conducted on the Metropolitan Council's Generalized Land Use dataset due to the already well documented benefits and limitations of the data for some community-level land use inventorying and analysis.

   Briefly, some communities define land uses based on the legal property extent (parcel boundary) that many times reflects the zoning of a property (acceptable use) and less on actual use. Additionally, because the Council uses the data to monitor growth and to evaluate broad changing trends, it classifies land use in fairly general categories. While the level of definition is adequate for many rural communities, several more urban communities have stated that this

dataset does not provide enough detail to adequately meet their specific land use needs.

b. **Built Environment Model – An Overall Investigation.** The concept of a "Built Environment" database model is based on the expressed need for detailed land use data and perhaps more importantly, supplemental information that focuses on quantifying specifics attributes of a piece of land (i.e. sq.ft. of build space, building and/or land value, NAICS codes, etc). The Metropolitan Council also has a desire to better track redevelopment that can contribute to regional growth and impact land supply forecasts and views a "Built Environment" database as a viable solution.

   Potentially, annually updated county assessor data could provide the ability to track land use changes in greater detail then current Council procedures, improving the ability to help answer questions about various attributes associated with specific land use types. For example, assessor data has the potential of providing intensity of use measures (i.e. inferred housing and job densities) that can help users track not only development but also redevelopment or infill. Additionally, assessor's land value estimates have the potential to suggest underutilized lands to city planners that are ripe for redevelopment. As a result, communities and developers can make better-informed assessments about development needs that are based on the current densities, redevelopment opportunities, and possibly building occupancies.

   Assessor information may also provide more specific detail to mixed-use designations in land use inventories and assist traffic planners and emergency managers by improving daytime population estimates that can be fed into traffic generation models that help assure adequate regional services.

   By developing a new database based on existing data (Metropolitan Council land use and County Assessor data) the difficulty and cost of conducting timely annual land use inventories may be alleviated.

   Based on a limited investigation, it appears that some County Assessor information may be helpful in fulfilling many of the land-based information needs that have been outlined by the MetroGIS community. However, currently all desired assessor information IS NOT readily available. Further investigation and cooperation between MetroGIS participants and County Assessor Offices is needed to make this solution truly feasible.

   Valuable but currently not all necessary data is readily available to create a working model.

c. **Land-Based Classification Standard – City of Roseville.** Based on the most extensive and detailed information known (land use classifications based on the I-35W Corridor Coalition Existing Land Use Scheme, aerial photography, field collection data from city staff, and county assessor land use designations), a one square mile pilot area in Roseville was inventoried in LBCS format. The extensive inventory took 5 hours to complete (approximately one hour per dimension per square mile).

   Although the City of Roseville planning staff felt having the land-based information in a LBCS format added little value to their current procedures of obtaining needed information, they expressed support in the structure of the database and the overall value of standardized classifications. The ability to conduct cross-tab analysis within its structure and with other

datasets, to run queries and reports, and associate more closely with other land-based information provide a tremendous value for trend analysis and planning.

The American Planning Association (www.planning.org/lbcs) provides a wealth of information and guidance from vast amount of research on the development and implementation of an LBCS database.

A significant concern is the perceived need for community-based support for information and maintenance. It may be possible to generate less specific inventories based on some quick cross-tabular queries of readily available data in digital form that still provide a great deal of value to communities. It may be possible for a single organization to create simplified a database that could be further enhanced or modified by communities or other information experts and users.

Valuable but unclear if communities will adopt an out-of-the-box – from scratch – recipe for LBCS. It is perceived that an intermediate version created by one, but enhanced by many, would precipitate a more likely adopted system that could develop into a truly community-based incorporated and maintained tool (see Scott Co. – LBCS pilot described below). The workgroup concluded it needs feedback from the planning community on the usefulness of an LBCS-like land-use database model.

d. **Hierarchical Coding Scheme – City of Roseville.** Based on the two-tiered hierarchical coding scheme developed and endorsed by MetroGIS for planned land use information, a more detailed (four-tiered) hierarchical coding scheme was developed to test on the same one square mile pilot area in Roseville used in the LBCS pilot study.

Using the resulting database from the LBCS pilot study as a surrogate for local knowledge, land units (mostly parcels) were assigned land use designations at each of the first two tiers of the hierarchical coding scheme. Where appropriate, the third and fourth tiers were populated. The process took about two hours (poor local knowledge of an area could multiply the needed time). Although most coding was relatively straight forward, some information was difficult to pigeonhole into a single designation due to the multiple uses of a unit of land or the chosen classification strategy of the previously endorsed planned land use coding scheme.

A significant issue of concern is the need for detailed community information and assistance to fully utilize. Other concerns with this system surrounded commercial classification. Consider businesses, business service area, building type, and situations where multiple businesses, with varying services areas, within a single structure (strip mall), attempting to capture and effectively nest the desired information into a logical hierarchical system is very difficult. In addition, there is little perceived value to ask communities to change their business practice other than easier regional comparisons between communities, especially since most communities are already utilizing a single dimension hierarchical system.

Valuable for the improved ease of community comparison across the region or within a sub-region if embraced by communities. However, on an individual community basis, there appears to be limited value to discard their current hierarchical coding scheme for this one.

e. **Land-Based Classification Standard – Scott County.** Based on the best readily available information, development of a countywide LBCS database was attempted. Acknowledging that the available data was limited in its depth of detail, to some extent, the pilot study supported the APA's claim that available data can be quickly transformed into a LBCS style database through queries and cross-queries of data. And the APA's assertion that the flexibility of the LBCS design to expand or contract to the breadth of available data helps dismiss any concerns of limited data. In other words, a LBCS database does not have to be fully populated to be valuable – standardized classifications, at any depth of detail, and the ability to conduct cross-tab analyzes are value-added features to land-based data that frequently are encumbered by poorly managed land database.

   Using the Metropolitan Council's 2000 Generalized Land Use Data and Scott County parcel and assessor data from 2000, a very basic LBCS database was partially created (75% of records, spatially covering 85% of county) in a couple of days.

   Some noticeable limitations:

   - Metropolitan Council's land use delineation is based on discernable use (LBCS-Activity) and not political or property boundaries (LBCS-Function or Ownership) As a result, when the Council's land use and county parcels boundaries are not coincident thus creating numerous slivers that would need to be resolved;
   - Current MetroGIS Parcel data lacks key information (use, building square footage, number of floors, etc). However, many of these information pieces are included in the second generation parcel agreement that is currently being drafted;
   - Ownership, as defined by LBCS (rights/access to property), is not readily accessible and can only be inferred from traits such as owner or business name, assessor use, and function;
   - Site development can only be quickly inferred from use and aerial imagery;
   - Available structure information is limited to assessor data and appears to be tied to legal property rather than the specific building footprint. Although most footprint information is not readily available, if it were, concerns with the parcel-based assessment approach surfaces when attempts to assign structure information to parcels with multiple structure.

   This pilot illustrated the value of community input and revealed some technical issues involving spatial accuracy that deserve consideration. Both items inadvertently direct a solution towards a multi-phased approach that would involve local communities, sub-regional information producers and regional organizations to create a solid database foundation for community enhancement and "ownership." Once again, this system needs further community feedback to determine usefulness.

Synopsis of Benefits and Concerns for Possible System Solutions:

To better understand some of the basic tenants that surround each type of solution, it is important to review some of the perceived benefits and concerns of each solution. The italicized text states the principle benefit / concern.

SOLUTION	BENEFITS	PITFALLS
Met Council Generalized Land Use	- Regionally consistent methodology and classification; - Existing custodian	- Limited Detail; - Updated every 3-5 years; - Methodology concerns based on alternative assumptions and business needs than the Council's; - Not very useful for all;
	Consistently maintained	*Limited local input*
Built Environment Model	- Utilizes regional land use data (Council), implying all benefits that come with Council data; - Can fulfill many information needs if Assessor data is up-to-date, consistent, and freely available; - Can be updated "annually" from assessor data.	- Currently, there is limited access to assessor data; - Inherent discrepancies with assessor data (land use descriptions based on taxing potential).
	May eliminate need for annual use inventories and has willing custodian	*Limited local input and support data isn't freely available*
Hierarchical Coding Scheme	- Familiar concept to users; - Can fulfill current basic needs.	- Unknown regional custodian; - Perpetuates static databases and misnomers on "land use" definitions limiting the flexibility of descriptions; - Scheme may not be useful for all. - Little perceived value in communities embracing new codes other than regional comparison
	Familiar model concept and utilizes local input	*Demands local input*
Land-Based Classification Standard	- Extensive research and support; - Standardizes defining data (improves efficient use of terms and information; - Integrates more efficiently into growing Enterprise systems integral to communities and regional business procedures.	- Unheralded by users; - Unknown regional custodian.
	Utilizes local input where available and provides more functionality	*Encourages local input*

Reviewing the basic values and concerns of each classification systems, it appears the LBCS-type systems has the most value in term of its functionality, followed by the "Built Environment" model for its similar approach but focus on available data and custodian. However, it was concluded that the value of an LBCS-type system was not fully perceived by the workgroup after the conclusion of the pilot studies. Compounded with the seemingly lack of national and local interest outside of an academic environment, the group was concerned about "endorsing" a conceptual solution that may be void of any true acceptance. It was decided to bring the concept to the trenches and obtain potential user's feedback.

Meetings with municipalities, county planning groups, and regional organizations were initially met with indifference towards LBCS – clearly due to a lack of knowledge of the model. However, after discussions about the perceived values and advantages of a LBCS, generally, there was positive interest in the implementation of such a system. Little, if any, skeptical or negative support for the concept was received.

Formulation of a Recommendation for a Regional Existing Land Use Solutions:

Even after mostly positive feedback in an LBCS-type solution and acknowledgement of its advantages, two items of concern remained:

1) A perception that a limited amount of communities, if any, would embrace the LBCS system if provided to them in a straight of "out-of-the-box" format from APA – basically concept, no data; and
2) That several more complex land-based information questions (i.e. "What is the amount of redevelopable land in my community?" or "What is the market potential for a new grocery store based on location of existing stores and residential density?") can not be solely addressed with the LBCS system.

The workgroup concluded that in order to lessen the daunting task of creating and then maintaining a multi-layered, multi-dimensional database systems for land use information, an interim dataset based on the LBCS classification system may be extremely useful. An interim system or a Version I dataset based on available data could serve as a basis for a truly community-based and maintained system that could be readily shared among communities. Or, the Version I dataset may prove to be a viable solution in itself by relieving the need for intensive community input or business modification (Note: it is MetroGIS policy to never require an organization to do anything that they do not have an internal business need to do). Whether the Version I dataset serves as an interim solution or becomes a permanent regional solution, communities expressed a need for additional assistance. It was concluded that to effectively encourage communities to embrace such a land use classification system and efficiently integrate it with their numerous other enterprise information systems, it would be important to provide clearly presented examples of the benefits, instructional material, and overall implementation support.

How do we get a Version I solution? Is there a way to utilize existing data to generate a relatively quick and painless interim LBCS? Looking more closely at different dimensions, it is possible to view each as equating to:

Activity	-	Use – general, discernable uses
Function	-	The "Economic" use of the land (e.g. a factory and an office building belong to the same enterprise describing the economic use of the land but they have distinctly different Activities. Function appears to be most appropriately equated to legal property boundaries (parcel) – possible exceptions are larger properties.
Ownership	-	Applies to legal property (parcel) and access to property and less to the visible use. Therefore, the ownership distinctions are basically inherent in parcels and county assessor data – information being addressed by another MetroGIS workgroup through a standardized regional parcel database.
Site Development	-	General levels of alteration of the land. Beyond defining parkland's level of development – acknowledging most parks have similar activities, functions, and even ownership – site seems to have limited value.
Structure	-	Building information that, with the exception of housing types, shopping center categories and a few other minor use types, would be vastly more valuable when implemented with precise building locations – "footprints."

Using the following data sources:

- Metropolitan Council's generalized land use – primarily activity based with some housing and commercial structure, and site development distinction,
- County parcel data – constituting the principal ownership classifications, providing function definitions and some important housing, commercial, and institutional structure distinction, and
- Expanding landmark datasets – point data providing enhanced activity, function, and structure information,

a Version I LBCS database can be generated that not only provide the framework for basic land use analysis, but in effect, also provides a foundation for communities to embrace and further refine and improve spatial and informational accuracy. It also provides a mechanism to migrate community imposed land use categories based on internal needs and perceptions into more standardized descriptors based on activity, functions or purpose. Through the simple translation of community land use categories into a LBCS model, inconsistencies in a community's classifications and differences between communities are exposed. Exposing these inconsistencies and differences can assists communities in adopting complete and comparable land descriptors that will help users more easily answer information questions about land supply, service demands, or market analysis.

The workgroup also concluded that as helpful as a Version I data solution would be for users, many more complex land-based information questions would remain unanswerable. Frequently, demanding more qualitative and quantitative information that may vary from application to application, it was acknowledged that additional solutions or more precisely, the drafting of best practices to consistently obtain reliable results would be beneficial to the MetroGIS community. Most likely rooted in the existing procedures of the majority of users, the workgroup felt that a Phase II Workgroup could investigate the range of options appropriate to address these more complex land-based questions and propose any desired next steps while the Version I dataset is being built.

5. RECOMMENDATIONS POLICIES AND ACTIONS (ROLES AND RESPONSIBILITIES):

a. The Metropolitan Council will be updating their Generalized Existing Land Use data for the Twin Cities Metropolitan Area in 2005. Through MetroGIS, a Regional Parcel Data Sharing Agreement is being drafted that will allow all government entities access to a suite of county parcel attributes associated with parcels.

   Starting in 2006, the Metropolitan Council will generate a Version I dataset that implements the American Planning Association's Land-Based Classification Standard relational database model (see Appendix B). The Council will use the following data to generate the Version I dataset:

   a) The Metropolitan Council's 2005 Generalized Existing Land Use data;

   b) The most current MetroGIS Regional Parcel Dataset; and

   c) The Metropolitan Council's Landmark dataset – locations of specific land use features focused on distinguishing activities in and between structure (i.e. schools, hospitals, "big box" stores, pharmacies, parking lots, commercial strip malls, etc.);

   The Council may also choose to employ information from:

   d) The most current MetroGIS Regional Planned Land Use data – since it is parcel based, some institutional lands are better defined in this dataset than with the above data; and

   e) The U.S. Census (i.e. economic information recorded with the North American Industry Classification System).

   To maintain the integrity of the Regional Parcel Data Sharing Agreement, the Version I dataset will dissolve information based on unique land-based characteristics.

b. The Council will develop and maintain a web-based application to distribute data, monitor users, and gather enhanced data. The Council will be responsible for the functionality of the original data and application to assure that communities have access to the information for a two to three year period. The Council will not be responsibly to update or modify the data as changes occur although they may choose to do so in cooperation with a community. Through the web-based application, communities – being the land use content experts for their community - will be encouraged to use, enhance, modify the posted data and resubmit the results back to the Council.

c. Nearing completion and distribution of the Version 1 Dataset, the Council will request MetroGIS to establish a Outreach Strategy Workgroup to:

   a) Outline outreach strategies to encourage communities, having the local expertise and enhanced data, to complete, correct or modify information based on better, more accurate data; and

   b) Define the final data-distribution and data-collection mechanisms of the web-based application to track data access, survey intended data uses, upload community enhancements, and aggregate submitted data.

d. Immediately establish a Phase II Existing Land Use "Best Practices" initiative to address more complex land-based information questions (i.e. "What is the amount of redevelopable land in my community?" or 'What is the market potential for a new grocery store based on location of existing stores and residential density?") than the Version I solution can produce.

The Phase II Workgroup would evaluate the range of options appropriate to address these more complex land-based questions and propose any desired next steps.

e. After the two to three year period, the Council and MetroGIS will analyze the "success" of the Version I dataset and web application to determine the next steps. Analysis should include or consider information such as: who accessed the data, amount of submitted updated or enhanced data, user feedback on value and functionality of the data and application, availability and currentness of supporting data (i.e. parcel, landmark data), and continued agreement of established roles and responsibilities.

6. ITEMS TO REFER TO OTHER WORKGROUPS.

In order for the above roles and recommendations to be met as stated it is vital that the new Regional Parcel Data Sharing Agreement is signed and implemented. Without the Regional Parcel Dataset, the above "built environment" data model is incomplete and therefore ineffective – resulting in a MetroGIS existing land use information solution that is essentially limited to the Metropolitan Council's 2005 Generalized Land Use.

The workgroup would also like to encourage the Coordinating Committee to take efforts to make building footprint geography and land easements available to users. This information would greatly improve the geographic accuracy of land use information and building footprint information would help separate and further define land uses within larger "mixed use" complexes.

Additionally, with the greater dependence on county parcel data, the workgroup would strongly encourage any efforts made by MetroGIS to help standardize county assessor information – particularly those incorporated into the regional parcel dataset.

Appendix A

American Planning Association (APA)

LAND-BASED CLASSIFICATION STANDARDS (LBCS) - *www.planning.org/lbcs*

Land-Based Classification Standards provide a consistent model for classifying land uses based on their characteristics. The standards are based on a multi-dimensional land-use classification model.

LBCS updates the 1965 *Standard Land Use Coding Manual* (SLUCM), a standard which was widely adopted for land-use classifications. Because many current applications and land-based data depend on SLUCM and its derivatives, this update includes tools and methods to migrate such data.

Executive Summary

LBCS provides a consistent model for classifying land uses based on their characteristics. The model extends the notion of classifying land uses by refining traditional categories into multiple dimensions, *such as activities, functions, building types, site development character, and constraints.* Each dimension has its own set of categories and subcategories. These multiple dimensions allow users to have precise control over land-use classifications.

Classifying land uses across multiple dimensions, in database terms, means adding new fields to the land-use database. The total number of land-use fields in the database should equal the number of dimensions, that is, every record in the database is classified in not just one land-use field, but several ones for each dimension. The number of dimensions, in turn, will depend on the purpose of the data. When the purpose of the data changes, dimensions may be added or dropped as needed. For local planning purposes, LBCS calls for classifying land uses in the following dimensions: Activity, Function, Type, Site Development Character, and Ownership.

The underlying principle of the LBCS model is its flexibility. It addresses flexibility in adapting the model to a variety of planning applications, data collection methods, data-sharing and data-integrating methods, and color coding and mapping. The flexibility also makes it possible to assign new categories for new land uses, to accommodate new methods and technologies for analysis, and to customize the model for local needs without losing the ability to share data. Each of these aspects of LBCS calls for applying a variety of standards or conventions to maintain consistency in land-use classifications.

The principal purpose of the project is to ensure that a broad variety of land-based data now being collected and stored at local, regional, state, and national levels, in a variety of formats and classification systems, can be ***standardized [land-based data] so that such data would be compatible and, thus, easily transferable between jurisdictions, agencies, and institutions.*** While the use of such a revamped system would be voluntary, potential users would be strongly inclined to embrace such a system because it would increase opportunities for reciprocal data sharing, both horizontally, from geographic area to geographic area, and vertically, between local, regional, state, and national jurisdictions.

In addition, a new and revised classification system would broaden the subject matter of the original 1965 SLUCM, which addressed only matters pertaining to land use. Today, we find practitioners collecting, storing, and manipulating three broad categories of land-based information: (a) land-cover information related primarily to the existing natural environment; (b) land-use information related primarily to the existing built environment; and (c) land-rights information related primarily to fee and less-than-fee and to development rights, such as those prescribed by zoning and other regulatory measures. ***The purpose of LBCS is to create a classification system capable of accommodating all three categories of land-based information: land cover, land use, and land rights.***

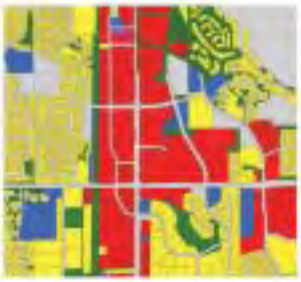
LBCS

Land-Based Classification Standards

Land-Use Dimensions

LBCSActivity
- Residential activities
- Shopping, business or trade activities
- Industrial, manufacturing, and waste-related activities
- Social, institutional, or infrastructure-related activities
- Travel or movement activities
- Mass assembly of people
- Leisure activities
- Natural resource-related activities
- No human activity or unclassifiable activity

Activity refers to the actual use of land based on its observable characteristics. It describes what actually takes place in physical or observable terms (e.g., farming, shopping, manufacturing, vehicular movement, etc.). For example, residential uses in single-family dwellings, multi-family structures, manufactured houses, or any other type of building, would all be classified as residential activity.



LBCSFunction
- Residence or accomodation functions
- General Sales or services
- Manufacturing and wholesale trade
- Transportation, communication, information, and utilities
- Arts, entertainment, and recreation
- Education, public amin., health care, other inst.
- Construction-related businesses
- Mining and extraction establishments
- Agriculture, forestry, fishing and hunting

Function refers to the economic function or type of enterprise using the land. Land-use terms, such as agricultural, commercial, industrial, relate to enterprises. Enterprises can have a variety of activities on their premises, yet serve a single function. For example, areas said to be the same enterprise or function, may contain an office building in one place and a factory in another.

LBCSStructure
- Residential buildings
- Commercial buildings and other specialized structures
- Public assembly structures
- Institutional or community facilities
- Transportation-related facilities
- Utility and other nonbuilding structures
- Military installations
- Sheds, farm buildings, or agricultural facilities
- No structure

Structural character refers to the type of structure or building on the land. Land-use terms embody a structural or building characteristic, which suggests the utility of the space (in a building) or land (when there is no building). Land-use terms, such as single-family house, office building, warehouse, hospital building, or highway, also describe structural characteristic.

LBCSSite
- Developed site
- Developed site with a structure -- building
- Developed site with a structure -- nonbuilding
- Developed site that is functional (crops, storage etc.)
- Developed site that is primarily ornamental (landscape)
- Developed site functional and ornamental (park)
- Developed site that is graded
- Site with temporary structure
- Site in natural state

Site development character refers to the overall physical development character of the land. It describes "what is on the land" in general physical terms. For most land uses, it is simply expressed in terms of whether the site is developed or not.

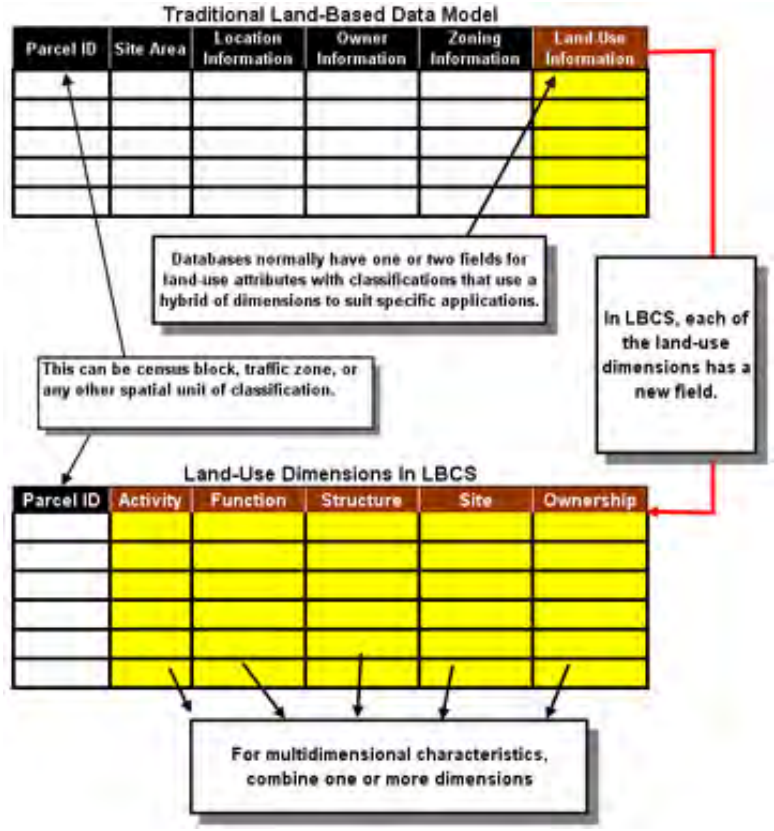
LBCSOwnership
- No constraints -- private ownership
- Some constraints -- easements or restricted use
- Limited restrictions -- leased or tenancy restrictions
- Public restrictions -- local, state, federal ownership
- Other public use restrictions -- regional, special district
- Nonprofit ownership restrictions
- Joint ownership character -- public entities
- Joint ownership character -- public, private, nonprofit, etc.
- Not applicable to this dimension

Ownership refers to the relationship between the use and its land rights. Although , this may typically be associated with the lands function (i.e. public, private) some uses are more complicated(i.e. private parks or mixed public and private ownership). Moreover, easements and similar legal devices also limit or constrain land-use activities and functions.

Appendix B

The following is derived from the *One-Page Summary* link located at http://www.planning.org/lbcs/standards/QuickImplementation.html that illustrates the potential structure of an LBCS database. The MetroGIS Version I Existing Land Use solution will be constructed following this structure (shown below and throughout http://www.planning.org/lbcs) but may vary based on final data availability. The final Version I data solution will be made freely available in NAD83, UTM coordinate system, with metadata, entity and attribute information, and contact information.

LBCS provides a consistent model for classifying land uses based on their characteristics.



The model extends the notion of classifying land uses by refining traditional categories into multiple dimensions, *such as activities, functions, building types, site development character, and constraints.* Each dimension has its own set of categories and subcategories. These multiple dimensions allow users to have precise control over land-use classifications.

Classifying land uses across multiple dimensions, in database terms, means adding new fields to the land-use database. The total number of land-use fields in the database should equal the number of dimensions, that is, every record in the database is classified in not just one land-use field, but several ones for each dimension. The number of dimensions, in turn, will depend on the purpose of the data. When the purpose of the data changes, dimensions may be added or dropped as needed. For local planning purposes, LBCS calls for classifying land uses in the following dimensions: Activity, Function, Type, Site Development Character, and Ownership.

MetroGIS

Agenda Item 6

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Project Updates

DATE: December 7, 2004
(For the Dec 15th meeting)

A) NEXT GENERATION DATA SHARING AGREEMENT

At the time of this writing, five signed agreements had been submitted to staff, and to staff's knowledge, the other counties are in the process of approval. On November 15th the Council's Community Development Committee also unanimously recommended full Council approval, which is scheduled to occur on December 15th. As soon as the agreement is executed, notice will be sent to the 50+ formerly licensed entities to begin the process of relicensure to access the regional parcel dataset. Distribution via MetroGIS DataFinder will be reinstated immediately following execution of the agreement.

B) PRIORITY BUSINESS INFORMATION NEEDS (See http://www.metrogis.org/data/index.shtml for complete information about the status of solutions for each of MetroGIS's common information needs.)

(1) Address Workgroup

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

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

(2) Emergency Preparedness Workgroup

The Workgroup is progressing simultaneously in three focus areas: data development and deployment, building relationships with the emergency management community, and organizing GIS resources. The group is also working closely with the Governor's Council Emergency Preparedness Committee to develop shared web resources for communicating with both the GIS and Emergency Management communities.

The group's goal is to submit a recommendation for the Coordinating Committee's consideration at its March 2005 meeting to:

a) Set forth a collaborative schema by which the seven Metro Area counties would jointly collect and manage data critical to the counties' emergency preparedness business operations.

b) Obtain approval by each county of this schema and have them dedicate sufficient resources to implementing it within each of the their respective organizations.
c) Provide access to these critical data via the web-based, Emergency Preparedness Resources Application to both inform emergency managers of these data and identify anomalies.
d) Obtain approval from each county to allow emergency managers to view parcel data, without prior licensure, via the Emergency Preparedness Resources Application. (*Note: On July 28th, the MetroGIS Policy Board endorsed a regional policy of view-only access to parcel data, via this application, without prior licensure by government emergency preparedness officials, subject to formal approval of the proposal from each county.*)

If you are a GIS professional with a passion for expanding the use of GIS for homeland security issues in the metro area, the workgroup invites you to join this effort. Please contact Randy Knippel (randy.knippel@co.dakota.mn.us) for further information.

(3) Existing Land Use Workgroup

See Agenda Item 5f.

(4) Highway and Road Networks

The Technical Advisory Team identified a need at their November meeting to address the street centerline data needs of the 911 community in the context of a regional solution. Several desired modifications to The Lawrence Group (TLG) Street Centerline dataset were identified for further consideration. Jim Maxwell, of TLG, noted that TLG is open to supporting many, if not all, of the modifications identified in recent talks with the Metro 911 Board.

A focus group was also hosted by MetroGIS staff on December 2 to better understand street centerline data needs of the E-911 community. MetroGIS staff were aware of several local governments efforts that were moving forward independently to address information needs that the regional TLG Street Centerline dataset cannot, in its present form, meet. Further consideration of the merits of pursuing a collaborative regional solution is proposed as a 2005 workplan initiative.

The MetroGIS technical group, established last year, that has been working with Mn/DOT to implement a Location Data Manager (LDM) [anchor/segment data management system], met in September and November to discuss implementing a pilot project comparing Mn/DOT's data with other local data sources.

Information about agreed upon goals, expectations, and participant roles can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml**.** This workgroup is being staffed by Mike Dolbow with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(5) Lakes, Wetlands, etc.

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

(6) Land Cover Dataset Enhancements

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

(7) Regional Parcel Dataset Enhancements

On July 28th the Policy Board approved enhancements to the Regional Parcel Dataset as recommended by the Committee at its June 22nd meeting that included increasing the number of attributes form 25 to 55 and adding a parcel point dataset. These enhancements are anticipated to be included in the 1st quarter 2005 release. More information can be viewed at http://www.metrogis.org/data/datasets/parcels/policy_sumv2.1.pdf.

(8) Socioeconomic Characteristics of Areas

On October 27th, the Policy Board completed the Phase I solution by accepting the University of Minnesota's Population Center as the regional custodian of MetroGIS's Socioeconomic Resources Page, running at www.datafinder.org/mg/socioeconomic_resources/index.asp. This marked the first time a non-government entity has accepted custodianship of a regional solution endorsed by MetroGIS.

The Phase II workgroup (solutions to Socioeconomic information needs that can not be achieved with existing published data) is expected to launch sometime in mid 2005. The Phase II effort would be coordinated with the Address Workgroup's efforts and not launch until more is known about how the Address Workgroup will proceed and possibly not until related solutions are defined by the Address Workgroup. (Refer to Item B1, above.)

C) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES

(1) Regional Mailing Label Application

See agenda Item 5e. This application is ready to go live, but cannot be launched until the Next-Generation Data Sharing Agreement is in place (Item A, above). Only those entities which have licensed access to the regional parcel dataset are proposed to be able to use the application.

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

At its August meeting, the group concluded that a pilot with Hennepin County would be the most effective way to move forward on crafting the policies and responsibilities needed to enable sharing parcel data with community groups. Discussions with Hennepin County management have been initiated. The Workgroup agreed that that concept proposed by Will Craig, which relied upon a nonprofit being a member of an umbrella organization with validated/endorsed community development objectives and a board of directors comprised of local residents, was generally acceptable.

The manner and timing in which this data access policy request is resolved will have ramifications for the desired outcomes of a project proposed by a Metro Area consortium that has been awarded a $560,000 Technology Opportunity Project (TOP) grant. The consortium partners include neighborhood and community organizations, city and suburban municipalities, and county, regional and state government entities. An excerpt from the Executive Summary for grant application's follows:

"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, 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…..Minnesota 3-D is a scalable, standards-based system that can accommodate expanded data layers and geographic coverage.

"The centerpiece of this approach is the creation of an online mapping application. With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing."

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

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

(4) Investigation of Data Sharing with Utilities

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

D) STRATEGIC PLANNING RETREAT PREPARATION POSTPONED TO SPRING 2005

The adopted 2004 MetroGIS workplan called for the Coordinating Committee to host a retreat this fall. However, due to the unanticipated complexity and length of time involved in the negotiations concerning the next generation data sharing agreement, the funds available for the proposed workshop were exhausted in July. As of this writing, it is staff's understanding that all seven counties will execute the proposed agreement. However, staff wants to be certain of this before beginning retreat preparations, since an agreement without all seven counties would alter the focus of the retreat.

If all seven counties execute the agreement, the primary objectives of the proposed retreat would be to contemplate technology and organizational changes that have occurred since MetroGIS was established in 1996, discuss how these changes are impacting MetroGIS's current objectives and philosophies, and identify candidate next steps for further discussion in preparation for the Business Plan Update proposed for 2005.

The current thinking is that the Coordinating Committee members would participate in a SWOT (Strengthens, Weaknesses, Opportunities, Threats) exercise prior to the proposed retreat. The SWOT exercise would most likely be held in Spring 2005. The SWOT exercise would then be followed by: 1) a distillation of the results into a form suitable for more structured policy deliberation, 2) interviews with key leadership and a survey of the broader stakeholder community for feedback and refinement of issues and options, and 3) the proposed retreat of the Committee and other key leadership to identify (and possibly reach agreement on) key strategies and objectives for the next 3-5+ years.

MetroGIS

Agenda Item 7

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: December 7, 2004
(For the Dec 15th meeting)

a) <u>MetroGIS Applies for Award from Harvard Innovations in Government Program</u>

An application was submitted in September to put MetroGIS in contention for the Innovations in American Government Awards Program sponsored by Harvard University. Notification is expected any time as to which applicants will be invited to submit a substantially more detailed accounting of their programs.

The application process involves five cycles; the pending notification is for the Phase 2 invitation. The top 50 Phase 2 applications then go through another round of reviews to narrow the field to 15. The top 5 are selected after onsite 2-day interviews are conducted. The final decision will be made in July 2005. The top 50 applications will receive extensive press coverage and the top five are eligible for $100,000 grants.

The three essays (30, 500, and 250 words, respectively) that were submitted by for first round consideration can be viewed at http://www.innovationsaward.harvard.edu/index.cfm. The user name is RLJohnson and the password is MetroGIS1. Information about the grant program is also available via links from the login page.

Every year, since 1986, the Innovations Program has recognized five government initiatives, and awarded each of them with a $100,000 grant. Their philosophy is that by offering the recognition and grants, the Innovations Program will serve as a catalyst for transforming creative and effective ideas into best practices throughout the nation and around the world.

b) <u>MetroGIS Recognized as Regional Example in New OGC Publication</u>

A report, expected to be released in January from the Open Geospatial Consortium (OGC), Inc., identifies the server architecture of MetroGIS DataFinder as a local/regional government model of data sharing and distribution for the National Spatial Data Infrastructure (NSDI). The authors expect the document to be widely referenced.

This report analyzes the current, disparate server architecture associated with the NSDI and the Geospatial One Stop (GOS) Portal. It addresses the issues associated with varying architectures as communities develop and enhance their systems architecture to support local needs and broader NSDI objectives. Three large scale models – centralized, distributed, combination – are explained. In addition, they categorized MetroGIS's data discovery/distribution architecture as "centralized local-regional".

The GOS Portal is a common facility for publishing, discovering and potentially accessing information across federal, state and local governments in the United States that have a requirement for geospatial data and services. The vision of the GOS Portal is to enable users to discover, view and obtain desired data for a particular part of the country, without needing to know the details of how the data are stored and maintained by independent organizations. The portal is able to access

information and services from a variety of providers distributed across the network, such as MetroGIS.

"MetroGIS has already resolved many of the problems that most communities are yet to realize even need to be addressed," said Sam Bacharach, Executive Director for Outreach and Community Adoption at OGC. "These include questions such as 'What data do we share? How do we include partners who do not have the assets to fully participate? How do we convince anyone to participate?' "These issues may sound trivial, but the reality is that the people-based, management issues are now more difficult to handle than the purely technical issues of data-sharing," Bacharach said. *"MetroGIS has done a remarkable job."*

c) MetroGIS's Experience Recognized in Australian/New Zealand Data Sharing Handbook

The experience of MetroGIS is being shared widely "down under" as part of the Australia and New Zealand Land Information Council's and Australian Local Government Association's newly published Local Government Spatial Information Management Toolkit.

The aim of the Toolkit is to enhance the capacity of Australian local governments in the use of spatial information. The Toolkit includes a major section on data sharing and collaboration that discusses the core services and benefits of MetroGIS. This section (10) also features the MetroGIS DataFinder homepage and covers the principles that guide the collaborative. Much of the material was excerpted from the 2001 publication "Lessons from Practice: A Guidebook to Organizing and Sustaining Geodata Collaboratives", which was compiled by the MetroGIS Staff Coordinator.

To view the Toolkit go to http://www.lgconnect.gov.au/index.php?nIdNode=586. Section 10 contains the MetroGIS experience. For more information about the document, contact Robert Kay, Partner, Kay Consulting, PO BOX 191, Mosman Park, Australia, http://www.kayconsulting.com.au.

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

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

Two articles summarizing major MetroGIS activities since the last newsletter were submitted for the Fall 2004 issue. They can be viewed at http://www.mngislis.org/newsletter/issue38/issue38toc.htm.

2. GIS/LIS Conference in October

Mark Kotz and Alison Slaats of MetroGIS staff summarized technical aspects of Web Mapping Services associated with accessing data via MetroGIS DataFinder.

e) Related Metro and State Geospatial Initiatives Update

1. U of M and Twin Cities Consortium of Non-Profits Awarded $599,000 Commerce Department Technology Opportunities Program (TOP) Grant

The consortium partners include neighborhood and community organizations, city and suburban municipalities, and county, regional and state government entities. An excerpt from the Application's Executive Summary follows: "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, 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…. Minnesota 3-D is a scalable, standards-based system that can accommodate expanded data layers and geographic coverage.

"The centerpiece of this approach is the creation of an online mapping application. With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing."

M3D is coordinated by CURA, the Center for Urban and Regional Affairs at the University of Minnesota. The Minnesota Department of Employment and Economic Development (DEED) is a major partner contributing access to the newly developed community development data set and developing online IS applications to integrate employment, housing and transportation data for use by community development organizations to close the spatial mismatch between affordable housing and living wage jobs in the Twin Cities Metropolitan area. For more information see http://www.npcr.org/M3D/M3DIndex/M3D.html.

2. **MN Spatial Data infrastructure (MSDI) Strategic Plan**
A Foundation for Coordinated GIS, a strategic plan for Minnesota's Spatial Data Infrastructure, was approved by the MN Governor's Council on Geographic Information in June. It draws upon the experiences of MetroGIS and recognizes the importance of Minnesota's geospatial efforts aligning with the National Spatial Data Infrastructure. Randall Johnson, MetroGIS Staff Coordinator, and David Arbeit, LMIC Director and a member of the MetroGIS Coordinating Committee, serve on the Council's Strategic Plan Committee that prepared the plan. For more about the plan and the work of the Strategic Plan Committee, see http://www.gis.state.mn.us/committe/MSDI.

3. **MN Governor's Council on Geographic Information (GCGI)**
The last meeting of the GCGI was held at the Otter Tail County Government Center in Fergus Falls on November 4. The Pine to Prairie GIS User Group, which facilitates interaction among GIS users in western Minnesota, and eastern North Dakota and South Dakota, hosted the meeting. The meeting highlighted the extensive use of GIS within the region and served as a forum for identifying the region's GIS needs. Regional participants demonstrated the extensive use of statewide data resources, such as the 2003 FSA orthoimagery, and expressed a strong consensus for state support for local development of parcel data. For more about the Pine to Prairie GIS User Group, see http://www.pinetoprairie.org.

f) Federal/National Geospatial Initiatives Update

1. **I-Teams:**
A Foundation for Coordinated GIS, Minnesota's strategic plan for a Minnesota's Spatial Data Infrastructure [Item e(2)] originated in response to the federal Office of Management and Budget's (OMB) "I-Team Initiative." I stands for Implementation Plan. An objective of the I-Plan Initiative was to coordinate federal program expenditures with geospatial needs identified in state I-Plans. The status of the I-Plan Initiative is no longer clear as the federal strategy has been refocused on The National Map and Geospatial One Stop activities. For more about the I-Team Initiative, see http://www.fgdc.gov/I-Team.

2. **U.S. Census:**
2004 First Edition TIGER/Line Files to be Released in December
The U.S. Census Bureau is beginning twice a year releases of the TIGER/Line files. The 2004 First Edition TIGER/Line files are the first of two versions of the TIGER/Line files that will contain 2004 geographic boundaries.

The 2004 First Edition TIGER/Line files are the first version of the TIGER/Line files to include a significant number of counties or statistically equivalent entities containing realigned street feature coordinates that have progressed through the MAF/TIGER Accuracy Improvement Project (http://www.census.gov/geo/mod/maftiger.html). Except for those counties with improved street feature coordinates, the 2004 First Edition TIGER/Line files contain very few updates to street features or address ranges from the Census 2000 versions of the TIGER/Line files.

The Census Bureau has added a new record type to the 2004 First Edition TIGER/Line files. Record Type M provides spatial metadata for each feature in a TIGER/Line file, identifying the source for the spatial coordinates. A description

(http://www.census.gov/geo/www/tiger/tiger2004fe/rtmdesc.html) and explanation of the fields in Record Type M is available. Two new fields (UACU and URCU) have been added to Record Type A containing the corrections to the Census 2000 Urbanized Areas and Urban Clusters announced by the Census Bureau in August 2002. See 2004 First Edition TIGER/Line File Record Layout (http://www.census.gov/geo/www/tiger/tiger2004fe/ch6_2004fe.pdf)

g) County-based GIS User Group Activity Update

Each County GIS User Group has been invited to share information about their respective activities. The following replies were received. Contact information for the groups can be found at http://www.metrogis.org/about/affiliations/co_user_groups.shtml.

Scott County

These are some activities that the Scott County GIS User Group is currently working on:

- Preparing a plan of action for creating / maintaining Easement Data in GIS.
- Planning the Visioning / Strategic Planning Workshop with MetroGIS.
- Determining if we want to continue hosting GIS Open Houses for the public.
- Sharing ideas about "internal" user groups at the city-level.

Ramsey County

- The User Group provided support for Minnesota 3D, a project to develop tools for community GIS in the Metro area under the auspices of the University of Minnesota. The project is funded by a recently awarded federal TOP grant.
- We recently completed our strategic plan for 2005 and beyond.
- Our online mapping service (http://maps.metro-inet.us) has received some significant enhancements with more in the works.
- We are working on plans to create an online version of our user handbook with major additions and updates in 2005.
- We have begun discussions of the next aerial photography update, coming in 2006.
- Our address committee continues to work, on several fronts and with many partners, toward our vision of a complete County-wide address data resource.

Approved On
March 30, 2005

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 313
December 15, 2004

1. CALL TO ORDER
Chair Harper called the meeting to order at 1:00 p.m.

Members Present: *Academics*: Will Craig (U of M); *Business Geographics*: Chet Harrison (CB Richard Ellis); *Cities*: Steve Lorbach (AMM: core cities - City of St. Paul) and Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties*: Scott Simmer (alternate for Bill Brown; Hennepin), Dave Drealan (Carver), John Slusarczyk (Anoka), Randy Knippel (Dakota), David Claypool (Ramsey), Jim Hentges (Scott) and Jane Harper (Washington); *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Gordon Chinander, alternate for Nancy Pollock; Metropolitan 911 Board); *Schools:* Dick Carlstrom (alternate for Lee Whitcraft; TIES); *Special Expertise*: Brad Henry (URS Corp.); *State*: David Arbeit (LMIC), Joella Givens (Mn/DOT), and Robert Maki (DNR); *Utilities*: Al Laumeyer (CenterPoint Energy); *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District).

Members Absent: *GIS Consultants*: Larry Charboneau (The Lawrence Group); *Non-Profits*: [vacant].

Support Staff: Steve Fester, Paul Hanson, Randall Johnson, and Mark Kotz (MetroGIS); Trudy Richter (Richardson, Richter, and Assoc., Inc.).

2. ACCEPT AGENDA
Henry moved and Bitner seconded to approve the agenda, as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY
Gelbmann moved and Wencl seconded to approve the summary for the Committee's September 29, 2004 meeting, as submitted. Motion carried, ayes all.

4. SUMMARY OF OCTOBER 27 POLICY BOARD MEETING
Chairperson Harper summarized the major topics considered by the Policy Board at its October 27, 2004 meeting and thanked Craig for his efforts to shepherd acceptance by the University of Minnesota Population Center of the custodianship for the Socioeconomic Resources Page.

5. ACTION AND DISCUSSION ITEMS
a) 2004 Accomplishments
The Staff Coordinator summarized the major accomplishments in 2004, as outlined in the staff report, and recommended that the general theme for the 2004 annual report remain the same as for 2003 – how MetroGIS's efforts are making a difference. Staff also recommended adding a new component to the theme for 2004 of "How MetroGIS's efforts are also fostering improved efficiencies via E-government methods." No additions or modifications were offered concerning the listing of accomplishments or proposed annual report themes.

b) 2004 Annual Performance Measures Report
The Staff Coordinator handed out a revised staff report with a corrected table at the top of page 2. The Committee recommended three modifications to the report prior to submitting it to the Policy Board for consideration: 1) move bullets 5 and 6 in the Findings and Conclusions Section to the top of the list, 2) add the 2003 and 2004 totals plus a percent changed column to the table at the top of page 2, and 3) incorporate the footnote into the table.

Motion:
Craig moved and Henry seconded to recommend that the Policy Board approve the 2004 Annual Performance Measures Report and conclusions as modified by the Coordinating Committee.

Motion carried, ayes all.

c) 2005 Program Objectives and Workplan
The Staff Coordinator summarized the major objectives listed in Attachment A to the staff report. No changes were suggested to the 2005 workplan objectives or the detailed 2005 workplan recommended by staff other than to incorporate outreach to the non-traditional user to encourage use of the data and services supported by MetroGIS.

Motion:
Givens moved and Henry seconded to recommend that the Policy Board approve the Proposed Major 2005 Program Objectives for MetroGIS and approve the detailed workplan to implement the proposed Major Program Objectives for MetroGIS in 2005, subject to incorporating an objective to target non-traditional users of MetroGIS's services in the 2005 outreach efforts.

Motion carried, ayes all.

d) 2005 Budget
The Staff Coordinator summarized the proposed 2005 budget as detailed in the staff report, noting the total amount of funding support remains the same as was preliminarily requested from the Metropolitan Council last spring. In response to a question from Read, a typographical error was discovered in the Line Item Change description. The reference to $25,500 should have read $27,500 and will be corrected for the report to the Policy Board. Gelbmann commented that $22,000 of the $50,000 allocated for Data Maintenance Agreements and Enhancements will be available in 2005 for Regional GIS Projects, noting that the Committee will be presented with candidate projects at its March and/or June meetings to establish priorities for the available funding. Staff concluded their comments by noting that several preliminary candidate projects for these project funds were listed for the Committee's information in the Reference Section of the staff report (Item 5 on page 26) and that any ideas that might surface at the proposed retreat would be topics for further consideration.

Other than a comment from the Committee Chair that the $22,000 in project funding should be highlighted in the presentation to the Policy Board, the Committee offered no other comments.

Motion:
Henry moved and Gelbmann seconded to recommend that the Policy Board approve the proposed 2005 detailed budget allocations for MetroGIS. Motion carried, ayes all.

e) GIS Demonstration for January Policy Board meeting
The Staff Coordinator noted that at its last meeting the Committee agreed that a presentation of the pending Regional Mailing Label Application would be a suitable topic for the Policy Board's January GIS Demonstration. Mark Kotz, member of the MetroGIS support staff, was then introduced to demonstrate how this application works in a manner suitable for presentation to policy makers.

Following his demonstration, Kotz identified several enhancements to the application that have been identified during the final testing, noting that they have not been pursued because they were beyond the scope of the initial project. He also noted that staff would prefer to use a coordinated process to identify any additional desired enhancements 6 months to a year after the application is available and pursue the highest priorities as a mass upgrade as opposed to one at a time. The Staff Coordinator further commented that another reason for not pursuing any of these enhancements at this time is that some members of the Committee have asked the question, "Are We (MetroGIS) Done", which will be the

theme of the proposed retreat this coming spring. Until there is clear direction from the Committee as to priorities for MetroGIS's resources, no additional work on this application is proposed. Staff did, however, agree that prior to the Policy Board meeting, the level of effort that would be needed to accomplish currently known preferences for enhancements would be investigated. Chairperson Harper argued that if the effort is relatively small to accomplish enhancements that would make substantive improvements to workflow, they should be considered for the first release. In this light, Committee members suggested that the following enhancements be added to the list of currently identified enhancement preferences for future consideration:

- Add the number of labels created to the information passed along to the user if not already provided.
- Clarify how the application deals with property that does not have a street address. (Mark agreed to investigate before the Policy Board meeting in the event a related question is asked.
- Add the ability to create a user-defined text string for the addressee in cases where the label is for the actual property address in addition to the default options of occupant, resident, etc.
- Add clear and concise help instructions to help the novice user utilize the application.
- Consider a programming interface to enable the application's functionality to be accessed by another application.
- Ability to deliver the data via a non-GIS interface. Kotz noted this option has been contemplated but no action has been taken.

Read asked if this application will overlap with applications currently in existence. Drealan responded that none of the existing applications are regional and that there is a clear need for a tool that allows the user to generate mailing labels in a consistent format across county boundaries. Other members concurred that this application will complement the existing applications. Read concluded her remarks by stating that demonstration of this application to the Policy Board is a wonderful example of what collaboration can accomplish in terms of improved efficiencies, and that its use will increase cross-jurisdictional use of data, which she hopes will lead to more uniformity across county produced data.

Simmer commented that the parcel data Hennepin County currently submits to MetroGIS for the regional parcel dataset includes PINs for condominium and cooperative garages that probably should be removed before using those data with this application.

Chairperson Harper encouraged staff to make an effort to market the availability of the pending Mailing Label Application to local governments.

Lastly, the Committee concurred with staff's suggestion to invite the Riley-Purgatory-Bluff Creek Watershed District to present their testimonial to the benefits of MetroGIS at the Policy Board's April meeting. Craig asked staff to add the presentation options discussed at the September meeting to the list of candidates for future presentations.

f) Existing Land Use Information Need: Version I Regional Solution

Paul Hanson, lead staff to the Existing Land Use Workgroup, summarized the efforts of this workgroup and its recommendations, as presented in the staff report and accompanying white paper. (Click here for the presentation slides.) Three major options were investigated for a strategy or design to manage existing land use data needed to answer land use-related information needs that had been identified in 1997 as priorities for MetroGIS. The three major options were: 1) Traditional hierarchical – single dimension model, 2) American Planning Association's (APA) Land Based Classification Standards, and 3) Built Environment concept contemplated by the Metropolitan Council's GIS Unit.

Hanson explained several pilot studies conducted by workgroup members to compare and contrast each of the three options and the results of subsequent efforts to vet their findings and preliminary conclusions with community development practitioners. Despite concerns for limited expertise with the APA's strategy, that it has been rarely implemented to date, and is frequently perceived as complicated, the

workgroup concluded the Land Based Classification Standards (LBCS) is the most versatile and worthy of further consideration by MetroGIS. These findings were in large part because the LBCS provides a container that accommodates five types of land description information (activity, function, structure, site characteristic and ownership) and is intended to incorporate a high level of detail generally only available from local experts. Another important finding was that the LBCS is also more expandable and flexible than the traditional strategy, which has been found to not work well in multi-jurisdictions/regional implementations.

Hanson summarized the specifics of the Workgroup's two-part recommendation: Part one would involve the Metropolitan Council building a Version 1 LBCS data structure and assisting MetroGIS with an outreach program to engage APA, MnAPA, Association of Metropolitan Municipalities, Sensible Land Use Coalition, etc. to promote the benefits of local communities agreeing to supply the actual data to populate the LBCS data structure. Part two would begin immediately in the form of a Phase II workgroup tasked with identifying best practices for answering existing land use-related information needs of the MetroGIS community that go beyond the capabilities of the proposed Version 1 data structure.

Following Hanson's presentation, Committee members posed the following clarifying questions before voting on the proposal:

1) What would the spatial resolution be? Response: Generally, the community providing the data would decide the spatial resolution of the data, but it is expected that much of the data would be at the subparcel level where there are multiple uses on a parcel.
2) Is there any currently documented benefit to support the proposed outreach efforts? Response: General information exists, but a key role of the proposed outreach component for the Version I effort would be to refine this information and make it relevant to the needs in this area. This effort would include a more thorough review of the APA site than has been conducted to date. One of the main benefits that needs to be clearly articulated is that providing a means to address several of the current priority information needs that have been identified by the MetroGIS community will require the multi-dimensional data structure that is embodied in the LBCS. It was agreed that a few key information needs should be cited that the proposed data structure could address, which could not otherwise be addressed or at least not as well addressed.
3) What is the definition of vacant land? Response: The concept of vacant land is information that is derived from the each of the five types of land description information maintained in the LBCS system. In other words, "vacant" is not a coded descriptor in the system.
4) How would the effort be financed? Response: The proposal is that the Metropolitan Council would pay for the staff resources needed to develop the LBCS data structure and load in the first version of data obtained from the Council's 2005 flight. MetroGIS resources would then be used to support the outreach effort, together with supplemental staff support from the Council GIS staff responsible for building the Version I product, to encourage local experts to enhance the first pass data with more detailed information known locally.

The latter question evolved into a discussion of incentives to encourage local community experts to participate in the refinement of the first pass data. Harper encouraged the Council to inform local community representatives of this proposal when circulating information about the pending 2008 Comprehensive Plan Update process and encourage them to consider critiquing the first pass data as opposed to updating their existing land use data in some other manner. All agreed the timing is consistent with the current proposal, but also that outreach will be critical.

The final discussion topic occurred in response to a member's suggestion that the proposed LBCS data structure, once operational, should be a requirement for submittal of existing land use data to the Council as part of the upcoming 2008 Comprehensive Planning process. In response, the Staff Coordinator commented that a fundamental premise of MetroGIS is that all best practices and related regional solutions are implemented on a voluntary basis to void any perception of a top-down decision structure and the inevitable criticism of unfunded mandates imposed upon local government. In response, staff was

encouraged to investigate if some technical and/or financial assistance could be provided to communities as an incentive to participate.

Motion:
Drealan moved and Maki seconded to recommend:
1) That the Policy Board approve the proposed Phase I regional solution that includes:
   a) Development and distribution by the Metropolitan Council of a Version I Existing Land Use database based upon the APA's Land Based Classification System through a Metropolitan Council-maintained web-based application, contingent upon the execution of the Regional Parcel Data Sharing Agreement with the seven metro area counties and the Council's completion of its proposed 2005 Land Use Plan Update project.
   b) The creation of an Outreach Strategy Workgroup to educate users of Version I, monitor data access, and encourage communities to enhance data in an effort to create and maintain a community-based Version II database, subject to the Committee's approval of the outreach strategy before it is implemented.
2) Create a Phase II Existing Land Use Workgroup to define "best practices" in meeting complex land-based information needs beginning in 2005. (*Editor's note: a decision regarding the liaison to the Coordinating Committee was postponed until workgroup candidates are identified*.)

Motion carried, ayes all.

g) Search Mechanism for Geospatial Applications: Concept Approval
Mark Kotz, member of the MetroGIS support staff, summarized the information contained in the staff report using a short slide presentation and presented staff's recommendation that the Committee endorse the concept for further development and that it create a workgroup to propose solutions needed to move from concept to implementation.

A key message of Kotz's presentation was that up until now MetroGIS's efforts have focused on the data component of addressing priority common information needs and on GIS professionals' need for data with certain specifications. The ApplicationFinder concept is a recognition that applications are also an important component in the process of addressing priority common information needs. Kotz noted that the DataFinder tool was implemented to discover and promote sharing of existing data assets. Similarly, the proposed ApplicationFinder tool is intended to assist in the discovery of existing applications that automate manipulation of the raw data. With a means in place to discover existing applications relevant to addressing priority common information needs, the investment in these tools can be leveraged just as DataFinder promotes the leveraging of investment in existing data assets.

A key difference between DataFinder and ApplicationFinder is the assumption that the ApplicationFinder tool will need to be more user-friendly to the non-GIS professional than the DataFinder tool. The audience for this application finder is predominantly individuals who do not have the skills or resources to manipulate raw geospatial data on their own, but can make use of an application to manipulate the data to answer their information needs.

Kotz offered some examples of design specifications that need to be resolved before the concept can be fully implemented (e.g. scope issues, categorization design, documentation scheme for applications).

Following Kotz's presentation, a Committee discussion ensued. Highlights of the discussion follow:

Chairperson Harper opened the discussion by noting that the Policy Board has expressed interest in seeing what MetroGIS's services might look like as applications begin to play a larger role in its efforts and that the proposed tool would help the Board understand the breadth of activity. Arbeit commented that the Governor's Council on Geographic Information (GCGI) is also taking an active role in a related effort to define a comprehensive geospatial infrastructure architecture for Minnesota and that this type of tool

would complement that work. He commented that ApplicationFinder's concept purpose could be simply stated as "cool tools you may find useful". He liked its simplicity and promise of a short path to getting something useful to the user community.

Givens commented that she likes the idea of a centralized location to search for existing applications, which minimizes the need to start from scratch. She also commented that the concept has value in that it could provide a resource when she needs a proof of concept to demonstrate a possible solution for an internal need.

Craig recognized that the ApplicationFinder concept is a departure from past practice in that the proposed concept is driven by the supply side (e.g., catalog of applications that exist), as opposed to responding to specific user needs, which has been the focus of MetroGIS's efforts to date (e.g., define commonly needed data and implement regional solutions to address these user needs). This comment led to a brief discussion of whether MetroGIS should apply the "endorsed regional strategy" paradigm to applications as it has for data. The Staff Coordinator responded that the current thinking is that in recognition of the vast number of applications that are likely to be involved, as opposed to a limited number of critical or framework data solutions, that the most prudent approach, at least to begin with, seemed to be to offer the catalog approach and promote an open-source philosophy to encourage sharing and continual improvement of the tools as they are used in multiple environments. Staff noted that the prospect of an "endorsed" application was discussed but the utility of "endorsement" by the Policy Board does not seem as critical as it is for the underlying data and, more critically, a lengthy endorsement process might be less productive than providing the user a way to search for what already exists. It was acknowledged that MetroGIS could focus its efforts on facilitating refinement of frequently used applications to build in needed additional functionality, which is the method used to arrive at the current Regional Mailing Label application.

Harrison commented that he would like to see the results of a comparison of the benefits of the proposed application as opposed to utilizing Google, noting that he is not sure that the proposed application, as he understands it, would outperform Google. Chairperson Harper concurred that a definitive proof of concept should be presented to the Committee before resources are committed to implementation.

Motion:
Craig moved and Givens seconded to authorize the creation of a workgroup tasked with formalizing, for the Committee's consideration, a proof of concept for ApplicationFinder, in particular, to demonstrate that the desired functionality can not be adequately achieved though the use of the established Google web-search tool. Motion carried, ayes all.

The following suggestions were offered to the workgroup to consider as it refines the concept:
- Permit an application to be listed in multiple categories to simplify the categorization dilemmas.
- Build in a direct means for the application owners to update links to their applications to minimize broken links.

The Staff Coordinator commented that the authorized workgroup would likely not be created until following the Committee's March meeting, given staff commitments on other projects that are in process.

h) Election of Officers
Chairperson Harper commented that she has enjoyed the opportunity to chair the Committee for the past two years and then opened the nominations for election of a new chairperson. Vice chair Drealan nominated Read. Cockriel moved and Drealan seconded to close the nominations and elect Read to Chair the Committee in 2005. Harper asked Read if she would accept if elected; she stated she would. Motioned carried, ayes all. Chairperson Read deferred to outgoing Chairperson Harper to chair the remainder of this meeting.

Outgoing Chairperson Harper opened the nominations for election of a new vice chairperson. Outgoing Vice Chairperson Drealan nominated Knippel. Cockriel moved and Drealan seconded to close the nominations and elect Knippel as the Committee's vice chair for 2005. Harper asked Knippel if he would accept if elected and he stated he would accept. Motioned carried, ayes all.

i) 2005 Meeting Schedule

Craig moved and Givens seconded to approve the 2005 meeting schedule, as recommended by the Staff Coordinator: All Wednesdays - March 30, June 29, September 21 and December 14. Motion carried, ayes all.

j) GIS Employment Inquiries: Policy For Communicating

This topic was postponed for consideration until the March 2005 meeting.

6. PROJECT UPDATES

The Staff Coordinator reported that the last two signed county data sharing agreements had been received that morning and the Metropolitan Council's approval was anticipated that afternoon. The meeting adjourned to celebrate this significant accomplishment of the first parcel data license document and licensure procedures that has been agreed upon by all seven counties to access the regional parcel dataset.

7. INFORMATION SHARING

No discussion

8. NEXT SCHEDULED MEETING

March 30, 2005, 1:00-3:00 p.m.

9. ADJOURN

Craig moved and Read seconded to adjourn at 3:20 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

March 30, 2005

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street on Empire)

1:00 to 3:00+ PM
See directory in lobby for meeting room location.

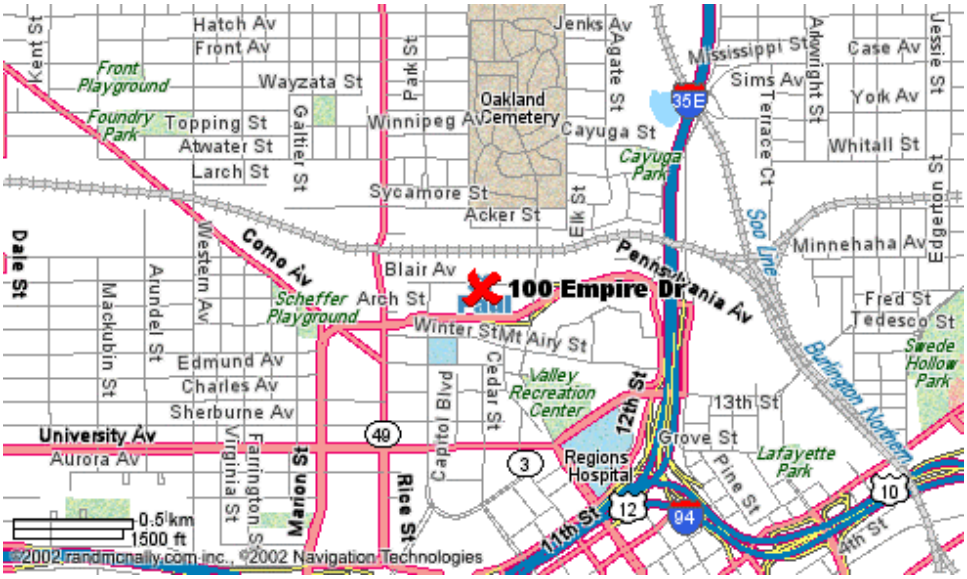
			Page
1.	**Call to Order**		
2.	**Approve Agenda**	***action***	
3.	**Approve Meeting Summary**		
	a) December 15, 2004	***action***	**1**
4.	**Summary of January Policy Board Meeting**		**8**
5.	**Action and Discussion Items:**		
	a) Preliminary 2006 Budget Proposal	***action***	**10**
	b) Regional Solutions to Priority Information Needs		
	(1) Street Centerline Dataset: E911 Suitability Enhancements	***action***	**23**
	(2) Existing Land Use-Reconsideration (*Tabled by Policy Board*)	***action***	**32**
	(3) Addresses - Occupiable Units Point Dataset	***action***	**37**
	c) Strategic Direction Retreat – Clarify Expectations	***action***	**40**
	d) Performance Measures Anomaly Report	***action***	**42**
	e) GIS Demonstration for July Policy Board meeting	***action***	**45**
	f) Regional GIS Projects - Call for 2005 Proposals (*select in June*)		**47**
	g) Non-Profit Vacancy - Coordinating Committee Seat	***action***	**50**
	h) Policy on Forwarding of Resumes to Committee Members	***action***	**51**
6.	**Project Updates:**		
	a) Priority Business Information Need Solutions and User Satisfaction Forums		**52**
	b) Enhancements to MetroGIS DataFinder Café		
	c) ApplicationFinder – Proof of Concept		
	d) Regional Mailing Label Application – Enhancement Candidates for Version 2		
	e) County Data Producer Workgroup Activities		
7.	**Information Sharing:**		**57**
	a) 2004 Annual Report		
	b) Letter of Support Preserve Funding for LMIC		
	c) New Testimonial – Metropolitan 911 Board		
	d) Comparison of NAZCA Objectives with MetroGIS's – April Policy Board Presentation		
	e) Presentations / Outreach / Studies		
	f) Related Metro and State Geospatial Initiatives Update		
	g) Related National and Federal Geospatial Initiatives Update		
	h) County-based GIS User Group Activity Update		
8.	**Next Meeting**		
	June, 29 2005		
9.	**Adjourn**		

Mission Statement

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

How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-94 westbound -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Northbound -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Southbound -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

See www.mcit.org for more information

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 313
December 15, 2004

1. CALL TO ORDER
Chair Harper called the meeting to order at 1:00 p.m.

Members Present: *Academics*: Will Craig (U of M); *Business Geographics*: Chet Harrison (CB Richard Ellis); *Cities*: Steve Lorbach (AMM: core cities - City of St. Paul) and Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties*: Scott Simmer (alternate for Bill Brown; Hennepin), Dave Drealan (Carver), John Slusarczyk (Anoka), Randy Knippel (Dakota), David Claypool (Ramsey), Jim Hentges (Scott) and Jane Harper (Washington); *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Gordon Chinander, alternate for Nancy Pollock; Metropolitan 911 Board); *Schools:* Dick Carlstrom (alternate for Lee Whitcraft; TIES); *Special Expertise*: Brad Henry (URS Corp.); *State*: David Arbeit (LMIC), Joella Givens (Mn/DOT), and Robert Maki (DNR); *Utilities*: Al Laumeyer (CenterPoint Energy); *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District).

Members Absent: *GIS Consultants*: Larry Charboneau (The Lawrence Group); *Non-Profits*: [vacant].

Support Staff: Steve Fester, Paul Hanson, Randall Johnson, and Mark Kotz (MetroGIS); Trudy Richter (Richardson, Richter, and Assoc., Inc.).

2. ACCEPT AGENDA
Henry moved and Bitner seconded to approve the agenda, as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY
Gelbmann moved and Wencl seconded to approve the summary for the Committee's September 29, 2004 meeting, as submitted. Motion carried, ayes all.

4. SUMMARY OF OCTOBER 27 POLICY BOARD MEETING
Chairperson Harper summarized the major topics considered by the Policy Board at its October 27, 2004 meeting and thanked Craig for his efforts to shepherd acceptance by the University of Minnesota Population Center of the custodianship for the Socioeconomic Resources Page.

5. ACTION AND DISCUSSION ITEMS
a) 2004 Accomplishments
The Staff Coordinator summarized the major accomplishments in 2004, as outlined in the staff report, and recommended that the general theme for the 2004 annual report remain the same as for 2003 – how MetroGIS's efforts are making a difference. Staff also recommended adding a new component to the theme for 2004 of "How MetroGIS's efforts are also fostering improved efficiencies via E-government methods." No additions or modifications were offered concerning the listing of accomplishments or proposed annual report themes.

b) 2004 Annual Performance Measures Report
The Staff Coordinator handed out a revised staff report with a corrected table at the top of page 2. The Committee recommended three modifications to the report prior to submitting it to the Policy Board for consideration: 1) move bullets 5 and 6 in the Findings and Conclusions Section to the top of the list, 2) add the 2003 and 2004 totals plus a percent changed column to the table at the top of page 2, and 3) incorporate the footnote into the table.

Motion:
Craig moved and Henry seconded to recommend that the Policy Board approve the 2004 Annual Performance Measures Report and conclusions as modified by the Coordinating Committee.

Motion carried, ayes all.

c) 2005 Program Objectives and Workplan
The Staff Coordinator summarized the major objectives listed in Attachment A to the staff report. No changes were suggested to the 2005 workplan objectives or the detailed 2005 workplan recommended by staff other than to incorporate outreach to the non-traditional user to encourage use of the data and services supported by MetroGIS.

Motion:
Givens moved and Henry seconded to recommend that the Policy Board approve the Proposed Major 2005 Program Objectives for MetroGIS and approve the detailed workplan to implement the proposed Major Program Objectives for MetroGIS in 2005, subject to incorporating an objective to target non-traditional users of MetroGIS's services in the 2005 outreach efforts.

Motion carried, ayes all.

d) 2005 Budget
The Staff Coordinator summarized the proposed 2005 budget as detailed in the staff report, noting the total amount of funding support remains the same as was preliminarily requested from the Metropolitan Council last spring. In response to a question from Read, a typographical error was discovered in the Line Item Change description. The reference to $25,500 should have read $27,500 and will be corrected for the report to the Policy Board. Gelbmann commented that $22,000 of the $50,000 allocated for Data Maintenance Agreements and Enhancements will be available in 2005 for Regional GIS Projects, noting that the Committee will be presented with candidate projects at its March and/or June meetings to establish priorities for the available funding. Staff concluded their comments by noting that several preliminary candidate projects for these project funds were listed for the Committee's information in the Reference Section of the staff report (Item 5 on page 26) and that any ideas that might surface at the proposed retreat would be topics for further consideration.

Other than a comment from the Committee Chair that the $22,000 in project funding should be highlighted in the presentation to the Policy Board, the Committee offered no other comments.

Motion:
Henry moved and Gelbmann seconded to recommend that the Policy Board approve the proposed 2005 detailed budget allocations for MetroGIS. Motion carried, ayes all.

e) GIS Demonstration for January Policy Board meeting
The Staff Coordinator noted that at its last meeting the Committee agreed that a presentation of the pending Regional Mailing Label Application would be a suitable topic for the Policy Board's January GIS Demonstration. Mark Kotz, member of the MetroGIS support staff, was then introduced to demonstrate how this application works in a manner suitable for presentation to policy makers.

Following his demonstration, Kotz identified several enhancements to the application that have been identified during the final testing, noting that they have not been pursued because they were beyond the scope of the initial project. He also noted that staff would prefer to use a coordinated process to identify any additional desired enhancements 6 months to a year after the application is available and pursue the highest priorities as a mass upgrade as opposed to one at a time. The Staff Coordinator further commented that another reason for not pursuing any of these enhancements at this time is that some members of the Committee have asked the question, "Are We (MetroGIS) Done", which will be the

theme of the proposed retreat this coming spring. Until there is clear direction from the Committee as to priorities for MetroGIS's resources, no additional work on this application is proposed. Staff did, however, agree that prior to the Policy Board meeting, the level of effort that would be needed to accomplish currently known preferences for enhancements would be investigated. Chairperson Harper argued that if the effort is relatively small to accomplish enhancements that would make substantive improvements to workflow, they should be considered for the first release. In this light, Committee members suggested that the following enhancements be added to the list of currently identified enhancement preferences for future consideration:

- Add the number of labels created to the information passed along to the user if not already provided.
- Clarify how the application deals with property that does not have a street address. (Mark agreed to investigate before the Policy Board meeting in the event a related question is asked.
- Add the ability to create a user-defined text string for the addressee in cases where the label is for the actual property address in addition to the default options of occupant, resident, etc.
- Add clear and concise help instructions to help the novice user utilize the application.
- Consider a programming interface to enable the application's functionality to be accessed by another application.
- Ability to deliver the data via a non-GIS interface. Kotz noted this option has been contemplated but no action has been taken.

Read asked if this application will overlap with applications currently in existence. Drealan responded that none of the existing applications are regional and that there is a clear need for a tool that allows the user to generate mailing labels in a consistent format across county boundaries. Other members concurred that this application will complement the existing applications. Read concluded her remarks by stating that demonstration of this application to the Policy Board is a wonderful example of what collaboration can accomplish in terms of improved efficiencies, and that its use will increase cross-jurisdictional use of data, which she hopes will lead to more uniformity across county produced data.

Simmer commented that the parcel data Hennepin County currently submits to MetroGIS for the regional parcel dataset includes PINs for condominium and cooperative garages that probably should be removed before using those data with this application.

Chairperson Harper encouraged staff to make an effort to market the availability of the pending Mailing Label Application to local governments.

Lastly, the Committee concurred with staff's suggestion to invite the Riley-Purgatory-Bluff Creek Watershed District to present their testimonial to the benefits of MetroGIS at the Policy Board's April meeting. Craig asked staff to add the presentation options discussed at the September meeting to the list of candidates for future presentations.

f) Existing Land Use Information Need: Version I Regional Solution

Paul Hanson, lead staff to the Existing Land Use Workgroup, summarized the efforts of this workgroup and its recommendations, as presented in the staff report and accompanying white paper. (Click here for the presentation slides.) Three major options were investigated for a schema to manage existing land use data needed to answer land use-related information needs that had been identified in 1997 as priorities for MetroGIS. The three major options were: 1) Traditional hierarchical – single dimension model, 2) American Planning Association's (APA) Land Based Classification Standards, and 3) Built Environment concept contemplated by the Metropolitan Council's GIS Unit.

Hanson explained several pilot studies conducted by workgroup members to compare and contrast each of the three options and the results of subsequent efforts to vet their findings and preliminary conclusions with community development practitioners. Despite concerns for limited expertise with the APA's schema, that it has been rarely implemented to date, and is frequently perceived as complicated, the

workgroup concluded the Land Based Classification Standards (LBCS) is the most versatile and worthy of further consideration by MetroGIS. These findings were in large part because the LBCS provides a container that accommodates five types of land description information (activity, function, structure, site characteristic and ownership) and is intended to incorporate a high level of detail generally only available from local experts. Another important finding was that the LBCS is also more expandable and flexible than the traditional schema, which has been found to not work well in multi-jurisdictions/regional implementations.

Hanson summarized the specifics of the Workgroup's two-part recommendation: Part one would involve the Metropolitan Council building a Version 1 LBCS data structure and assisting MetroGIS with an outreach program to engage APA, MnAPA, Association of Metropolitan Municipalities, Sensible Land Use Coalition, etc. to promote the benefits of local communities agreeing to supply the actual data to populate the LBCS data structure. Part two would begin immediately in the form of a Phase II workgroup tasked with identifying best practices for answering existing land use-related information needs of the MetroGIS community that go beyond the capabilities of the proposed Version 1 data structure.

Following Hanson's presentation, Committee members posed the following clarifying questions before voting on the proposal:

1) What would the spatial resolution be? Response: Generally, the community providing the data would decide the spatial resolution of the data, but it is expected that much of the data would be at the subparcel level where there are multiple uses on a parcel.
2) Is there any currently documented benefit to support the proposed outreach efforts? Response: General information exists, but a key role of the proposed outreach component for the Version I effort would be to refine this information and make it relevant to the needs in this area. This effort would include a more thorough review of the APA site than has been conducted to date. One of the main benefits that needs to be clearly articulated is that providing a means to address several of the current priority information needs that have been identified by the MetroGIS community will require the multi-dimensional data structure that is embodied in the LBCS. It was agreed that a few key information needs should be cited that the proposed data structure could address, which could not otherwise be addressed or at least not as well addressed.
3) What is the definition of vacant land? Response: The concept of vacant land is information that is derived from the each of the five types of land description information maintained in the LBCS system. In other words, "vacant" is not a coded descriptor in the system.
4) How would the effort be financed? Response: The proposal is that the Metropolitan Council would pay for the staff resources needed to develop the LBCS data structure and load in the first version of data obtained from the Council's 2005 flight. MetroGIS resources would then be used to support the outreach effort, together with supplemental staff support from the Council GIS staff responsible for building the Version I product, to encourage local experts to enhance the first pass data with more detailed information known locally.

The latter question evolved into a discussion of incentives to encourage local community experts to participate in the refinement of the first pass data. Harper encouraged the Council to inform local community representatives of this proposal when circulating information about the pending 2008 Comprehensive Plan Update process and encourage them to consider critiquing the first pass data as opposed to updating their existing land use data in some other manner. All agreed the timing is consistent with the current proposal, but also that outreach will be critical.

The final discussion topic occurred in response to a member's suggestion that the proposed LBCS data structure, once operational, should be a requirement for submittal of existing land use data to the Council as part of the upcoming 2008 Comprehensive Planning process. In response, the Staff Coordinator commented that a fundamental premise of MetroGIS is that all best practices and related regional solutions are implemented on a voluntary basis to void any perception of a top-down decision structure and the inevitable criticism of unfunded mandates imposed upon local government. In response, staff was

encouraged to investigate if some technical and/or financial assistance could be provided to communities as an incentive to participate.

Motion:
Drealan moved and Maki seconded to recommend:
1) That the Policy Board approve the proposed Phase I regional solution that includes:
   a) Development and distribution by the Metropolitan Council of a Version I Existing Land Use database based upon the APA's Land Based Classification System through a Metropolitan Council-maintained web-based application, contingent upon the execution of the Regional Parcel Data Sharing Agreement with the seven metro area counties and the Council's completion of its proposed 2005 Land Use Plan Update project.
   b) The creation of an Outreach Strategy Workgroup to educate users of Version I, monitor data access, and encourage communities to enhance data in an effort to create and maintain a community-based Version II database, subject to the Committee's approval of the outreach strategy before it is implemented.
2) Create a Phase II Existing Land Use Workgroup to define "best practices" in meeting complex land-based information needs beginning in 2005. (*Editor's note: a decision regarding the liaison to the Coordinating Committee was postponed until workgroup candidates are identified*.)

Motion carried, ayes all.

g) Search Mechanism for Geospatial Applications: Concept Approval
Mark Kotz, member of the MetroGIS support staff, summarized the information contained in the staff report using a short slide presentation and presented staff's recommendation that the Committee endorse the concept for further development and that it create a workgroup to propose solutions needed to move from concept to implementation.

A key message of Kotz's presentation was that up until now MetroGIS's efforts have focused on the data component of addressing priority common information needs and on GIS professionals' need for data with certain specifications. The ApplicationFinder concept is a recognition that applications are also an important component in the process of addressing priority common information needs. Kotz noted that the DataFinder tool was implemented to discover and promote sharing of existing data assets. Similarly, the proposed ApplicationFinder tool is intended to assist in the discovery of existing applications that automate manipulation of the raw data. With a means in place to discover existing applications relevant to addressing priority common information needs, the investment in these tools can be leveraged just as DataFinder promotes the leveraging of investment in existing data assets.

A key difference between DataFinder and ApplicationFinder is the assumption that the ApplicationFinder tool will need to be more user-friendly to the non-GIS professional than the DataFinder tool. The audience for this application finder is predominantly individuals who do not have the skills or resources to manipulate raw geospatial data on their own, but can make use of an application to manipulate the data to answer their information needs.

Kotz offered some examples of design specifications that need to be resolved before the concept can be fully implemented (e.g. scope issues, categorization schema, documentation scheme for applications).

Following Kotz's presentation, a Committee discussion ensued. Highlights of the discussion follow:

Chairperson Harper opened the discussion by noting that the Policy Board has expressed interest in seeing what MetroGIS's services might look like as applications begin to play a larger role in its efforts and that the proposed tool would help the Board understand the breadth of activity. Arbeit commented that the Governor's Council on Geographic Information (GCGI) is also taking an active role in a related effort to define a comprehensive geospatial infrastructure architecture for Minnesota and that this type of tool

would complement that work. He commented that ApplicationFinder's concept purpose could be simply stated as "cool tools you may find useful". He liked its simplicity and promise of a short path to getting something useful to the user community.

Givens commented that she likes the idea of a centralized location to search for existing applications, which minimizes the need to start from scratch. She also commented that the concept has value in that it could provide a resource when she needs a proof of concept to demonstrate a possible solution for an internal need.

Craig recognized that the ApplicationFinder concept is a departure from past practice in that the proposed concept is driven by the supply side (e.g., catalog of applications that exist), as opposed to responding to specific user needs, which has been the focus of MetroGIS's efforts to date (e.g., define commonly needed data and implement regional solutions to address these user needs). This comment led to a brief discussion of whether MetroGIS should apply the "endorsed regional strategy" paradigm to applications as it has for data. The Staff Coordinator responded that the current thinking is that in recognition of the vast number of applications that are likely to be involved, as opposed to a limited number of critical or framework data solutions, that the most prudent approach, at least to begin with, seemed to be to offer the catalog approach and promote an open-source philosophy to encourage sharing and continual improvement of the tools as they are used in multiple environments. Staff noted that the prospect of an "endorsed" application was discussed but the utility of "endorsement" by the Policy Board does not seem as critical as it is for the underlying data and, more critically, a lengthy endorsement process might be less productive than providing the user a way to search for what already exists. It was acknowledged that MetroGIS could focus its efforts on facilitating refinement of frequently used applications to build in needed additional functionality, which is the method used to arrive at the current Regional Mailing Label application.

Harrison commented that he would like to see the results of a comparison of the benefits of the proposed application as opposed to utilizing Google, noting that he is not sure that the proposed application, as he understands it, would outperform Google. Chairperson Harper concurred that a definitive proof of concept should be presented to the Committee before resources are committed to implementation.

Motion:
Craig moved and Givens seconded to authorize the creation of a workgroup tasked with formalizing, for the Committee's consideration, a proof of concept for ApplicationFinder, in particular, to demonstrate that the desired functionality can not be adequately achieved though the use of the established Google web-search tool. Motion carried, ayes all.

The following suggestions were offered to the workgroup to consider as it refines the concept:
- Permit an application to be listed in multiple categories to simplify the categorization dilemmas.
- Build in a direct means for the application owners to update links to their applications to minimize broken links.

The Staff Coordinator commented that the authorized workgroup would likely not be created until following the Committee's March meeting, given staff commitments on other projects that are in process.

h) Election of Officers
Chairperson Harper commented that she has enjoyed the opportunity to chair the Committee for the past two years and then opened the nominations for election of a new chairperson. Vice chair Drealan nominated Read. Cockriel moved and Drealan seconded to close the nominations and elect Read to Chair the Committee in 2005. Harper asked Read if she would accept if elected; she stated she would. Motioned carried, ayes all. Chairperson Read deferred to outgoing Chairperson Harper to chair the remainder of this meeting.

Outgoing Chairperson Harper opened the nominations for election of a new vice chairperson. Outgoing Vice Chairperson Drealan nominated Knippel. Cockriel moved and Drealan seconded to close the nominations and elect Knippel as the Committee's vice chair for 2005. Harper asked Knippel if he would accept if elected and he stated he would accept. Motioned carried, ayes all.

i) 2005 Meeting Schedule

Craig moved and Givens seconded to approve the 2005 meeting schedule, as recommended by the Staff Coordinator: All Wednesdays - March 30, June 29, September 21 and December 14. Motion carried, ayes all.

j) GIS Employment Inquiries: Policy For Communicating

This topic was postponed for consideration until the March 2005 meeting.

6. PROJECT UPDATES

The Staff Coordinator reported that the last two signed county data sharing agreements had been received that morning and the Metropolitan Council's approval was anticipated that afternoon. The meeting adjourned to celebrate this significant accomplishment of the first parcel data license document and licensure procedures that has been agreed upon by all seven counties to access the regional parcel dataset.

7. INFORMATION SHARING

No discussion

8. NEXT SCHEDULED MEETING

March 30, 2005, 1:00-3:00 p.m.

9. ADJOURN

Craig moved and Read seconded to adjourn at 3:20 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff

TO: Coordinating Committee

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

SUBJECT: Summary of January 2005 Policy Board Meeting

DATE: February 22, 2005
(For the Mar 30th Meeting)

*The following major topics were considered/acted on by the Policy Board on January 26th. Refer to the meeting minutes (*http://www.metrogis.org/teams/pb/meetings/05_0126/min.pdf*) for the discussion points.*

Regional GIS Mailing Label Application
An overview of the capabilities of the new Regional Mailing Label Application (http://www.datafinder.org/labels/login.asp) was shared with the Board. Board members were also informed that the application is designed for the non-GIS professional and that only an Internet browser is needed to use it. Credit was given to Vice Chairperson Kordiak for suggesting that MetroGIS explore the idea of developing such a capability. Several Version 2 enhancement candidates were noted.

Staff was encouraged to publish a news release that can also be published in newsletters produced by the counties and other stakeholders and to produce an inventory of any additional enhancements that are desired by the user community before work on a Version 2 is initiated. Members concurred that if a particular expensive enhancement(s) is desired by a number of interests, it is possible that those with the greatest benefit might elect to share costs to achieve the improvement(s).

2005 Budget Allocations
Accepted as recommended by the Coordinating Committee.

2005 Work Program – Key Objectives
Accepted as recommended by the Coordinating Committee.

MetroGIS Strategic Direction Retreat
The Board authorized use of up to $725 to pay for box lunches and room rental for the proposed retreat. The source of these funds is the remaining $2,000 in funding previously donated to MetroGIS from data sales.

Existing Land Use Information Need: Phase 1 Solution
Consideration of the solution recommended by the Coordinating Committee was tabled for clarification about: 1) whether the regional solution could be initiated with one or two of the functional components (e.g., activity and structure) so as not to overwhelm prospective local government participants, 2) whether an LBCS data structure with less than 5 components populated would equal the value of a hierarchical schema for a regional solution, and 3) the benefit to cities to participate, as they are the primary maintainer of existing land use information at the local government level.

A concern was raised that traditional hierarchical schemes, as implemented by individual communities, to describe existing land use characteristics likely address as much of 90 percent of the need and that a case has not been made whether the investment of time and effort by local government, to get the most out of the proposed LBCS solution, is justified. This discussion led to the motion to be tabled.

LMIC Funding Cut Proposed

Chairperson Reinhardt was directed by the Board to send a letter on its behalf to Governor Pawlenty commenting on the value of LMIC's services to MetroGIS's efforts. The subject letter was mailed on February 18th to the Governor, Commissioner of Administration and the legislative leadership. (Coordinating Committee members and Policy Board members should have received a copy by email.)

NAZCA – Any Impact on Data Sharing Policies Fostered by MetroGIS

The Board asked for a presentation on NAZCA, software used to "mine" parcel related information from county databases. Dave Drealan has agreed to make a presentation to the Board about Carver County's experience with this software. Board members are curious whether the NAZCA product can accomplish objectives sought by MetroGIS.

MetroGIS

Agenda Item 5a

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2006 Preliminary MetroGIS Budget

DATE: February 25, 2005
(For the Mar 30th Meeting)

INTRODUCTION

A preliminary 2006 budget proposal for MetroGIS is presented below for the Coordinating Committee's comment and acceptance. It continues the $86,000 in non-staff project expenses and 1.75 FTE in dedicated staff support that were approved for 2004 and 2005 to support the fostering of collaboration. Support related to management of implemented regional solutions is not included in these figures. Policy Board consideration is tentatively scheduled for April 20th.

MetroGIS Budget Overview – Fostering Collaboration Component

	2004		2005		2006
Budget Category	**Approved**	**Actual**	**Approved**	**Actual**	**Requested**
Dedicated Staff - Salary and Benefits	$110,800	$110,800	$112,000		$113,100
Professional Services/Special Projects	$18,000	$25,776	$23,500		$23,500
Data Quality/Access Enhancements	$1,000	$0	$22,000		$22,000
Parcel Data Sharing Agreement	$49,000	$49,000	$28,000		$28,000
Other Non-Staff Operating Costs	$18,000	$2,856	$13,250		$12,500
Total	**$196,800**	**$188,432**	**$198,750**		**$199,100**

Notes: See Attachment A for detailed line item information.
2004 – Over budget in professional services due to extended negotiations for parcel data sharing agreement.
2004 – Under budget for Other Non-Staff Operating Costs because a joint DataFinder project with LMIC did not materialize.

DISCUSSION

As in past years, a "best guess" for next year's MetroGIS's budget must to be submitted to the Metropolitan Council's management no later than May. At that time, Council management will begin working on the Council's 2006 budget proposal. To meet this deadline, MetroGIS Policy Board review must occur in April and Coordinating Committee review must occur in March. Unfortunately, accurately estimating a 2006 budget for MetroGIS, at this time, is more difficult than in the past for three reasons.

1) Postponement of the proposed Strategic Direction Retreat (Agenda Item 5e) presents a large unknown. The principal reason for hosting the retreat is to reach agreement on whether MetroGIS should concentrate on maintaining what has been built or seek out additional opportunities for collaboration. This decision will likely have budget ramifications.
2) Work is progressing on several probable far-reaching regional data solutions but has not matured to a point where budget implications can be estimated for possible MetroGIS pilot projects and/or responsibilities of the eventual custodial organizations.
3) If the Legislature reduces funding for the MN Land Management Information Center, as proposed by the Pawlenty administration, the cost to maintain MetroGIS DataFinder could be affected and the option to partner with LMIC to enhance DataFinder's functionality would likely be lost. The proposed reduction in funding could also affect MetroGIS's efforts to achieve a regional solution for the community's Hydrology Information Need for which LMIC staff has been providing substantive leadership.

Consequently, for purposes of this preliminary budget proposal, staff has assumed no changes to the total resources approved for 2005, rather than guess at possible implications of the ongoing work on regional

solutions, results of the proposed retreat, or loss of services provided by LMIC. Therefore, any need for support beyond that identified in this preliminary budget proposal would likely have to be addressed through partnerships or be postponed for consideration as part of MetroGIS's 2007 funding request.

MAJOR ASSUMPTIONS

1. All core stakeholders will, at minimum, continue to support MetroGIS's current core functions:
   - Facilitate regional solutions to common information needs (*data, applications, & best management practices*).
   - Maintain DataFinder.
   - Maintain a forum for sharing GIS knowledge & fostering collaboration/partnering opportunities.
2. The major 2005 program objectives adopted by the Policy Board on January 26th (Attachment B) will remain key focuses of MetroGIS into 2006.
3. Any substantive changes in policy agreed upon as part of the proposed Strategic Direction Retreat and subsequent 2005 Business Plan Update, which involve additional resources, would need to be addressed in future budget requests and/or through partnerships.
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.

Other pertinent information that guided this proposal, together with these assumptions, is presented in the Reference Section.

MAJOR PROPOSED LINE ITEM CHANGES FROM THE APPROVED 2005 BUDGET

1. In 2005, the brochure that accompanies each one-page annual report will be reprinted. This expense is anticipated to be incurred every 2-3 years. Hence, a reduction of $1,500 in 2006 is assumed. *[Budget Item I(1)(b)]*
2. The funds freed up from Item 1 have been allocated to enhancements to DataFinder. In 2005, the platform will be upgraded. In 2006, staff believes the Web Feature Service (WFS) standard will be stable enough to consider previously identified enhancements to the functionality for which $15,000 in NSDI funding has been received. The previous quote was $25,000 to implement this functionality, so this amount is again proposed (grant plus $10,000 local funding). *[Budget Item I(3)(a)]*

RECOMMENDATION

That the Coordinating Committee:

1) Review and comment on the proposed 2006 preliminary budget for MetroGIS.
2) Direct staff to forward the preliminary budget request to the Policy Board for its review and comment at the April Board meeting.

REFERENCE SECTION

Assumptions and background information to support the preliminary 2006 budget proposal are as follows:

1. Regional Data Solutions:
   a) Implementation of regional data solutions for the Highway and Road Networks, Existing Land Use, Lakes and Wetlands, Watershed and School District Jurisdictional Boundaries, Emergency Preparedness should be completed in 2005 and, if not, these solutions are expected to require staff resources, as opposed to out-of-pocket expenses, to complete.
   b) Identification of regional strategies for a point dataset that contains all occupiable units and a street centerline dataset that is MSAG (Emergency management's Master Street Address Guide) compliant are expected to be finalized in 2005. There is a possibility that a pilot project(s) may be warranted to refine specifications. See 5a and 5b, below.
   c) Efforts to designate a regional custodian for a regional School District Jurisdictional Boundaries dataset are suspended until a decision is made about LMIC's future. LMIC was a leading candidate as the technical arm of the Department of Education to perform the desired custodial role. If work resumes, the anticipated solution is expected to require staff resources, as opposed to out-of-pocket expenses, to complete.
2. DataFinder:
   a) No substantial functionality enhancements are currently proposed to DataFinder in 2005 or 2006 due to the uncertainly of the MN Land Management Information Center's future. In the past MetroGIS has partnered with LMIC is jointly fund enhancements and share support.
   b) Sufficient funds are assumed to be available in the 2005 budget to migrate MetroGIS DataFinder to a new server and updated operating system.
3. Forum for Sharing Knowledge and Promoting Use of Best Practices:
   Maintain the same level of support as planned for 2005.
4. Business Planning and Performance Monitoring
   a) A Strategic Directions Retreat of the Coordinating Committee and other key MetroGIS leadership is anticipated to be convened not later than Fall 2005. The results of the retreat will serve as the official beginning of the MetroGIS's Business Plan Update project proposed to begin not later than fall 2005. The professional services contract that is in place with the firm of Richardson, Richter and Associates, Inc. (RRA) assumes $20,000 in 2005 and 2006 to assist MetroGIS with these efforts.
   b) The only out-of-pocket expense related to performance monitoring would be the $250 Quova report.
5. Regional GIS Projects – Priority Data Quality and Access Enhancements:
   As for 2005, $22,000 is proposed in 2006 for yet-to-be-defined projects important to implementing regional solutions to priority common information needs. Possible projects that might be considered for funding in 2006, if recommendations are not complete in 2005 include
   a) The Address Workgroup is working on a regional strategy to support a point dataset that contains all occupiable units. The Metropolitan 911 Board has a need for such a regional solution to improve consistency and access to current, complete address data. As address data are also key components to the solutions of several of MetroGIS's priority information needs, MetroGIS should consider providing funding to leverage and supplement the 911 Board's resources, as necessary, to address-related needs of the broader MetroGIS community. It is unlikely that MetroGIS project funds would be sufficient on their own but could be used as seed funds to leverage other resources. ***Discussion topic as the issues and opportunities are better understood***.
   b) The Street Centerline Workgroup is investigating a means to support regional street centerline that is MSAG (Emergency management's Master Street Address Guide) compliant. There is a possibility that a pilot project(s) may be warranted to refine specifications. It is unlikely that MetroGIS project funds would be sufficient on their own but could be used as seed funds to leverage other resources. ***Discussion topic as the issues and opportunities are better understood.***
   c) The Phase II Socioeconomic Information Need is antiquated to begin once the Address Workgroup has identified a regional solution for occupiable units. The Phase II Socioeconomic Information Need solution might involve acquisition of data from non-government sources that could involve a fee. If such a solution is found to be in the best interests of MetroGIS's participants, funds to pilot and/or foster a cost share effort with others should be among the among the options considered***. Discussion topic as the issues and opportunities are better understood***.

ATTACHMENT A

MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal

	A	B	C	E	F	G	H
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**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Requested
7							
8	**I. MISSION CRITICAL**						
9		**1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations**					
10			a) Support Teams, Committees and Board				
11			i. Copying, postage, local travel, room rental, etc.				
12			ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	$15,000	$22,276	$20,000	$20,000
13			b) Outreach				
14			i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	$500	$0	$2,000	$500
15			ii. Communications Outsourcing/Supplemental Staff Support	$3,000	$3,500	$3,500	$3,500
16			iii. Copying, postage, local travel			See I-1(a)I	See I-1(a)I
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**	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.				
18			a) Regional Parcel Data Sharing Agreement (2004-2008)	$49,000	$49,000	$28,000	$28,000
19			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
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.*)**					

ATTACHMENT A

MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal

	A	B	C	E	F	G	H
5	**MetroGIS Coordination Function Category**	**MetroGIS Coordination Function**	**Sub Function / Description**	**2004**		**2005**	**2006**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Requested
21			a) Project Funds to enhance DataFinder functionality (*Expand geographic search capability, develop applications/scripts, etc. to enhance & improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software*), etc. *An additional $15,000 in funding has been received from a NSDI Web Mapping Service Grant program for GML enhancements to DataFinder Cafe. Staff is investigating whether a partnership with LMIC to host DataFinder Cafe on the state's system and share cost of improvements and ongoing maintenance is a practical solution for the MetroGIS community.*	$10,000	$0	$8,500	$10,000
22			b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	$2,500	$2,800	$0	$0
23		**4. Identify unmet GIS needs with regional significance and act on these needs**					
24			a) MetroGIS data users forums and Business Information Need Peer Review Forums	$500	$0	$500	$500
25			b) Participant satisfaction survey	$1,000	$0	$500	$500
26			c) Seed $'s for regionally significant projects	(See I-2)	(See I-2)	(See I-2)	(See I-2)
27			d) Identify Second Generation Business Information Need Priorities	$500	$0	$500	$500
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*).**		[Refer to III 1(a)]		[Refer to III 1(a	Refer to III 1(a
29			a) Negotiate agreements	(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)
31			**SUBTOTAL (Does not include staff expenses)**	**$83,000**	**$77,576**	**$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
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)
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)

ATTACHMENT A

MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal

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6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Requested
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
41			b) Facilitate regionwide users groups/forums for knowledge sharing	$2,000	$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
44			b) Participate in non-local Workshops/Activities				
45			i) NSDI / I-Team etc. related activities not paid by host.	$750	$0	$0	$0
46			**SUBTOTAL (Does not include staff expenses)**	**$3,000**	**$56**	**$500**	**$500**
47							
48	**III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE**						
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	See Assumption		See Assumptio	See Assumptio
51			***Business Plan Assumption*** **:** MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures				
52			b) Maintenance of Regional Datasets	See Assumption		See Assumptio	See Assumptio
53			***Business Plan Assumption:*** Maintained by org/partnership with business need				
54		**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)
55			**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**	**$0**
56							

Lasted Updated:
February 25, 2005

ATTACHMENT A

MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal

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6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Requested
57	**IV. CASE BY CASE**						
58		**1. Develop master contracts for regional GIS projects, when appropriate**		[See I(1), I(2) & I(3)]		[See I(1) and I(2	ee I(1) and I(2
59		**2. Endorse standards for telecommunication protocol and networks** (AKA: create guidelines for getting electronic access to the information that is being shared)		$0		$0	$0
60		**3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS**		(Staff function) See II(3) & (5)		(Staff function)	(Staff function)
61		**4. Undertake research to meet common regional GIS needs**		(See I-4)		(See I-4)	(See I-4)
62			a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures)	e I(1)(a)(ii) & I(4)]		[See I(1)(a)(ii)]	[See I(1)(a)(ii)]
63			**SUBTOTAL (Does not include staff expenses)**	**$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)
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)
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)
69			**SUBTOTAL (Does not include staff expenses)**	**$0**		**$0**	**$0**
70							
71		**ADMINISTRATIVE**					
72			a) GIS/Professional Development Conferences	N/A		N/A	N/A
73			b) Performance Measures Reporting	I-1a(ii)		I-1a(ii)	I-1a(ii)
74			**SUBTOTAL (Does not include staff expenses)**	**$0**	**$0**	**$0**	**$0**
75							
76			**YEAR**	**2004**	**2004**	**2005**	**2006**
77							
78			**METROPOLITAN COUNCIL**				
79			DATA QUALITY & ACCESS ENHANCEMENTS / REGIONAL GIS PROJECT	$1,000	$0	$22,000	$22,000
80			DATAFINDER ENHANCEMENTS/SUPPORT	$12,500	$2,800	$8,500	$10,000
81			DATA SHARING AGREEMENT	$49,000	$49,000	$28,000	$28,000
82			PROFESSIONAL SERVICES/CONTRACTS	$18,000	$25,776	$23,500	$23,500
83			OTHER NON-STAFF OPERATING EXPENSES	$5,500	$56	$4,000	$2,500
84			TOTAL NON-STAFF	$86,000	$77,632	$86,000	$86,000
85			TOTAL STAFF (*1.75 FTE Dedicated to Fostering Coordination*)*	$110,800	$110,800	$112,000	$113,100
86			**SUBTOTAL**	**$196,800**	**$188,432**	**$198,000**	**$199,100**
87							

Lasted Updated:
February 25, 2005

ATTACHMENT A

MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal

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5	**MetroGIS Coordination Function Category**	**MetroGIS Coordination Function**	**Sub Function / Description**	**2004**		**2005**	**2006**
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Requested
88			**OTHER FUNDING SOURCES**				
89			NSDI Web Services Grant (Total award $18,700 - Unused $15,000)			?	?
90			Custodial fund - Unused funds (Undesignated as 1/26/05 - $1,550)			$750	?
91			**GRAND TOTAL**				
92				**$196,800**	**$188,432**	**$198,750**	**$199,100**

ATTACHMENT A

MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal

Cell: C11
Comment: Johnsorl:
For budget purposes, beginning 2004, these expenses are no longer part of general Council overhead for support of MetroGIS (see Business Plan for details). Each major program to account for these expenses on its own to improve accountability. GIS Unit to pay for MetroGIS. Beginning March 2003: Food discontinued at meetings and meetings held only in locations that do not require facility access fees. Rely to maximum extent possible on Council cars as opposed to personal vehicles for transportation. Rely heavily on Internet to distribute agenda packets.

Cell: C12
Comment: Johnsorl:
RFP proposed Fall 2003 to establish the fee through competitive bid.

Cell: G12
Comment: Johnsorl:
Update of Business Plan proposed, increasing the base support for supplemental professional services.

Cell: H12
Comment: Johnsorl:
Update of Business Plan proposed, increasing the base support for supplemental professional services.

Cell: C14
Comment: Metropolitan Council:
New design with 2002 annual report. Made an insert in a promotional brochure. The brochure has a two-year minimum shelf life to minimize expenses. The insert will be printed on an in- house color copier for up to 500 copies/year for handouts. Distribution will be otherwise be via Internet drastically reducing mailing and printing expenses. ($1,600 printing + 100 inset in-house copies July 2003).

Cell: C15
Comment: Johnson:
The Council's Communications Dept supported MetroGIS's expenses for assistance with written material expenses from 1995-2002 that exceeded funds budgeted for the MetroGIS Annual Report, as part of the Council's general overhead for MetroGIS. Beginning in 2003, with the growth in MetroGIS's communication activity, a separate line item was established for MetroGIS's specific needs. The Council's Communication Dept will continue to assist where there is a direct connection to the need to communicate with the Council.

Cell: E15
Comment: Johnsorl:
Proposals received 11/03: Jeanne Landkamer's proposal accepted to be sought for GIS/LIS articles ($1500), up to 2 testimonials ($450-$900), and the 2-page annual report insert ($800). TOTAL of $3200 No Work on a revising the annual report until 2005.

Cell: G15
Comment: Johnsorl:
11/03 proposal - Landkamer - Est $2600 to redesign the entire promotional brochure .
Oct. 2004: decided to just update the "By the Numbers" section and switch, out a testimonial if a better on exists., and repaginate to fix problem with current version - (Est. <$1000) + GIS /LIS articles ($1560) + $468 for each testimonial (assume 2) = $3028 + COLA increase = $3,133

Plus printing - $2000 est

Cell: H15
Comment: Johnsorl:
11/03 proposal - Landkamer - Est $2600 to redesign the entire promotional brochure .
Oct. 2004: decided to just update the "By the Numbers" section and switch, out a testimonial if a better on exists., and repaginate to fix problem with current version - (Est. <$1000) + GIS /LIS articles ($1560) + $468 for each testimonial (assume 2) = $3028 + COLA increase = $3,133

Plus printing - $2000 est

Cell: C16
Comment: Johnsorl:
For budget purposes, beginning 2004, these expenses are no longer part of general Council overhead for support of MetroGIS (see Business Plan for details). Each major program to account for these expenses on its own to improve accountability. GIS Unit to pay for MetroGIS. Beginning March 2003: Food discontinued at meetings and meetings held only in locations that do not require facility access fees. Rely to maximum extent possible on Council cars as opposed to personal vehicles for transportation. Rely heavily on Internet to distribute agenda packets.

Cell: B17
Lasted Updated:
February 25, 2005

ATTACHMENT A

MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal

Comment: Metropolitan Council:
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.

Cell: C18
Comment: Johnsorl:
This funding pool originated with the $75,000 in annual supplement data maintenance funds paid in total to the seven counties from 1997-2001 (reduced to $50,000 in 2002-03 as Hennepin did not participate $48,100 to the counties and $1,900 fort projects). The $50,000 pool amount was retained but applied equally to all seven counties for the 2004-2008 agreement.

In addition from 1997-2001, over $730,000 in project funds was paid to the seven counties. This funding was to acknowledge the counties'' significant investment in GIS, as well as, level the playing field among them early on during the evolution of MetroGIS when much of the collaborative benefit was realized by the user community.

In addition, $385,000 was also invested by the Council and MnDOT in 1997 to obtain a license to the TLG street centerline dataset together with an annual maintenance expense of $35,000 from 1997-2001 and $50,000 from 2002 to present.

Cell: C22
Comment: Johnson:
The Metropolitan Council agreed to pay all software and hardware maintenance expenses associated with DataFinder because the Council benefits directly from the equipment for its own needs.

Cell: F22
Comment: Metropolitan Council:
The Metropolitan Council agreed to pay all software and hardware maintenance expenses associated with DataFinder because the Council benefits directly from the equipment for its own needs. Now part of the "Council Overhead" expenses, as the case for PC's, telephone, etc.

Cell: C24
Comment: Johnson:
Assumes 2-3/year - forums to both initiate the process and to obtain feedback on desired enhancements to endorsed regional data solutions. See Workplan for specifics. Assumes no or reduced rent for the facility - need room for up to 35 people in a setting where everyone can see each other w/audio/visual facilities. Funds also for copying, postage, food (muffins/cookies & beverages) because asking 25-35 people to actively participate for 3.5 to 4 hours.

Cell: C27
Comment: Johnson:
Assumes repeat of same methodology used to identify the initial 13 priority information needs in 1996-97. This project is tentatively proposed for 2005 if work on remainder of the initial priorities is essentially completed. Staff preparations anticipated to begin fall 2004.

Note: This project does not include updating the Business Object Framing Model which had a design life of five years ending 2002. Staff believes the model, as was originally developed, is adequate to accomplish regional solutions for the first generation of common information needs of the MetroGIS Community. Staff recommends revaluation of this assumption once the MetroGIS community identifies any second generation common information needs.

Cell: E27
Comment: Johnsorl:
Use similar participatory process to the 1997 process. Also look to the data needs identified by the Emergency Management Workgroup (See ESRI book "Confronting Catastrophe, page 53)

Cell: B38
Comment: Johnson:
Beginning Jan 2002, local travel expenses for MetroGIS activities assumed part of Council's overhead.

Cell: C40
Comment: Johnsorl:
Following the findings by the Board in July 2001 that the current adhoc organizational structure is appropriate for MetroGIS the earlier anticipated need for possible legislation was deemed unnecessary. Staff time is the primary expense for training which is not included in these costs. Out -of-pocket expenses included in the Item I-1.

Cell: C41
Lasted Updated:
February 25, 2005

ATTACHMENT A

MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal

Comment: Metropolitan Council:
Includes assisting County User Groups with special functions that promote the principles of MetroGIS

Cell: C45
Comment: Metropolitan Council:
Assume the out of state travel ban in effect 2002. No travel occurred 2002-2004.

Cell: B68
Comment: Johnson:
Part of the MetroGIS's general outreach activities - I-1. Travel, postage and copying part of Council's overhead until 2004 due to change in Council policy to improve accountability

Cell: C72
Comment: Johnsorl:
Council GIS budget covers these expenses for MetroGIS staff employed by the Council

ATTACHMENT B

MAJOR 2005 PROGRAM OBJECTIVES
Adopted January 26, 2005

Accepted by the Policy Board
January 26, 2005

MetroGIS Mission Statement

(Adopted February 1996)

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

Major 2005 MetroGIS Program Objectives[1]

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

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

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

MetroGIS

Agenda Item 5b(1)

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: E911 Address & Street Centerline Workgroup
Staff Contacts: Michael Dolbow (651-602-1812) and Gordon Chinander (651-603-0054)

SUBJECT: Vision – E911 Compliant Regional Street Centerline Dataset

DATE: March 14, 2005
(For Mar 30th Meeting)

INTRODUCTION

The E911 Address & Street Centerline Workgroup respectfully requests comment and direction from the Coordinating Committee on its proposed vision for a next generation Regional Street Centerline Dataset. This group formed in fall 2004, primarily to investigate how to address unmet needs of the 911 dispatching community with respect to the currently endorsed regional street centerline dataset. Another component of the effort recognized a general preference to incorporate locally produced street data into the U.S. Census Bureau's TIGER datafile.

VISION STATEMENT

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

The workgroup has concluded that it should seek acceptance of this vision from the MetroGIS Coordinating Committee and the Metropolitan 911 Board before developing the detailed technical and organizational components necessary to achieve it. The 911 Board is acknowledged as the organization with the greatest need for the proposed regional solution. As such, the proposed vision is currently being vetted with its management to ensure they are also satisfied with the general proposal.

Assuming both the 911 Board and the Committee conclude that the proposed vision warrants further consideration, a formal recommendation is anticipated, accompanied by a white paper to explain the specifics. These items will be presented to the Committee for its consideration at the June meeting and to the 911 Board prior to that time.

Refer to the Reference Section for more information about the Workgroup and its efforts to date.

JUSTIFICATION

Most of the 27 Pubic Safety Answering Points (PSAPs) that serve the seven county area use GIS mapping applications to accurately locate calls and dispatch emergency services, especially for wireless calls. Many PSAPs currently use or modify the regional centerline dataset endorsed by MetroGIS, which is created and maintained by The Lawrence Group (TLG). However, this dataset was not created for 911 uses and does not satisfy some of the 911 community's business needs. One of the largest "needs gaps" is the data model's lack of compliance with the Master Street Address Guide (MSAG). Dispatchers also need the ability to route vehicles into areas that are not currently represented, such as private developments, utility access roads, and parking lots.

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

The E911 Address & Street Centerline Workgroup has concluded that a regional solution should be pursued to resolve deficiencies in the endorsed regional street centerline dataset with respect to the needs of the E911 community. If possible, this regional solution should also further the integration of locally

produced street centerline data into TIGER datafiles maintained by the US Census Bureau. Without the desired organizational interoperability, the following issues persist:

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

OVERVIEW OF THE VISION

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

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

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

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

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

The definition *excludes* other features, such as:

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

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

As part of defining and establishing regional data standards, this project also proposes additional centerline attributes, changes to the centerline geography standards, and changes to the current maintenance requirements. The attribute standards are the minimum deemed necessary to standardize the regional data solution for 911 purposes. Other attributes can be added by the data producers for internal or external use, producing a single product that still meets many business needs. Some attributes may not

be required for certain data producers, who **would not** be asked to populate an attribute in the proposed standard unless they perceive an internal business need to do so.

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

MAJOR OBJECTIVES

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

1. Continue to pursue the concept of a "single official" source of street centerline data for any given jurisdiction, or "Core Geographic Division". This was a core objective of MetroGIS's 1998 endorsement of the TLG Street Centerline Dataset as the preferred geocoding solution for the metropolitan area. Defining a "single source" of street centerline data for a given Core Geographic Division reduces the potential for inaccurate/inconsistent addresses and streamlines the process of mitigating anomalies, as they arise. Within a Core Geographic Division, this authority needs to maintain a relationship with both E911 Responders and the other personnel involved in (and affected by) the efforts outlined in this vision.
2. Each Core Geographic Division (based on county, PSAP, and/or city jurisdictions) would readily nest with adjoining core geographies to achieve interoperable street centerline data across the entire seven-county metropolitan area. In many cases, Core Geographic Divisions could include multiple municipalities.
3. The Metropolitan 911 Board would serve as the Regional Custodian for E911 purposes, monitoring user satisfaction and supporting desired modifications to practices and policies. Depending on the result, the community may wish to ask the Metropolitan Council to continue as Regional Custodian for non-E911 centerline data business needs.
4. Organizations and their personnel responsible for local government procedures pertaining to approval of new streets (public and private) would be encouraged to serve in the capacity of a Primary Producer. As new streets are approved, a Primary Producer would either directly add and modify street data (geography and attributes) for the Core Geographic Division's datafiles or work closely with a Third Party to maintain the currency of the data. The vision currently assumes the Metropolitan 911 Board, as Regional Custodian, would be responsible for compensating any Third Parties and coordinating such efforts.
5. The datafile for each Core Geographic Division would be accessible by an individual(s) with read/write privileges from each jurisdiction that has authority and GIS capabilities to modify street data within that jurisdiction. Each authorized individual would have the ability (and responsibility) to modify, add, or delete data within their jurisdiction as necessary.
6. The proposed vision assumes multiple avenues for creating, maintaining and storing centerline data, and providing periodic updates to the Regional Custodian. For example, some individual cities might maintain local databases for just their jurisdiction, and other larger government units (PSAPs or Counties) might maintain data for multiple cities and townships. However, this will require significant negotiation, as overlapping jurisdictions with differing topologic requirements will have a conflict with this procedure.
7. The Regional Custodian would be responsible for overseeing aggregation of the Core Geographic Divisions into a seven county datafile for stakeholders who need simultaneous access to multiple Core Geographic Divisions. *This may be a virtual aggregation as it is currently for access to the regional parcel dataset.*
8. The proposed solution needs to have an outreach component to inform all affected and relevant interests about its benefits, and to grow participation in reporting anomalies as they are identified.
9. Procedures for maintenance of street centerline data would be fully coordinated with procedures to maintain the proposed Regional Occupiable Unit Regional Dataset. (See Agenda Item 5b (1)).

10. Some mechanism (likely a new attribute field) would be incorporated into the data model to handle new public and/or private streets that are being built under existing construction contracts, but are not yet "platted" by the local government. These centerline elements would be added to the Core Geographic Divisions as "Streets under Construction", in anticipation of their imminent navigability.
11. The vision requires reconciling the regional GIS centerline database with the MSAG database to ensure data compatibility and correct any errors that may be found. The centerline dataset uses a completely different addressing standard (USPS) than the MSAG, which hinders current dispatch efforts. Once this reconciliation is complete, a software solution, such as "Graphic MSAG", could be used to simultaneously maintain both databases (MSAG & GIS). However, it is important to prevent MSAG formatting requirements from conflicting with locally established procedures. See the Background Section for more information about MSAG conventions.
12. The final proposal needs to recommend accuracy guidelines and procedures as regional best practices. A variety of positional accuracies may be acceptable if they are clearly documented.
13. Achieving the vision requires compliance with the Attribute, Topology and Maintenance specifications proposed in Attachment A: "General Specifications for an Addressed Centerline Map Layer for Local Public Safety Agencies". These specifications build upon the current procedures of many E911 data producers.
14. Any privacy and access issues must be appropriately addressed.

RECOMMENDATION

That Coordinating Committee:

1) Comment on the components of the proposed vision for a next-generation regional street centerline dataset.
2) Suggest desired modifications for the Workgroup's consideration
3) Direct the Workgroup to develop a proposal for the technical and organization components necessary to achieve the proposed vision.

REFERENCE SECTION

BACKGROUND ON WORKGROUP

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

MASTER STREET ADDRESS GUIDE (MSAG)

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

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

Attachment A

General Specifications for an Addressed Centerline Map Layer for Local Public Safety Agencies

Introduction

Various GIS professionals with experience in E911 CAD/GIS solutions coordinated in the winter of 2004-05 to draw up a standard, regional street centerline data set geared toward use within E911 CAD/GIS software packages. Starting with the requirements of a well-known CAD/GIS package, the group surveyed various vendors of similar services in the seven-county area and used the consolidated requirements and desired standard attributes to create this document. The result is intended to be a general specification for an addressable centerline data set that:

a) Preserves interoperability and currency across the seven county area
b) Maintains functionality currently provided by the TLG Street Centerline Dataset, such as address-matching and routing, while addressing its limitations
c) Meets the needs of the E-911 community

The basic concept of an addressed centerline map layer

The intended use of an addressed centerline map layer for public safety dispatch and E911 is generally two-fold. First, the map layer is used by the dispatch software to verify addresses as they are relayed to the dispatcher. In this scheme, the map layer may be an integral part of a "geofile" which may include all street names, address ranges, intersections, and optionally, common place names within the jurisdiction of the dispatch center. The geofile will also assign the appropriate agency, district, ESN zone, and unit to respond to the incident.

Second, the map layer may be used during and after a dispatched or recorded event to "geocode" or locate the incident on a map. Again, this requires that the map layer be inclusive of all street names and address ranges.

In its simplest form, the addressed centerline map layer need only represent a very basic street centerline network, with straight line segments connecting intersections (Figure 1). Provided the relative accuracy of the segment attributes is correct, most (if not all) functions of dispatch and crime analysis can be met.

Figure 2 illustrates the same set of centerline segments built with absolute accuracy, aligning the map and the geocoded events with other map layers used for dispatch or crime analysis. The workgroup chose to develop a geofile based on absolute accuracy.

Figure 1

Figure 2

Attribute requirements for the centerline map layer

The table below lists the primary attribute fields of the addressed centerline layer. Actual field names are not significant. Note that the attribute requirements for the consortium agencies do not include fields for boundary designations such as city, zip code, agency, ENS zone, etc. These designations are assigned through polygon map layers of the geofile. Their relationship to the centerline map layer is described in the next section.

Unique ID	A unique integer identifying each segment. This ID cannot be duplicated anywhere within the multi-jurisdictional geofile of the system. In order to comply with this requirement each agency is assigned a specific ID range large enough to accommodate any expansion.
Name	A 32-character field containing the prefix direction, base street name, street type, and suffix direction. Alphanumeric only. No special characters or punctuation allowed – for example, instead of "Main St.", use "Main St", without the period. Although there is no restriction on naming conventions, the consortium chose to follow the MSAG standard. Local differences along agency boundaries were determined by agreement among the participating agencies.
Left Low Address Left High Address Right Low Address Right High Address	Numeric only. High address values must be equal to or greater than low address values. Values must not overlap. Values must be all even on one side and all odd on the other. Either side or both may be zeros. Cul-de-sacs must follow one of two addressing schemes; 1.) Odd on one side, even on the other. 2.) Zero on one side, all odd or all even on the other.

While these primary fields are the minimum requirements for geocoding incidents, there are several more attribute fields that would enhance the routing capabilities of the data, and establish a highly effective standard. While many agencies may not be able to populate these fields at present, requiring their presence in the database schema allows provides a placeholder for this ability in the future. The table below details both the minimum required fields (in **bold)** and the additional fields.

FIELD	DESCRIPTION	SOURCE	NOTES
Rd_ID	**Unique ID Number**		**Usually internal to system**
S_length	Line segement Length		Segment lengths (meters, feet)?
Full_Name	**Concatentation of Prefix, Street Name, Type & Suffix**		**MSAG comes as a combined Field**
LeftFrom	**Left from Address (Low?)**		**Lo Address Range (Left)**
RightFrom	**Right from Address (Low?)**		**Lo Address Range (Right)**
LeftTo	**Left To Address (High?)**		**High Address Range (Left)**
RightTo	**Right to address (Hight?)**		**High Address Range (Right)**
Rd_Pre	Street Prefix Direction (N,S,E,W)		Street Directional
Rd_Name	Street Name		Street Name
Rd_Suf	Street Suffix (N,S,E,W)		NENA Calls for this Directional
Rd_Type	Street Type (Dr, St, Av)	USPS Pub28 Appendix	aka Road Type, NENA Calls for this suffix
City_L	City/Township Left		Same as NENA MSAG Community
City_R	City/Township Right		Same as NENA MSAG Community
County_L	County/FIPS Code Left		NENA uses FIPS code
County_R	County/FIPS Code Right		NENA uses FIPS code
State_L	State Left		State
State_R	State Right		State
Zip_L	Left 5 Digit Zip Code		Zip Code
Zip_R	Right 5 Digit Zip Code		Zip Code
MSAG_CoL	MSAG Community Left		Community as MSAG defines
MSAG_CoR	MSAG Community Right		Community as MSAG defines
ESZ_L	Left Emergency Service Zone/ESN		ESZ (Left)

FIELD	DESCRIPTION	SOURCE	NOTES
ESZ_R	Right Emergency Service Zone/ESN		ESZ ((Right)
PSAP_ID	PSAP Indentification	Get from ESZ/ESN	Responding PSAP Name
Postal_L	Postal Community Left		Community as Postal Service defines
Postal_R	Postal Community Right		Community as Postal Service defines
FIPs_L	FIPS code left of line segment		Federal Information Processing Standards pub
FIPs_R	FIPs code right of line segment		
F_Xstreet	From Cross Street		From Cross Street
T_Xstreet	To Cross Street		
One_Way	One way		TF (To From), FT (From To), NT (No Travel), or Blank (Two way)
Tcap_F_T	Turn capability From-To		code determines turn capablity
Tcap_T_F	Turn capability To-From		code determines turn capablity
OvrPs_Ht	Overpass Heights	MN/DOT ?	Overpass Clearance Heights
Road_Class	DOT Code	MN/DOT	DOT Classification Code - source
Spd_Limit	Speed_Limit		Speed Limit
Source	Source of Existing Data		Where did data originate
User_ID	ID of User Editing Line		
Date_Mod	Date Last Updated (mmddyyyy)		Date Last Updated

Topology requirements

The following topology requirements are specific to the construction and maintenance of the public safety system geofile. They do not affect the ability of the addressed centerline map layer to act as a medium for geocoding events within the CAD system's tactical map or the records system's crime analysis mapping software.

However, a topologically correct geofile allows the systems to verify addresses and assign those addresses to specific agencies, cities, ENS zones, districts, beats, units, etc. It is also vital for defining intersections, common place names, and premise and hazard data. The software's geofile is created by combining the addressed centerline map layer with polygon map layers of all areas required by the agencies. The consortium agencies maintain areas for city, police district, EMS district, fire district, and reporting district. To maintain proper incident assignments, the addressed centerline map layer and area/boundary map layers must adhere to the following topology requirements:

1. Each centerline segment must share an exact begin or end node with another centerline segment.
2. For routing purposes, segments should not overlap.
3. The centerline segments must be drawn in the direction of increasing addresses.
4. If segments intersect without begin or end nodes, (i.e. overpasses or underpasses) a street intersection is not established and therefore can not be geocoded.
5. Centerline segments must be broken at all intersections with boundary lines.
    - A boundary line must contain a node at the exact location at which it intersects a centerline node.
6. Boundary lines that are coincident with centerline segments must be exactly coincident with the centerline, including all vertices.

The initial topology of the centerline layer and the boundary layers is maintained within shapefiles or a geodatabase using ESRI's ArcMap (ArcEditor). An integrated utility is used to promote these layers to the functional geofile of the system.

Due to the topologic relationships required between the centerline layer and the boundary layers, the workgroup chose to "lock" the locations of segments in the centerline layer. We try to avoid making cosmetic changes to centerlines, as adjustments to those that cross or coincide with boundaries would require subsequent adjustments to the boundary layers.

Figure 3

Figure 4

For example, Figure 3 shows a centerline, Main St, which coincides with the boundary between Zone 1 and Zone 2. If Main St is moved even slightly, as in Figure 4, event addresses along the southern side of the street would be incorrectly assigned to the authorities responsible for Zone 1.

Streets divided by a median are generally drawn as a single street segment unless that representation has an unsatisfactory effect on routing capabilities. This procedure is followed to avoid creating a geofile with multiple intersection points representing the same physical street intersection. In Figure 5, Schmidt Lake Rd and Fernbrook Ln are represented as they actually exist. However, this representation defines four intersections of Schmidt & Fernbrook (and two of Schmidt & Schmidt). In such situations the dispatcher would need to select from a list of identical intersections. Figure 6 is not the "correct" representation of the intersection, but is much more efficient for dispatchers.

Figure 5

Figure 6

Maintenance considerations

Timely maintenance of the addressed centerline layer and the geofile as a whole is extremely important. The workgroup identified 4 types of maintenance requirements.

1. Immediate attribute change – a street name or address range error or addition that is impacting dispatches to an "active" area. Usually resulting in no address verification.
2. Immediate spatial change – a centerline or boundary error or addition that is impacting dispatches to an "active" area. Usually resulting in an invalid unit recommendation.
3. Non-immediate attribute change – a street name or address range change or addition that is proactive to a new subdivision or other anticipated change.
4. Non-immediate spatial change – a centerline or boundary error or addition that is proactive to a new subdivision or other anticipated change.

Immediate changes are made to the centerline layer within 24 hours of the request. Non-immediate changes are accumulated and added every 30-45 days. These maintenance duties require an average commitment of 15 hours per week.

TO: Coordinating Committee

FROM: Paul Hanson and Randall Johnson (651-602-1638)

SUBJECT: Existing Land Use – Recommendation Revisited

DATE: March 14, 2005
(For Mar 30th Meeting)

INTRODUCTION

Direction is requested from the Committee on a revised strategy to realize a regional solution to the Existing Land Use Information Need based on the APA's Land Based Classification Scheme (LBCS). This matter is back before the Committee because the Policy Board tabled it for more information. Specifically, direction is requested from the Committee on the:

- Restated assumptions listed below.
- Suggested queries from which to evaluate benefit that could be derived from an LBCS-based scheme.
- Reinstatement of a workgroup to oversee evaluation of benefits that could be derived.

Refer to the Reference Section for background information and past actions by the Committee and Policy Board.

RESTATEMENT OF ASSUMPTIONS

1. Pursuance of a regional solution to common existing land use related information needs remains a priority for the MetroGIS community.
2. Organizational efficiencies can be gained from use of a standardized coding scheme that permits apples-to-apples comparison of community-based land use characteristics across the region, in particular, across jurisdictions which comprise multiple cities (e.g., school and watershed districts, regional interests, etc).
3. Traditional hierarchical schemes are insufficient to address the breadth of land-based information needs (e.g., structure type, ownership, etc.) that have been identified by the community.
4. The strategy developed by the American Planning Association (APA), entitled Land Based Classification System (LBCS), holds promise as a viable means to efficiently integrate, manage, and use the variety of data needed to address the breadth of identified land-based information needs. The flexibility provided by this scheme to integrate varying scales of data (e.g. cities, counties, school districts) and to easily expand the dimension of the database to include related information (e.g. prescriptive or appraisive values), is also desirable.
5. A prototype LBCS is needed to sufficiently evaluate the benefit-to-cost ratio of populating the additional data fields, as opposed to relying upon a standardized regional hierarchical-based scheme.
6. Integration of locally produced land characteristic data (e.g. city or neighborhood-level) of finer resolution and accuracy than otherwise available, although not essential, would enhance the value of the anticipated regional dataset.
7. An LBCS prototype database created for a small portion of the region for the workgroup's preliminary investigations should be adequate for initial testing of the anticipated value-added benefit received that cannot be obtained via traditional hierarchical schemes.
8. The anticipated value of an LBCS scheme can be demonstrated through several queries that process data from a LBCS prototype database. These queries would answer important information needs that cannot be satisfactorily addressed using traditional hierarchical schemes. (*See the Attachment A for several example queries that might be used to evaluate benefit. Committee comment is requested.*)
9. The Metropolitan Council is planning to reevaluate its business information needs related to land based characteristics. Staff anticipates that management will corroborate a preference for the ability to answer information needs that cannot be satisfactorily addressed using a traditional classification scheme.

10. Next steps would be evaluated once results are available from the investigation of benefit to local government achievable with an LBCS-based solution and the Metropolitan Council has reevaluated its business information needs related to land based characteristics.

    (e.g., if both evaluation results are favorable, an assumption is that the Council would be willing to build the LBCS database for the entire region and to populate it, to the extent possible, with data obtained via its 2005 Land Use Update project. County representatives have also commented that the counties should also investigate the possibility of a custodian role. The potential for these relationships would be investigated once more is known about the cost versus benefit of pursuing an LBCS strategy.)

DISCUSSION

Staff believes that Board members clearly heard the message that to receive full benefit from the proposed LBCS-based data model, cities would need to participate, as city officials typically have the most detailed knowledge of existing land use. That message should have been more clearly tempered with the expectation that NO additional effort is expected from cities unless they clearly see it in their interest to do so.

Staff believes that a clarification of expectations and assumptions may resolve the concerns expressed by the Board at its January 26th meeting. Those concerns, in general, appeared to be related to uncertainty as to whether an additional investment of time and effort by local government would be justified to get the most out of the proposed LBCS solution. The proposed benefit evaluation is to address this very concern. If there is a finding that there is insufficient benefit to justify pursing an LBSC-based scheme, a decision would be made at that time whether or not to pursue another alternative.

The current thinking is that if a regional solution were to be pursued, regardless of its type (traditional hierarchical or LBCS-based), cities would, at a minimum, be invited to critique accuracy of data provided by the Metropolitan Council via its 2005 Land Use update project. If the local communities chose to do so, they could also fill in any missing data or expand upon the level of detail provided by the Council as part of its business needs. Even if local communities chose not to participate, the resulting cross-jurisdictional consistency of the data provided would be expected to benefit interests that routinely need to compare existing land use characteristics associated with multiple municipalities (e.g., watershed and school districts and regional authorities). This assumption is based upon past experience with the regional Planned Land Use dataset. In addition, another goal, as previously suggested by the Committee, is that local communities may be inclined to add detail and correct the data created by the Council, as opposed to starting from scratch, to document the current land use situation in their communities as part of their upcoming required comprehensive plan update efforts.

RECOMMENDATION

That Coordinating Committee:

1) Reaffirm its support for further investigation into the viability of implementing a LBCS-based Existing Land Use solution to serve the MetroGIS community.
2) Authorize a Phase II workgroup to guide the value testing for an LBCS-based solution and establish a Committee liaison(s). In addition to the tasks identified in the assumptions, the workgroup would also prepare a response to the information requested by the Policy Board at its January 26th meeting and suggest a strategy to encourage voluntary participation by producers of neighborhood level data. (*Note: The group would not begin meeting until either the Council reaffirms its internal need to support further investigation of this methodology or another interest(s) agree to take the lead in the meantime*.)
3) Suggest modifications and/or additions to the example queries listed in Attachment A.

REFERENCE SECTION

BACKGROUND ON A LBCS-BASED SOLUTION

1. An excerpt from the APA's web site at www.planning.org/lbcs/GeneralInfo/.

> *"The underlying principle of the LBCS model is its flexibility. It addresses flexibility in adapting the model to a variety of planning applications, data collection methods, data-sharing and data-integrating methods, and color coding and mapping. The flexibility also makes it possible to assign new categories for new land uses, to accommodate new methods and technologies for analysis, and to customize the model for local needs without losing the ability to share data. Each of these aspects of LBCS calls for applying a variety of standards or conventions to maintain consistency in land-use classifications."*

2. The workgroup's white paper presented to the Committee at the December 2004 meeting can be viewed at http://www.metrogis.org/teams/cc/meetings/04_1215/elu.pdf.

3. Benefits to the community include:

- Substantially less user effort and know how to access variety of land use based data typically maintained in independent data sets, if maintained at all.
- Less effort by producers that maintain multiple land use related databases – enter once as opposed to possibility multiple times.
- Extensible/expandable data structure the provides flexibility to address changing needs without modifying the fundamental structure.

PAST COMMITTEE AND POLICY BOARD ACTION

1. On December 15, 2004, the Coordinating Committee unanimously recommended that the Policy Board endorse the strategy to address the Existing Land Use Information Need.

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

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

2. On January 26th, the Policy Board tabled the Committee's recommendation to the April meeting for the following additional information.
   A) Clarification about whether the regional solution could be initiated with one or two of the components (e.g., activity and structure) so as not to overwhelm prospective local government participants,
   B) Whether an LBCS data structure with less than 5 components populated would equal the value of a hierarchical schema for a regional solution, and
   C) What is the benefit to cities to participate, as they are the primary maintainer of existing land use information at the local government level.

Excerpt of the Meeting Summary:

On January 26, 2005, Paul Hanson, lead staff to the MetroGIS Existing Land Use Workgroup, summarized the Coordinating Committee's recommendation for a regional solution to the Existing Land Use Information Need. He explained that the proposed solution incorporates the Land Based Classification System (LBCS) developed by the American Planning Association (APA). He also briefly explained each of the five LBSC database components: activity, function, ownership, site development, and structure. Hanson stressed that, if successfully implemented, the recommended strategy, is expected to address two deficiencies with use of traditional hierarchical existing land use classification schemas that have been recognized as problems by the MetroGIS community; ineffective for answering complex existing land use information queries and hampering analysis by jurisdictions that need to consider existing land use information from multiple cities (e.g., school and watershed districts and regional entities).

Hanson commented that support had been found for the LBCS style data model via theoretically discussions with a several focus groups. However, he also noted that gaining the desired broad participation of local government – those who have the most detailed knowledge of existing land use – is expected to require development of a prototype from which to actually demonstrate its value. He also acknowledged that this pilot effort might need to be in effect for several years before sufficient local understanding exists to decide whether to formally pursue the LBCS style data model as a preferred regional strategy. Hanson concluded his remarks by noting the positive feedback obtained to date was sufficient for endorsement of the proposal by the Coordinating Committee for further testing.

Following Hanson's presentation, Board members asked zoning-related questions, as opposed to existing land use, such as ability to map all of the properties that zoned R1, single dwelling residential. Another Board member questioned if the proposal would create another level of regulation in addition to zoning and Land Use Plan approval that cities and the Council are directed to do by statute.

Staff acknowledged that the proposed Existing Land Use regional solution is not designed to include regulatory information, such as zoning, but rather it would be designed to describe the actual current use of land. The Staff Coordinator also commented that several years ago, a decision had been made to not pursue a regional zoning solution. This decision based upon findings of an I-35W Corridor Coalition study for MetroGIS. The principal reason was the inability to generalize complex zoning designations, which are in effect law, without a guarantee that legal complications would not arise. Staff also noted that at time, it was agreed that MetroGIS would pursue regional solutions for only Planned Land Use (implemented 2002) and Existing Land Use. With regard to the concern about a another level of regulation, staff affirmed that the proposal is to create a regional database that is based upon voluntary participation and which describes existing land use, leverages schemas used by local government, and in no way requires local adherence to any standardized coding scheme.

Member Schneider commented he believes that traditional hierarchical schemes currently used by many communities for describing existing land use characteristics may address as much of 90 percent of their planning needs. He further commented that he is not sure whether the additional investment of time and effort by local government is justified to get the most out of the proposed LBCS solution. He suggested tabling of the proposal for more information at the next meeting….

Motion: The proposal was laid over for more information, including:

1) Clarification about whether the regional solution could be initiated with one or two of the components (e.g., activity and structure) so as not to overwhelm prospective local government participants,
2) Whether an LBCS data structure with less than 5 components populated would equal the value of a hierarchical schema for a regional solution, and
3) The benefit to cities to participate, as they are the primary maintainer of existing land use information at the local government level.

ATTACHMENT A

SUGGESTED QUERIES TO TEST VALUE/BENEFIT OF LBCS- BASED EXISTING LAND USE SOLUTION

Using parcels and Council land use:
Development vs undeveloped land (Land Availability)
What are the development trends in the metro area (location, lot sizes, and percent of lot development)
Location of homesteaded property (vs. location of rental property)
Location of Public Parks (vs non-public community recreational areas)
Mixed Use distinctions
Density based on number of units
Structure type useful for emergency response*
Updates quarterly with quarterly updated parcel data*

Expansion of model to include Evaluative dimensions:
The Location of redevelopable land within the metro area (Land and building values)
Development by value (affordable housing)
Location of improved parcels and type of use

Expansion of model to include other Referral dimensions:
Landmark data (point data) or other:
Business occupancies
Mixed Use distinctions
NAICS codes

Building footprints:
Finer land use classification
Multiple Use refinement (multiple buildings on a single parcel)

Expansion of model to include prescriptive dimensions:
Non-conforming uses of property (Zoning compliance)
Environmental Constraints (Floodplain, Historic District)

Integration of digital IR Land Cover Imagery:
Percent of land used for roadways

TO: Coordinating Committee

FROM: Address Workgroup
Staff Contacts: Mark Kotz and Randall Johnson (651-602-1638)

SUBJECT: Vision - Regional Occupiable Units Data Solution

DATE: March 17, 2005
(For Mar 30th Meeting)

INTRODUCTION

The Address Workgroup respectfully requests direction from the Coordinating Committee on its proposed vision for a regional point dataset comprising all occupiable units (residential and non-residential) within the seven-county Metropolitan Area.

The group concluded that it should seek Committee acceptance of its proposed vision outlined herein before commencing work to develop the technical and organizational components necessary to achieve the vision. The Metropolitan 911 Board is acknowledged in this vision as the organization with the most need for a regional solution to this information need. As such, the proposed vision is also being vetted at this time with the 911 Board to ensure it is satisfied with the general proposal before moving forward.

Assuming the Metropolitan 911 Board and the Committee conclude that the proposed vision warrants further consideration, it is anticipated that a formal recommendation, accompanied by a white paper to explain the specifics, will be presented to the Committee for its consideration at the June meeting. Refer to the Reference Section for more information about the Workgroup and its efforts to date.

JUSTIFICATION

The Workgroup has concluded that a regional occupiable units dataset for the seven-county Metropolitan Area is warranted and that it should be collaboratively created and maintained, on the basis that:

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

OBJECTIVE

The current project scope involves defining and agreeing on a regional strategy to capture and maintain "situs" (rather than mailing) addresses for all occupiable units (both residential and non-residential) and any other officially designated addresses, whereby the data can readily be shared among government interests that serve the seven-county, Minneapolis-St. Paul region. The ultimate goal of the subject solution is to minimize duplication of effort and maximize consistency of address data needed by metro area stakeholders. A special effort has been made to collaborate with those responsible for supporting the address needs of Public Safety Answering Points (PSAPs), which dispatch emergency responders.

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

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

1. The concept of a "single official" authority for address data for any given jurisdiction is desirable to all government entities. Its existence would reduce the creation of inaccurate or inconsistent addresses. It would also streamline the process of mitigating anomalies, as they arise.
2. Local procedures and rules pertaining to naming of streets and assignment of address numbers must be recognized as they exist and are <u>not</u> within the scope of the proposed regional solution. The regional solution would begin with the data created by those many and varied processes. (*Note: This acknowledgement does not apply to the format in which the data are maintained (database) but to the decisions about actual naming of names and assigning of address numbers via established local processes*.)

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

RECOMMENDATION

That Coordinating Committee:

1) Comment on the components of the proposed vision for a regional occupiable units data solution.
2) Suggest desired modifications for the Workgroup's consideration
3) Direct the Address Workgroup to develop a proposal for the technical and organization components necessary to achieve the subject vision.

REFERENCE SECTION

BACKGROUND ON WORKGROUP

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

WORKGROUP METHODOLOGY

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

TO: Coordinating Committee

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

SUBJECT: MetroGIS Strategic Direction Retreat – *"Are We Done?"*

DATE: February 22, 2005
(For Mar 30th Meeting)

INTRODUCTION

On February 18th, Coordinating Committee members were notified by email that the proposed strategic direction retreat has been postponed. As noted in the postponement message, it was recognized that participants needed more time to properly prepare.

The purposes of this report are to:

1) Reinforce the importance of each participant being able to communicate their respective organization's needs, preferences and benefits, as an enterprise, with respect to MetroGIS's efforts (*see Item 4, page 2*),
2) Address questions that members may have concerning the proposed retreat,
3) Discuss staff's suggestion to reschedule to October or November 2005.

BACKGROUND

The 2004 MetroGIS Work Plan called for a strategic direction retreat to be hosted in fall 2004 in response to opinions that began to surface in fall 2003. All agreed that MetroGIS's efforts are resulting in measurable organizational efficiency improvement but differences began to emerge as to whether MetroGIS should concentrate on managing what has been built as opposed to seeking out additional opportunities for collaboration. Recognition of these differences led to agreement that a retreat should be held. The theme was appropriately set as "Are We Done?" Committee members have generally acknowledged that until there is clear understanding among the core stakeholders of the value of MetroGIS's efforts to their respective operations, a meaningful discussion of possible next steps would not be productive.

DESIRED OUTCOMES

Desired outcomes of the proposed retreat are to better understand: a) any issues or concerns that might exist among the partnerships that currently support regional solutions and activities endorsed by MetroGIS, b) the possible impact of maintaining only the status quo, and c) possible impact of moving beyond the status quo. The latter outcome would include a general vision of major activities desired beyond the status quo. (See the Reference Section for a chronology of retreat preparations.)

PARTICIPANT PREPARATIONS

As noted in the referenced February 18th email, Professor John Bryson has agreed to facilitate the proposed retreat. Staff approached Professor Bryson to facilitate this retreat because of his proven ability to help organizations work their way through differences of opinion similar to those that have been raised by key MetroGIS stakeholders. Members of the Coordinating Committee and others yet to be determined, including Policy Board members, would be invited to participate. To the maximum extent possible, Professor Bryson encourages each participant to bring an enterprise perspective of their respective organization's expectations to the retreat.

RECOMMENDATION

That Coordinating Committee members discuss the following topics from the perspective of their respective organization's expectations to remain engaged in MetroGIS's efforts.

1. Are there any concerns or comments about the retreat's purpose, as summarized above?
2. Are there any questions about the request to bring an enterprise prospective to the retreat?
3. Are there any comments about the sample preparation questions listed in Item 4, page 2?
4. Does rescheduling the retreat to October or November 2005 provide adequate preparation time?

REFERENCE SECTION

CHRONOLOGY

1. The Retreat Planning Workgroup was created by the Coordinating Committee and began its work in early 2004 to prepare for the retreat. Its efforts were suspended in June 2004 due to the need to concentrate on reaching agreement on the Regional Parcel Data Sharing Agreement.

2. In January 2005, following execution of the Regional Parcel Data Sharing Agreement by all parties, the Staff Coordinator resumed preparations for the proposed retreat by seeking agreement from Professor John Bryson, subject to approval by the Retreat Planning Workgroup, to facilitate the retreat, desired deliverables of the retreat, and a strategy to achieve those deliverables. The proposed scope of work will be reviewed by the Retreat Planning Workgroup following an explanation of underlying concepts. Workgroup approval is proposed to ensure a representative subgroup of the Committee is comfortable that the outcomes are consistent with the purpose of the retreat and that the proposed methodology is appropriate for achieving the desired outcomes.

   Staff also obtained a commitment from the Stan Ponce, Director of the National Geospatial Program Office (The National Map, GeoSpatial One Stop, NSDI, FGDC), to attend the retreat as both an observer and resource. Mr. Ponce was invited because a critical element of the NGPO's current effort is to foster regional geospatial collaborations important to achieving national geospatial goals. MetroGIS is viewed as such a collaboration. Additionally, an invitation was extended to Mr. Ponce because Michael Domaratz's presence at the 1995 retreat as NSDI Framework Coordinator resulted in substantial benefits to the MetroGIS community.

3. The Retreat Planning Workgroup was scheduled to consider Professor Bryson's proposal in mid-February when staff became aware of a realization by the Metropolitan Council and Metropolitan Mosquito Control District that they preferred more time to take advantage of the opportunity offered by Professor Bryson's methodology. That is they want to be sure their representatives are conversant in their respective organization's needs and preferences as an enterprise. Neither believed holding the retreat in early March, as had been originally proposed, would have provided adequate time to complete their desired internal evaluations. Therefore, the notice to postpone was sent along with a request that all participants seek to clearly understand their enterprise needs prior to the retreat.

4. Professor Bryson offered several questions to help the participants prepare for the retreat (same questions included in the above-referenced February 18 email to the Committee members).
   * 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. Enable non-government interests to do likewise?)
   * What are the costs involved in achieving the desired collaboration?
   * How are these costs covered? Should they be covered differently? Why?
   * 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 the bottom line? (Having participants be clear about their own benefits, costs, and a bottom line is important, but it is also important for participants to be willing to change or modify their views based on new information or insights.)

   Staff offers the following supplemental preparation questions:
   - Who in your organization is making use of regional data solutions, tools (*DataFinder, metadata preparation*), best management practices, and/or networking that have been made available via MetroGIS's efforts?
   - Do they (persons identified above) believe access to data produced by others has been streamlined by MetroGIS's efforts? What is the perceived benefit? What can they do now that they could not previously do?
   - Are they doing anything different internally as a result of MetroGIS's efforts? What? As a result is your organization more effective? More efficient?

TO: Coordinating Committee

FROM: MetroGIS Staff
Contacts: Randall Johnson (651-602-1638)
Steve Fester (651-602-1363)

SUBJECT: Quarterly Update Performance Measure Reporting –Anomaly Discussion

DATE: March 4, 2005
(For the Mar 30th Meeting)

INTRODUCTION

At each meeting, the Committee has asked staff to bring forward, for discussion, one or more anomalies associated with the previous quarter's performance measurement reporting results. September 30, 2004 was the reporting cut off for the 2004 Annual Report, which the Committee considered at its December meeting. As such, this report includes performance-reporting statistics for the five-month period of October 2004 to February 2005. During these five months, several noteworthy anomalies in the statistics, generally positive, presented themselves and are shared below for the Committee's information and comment.

PERFORMANCE REPORTING STATISTICS – October 2004 through February 2005:

1. **Viewing DataFinder Catalog and DataFinder Café Web Pages**
   Visits to these web pages were essentially the same (down 0.5%), compared to the same period in 2003-2004, which averaged 1,304 per month compared with 1,297 visits per month from October 2004 through February 2005. If the previous trend holds true, we should expect increases March and April over February and then decreases into the summer months. Refer to the chart in the Reference Section for more details.

2. **Data Downloading Activity**

   a. General: Dataset downloads decreased overall compared to the same period in 2003, averaging 699 per month in 2003-4 period vs. 606 for the same period in 2004-5 period. This was not totally unexpected since parcel data was not available during the most recent reporting period.

   However, it should be noted that, with the exception of December 2004, dataset downloads have been steadily increasing each month since hitting a low of 368 in August 2004. In February 2005, 864 downloads were recorded. *Other than the renewed availability of parcels in February, does the Committee have an explanation for the very different patterns in activity realized between these two complementary reporting periods?* Refer to the chart in the Reference Section for more details.

   b. Regional Parcel Dataset: In February 2005, 135 of the 864 total monthly downloads were due to the renewed availability of the regional parcel dataset, which became available on January 31. This amount of activity equaled 16 % of the total downloads in February and more than double the previous monthly high of 69.

   It is also worth noting that on a single day, 37 downloads of the parcel dataset were recorded, underscoring the high demand for this dataset. Refer to the chart in the Reference Section for more details.

   In addition, after only five weeks of availability, the initial 34 parcel data licensees generated the 135 parcel downloads. During this same period, the Regional Parcel Data License was downloaded 108 times. As a result, staff is expecting to receive substantially more license applications in the next month or so. As a point of comparison, at the peak of the former regional parcel licensing process (6-

county common license + a separate Hennepin County license), there were a total of 42 licensees. Possible explanations for the increased licensing activity this time around are that access to Hennepin County's data is now much less time consuming and the number of parcel data attributes have been increased from 25 to 55. Downloads of Hennepin County's parcel data led with 24. The next highest was Anoka County data at 19 instances. *Does the Committee have any other possible explanation for the increased trend in parcel licensing activity thus far experienced?*

c) Socioeconomic Data: There was a significant increase in viewing of the source data pages (below). A 76% increase over the 40-visit total experienced during the previous four months. Staff expects much of this activity may be due to research being conducted for the M3D initiative. (See Agenda Item 7F.) *Is this a correct assumption, or does the Committee believe there may be something else involved? If the M3D project has received substantive value for the site, would it be appropriate to request a testimonial from them to this effect?*

	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Total	Ave. per month
Visits where data source page(s) were viewed	52	26	8	14	14	10	20	24	59	33	29	**289**	26

d) Endorsed Regional Solutions: As in previous reporting periods, regionally-endorsed datasets continue to dominate downloading activity, averaging 4.2 in the top ten datasets downloaded each month (with a high in February of 6 in the top 10 when parcel data again became available) and 41 percent of the total downloads in February (the highest ever due most likely to pent-up demand for parcel data, despite comprising only 8 of the 132 datasets currently available via DataFinder. *Staff believes this is clear evidence that the philosophy of focusing on common information needs is correct and beneficial. Does the Committee agree?*

3. **Downloading and Viewing Organizational Documents**

Even though the DataFinder Café development project is over 3 years old, the Scope of Work and Functional Requirements documents continue to dominate documents downloaded with 173 and 158, respectively. The 1996 Business Object Framing Model is also consistently high at 152 downloads. The Parcel data license was downloaded 108 times, as noted above, followed by the Performance Measurement Plan and 13 Original Priority Business Information Needs at 80 and 68, respectively.

Viewing of MetroGIS's Organizational Structure illustration was nearly double the next page visited at 984 visits. The next most frequently visited page was "How to Find Data about the Twin Cities" at 594 visits. Other frequently viewed pages include MetroGIS's endorsed standards, DataFinder's development history, Business Planning, and establishing priority information needs.

RECOMMENDATION

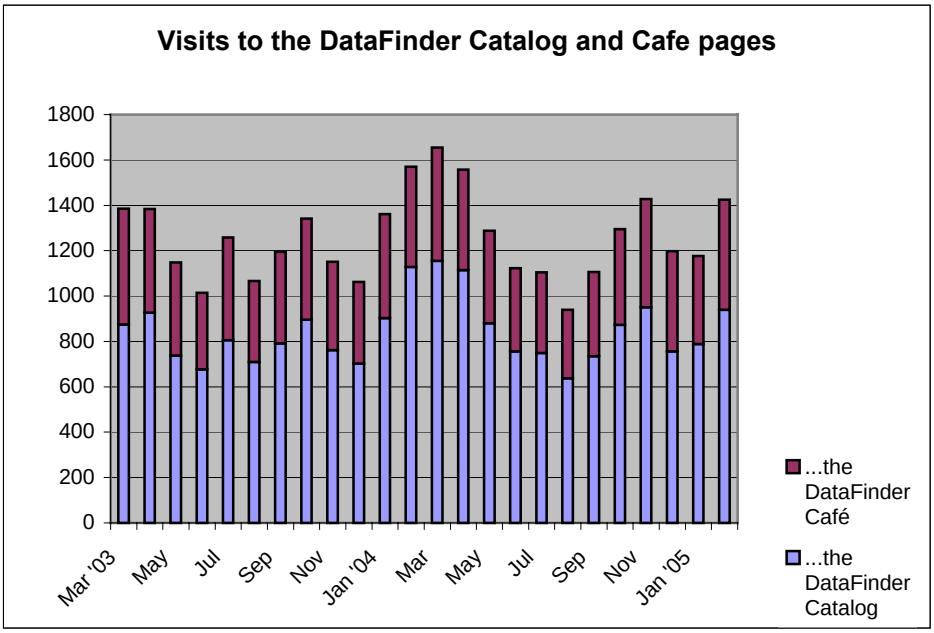
That the Coordinating Committee comment on questions posed by staff as possible explanations to anomalies identified in the October 2004 to February 2005 reporting period.

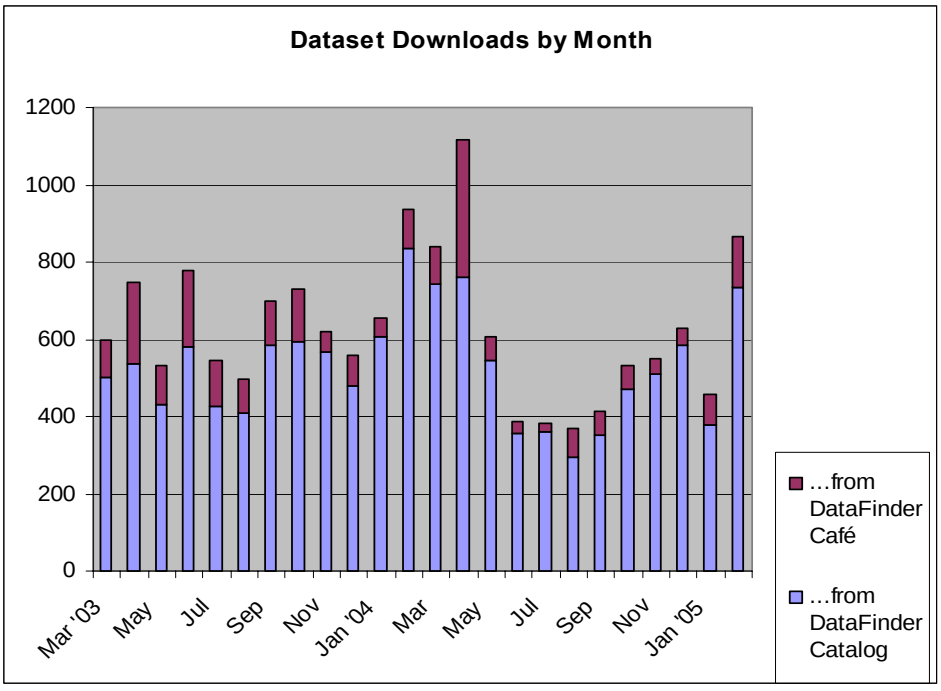
REFERENCE SECTION

PAST COMMITTEE ACTION

1. April 9, 2003, the Coordinating Committee:
   a) Concluded that a formal performance measure report should occur only on an annual basis, with Committee consideration at its December meeting.
   b) Agreed that staff should offer one or more anomalies (good or bad) in the Performance Measure for discussion at each of the Committee's other quarterly meetings for discussion. The results of these quarterly discussions are to be incorporated into the annual report.
2. January 26, 2005: The Policy Board adopted the 2004 Performance measures Report, as recommended by the Coordinating Committee. It is available for viewing and downloading at http://www.metrogis.org/teams/pb/meetings/05_0126/pm.pdf.

EXCERPTS FROM THE PERFORMANCE MEASURES REPORT – DECEMBER 2004 – FEBRUARY 2005





TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration – April 2005 Policy Board Meeting

DATE: March 16, 2005
(For Mar 30th Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the April 20, 2005 Policy Board meeting.

PAST CONSIDERATION

At its December 2004 meeting, the Committee identified the testimonial received from the Riley-Purgatory-Bluff Creek Watershed District as a suitable candidate for the April Policy Board meeting. The subject testimonial can be viewed at http://www.metrogis.org/benefits/testimonials/rpbcwd.pdf.

The Staff Coordinator has spoken with Tim Anderson, who was interviewed for the testimonial, and is willing to present at the April Policy Board meeting.

RECOMMENDATION

That the Coordinating Committee affirm its prior identification of the Riley-Purgatory-Bluff Creek Watershed District testimonial as an appropriate GIS Demonstration topic for the Policy Board's April 20, 2005 meeting.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- 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.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. At its September 2004 meeting, the Committee identified the following options for presentations related to ongoing work at the U of M:
   - An evacuation routing program that has been presented and was well received by elected officials on the national scene.
   - An NFS grant funded project involving analysis of historic census data.
2. During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting. Since then, a presentation Scott County has made by Dakota and Scott Counties.
3. Demonstration of the MetroGIS Emergency Preparedness Website. This demonstration option was identified as a demonstration candidate at the June 2004 Committee meeting. However, it would be premature to demonstrate the site until the organizational components are agreed upon, which is anticipated to occur by March 2005.

TO: Coordinating Committee

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

SUBJECT: Regional GIS Projects – Call for 2005 Project Proposal

DATE: March 17, 2005
(For Mar 30th Meeting)

INTRODUCTION

MetroGIS's approved 2005 budget includes $22,000 for Regional GIS Projects. The purpose of this report is to initiate the call for proposals. See Attachment A for the application guidelines

BACKGROUND

Regional GIS Projects 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 application that enhances access to data which addresses a priority information need endorsed by MetroGIS."

The Policy Board adopted the guidelines for administration of funding for Regional GIS Projects in October 2003. They are listed in Attachment B.

RECOMMENDATION

No action requested.

ATTACHMENT A

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

CALL FOR 2005 FUNDING CANDIDATES
-REGIONAL GIS PROJECTS -

What Projects are Eligible for Funding?

Only projects that satisfy the objectives of a Regional GIS Project and are associated with a currently authorized MetroGIS workplan activity are eligible for funding. A Regional GIS Project is 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 application that enhances access to data which addresses a priority information need endorsed by MetroGIS."*

How Much Funding is Available?

The 2005 MetroGIS budget allocates $22,000 for funding of Regional GIS Projects.

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 should be funded:

- Statement of project objective and why the requested funding is needed
- How the proposed project aligns with a Regional GIS Project objective(s)
- Importance of the proposed project to implementing a sustainable solution to a defined geospatial community need(s)
- Activities necessary to achieve the project objective and how the requested funds apply
- Breadth of core MetroGIS stakeholder organizational interests supporting the proposal
- Total value and type of required resources that would be leveraged if funding is awarded
- Effect of receiving funding approval for less than the full amount requested
- Time frame for project completion

The full submission should not exceed 2 pages, excluding any supplemental materials.

Who Will Decide and When?

The Coordinating Committee is tentatively scheduled to consider project proposals at its June 2005 meeting. The Policy Board would then consider the Committee's recommendation at its July 2005 meeting. If any funds remain unallocated, another round of proposals would be sought prior to the year's end. Contracts for services must also meet the Metropolitan Council's procurement rules.

Who is Eligible to Submit a Proposal?

Any individuals affiliated with authorized MetroGIS projects, committees and workgroups.

What is the Deadline for Submission?

- Applications must be received by Wednesday, May 18 .
- Applications are to be submitted in digital form to Randall Johnson, MetroGIS Staff Coordinator (randy.johnson@metc.state.mn.us).

ATTACHMENT B

Principles for Allocating MetroGIS's Data Quality and Access Enhancement Funds

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 supercede, the more general principles[1] that have governed MetroGIS's efforts for some time.

Data Quality and Access Enhancement Funding Principles

The following principles are to be embedded in 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 that 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 3rd 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."

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[1] The following principles governed 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: Coordinating Committee

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

SUBJECT: Non-Profit Vacancy – Coordinating Committee

DATE: February 28, 2005
(For Mar 30th Meeting)

INTRODUCTION

The non-profit representative seat on the Coordinating Committee has been vacant since Sandra Paddock resigned last fall. The Committee is requested to offer suggestions for how to best fill this seat.

BACKGROUND

Last fall, Will Craig invited his non-profit colleagues associated with Minneapolis and St. Paul neighborhood planning initiatives. He asked one those individuals to contact MetroGIS, which has not occurred.

RECOMMENDATION

That the Coordinating Committee decide how it wants to proceed concerning appointment of a non-profit representative to fill the Committee seat vacated by Sandra Paddock's resignation from the Wilder Research Center.

TO: Coordinating Committee

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

SUBJECT: Policy on Forwarding Resumes to Committee Members

DATE: March 17, 2005
(For Mar 30th Meeting)

INTRODUCTION

Several years ago, the Committee authorized staff to forward to its membership job availability inquiries that had been received by MetroGIS. Late last year, a question arose as to whether this policy should be continued.

RECOMMENDATION

That the Coordinating Committee decide whether it wants staff to continue to forward to the members job availability inquiries submitted to MetroGIS.

TO: Coordinating Committee

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

SUBJECT: Project Updates

DATE: March 22, 2005
(For the Mar 30th meeting)

A) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS (See http://www.metrogis.org/data/index.shtml for complete information about the status of solutions for each of MetroGIS's common information needs.)

(1) Address Workgroup
See Agenda Item 5b(3)

(2) Existing Land Use
See Agenda Item 5b(2)

(3) Emergency Preparedness Workgroup

- **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 Management data group. They require base map templates for consistent output from county to county. This will be an ongoing process of the next 3-4 months.
- **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.
- **Outreach to Emergency Management Community**
  A training session is being planned for GIS professionals to be held at the New Brighton Emergency Operations Center facility. Potential speakers are the National Guard, Minneapolis Fire and EM managers to talk about EM training. Potential topics are tabletop or full-scale EM exercises, and the "Incident Management" process. Preliminary dates are for the last week of April. MetroGIS and the Governors Council EP Committee have a joint booth to be staffed at the Governor's Homeland Security and Emergency Management Conference on March 9 and 10. Handout and presentation materials as well as slide shows are being prepared.
- **Governor's Council on Geographic Information – Coordination**
  The GIS EP Contact website is operational and available to promote. Others at the GCGI EP committee are working on a series of slide shows to convey the EM message.
- **Data Development and Standards**
  The data workflow process and procedure is still being finalized. A flowchart describing the process has been developed. The Data subgroup will meet to finalize the process and the list of data layers will be distributed. The current data gets compiled in spurts. Non-contiguous areas are being accepted, and this is leading to a patchwork of datasets. Some type of process to keep the custodians involved is needed. Security and login procedures are being reviewed.

- **Parcel Licensing Waiver Initiative Postponed**
  Licensing issues must be addressed before the Parcel dataset can be used as a part of the EM datasets and applications. Parcel data cannot be used for an EM dataset because the licensing requirements are likely to keep emergency managers from using the application. Although, the Policy Board concurred that the concept of waiving licensing requirements for EM personnel when the parcel data are viewed via the EM website, the Workgroup now believes that it may be best to wait until a clear EM application of the parcel data can be demonstrated before seeking approval from the counties to waive the licensing requirements. And, there would be a clear reason to define a process for sharing parcel data with emergency managers.

(4) Highway and Road Networks

(a) The "E911 Address and Street Centerline Workgroup" has been actively working on a regional addressable street centerline solution to meet the needs of the E911 community, as well as broader needs of MetroGIS members. See Agenda Item 5b(1). Using input from the Metropolitan 911 Board, LOGIS, and several E911 software vendors doing business in the seven county area, the group has created a general specifications and requirements document. With this document, the Metropolitan E911 Board will seek proposals from centerline providers to meet the identified needs. An informational page has been started on this group at: http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml.

(b) The MetroGIS Roads & Highways technical group has been inactive over the past few months. A proposal for the goals and procedures of a pilot project to integrate local datasets with Mn/DOT's LDM was written by staff and issued to the group on January 19th, 2005. To date, no comments or questions have been returned on this proposal. 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.

The pilot project agreed upon in September and proposed for completion by year-end has not started due to a delay in obtaining the needed imagery. The pilot was proposed to work through partnerships and organizational roles needed to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area. This pilot is viewed as a component of an anticipated broader Metro Area hydrologic solution that is anticipated, once the statewide strategic planning effort is complete. The pilot components can be viewed at http://www.metrogis.org/teams/workgroups/index.shtml under the Lakes & Wetlands Workgroup.

The pilot project partners include Metropolitan Council, the Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), and the Ramsey Co. Soil and Water Conservation District (SWCD). The proposed pilot study area would be the East St. Paul quad using sample imagery flown in May 2004.

(6) Land Cover Dataset Enhancements

The extent of coverage is now up to 73 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another 9 percent. An LCMR funded project is also planned to extend the coverage another 12 percent for a total of 88 percent coverage. In addition, major revisions to the system have been implemented; changing how attributes are stored, re-working the manual, and improved the ArcView tool in response to feedback received from the users. In late 2005 or early 2006 another major revision of the system is anticipated once the DNR's new natural community classifications system is complete. A user forum to identify other desired improvement is tentatively proposed for the first half of 2005.

(7) Parcels

On January 28th, the newest version of the Regional Parcel Dataset (increased from 25 to 55 attributes) became available for downloading via MetroGIS DataFinder. Notice was sent to all former licensees and other prospective users that day. Within the first five weeks that this dataset was available, 34 organizations had obtained the required license to access and use this dataset. On January 31 alone, the first day users began downloading the data, 37 downloads were recorded. During February, 135 downloads of the dataset were recorded, which was 16% of all download activity for the month. As of March 3rd, the types of organizations licensed were as follows:

- Local gov't: **15** (2 added 3rd Party licenses)
- Regional gov't: **2** (1 added 3rd Party licenses)
- State/Federal gov't: **4** (1 added 3rd Party licenses)
- Academic: **13** (2 added 3rd Party licenses)

(8) Socioeconomic Characteristics of Areas

(a) The University of Minnesota Population Center staff continues to review the Socioeconomic Resources Page (www.datafinder.org/mg/socioeconomic_resources/index.asp), fix broken links, and add new data resources.

(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. Their proposal will be taken forward to the state Department of Health. For more information contact Tim Zimmerman at tim.zimmerman@co.hennepin.mn.us or 612-348-5636.

(9) Street Centerlines – E911 Suitability Enhancements

See Agenda Item 5b(1)

B) ENHANCEMENTS TO DATAFINDER CAFÉ

Later this spring, staff is proposing to migrate DataFinder Café to the newest IMS platform. This is not expected to pose any problems in regards to the operation of the Café. No other improvements to the functionality are anticipated in 2005.

C) STRATEGIC DIRECTION RETREAT

See Agenda Item 5c

D) APPLICATIONFINDER- PROOF OF CONCEPT

At its December 15, 2004 meeting, the Coordinating Committee endorsed the creation of a workgroup that would prepare a "proof of concept" for the proposed ApplicationFinder, a mechanism similar to DataFinder that would allow users to search for geospatial applications. Unlike DataFinder, however the ApplicationFinder would be designed as a user-friendly tool for the non-GIS professional. Creation of the workgroup and work on the proof of concept are not proposed to be launched until the Strategic Directions Retreat has been held to ensure that efforts are focused on the highest priorities of the community.

E) REGIONAL MAILING LABEL APPLICATION –VERSION 2 ENHANCEMENT CANDIDATES

Version 1 is fully operational and accessible at http://www.datafinder.org/labels/login.asp for organizations that are licensed to use the Regional Parcel Dataset. During the beta testing for Version 1 and associated presentations to the Coordinating Committee and Policy Board, the following enhancements were identified for consideration when work begins to prepare for Version 2.

- Add the number of labels created to the information passed along to the user if not already provided.

- Add the ability to create a user-defined text string for the addressee (in addition to the default options of "occupant" and "resident") in cases where the label is for the actual property address.
- Add clear and concise help instructions to help the novice user utilize the application.
- Consider a programming interface to enable the application's functionality to be accessed by another application.
- Ability to deliver the data via a non-GIS interface.
- Ability to select parcels along an existing line segment (e.g. a road) for creation of labels.
- Ability to select all parcels within a specified jurisdiction (watershed district, school district, city, etc.) for the creation of labels.
- Ability to select parcels in an ad-hoc polygon for creation of labels (e.g. a study area that does not conform to any established jurisdiction.)
- Ability to produce labels based upon a specified land use (single family dwellings, offices, commercial, etc). (*Note – this type of complex query would likely require GIS functionality beyond that practical to provide in a mailing label application targeted at the non-GIS professional*.)

F) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES

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

In response to need of the M3D project, Bill Brown, Hennepin County Surveyor, has obtained approval to license Hennepin County data to selected non-profits for no fee. The resulting data access activity will serve as a pilot for possible consideration of a region-wide policy. The subject non-profits must 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. Licensed data 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.

This agreement, the full text of which is contained in Appendix A to this report, has been reached only recently and has yet to be tested. After testing, the workgroup intends to look into promoting its adoption by the other six metro area counties.

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

Work on this topic is anticipated to resume in spring 2005 now that new parcel data sharing agreement and license are in place.

(3) Investigation of Data Sharing with Utilities

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

Appendix A

PROPOSED POLICY FOR NO-FEE ACCESS TO PARCEL DATA FOR NON-PROFIT ORGANIZATIONS

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 community development organizations for individual projects with specific design and purpose subject to the following conditions.

1. The organization 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 is 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 organizations programs and applications.

10. Access will be password-protected.

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: March 22, 2005
(For the March 30th meeting)

A) 2004 ANNUAL REPORT

MetroGIS's updated promotional brochure was sent to the printer on March 16. Staff's hope is that it can be distributed the first week in April. The 2004 Annual Report was also finalized at that time. For the last three years, the report has been designed to be a one-page, double-sided insert distributed with the brochure. Copies of the report will be handed out at the Committee meeting. Once the brochure is available, it and the 2004 Annual Report will be distributed to approximately 1900 persons. About 900 individuals will receive notice by email that the brochure and report are available for downloading (300 more than last year). Another 950 will receive mailed notice that the documents are available for downloading on the MetroGIS website. Fifty printed copies will be hand-delivered or mailed to members of the Policy Board, Coordinating Committee and Metropolitan Council. Beginning with the 2002 report, we switched from mailing it to relying upon the Internet as the primary means for distribution. The result has been a savings of several thousands of dollars from reduced distribution and printing costs. Extra copies of the report and brochure will be available upon request. Jeanne Landkamer was the lead support for both documents.

B) LETTER OF SUPPORT TO PRESERVE FUNDING FOR LMIC

At the Policy Board's January 26th meeting, members authorized Chairperson Reinhardt to send a letter to the Governor and key legislators expressing the importance of LMIC to MetroGIS's efforts. The Governor's budget recommends a 75 percent reduction in LMIC's budget, which would severely limit its capacity to work with and support MetroGIS. Copies of the letter sent on February 18 and the response from Commissioner Badgerow from the Department of Administration are attached. The letter from MetroGIS Policy Board Chair Reinhardt and others sent by the GIS/LIS Consortium, Governor's Council on Geographic Information, USGS, and other supporters have prompted legislators to question the proposed funding cut during the Department of Administration's budget hearings. At the Senate State Government Budget Division hearing on March 8, where the Governor's recommendation was presented in detail, the Committee also heard testimony from Dave Gorg (now retired from MnDOT), Dave Claypool (Ramsey County Surveyor), and Jeff Grosso (retired St. Paul Surveyor). See http://www.gis.state.mn.us/pdf/LMIC_budget.pdf for more about the proposed budget cut and key legislative contacts.

C) NEW TESTIMONIAL – METROPOLITAN 911 BOARD

The seventh testimonial to the benefits of MetroGIS's existence was published in early January. Jeanne Landkamer, communications consultant to MetroGIS, prepared it following interviews with key Metropolitan 911 Board members. It can be viewed at http://www.metrogis.org/benefits/testimonials/index.shtml.

D) COMPARISON OF NAZCA OBJECTIVES WITH METROGIS'S – APRIL POLICY BOARD PRESENTATION

The Policy Board requested a presentation at its April meeting about NAZCA and how it related to MetroGIS's efforts. NAZCA is a software product promoted by Ted Mondale's firm that permits queries against several related databases generally managed by a single organization that do not normally "talk" to one another. Specifically, this product has been purchased by Carver and Hennepin Counties (possibly

others) to improve access to data and information related to property parcels which is maintained by the assessor, recorder, taxation, surveyor, various licensing functions, etc. Via this tool, the user is able to view information extracted from one or more of these disparate sources with a single query. The application is intended to meet the needs the real estate industry – title companies, appraisers, attorneys, abstracters etc. NAZCA is not a data distribution system. Dave Drealan, with Carver County, has agreed to explain the NAZCA product to the Policy Board and explain how the NAZCA solution, although very powerful, does not, in any way present a redundancy with MetroGIS's objectives.

Given the Committee's lengthy March 30th agenda, this item is proposed as an information topic but could be moved to a discussion item if the Committee wishes to extend its meeting or add it to a future agenda.

E) PRESENTATIONS / OUTREACH / STUDIES (*not mentioned elsewhere*)

1. **Articles Submitted for Winter 2005 Issue of GIS/LIS Newsletter**
   Two articles summarizing major MetroGIS activities since the last newsletter were submitted for the Winter 2005 issue. They can be viewed at http://www.mngislis.org/newsletter/issue39/issue39toc.htm.

2. **Miami Valley (Ohio) Regional Planning Commission Invites MetroGIS Presentation**
   The Staff Coordinator has been invited to share MetroGIS's lessons learned with the Miami Valley Regional Planning Commission, headquartered in Dayton, Ohio. A quote from their GIS Coordinator is particularly satisfying: "We have been trying to come to grips with realizing a 'Regional GIS' for the Miami Valley such as MetroGIS. Our working group and Executive Director have studied different regional systems and their histories, and have found yours in Minnesota to be one the finest…" This trip is planned for April 5-6. Travel expenses will be paid by the forum organizers.

F) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. **U of M and Twin Cities Consortium of Non-Profits Awarded $599,000 Commerce Department Technology Opportunities Program (TOP) Grant & Non-Profit Parcels Access Policy**
   As reported in October, the University of Minnesota is working with a mix of local governments, state agencies and non-profit organizations in a federally funded program entitled "M3D." The ultimate goals of this project are to create greater access to living wage employment in cities with low incomes and more affordable housing in suburbs with sizable or growing employment. The project objectives involve bridging the "spatial mismatch" of jobs in one location and affordable housing in another part of the Metropolitan area by building on existing GIS infrastructure … to establish an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota…" "The centerpiece of this approach is the creation of an online mapping application. With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing."

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

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

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

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

G) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1) American Community Survey Funded

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

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

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

2) New Study on Licensing Geographic Data and Services

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

3) NSGIC-NACo-USGS Project to Enhance *National Map* Partnerships

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

4) URISA ESIG Award Publication – MetroGIS Among the Fifteen Best to be Showcased

Recently, the URISA Publications Committee commissioned project to document, in book form, past URISA ESIG Award winners and applications from the last 5 years. The purpose of this publication is to give more exposure to these systems and to increase the number of individuals who have access to them.

The ESIG Awards Committee is spearheading this effort. They reviewed dozens of past applications and narrowed the group down to the 15 best. MetroGIS's winning entry in the 2002 Enterprise System category is among the top 15. The Staff Coordinator has been invited to provide a brief update of MetroGIS's efforts, since the 2002 application, to include in this book. The article will otherwise include most of text presented in MetroGIS's original submission, which can be viewed at http://www.metrogis.org/about/awards/index.shtml#esig.

5) Invitation to Regional Geospatial Data Experts Workshop

The Staff Coordinator has been invited to participate in this workshop which is tentatively scheduled to be held on May 3 in Washington D.C. See Attachment B for more information. The forum organizers will pay travel expenses.

6) Geospatial One-Stop Project Awards Portal Contract

After a highly competitive procurement process, the Geospatial One-Stop project has awarded a contract to ESRI of Redlands, Calif., to update www.geodata.gov, an existing online tool for combining thousands of geospatial resources from federal, state, local, tribal and private sources.

The website enables decision makers to access geospatial resources and thus respond quickly in an emergency to protect lives, property and basic services. The full value of the contract, if all options are awarded, will be $2.38 million over five years.
(Source: http://www.doi.gov/news/05_News_Releases/050131c)

7) New High Resolution Orthoimagery for the Twin Cities

Through cooperative efforts between the US Geological Survey (USGS) and the National Geospatial-Intelligence Agency (NGA), updated high resolution orthoimagery is now available. The data will support NGA's Homeland Security mission and The National Map of the USGS. The natural color imagery was acquired in April 2004 with a spatial resolution of 0.3 meters (approximately 1 foot pixels). The design accuracy is estimated not to exceed 3-meter diagonal RMSE (2.12m RMSE in X or Y). The projected coordinate system is UTM with a NAD83 datum.

The recent imagery is archived at the National Center for Earth Resources Observations and Science (EROS), formerly known as EROS Data Center, in Sioux Falls, SD. The Seamless Data Distribution System (http://seamless.usgs.gov/) provides viewing and download access (limited volume) to the imagery. Additionally, the imagery is included in The National Map Catalog and is also accessible through The National Map viewer (http://nationalmap.gov/) for viewing and download.

H) COUNTY-BASED GIS USER GROUP ACTIVITY UPDATE

No update information has been received from any of the active GIS user groups in the Metro Area.

ATTACHMENT A

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

February 18, 2005

Governor Tim Pawlenty
130 State Capitol
75 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

MN Land Management Information Center - Letter of Support

Dear Governor Pawlenty:

This letter is in regard to the 75 percent reduction that has been proposed in the Department of Administration's budget for the Land Management Information Center (LMIC). I have been directed by the MetroGIS Policy Board, as its chair, to send 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 lost if the proposed budget cut were to become reality.

By way of introduction, if you are not aware, MetroGIS is 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. 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 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 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 taking 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. Standard 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 if you would like to discuss this issue.

Sincerely,

Victoria Reinhardt,
Chair, MetroGIS Policy Board and
Ramsey County Commissioner

cc: Members of MetroGIS Policy Board

Admin Minnesota
DEPARTMENT OF ADMINISTRATION

March 7, 2005

Ms. Victoria Reinhardt, Chair
MetroGIS Policy Board
Mears Park Centre
230 East Fifth Street
St. Paul, MN 55101

Dear Ms. Reinhardt:

This is in response to your letter dated February 18, 2005, outlining your concerns about the proposed budget reduction of the Land Management Information Center (LMIC) in the Department of Administration. I want to emphasize that the budget proposal does not reflect upon the quality or quantity of work performed in LMIC, but rather results from our need to put forward budget reductions in the context of overall state priorities.

As you may know, Minnesota government is undergoing a considerable budget challenge. We recognize that LMIC has made many contributions over the years and has served the useful purpose you describe in your letter. Despite the reduced budget, we are working to find ways to maintain the most essential services you identify in your letter. Coordinating the state's investments in GIS data and technology is important for Minnesota, which is why the Governor's budget recommends continued support for the Geographic Data Clearinghouse. Other GIS consulting services will continue, dependent upon alternative sources of funding including fee-for-service and availability of grants.

The Land Management Information Center, over the years, has demonstrated the benefits of using geographic information for making decisions. Their success is evident throughout Minnesota, where state agencies and local governments have developed their own capabilities and use the technology developed by LMIC. The GIS professionals in these programs and the ongoing LMIC staff will continue to seek ways to work together to the benefit of all.

I encourage you to continue working with the refocused LMIC as the state's liaison, as you have in the past. The relationship with your organization is an important one and benefits the people of Minnesota.

Sincerely,

Dana B. Badgerow
Commissioner

c: Chuck Noerenberg, Governor's Office

Office of the Commissioner
200 Administration Building, 50 Sherburne Avenue, Saint Paul, MN 55155
P: 651.296.1424 / F: 651.297.7909 / TTY: 651.297.4357

An Equal Opportunity Employer

ATTACHMENT B

Dear Colleague,

In 2004, the Federal Geographic Data Committee chartered a team to advance implementation strategies for creating, sharing and maintaining the geospatial data most needed in metropolitan regions. The team identified five core competencies essential to sustaining regional geospatial data collaboratives:

- governance model
- financial model
- business case
- geospatial data architecture
- marketing & communication

Because you have expertise in one or more of those core competencies we invite you to join us in Washington, D.C. on May 3, 2004 for a Regional Geospatial Data Framework Experts Workshop. The workshop agenda will be developed over the next few weeks in collaboration with workshop participants.

To accept this invitation, please send email to Kathy Covert at klcovert@usgs.gov on or before March 15, 2005. Thank you.

Sincerely,

Kathy Covert

Attachment: Regional Geospatial Data Framework Fact Sheet

Invitation List (so far):

Randy Johnson, MetroGIS
Patrick DeTemple, Bay Area Regional GIS Council
Raj Singh, MIT
Joe Ferreira, MIT
Doug Nebert, FGDC
Eliot Christian, FGDC
William Ulrich, IT expert
Bruce Cahan, principal Urban Logic, Inc.
Pari Sabety, Director, Urban Markets Initiative, Brookings Institute
Andrew Reamer, Deputy, Urban Markets Initiative
Rebecca Somers
Adena Schutzberg, Editor Directions Magazine
Bruce Oswald, Assistant Director & CIO
New York Office of Cyber Security and Critical Infrastructure Coordination
Pete Magee, Coordinator, San Luis Valley GIS/GPS Authority
Keisha Biggs, University of Central Florida, Center for Regional Studies
David Risinger, The Audubon Partnership

Attachment B (cont'd)
Regional Geospatial Data Framework

Objective: To discover and document the technical, political, economic and social factors relevant to sustaining the urban data framework and to reach consensus on next steps.

Governance
Addressing how the participating members of the Regional Geospatial Data Framework community will organize themselves for data sharing management and maintenance.

- Agreements to define organizational structure and membership, including eligibility, rights and obligations.
- Data Sharing Policies to address data access, security, distribution and minimum data standards.

A. Business Case

Articulating cost efficiencies and other tangible and non-tangible benefits for creating and maintaining the Regional Geospatial Data Framework.

B. Financial Model

Developing a sound financial footing for development and ongoing operation of the Regional Geospatial Data Framework based on costs and funding strategies.

C. Geospatial Framework Data Architecture

Establishing the geospatial data architecture to deliver a shared spatial data infrastructure or *Regional GIS Data Architecture* to advance the Regional Geospatial Data Framework mission, vision and business goals.

- Existing Environment to define current technology and business environments
- Gap Analysis to identify where technology can further business goals
- Future Environment to define the desired future technology environment to achieve optimization

D. Marketing & Communications

Developing and delivering effective, timely informative content to convey and promote the Regional Geospatial Data Framework.

- Messages to create the mission and vision
- Branding to create an identity with logo, tag line, and graphic elements
- Marketing Plan to identify and target various audiences via effective outreach tactics
- Communications Plan to determine timing and methods for delivery of messages

Approved On
(Draft)

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 205
March 30, 2005

1. CALL TO ORDER

Chairperson Read called the meeting to order at 1:00 p.m. and asked the members to introduce themselves.

Members Present: *Cities*: Steve Lorbach (AMM: core cities - City of St. Paul) and Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties*: Scott Simmer (Hennepin), John Slusarczyk (Anoka), Randy Knippel (Dakota), David Claypool (Ramsey) and Jane Harper (Washington); *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Gordon Chinander (Metropolitan 911 Board); *Schools:* Dick Carlstrom (alternate for Lee Whitcraft; TIES); *Special Expertise*: Brad Henry (URS Corp.); *State*: Joella Givens (Mn/DOT), and Robert Maki (DNR); *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District); and *Utilities*: Al Laumeyer (CenterPoint Energy)

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Support Staff: Steve Fester, Randall Johnson, Mike Dolbow, and Mark Kotz (MetroGIS)

Visitors: Adam Baso (City of St. Paul)

2. ACCEPT AGENDA

Chairperson Read noted that to expedite the meeting Item 5c would be heard after 5a and that item 5b(3) would be held after 5b(1). The agenda was accepted as amended.

3. ACCEPT MEETING SUMMARY

Cockriel suggested that the word "schema" that was used in Section 5f (Existing Land Use) of the December 15, 2004 meeting summary should be replaced with a term that is more commonly used. Henry moved and Cockriel seconded to approve the summary for the Committee's December 15, 2004 meeting, subject to modifying the term "schema". Motion carried, ayes all.

4. SUMMARY OF JANUARY 26 POLICY BOARD MEETING

The Staff Coordinator summarized the major topics considered by the Policy Board at its January 26, 2005 meeting, as outlined in the Committee's agenda materials.

5. ACTION AND DISCUSSION ITEMS

a) Preliminary 2006 Budget Proposal

The Staff Coordinator summarized the 2006 budget request for MetroGIS's "foster collaboration" function, as presented in the agenda materials. Mark VanderSchaaf, Director of Planning and Growth Management at the Metropolitan Council, commented that the Council is anticipating the need for budget cuts in 2006 and 2007 and that at this time the effect on MetroGIS's budget request is unknown. He suggested adding this situation as a bullet to the listing of other uncertainties cited in the staff report when this topic is shared with the Policy Board. He noted that over the next couple of months a workgroup within the Council will hopefully be able to bring more clarity to this matter. He also mentioned that the internal Council workgroup would appreciate an opportunity to collaborate with the MetroGIS workgroup helping to prepare for the MetroGIS Strategic Planning Workshop proposed for this fall, as many of the

questions that have been suggested to help prospective participants prepare for the workshop are also relevant to the Council's internal review.

Motion:
Claypool moved and Givens seconded to direct staff to forward the budget request as set forth in the agenda materials to the Policy Board for its review and comment at the April Policy Board meeting.

b) Strategic Direction Retreat – Clarify Expectations
The Staff Coordinator summarized the staff report and commented that Professor John Bryson is available on September 22 and 23 to facilitate the event. The Committee was asked to set aside both dates for the time being.

In response to question from the Committee, the Staff Coordinator commented that the attendees have not been confirmed, other than in general terms that the Coordinating Committee and Policy Board members are the primary audience. The existing Workgroup that is responsible for preparations will decide the specifics. It was suggested that reference to "retreat" should be dropped given its negative implications. In jest, members offered "advance" and "Operation Enduring Sharing" to emphasize the need for more a more future-oriented event. The Committee also agreed that the private sector should be involved with the event as well as in its preparations and concurred that if Terese Rowekamp is willing, she would make an excellent representative.

c) Regional Solutions to Priority Information Needs
(1) Street Centerline Dataset: E911 Suitability Enhancements
Chinander provided an overview of the workgroup's efforts. Dolbow explained the workgroup's purpose, vision, objectives, definitions (expansion of TLG paradigm, not changing it), concepts of Core Geographic Unit and single official source, and the proposed vision in general.

In response to a question from Knippel about how the proposal ties into current efforts by Mn/DOT related to its Linear Reference Model (LRM) project, the group concurred that the potential exists to tie the two projects together, but the lack of address ranges in the Mn/DOT street centerline database is an impediment that needs to be resolved. All concurred that a good deal of duplication currently exists in the management of street centerline data and that a goal should be to ensure consistency with Mn/DOT's efforts to the maximum extent possible.

The group also concurred with Knippel's realization that the vision proposed by the Street Centerline Workgroup goes beyond typical GIS implementations and will involve agreement on intergovernmental policies to succeed. Staff affirmed that the workgroup concluded early on this would need to be the case to make any serious and long-term efficiency improvements. Chinander concurred, noting that the need to establish compliance with the Master Street Address Guide (MSAG) is an example of the need for effective lines of communication with the 911 community that have not been widespread in the past.

Laumeyer encouraged the group to consider involving utility interests as they also have emergency management needs and they, like the 911 community, need street and address data before the counties formally include plat information in their parcel systems. Laumeyer was offered an opportunity to participate in the workgroup and participate with the next phase of the effort.

In response to a question from Maki, Dolbow commented that the current regional street centerline dataset was endorsed for geocoding functions, not routing, noting that the topology is lacking for routing. He also commented that features important to the E911 community, such as ring roads at malls, trails, etc. are missing from the current regional street centerline dataset, and finally that the spatial accuracy in some cases is in need of improvement.

Claypool cautioned that inaccuracies in the location of city boundaries need to be taken into account and that the "go-to" authority to fix such inaccuracies is not necessarily easy to determine. Dolbow and Chinander noted they expect a number of these types of issues to arise as the details of the technical and organizational strategies begin to come together.

Knippel commented that this proposal will likely result in an expansion of the core street centerline data acknowledged as important to everyone versus that currently available via the current regional street centerline dataset. Wencl commented that Mn/DOT should be kept in the loop related to the concept of unique identifiers. He noted that he would like to eventually see address data attached to MnDOT's data, that it be managed as a component of the LRM, and that the USGS have access. Givens commented that the current communication link between Dan Ross and Dolbow is likely the best way to achieve the desired coordination.

In response to a question from Maki, staff affirmed that the proposed vision for a federated (multi-participant) solution includes an emphasis on organizational roles and responsibilities necessary to create the desired data, as well as, secure commitments from organizations with the resources and needs to maintain its currency, in addition to defining the desired data components themselves.

Bitner encouraged the workgroup to investigate incorporation of Web Mapping and Web Feature Services into the proposed vision in addition to physical sharing of the actual data.

Motion:
Chinander moved and Wencl seconded to accept the vision proposed by the E911 and Street Centerline Workgroup, as outlined in the agenda materials and to direct the Workgroup to develop a proposal for the technical and organization components necessary to achieve the proposed vision. Motion carried, ayes all.

(3) Addresses – Occupiable Units Points Dataset
Chinander introduced the Occupiable Units Workgroup's recommendation and then introduced Mark Kotz, the workgroup's lead staff, to summarize the Workgroup's purpose, scope, proposed definitions, results of its survey of address authorities, gap analysis efforts, recommended vision, and its justification.

Kotz commented that that the address components which exist for centerlines and parcels are not sufficient, and that that there is currently no means to track addresses at the unit level for buildings/units on a single site – a need that has been defined by the MetroGIS community, in particular the E911 community. Henry asked how the vision would deal with the room in which the Committee is currently meeting as a component of the larger building. Kotz responded by noting that the business rules to be more clearly defined before all of the specifics are worked out.

VanderSchaaf asked a question about enforcement that led to a broader discussion about MetroGIS's role to support the forum through which organizations with the most need would work through the details. The Staff Coordinator emphasized that whatever solution(s) is arrived at in terms of both organizational structure and data specifics, participation would be on a voluntary basis with an emphasis on demonstrating benefits to candidates for participation.

Harper affirmed the value of pursuing a regional solution county-by-county, given the multiple related relationships that already exist among the counties and local governments that interact daily. She was also supportive of personalizing the incentives, as necessary, to address policy and procedure variations from county to county.

Knippel asked for clarification about how the proposed vision would be integrated with the many vendor systems that are already in place related to street centerline data. Chinander responded that he is confident that solid relationships with the vendor community will continue, given how the vendor

community has responded thus far. Harper surmised that if MetroGIS, in collaboration with the Metropolitan 911 Board, is able to agree on best practices, 0promotion of these agreed upon practices could help communities in their efforts to work with the vendor community.

Cockriel asked to what degree the occupiable unit and street centerline workgroups are coordinating their respective efforts. The Staff Coordinator commented that, by design, there are common members and that the lead staff frequently confer with one another, as is evidenced by their presentation at this meeting and the bringing of the topics to the Committee at the same time. Cockriel stated that he was encouraged to hear that the two efforts are so closely coupled and, as such, suggested that the addresses for occupiable units effort might be in a better position for funding and local support from the Public Safety community down the road if outreach efforts continue to closely couple these initiatives. Members of the Coordinating Committee not currently involved in these groups who are interested in participating were encouraged join one or both groups.

Motion:
Henry moved and Cockriel seconded to accept the vision, as presented in the agenda materials, and direct the Address Workgroup to begin work on development of a proposal for the technical and organization components necessary to achieve the subject vision.

Chairperson Read asked for permission to extend the meeting 15-20 minutes. Permission was so granted.

(2) Existing Land Use – Reconsideration ***(Tabled by Policy Board at January 26, 2005 Meeting)***
Staff Coordinator Johnson commented that since the staff report had been distributed to the Committee members as part of the agenda packet, Metropolitan Council staff in the Planning and Growth Management Unit had determined that the LBCS-based Existing Land Use model is not needed to achieve the Council's purposes. Johnson noted that further investigation of the LBCS-based regional solution had been proposed in the staff report, provided an organization is willing to assume the role of regional custodian.

Mark VanderSchaaf, Director of Planning and Growth Management for the Metropolitan Council, commented on internal needs evaluation concerning the Council existing land use-related business needs. The current thinking is that the LBCS model goes beyond the Council's internal needs but they are supportive of the proposed prototyping to further investigate the concept in the event another interest(s) is willing to assume the regional custodian responsibilities. He asked that the report to the Policy Board be clear that the Council no longer considers itself a candidate to serve as the regional custodian for an LBCS-based solution.

Harper commented that she believes a window of opportunity exists to promote this LBCS-scheme as a voluntary tool for updating comprehensive plans. VanderSchaaf commented that Council management is not currently supportive of encouraging local government to utilize the LBCS model. Cockriel commented that he is amazed that the Council's Environmental Services Division has not endorsed this methodology for its ongoing efforts (e.g., the Regional Center Audit w/DNR and 10-year Water Conservation Emergency Plans), which, by their nature, are greatly enhanced by access to land use data that are normalized across jurisdictions.

Knippel commented that he believes that the topics of whether there is a community need for solution to a particular information need and the discussion about which organization(s) is willing to assume the custodian responsibilities need to be kept separate. Gelbmann added that the LBCS model has been given substantive consideration because it holds promise to address needs that have been identified by the community that go beyond the capabilities of the traditional hierarchical scheme.

Harper commented that the notion of postponing further action on an identified priority common information need due to the lack of an organization to champion a regional solution is among the topics

that should be central to the discussion at the proposed Strategic Planning Workshop, for which the theme is "are we done?" Should resource needs still be investigated? When should we reevaluate the information need premise?

As a result of questions raised by Knippel and Harper, the Committee concurred that the need for an Existing Land Use solution should be confirmed as a one-time event and that if a need still exists (as is expected to be the case), to decide at that time how best to address the organizational implications.

Motion:
Knippel moved and Claypool seconded to convene a one-time event, within the next six months, to affirm whether the MetroGIS community still believes a need exists for a regional solution to Existing Land Use information need. Motion carried, ayes all.

d) Performance Measures Anomaly Report
This item was not discussed due to a lack of time.

e) GIS Demonstration for April Policy Board meeting
Givens moved and Wencl seconded to invite Tim Anderson, with Barr Engineering, to be the presenter for GIS Demonstration topic at the April 20th Policy Board meeting. The topic will be the "How Watershed Districts are Benefiting from MetroGIS's Efforts". Motion carried, ayes all.

f) Regional GIS Projects – Call for 2005 Proposals
The Staff Coordinator summarized the call for proposals as outlined in the agenda materials. He emphasized that May 18 is the deadline for submission.

g) Non-Profit Vacancy – Coordinating Committee Seat
This item was not discussed due to a lack of time.

h) Policy on Forwarding Resumes to Committee Members
Chairperson Read asked that any members who do not want to receive requests for job opportunities (resumes, job postings, etc.) from job seekers via email should contact Steve Fester to opt-out. She commented that unless a Committee member asks for further discussion, no other action is anticipated with regard to this item.

6. PROJECT UPDATES
This item was not discussed due to a lack of time.

7. INFORMATION SHARING
This item was not discussed due to a lack of time.

8. NEXT SCHEDULED MEETING
June 29, 2005, 1:00-3:00 p.m.

9. ADJOURN
The meeting adjourn at 3:15 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

June 29, 2005

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street on Empire)

1:00 to 3:00+ PM
See directory in lobby for meeting room location.

AGENDA

			Page
1.	**Call to Order**		
2.	**Approve Agenda**	***action***	
3.	**Approve Meeting Summary**		
	a) March 30, 2005	***action***	**1**
4.	**Summary of April 20 Policy Board Meeting**		**5.5**
5.	**Action and Discussion Items:**		
	a) MetroGIS DataFinder Café – Upgrade Proposal	***action***	**6**
	b) Regional GIS Project Proposals	***action***	**12**
	c) GIS Demonstration Topic for July Policy Board meeting	***action***	**25**
	d) Fill Non-Profit Representative Seat on Committee	***action***	**27**
	e) Quarterly Performance Measures Anomaly Report	***action***	**31**
	f) Postpone 9/22 Target Date for Strategic Planning Workshop	***action***	**37**
6.	**Project Updates:**		**39**
	a) County Data Producer Workgroup Activities (*A synopsis of activity in three primary areas of activity*)		
	b) Priority Business Information Need Solutions and User Satisfaction Forums (*A synopsis of activity in eight thematic areas*)		
7.	**Information Sharing:**		**44**
	a) Change in TIES Representation to the Committee		
	b) LMIC's Reorganization		
	c) New Testimonial: City of Roseville / Ramsey County GIS Users Group		
	d) Presentations / Outreach / Studies		
	e) Metro and State Geospatial Initiatives Update (includes County-based GIS Users Groups)		
	f) National/Federal Geospatial Initiatives Update		
8.	**Next Meeting** September 21, 2005		
9.	**Adjourn**		

Mission Statement

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

How to find the MCIT Building

Located six blocks north of the Capitol Complex, just minutes from downtown.

If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

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If you are traveling on I-35E Northbound -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Southbound -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

See www.mcit.org for more information

Approved On
(Draft)

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Bitner encouraged the workgroup to investigate incorporation of Web Mapping and Web Feature Services into the proposed vision in addition to physical sharing of the actual data.

Motion:
Chinander moved and Wencl seconded to accept the vision proposed by the E911 and Street Centerline Workgroup, as outlined in the agenda materials and to direct the Workgroup to develop a proposal for the technical and organization components necessary to achieve the proposed vision. Motion carried, ayes all.

(3) Addresses – Occupiable Units Points Dataset
Chinander introduced the Occupiable Units Workgroup's recommendation and then introduced Mark Kotz, the workgroup's lead staff, to summarize the Workgroup's purpose, scope, proposed definitions, results of its survey of address authorities, gap analysis efforts, recommended vision, and its justification.

Kotz commented that that the address components which exist for centerlines and parcels are not sufficient, and that that there is currently no means to track addresses at the unit level for buildings/units on a single site – a need that has been defined by the MetroGIS community, in particular the E911 community. Henry asked how the vision would deal with the room in which the Committee is currently meeting as a component of the larger building. Kotz responded by noting that the business rules to be more clearly defined before all of the specifics are worked out.

VanderSchaaf asked a question about enforcement that led to a broader discussion about MetroGIS's role to support the forum through which organizations with the most need would work through the details. The Staff Coordinator emphasized that whatever solution(s) is arrived at in terms of both organizational structure and data specifics, participation would be on a voluntary basis with an emphasis on demonstrating benefits to candidates for participation.

Harper affirmed the value of pursuing a regional solution county-by-county, given the multiple related relationships that already exist among the counties and local governments that interact daily. She was also supportive of personalizing the incentives, as necessary, to address policy and procedure variations from county to county.

Knippel asked for clarification about how the proposed vision would be integrated with the many vendor systems that are already in place related to street centerline data. Chinander responded that he is confident that solid relationships with the vendor community will continue, given how the vendor

community has responded thus far. Harper surmised that if MetroGIS, in collaboration with the Metropolitan 911 Board, is able to agree on best practices, 0promotion of these agreed upon practices could help communities in their efforts to work with the vendor community.

Cockriel asked to what degree the occupiable unit and street centerline workgroups are coordinating their respective efforts. The Staff Coordinator commented that, by design, there are common members and that the lead staff frequently confer with one another, as is evidenced by their presentation at this meeting and the bringing of the topics to the Committee at the same time. Cockriel stated that he was encouraged to hear that the two efforts are so closely coupled and, as such, suggested that the addresses for occupiable units effort might be in a better position for funding and local support from the Public Safety community down the road if outreach efforts continue to closely couple these initiatives. Members of the Coordinating Committee not currently involved in these groups who are interested in participating were encouraged join one or both groups.

Motion:
Henry moved and Cockriel seconded to accept the vision, as presented in the agenda materials, and direct the Address Workgroup to begin work on development of a proposal for the technical and organization components necessary to achieve the subject vision.

Chairperson Read asked for permission to extend the meeting 15-20 minutes. Permission was so granted.

(2) Existing Land Use – Reconsideration ***(Tabled by Policy Board at January 26, 2005 Meeting)***
Staff Coordinator Johnson commented that since the staff report had been distributed to the Committee members as part of the agenda packet, Metropolitan Council staff in the Planning and Growth Management Unit had determined that the LBCS-based Existing Land Use model is not needed to achieve the Council's purposes. Johnson noted that further investigation of the LBCS-based regional solution had been proposed in the staff report, provided an organization is willing to assume the role of regional custodian.

Mark VanderSchaaf, Director of Planning and Growth Management for the Metropolitan Council, commented on internal needs evaluation concerning the Council existing land use-related business needs. The current thinking is that the LBCS model goes beyond the Council's internal needs but they are supportive of the proposed prototyping to further investigate the concept in the event another interest(s) is willing to assume the regional custodian responsibilities. He asked that the report to the Policy Board be clear that the Council no longer considers itself a candidate to serve as the regional custodian for an LBCS-based solution.

Harper commented that she believes a window of opportunity exists to promote this LBCS-scheme as a voluntary tool for updating comprehensive plans. VanderSchaaf commented that Council management is not currently supportive of encouraging local government to utilize the LBCS model. Cockriel commented that he is amazed that the Council's Environmental Services Division has not endorsed this methodology for its ongoing efforts (e.g., the Regional Center Audit w/DNR and 10-year Water Conservation Emergency Plans), which, by their nature, are greatly enhanced by access to land use data that are normalized across jurisdictions.

Knippel commented that he believes that the topics of whether there is a community need for solution to a particular information need and the discussion about which organization(s) is willing to assume the custodian responsibilities need to be kept separate. Gelbmann added that the LBCS model has been given substantive consideration because it holds promise to address needs that have been identified by the community that go beyond the capabilities of the traditional hierarchical scheme.

Harper commented that the notion of postponing further action on an identified priority common information need due to the lack of an organization to champion a regional solution is among the topics

that should be central to the discussion at the proposed Strategic Planning Workshop, for which the theme is "are we done?" Should resource needs still be investigated? When should we reevaluate the information need premise?

As a result of questions raised by Knippel and Harper, the Committee concurred that the need for an Existing Land Use solution should be confirmed as a one-time event and that if a need still exists (as is expected to be the case), to decide at that time how best to address the organizational implications.

Motion:
Knippel moved and Claypool seconded to convene a one-time event, within the next six months, to affirm whether the MetroGIS community still believes a need exists for a regional solution to Existing Land Use information need. Motion carried, ayes all.

d) Performance Measures Anomaly Report
This item was not discussed due to a lack of time.

e) GIS Demonstration for April Policy Board meeting
Givens moved and Wencl seconded to invite Tim Anderson, with Barr Engineering, to be the presenter for GIS Demonstration topic at the April 20th Policy Board meeting. The topic will be the "How Watershed Districts are Benefiting from MetroGIS's Efforts". Motion carried, ayes all.

f) Regional GIS Projects – Call for 2005 Proposals
The Staff Coordinator summarized the call for proposals as outlined in the agenda materials. He emphasized that May 18 is the deadline for submission.

g) Non-Profit Vacancy – Coordinating Committee Seat
This item was not discussed due to a lack of time.

h) Policy on Forwarding Resumes to Committee Members
Chairperson Read asked that any members who do not want to receive requests for job opportunities (resumes, job postings, etc.) from job seekers via email should contact Steve Fester to opt-out. She commented that unless a Committee member asks for further discussion, no other action is anticipated with regard to this item.

6. PROJECT UPDATES
This item was not discussed due to a lack of time.

7. INFORMATION SHARING
This item was not discussed due to a lack of time.

8. NEXT SCHEDULED MEETING
June 29, 2005, 1:00-3:00 p.m.

9. ADJOURN
The meeting adjourn at 3:15 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff

MetroGIS

Agenda Item 4

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Summary of April 2005 Policy Board Meeting

DATE: June 10, 2005
(For the June 29th Meeting)

*The following major topics were considered/acted on by the Policy Board on April 27th. Refer to the meeting minutes (*http://www.metrogis.org/teams/pb/meetings/05_0126/min.pdf*) for the discussion points.*

2006 MetroGIS Budget Request – Fostering Collaboration Role
The proposed 2006 MetroGIS funding request, as presented in the agenda materials for MetroGIS's efforts related to fostering collaboration (continuation of $86,000 in project funding and 1.75 FTE in staff support) was unanimously approved to forward to the Metropolitan Council for consideration.

Strategic Directions Workshop and Business Plan Update
Chairperson Reinhardt and Board Member Schneider agreed to participate in the Strategic Directions Workshop planed for September 22. The Board also asked the Committee/staff to host a forum expressly for non-government interests prior the September 22 workshop. The purpose would be to identify challenges and partnership opportunities that the non-government community would like MetroGIS to consider at its Strategic Directions Workshop.

Vision – E911-Compliant Regional Street Centerline Dataset
None of the Board members expressed any opposition to the vision, as proposed by the Coordinating Committee. Also, no political issues were raised that had not been previously identified by the workgroup. Board members acknowledged the value of accomplishing the proposed vision and asked questions about the timing, whether areas beyond the seven-county region could be included, and existing data sources. Workgroup was encouraged to regularly revisit communities that initially elect to opt out (of the opportunity to participate as a primary producer of address data) to give them an opportunity to regularly reevaluate their decision in the event their circumstances change.

Vision - Regional Occupiable Units Data Solution
None of the Board members expressed any opposition to the vision, as proposed by the Coordinating Committee. As with the previous vision discussion, the Workgroup was encouraged to regularly revisit communities that initially elect to opt out to give them an opportunity to regularly reevaluate their circumstances.

Existing Land Use – Board Request for Additional Information
None of the Board members expressed opposition to the Committee's proposal to host a forum later this year to evaluate the user support for pursing an LBCS-based, regional solution for the Existing Land Use Information Need.

Comparison of Objectives: NAZCA Solutions Software and MetroGIS
Board members concurred that the NAZCA product offers an example of collaborative opportunities not currently being considered by MetroGIS. He encouraged all associated with MetroGIS to investigate ways in which MetroGIS might pursue endeavors of this nature to broaden the community of those benefiting from MetroGIS's efforts.

TO: Coordinating Committee

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

SUBJECT: MetroGIS DataFinder Café- Upgrade Options

DATE: June 13, 2005
(For June 29th Meeting)

INTRODUCTION

Authorization is sought from the Coordinating Committee to create a workgroup to recommend a course of action concerning upgrading of DataFinder Café for consideration by the Committee at its September 2005 meeting.

SITUATION

DataFinder Café has been operational since July 2002. It has been running on the same server and in the same operating code environment since that time. An upward trend in use of DataFinder Café appears to be occurring. That is, recent use of Café accounted for a larger portion of total data download activity than in past; the other download option is via FTP. The percent of average monthly use over the last two years is 17 percent, whereas, the average over the past three months is 25 percent or 163 download events.

Although Café has proven to be generally reliable and stable, the current platform needs be upgraded to address the following needs/issues:

1. The server that Café is running on is old and lacks sufficient capacity. This situation is resulting in slower processing time than desirable. This result is particularly evident in the slower than desirable performance of the regional mailing label application.
2. Installation disks do not exist. The customized Café program was installed in June 2002 and the contractor subsequently made several on-site modifications to achieve full operational status in the current operating environment. There is no way to be certain that moving the existing code to another server can be accomplished without breaking Café.
3. The Java-based code written by the contractor to customize Café's functionality is not open source and the contractor that built Café is no longer in business. If a major crash occurs, Café's functionality will be lost.
4. Upgrades in component programs (ArcIMS and FME) that support Café's functionality are overdue. It is unknown whether upgrading any of these components would result in crashing Café, without a means to fix it. For instance, the newest release of Java is incompatible with Café's security module. Users who have installed previous versions of Java before installing the Café client are unaffected. Unfortunately, until this problem is resolved, new users of Café can only access the regional parcel and street centerline datasets via FTP procedures, which do not support subsetting prior to downloading.

DESIGN AND COST OPTIONS

A user survey was administered in May to help set priorities for functionality to be supported in an upgraded version (see Attachment A). Additional work is needed to define the next-generation philosophy for Café and how it will fit into a coordinated scheme of delivery of raw data, delivery of web services, and the given the growing interest in some GIS functionality – possibly some interactive querying of data hosted on DataFinder. Establishment of MetroGIS workgroup is proposed to evaluate needs and upgrade options pertaining to DataFinder Cafe.

Two in-progress surveys might also be of value to the proposed workgroup in its efforts to evaluate desired additional needs pertaining to Cafe: a) an E-government service study to assess the Metropolitan Council's needs and opportunities [See Agenda Item 7E(1)] and b) a study being conducted by the

Minnesota 3D initiative [See Agenda Item 7E(2)]. The next-generation DataFinder Café framework also should be consistent with the recently developed strategy for "brokering web services" promoted by the MN Governor's Council on Geographic Information.

PROSPECTIVE FUNDING RESOURCES

Funding resources, available in 2005 that could be used toward upgrading DataFinder Café in 2005, range from $17,200 to $32,200, assuming all of the affected parties agree the upgrading is an appropriate use for these funds. While not anticipated, in the event either of the proposed Regional GIS Projects (Agenda Item 5b) does not proceed, up to an additional $16,500 could be available for upgrading DataFinder Café for a total of $48,700. The funding specifics are as follows:

a) Funds in 2005 operating budget: **$10,000**

1. Funds budgeted for support of DataFinder. The current balance is $**8,500.**
2. Budget funds in excess of actual expenses incurred - **$1,500** to $2,000.

b) Donated funds – currently no designated use: **$1,700**

The current available balance is $**1,700** ($2,450, less $750 that has been authorized for box lunches for the proposed Strategic Directions Workshop to be held on September 22).

c) Uncommitted Regional GIS Projects Funding: **$5,500**

$22,000 is budgeted for Regional GIS Projects Funding. The proposals submitted would utilize $16,500 in 2005, if fully funded and assuming all of the parties are able to agree the proposed project(s) warrant funding at the levels proposed. (See Agenda Item 5b).

d) Grants/Partnerships: **$15,000**

No partnership opportunities are currently anticipated, other than possible use of $15,000 in grant funding previously received from the FGDC/NSDI to develop an Open Geography Consortium (OGC)-compliant Web Mapping Service (WMS) capability for DataFinder. Permission was subsequently received in 2003 to use these grant funds in collaboration with LMIC. Unfortunately, that collaborative venture had to abandoned for reasons that included a proposed substantial cut in LMIC's funding, which has since become reality. *Permission has been requested to utilize these funds to upgrade Café and make it fully OGC WMS compliant*. These funds may have to be returned if they cannot be used for the actual project for which they were received.

RECOMMENDATION

That the Coordinating Committee create a workgroup (and assign a liaison) and ask it to:

1) Supplement the existing user needs survey data as needed to fully document desired improvements in the form of functional design requirements and estimate the cost to accomplish these improvements.
2) If possible, seek out preliminary bids/quotes to accomplish the functional requirements.
3) If possible, present a recommendation for consideration by the Committee at its September 2005 meeting.

Attachment A

Results
MetroGIS DataFinder Cafe User Survey
May 2005

	Count	Percent
1. Your organization type:		
City, county, school, watershed, or regional government entity	20	57.14 %
State or federal government entity	9	25.71 %
Academic entity	3	8.57 %
Other	3	8.57 %
Total Responses	**35**	**100 %**
2. Jurisdictional authority (Where does your organization operate?)		
Completely within the seven county Minneapolis-St. Paul metro area	21	60.00 %
Within and beyond the seven county metropolitan area	10	28.57 %
Outside of the seven county metropolitan area	4	11.43 %
Total Responses	**35**	**100 %**
Are you the only person within your organization who uses DataFinder Cafe?		
Yes	17	48.57 %
No	18	51.43 %
Total Responses	**35**	**100 %**

4. How long has it been since you last used DataFinder Cafe?

A day	3	8.57 %
A week	5	14.29 %
A month	15	42.86 %
3 months	8	22.86 %
1 year	2	5.71 %
More than a year	2	5.71 %
Total Responses	**35**	**100 %**

5. How frequently do you use DataFinder Cafe?

Weekly	2	5.71 %
Monthly	12	34.29 %
Quarterly	17	48.57 %
Annually or less often	4	11.43 %
Total Responses	**35**	**100 %**

	Count	**Percent**

6. What data have you accessed via DataFinder Cafe in the past 12 months? Select all that apply.

(Not Answered)	2	0.85 %
Bus Routes or Bus Stops	8	3.40 %
Census Geography	15	6.38 %
County and Municipal Boundaries	23	9.79 %
Elevation Contours	7	2.98 %
Functional Class Roads	9	3.83 %
Generalized Land Use	14	5.96 %
Highway System 2025	2	0.85 %
Land Cover	11	4.68 %
Major Highways	14	5.96 %
Parcels	19	8.09 %
Planned Land Use	12	5.11 %
School Districts	10	4.26 %
Shopping Centers	2	0.85 %
Soils	7	2.98 %
Streams Network	9	3.83 %
TLG Street Centerlines	25	10.64 %
Transit Corridors	7	2.98 %
Water Features (lake or river polygons)	18	7.66 %
Watershed Management Organization Boundaries	9	3.83 %
ZIP Code Boundaries	11	4.68 %
Other	1	0.43 %
Total Responses	**235**	**100 %**

Other replies: PSAP & ESZ boundaries

8. What feature(s) would you like to see added to DataFinder Café?

- Personal geodatabase as a download data format option
- Use more OGC Mapserver liketools.
- aerials
- I would like to see the last feature promoted more, the one where any organization can share data. As for data, I'd like the mosquito control district to post updates of their wet areas layer.
- Southern Minnesota county landowner parcel data information.
- Higher resolution topographic data (LiDAR?).
- census data . children and others living in residence ages?
- Thank you so much for the excellent resource.
- Some files appear out of date. For instance, the future transitways shapefile seems to have things in there that are not official anymore.
- Can't think of any features...but would like to see Area Code Boundaries, Telco Boundaries, Railroad mile markers, river mile markers..etc

7. How valuable are the following DataFinder Café-related functions to your organization?

Directions: On a scale of 1 to 5, please rate the value to you of each of the following MetroGIS DataFinder Café functions. In determining the appropriate value, ask yourself "Do I use this function? Is it valuable to carrying out my job responsibilities? Does it save me time?"

Ranking Scale: 0- I do not use
1- Little or no usefulness
2 - somewhat useful
3 – useful
4 – highly useful
5 – essential

Question	Average	0	1	2	3	4	5	Total	Responses
k. Use of Cafe to download "secure" datasets ? either TLG data and/or MetroGIS Parcel data (requires user name and password)	3.56	5	1	2	2	10	14	121	34
c. Browse (view) the dataset metadata records	3.38	6	0	4	3	7	14	115	34
j. When downloading data, the ability to download several datasets in a single bundle	3.38	4	1	1	8	12	8	115	34
a. Browse (view) the geographic data	3.32	6	0	2	7	7	12	113	34
b. Browse (view) the attribute data using the identify tool	3.12	7	0	2	7	9	9	106	34
l. Use of Cafe to download "non-secure" datasets - all other datasets available via anonymous login	3.09	7	1	2	6	8	10	105	34
d. Zoom to a predefined geographic area such as a municipality, county, school district or watershed district using gazetteer	2.62	8	2	1	11	8	4	89	34
f. When downloading data, the option to download subset the attributes or fields (meaning only selected fields are downloaded)	2.59	10	2	1	5	11	5	88	34
g. When downloading data, the clip data function using a self-defined geographic extent (where the user draws an ad-hoc polygon)	2.59	8	3	5	4	7	7	88	34
h. When downloading data, the clip data function using a predefined geographic extent (where the user selects a feature from another data layer such as a jurisdictional boundary as a cookie cutter?)	2.50	9	3	4	5	6	7	85	34
i. When downloading data, the clip data function using the clip to viewable extent option (the extent shown in the Cafe window clips the downloaded data)	2.12	10	3	7	6	3	5	72	34
e. When downloading data, the ability to specify data output format other than shapefile (e.g., MIF)	1.91	15	1	4	4	3	6	63	33
m. The ability to access data via a WMS (Web Mapping Service) format for use in a GIS web or desktop client	1.85	14	1	6	5	2	5	61	33
n. The service provided by DataFinder Cafe to distribute my organization's data	1.75	16	1	5	1	3	6	56	32

TO: Coordinating Committee

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

SUBJECT: Regional GIS Project Proposals

DATE: June 20, 2005
(For June 29th Meeting)

INTRODUCTION

That the Coordinating Committee: a) offer comment as to the relative value to the community of each of three candidate proposals that have been submitted for consideration for funding as a Regional GIS Project (see definition below) and b) provide feedback to the applicants concerning any additional application information desired.

Each of the applicants has been asked to summarize their respective proposals at the Committee's June 29th meeting to insure that key aspects of each proposal are clearly understood. The application content requirements are presented in Attachment A. Additional background information is also provided in the Reference Section. The actual application submissions are attached in Attachment B.

AUTHORITY

MetroGIS's 2005 operating budget includes $22,000 for Regional GIS Projects. The source of these funds is the Metropolitan Council as a line item in the 2005 budget. 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, if the Council wishes such advice, as to whether a candidate project has merit for further consideration.

On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the 3rd generation Parcel Data Sharing Agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition of "Regional GIS Project" being as follows:

> **"…**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."

In October 2003, as a component of the negotiations for the current GIS Data and Cost Sharing Agreements, the Policy Board adopted principals for funding Regional GIS Project Proposals. See Attachment C.

SUMMARY OF PROPOSALS

Two of the subject proposals are addressed in this report. The third – DataFinder Café Upgrade - is the subject of Agenda Item 5a. Staff recommends that the DataFinder Café Upgrade be dealt with separately because other funding sources apply for support of DataFinder, as it is a core MetroGIS function.

All three proposals meet the minimum requirement of being related to an ongoing MetroGIS initiative. Each also requires more research to fully define the costs and design parameters. A summary of each follows:

PROPOSAL A: REGIONAL WEB-BASED GIS APPLICATION – PROVIDE UNIFORM GENERAL VIEW AND QUERY CAPABILITIES FOR REGIONAL DATA

Proposer and cost: This proposal is submitted by the County Data Producers Workgroup and has the support of each county. A one-time, $16,000 purchase of existing software is proposed (currently operational at a county in South Carolina). The quoted fee is ½ the normal due the collaborative nature of this proposal.

Policy Consistency: The core concept of a common "look and feel" for the user (as they move from the regional website to the associated sites hosted by those counties that wish to host such a site) is consistent with the general direction called for in the current MetroGIS Business Plan. This concept is also consistent with a comment made by Policy Board member Tony Pistilli at the April Board meeting, which was agreed to by other members: "… encourage all associated with MetroGIS to investigate ways in which MetroGIS might pursue endeavors of this nature (NAZCA web-based application to easily access wide variety of parcel based information) to broaden the community of those benefiting from MetroGIS's efforts."

Benefit: An extremely valuable by-product of establishing the proposed common web-based interface is that its presence would result in subsequent wider spread normalization of data formats and standards across the Metro Area. This result could be viewed as of equal, and possibly greater importance, than the proposed application itself in terms of improvement in organizational efficiencies and reduction in duplication of effort that are the core of the collaboration principles fostered via MetroGIS's effort.

PROPOSAL B: POPULATE ATTRIBUTES IN THE REGIONAL PARCEL DATASET

Proposer and cost: This proposal was submitted by the Metropolitan Council, in accordance with its role as custodian of the Regional Parcel Dataset. An expenditure of about $500 is estimated in 2005, followed by an estimated expenditure of up to $21,500 in 2006. (Note: There is no guarantee that the Council will authorize funding for Regional GIS Project proposal in 2006.) A motivation for this proposal is the Council's preference to implement a variety of E-Government solutions to better serve its customers, as well as, improve internal efficiencies.

The first year (2005) would involve use of existing staff resources to complete the required investigation of need, research appropriate courses of action, and obtain buy-in from the counties regarding proposed data enhancements. (*Staff comment: It should be noted that funds are included in the main MetroGIS budget for "user satisfaction forums" that could be used to cover the proposed $500 expenditure in 2005.*) The funds that would be expended in 2006 assume that at least some of the identified gaps in data consistency can be filled. It is expected that the requested funding would be used to compensate the counties to convert data maintained in currently non-compatible formats and for any programming or data collection that may be needed to accomplish the desired data consistency. Hiring a contractor to accomplish these tasks might also be an option depending on results of the proposed Phase I investigation.

Policy Consistency: The regional parcel dataset is a cornerstone of the MetroGIS endorsed regional datasets that have thus far been implemented to address common information needs. As noted in the applicant's proposal, consistency of parcel attributes, across the seven counties, is among priority needs that users continually cite at user satisfaction forums. Such consistency is fundamental to the community's ability to effectively develop applications, which run on regional data.

Benefit: This proposal is a sign of the community's maturity and a result of the collaborative data policies that have already been implemented via MetroGIS's efforts. Continued improvement in the consistency of parcel attributes would continue to expand upon the functionality possible with the web-based applications, such as outlined in this proposal. The regional mailing label application is an example of the power of what can accomplished if data producers continue to endorse collaborative approaches to addressing common information needs via regional data solutions.

PROPOSAL C: UPDATE DATAFINDER CAFE

Proposer and cost: This proposal was submitted by the Metropolitan Council, in accordance with its role as regional custodian for MetroGIS DataFinder. The $22,000 cost estimate would be firmed up as part of the proposed additional research.

Support of DataFinder, as a core function of MetroGIS, involves ongoing budgeted expenses. Therefore, this proposal can viewed somewhat differently than the other two proposals, as other sources of funding exist for on-going support. However, it is important to note that funds currently budgeted for ongoing maintenance expenses are likely not insufficient to accomplish the upgrades identified in this proposal.

Given that other funding sources exist, this proposal is addressed separately in Agenda Item 5a. It is important to note that recommendation for a specific course of action for DataFinder Café is requested via recommendation from a special purpose workgroup at the September Committee meeting.

DISCUSSION

Each of the three proposals is consistent with MetroGIS policy and each would benefit the community, if achieved. Therefore, each warrants further consideration. Notwithstanding, each also requires additional research to refine the specific needs, appropriate courses of action, and budget requirements before a final funding allocation decision can be made. Depending upon the results of the recommended additional research, it is conceivable that more than one of these projects could be pursued, possibly all three, given the phasing that is proposed for Project B.

To expedite the timeliness of a final decision, relative to the proposed project schedules, if the Council wishes to consider a recommendation from MetroGIS, staff recommends that the Committee's discussion on June 29th and any comments that might be offered by the Policy Board on July 20th be the basis of MetroGIS's input. Those comments being an opinion on the relative merit of each project and feedback to the proposers about elements of the proposal that should be more fully addressed.

RECOMMENDATION

That the Coordinating Committee:

1) Conclude that all three 2005 Regional GIS Project proposals have merit for further consideration
2) Offer an opinion as to the relative order of priority from a community perspective.
3) Provide feedback to the proposers regarding additional information desired to finalize the respective proposals (user needs, technical design, costs via appropriate competitive processes, etc.)

REFERENCE SECTION

GENERAL BACKGROUND – REGIONAL GIS PROJECTS

2005 is the first year that Regional GIS Project Proposals have been sought from members of active MetroGIS workgroups and committees. Prior to 2005, funds to undertake regionally significant GIS projects were incorporated into the GIS Data and Cost Sharing Agreements, which were executed between the Council and the counties, because the highest priority needs generally involved parcel data and related access procedures.

During negotiations for the current 2004-2008 Data Sharing Agreement with the seven counties, the premise was accepted by the parties that data produced by stakeholders, other than the counties, and associated application needs would likely be among the community's priorities and that a wide variety of candidate projects should have equal access to these project seed funds.

METROGIS POLICY BOARD ROLE IN DECISION PROCESS

As with other MetroGIS budget/expense related decisions that involve project funding, the organization from which the funding is received and accountable for the appropriate use of these funds and, therefore, has the final decision as to whether a project is funded and the amount involved. In the case of the subject Regional GIS Projects, the Council's procurement rules must also be followed in the event a project involves an RFP, purchase of goods, etc. The Policy Board's role is to advise the Council, if the Council wishes such advice, as to whether a project(s) has merit, is consistent with current MetroGIS priorities, and which has the greatest benefit to the community as a whole.

ATTACHMENT A

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

CALL FOR 2005 FUNDING CANDIDATES
-REGIONAL GIS PROJECTS -

What Projects are Eligible for Funding?
Only projects that satisfy the objectives of a Regional GIS Project and are associated with a currently authorized MetroGIS workplan activity are eligible for funding. A Regional GIS Project is 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 application that enhances access to data which addresses a priority information need endorsed by MetroGIS."*

How Much Funding is Available?
The 2005 MetroGIS budget allocates $22,000 for funding of Regional GIS Projects.

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 should be funded:

- Statement of project objective and why the requested funding is needed
- How the proposed project aligns with a Regional GIS Project objective(s)
- Importance of the proposed project to implementing a sustainable solution to a defined geospatial community need(s)
- Activities necessary to achieve the project objective and how the requested funds apply
- Breadth of core MetroGIS stakeholder organizational interests supporting the proposal
- Total value and type of required resources that would be leveraged if funding is awarded
- Effect of receiving funding approval for less than the full amount requested
- Time frame for project completion

The full submission should not exceed 2 pages, excluding any supplemental materials.

Who Will Decide and When?
The Coordinating Committee is tentatively scheduled to consider project proposals at its June 2005 meeting. The Policy Board would then consider the Committee's recommendation at its July 2005 meeting. If any funds remain unallocated, another round of proposals would be sought prior to the year's end. Contracts for services must also meet the Metropolitan Council's procurement rules.

Who is Eligible to Submit a Proposal?
Any individuals affiliated with authorized MetroGIS projects, committees and workgroups.

What is the Deadline for Submission?
Applications must be received by Wednesday, May 18. Applications are to be submitted in digital form to Randall Johnson, MetroGIS Staff Coordinator (randy.johnson@metc.state.mn.us).

ATTACHMENT B

A copy of the each of the following proposals is provided in the following order:

PROPOSAL A: **REGIONAL WEB-BASED GIS APPLICATION – PROVIDE UNIFORM GENERAL VIEW AND QUERY CAPABILITIES FOR REGIONAL DATA**

PROPOSAL B: POPULATE ATTRIBUTES IN THE REGIONAL PARCEL DATASET

PROPOSAL C: UPDATE DATAFINDER CAFÉ

PROPOSAL A

2005 MetroGIS Regional GIS Project Proposal

Objective

To acquire, develop, and maintain a regional web-based GIS application to provide uniform general view and query capabilities for regional data. The product would be an application that runs on regional data sets, supplemented by individual county applications that have additional capabilities and/or detail.

A. Project Description

The Met Council would host an application with the query capabilities agreeable to all MetroGIS partners. Each county would host enhanced data and query capabilities as necessary to accommodate their business needs. Although this approach would use 8 separate web sites, the project objective is to maintain a consistent look and feel among all sites, creating a more seamless user experience than currently exists.

This would be accomplished through a single application, shared by the Metropolitan Council and all 7 metro counties, including source code that would be maintained and extended through a collaborative partnership. Currently, each county and the Met Council develop and maintain their own applications, occasionally sharing code to streamline individual development efforts. The proposed approach would give the Met Council and counties acommon application with a rich set of core capabilities, allowing each organization to concentrate resources on enhancements rather than each developing code for core capabilities.

This proposal is based on an ArcIMS client application developed for Greenwood County, South Carolina. An employee of the county developed it on his own time. He has permission from the county to remarket this application. His price includes a license to use the application and all related source code. Licensees are restricted from reselling it to anyone. He also offers training and custom programming services. Other options to meet the project objective would also be evaluated.

Approach

A workgroup of Met Council and county staff would review and recommend enhancements. Initial consideration would be given to implementing the core capabilities. The initial phase would include policy level discussions between the counties and MetroGIS. The workgroup will determine and design enhancements that would allow the application to continue to be shared by all partners. While any partners will always have the option of developing enhancements on their own, the intent would be to do so only on an exception basis to preserve the consistent user experience and allow for on-going collaboration.

Steps in process:

Explore what counties currently have
Determine what the counties and users need
Evaluate viable products for meeting the most needs
Decide upon the desired product and negotiate with the provider

Cost

We have received a verbal quote of $16,000 for the Greenwood County product. This price includes 8 licenses (1 for the Metropolitan Council and 1 for each of the 7 metro counties) and 2 days of technical training for technical staff of each licensee. All source code is provided and licensees are allowed to customize it as they see fit. It should be noted that this price is half the normal price for individual customers.

Rationale for Project

- Furthers the MetroGIS Goals

This project would address Item C, Task 1 in the MetroGIS 2005 Work Plan: *"Task 1: Identify existing geospatial applications and post to "Application Finder"."*

It would take MetroGIS to the next level in its evolution from finding data (Data Finder) to accessing and downloading data (Data Café) to gaining information from data through a query function. With each step in this evolution, MetroGIS partners have taken advantage of state-of-the art technology to provide users with geographically referenced data. State-of-the- art technology now makes it possible, through Web-based applications, to query data and produce a map without downloading the data. This project would make use of that state-of-the-art technology.

The MetroGIS Business Plan recognizes the need to move to this next level to meet greater user expectations. It states:

From its inception, the focus of MetroGIS has been on data sharing, rather than applications. Work on geodata applications for data analysis has been considered low priority (however, applications for data discovery and distribution have been developed - DataFinder and DataFinder Café.) Technology and user expectations have changed over time with increased interest in more direct access to user-friendly information. This change has elevated applications to a higher priority level for the region.

As the quality of geodata improves and becomes more accessible, more people are finding ways to use this data to improve decision-making. Governmental units, businesses, non-profits, and private citizens can all benefit by having access through application software to the information that can be derived from geospatial datasets.

The issue of applications is also being raised at the national level, as high quality data becomes more available and users see new opportunities for creating better information to support decision-making.

- Saves staff time devoted to application development

As the demand for access to geographic information increases and the complexity of associated applications increases, it is imperative that we find smarter ways to get the job done. GIS applications are complex, and building them from scratch each time is costly, requires highly skilled developers and architects, involves inherently risky development, takes longer to complete, and results in inconsistent applications. A query application that can serve as a development framework tool such as that referenced in this proposal would provide reusable code to solve many of the common web application needs. This dramatically reduces the complexity and development lifecycle required to create an application.

- Enhances User Experience

Conclusion

The MetroGIS Policy Board provided direction at its July 2002 meeting by stating that the world of applications could be boundless, and therefore, MetroGIS should move slowly using a gradual and incremental approach. This project would allow the MetroGIS partners to explore using a collaborative approach to procuring common applications with minimal cost and little risk.

This project exemplifies the values recognized in the following quotes taken from the recent MetroGIS Annual Report:

Citizens want value from government: effective, efficient services that demonstrate results. Sometimes, services are most effectively provided at the local level ….But sometimes, services are more effectively and efficiently provided at a higher level.

In order to maximize the benefit of GIS technology and minimize the costs, governments in the Twin Cities metropolitan area work together in a regional collaborative ... Their goal is to promote and facilitate GIS data-sharing in order to reduce data development and acquisition costs, improve data quality, leverage technology investments, promote best practices, and foster broader intergovernmental cooperation.

Contact for Proposal

Randy Knippel, GIS Manager, Dakota County Office of GIS, Western Service Center, 14955 Galaxie Ave.
Apple Valley, MN 55124
randy.knippel@co.dakota.mn.us
phone: 952-891-7080

PROPOSAL B

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

REGIONAL GIS PROJECT - PROPOSAL FOR 2005 FUNDING:

Populating Attributes in the Regional Parcel Dataset

Introduction

In 2004, an enhanced standard was adopted for the Regional Parcel Dataset as provided to MetroGIS users by the 7 metropolitan counties. The standard took effect with the first release of the dataset in 2005. With 36 new standard attribute fields in addition to the original 29 fields, the potential to analyze parcel-based information across the metropolitan area has more than doubled. However, this potential is currently unrealized, as only 13 of the 65 standard attribute fields are fully populated across all seven counties (Table 1). MetroGIS staff have identified which fields are not fully populated by each county (see Page 3 of the Parcel Data Attribute Description) using the most recent release (April 2005) of the regional parcel data set.

Objectives

The objectives of this proposed project are to populate priority attributes in the regional parcel data set using the following steps:

1. Estimate the costs of populating a subset of those attributes,
2. Weigh those costs against the prioritized needs of the MetroGIS community to identify a list of attributes that can likely be populated within a given budget.
3. Make funds available to help populate the identified attributes.

Table 1. Parcel attributes fully populated* across all seven counties.

Regional Parcel Attribute	Anoka	Carver	Dakota	Hennepin	Ramsey	Scott	Washington
Unique County ID	100%	99.9%	99.9%	100%	99.7%	98.5%	100%
Unique Parcel ID	100%	100%	97%	99.6%	99.8%	100%	98%
House Number	85%	87%	84%	99.6%	94%	83%	75%
Street Name	85%	87%	84%	99.6%	99.7%	83%	75%
City (actual)	100%	99.9%	97%	99.6%	99.8%	98.5%	94%
City (mailing)	92%	88%	84%	96.1%	99.7%	83%	75%
ZIP Code	72%	88%	84%	96.1%	99.7%	83%	76%
Homestead Status	99%	99%	97%	100%	99.6%	98%	100%
Estimated Market Value - Land	95%	98%	97%	94.8%	95%	97%	95%
EMV - Buildings	81%	82%	86%	91.1%	99.7%	76%	74%
EMV - Total	95%	98%	97%	94.8%	99.4%	97%	95%
School District	99%	99.9%	97%	99.4%	99.7%	98%	96%
Watershed District	99.8%	99.9%	97%	69.5%	99.7%	98%	79%

*an attribute is considered fully populated if at least 50% of records in the file contain pertinent information

Project Activities, Schedule & Funding
The first two project objectives would be accomplished through the combined efforts of MetroGIS staff and county staff. Activities for this part of the project include defining and estimating costs for populating each attribute, identifying best methods to complete the work, prioritizing work to populate attributes and developing a plan to accomplish the work.

The project would use the entire $22,000 available for MetroGIS projects. Most of the costs (estimated $21,000) would be used to pay for programming, database design, data sharing coordination and as needed data compilation. The remaining funds ($1,000) would be used for meeting, forum and evaluation expenses.

Task	Completion Date	Project Funds
Measure % of attributes populated (Appendix A).	*Completed*	*$0*
Technical Expertise Forum: sharing methodologies for database design, linkage, & information flow.	August 31, 2005	$500
Develop methodology and cost estimates within each county to populate each attribute.	November 31, 2005	$0
Prioritize attributes to populate.	January 31, 2006	$0
Populate priority attributes	August 31, 2006	$21,000
Project evaluation of results, materials, meeting rooms, and other expenses.	October 31, 2006	$500
Totals		**$22,000**

Effect of Lower Funding Award
The project funds required to populate attributes is only estimated at this time. If less is made available, then fewer attributes are likely to be populated. It is also likely that funding levels below a certain threshold would make it difficult to achieve results that justify the organizational effort. More research is required to determine this threshold.

Alignment with Core MetroGIS Stakeholder Interests
One definition of a Regional GIS Project is "a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset." This project would significantly enhance the completeness of the Regional Parcel Dataset, which is part of the Endorsed Regional Solution for four common information needs.

In the September 2003 Regional Parcel Data Users' Forum, "Attribute Consistency" across the seven counties was identified as a priority need (needed by many MetroGIS stakeholders), and was considered critical to the mission of at least one participating agency. This project's main goals of enhancing the completeness and consistency of the Regional Parcel Data set align with the goals of the greater MetroGIS community.

PROPOSAL C

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

REGIONAL GIS PROJECT - PROPOSAL FOR 2005 FUNDING:

Upgrade DataFinder Café

Introduction. On July 11, 2001, the MetroGIS Policy Board endorsed the project objectives to design and implement a secure Internet-based data distribution mechanism for the MetroGIS community as a way to automate MetroGIS's data distribution process. The resulting application, DataFinder Café, was officially rolled out at the MetroGIS Policy Board's July 2002 meeting.

Fifteen percent of the total data downloads from DataFinder are from the Café component. This equals about 95 downloads per month. The remaining 85 % of the downloads are via FTP. The key benefits of using the Café over FTP are 1) a user may subset the data by a predefined or custom geographic area as well as subset by attribute, 2) a user can pick from multiple formats, including shape file, DXF, etc., and 3) a user can download multiple datasets in one bundle. The Café works with both unlicensed and licensed (password required) datasets. In addition, the Café outputs WMS (web mapping services) in a format that can be used by agencies, such as The National Map.

The Café relies on ArcIMS and Java Web Start software, both of which have had multiple upgrades since Café was released. The Café application itself has not been upgraded since its initial deployment and as a result several issues have arisen: 1) New versions of Java do not support security functionality in the Café; 2) Newer ArcIMS features are unavailable to the Café or other MetroGIS and Metropolitan Council web-based GIS applications; 3) The WMS format no longer meets the standard; and 4) There is no support available for the Café. We cannot easily resolve these issues because the company that designed Café, Syncline, Inc., is no longer in business.

Objectives. Upgrade or replace the DataFinder Café software using the following steps:

1. Obtain input on Café functionality and usage from a user survey (already in progress by MetroGIS staff).
2. Reevaluate Café functionality based on user needs from survey.
3. Evaluate off-the-shelf software to see if anything meets these needs, and if not, research custom development options.
4. Purchase and install a new system to replace Café software. Special attention will be paid to the ongoing support and sustainability of the Café component of DataFinder.

Alignment with Core MetroGIS Stakeholder Interests. This project will provide ongoing support for the Café, which provides an easy and secure way to extract custom-defined MetroGIS-endorsed data. This will meet the objective of the Regional GIS Project that states "To assist data producers in performing primary custodial responsibilities, which have been endorsed by the Policy Board that exceed internal business functions, including extracting, documenting, manipulating, and delivering these data to the regional custodian."

Resources and Timeframe. This proposal requests the full $22,000 to use for the purchase of an upgrade or replacement for DataFinder Café software. It is unclear at this point how much the total project will cost and so it is unknown how a lesser award would affect the outcome.

The timeline for this project is that the user survey and subsequent analysis will be complete by early June. The research of possible solutions will be performed over the summer of 2005, with a potential RFP and decision being made in Fall 2005.

ATTACHMENT C

Principles for Allocating MetroGIS's Data Quality and Access Enhancement Funds (Regional GIS Projects)

(Adopted October 2003 – MetroGIS Policy Board)

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 supercede, the more general principles[1] that have governed MetroGIS's efforts for some time.

Data Quality and Access Enhancement Funding Principles

The following principles are to be embedded in the annual MetroGIS budget, and be approved as part of the budget approval process. Currently (*prior to 2004)* 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 that 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 3rd 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."

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[1] The following principles governed 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: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration – July 2005 Policy Board Meeting

DATE: June 10, 2005
(For June 29th Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board's July 27 meeting.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. County GIS activities: During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting. Since then, Dakota and Scott Counties have made presentations.
2. GIS related work at the U of M: At the September 2004 Coordinating Committee meeting, the following options were identified:
   - An evacuation routing program that has been presented and was well received by elected officials on the national scene.
   - An NFS grant funded project involving analysis of historic census data.
3. Prototype MetroGIS Emergency Preparedness Website. This option was identified at the June 2004 Committee meeting. However, it was determined to be premature to demonstrate this site until the organizational components are agreed upon, which is currently in process. Staff comment: the Committee may wish to demonstrate this site as part of the recommendation to the Policy Board.
4. Ramsey County GIS User Group's Internet Mapping Service (IMS) site. The Staff Coordinator has spoken with David Windle and he has agreed to demonstrate this website if the Committee and the User Group wish him to do so. The site is located at http://maps.metro-inet.us/RamseyCoGIS/DisclaimerRCPublic.htm.

DISCUSSION

Selecting the Ramsey County GIS User Group's Internet Mapping Service (IMS) site for the demonstration topic at the July Board meeting, would be timely for two reasons: 1) show the Board functionality that is currently operational, given the recent upsurge in interest to pursue regional solutions to commonly needed geospatial web-based applications and 2) acknowledge the leadership that David Windle has provided to the community before he leaves the region, returning to his homeland of Australia.

RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the July 27, 2005 Policy Board meeting.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- 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 PSAPs
- 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.

MetroGIS

Agenda Item 5d

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Fill Non-Profit Representative Seat on Committee

DATE: June 7, 2005
(For June 29th Meeting)

INTRODUCTION

The Coordinating Committee is respectfully requested to fill the non-profit representative vacancy created when Sandra Paddock left Wilder Research and subsequently resigned from the Committee.

INTERESTED CANDIDATE

Jeff Corn, Community Development Coordinator for the Longfellow Community Council in Minneapolis and co-chair of the Minneapolis Neighborhood Information System (MNIS), responded to the call for candidates to represent non-profit interests on the Coordinating Committee.

Mr. Corn's statement of interest is attached, as is the recommendation from Kris Nelson (CURA) that we contact Mr. Corn. Mr. Corn's credentials are consistent with expectations set forth in MetroGIS' Operating Guidelines.

BACKGROUND

Sandra Paddock left Wilder Research last fall. At that time, suggestions were solicited from the Coordinating Committee and others familiar with the non-profit community as to how to best go about recruiting a new representative from the non-profit community. Member Craig contacted Kris Nelson, also with CURA, who works closely with the MNIS organization. MNIS' membership is comprised of a variety of non-profits and neighborhood development organizations that utilize GIS technology to support a variety of community development-related activities. A call was subsequently put out within the MNIS organization. Jeff Corn responded to that call for candidates.

COMMITTEE APPOINTMENT PROCEDURE

MetroGIS Operating Guidelines do not prescribe how the Committee goes about filling vacancies in its membership. The Guidelines do, however, state that "The Coordinating Committee shall be responsible for selecting organizations or individuals to represent each of the approved general interest categories". These categories are listed in the operating guidelines, which include non-profits. The guidelines also provide guidance related to characteristics that the Committee should look for in selecting its members. (*See the attached excerpt from MetroGIS' Operating Guidelines. The complete guidelines can also be viewed at* http://www.metrogis.org/about/history/ops_guidelines.pdf).

In the past, interested candidates have been asked to submit statement of interest in serving. As noted above, Mr. Corn statement is attached. The candidate(s) is then invited to attend a Coordinating Committee meeting, at which Committee members have an opportunity to meet them. In the past, the Committee then asks the candidate(s) to leave the room while it discuss their credentials and decides whether or not to accept them as a member.

RECOMMENDATION

That the Coordinating Committee confer with Jeff Corn about his interest in serving on the Committee as the non-profit representative and decide whether or not to fill this membership vacancy at this time.

CANDIDATES'S STATEMENT OF INTENT

From: Jeff Corn <jeff@longfellow.org>
To: randy.johnson@metc.state.mn.us
Date: 5/10/05 4:11PM
Subject: Metro GIS Coordinating Committee

Nancy Read
Chair, Metro GIS Coordinating Committee

Dear Nancy:

I understand that you are seeking a non-profit representative on the Metro GIS Coordinating Committee. I am interested in the position and believe that I could bring a valuable perspective to the committee.

I am the Community Development Coordinator for the Longfellow Community Council (LCC), a Minneapolis neighborhood group. I also serve as a member of the M3D Steering Committee and am co-chair of the Minneapolis Neighborhood Information System (MNIS). I use GIS weekly in my work with LCC and appreciate the importance of community GIS, especially to small non-profit organizations.

Thank you for your consideration. Please feel free to contact me should you require further information.

Very Truly Yours,

Jeff Corn
Community Development Coordinator
Longfellow Community Council
Co-Chair Minneapolis Neighborhood Information Systems
(612) 722-4529

CC: Kris Nelson <nelso193@umn.edu>, Will Craig <wcraig@umn.edu>

RECOMMENDATION

From: Kris Nelson <nelso193@umn.edu>
To: <randy.johnson@metc.state.mn.us>
Date: 5/6/05 4:57PM
Subject: Non profit representative

Randy,

I recommend Jeff Corn for the non-profit representative for the MetroGIS Coordinating Committee. In addition to serving as a member of the M3D Steering Committee, Jeff is co-chair of the Minneapolis Neighborhood Information System (MNIS). MNIS is a Consortium of Minneapolis community organizations that have worked to increase access to public data for use in community planning and development; increase GIS capacity, and have partnered with CURA and the City of Minneapolis to establish the data download site and the online Early Warning System application. Jeff has been an important leader in public policy discussions and a strong advocate for community GIS.

He will make a great addition to the Metro GIS Coordinating Committee. Please call me if you would like to discuss this further….

Best regards,

Kris

--
Kris S. Nelson
NPCR Program Director
CURA, University of MN
330 HHH Center
301 19th Avenue South
Minneapolis, MN 55455
612/625-1020
http://www.npcr.org

CC: Will Craig <wcraig@umn.edu>

Excerpt
MetroGIS Operating Guidelines

Article III
Coordinating Committee

Section 2. Composition

The Policy Board shall approve the interest categories to be represented by the members of the Coordinating Committee. The approved interest categories shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions**, non-profit organizations that serve as adjunct resources for local government**, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS.

The Coordinating Committee shall be responsible for selecting organizations or individuals to represent each of the approved general interest categories. To qualify for consideration, candidate organizations, classes of organizations, and individuals must: 1) be an essential participant stakeholder or a system enhancer stakeholder or 2) possess special expertise or knowledge important to the MetroGIS mission not provided by another member.

Each Coordinating Committee member is encouraged to seek appointment of an alternate. Designation of an alternate member shall be by the governing body of the respective stakeholder organization. Designated alternate members are encouraged to attend Committee meetings, voting only in the absence of the primary representative.

Committee member selection shall be subject to the following guidelines (*only those that directly*):

- Members of the Coordinating Committee shall include a variety of government, academic, utility, **non-profit**, and private-sector perspectives. Producers and users of geographic information and a **diversity of operational areas important to the long-term success of MetroGIS shall be represented**.

- Persons representing academic, for-profit, and non-profit interests may comprise up to thirty (30) percent of the Committee's membership.

- Members **who represent broad communities**, as opposed to single organizations, are expected to **make an attempt to bring the communities' ideas and concerns to MetroGIS's deliberations** but they are not expected to establish regular, formalized communication channels with their broad communities.

TO: Coordinating Committee

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

SUBJECT: Quarterly Performance Measures Update –Anomaly Report

DATE: June 22, 2005
(For the June 29th Meeting)

INTRODUCTION

At each meeting, the Committee has asked staff to bring forward, for discussion, one or more anomalies associated with the previous quarter's performance measurement reporting results. This report includes performance-reporting statistics for the period from March to May 2005. During these three months, several noteworthy anomalies in the statistics presented themselves and are shared below for discussion and comment. Several measures of interest, which are not anomalies, are also called out for the Committee's information.

PERFORMANCE REPORTING STATISTICS – March – May 2005:

1. **Data Downloading Activity**

   a) General: Dataset **downloads decreased by 24%** from the same period in 2004, averaging 853 per month in 2004 period vs. 648 for the same period in 2005. However, during the same period in 2003, basically the same number of downloads were recorded as for this year: with an average of 659 per month. Although total downloads were down 24 percent, downloads via Café were down only slightly (4.8%) from the same period in 2004, from 515 2004 to 490 in 2005. Refer to the chart in the Reference Section for more details.

   Comments:

   (1) The March-May 2004 reporting period experienced the highest amount of download activity to date. Comments in the 2004 Annual Report indicate that the Committee offered the following possible explanations for the unprecedented increase in spring 2004 download activity: preparation for construction and other summer projects, data usage by university students and faculty, increased outreach to new communities (Emergency Preparedness, etc) and increased interest by NSDI-related interests.

   At this time, it is assumed that the spring 2003 and spring 2005 download activity are representative of the norm and the spring 2004 activity is an aberration. This assumption is offered because visits to the Data Finder Catalog and Café web pages were essentially the same (down only 1.5%) compared to the same period in 2004, averaging 1,499 visits per month compared with 1,477 visits per month from March to May 2005. Staff is developing charts that display data for all reporting periods, not just for the past two years, to provide better information about longer-term trends.

   (2) The 4.8 percent reduction in download activity via Café (515 in 2004 versus 490 in 2005) could be within the normal range of expected variation. However, another contributing factor may be beginning to impact this measure. As noted in Agenda Item 5a, in March 2005, MetroGIS staff became aware that users of new installations of DataFinder Café are not able to use Café to download TLG Street Centerline and Regional Parcel data - both foundations of MetroGIS's efforts - because the Café's security module does not work with the latest releases of Java. Users who have installed previous versions of Java to support Café are unaffected. In the case of licensed data, in those instances where Café does not work, staff believes that users are generally able to obtain

the data they need via FTP and are performing the clipping, aggregation, and formatting processes on their own that Café was designed to perform for them.

The results of a survey administered in May (Attachment A) of licensed users of TLG Street Centerline and Regional Parcel data, indicate that Café is performing valued functions. Question 7 in the survey asks the user to identify the importance to them of each of fourteen functions provided by Café. The function identified of highest importance was "Use of Café to download "secure" datasets –TLG data and/or MetroGIS parcel data". As such, staff believes it **important to decide next steps concerning the Java/Security module incompatibility, in particular, if there is a substantive population of users who do not have an internal means to sufficiently ready needed data for use if received via FTP**. (See Agenda Item 5a.)

b) Endorsed Regional Data Solutions - General: The six regionally-endorsed datasets for which MetroGIS monitors downloading activity – parcels, street centerlines, city/county boundaries, Census geography, Census Demographic Profiles, and Planned Land Use - continue to dominate data downloading activity. (Land Cover is distributed by DNR and download statistics are not available.) Of the six datasets monitored, all but Planned Land Use were consistently in the top 7 datasets downloaded each month during this report period, as has often been the case in the past. Planned Land Use has also been in the top 10, 9 out of the last 12 months. The top three downloaded endorsed datasets during the current reporting period were Parcels (212), County & Municipal Boundaries (162), and Census Demographic Profiles (120).

Comments:
The six identified regionally-endorsed datasets constitute, on average, 36 percent of the total downloads for each of the three months in the reporting period, with a high of 37 percent in May. This percentage of total download activity is trending up from around 20 percent two years ago, with this reporting period posting the highest average percentage experienced to date. (It should be noted that a noticeable drop occurred in this statistic when parcel data was not available during much of 2004.) **Staff believes this general upward trend is continuing evidence that the effort that MetroGIS puts into implementing and seeking continued enhancements to regionally-endorsed datasets is valued.**

c) Regional Parcel Dataset: Since becoming available again on January 31 of this year, the Regional Parcel Dataset has continued to dominate the downloading activity, averaging 71 downloads per month from March to May. Hennepin County's data was downloaded the most often of all seven counties' data during 3 of the past 4 months (66 total downloads).

d) Regional Socioeconomic Data: There has been a significant increase in viewing of the data source pages accessed via the MetroGIS Socioeconomic Resources Page at www.datafinder.org/mg/socioeconomic_resources/index.asp, which was launched in April 2004. Over the past 13 months, there has been a monthly average of 29 visitor sessions, for a total of 382 visits where a data source page(s) was viewed. The total number of data source pages viewed was 515 with the top three being: Census Product: US Census of Population and Housing (86), MN Dept. of Education (68), and Metropolitan Council (56).

2) **Downloading and Viewing Organizational Documents**

Viewing of MetroGIS's Organizational Structure illustration was visited 1,311 times, making it the most visited page during this period. The next most frequently visited page was "How to Find Data about the Twin Cities" at 995 visits. Other frequently viewed pages include MetroGIS's Guidelines for Working with Address Data (803); Data Standards, Guidelines and Best Practices (791); Parcel Data [history/specifications] (665); and Business Planning (537).

The most frequently downloaded document is MetroGIS's Business Object Framing Model (262), followed by DataFinder Café – Scope of Work (229), and MetroGIS's 2004 Annual Report that was

posted to the website in late March (209). The promotional brochure that accompanied the 2004 Annual Report was downloaded 100 times.

The number of visitor sessions at www.metrogis.org has been trending upwards over the past 3-½ years. Monthly visitor sessions have almost quadrupled, from just over 2,000 per month in early 2002 to around 8,000 in 2005. Staff believes this is due to a) the redesign of the website in early 2002, which made navigation more intuitive, and b) the general increase in awareness of MetroGIS. (See the chart in the Reference Section.)

3) **Benefits Testimonial Received**

The eighth stakeholder testimonial to the value of MetroGIS's efforts has been prepared and posted to the website. The subject is the City of Roseville. See Agenda Item 7c for more information

RECOMMENDATION

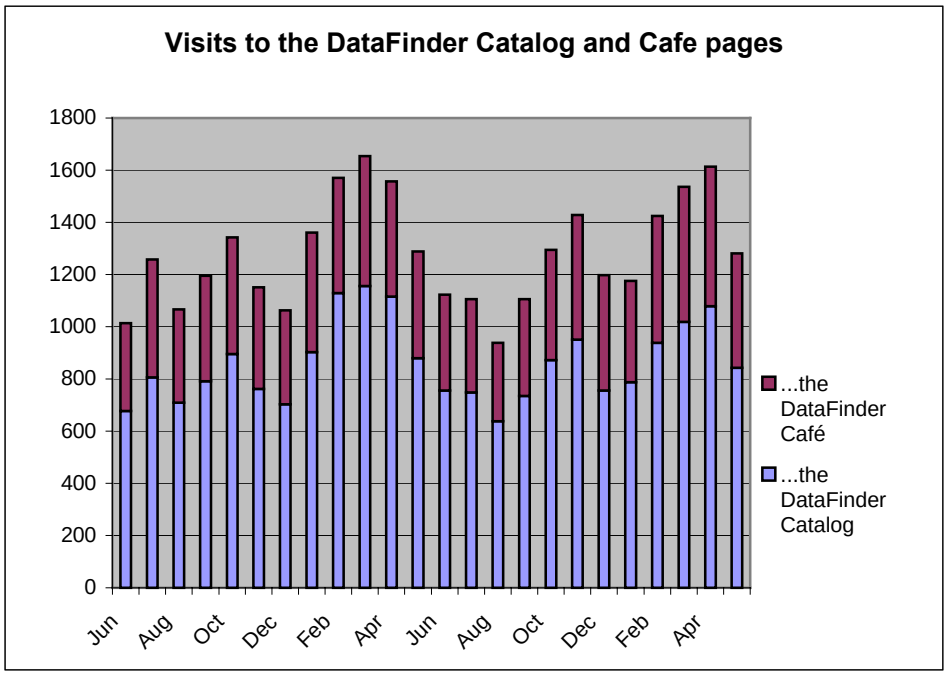
That the Coordinating Committee comment on questions and possible explanations offered by staff in an attempt to explain anomalies in performance measurement statistics for the March to May 2005 reporting period.

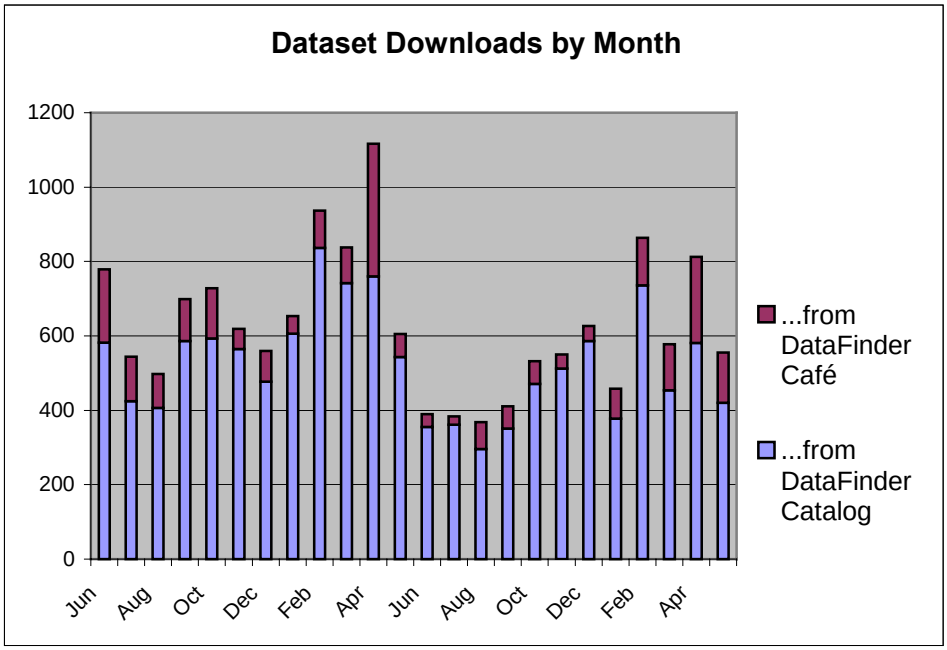
REFERENCE SECTION

PAST COMMITTEE ACTION

1. April 9, 2003, the Coordinating Committee:
   a) Concluded that a formal performance measure report should occur only on an annual basis, with Committee consideration at its December meeting.
   b) Agreed that staff should offer one or more anomalies (good or bad) in the Performance Measure for discussion at each of the Committee's other quarterly meetings for discussion. The results of these quarterly discussions are to be incorporated into the annual report.
2. January 26, 2005: The Policy Board adopted the 2004 Performance measures Report, as recommended by the Coordinating Committee. It is available for viewing and downloading at http://www.metrogis.org/teams/pb/meetings/05_0126/pm.pdf.

EXCERPTS FROM THE PERFORMANCE MEASURES REPORT – MARCH THROUGH MAY 2005

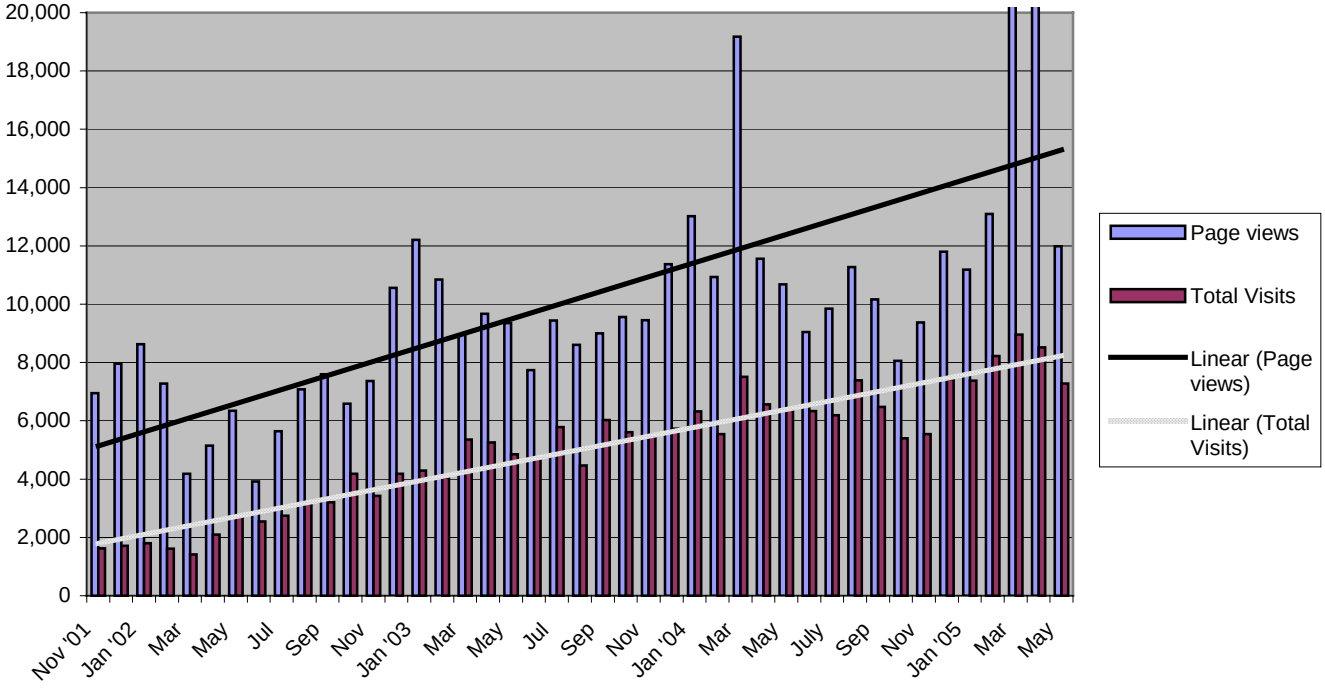




Monthly Usage of General MetroGIS Website
(www.metrogis.org)

The lines labeled "linear" in the chart legend below represent trendlines that Excel calculates using regression analysis. These trendlines give a more accurate representation of the data than would a simple monthly average. Note that page views for March and April exceeded the maximum of 20,000 (roughly 22,000 and 34,000.) However, the trendline seen below is still based on these higher numbers.

www.metrogis.org: Page Views and Total Visits: November 2001 - May 2005



March - May 2005 Selected Statistics for www.metrogis.org

Ten Most Visited Pages (excluding home page)

1. Organizational Structure of Teams
metrogis.org/teams/org_structure.shtml
1,331 visits

2. How to Find Twin Cities Metro Area data
metrogis.org/data/getdata.shtml
995 visits

3. Guidelines for Working with Address Data
metrogis.org/data/standards/address_guidelines.shtm
803 visits

4. Data Standards, Guidelines and Best Practices
metrogis.org/data/standards/index.shtml
791 visits

5. Web Map Services
metrogis.org/data/web_map_services.shtml
671 visits

6. Parcel Dataset
metrogis.org/data/datasets/parcels/index.shtml
665 visits

7. Business Planning
metrogis.org/about/business_planning/index.shtml
537 visits

8. Annual Reports
about/annual_reports/index.shtml
532 visits

9. About MetroGIS
metrogis.org/about/index.shtml
483 visits

10. About Information Needs and Related Regional Solutions
metrogis.org/data/about/index.shtml
478 visits

Ten Most Downloaded Documents

1. Business Object Modeling - Entity Relationship Diagram
metrogis.org/data/about/bom_erd.pdf
262 downloads

2. DataFinder Café - Scope of Work
metrogis.org/data/datafinder/data_distribution_rfp_scope.pdf
229 downloads

3. 2004 MetroGIS Annual Report
about/annual_reports/ar04.pdf
209 downloads

4. Organizational Structure
metrogis.org/about/org_structure.pdf
193 downloads

5. DataFinder Café Functional Requirements Document
metrogis.org/data/datafinder/ieddm_func_req.pdf
192 downloads

6. GIS in Anoka County
metrogis.org/documents/presentations/anoka.pdf
154 downloads

7. MetroGIS Operations Guidelines
metrogis.org/about/history/ops_guidelines.pdf
117 downloads

8. MetroGIS Performance Measurement Plan
metrogis.org/benefits/perf_measure/perf_meas_plan.pdf
111 downloads

9. 2003-2005 MetroGIS Business Plan
about/business_planning/bplan_0305.pdf
103 downloads

10. 2005 MetroGIS Promotional Brochure
about/annual_reports/05brochure.pdf
100 downloads

MetroGIS

Agenda Item 5f

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Postpone September 22nd Target for Strategic Directions Workshop

DATE: June 22, 2005
(For June 29th Meeting)

INTRODUCTION

Advice is requested from the Coordinating Committee about postponing the September 22nd target date for the proposed Strategic Direction Workshop. A "non-government perspective" forum, which has been requested by the Policy Board to precede the Strategic Direction Workshop, would instead be hosted in September.

A key reason for the proposed postponement is to be respectful of the amount of time the members' are asked to spend away from your respective professional responsibilities to work on MetroGIS-related activities.

Hosting the Board-requested "non-government interest" forum the week of September 26th and retaining the Committee's currently scheduled September 21st meeting date appear to be the most appropriate course of action.

POLICY BOARD DIRECTION – HOST A NON-GOVERNMENT PERSPECTIVE FORUM

At its April meeting, the Policy Board unanimously agreed, at the suggestion of Member Schneider, that a forum for "non-government interests" should be hosted by MetroGIS prior to convening the proposed Strategic Direction Workshop. The purpose of this "non-government interest" forum would be to identify challenges and opportunities which the non government community would like considered by MetroGIS leadership, as a component of the subsequent proposed Strategic Direction Workshop.

A workgroup, including Policy Board Member Schneider, met on June 21st to discuss a strategy for facilitating the requested non-government perspective forum. In addition to reaching agreement on a facilitation strategy, the workgroup also concluded that September should be the target month for this forum. Rich Cornell, a member of the Council's Learning and Development staff, has agreed to facilitate the "non-government perspective" forum and the Council's Metro94 facility is the proposed location. No out-of-pocket expenses are anticipated with the possible exception of modest refreshments, which could be covered if necessary by funds donated to MetroGIS.

Coordinating Committee members currently have two MetroGIS commitments scheduled for September – regular committee meeting on the 21st and the proposed Strategic Directions Workshop, currently scheduled for the 22nd. Staff was in the process of looking at options to reschedule the September 21st meeting to avoid two MetroGIS commitments in one week when the timing for the newly requested non-government perspective forum became a topic of discussion. Adding another large out-of-office commitment for MetroGIS activities during the month of September should be avoid low participation.

OPTIONS AND RATIONALE

1. At minimum, the Emergency Management Workgroup is planning to present their vision for a regional solution at the Committee's September meeting, so there is sufficient reason to continue to plan on meeting in September.
2. Assuming the Committee wishes to retain its currently scheduled September 21 meeting date, either the week of September of 12th or 26th is workable for the subject non-government forum. However, the week of September 26th might be a slightly better choice in that it would allow the participants to

get back into the normal routine following summer schedules and vacations. Hosting the forum before the September 21st Committee meeting also would not provide any advantage, as the summary document would not be ready to share with Committee. But hosting it after the Committee's meeting would provide an opportunity for assistance to address any last minutes logistics.

3. The time separation between the non-government forum and Strategic Directions Workshop needs to be respectful of the time and effort offered by persons who will participate in the non-government perspective forum. An important aspect to accomplish this objective is to insure there is sufficient time to adequately digest what is learned from the participants and to summarize those findings for consideration at the subsequent Strategic Direction Workshop. A minimum of a one month separation is desirable to insure that the draft summary report can be reviewed by the participants before its is shared with others.
4. If the weeks of September 12th and 26th do not work for the non-government forum, the first week in October should be avoided because the annual state GIS/LIS Conference is scheduled during that week.
5. No one, to staff's knowledge, has expressed any opposition to delaying the Strategic Directions Workshop. All parties spoken with are more interested in having the issues and opportunities clearly defined before the proposed Strategic Direction Workshop is convened. Case in point, the Metropolitan Council's internal review of the MetroGIS is not finished and may not be in time to host a Strategic Direction Forum in September, if September 22 were to remain the target date.

DISCUSSION

Postponing the Workshop from the September 22nd target date appears to be the only prudent option, based on the reasons outlined above.

If the community wishes to retain Professor John Bryson to facilitate the proposed Strategic Direction Workshop, it could not be held this fall. When staff last spoke with Professor Bryson, the only dates he had open this fall were September 22nd or 23rd. Since the 23rd is a Friday, Thursday, September 22nd was selected as the target date. Other options have not, as yet, been investigated.

RECOMMENDATION

That the Coordinating Committee offer advice on:

1) Hosting the Policy Board requested Non-Government Perspective Forum the week of September 26th.
2) Rescheduling the September 22nd target date for the proposed Strategic Planning Workshop to a date at minimum of one month from the date of the Non-Government Perspective Forum. The actual date to be set at a later date.
3) Retaining its current regularly scheduled September 21 meeting date.

TO: Coordinating Committee

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

SUBJECT: Project Updates

DATE: June 22, 2005
(For the June 29th meeting)

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

A) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES

This Workgroup last met on May 12th. A summary of the meeting can be viewed at http://www.metrogis.org/data/datasets/parcels/private/cdpw/index.shtml. A summary of discussion concerning ongoing efforts follows. *(Submitted by Dave Drealan, Carver County, Workgroup Chair)*

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

In response to need of the M3D project, Bill Brown, Hennepin County Surveyor, obtained approval to license Hennepin County data to selected non-profits for no fee. The access policy statement is provided in Appendix A. 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. The results of this access trial are intended to serve as a pilot for possible consideration of a region-wide policy.

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

The Workgroup has decided to cease work on this project given very limited demand for the parcel dataset from non-government interests, the requirement of a substantial ARC IMS License fee associated with serving the data through Café, and the need to reach agreement on a common license for all seven counties, which some believe may be more difficult to achieve than the public sector license that took over a year to achieve. The workgroup is exploring other avenues for providing access to parcel data for non-government interests and does not intend to actively pursue this issue in the near future.

(3) Investigation of Data Sharing with Utilities

The Workgroup is waiting for a response from two of the three utilities (Xcel Energy and CenterPoint) that were invited to participate in the initial discussions. Earlier, staff had been informed by the Minnesota Valley Electric Cooperative that the proposal had merit and they were interested in further discussions. The group also agreed in May to offer a similar invitation to Great River Energy. Great River Energy (GRE) recently expressed interest in testing the parcel data. Two of the counties are working with the GIS specialist at GRE to arrange for utilization of data for test purposes.

B) 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

On April 20th, the Policy Board accepted the vision statement for a proposal for sustaining a regional database that contains addresses for all the Occupiable Units as recommended by the Workgroup and Coordinating Committee (See Item 5c in the April 20th agenda packet at http://www.metrogis.org/teams/pb/meetings/05_0420/min.pdf). The Workgroup has set a self-imposed deadline of submitting a detailed white paper to the Coordinating Committee for its consideration at the September meeting. The paper will provide a detailed explanation of the vision as well as its major components (e.g., database design and design of the proposed web-based application to facilitate capture and standardization of address data for occupiable units). The Workgroup is also planning a presentation at the State GIS/LIS Conference this fall to present its recommendations for feedback to assist with refinement of its prototyping efforts. *(Nancy Read, Metropolitan Mosquito Control District, Workgroup Chair)*

(2) Existing Land Use

On April 20th, the Policy Board accepted the Committee's suggestion to host a forum later this fall (following the proposed Strategic Directions Workshop) to affirm common existing land use-related information needs, discuss the pros and cons of the data structure options previously investigated, and initiate discussion of a host of topics related to the organizational roles necessary to sustain implementation of a regional solution, if pursued.

(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

The Workgroup is planning on submitting a recommendation for Coordinating Committee consideration at the Committee's September 2005 meeting. The recommendation focuses on a data workflow process and associated collaborative procedures for assembly of several regional datasets needed to support Emergency Management needs and to provide on-going updating. A flowchart describing the process has been developed as a vehicle to obtain buy-in from each of the seven counties support the proposed multi-county enterprise framework. The pending proposal also includes support of an Internet-based, ArcIMS application for use as an outreach tool. Security and login procedures will be part of the package.

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 Management data group. They require base map templates for consistent output from county to county. This will be an ongoing process of 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. On April 25, a workshop on emergency management was conducted for GIS professionals, including presentations from four perspectives including: local, regional, state, and federal. Presenters included Rick Larkin, formerly from City of Burnsville; Kim Ketterhagen, HSEM; Col. Eric Waage, MN National Guard; and Capt. Steve Swazee, US Navy Reserve. The workshop was held at the New Brighton Emergency Command Center Training Room.

d) Outreach to Emergency Management Community

MetroGIS and the Governor's Council EP Committee jointly staffed a booth at the Governor's Homeland Security and Emergency Management Conference on March 9 and 10. Handout, presentation materials and slide shows were prepared. A brochure was developed

and continues to be used as an outreach tool. Copies of the brochure are available for distribution on request, and can also be downloaded from the MetroGIS website at http://www.metrogis.org/data/info_needs/emergency_prep/epbro05.pdf.

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 Management Services Board [formerly Metropolitan 911 Board], Workgroup Chair)*

a) The "E911 Address and Street Centerline Workgroup" has been actively working on a regional addressable street centerline solution to meet the needs of the E911 community, as well as broader needs of MetroGIS members. On April 20th the Policy Board approved the regional vision as recommended by the Workgroup. Using input from the Metropolitan 911 Board, LOGIS, and Public Safety Answering Points (PSAPs) in the seven county area, the group is refining standards and policies for a standardized centerline product that can be produced using components from both private and public data providers. Recent changes in address database standards at Qwest may significantly impact these efforts. More information on this workgroup can be found at http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml.

On June 1st, MetroGIS was invited to participate in the URISA/FGDC Street Address Data Standard Effort. Standards thus far defined via the MetroGIS effort have been used to launch the national discussion. See the 4th article from the top at http://www.urisa.org/pressreleases.htm#URISA%20Leads%20Effort%20to%20Standardize%20National%20Address%20Data for more information.

b) The MetroGIS Roads & Highways technical group has been inactive over the past few months. A proposal for the goals and procedures of a pilot project to integrate local datasets with Mn/DOT's LDM was written by staff and issued to the group on January 19th, 2005. To date, no comments or questions have been returned on this proposal. 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. (*Robert Maki, Mn DNR, Coordinating Committee Liaison*)
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, is on hold until the new 2005 infrared imagery is acquired and processed (est. beginning of 2006). The pilot is viewed as a component of an anticipated broader Metro Area hydrologic solution that is anticipated, once the statewide strategic planning effort is complete. The initial components of the pilot can be viewed at http://www.metrogis.org/teams/workgroups/index.shtml under the Lakes & Wetlands Workgroup. The pilot project partners include Metropolitan Council, the Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), and the Ramsey Co. Soil and Water Conservation District (SWCD).

A White Paper is in progress towards analyzing gaps between 1997 needs and current developed (or developing) data. A 2006 forum is proposed to affirm needs and to discuss gap analysis in terms of defining a Regional solution.

(6) Land Cover Dataset Enhancements *(Bart Richardson, Mn DNR, Regional Custodian)*
The extent of coverage is now up to 71 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. An LCMR funded project is also planned to extend the coverage another 12 percent for

a total of 88 percent coverage. In addition, major revisions to the system have been implemented; changing how attributes are stored, re-working the manual, and improved the ArcView tool in response to feedback received from the users. In late 2005 or early 2006 another major revision of the system is anticipated, once the DNR's new natural community classifications system is complete. DNR, the regional custodian, is tentatively planning on hosting a user forum the second half of 2005 to identify other desired improvement.

(7) Parcels (*Mark Kotz, Metropolitan Council, Regional Custodian)*
Notice was emailed on May 18th to all licensed users that the second quarter update was available for downloading via MetroGIS DataFinder. Since licensing was instated on January 31st, 51 organizations had obtained the required license to access and use this dataset. As of June 20th, the types of organizations licensed were as follows:

- Local gov't: **25** (7 added 3rd Party licenses)
- Regional gov't: **4** (1 added 3rd Party licenses)
- State/Federal gov't: **7** (1 added 3rd Party licenses)
- Academic: **15** (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), oversee 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.

The newest entry, entitled "Location of Services", provides information about the location of facilities licensed by the MN Department of Human Services. This source is listed under two metadata categories - "Social, Justice, and Emergency Services" and "Demographics and Business and Economics".

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. Their proposal has not yet been officially sanctioned by the MN Department of Health, but is expected to be taken forward to the Department by the end of July. For more information contact Tim Zimmerman at tim.zimmerman@co.hennepin.mn.us or 612-348-0307.

C) STRATEGIC DIRECTION WORKSHOP AND BUSINESS PLAN UPDATE
See Agenda Item 5f.

D) DATAFINDER CAFÉ – UPGRADE OPTIONS UNDER CONSIDERATION
See Agenda Item 5a.

Appendix A

PROPOSED POLICY FOR NO-FEE ACCESS TO PARCEL DATA FOR NON-PROFIT ORGANIZATIONS

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 community development organizations for individual projects with specific design and purpose subject to the following conditions.

1. The organization 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 is 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 organizations programs and applications.

10. Access will be password-protected.

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: June 17, 2005
(For the June 29th meeting)

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

A) CHANGE IN TIES' REPRESENTATION ON THE COMMITTEE

Lee Whitcraft is retiring from TIES, effective June 30th, and as such has notified MetroGIS that Dick Carlstrom will replace him as TIES' representative on the Coordinating Committee. A copy of the certificate of appreciation to be presented to Lee is attached (Attachment A). Lee joined the Committee in 1998.

B) STATUS OF MN LAND MANAGEMENT INFORMATION CENTER (LMIC)

On Monday, March 23, just before the constitutional deadline for the 2005 legislative session, both the Senate and the House passed the Omnibus State Government Finance bill, HF 1481. Governor Pawlenty signed it into law on June 3. The legislature's budget compromise partially restores the 75% funding cut recommended in the Governor's original proposal. The final cut averages about 30% for the 2006 and 2007 fiscal years (7/1/05 through 6/30/07). However, HF 1481 provides only a short-term fix as it retains the 75% budget cut as LMIC's base budget for the 2008 and 2009. With supplemental funding from grants and cost reduction measures, the 2006/2007 budget will support LMIC's continued commitments to GIS coordination and Clearinghouse activities for the next two years.

On June 6, the Department of Administration created a new Office of Geographic and Demographic Analysis that includes LMIC, the State Demographer, the State Archeologist, and the Environmental Quality Board. GDA brings together the department's programs that provide coordination, data, and expertise to help guide development around the state. David Arbeit, previously LMIC's Director, was named Director of GDA. *(Submitted by David Arbeit)*

C) NEW TESTIMONIAL (BENEFITS FROM METROGIS'S EFFORTS)

The eighth testimonial to the benefits of MetroGIS's efforts is from the Ramsey County GIS Users Group/City of Roseville. It was written by Jeanne Landkamer following an interview conducted during the week of May 16th with Dennis Welsch and David Windle. See Attachment B. It is also posted at http://www.metrogis.org/benefits/testimonials/index.shtml.

D) PRESENTATIONS / OUTREACH / STUDIES (*not mentioned elsewhere*)

1. **Submitted Articles for Summer 2005 Issue of GIS/LIS Newsletter**
   Two articles were submitted for the Summer 2005 issue. They can be viewed at http://www.mngislis.org/index.htm.

2. **Participation in Regional Geospatial Data Experts Workshop**
   The Staff Coordinator participated in this Workshop on May 3 in Washington D.C. The purpose was to reach agreement on the topics that should be covered in a proposed handbook for "establishing and sustaining regional collaboration to address common GIS needs." The handbook is proposed to be available in fall 2005. In addition, the Staff Coordinator had an opportunity to advocate for several

needs of the MetroGIS community. See Attachment C for a summary of these items. The forum organizers paid the travel expenses.

3. Hosted Workshop: Emergency Management for GIS Professionals

The MetroGIS and Governor's Council on Geographic Information Emergency Preparedness Committees, along with Minnesota GIS/LIS and the State of Minnesota HSEM, held a workshop, "Emergency Management for GIS Professionals" on April 25th at the New Brighton Public Safety Building/Emergency Operations Center.

The purpose of this workshop was to educate government GIS professionals on the subject of emergency management and to provide an opportunity for networking and building relationships with the emergency management community. Federal, state, regional and local Emergency Management professionals presented information on their roles in homeland security and all hazard emergency management. The Workshop aimed to answer: What do Emergency Managers do? What happens before, during, and after an emergency event? What does NIMS stand for? *(Submitted by Randy Knippel, Dakota County Office of GIS)*

E) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. E-Government Needs Assessment Conducted by Metropolitan Council

The E-Government Roadmap will be a strategic plan for the development of the Metropolitan Council's website functionality and online services.

During the first phase ("visioning") of the project, information and ideas were gathered through fact-finding discussions with 53 people, both internal staff and external stakeholders. Another 101 people provided input through a survey that asked: Can Metropolitan Council services or information be improved with new web features, interfaces, or online services?

The complete scan identified over 80 opportunities, potential web tools, and solutions to Metropolitan Council service needs. These opportunities and solutions were roughly prioritized to cull out a Top 10 list of e-government opportunities that the Council could pursue over the next few years. A phase 1 report – covering service needs, opportunities identified, decision factors for prioritization, and foundational requirements – was reviewed and approved on June 1 by the Project Review Team.

The project is now proceeding with phases 2 and 3. These phases involve analysis of technical architecture and foundational prerequisites to e-government; analysis of management process, resources and standards; recommendations; and "conceptual architecture" profiles of three of the Top 10 opportunities carried over from phase 1. The three opportunities selected for "conceptual architecture" profiles are: (1) an enterprise-wide content management system; (2) interactive GIS functionality built into pages and portals, starting with the Metro Transit Trip Planner as a pilot; (3) an Online Regional Planning WebBook. (*Submitted by Todd Graham, Metropolitan Council Research Manager)*

2. Minnesota 3D Project – Needs Assessment Underway

Eighteen 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 assist the M3D project team design a proposed Internet-based application. These results will also likely be valuable to MetroGIS as investigations procedure into development of commonly needed geospatial based applications.

M3D community partners have identified community development applications for current work, including data, reporting and presentation needs. These projects, to be completed over the next several months, will inform the online mapping application that the Labor Market Information Office

at DEED is developing for M3D. An alpha version will be created by September 2005 and a beta site for testing by February 2006.

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. " "The centerpiece of this approach is the creation of an online mapping application. With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing." *(Submitted by Will Craig, U of M CURA)*

3. County-Based GIS User Group Activities

a) The **Scott County** GIS User Group hosted a Strategic Planning Workshop on Wednesday, April 27th. The Workshop consisted of presentations from three GIS professionals in the metro area to identify GIS trends and opportunities that the group, followed by a brainstorming session to identify the group's current assets, desired future changes, and ideas about how to approach desired changes. Contact Jennifer Wittkopf, GIS Coordinator with the City of Prior Lake, at 952.447.9833 for more information. *(Submitted by Jennifer Wittkopf, City of Prior Lake)*

b) Carver County

- External User Group Website
  The County demonstrated the External User Group website and Data Download site. All local government jurisdictions have access to the website through a username and password. County owned datasets are available to the cities to download at their convenience.
- Squad Car Application Demonstration
  County demonstrated the new Squad Car Application developed by Rowekamp and Associates. The application has potential to be used for other applications within the county.
- County LIDAR/Aerial Photography Project
  The County displayed examples of the datasets they will be receiving and gave examples of how some of the datasets can be used. Final deliverables for the project are expected by December 2005.

The next meeting will be July 18th at the city of Chanhassen. Chanhassen will be doing a demonstration their GIS. *(Submitted by Peter Henschel, Carver County GIS)*

c) Dakota County

The Dakota County Summer 2005 GIS Newsletter has been posted to the Dakota County website at http://www.co.dakota.mn.us/gis/newsletter/index.htm.

In this issue read about [Pixel] Size Does Matter, Excavation Permit Tracking Made Easier, DakotaNet GIS: Making Geography Our Common Denominator, and Labeling Like A Pro. If you have questions about this information, please contact: Dakota County Office of GIS, 952.891.7081 or email at GIS@co.dakota.mn.us. *(Submitted by Dakota County Office of GIS)*

F) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. FY 2006 National Geospatial Programs Office (NGPO) Plan of Action Released

Recently, the NGPO released guidelines for an ambitious, integrated three-part program to substantively move the nation closer to realizing the NSDI vision by June 30, 2006. (The NGPO was created in August 2004 to coordinate, under one director, FGDC, Geospatial One Stop, and The National Map programs.) A summary of the NGPO's plan published in the June 2005 edition of GeoWorld can be viewed at http://geoplace.com/uploads/FeatureArticle/0506gc.asp. The complete plan can be viewed at http://www.metrogis.org/teams/cc/meetings/05_0629/index.shtml.

In short, this ambitious Plan sets forth detailed strategies for: 1) moving toward a national GIS, 2) focusing on "matters and places of national importance" and, 3) concentrating on "management excellence". The Staff Coordinator has asked Ron Wencl, USGS Regional Liaison and member of the Coordinating Committee, to meet with MetroGIS leadership to talk about partnership opportunities that may be appropriate for the MetroGIS community in accordance with this Plan of Action. *(Submitted by Ron Wencl, USGS)*

2. **URISA ESIG Award Publication – MetroGIS Among Fifteen Best to be Showcased**
The URISA Publications Committee has commissioned a project to document, in book form, URISA ESIG Award winners and applications from the last 5 years. The purpose of this publication is to give more exposure to these systems and to increase the number of individuals who have access to them.

   The ESIG Awards Committee reviewed dozens of past applications and narrowed the group down to the 15 best. MetroGIS's 2002 winning entry in the Enterprise System category is among the top 15. MetroGIS was invited to provide a brief update of its efforts, since the 2002 application, to include in this book, which was submitted on May 31st. The update article (Attachment D) includes a condensed version of the MetroGIS's original submission, which can be viewed at http://www.metrogis.org/about/awards/index.shtml#esig.

3. **MetroGIS Cited in New Book - Only United States Example**
A book entitled "*GIS Worlds – Creating Spatial Data Infrastructures*" was recently published by ESRI Press. It was written by Dr. Ian Masser. In the Foreword, Jack Dangermond, President of ESRI, states "Dr. Ian Masser's lifelong dedication to geography and his experience in the development of spatial data infrastructure (SDI) is unmatched…" The objective sought by Dr. Ian Masser, through the writing this book, is to provide an "overview of the development of SDI over the past 10-15 years … (*and*) focus on new policy options and institutional structures associated with the formulation and implementation of successful SDI initiatives. The overall scope (of the book) is worldwide, although particular attention is given to developments in the four countries regarded as among the leaders in the field: Australia, Canada, the United Kingdom and the United States."

   MetroGIS is the only example highlighted for the United States. Dr. Masser calls attention to several of MetroGIS's core principles: a) reliance upon a consensus decision-making process for all matters fundamental to long-term success, b) powers and resources to develop and sustain MetroGIS are secured through a voluntary, collaborative and cooperative process, and c) active involvement of elected officials representing core stakeholders. He also calls attention to the importance of the Metropolitan's Council's role as primary sponsor, as is the critical role played of each of the volunteer the data custodians. Permission has been requested to copy the excerpt about MetroGIS for viewing by MetroGIS participants.

4. **MetroGIS Participants Cited in Article about "White Knights"**
Five MetroGIS Participants were highlighted in a recent article in the URISA Journal. URISA is an international association of professionals using GIS and other information technologies in state and local government. Its journal is refereed and is considered the best in the field.
The article, "White Knights of the Spatial Data Infrastructure," by William J. Craig is about people who are pushing hard to share data across organizations – beyond what is expected. It is based on interviews with exceptional people in Minnesota. It asks them what they did and why they did it.

   Each of their answers is detailed, but the answers can be summarized too. There are three common motivating factors for these white knights:
   1. **Idealism:** They think better data makes better decisions.
   2. **Enlightened self-interest:** Making their data available helps them and their organizations.
   3. **Peer support:** They live in a professional environment that honors data sharing.

Among those interviewed were: Randy Johnson, MetroGIS Staff Coordinator; David Arbeit, former chair of the Coordinating Committee, and Larry Charboneau, Les Maki and Gary Stevenson, former members of the Coordinating Committee. The author of the article, Will Craig, was also formerly chair of the Coordinating Committee.

To access the full article, see http://www.urisa.org/Journal/Vol16No2/Craig.pdf. *(Submitted by Will Craig, U of M CURA)*

5. American Community Survey Funded

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

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

If you have questions or comments about the American Community Survey, please call (888) 456-7215 or email cmo.acs@census.gov. General information about this mailing list is available at: http://lists.census.gov/mailman/listinfo/acs-alert. *(Submitted by Will Craig, U of M CURA)*

6. New Study on Licensing Geographic Data and Services

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

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

On January 5th, two individuals affiliated with this national project interviewed the Staff Coordinator. The purpose of the interview was to gather information for the preparation of a Best Practices Model from the perspective of Regional geospatial collaboration initiatives. A report was to be published in March. The Best Practices Model is one of three objectives involved in the broader initiative. The review phase of the resulting document "Final Report – The National Map Partnership Project" has been initiated. A copy of the 165-page draft final report has been received by Staff Coordinator for review and comment. Staff have not had an opportunity as of this writing to review the document. The Committee will be kept apprised of any issues or concerns that warrant formal comment.

8. Geospatial One-Stop Project Awards Portal Contract

After a highly competitive procurement process, the Geospatial One-Stop project has awarded a contract to ESRI of Redlands, Calif., to update www.geodata.gov, an existing online tool for combining thousands of geospatial resources from federal, state, local, tribal and private sources.

The website enables decision makers to access geospatial resources and thus respond quickly in an emergency to protect lives, property and basic services. The full value of the contract, if all options are awarded, will be $2.38 million over five years.

(Source: http://www.doi.gov/news/05_News_Releases/050131c) *(Submitted by Ron Wencl, USGS)*

9. New High Resolution Orthoimagery for the Twin Cities

Through cooperative efforts between the US Geological Survey (USGS) and the National Geospatial-Intelligence Agency (NGA), updated high resolution orthoimagery is now available. The data will support NGA's Homeland Security mission and The National Map of the USGS. The natural color imagery was acquired in April 2004 with a spatial resolution of 0.3 meters (approximately 1 foot pixels). The design accuracy is estimated not to exceed 3-meter diagonal RMSE (2.12m RMSE in X or Y). The projected coordinate system is UTM with a NAD83 datum. *(Submitted by Ron Wencl, USGS)*

The recent imagery is archived at the National Center for Earth Resources Observations and Science (EROS), formerly known as EROS Data Center, in Sioux Falls, SD. The Seamless Data Distribution System (http://seamless.usgs.gov/) provides viewing and download access (limited volume) to the imagery. Additionally, the imagery is included in The National Map Catalog and is also accessible through The National Map viewer (http://nationalmap.gov/) for viewing and download. *(Submitted by Ron Wencl, USGS)*

ATTACHMENT A

CERTIFICATE OF APPRECIATION

Presented to

Lee Whitcraft

TIES

Thank you for your invaluable contributions to the development and realization of the MetroGIS vision. You distinguished yourself as a willing and active participant of the MetroGIS Coordinating Committee from June 1998 to June 2005.

Your dedication to acceptance of Geographic Information Systems (GIS) technology as a standard business tool of government throughout the seven-county Twin Cities Metropolitan Area has helped to bring together the 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.

June 2005

Victoria Reinhardt, Chair MetroGIS Policy Board	**Nancy Read, Chair** MetroGIS Coordinating Committee	**Randall Johnson, AICP** MetroGIS Staff Coordinator

ATTACHMENT B

MetroGIS: Performance Measures Case Study
City of Roseville

Organization:	City of Roseville
Staff Contact:	Dennis Welsch, Community Development Director Dennis.welsch@ci.roseville.mn.us 651-792-7071
Date of Interview:	May 18, 2005
Interviewer:	Jeanne Landkamer, Landkamer Consulting 612-722-3999

Organizational Profile: The City of Roseville is a first-ring suburban community of 33,690, situated just north of St. Paul and east of northern Minneapolis. Located on two major highway arterials (I-35W & State Hwy. 36), it is a short commute to either downtown area. Roseville is considered the retail and commercial hub of the northeast suburban area.

Uses of GIS: The City of Roseville has been using geographic information systems (GIS) since 1993 as the primary means for producing its maps as well as for the preparation of many reports and other data that assist the city in its day-to-day business and decision-making. A few examples of Roseville's use of GIS include:

- Generating monthly reports on crime data mapped by address.
- Analyzing the fiscal impact of various redevelopment scenarios.
- Creating up-to-date mailing lists.
- Mapping and analyzing land use on a subregional level.
- Providing an online mapping service that allows viewers to access mapped data on city zoning, land use, demographics, development opportunities, parks and trails, and property tax and value.

Success story: Roseville is home to more than 2,200 businesses that employ more than 39,000 people, many of whom live outside the city. City staff rely on GIS data that cross city and county boundaries to undertake economic development planning that helps the city attract new businesses and assist existing businesses to grow and flourish. GIS gives the city the ability to map, analyze and cross-reference employment, demographic, housing and travel behavior data. For example, the city can analyze its housing stock to ensure the mix is affordable to current and potential workers in the city, thus reducing commute time and demand on area roadways. It can also look at demographic data to plan for the right mix of housing over a period of time.

Impact of MetroGIS: City planning is incomplete if it takes into account only what is happening inside the borders of the city. Roseville's employment base and travelsheds go well beyond its borders, so access to data about property characteristics, land use, employment, travel behavior and demographics from other cities and counties is critical. 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.

“It would have been an onerous task for us to try to gather data from several cities and two counties on our own,” explained David Windle, Roseville’s GIS Coordinator. “The analysis would not be politically or technically feasible -- especially without the MetroGIS future land use data, which provides a common language that allows apples-to-apples comparisons.

“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.”

Roseville is a member of the Ramsey County GIS Users Group, an alliance of cities, neighborhood groups, the county, schools and other organizations that use GIS in carrying out their missions. MetroGIS has been a “tremendous resource” for the user group, Windle said. When the group or some of its members are trying something new, they look to MetroGIS for guidance. “Inevitably, someone in the region has tried something like it. Through MetroGIS, we are able to talk on a regular basis with our colleagues across the region.”

Another important role that MetroGIS plays, Windle said, is in developing data standards and best practices that serve as guidelines for local communities. “Using the standards and best practices gives us a lot more confidence in our locally produced data. It also ensures that data from different jurisdictions is more likely to be compatible.”

With communities using MetroGIS-endorsed datasets as a base for their planning, the accuracy of data is not questioned nearly as much, said Welsch. “Communities can focus their discussions with the Metropolitan Council, for example, during the comprehensive planning process, on substantive policy issues rather than on whether the data are good or not.”

The Memphis Chamber of Commerce made a visit to the Twin Cities and Roseville several years ago, Welsch said. “They were astounded that the region had figured out how to get cities, counties, school districts and other local governments to share data. Now they’re working in their metropolitan area to get something similar started. MetroGIS is an asset we just can’t take for granted.”

ATTACHMENT C

INVITATION TO ATTEND

Dear Colleague,

In 2004, the Federal Geographic Data Committee chartered a team to advance implementation strategies for creating, sharing and maintaining the geospatial data most needed in metropolitan regions. The team identified five core competencies essential to sustaining regional geospatial data collaboratives:

- governance model
- financial model
- business case
- geospatial data architecture
- marketing & communication

Because you have expertise in one or more of those core competencies we invite you to join us in Washington, D.C. on May 3, 2004 for a Regional Geospatial Data Framework Experts Workshop. The workshop agenda will be developed over the next few weeks in collaboration with workshop participants.

To accept this invitation, please send email to Kathy Covert at klcovert@usgs.gov on or before March 15, 2005. Thank you.

Sincerely,

Kathy Covert

Attachment: Regional Geospatial Data Framework Fact Sheet

Invitation List:

Randy Johnson, MetroGIS
Patrick DeTemple, Bay Area Regional GIS Council
Raj Singh, MIT
Joe Ferreira, MIT
Doug Nebert, FGDC
Eliot Christian, FGDC
William Ulrich, IT expert
Bruce Cahan, principal Urban Logic, Inc.
Pari Sabety, Director, Urban Markets Initiative, Brookings Institute
Andrew Reamer, Deputy, Urban Markets Initiative
Rebecca Somers
Adena Schutzberg, Editor Directions Magazine
Bruce Oswald, Assistant Director & CIO
New York Office of Cyber Security and Critical Infrastructure Coordination
Pete Magee, Coordinator, San Luis Valley GIS/GPS Authority
Keisha Biggs, University of Central Florida, Center for Regional Studies
David Risinger, The Audubon Partnership

Attachment C (cont'd)
Regional Geospatial Data Framework

Objective: To discover and document the technical, political, economic and social factors relevant to sustaining the urban data framework and to reach consensus on next steps.

Governance
Addressing how the participating members of the Regional Geospatial Data Framework community will organize themselves for data sharing management and maintenance.

- Agreements to define organizational structure and membership, including eligibility, rights and obligations.
- Data Sharing Policies to address data access, security, distribution and minimum data standards.

A. Business Case
Articulating cost efficiencies and other tangible and non-tangible benefits for creating and maintaining the Regional Geospatial Data Framework.

B. Financial Model
Developing a sound financial footing for development and ongoing operation of the Regional Geospatial Data Framework based on costs and funding strategies.

C. Geospatial Framework Data Architecture
Establishing the geospatial data architecture to deliver a shared spatial data infrastructure or *Regional GIS Data Architecture* to advance the Regional Geospatial Data Framework mission, vision and business goals.

- Existing Environment to define current technology and business environments
- Gap Analysis to identify where technology can further business goals
- Future Environment to define the desired future technology environment to achieve optimization

D. Marketing & Communications
Developing and delivering effective, timely informative content to convey and promote the Regional Geospatial Data Framework.

- Messages to create the mission and vision
- Branding to create an identity with logo, tag line, and graphic elements
- Marketing Plan to identify and target various audiences via effective outreach tactics
- Communications Plan to determine timing and methods for delivery of messages

Attachment C (cont'd)

Advocacy for MetroGIS Needs

The Staff Coordinator shared the following suggestions with the forum hosts and participants:

1. Investigate potential for cost sharing to assist regional consortia with financing the costs of fostering collaboration who agree that pursuit of achieving the vision of the NSDI is in the public interest. Response: The message was heard but no next steps were agreed upon.
2. Need for unbiased, respected research to establish widely accepted models through which to equitably measure the relative value of the various custodial roles performed in a multi-participatory environment. (E.g., I shared the example of the 23 custodian roles that have been voluntarily assumed by 10 different organizations via MetroGIS's efforts). Response: The group agreed to forward this proposal to the University Consortium for Geographic Information Science for its consideration.
3. Need to document benefits of collaborative organizational structures that engage locally-elected officials, who are representative of all essential stakeholders, to set voluntary collective policy and mitigate differences in an environment where all affected and relevant parties are engaged, dominated by none. Response: The message was heard and the group agreed to include references to published materials, which document associated benefits.
4. Investigate the potential to secure flexibility in an emerging policy of the National Geospatial Program Office (NGPO) that proposes to look to the National States Geographic Information Council (NSGIC) as the primary means of coordination with the states and their associated local and regional interests. Strict adherence to this policy may preclude Minnesota from an activity engaging in the dialogue as Minnesota does not have state office/department that coordinates geospatial policy and related expenses as many of the other states have elected to establish. In addition, effective regional consortia are widely seen as critical components to achieving the NSDI vision and yet there appears to be a disconnect with the NSGIC strategy relative to regional (substate/multi-county) collabortive efforts. Comment: Prior to the May 3rd meeting, staff had arranged for Stan Ponce, Director of the NGPO, to personally attend the proposed Strategic Directions Workshop. It is my understanding he is still planning to attend. This May 3rd forum participants took no other action.
5. Need to network with others who are have similar needs and experiences. Over the years these opportunities have resulted in receipt of over $150,000 in grant and valuable means information to facilitate introspection and identifying opportunities for improvement. Comment: Via this forum, staff reestablished/established contact with numerous persons with common goals and objectives to those, which underpin MetroGIS's efforts.

ATTACHMENT D

Summary Statement: *MetroGIS's Accomplishments and Why It Is Exemplary*

(May 2005 Update of June 2002 Original Submission to URISA)

MetroGIS provides an unprecedented 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. Its purpose and operations have, from the outset, recognized, refined, and implemented concepts fundamental to the National Spatial Data Infrastructure (NSDI), in particular, the "area integrator" and "skyline" concepts.

MetroGIS is a voluntary organizational system, founded in 1996. It provides an effective forum to identify common geodata related needs, collectively define organizational and technical solutions needed to address those needs, and share geodata knowledge. MetroGIS has no legal standing and, as such, cannot own data, hire staff or finance projects. It relies upon 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 and its component of the NSDI is its unconventional organizational structure. The Policy Board is comprised of 12 elected officials who represent one of five 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 voluntary board, which does not have formal legal standing.

The Policy Board is supported by a 25-member Coordinating Committee. The committee 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 come from the gamut of public, academic, private, nonprofit and for-profit stakeholders of MetroGIS.

MetroGIS has been successful because it focuses on both technology and building inter-organizational relationships, and it raises issues to a level of public purpose. This structure, and all of its forums, 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 be capable of neither building and maintaining the trust relationships needed to bring all essential participants to the table nor of overcoming fears of "hidden agendas".

Among MetroGIS's most notable accomplishments:

- Agreement on 13 priority common information needs and involvement of hundreds of stakeholders in participatory processes that led to collaborative solutions to meet these needs.
- Nine regional datasets and implementation of accompanying custodial responsibilities. Two of these regional solutions - parcels and planned land use - are believed to be unprecedented in their complexity and extent (see www.metrogis.org/data/index.shtml).
- State-of-the-art, Internet-based data distribution mechanism, the portal to which - MetroGIS DataFinder (www.datafinder.org) - is a registered node of the NSDI (see www.metrogis.org/data/datafinder/index.shtml#data_distribution).
- Grand prizewinner of the ESRI/National Geographic 2001 International Geography Network Challenge for use of Web Mapping Service (WMS) technology (www.datafinder.org).
- Successfully implemented NSDI's "area integrator" concept at the substate level; the state of Minnesota is following suit using guiding principles developed by MetroGIS.
- Testified before a subcommittee of the U.S. House of Representatives at a special session held in conjunction with the 1999 National Geodata Forum.
- Two exemplary GIS project awards from MN Governor's Council on Geographic Information.
- Three FGDC grants for NSDI-related projects totaling over $158,000.

Motivation for System Development

Minnesota organizations have a long tradition, dating back to the 1960s, of cooperative development and use of GIS technology to address issues that significantly affect quality of life. This legacy aligned with two other key factors in the early 1990s to create a rich environment for the development of an ambitious regional geodata system collaborative now known as MetroGIS.

The first of these factors was a large cost reduction for GIS-related hardware and software that occurred in the early 1990s when PC-based GIS emerged. Consequently, a number of local governments began to explore the benefits of GIS technology. State and regional government and six of the seven counties that comprise the Minneapolis-St. Paul metropolitan area had already 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.

The second of the initiating factors came in 1994 when the Metropolitan Council1, a regional planning and service agency, recognized that it had a compelling business need for parcel-level data—data produced by others—to accomplish its responsibilities. The Council also recognized the need to explore collaboration on a regional scale and, as such, accepted a leadership role and rose to the challenge of providing the primary financial sponsorship for the initiative.

In October 1995, the Council and the Minnesota Land Management Information Center (LMIC)2 co-hosted two informational forums to answer two questions: a) Should a regional GIS initiative be pursued? and b) Would the community participate if the Council provided financing and staff support? The response was strongly in favor on both counts. In December 1995, a strategic planning forum was held, which officially launched the regional MetroGIS initiative.

MetroGIS was created to improve the efficiency of, and quality of decisions made by, government 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."*

The 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:

1. Coordinated production, maintenance and documentation of regional data solutions for common information needs.

2. A one-stop-shop for discovery and distribution of data important to and consistent with stakeholder business functions (MetroGIS DataFinder).

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1 The Metropolitan Council is a regional government organization with taxing and regulatory authority. Its responsibilities include running the regional bus system, collecting and treating wastewater and managing water resources preservation, overseeing growth management policy, planning regional parks, and administering funds that provide housing opportunities for low-and moderate-income families. See www.metrocouncil.org for more information.

2 See www.lmic.state.mn.us

3. 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.

System Benefits Achieved

MetroGIS is clearly having 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 increased understanding of the community's geospatial data needs and opportunities through increased networking.

Consider the benefits of regional data solutions to common information needs. First, the data solutions are uniform across the seven-county area, notwithstanding that in most cases each regional dataset is an assembly of several components or primary datasets. For example, the seven individually produced county parcel datasets have been assembled into a single regional solution with attributes that have been reformatted to have consistent names, character types and sizes. Second, each regional data solution works (is interoperable) with the others. These characteristics significantly reduce time and effort needed to manipulate data for use once located and obtained.

As a case study, consider the Metropolitan Mosquito Control District. 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 in order 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 dataset was released in early 2005, nearly 50 organizations had sought and obtained licenses for access to the data.

About 160 government and academic users are licensed to obtain MetroGIS's regional street centerline dataset. Prior to MetroGIS's involvement, government organizations did not have access to this robust and reliable dataset, without paying a fee, and thus most did not seek access. The fees ranged from $4,000 for a modest-sized community to over $50,000 for the entire seven-county area for a one-time purchase and no updates. As with the parcel data, these organizations not only have free access, but they also receive quarterly updates at no charge.

Other benefits:

- Visits to the MetroGIS DataFinder website averaged 1,272 monthly in fiscal year (FY) 2004; data downloads from the site averaged 617 monthly in the period. The website has about 170 metadata records and 132 downloadable datasets. Popular datasets for downloading include county and municipal boundaries; census demographic profiles, planned land use, parcels, street centerlines and zip code boundaries. The site offers the user the ability to "clip and ship" only the data they want for their specified geographic extent.

- MetroGIS's general information web site received an average of more than 800 user sessions per month in FY 2004, an increase of one-third over the previous year.

- Many stakeholders use DataFinder to support their internal data discovery and distribution needs as well as to make their data available to others.

Efforts to document affects on productivity have included asking participants to offer short statements of benefits realized by their organizations to include in each annual report, conducting formal interviews with stakeholders for "user testimonials," a formal benefits study in 1999, and annual performance measures studies since 2002. These can all be viewed at www.metrogis.org, the organization's website.

System Design Issues Encountered and Overcome

For the most part, the problems of the most substance have been organizational in nature. Once the organizational differences have been resolved the technical solutions have emerged. Initially, differences in GIS program maturity and level of investment between the seven counties were an obstacle to achieving MetroGIS's vision. The MetroGIS Interim GIS Data and Cost Sharing Agreement initiative was implemented to address these inconsistencies. (See www.metrogis.org/about/history/sharing.shtml for more information).

An ongoing topic of discussion for some of the organizations with a longstanding GIS presence in this area is MetroGIS's unconventional organizational structure and the amount of meetings, particularly in the early phases, held to collectively define solutions to common geodata needs and opportunities. Some would prefer to "just do it," but the majority have sided with the need to maintain a trusted, effective organizational structure capable of engaging all essential and affected stakeholders, dominated by none.

Data access policies and procedures, and the time and effort required to participate in the forums and meetings, continue to receive attention. Significant progress has been made to streamline licensing procedures for parcel data. The Policy Advisory Team was dissolved in July 2001, reducing the number of meetings for the team members.

What Differentiates MetroGIS from Other Systems

To MetroGIS's knowledge, no other geospatial data collaborative involves:

- The diversity or number of local and regional stakeholders;
- The number of effective and comprehensive solutions to common information needs;
- An Internet-based data search and delivery mechanism that is as robust and state-of-the-art;
- An organizational structure that actively involves locally elected officials, and by its very nature is able to raise issues to a public policy level;
- The incorporation at a substate level of core principals, and refined and operationalized philosophies, which are fundamental to achieving the NSDI vision.

These characteristics are the hallmarks of the collaborative innovations that have helped MetroGIS achieve its vision. Ultimately, the purpose is to position government interests in the Twin Cities area to be measurably more effective in their efforts to protect the environment, achieve livable community goals, improve economic competitiveness and reach other goals.

System Hardware, Software and Data

The components of MetroGIS's multi-faceted, distributed system are owned and operated by several of MetroGIS's stakeholder organizations. Custodial roles and responsibilities are defined by the community for each regional data solution and for the data distribution mechanism. MetroGIS seeks out organizations with an internal business need and appropriate expertise for each of the community's commonly needed datasets to voluntarily accept the custodial responsibilities on behalf of the broader community. If any opportunities arise for one-time projects to improve data quality, documentation, availability or consistency, MetroGIS attempts to support them if the custodians are willing to participate.

The hardware system that supports MetroGIS's regional data solutions, Internet-based data distribution tool (MetroGIS DataFinder), and knowledge-sharing web site (www.metrogis.org) are owned, operated and distributed among several organizations. Data producers, designated by MetroGIS, develop and maintain data that are components of regional solutions in accordance with MetroGIS-endorsed regional data specifications using hardware and software appropriate to their respective internal business needs. They provide the metadata and, in some cases, the actual data via a variety of manual and semi-automated procedures to the Metropolitan Council, which serves as custodian for MetroGIS DataFinder. The DataFinder web site, which is a registered node of the National Geospatial Data Clearinghouse, runs on a 4 CPU Pentium server-class machine. The metrogis.org web site, which provides information on the development, organizational structure and current activities of MetroGIS, is updated by staff at the Metropolitan Council but is hosted on a server owned and operated by the State of Minnesota.

Software

As with the hardware components, the software components are determined by the internal business needs of the various organizations that have accepted custodian responsibilities for creation and maintenance of commonly needed data on behalf of the broader community. Several GIS software platforms are involved, with ESRI's being the most common. The seven counties use ESRI or a combination of AutoCAD and ESRI software. The data user community, like the data producer community, is dominated by ESRI products, however GIS software developed by Intergraph, SmallWorld, and MapInfo are also used.

Complementing the systems and efforts of the organizations that serve custodian roles is the MetroGIS DataFinder web site, first introduced in 1998. It is supported by the Metropolitan Council on behalf of the MetroGIS community and provides a central portal for discovery and access to the commonly needed geospatial data. In 2001, it was awarded the Grand Prize in ESRI's Geography Network Challenge. The Internet-based functions that comprise DataFinder combine to offer a data discovery and distribution system that improves efficiencies for data producers and data users.

The core components of MetroGIS's DataFinder web site are the catalog, which uses FTP utility, the ISITE product distributed by the FGDC, and ESRI's ArcIMS. The software components that comprise MetroGIS DataCafé, the state-of-the-art data distribution component of DataFinder, are ESRI's ArcIMS, Safe Software's SpatialDirect/FME and Java Web Start. The data user interacts with the system via a customized Java client application. The user can subset data by ad-hoc geographic areas of interest or by a predefined geographic area such as a city boundary. In addition, users may select among data themes produced by multiple organizations, and when downloading them, they can further refine their downloaded request by indicating which individual attributes or fields they wish to include. The application then allows the user to choose from a list of different geospatial data formats to indicate the preferred format for their downloaded data.

From a data producer perspective, MetroGIS's data discovery and delivery mechanism is very flexible; data may be hosted on the MetroGIS DataFinder server or remotely served by the custodian organization. A robust security interface protects data that have access limitations (e.g., parcel data). The remotely hosted option for data producers was important to implement because many counties and larger cities were already using GIS web-based technology. The ability to integrate these existing sites seamlessly reduces the work for the data producers, but equally importantly it also reduces data redundancy and ensures that the data offered via the DataCafé client are the most up-to-date. The system works because DataCafé can connect to both ArcIMS web map services and OGC-compliant web map services.

Data

Users of MetroGIS DataFinder have the ability to browse vector and raster metadata and download vector data. As mentioned above, the data that are available may be distributed on servers owned by several different organizations. These data may be stored in a variety of different geospatial formats and/or databases. DataCafé uses the data via web map services. These map services may adhere to either the ArcIMS or the OGC's WMS protocol. This provides a very flexible interface between the DataCafé system and data producers while providing one seamless client view for the data user. In addition to using WMS, DataCafé also outputs all non-secure datasets in WMS. This means that any WMS-compliant client can input and use these data sources directly.

Where Are We Now/Future Directions

Since earning the ESIG award in 2002, MetroGIS has solidified and enhanced its core capacities as well as moved in new directions. MetroGIS has formed additional alliances with other organizations to marshal the capabilities of GIS to address critical issues facing the Twin Cities area and Minnesota. For example:

- MetroGIS teamed up with the Minnesota Governor's Council on Geographic Information to help the region and state better respond to emergency events. The initiative has resulted in a password-protected test website that features an interactive map with emergency management data. The alliance fosters relationships between emergency management and GIS professionals, and in 2005 held a workshop to educate GIS professionals about emergency management issues.

- MetroGIS is assisting the Metropolitan 911 Board to integrate GIS technology into the day-to-day work of the seven-county metropolitan region's 27 emergency dispatching facilities. The goal is to instantly provide dispatchers with accurate maps of the locations of callers from wired and wireless telephones.

In a landmark achievement, MetroGIS in early 2005 successfully completed negotiations with all seven metropolitan area counties for a new GIS parcel data-sharing agreement. The agreement means that government and academic GIS users nationwide need obtain only one license for free access to parcel data from all seven Twin Cities area counties. The third-generation regional parcel dataset features parcel polygons, parcel points, and 55 associated attributes in standardized format enabling apples-to-apples comparisons across the Twin Cities Metro Area.

In 2004, MetroGIS implemented its first regional geospatial data application – mailing labels. An advantage of the new regional GIS application is that it allows users to quickly and easily create mailing label sets for user-defined geographic areas that cross jurisdictional boundaries.

MetroGIS is investigating design options for a regional existing land use dataset. This dataset would join the existing regional solutions: 1990 and 2000 census boundaries, land cover, municipal and county boundaries, parcels, planned land use, socioeconomic characteristics of areas, and street addresses and locations (centerlines).

MetroGIS continues to play a role in several national and international geospatial data projects, including the federal I-Team Geospatial Information Initiative, The National Map Project, and efforts by the Open Geographic Consortium to document effective regional geospatial data distribution architectures.

An ongoing challenge for MetroGIS is to continue to document the benefits of regional data sharing as policy, administrative and political priorities change. While measuring financial contributions is easy, assigning specific value to contributions of data and support of related shared roles and responsibilities is much more difficult. Measuring direct and indirect benefits is even more complex. Nurturing champions at the policy-maker level for support of collaboration to address common geospatial needs is critical to securing ongoing support for data-sharing collaboratives like MetroGIS.

Examples of system images

Below are images of extracted samples of regional datasets as well as the home page for MetroGIS DataFinder. Visit www.datafinder.org for more information.

Twin Cities Metro Area

Complexity of Relationships

3000 square miles

950,000+ parcels

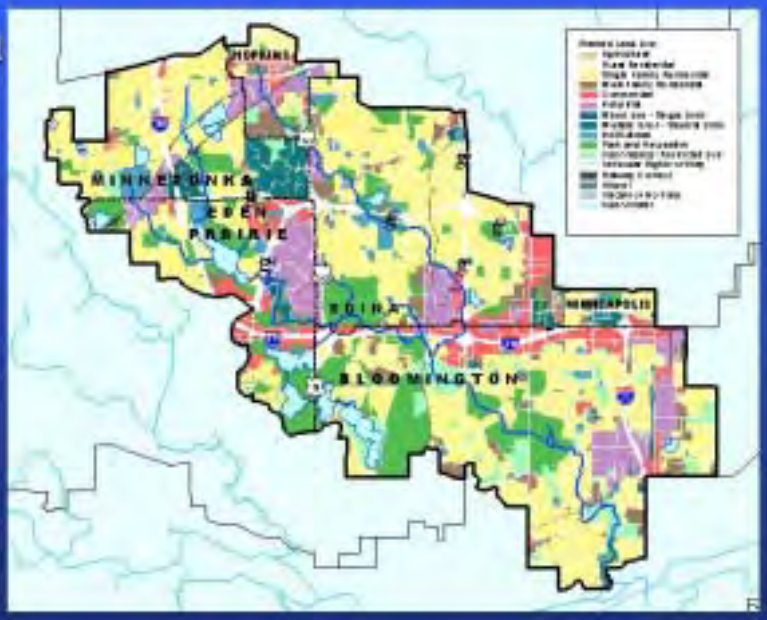
300 local units of government

- Metropolitan Area
- 7 Counties
- 188 Minor Civil Divisions
- 59 School Districts
- 39 Watershed Management Organizations

Planned Land Use

- 2002 MnAPA Award
- "Apples-to-apples" comparison of 190 independently adopted community land use plans for analysis in any combination.

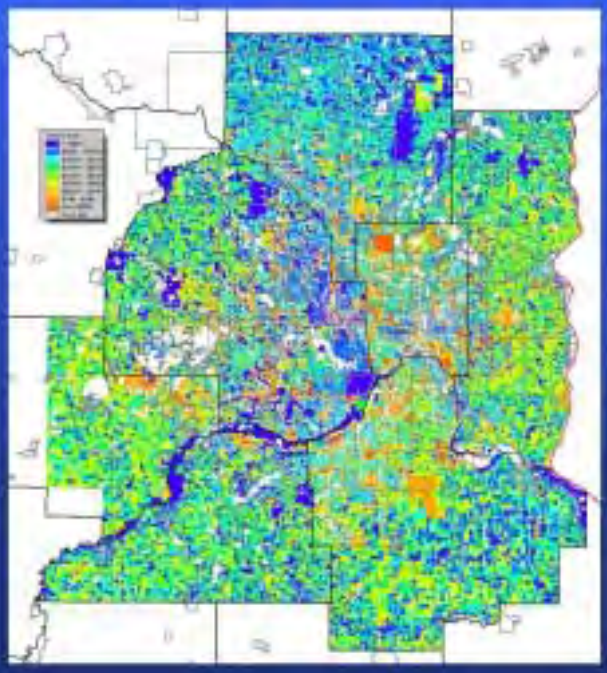
This example is for a watershed district comprised of portions of six cities.



Parcel Data

- 950,000 + parcels**
- 55 attributes "normalized" across seven counties

** Download by user-specified geographic extent via DataFinder Café



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

- 864 downloads Feb. 2005
- 132 datafiles available

(www.datafinder.org)

FY 2006 National Geospatial Programs Office Guidance

Introduction

The purpose of this document is to provide guidance to the National Geospatial Technical Operations Center (NGTOC) and the National Spatial Data Infrastructure (NSDI) Liaisons as part of the process to plan a body of work for FY 2006 (see Appendix A for revised schedule). This guidance document is issued by the National Geospatial Programs Office (NGPO) to provide direction for work activities proposed by NGTOC and the NSDI Liaisons in support of the national goals and mission of the NGPO.

Background

In a strategic move to consolidate national geospatial programs for which it has a leadership role, the USGS Director created the National Geospatial Programs Office, organizationally housed in the Geospatial Information Office (GIO), and under the authority and accountability of the Associate Director for Geospatial Information. With the creation of the NGPO, the essential components to implement the NSDI will be managed as a unified portfolio that benefits the entire geospatial community. The NGPO will engage partners in planning to ensure that their needs are met.

The NGPO has made a commitment to act with purpose and intent as signs of leadership for the Nation's geospatial assets. This "bias for action" is borne out in the purpose, vision, and mission of the NGPO.

Purpose, Vision, and Mission

The NGPO will engage partners throughout the geospatial community to ensure that its unified program portfolio meets the needs of those on the national landscape. It will help the Nation realize the NSDI vision that *"current and accurate geospatial data will be available to contribute locally, nationally, and globally to economic growth, environmental quality and stability, and social progress."* That vision will be reinforced by communicating the message of the importance of the NSDI to a broad audience of users and potential users of geographic knowledge. To guide its progress in support of the NSDI and its service to the national geospatial community, the NGPO has developed the following statements of purpose, vision, and mission.

Purpose: Placing geographic knowledge at the fingertips of the Nation.

Vision: To achieve that purpose, the NGPO will look at how government needs to change to be prepared for the future and be responsive to its citizens and stakeholders through a vision that ensures that:

By June 30, 2006, transform the processes of government necessary to implement key components of the NSDI.

Mission: The mission of the NGPO is twofold: one component focuses on leadership and the prominent role of partners and stakeholders and the other focuses on the operational aspects and technical services needed to implement the NSDI.

Providing leadership and guidance for key stakeholders to:

- develop policy;
- provide incentives to potential partners;
- develop key standards and data models;
- coordinate and facilitate the governance structure for the NSDI;
- negotiate collaborative agreements with partners;
- develop a national geospatial enterprise architecture; and
- provide a forum for technology transfer, best practices, and program guidance.

Implementing key components of the NSDI to:

- host spatial datasets, Web sites, knowledge base, and tools for discovery and access;
- provide data integration and quality assurance of spatial data;
- staff enterprise architecture, governance body, and spatial operations;
- conduct and sponsor research for geospatial information science;
- provide contract management for operations;
- conduct training, education, and consultation;
- adopt a posture of being the data producer of last resort; and
- make map products accessible.

A Culture of Transformation

The National Geospatial Programs Office envisions three transformations that will be necessary to fulfill the vision of the National Spatial Data Infrastructure.

Toward a national geographic information system ─ Transformation to an enterprise information system for the Nation's geospatial assets is essential. The NGPO will lead the development of a national geographic information system (GIS), a "system of systems," which will provide access to quality, timely, digital geospatial data and resources. This approach will facilitate the adoption of a common architecture and best practices and leverage the resources of a distributed network of data stewards to implement the NSDI. Data stewards are a federation of State, local, tribal, and Federal government organizations, along with non-governmental and academic communities and the private and non-profit sectors. The primary roles for the USGS will be demonstrating leadership; providing meaningful incentives; and promoting data models, standards, and best practices. The USGS will shift its emphasis from producing maps to providing access to the creation of map products and geographic knowledge, thus empowering partners to achieve their geospatial information needs.

Toward matters and places of national importance ─ While much of our society and infrastructure are supported by available geospatial assets, other issues and places, ranging from rural and coastal communities to natural hazards and homeland security, need more attention. Those who are not direct users of geospatial information, such as emergency responders, public health workers, and government officials, also need what that information can tell them about resources, processes, patterns, or threats. The NGPO will focus on that untapped potential of issues, places, and users.

One potential opportunity is to align a portion of the NGPO data and partner activities with the USGS Science Thrust areas that are included as part of Director Groat's priorities for FY 2006. The issues identified as Science Thrusts include: Water Availability, Landslides/Debris Flow, Fire Science, and Integrated Landscape Monitoring,

Toward management excellence — The President's Management Agenda calls for a performance-oriented approach by government that shows improved accountability. The NGPO will adopt the discipline of project management as a means to realize its strategic vision, effect change in the organization, and implement new business procedures. Best practices of the information technology community will ensure that life-cycle management guides project planning. One of the hallmarks of the President's agenda is to make access to government information transparent to citizens. The NGPO shares that commitment to transparency and accountability. Accountability to the lines of business and performance management goals set forth by the Office of Management and Budget, the Department of the Interior (DOI), and the Government Performance and Results Act are embedded in the NGPO strategic plan for action.

As part of that culture of transformation, the NGPO is using the metaphor of a ***tapestry*** that weaves together a national geographic information "system of systems", data stewards, incentive-based partnerships, a unified geospatial enterprise architecture, revitalized USGS products and services, and investments. The intent of the metaphor is the weaving together of disparate threads to create a strong and sustainable "fabric", a rich and colorful graphical representation of the landscape of the Nation and a true knowledge base of geographic understanding and geospatial resources.

Planning the FY 2006 NGPO Portfolio

The creation of the NGPO in August 2004 provides an opportunity, for the first time, for USGS to plan a unified scope of work to support its geospatial program goals. Since its creation, NGPO leadership has been listening to, and working with, partner organizations in Federal, state and local governments, as well as with the private sector, to develop a strategic direction. The initial outcome of those planning activities is the NGPO Plan for Action.

In addition, the Federal Geographic Data Committee (FGDC) has been developing a complimentary planning document that discusses future directions for the NSDI community at large. These two reports provide the policy and vision context for the FY 2006 guidance; and serve as important resource materials to be used in concert with the guidance document.

A series of discussions have been conducted over the past two months with management representing NGPO and NGTOC to develop a consensus planning process for FY 2006. This guidance document serves as the rudder for the process, providing direction for the national geospatial program. It also is the first step in the process, summarized in the following table, which will result in distribution of FY 2006 funds to the NGTOC. The management meetings resulted in three fundamental changes from prior planning efforts:

- Proposed work would closely align with national program strategies.
- The planning process would be simplified.
- NGTOC staff currently located in different geographic regions would work to leverage skills and resources.

Planning Assumptions

- All tasks are to be completed by the end of FY 2006 unless otherwise noted.
- Partnerships are assumed throughout the requested work. Activities related to geospatial data are assumed to maximize partner and contractor participation.

- New partner participation in NGPO-led activities and services will be registered through the Geospatial One Stop. Continue online seamless data viewing, access, delivery, and application of base geographic data, including data obtained in FY 2006, through *The National Map*.
- Continue geographic emphasis on completing coverage for the tapestry of seamless data in *The National Map*.
- All common services (including but not limited to program/project management and supervision and information technology support) are assumed to be embedded in the cost center(s) assessment.
- In addition to work by the NGTOC and NSDI partnership offices in the regional GIO's, the guidance assumes that some work will be conducted by the Geography Discipline's National Center for Earth Resources Observation and Science (EROS). The NGPO Geospatial Information Integration and Analysis (GIIA) Office anticipates entering into a service-level agreement for services provided by EROS instead of using the "normal" process for planning projects, allocations, and expenditures.

Organizing the Planning Guidance

The guidance document is organized into the following five sections:

I. Toward a Tapestry of Base Content

II. Toward a National Geographic Information System

III. Toward Management Excellence

IV. Products for the 21st Century

V. Emergency Operations

Each of these sections provides specific guidance for the 15 FY 2006 functional areas.

I. Toward a Tapestry of Base Content

Orthoimagery

Complete 133 urban-area, high-resolution imagery acquisition; replace existing urban-area imagery that is more than 2 years old and continue 1-meter acquisition through incentive-based partner arrangements; double the effort for orthoimagery coverage in Alaska; and coordinate acquisition activities with the elevation theme.

- For 1-foot urban area orthoimagery:
  - complete first coverage of the remaining 133 urban areas (see Appendix B−1).
  - replace existing urban area imagery that is more than 2-years old (see Appendix B−2) by providing 25% or less of the 1-foot cost estimate.
- For States with high-resolution orthoimagery programs:
  - based on the State cycle, cooperate on high-resolution orthoimagery by providing 25% or less of the government cost estimate for 1-meter coverage of the project.
- For States with 1-meter, leaf-off orthoimagery requirements:
  - based on the State cycle, cooperate on 1-meter, leaf-off orthoimagery by providing 25% or less of the 1-meter cost estimate (see Appendix B−3).

- For States with 1-meter, leaf-on orthoimagery requirements:
    - based on the National Agricultural Imagery Program's (NAIP) 5-year acquisition schedule, cooperate on 1-meter, leaf-on orthoimagery by providing 25% or less of the 1-meter NAIP cost estimate. The DOI Program will fund NAIP coverage for the DOI lands of Nevada, Washington, and Wyoming (see Appendix B−4).
- Based on the proposed Alaska Digital Orthoimagery Initiative, and in coordination with the Alaska Geographic Data Committee (AGDC), cooperate with other AGDC members on the highest-priority orthoimagery requirements for the State.
- Coordinate, to the extent possible, acquisition activities to leverage resources and build higher-resolution orthoimagery and elevation data. Place a priority on those projects where orthoimagery and revised or higher-resolution elevation requirements can be matched.

Strengthen USGS quality assurance (QA) activities to support data acquisition:

- Perform quality assurance on orthoimagery projects, including metadata, acquired for delivery to the USGS. Inspect, to the level necessary, orthoimagery and metadata acquired for another partner and delivered to the USGS for *The National Map*.
- Document QA processes and best practices for accepting cooperator orthoimagery data in order to generate guidelines that establish uniform QA procedures.
- Implement changes to procedures and policies that reflect a format change to GeoTIFF. Refer to the Draft National Map Format for Orthoimagery.
- Review and document NGTOC orthoimagery QA hardware and software needs and coordinate with the S&T design team to determine enterprise configuration and acquisitions.
- In coordination with the Geography Discipline's Land Remote Sensing Program, develop a plan, and policy if required, for calibrating analog and digital aerial cameras.

Support FGDC and Geospatial One-Stop activities:

- Work with the appropriate Standards staff to maintain orthoimagery-related standards and specifications, to document content changes, to respond to comments and inquiries, and to coordinate with the appropriate national and international standards organizations and committees.
- Ensure that USGS orthoimagery and acquisition plans are available through the Geospatial One-Stop portal and that USGS provides active leadership in the portal's Orthoimagery 'Community'.

Continue orthoimagery dissemination and archive activities:

- Examine long-term, orthoimagery archive requirements and develop an implementation plan that satisfies the National Archive and Records Administration plans for digital geospatial data archive. Provide a funding profile required to accomplish the plan over the next decade. Develop a policy that supports USGS archiving local, State, and national orthoimagery for the Nation as a last resort.
- Based on results of the FY 2005 ASPRS imagery study, complete the imagery strategy for *The National Map* by identifying and evaluating alternatives and developing funding profiles for maintaining, providing access to, and archiving current high-resolution (1-meter and finer) imagery in *The National Map*. Alternatives should include the full life-cycle of the data from planning to archive.

Continue management, coordination, and communication activities:

- Provide an orthoimagery theme manager.
- Continue participation in the NDOP and other interagency orthoimagery-related forums.
- Ensure USGS orthoimagery acquisition plans are posted to the Geospatial One-Stop Marketplace.
- Participate in selected Federal and State meetings and industry conventions.
- Review existing orthoimagery Cooperative Research and Development Agreements (CRADA) to determine relevancy and need for continuing support. Provide direction and strategies for creation of new orthoimagery CRADA's.
- Review and update printed and electronic orthoimagery outreach documentation, e.g., fact sheets, FAQ's, and user guides.

Orthoimagery research:

- Investigate and generate a report on the utility of JPEG2000 compression algorithms in USGS and industry dissemination processes, including the use of the JPIP protocol for compliant server communication.

Elevation

Develop a National Elevation Strategy based on sustained partnerships; increase 1/3 arc-second elevation data coverage in the National Elevation Dataset (NED); develop and implement a 1/9 arc-second strategy; develop and implement partnership-driven, transaction-based update procedures; support partnership elevation data requirements (DOI Program, etc.); implement the temporal component in the NED; continue to work with NOAA on the topographic/bathymetric dataset; and align the elevation component more closely with the orthoimagery theme.

- Develop, maintain, and implement a National Elevation Strategy to identify and build partnerships for areas that require first-time coverage or revision/updating with the best available elevation data sources.
- Continue to increase 1/3 arc-second (approximately 10 meters) hydrography-enforced terrain elevation coverage (to include support for areas such as DOI lands and urban areas) for 8% of the conterminous U.S. through partnerships.
- Develop and implement a strategy for 1/9 arc-second elevation coverage.
- Seek out/support partnerships where high-resolution elevation data (e.g. LIDAR) are being acquired for inclusion into the appropriate (preferred 1/9 arc-second) NED layer.
- Investigate, develop, and implement a strategy and processes to enhance the NED with the temporal component.
- Continue to work with NOAA on an integrated topo/bathy dataset for *The National Map*.
- Provide a plan to meet needs for improved elevation data by the orthoimagery theme.

Support Geospatial One-Stop activities and elevation data discovery:

- Support elevation consortia, i.e., the National Digital Elevation Program (NDEP) and Geospatial One-Stop obligations.
- Ensure that all USGS elevation data are available through the Geospatial One-Stop portal.
- Implement procedures for submitting planned elevation project information in support of the NDEP status graphic activities, Geospatial One-Stop Marketplace, and elevation performance metrics. Plans (as an integrated set) will be made available for viewing via the Internet.

Support Elevation investigations and technology assessment, work and process flow development, standards and specification development and implementation, quality assurance, contract oversight, topographic status, and training and outreach to support elevation operations:

- Develop and implement a technology assessment program.
- Develop, document, and implement an operational process/work flow for integrating very-high resolution data (i.e., processed bare-earth LIDAR data) into the NED.
- Complete and document operational methods (data models, process/work flows, quality assurance, etc.) for updating lower-resolution data with data of higher accuracy to include the capability for partner provided transactions.
- Develop, document, and implement an operational process to automate (as much as feasibly possible) the identification of areas needing elevation revision or updates.
- Help develop and administer a partner-driven contract mechanism to support partner elevation acquisitions.
- Investigate, and if feasible, implement a multi-resolution, single layer NED.
- Provide training and education on the elevation component of *The National Map*.

Support elevation access, dissemination, archive, and productization activities:

- Continue NED update processing (integration and access) on a bi-monthly (if not shorter) basis.
- Complete the transition from a DEM-tiled saleable product to the NED in which all elevation data and products from *The National Map* are derived from the NED.
- Develop and implement a strategy for authenticated direct access to the NED.
- Support derivative elevation products, including hypsography, to support *The National Map* map-on-demand graphics activities and real-time generation of lower-resolution elevation datasets.
- Produce a policy for the archive of elevation data and a companion document explaining the requirements to be satisfied, options for meeting these needs, and justification for the option recommended. Provide a funding profile required to accomplish the policy for the next decade.

Demonstrate Elevation Community Leadership:

- Provide leadership in the National Digital Elevation Program and other interagency forums.
- Provide a management team to support the elevation activities of *The National Map*.
- Lead and support the Geospatial One-Stop elevation community activities to include elevation ANSI standards development and implementation; metadata publication for existing data and planned activities; tools and application development; and education, training, and outreach.
- Participate in and support the elevation community in the evaluation of new elevation acquisition techniques and processes and sensor technology.

Hydrography

Complete nationwide coverage of the high-resolution National Hydrography Dataset (NHD), maintain the geodatabase as the basis for hydrography data, transition to transaction-based data maintenance, support the data steward program, develop an update strategy, document the geodatabase's archive role, support applications, and provide watershed and flow-and-velocity attributes for reaches.

- Complete high-resolution NHD for the Nation including the 334 subbasins not yet identified for integration and the 104 subbasins that have been identified by partners but are not yet integrated. (Note: this outcome can be obtained by a number of means including, but not limited to, using USGS topographic maps as source data.) Maximize the inclusion of current and accurate data. Make the data available for display, download, and application through *The National Map*.
- Remaining data integration needs will require greater USGS funding due to limited partner funding. Much of the remaining work is in Nevada, Montana, Maine, Arizona, North and South Dakota, Oklahoma, Illinois, and Iowa. The U.S. Forest Service (USFS), and much of the National Park Service (NPS), work will be completed in FY05.

Support Geospatial One-Stop activities:

- Support the Geospatial One-Stop Module-1 hydrography ANSI standards development effort and implement the standard as appropriate.
- Maintain the NHD status theme as a means for submitting new hydrography project plans that are accessible to State liaisons and NHD participants, can be utilized as a source for status graphic production, and satisfy Geospatial One-Stop Marketplace and FGDC metadata requirements.
- Lead the Geospatial One-Stop 'Inland Water Resources' data community and possible other future hydrography-related communities that develop.

Continue NHD maintenance, dissemination, and archive activities:

- Manage the geodatabase as the basis for hydrography data and related services available for display, download, and application through *The National Map*. Provide information through Web mapping service for use by *The National Map* viewer and other applications.

- Support the hydrography data steward program. Sign data steward agreements with interested Federal agencies, e.g., USFS, NPS, BLM, and EPA, and States, e.g., Alaska, Montana, North Carolina, Connecticut, Kentucky, New York, Florida, Wyoming, Vermont, New Hampshire, Michigan, Minnesota, Pennsylvania, and Utah (others also are willing and ready).
- Document best practices for updating and maintaining NHD data at the local level.
- Provide training in NHD edit tools and procedures for staying in sync with the national holdings. Incorporate local-resolution data from counties and localities based on data stewards' activities.
- Develop strategies for identifying and replacing outdated data. Develop a maintenance plan that includes an explanation of the requirements to be satisfied, options for meeting these needs, geographic areas of priority, and justifications for the options recommended. Provide a funding profile required to accomplish the plan.

Continue management, coordination, and communication activities:

- Provide a hydrography theme manager.
- Provide experts in ESRI ArcHydro and NHDinGEO models to work with users to develop and document applications and make them available to the user community. Work with WRD to link NWIS and water-quality monitoring information to the NHD.
- Integrate elevation (10-meter (1/3 arc-second) resolution and finer) and hydrography (high-resolution NHD) data by developing watersheds linked to the NHD reaches. Work with WRD and EPA to generate flow volume and velocity estimates for reaches.

Transportation

Build on the FY 2005 work that created a common data model and national, seamless geodatabase of road data.

- Continue to integrate MTAIP-improved Census TIGER data into the national holdings as soon as they become available. For areas not expected to be completed by Census in 2006, evaluate potential partner datasets and integrate into the national holdings if they improve the accuracy (spatial and attribute) of the existing data.
- Integrate U.S. Forest Service roads into the national holdings.
- Based on Project Homeland initiatives, integrate local data and develop procedures for sharing data and updates with all partners.

Continue transportation maintenance, dissemination, and archive activities:

- Continue to develop partnerships as a source of accurate, current transportation data. Implement procedures to upgrade the data and develop and test procedures to share data through a common xml transaction structure.
- Develop templates and guidelines for attaching local attributes as "event" data and work with partners to ensure the data model can accommodate the most common needs to facilitate data sharing.
- Support development and preparation of necessary documents for the "best practices" publications.
- Participate in the development of the Geospatial One-Stop 'Transportation' data community.

Boundaries

Build on the FY 2005 work that created a common data model and national, seamless geodatabase of boundaries based primarily on Census data.

- Continue to integrate MTAIP-improved Census data changes into the boundaries data within established time parameters as they become available instead of obtaining changes from States.

Continue boundaries maintenance, dissemination, and archive activities:

- Continue to provide feedback to Census about the utility, accuracy, and currentness of the data held by Census.
- Support the development and preparation of necessary documents for the "best practices" publications.
- Participate in the development of the Geospatial One-Stop 'Boundary' data community.

Man-Made Structures

Build on the FY 2005 work that created a common data model and national, seamless geodatabase of structures, based primarily on HAZUS data.

- Continue to develop partnerships as a source of accurate, current structures data. Emphasis should be in urban areas and sources for "large" geographic areas.
- Based on Project Homeland initiatives, integrate local data and develop procedures for sharing data and updates with all partners.
- Include hospitals in the structures data as a pilot activity for shared stewardship of structures data and proof of utility of data.
- Demonstrate sample for other agencies using existing data to get feedback from potential users of hospital data.
- Develop a process to incorporate structures data from other stewards into the GNIS.
- Develop a process to incorporate data from partners into the structures data.
- Develop a pilot to engage registered click workers through a Web interface (commons-based peer production) as a way to collect and verify structures and as an extension of the volunteer effort. Set up the project, develop and demonstrate the process using a limited data source, recruit initial volunteers, and evaluate results (similar to NASA crater work).
- Work with DHS, FEMA, NGA (HSIP), other DOD entities, and other interested partners, to develop standardized formats and techniques to link and share attributes with other partners using the unique identifiers. Determine techniques for linking nationally unique identifiers to any existing identifiers.
- Participate in the Geospatial One-Stop 'Structures and Facilities' data community.

Geographic Names

Pursue one Phase II State project; continue Geographic Names Information System (GNIS) content maintenance and Board on Geographic Names (BGN) support; develop Federal, State, and local maintenance partners; improve GNIS interfaces and services; investigate means of providing full spatial descriptions to "amorphous" features not otherwise delineated; and develop and implement integrated architecture, tools, and processes to support Names, Structures, and Boundaries themes.

- Fund an additional Phase II State
- Continue the maintenance of GNIS information content and support for the BGN, including relationships with other Federal agencies and State names boards.
- Develop and implement maintenance partnerships along with the tools and processes to support them: develop procedures, tools, standards and policies to accept new names and compare and synchronize them with existing names. Pilot the partnership approach with several States.
- Enhance the GNIS Web data maintenance and public query applications.
- Coordinate with other teams to add place search capabilities to Geospatial One-Stop implementation similar to the functionality in *The National Map* viewer.
- Coordinate with other teams to ensure Geospatial One-Stop OGC-compliant gazetteer service integration with GNIS in compliance with BGN policies.
- Investigate ways to provide spatial extent information available for features that do not have spatial representation in other themes (e.g., geomorphic features, locales etc.).
- Evaluate the results of names gathered for urban areas through the Phase II-like approach, including their usefulness for structures and the role of such an approach for maintaining both names and structures information.
- Establish relationship (similar to NHD) between databases for names and other feature-based themes that have geographic names as an attribute.
- Document the approach for integrating geographic names data.
- Continue to support State and local data sets that add value (improve coverage, currentness, accuracy, etc.) to *The National Map.*
- Ensure that partnerships formed with State and local governments and the private sector identify higher-resolution and/or enhanced content data sets for public access and that pathways to these data sets are implemented through *The National Map* and in compliance with BGN policies.

II. Toward a National Geographic Information System

Common Systems for the NGPO

For FY 2006, all systems and technology (S&T) costs will be funded and tracked under this functional area. S&T activities previously accounted for within theme-specific functional areas (Geodatabase development/maintenance, archive, dissemination, etc) will now be accounted for within one or more of the major business systems identified below. Costs associated with ongoing C&A and IT Security activities will be accounted for in this functional area. HQ and NGTOC personnel spanning a number of the major business systems below will work with personnel from The National Atlas to examine the potential for integration between activities.

Web Portal System:

The long-term goal is to move from a set of separate Web applications to a unified Web presence that is built around the Geospatial One-Stop portal. One login to a configurable portal gives a user appropriate access to all of our data and applications.

New activities:

- Provide project oversight and produce a plan for the development and system architecture for the Web Portal System. Preparation of the plan should include designing, modeling in RUP, and coordinating with other project teams as needed. Work should include close integration and cooperation with the Geospatial One-Stop HQ program staff.
- Develop a prototype application for delivery through the portal (GNIS query).
- Work with the Geospatial One-Stop development team to investigate and integrate viewer capabilities to produce one viewer capability for Geospatial One-Stop and *The National Map*.
- Work with the Geospatial One-Stop development team to investigate the feasibility of developing a common catalog implementation for Geospatial One-Stop/*The National Map*. Implement a common catalog as soon as practical.
- Develop methods and systems for graphics and product generation.

Maintain the existing capabilities:

- Maintain current *The National Map* viewer capability as necessary to ensure that *The National Map* functionality remains at the current state during investigation and potential integration of *The National Map* and Geospatial One-Stop viewer implementations. Only high-priority, approved enhancements of the current *The National Map* viewer capability should be undertaken.
- Maintain current *The National Map* catalog implementation as necessary to ensure *The National Map* functionality remains at current capability during investigation and potential integration of *The National Map* and Geospatial One-Stop catalog implementations

Web Activities

A unified NGPO Web site built on Geospatial One-Stop, OGC, and new content management and document management systems are critical to communicating the NSDI message and providing geospatial services and information. Ongoing iterations enhance the identifying data requirements, planning data sharing and production activities, usability and effectiveness of data and services.

- A new on-line calendar will display workshops, conferences, training, FGDC meetings, and related geospatial events. This should be linked to Geospatial One-Stop community sites.
- Extend Geospatial One-Stop Marketplace capabilities to implement NSDI data requirements collection, analysis, and coordinate production and collaboration.
- Recast and maintain a revised CTM/GIIA/ *The National Map* Web presence, incorporating former legacy Geography Discipline components.
    - Recommend this task be completed by in-house personnel familiar with the legacy Web site.
    - Plan for 3.0 FTE (0.25 FTE project lead and 2.75 FTE for graphics/Web designer).
- Support and participate in the coordination, development, and implementation of a unified NSDI Web presence.
    - Plan for 0.5 FTE to participate with HQ staff in the planning and implementation strategies for the unified Web presence.
- Implement all mandated Web guidelines and policies as required by Department and Bureau entities (e.g. Enterprise Web, Web Coordinating Groups, NatWeb Teams, ITSOT, etc.)
    - Plan for 1.25 FTE (0.25 FTE project lead will coordinate with HQ to ensure that guidelines and policies are implemented; 1 FTE to carry out any modifications to Web sites.)

Data Theme Performance and Measurement System:

The long-term goal is to move from measuring success only in terms of percentage of the nation covered by data, to a more general form of assessment of the state of the Nation's and USGS data holdings. Replace the individual data theme measurement and status visualization tools with a comprehensive capability that provides for a "GIS-like" or visual capability in addition to other functionality.

New activities:

- Provide project oversight for the Data Theme Performance and Measurement System
- Search the literature and propose technical definitions for resolution, positional accuracy, currentness, consistency, and integration that are appropriate for the data themes and can be used as the basis for data standards and quality measures.
- Work with Geospatial One-Stop development team to assess Geospatial One-Stop tools and capabilities as potential implementation solutions for performance measurement.

Maintain the existing capabilities:

- Maintain existing tools for measuring, assessing and tracking the performance and progress of The National Map

Acquisition System:

The long-term goal is to move from ingestion, conflation, and integration of individual data sets from partners to the use of more sophisticated methods of partner data maintenance.

New activities:

- Provide project oversight and produce a plan for the development and system architecture for the Acquisition System. Preparation of the plan should include designing, modeling in RUP, and coordinating with other project teams as needed.
- Develop and improve systems and tools for acquiring transportation, boundaries, structures, and hydrography into *The National Map*.
- Develop and improve systems and tools for acquiring and integrating elevation data into the NED, to include acquisition and integration of LIDAR.

Maintain the existing capabilities:

- Maintain hydrography conflation tools.
- Maintain NHD system applications.
- Maintain existing tools for data theme acquisition.

Agreement System:

The long-term goal is to move from recording the agreements negotiated with partners towards automating the process of initiating simple agreements and registration of data. We also would like to look at more Web-based communication of current information pertinent to partner's participation.

New activities:

- Provide project oversight for the Agreement System. Produce a plan for development and system architecture for the Partnership System. Preparation of the plan should include designing, modeling in RUP and coordinating with other project teams as needed.

Maintain the existing capabilities:

- Maintain current directory systems (ACIS, Partner Data Inventory)

Geospatial Data Router System:

The long-term goal is to provide a comprehensive system for moving data among working databases, published services, partner databases, and archives while ensuring continuity of operations.

New activities:

- Provide project oversight and produce a plan for the development and system architecture for the Geospatial Data Router System. Preparation of the plan should include designing, modeling in RUP, and coordinating with other project teams as needed.

Maintain the existing capabilities:

- Maintain service interface for GDA.
- Maintain backup and failover capabilities to ensure 24x7 availability of *The National Map*.
- Continue to maintain and provide distribution and archive services and infrastructure associated with providing data to users to include systems, databases, and infrastructure for all data themes of *The National Map*.

Rights Management System:

The long-term goal is to provide a means by which partners can contribute data to *The National Map* and have their rights to control the discovery, access, and use of data enforced.

New activities:

- Provide project oversight and produce a plan for the development and system architecture for the Rights Management System. Preparation of the plan should include designing, modeling in RUP, and coordinating with other project teams as needed.
- Investigate and develop systems and solutions to record and update the rights and use restrictions on geospatial resources, which provide common control information to other systems that distribute and use the data.

Maintain the existing capabilities:

- Continue to work with consortia (OGC, etc) to investigate and prototype solutions for rights management applications.

IT Security

Continue to perform C&A and IT security-related activities in cooperation with NGPO HQ elements for the systems and capabilities supporting *The National Map*.

Standards

Create a collection of guidebooks, specifications, and standard operating procedures that support implementation of The National Map and NSDI component activities (see theme guidance for support and implementation of USGS theme-specific standards).

- Based on needs of theme and common systems activities, provide appropriate participation and maintenance for standards that support *The National Map*, including:
  - U.S. National Grid and National Standards for Spatial Data Accuracy;
  - OGC Web Mapping, Feature, and Coverage Services, Catalog Services, Gazetteer, and Style Layer Descriptor;
  - International Organization for Standardization (ISO) Metadata, Spatial/Temporal Schema, Coverage/Geometry, Feature/Attribute Dictionary, Names (BGN/GNIS procedures), Imagery, and Digital Rights Management;
  - FGDC Orthoimagery, Elevation, Hydrography, Boundary and Transportation Roads/Rail/Air.
- Based on priorities of FGDC subcommittees and recent surveys of public interest, develop five new standards and models such as soils, street address, wetlands, facilities, earth cover, and geographic names for submission to NCITS-L1 in 2007.
- Publish implementation guidebooks for all Framework data standards, which contain consistent geodatabase or other working models, contracting specifications, and examples or business cases.
- Publish NSDI SOP's and other specialty technical manuals on Geospatial One-Stop harvesting and posting; *The National Map;* QA/QC; data acquisition of LIDAR and other data; standard preparation and production processes for scanning, digitizing, integration into NSDI and *The National Map;* and archiving.

- Edit and publish NSDI guidebooks on the geospatial enterprise architecture, urban areas, data life-cycle management and FGDC data standards process, and roles and responsibilities of FGDC member agencies and stakeholders.
- Support the International Committee for Information Technology Standards L1 SDTS maintenance and revision project, FIPS PUB 55 replacement and expansion (GNIS ID) project, and L1 Hydrologic Units Codes maintenance and revision project.
- As part of the first task in "Common Systems", document the role of standards in *The National Map*.

The National Atlas

The National Atlas is a partnership among Federal agencies and industry to make national geographic information more useful. It succeeds, because it integrates and documents the contributions and collaboration of major suppliers of geospatial and geostatistical information.

- Use formal participation in the FGDC and Geospatial One-Stop to engage more Federal partners and to achieve an even greater level of collaboration with these partners. Work with those organizations to forge a single governance structure for Federal coordination of geospatial data activities.
- Support data integration and harmonization activities among the National Atlas, Atlas of Canada, and INEGI. Support appropriate level of participation in ongoing Global Map data compilation and validation framework activities.
- Produce and deploy a marketing kit for partnership staff to use for promoting National Atlas collaboration and for soliciting new working relationships and/or partnerships.
- Within the NGPO exhibit plan, send the Atlas exhibit(s) to at least one appropriate professional meeting each quarter and prepare new promotional materials as necessary and appropriate.
- Provide consultation and support for other parts of the NGPO engaged in customer assessment activities.
- Refresh Atlas exhibit and marketing materials.

NationalAtlas.gov:

- Do everything necessary to produce National Atlas updates quarterly. Staff must be trained and experienced in the use of the primary software tools used to produce the Atlas, primarily: ArcGIS, ArcView GIS, MapObjects, ArcIMS, HTML, Visual Basic, Javascript, Coldfusion, PHP, XML, Active Server Pages, Oracle, SDE, Postgres, Macromedia multimedia authoring suite, and Dreamweaver.
- Continuously assess emerging technologies and standards for Web-based development. Incorporate best practices to ensure that services are customer-responsive, reliable, and innovative. Continue to improve the site so that it meets both the spirit and intent of Section 508 of the Americans with Disabilities Act.
- Implement relational data base management system (RDBMS) for all content on nationalatlas.gov. Adjust RDBMS model as necessary as refinements and additions are made to the Atlas graphical user interface, Web-site capabilities, and when new products or services are introduced or existing ones are modified.
- Work with Geospatial One-Stop contract staff and others to integrate Atlas products and services with that portal or to ensure access to all National Atlas solutions to Geospatial One-Stop clients.

- Conduct usability tests, and other forms of customer interaction, to gauge the effectiveness of the site and to improve its usefulness and navigability. The partnership marketing kit described above will include information for promoting the Atlas, for identifying candidate map layers and articles or article topics for consideration, and for soliciting working relationships and/or partnerships that extend beyond data maintenance agreements.
- Provide professional review and editing of Atlas content.

Data integration and dissemination:

- Assess all small-scale framework requirements for the National Atlas suite of products and services for use by partners, for Geospatial One-Stop and any other visualization systems, then prepare, deliver, and maintain these as documented OGC-compliant WMS registered with *The National Map* (and the Geography Network, as appropriate).
- Recompile frameworks at 1:1,000,000-scale to support collaborative international activities. Complete compilation of hydrography framework at this scale. Publish these as mapping services and produce data sets in standard Atlas formats and in the delivery format specified by Global Map.
- On a quarterly basis, make National Atlas data available through the Earth Explorer Seamless Data Server and register National Atlas data and services with *The National Map* catalog and Geospatial One-Stop portal. Systematically replace any legacy small-scale data still in use in the NGPO.
- Conduct or support applied cartographic research into generalization tools and techniques appropriate for reducing the content of intermediate-scale NHD data for presentation at 1:1M scale and for the reduction and generalization of other framework data at scales larger than 1:1M.

Documentation:

- Maintain full metadata services, the National Atlas NSDI Clearinghouse node, and the node server. Support metadata preparation efforts of all partners. Continue to prepare appropriate documentation for SDTS transfers, OGIS-compliant WMS, and Geospatial One-Stop and Geography Network WMS.
- Maintain system security documentation necessary for continued certification and accreditation.

OGC WMS and ESRI WMS (ArcIMS):

- Continue to track emerging OGC specifications for mapping and catalog services and develop compliant services as these specifications become, or approach becoming, stable. Promote the availability of OGC-compliant WMS in appropriate fora. Develop mechanisms to track usage of National Atlas WMS. Assess WMS market and develop a full marketing plan for these.
- Maintain a National Atlas WMS server and add or refresh new WMS within our quarterly publication cycle.
- Test, implement, and test the OGC-compliant Web image spreadsheet interface.
- Develop mechanisms to track and report usage of National Atlas IMS. Assess IMS market and develop a full marketing plan for these. Continue to produce new services based on ongoing customer assessment activities and the early development of the marketing plan. As noted above, replace small-scale reference map services currently in use in NGPO with National Atlas IMS and refine these to meet universal needs.

Map Maker:

- Continue to assess public comment on the National Atlas Map Maker, conduct usability studies related to its graphical user interface and current capabilities, and use this information to enhance its functionality and ease of use.
- Develop second interface to the Map Maker to support the needs of more experienced users (as determined by customer analyses). Test, and deploy the enhanced interface.
- Explore and test methods for integrating, dynamically symbolizing, and displaying real-time data.
- Conduct an annual performance benchmark against similar IMS products, such as ArcIMS and Minnesota Map Server.
- Continue to make performance and reliability enhancements and add new map layers on a quarterly basis.
- Provide consultation and support for other parts of the NGPO engaged in graphical user-interface development.

Paper maps, printable maps, and special products:

- Though the National Atlas is focused on the development and delivery of useful and responsive electronic products and services, there is a public expectation of and demand for high-quality cartographic products. This is evidenced by an eight-fold increase in demand for printable maps.
- Continue assessments of public and education markets for page-size, printable maps. Determine whether USGS and DOI requirements for page-size products can be met by Atlas printable maps. Complete templates and specifications for national and State printable maps.
- Maintain the current production rate of one or two national maps per year while continuing to explore and assess opportunities for private sector partnerships for Atlas map production. With partners in Mexico and Canada, compile a thematic map of North America. Print these maps.
- Capitol Hill, DOI, and the Director's Office have relied on National Atlas staff to produce custom mapping products on demand within extremely short deadlines. This ad hoc demand for special products is important and must be supported.

III. Toward Management Excellence

Communication, Outreach, Training and Education

Communication and Outreach activities designed to promote the NSDI are essential to the success of the NGPO. Communication and outreach activities and materials are needed to support NGPO as a whole, as well as *The National Map*, Geospatial One-Stop, and Federal Geographic Data Committee. Outreach activities include marketing tools and application of techniques to ensure high visibility and ongoing status updates. In addition, there is a need for education of several audiences including USGS staff, NSDI liaisons, and partner organizations to bring into realization the benefits of working collaboratively to implement the NSDI. A clear understanding of expectations makes for successful relationships.

The NGPO requires a variety of support to accomplish its strategic objectives and goals. When possible and appropriate, the NGPO would like to use internal resources to meet its communication and outreach, Web support, training, and education needs (those that cannot be supported by NGTOC will be directed to other internal and external sources). The purpose of this guidance is to describe the general type of products and services that will be developed in FY 2006 (specific targeting of content, audience, media, etc., will be determined by the NGPO Communication Team through the development of its strategic plan). The NGTOC should identify the skills and capacity available for supporting the following activities:

Create communication and outreach tools to support the NGPO strategic objectives and NSDI liaison effort (in collaboration with NGPO Communications Team):

Executive Support

- Create a 2-3 page NGPO program briefing for potential partners at the executive level.
- Provide media assistance to NGPO senior managers and NGPO Strategic Communications team.
- Provide an article each month concerning the activities of the NGPO for GIS publications.
- Contribute monthly to USGS Science Picks relaying NGPO activities.
- Contribute monthly to USGS Weekly Highlights and People Land and Water publications relaying NGPO activities.

Educational Materials Specific to Outreach

- Provide support in the writing and publishing of NSDI Success Stories and other activities of the NGPO. The requirements may include support for both internal and external publications.
- Design a suite of products including folders, fact sheets, exhibit banner, and media kit relating to the NGPO support of the USGS Hazards Initiative.
- Provide assistance in the compilation, editing and publication of FGDC and/or NSDI Newsletters. Expectation is that newsletters will be distributed on a quarterly basis.
- Compose 10-20 fact sheets related to NGPO activities highlighting components (GOS, TNM, and FGDC).
- Create fact sheet template suitable for customization by liaisons.

- Create 12 (estimate based on current requirements) marketing tools to assist, educate, and empower NSDI liaisons.
- Create 10 (estimate based on current requirements) fliers for NGPO special events.
- Provide 10 GOS2 training segments by participating in the ESRI train the trainer effort.

Exhibit/Workshop Support

- Create 2 generic NGPO exhibit backdrops and 10 event specific backdrops. Backdrops should allow for easy customization in support of specific events. Customize as needed (estimate 1 per month)
- Provide design for 6 promotional products which highlight NGPO activities.
- Develop workshop agendas devoted to NGPO activities. Provide assistance to NSDI State Liaisons in the execution of workshops at local and regional conferences.
- Provide 10 new graphic displays for NGPO workshops.
- Design a suite of products including folders, fact sheet, exhibit banner, and media kit relating to the NGPO support of the USGS Hazards Initiative.

Develop a unified NGPO Web Site *(in collaboration with the NGPO Web Team; see System of Systems section)**:***

A unified NGPO Web site built on Geospatial One-Stop, OGC, and new content management and document management systems is critical to communicating the NSDI message and providing geospatial services and information. Ongoing iterations enhance the identifying data requirements, planning data sharing and production activities, and usability and effectiveness of data and services.

- Provide assistance to the NGPO Web team and appropriate links to regional and program-specific Web pages.

Develop and implement an NGPO plan for external and internal audiences *(in collaboration with the NGPO Training Team)**:***

- Develop and implement a NGPO training plan and curriculum that includes multi-level competencies across a variety of topics including but not limited to:
  - Framework data
  - Catalogs
  - Harvesting
  - GOS Version 2
  - NSDI and GSDI
  - Geospatial Enterprise Architecture Profile
  - Interoperability and Compliance Testing
  - Geospatial Standards and Data Management
- Curriculum should be modeled after the FGDC Metadata Curriculum located at:

  http://www.fgdc.gov/metadata/education/MetadataWorkshopCoreCurriculum_with_%20Learning_ObjectivesDRAFTFeb23.pdf

- Participate in NSDI train-the-trainer workshop to become agency and data partner NSDI resources and trainers.
- Develop and submit GOS2 training segments resulting from participation in the ESRI train-the-trainer effort.
- Forums include traditional classroom, workshop, video, and Internet; however, the focus should be on on-line and net-meeting types of technology and formats.

Develop and implement a Native American Tribal outreach and education plan *(in collaboration with the NSDI Tribal liaison and NGPO Communications Team)**:***

- Encourage the development of new partnerships with Tribal governments to further development of the NSDI.
- Educate NSDI liaisons on the importance of reaching out to Tribal leadership.
- Support internal USGS Tribal coordination.

NSDI Partnership Liaisons

Complete and support agreements to provide data for The National Map "tapestry", support USGS participation on the "50 States" initiative, and support partner participation in NGPO-led activities. Includes administrative "back office" support:

- Negotiate, complete, and track progress on agreements (including administrative "back office" support) to support working with partners to achieve orthoimagery, elevation, hydrography, geographic names, graphics, and other activities described above. Remember that metadata must accompany geospatial data developed through these efforts.
- As part of the "50 States" initiative, negotiate and complete MOU's with each State for participation in the NSDI, especially those aspects under NGPO leadership (notably Geospatial One-Stop and *The National Map*).
- As part of the "50 States" initiative, work with States to complete States' strategic and investment plans for developing geospatial data development, maintenance, and service provision plans. USGS participation should emphasize activities that contribute to aspects of the NSDI under NGPO leadership (notably Geospatial One-Stop and *The National Map*).
- Work with public and private organizations to bring into *The National Map* (and by extension Geospatial One-Stop) geospatial data (and related Web mapping and other Internet-based services) that meet or exceed the data themes and qualities described in Appendix C "Data Themes and Goals for Data Characteristics" and the current content of *The National Map*.
- Conduct workshops and participate in meeting as needed to encourage partners' participation in NGPO-sponsored activities.
- Develop and support return on investment and investment analysis for partners and their investment review boards.
- Document experiences as part of continuing efforts to provide feedback on "best practices" to the geospatial community.
- As part of documenting "best practices", identify incentives (i.e., determine the demand) that would be of interest to stakeholders to encourage their participation in NGPO-led activities.

Data Themes and Goals for Data Characteristics

The following information provides a better sense of the data themes and related data characteristics in *The National Map*. Characteristics of data currentness and positional accuracy are provided as goals. Data offered must improve (be more current, accurate, etc.) on those already available in *The National Map*.

Generally, the data provided must feature one or more of the following data themes: raster color or black-and-white orthoimagery; raster ground-surface elevation; vector feature data for the themes of hydrography, transportation centerlines (especially roads, but also including railroads, pipelines, power lines, and other features), structures, and boundaries of governmental units and administrative boundaries of publicly-owned lands; geographic names; and land cover. For the vector data categories the minimum information content is descriptive information such as feature type or classification information and a geographic name. For road data, street name and address range information is desired. Other commonly-used unique feature identifiers also are of interest. Specific information content requirements for hydrography and geographic names are available in documentation for the National Hydrography Dataset (http://nhd.usgs.gov) and Geographic Names Information System (http://geonames.usgs.gov) respectively.

Two types of geographic areas are of special interest. For urban areas, the data should have the currentness and positional accuracy qualities typically sought by local governments. For large areas (for example, states or groups of states), the data should have the positional accuracy qualities of USGS primary topographic map series (typically 1:24,000-scale; 1:63,360-scale in Alaska). The following table provides minimum (that is, data should be no worse than these measures) goals for these two classes of data:

Other sought data characteristics are reviewed in "*The National Map*: Topographic Mapping for the 21st Century" (http://nationalmap.usgs.gov/report/national_map_report_final.pdf, starting on page 10).

Other requirements:

- The data provided should be available in the public domain.
- The data provided will be available for unlimited viewing, limited downloads (limited by data volume restrictions), and unrestricted use and redistribution.
- USGS may incorporate data provided in *The National Map* into its national databases; in particular:
    - Activities that include hydrography data must result in the data being incorporated into the National Hydrography Dataset.
    - Activities that include elevation data must result in the data being incorporated into the National Elevation Dataset.
    - Activities that include geographic names must result in data being incorporated into the Geographic Names Information System.
    - Activities that include orthoimagery data may, at the partner's request, result in the data being incorporated into the National Orthoimagery Dataset.

Technical Back-Office Support

Work with NGPO partnership offices to provide technical support to partners' participation in NGPO activities.

- Providing technical expertise and support including QA /QC, data integration, hosting, archiving, and data acquisition planning and production.
- Provide information about data revision and update techniques and processes.
- Assist in registering geospatial data and mapping services in Geospatial One-Stop.
- Provide technical research, evaluations, and recommendations on new methods, security policy implementation, technologies, sensors, and related NSDI activities.
- Assist with interoperability testing and compatibility among partners' sites.
- Support and trouble shooting of NSDI components hosted and deployed by partners for efficiency, alignment with enterprise architecture geospatial profile, consistency with Geospatial One-Stop, *The National Map*, FGDC standards and OGC web services.
- Conduct technical workshops and training in the field, conference, and other partner venues.
- Prepare to participate in and provide training for Geospatial One-Stop activities by participating in ESRI-provided "train the trainer" classes.
- Document technical experiences as part of continuing efforts to provide feedback on "best practices" to the geospatial community.
    - As part of documenting "best practices", identify incentives (that is, determine the supply) that could be provided by the NGTOC to stakeholders to encourage their participation in NGPO-led activities. Such incentives would include, but not be limited to, activities listed above.
    - Using information about supply and demand (see NSDI Partnership Offices section) of incentives, propose a strategy for NGTOC to provide technical resources and assistance in support of NSDI Partnership liaisons.

IV. Mapping Products for the 21st Century

Implement Web-based topographic mapping for those areas with nationally consistent data sets or local data where nationally consistent data do not exist. In this capability, The National Map user will be able to draw a rectangle indicating an area of interest. The Web-based product generation process will segment the area into 7.5' quadrangles and produce the maps that cover the area.

- Work with communications staff to develop a strategy plan for the release of this product (0.25 FTE).
- Work with USFS to bring legacy, single-edition maps on line to be downloaded through *The National Map* (it is anticipated these files will be in a PDF format).

Graphic improvements:

- Continue to refine Web-based, automated graphics capabilities and establish standards-based, service interface specifications (4 FTE's).

Ongoing maintenance activities:

- Maintain map materials in centers (one at each center) (total of .5 FTE's).
- Support lithographic printing for the USFS.

Access to paper products:

- Work with the Earth Science Network (ESN) to ensure products from *The National Map* can be accessed by our partners and map users (0.25 FTE assumes that ESN will do the bulk of the work and GIIA is only attending meetings and providing coordination).
- Address plotter requirements and how this might affect standards (0.25 FTE)
- Based on plans started FY 2005, complete transitions in current printing and distribution methods and document new approach and responsibilities

Graphics leadership and support:

- Provide a graphics theme manager.

V. Emergency Operations

The primary focus of the Emergency Operations (EO) component of the NGPO is to develop and issue annual program guidance for and to perform coordination and oversight of geospatial information activities associated with homeland security, homeland defense, law enforcement, and the intelligence communities (HLS/HLD/LE/IC). A secondary role is to facilitate and coordinate, where appropriate, the application of USGS scientific expertise, expressed as services rendered by Bureau components not under the authority of the ADGI, in support of these critical mission areas.

Department of Homeland Security coordination and technical support:

Continue USGS's strategic engagement through direct support to DHS/GMO by providing USGS personnel for a detail for the following positions:

Strategic Support

- Senior Technical Advisor:
    - Supports and advises executive leadership to ensure that geospatial program priorities and goals represent the forefront of technology, national policies, and emerging priorities; satisfy the needs of internal and external customers and constituent groups; and promote the integrated enterprise approach of the Department and the contribution to a national solution.
    - Serves as the USGS lead for other USGS personnel assigned to DHS.
- Enterprise Architecture Specialist, Transition Planner:
    - Continued support for the "Enterprise Architecture Specialist, Transition Planner" represents a high value contribution to joint goals.
    - Performs in-depth technical evaluation of DHS geospatial information technology investment portfolios and develops transition plans to ensure compatibility of plans with the jointly developed DHS Geospatial Enterprise Architecture (GEA) and the NSDI. Provides an opportunity to maintain linkages to NGPO activities by facilitating the achievements of joint and interoperable solutions.
- Geospatial Liaison and Coordination:
    - Supports the DHS effort to establish collaborative relationships and integrated information sharing solutions with State and local geospatial stakeholders and addresses the overlap of this effort with the USGS partnership model of the NGPO and *The National Map.*
    - This position implies a collaborative effort between DHS' Office of Domestic Preparedness and the USGS Partnership Office in implementing the geospatial component of the ODP Grant Program.

Tactical Support

Provide USGS personnel for a detail to the following DHS operations centers (**bold** type indicates current and recommend staffing for FY 2006, and *italic* indicates proposed placements from the DHS strategy document, which will not be supported until follow-on management discussions):

- **DHS Homeland Security Operations Center**
- *Immigration and Customs Enforcement*
- *Customs and Border Protection*
- *U.S. Secret Service*
- *U.S. Coast Guard*
- *Transportation Security Administration*

The typical role of analysts is to locate and integrate geospatial data and information for the purpose of providing a visual model of infrastructure or geographic areas that are considered vulnerable to terrorist attacks or natural disaster and an analysis of events real or assumed using state-of-the-art GIS tools to propose protective or mitigating action.

NORAD/Northern Command coordination and technical support:

Continue to provide USGS contributions of leadership, technical support and liaison capabilities through three positions to support the Interagency Coordination Directorate (N/NC, Air Force Space Command, and U.S. Army Strategic Command). The primary focus of the USGS–N/NC partnership has been focused on natural and manmade hazards, emergency operations, development of geospatial applications in support of homeland defense and MACA, and application of integrated geospatial information and scientific expertise.

Geospatial Reach-Back Support

In addition to the contribution of personnel supporting on-site details and coordination support to the communities indicated above, a significant resource is required to support operational reach-back for Emergency Operations geospatial activities. These activities can include support to staff at N/NC, DHS, and Site D, as well as National Security Special Events or other situational exercises requiring geospatial capabilities.

Types of products and services exercised in Emergency Operations geospatial reach-back include:

- enterprise architecture support,
- geospatial information technology expertise,
- geospatial data Integration and processing,
- geospatial systems technology expertise,
- geospatial data and Information discovery and delivery,
- geospatial application development,
- custom product generation,
- liaison and coordination services, and
- Site D technical support.

FY 2006 NGPO HQ and NGTOC Planning Schedule
(Revised 6/1/05)

Deadline	***Action***	***Responsible Group***
June 1 *(Wednesday)*	Provide guidance document describing functional areas and estimated funding levels.	**Headquarters**
June 15 *(Wednesday)*	Provide baseline budget spreadsheets and estimates of capacity by functional area.	**NGTOC I − IV**
	Provide information on partner requirements.	**NSDI Liaisons**
***July* 1** *(Friday)*	Provide targeted program of work by cost center.	**Headquarters**
July 15 *(Friday)*	Respond to proposed program of work.	**NGTOC I − IV**
July 29 *(Friday)*	Agree upon final program of work.	**All**
August	Input program of work into BASIS+ using a common project structure and naming conventions.	**NGTOC I − IV**

B-1: Urban areas with no imagery agreement –11 Urban Areas

Current as of 6/7/05

Barre-Montpelier, VT
Bridgeport-Stamford, CT
Flint, MI
Frankfort, KY
Grand Rapids, MI
Hartford, CT
Juneau, AK
Lansing, MI
New Haven, CT
Youngstown, OH

B-2: Imagery is more than 2 years old – 47 Urban Areas

Allentown-Bethlehem, PA
Amarillo, TX
Anchorage, AK
Augusta, GA
Augusta, ME
Baton Rouge, LA
Birmingham, AL
Boise, ID
Carson City, NV
Chattanooga, TN
Cleveland-Akron, OH
Colorado Springs, CO
Dayton, OH
Des Moines, IA
Dover, DE
El Paso, TX
Fresno, CA
Greensboro-Winston Salem, NC
Harrisburg, PA
Huntsville, AL
Jackson, MS
Knoxville, TN
Lancaster, PA
Lexington, KY
McAllen, TX
Mobile, AL
Modesto, CA
Montgomery, AL
Nashville, TN
Newark, NJ
Norfolk-Chesapeake, VA
Providence, RI
Reno, NV
Richmond, VA
Sacramento, CA
Salt Lake City-Ogden, UT
San Antonio, TX
Shreveport, LA
Springfield, MA
Stockton, CA
Tampa-St. Petersburg, FL
Toledo, OH
Topeka, KS
Trenton, NJ
Tucson, AZ
Washington-Arlington, DC-VA
Worcester, MA

B-3: 1-meter imagery is more than 5 years old – 4 States

Alabama
Georgia
North Carolina
Tennessee

B-4: States in FY06 NAIP 5-year plan for 1-meter acquisition – 12 States

Alabama
Arkansas
Connecticut
Delaware
Iowa
Kansas
Nevada
New Jersey
New York
North Carolina
Washington
Wyoming

Minimum ("no worse than") Goals for Resolution, Accuracy, and Currentness				
	Urban Areas		Large Areas	
Data Theme	**Minimum Resolution or Accuracy[1]**	**Minimum Currentness[2]**	**Minimum Resolution or Accuracy[3]**	**Minimum Currentness[4]**
Orthoimagery	1 foot resolution; 3 meters horizontal accuracy	Two years	1 meter resolution; 11.70 meters horizontal accuracy	Five years
Elevation	1/9 arc second (~3 meters) resolution; 0.73 meter vertical accuracy	Two years	1/3 arc second (~10 meters) (2 arc second in AK) resolution; vertical accuracy commensurate with contour interval of USGS primary topographic map for area.	Five years
Hydrography	4.68 meters horizontal accuracy	Two years	13.90 meters horizontal accuracy; 36.69 meters horizontal accuracy for AK.	Five years
Transportation	4.68 meters horizontal accuracy	Two years	13.90 meters horizontal accuracy; 36.69 meters horizontal accuracy for AK.	Five years
Boundaries	4.68 meters horizontal accuracy	Two years	13.90 meters horizontal accuracy; 36.69 meters horizontal accuracy for AK.	Five years
Structures	4.68 meters horizontal accuracy	Two years	13.90 meters horizontal accuracy; 36.69 meters horizontal accuracy for AK.	Five years
Land Cover	Should align with base maps that have the accuracies listed above.	Two years	Should align with base maps that have the accuracies listed above.	Five years
Geographic Names	Same as the associated feature		Same as the associated feature	

Data should be in the North American Datum of 1983; elevation data in the North American Vertical Datum of 1988.

[1,3] Accuracy statement based on Geospatial Positioning Accuracy Standard, Part 3, National Standard for Spatial Data Accuracy (FGDC-STD-007.3-1998). http://www.fgdc.gov/standards/status/sub1_3.html. For horizontal accuracies (95% confidence level), 3 meters is commensurate with 1:3,075-scale maps under the National Map Accuracy Standard, 4.68 meters with 1:4,800-scale maps, 13.90 meters with 1:24,000-scale maps, and 36.69 meters with 1:63,360-scale maps. For vertical accuracy (95% confidence level), 0.73 meter is commensurate with a four-foot contour interval under the National Map Accuracy Standard.

[2, 4] Estimated currentness of the data at the date of service initiation; that is, the data served reflects the ground condition sometime during the two (or five) years prior to the start of service through *The National Map*. (Note that, for themes in which the ground changes rarely, older data might meet this condition.)

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 205
June 29, 2005

1. CALL TO ORDER

Chairperson Read called the meeting to order at 1:00 p.m. and asked the members to introduce themselves. Chairperson Read then acknowledged this would be Lee Whitcraft's last meeting as he is retiring from TIES effective June 30th, and presented him with a Certificate of Appreciation for his valued advocacy for the use of GIS technology by school districts. Lee commented that school districts have definitely benefited from MetroGIS's efforts and wished the Committee members well.

Members Present: *Academics*: Will Craig (U of M); *Cities*: Steve Lorbach (AMM: core cities - City of St. Paul) and Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties*: Scott Simmer & Bill Brown (shared seat - Hennepin), John Slusarczyk (Anoka), David Claypool (Ramsey) and Jane Harper (Washington); *Federal*: Ron Wencl (USGS); *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (shared seat - Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Schools:* Lee Whitcraft (TIES); *State*: Joella Givens (Mn/DOT), and Robert Maki (DNR); *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District); and *Utilities*: Al Laumeyer (CenterPoint Energy)

Members Absent: *Business Geographics*: Chet Harrison (CB Richard Ellis); *Counties:* Dave Drealan (Carver), Randy Knippel (Dakota), and Jim Hentges (Scott); GIS *Consultants*: Terese Rowekamp (Rowekamp Associates); *Metropolitan:* David Bitner (Metropolitan Airports Commission) and Gordon Chinander (Metropolitan 911 Board), *Non-Profits*: [vacant]; *Special Expertise*: Brad Henry (URS Corp.); and *State*: David Arbeit (LMIC)

Support Staff: Steve Fester, Randall Johnson, and Mike Dolbow (MetroGIS Staff Support)

Visitors: Jeff Corn (Longfellow Community Council) and Mindy Erickson (Mn/DOT)

2. ACCEPT AGENDA

Cockriel moved and Maki seconded to approve the agenda, as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Harper moved and Givens seconded to approve the summary for the Committee's March 30, 2005 meeting as submitted. Motion carried, ayes all.

4. SUMMARY OF APRIL 20th POLICY BOARD MEETING

Chairperson Read commented that the actions of most importance by Policy Board at its April 20, 2005 meeting were the adoption of vision statements for the E911 Compatible Street Centerline and Occupiable Units regional solutions, as well as the Board request for staff to arrange for a forum for non-government interest community to identify challenges and opportunities it believes MetroGIS should consider during its Strategic Direction Workshop. She noted that additional information about these topics is provided in the Project Update Report (Agenda Item 6).

5. ACTION AND DISCUSSION ITEMS

a) MetroGIS DataFinder Café – Upgrade Proposal

The Staff Coordinator summarized the proposal as outlined in the agenda report. The group concurred with staff's suggestion to form a special purpose workgroup to better clarify design needs, document costs for design options, and offer a suggested plan of action for Committee's consideration at a subsequent meeting. It was acknowledged that such a plan might point out some actions that could be taken which might not involve out-of-pocket expenditures.

All agreed with the need for the desired plan to be user-driven. It was further agreed that the task of documenting user needs can rely in large part upon the survey conducted by MetroGIS staff in May 2005 (included in the agenda packet) balanced by the opinion of the expert workgroup members as to the functionality that will likely emerge as commonplace even though it is not currently recognized as such by the user community. It was generally agreed that whatever application design is pursued that it should be easy to expand and/or modify.

Finally, the group concurred that the requested plan of action should include (not necessarily be limited to) the following options. (If possible, acquire cost information directly from vendors.):

1) Document functionality currently provided by the Café tool (application) that can be acquired via commercial off-the-shelf products and the associated cost.
2) Document current Cafe functionality that requires customization and document the cost to fill gaps between commercial off-the-shelf products and current DataFinder Café functionality.
3) Offer suggestions, based upon user needs and workgroup member knowledge of the technology environment, for which, if any, of the identified functionality gaps (Item 2) should be abandoned due to insufficient documented need.
4) Offer suggestions, based upon user needs and workgroup member knowledge of the technology environment, for any functionality enhancements that have sufficient user need but are not currently supported. The recommendation should include a general migration path (phasing plan) to accommodate the desired enhancements if the findings are not sufficient to complete the entire project at one time. (Note: this phasing plan also applies to Item 5 – the key being flexibility to allow possible expansion of the base design.)
5) Identify policy and technical considerations if Café's functionality (delivery of geospatial data and web-services) expands beyond simply finding and downloading source datasets.

Motion:
Craig moved and Givens seconded to create a workgroup tasked with preparing a recommended plan of action that incorporates the direction from the Committee outlined above. Motion carried, ayes all.

The following Committee members volunteered to serve on this workgroup: Gelbmann, Givens, Lorbach, and Maki.

Editor's note: Additional discussion about the importance of stabilizing the Café's functionality occurred during discussion of Agenda Item 5b. In particular, the Committee acknowledged the need to act alone now that LMIC's responsibilities and support resources have been dramatically reduced which no longer permit a collaborative project as had been hoped for last year. The Committee also noted its preference to forward its conclusion on to the Policy Board for consideration at its July 27 meeting that this project has merit for use of project funds.

b) Regional GIS Project Proposals
The Staff Coordinator summarized his findings concerning each of the proposals, as outlined in the agenda materials, emphasizing that each warrants further consideration but that additional information is needed regarding the scope of work and associated expenses. A representative from each proposer was then invited to summarize the specifics of their respective proposals. All concurred with Gelbmann's general comment that offering this opportunity to propose projects for funding via MetroGIS resources provides a valuable forum through which to identify collaboration opportunities that might not otherwise be identified.

Proposal A – Common Parcel Data Query Application Design: Harper, representing the County Data Producers Workgroup which submitted this proposal, summarized the key points of this Proposal (page 18 in the agenda materials) as: 1) it would establish a common framework for online querying of parcel data whether accessed via MetroGIS or an individual county, 2) it is based upon an online application that

is operational in a South Carolina county, 3) the source code would be made available and customizable, and 4) several of the counties are currently in different stages of similar work. This project was conceived because the proposers would prefer to take advantage of this window of opportunity to collaborate and leverage resources; an opportunity that the proposers believe would also greatly benefit the user community. The basic features would be the same from county to county and the regional application but each entity would also have the ability to support functions that the others do not wish to support.

Harper concluded her comments by noting that the proposers believe that a standardized look and feel among the access portals would simplify and enhance access to the unprecedented regional parcel dataset, which has been a key focus of MetroGIS's efforts for the past several years.

The Committee agreed that a standardized application interface across the region could result in substantive efficiencies from the ability to leverage programming and related support resources; in other words, achieve a coordinated enterprise as opposed to the alternative of several similar but uncoordinated applications.

Craig commented that he strongly supports the proposed concept of a coordinated application interface among the counties but **asked who would have access and under what conditions** (e.g., the general public and non-government interests, without the need for prior licensure, or would access continue to be restricted to licensed government and academic interests)? Staff commented that the concept of unlicensed, view-only access to parcel data via an online application has previously been a discussion topic before the Committee and that the Policy Board endorsed such a policy in July 2004 subject to approval by each county in conjunction with a proposal from the Emergency Preparedness workgroup. The group asked Harper to pass this access question along to the proposer workgroup to address in a revised proposal, should it decide to incorporate feedback received form the Committee.

Although all agreed the proposed concept warrants further consideration, several members expressed concern about the appropriateness of purchasing the specified application from an unknown developer. Maki added that this type of application involves a **risk area involving emerging standards**, in particular regarding communications between services, and, as such, cautioned that the documentation needs to be clear on the standards and development processes used to develop the application. Maki further commented that he would prefer the proposed application to be part of a fully integrated enterprise. Whitcraft commented that his area of expertise involves software development and concurred with Maki's cautions. A general consensus was that it would be easier to recommend approval of a **general concept as opposed to the specific application** that is cited in the proposal. Harper made note of this feedback to share with the other proposers.

Laumeyer asked if the staff time needed to pursue this proposal would compete with the need to investigate options for upgrading of DataFinder Café. Staff commented that the workgroups would likely be separate.

A follow-up question from Laumeyer led to a request for more information about the **target user community and how they would benefit**. Harper briefly commented that the target user is not the GIS professional who wants access to source data but rather individuals from many backgrounds and levels of expertise who want a quick answer to a question that can be satisfied with a simple online query. Brown commented that the subject proposal is an attempt to reinvent (improve) the property query service that has been provided for some time by several of the counties.

The final topic of discussion involved the possibility of combining this query/mapping proposal with the analysis of options for addressing desired upgrades to MetroGIS DataFinder Café, given that both are likely to use Internet Mapping Service (IMS) software. It was agreed that the more important task is to clearly establish the **policy foundation as to how best to coordinate data distribution (downloading)**

and mapping needs (e.g., add functionality to Café for mapping or maintain data distribution as a separate application as is the current policy). The Committee concluded that it should task the workgroup created to investigate upgrading of DataFinder Café with developing a recommendation to address this need.

It was agreed to hear the next proposal before offering a recommendation concerning Proposal A.

Proposal B: Populate Attributes in Regional Parcel Dataset: Mike Dolbow, Metropolitan Council GIS Unit, summarized the proposal (page 21 of the Agenda materials). He began his comments by stating that the community is just beginning to scratch the surface of potential uses for the regional parcel dataset, which he believes is a major asset to the community. He noted that although substantial progress has been made to develop this asset, its value could be greatly increased if more of the 66 attributes were to be fully populated, noting that only 13 are currently well populated. He reiterated the long-standing policy that no county would be asked to expend any resources to populate attributes for which they do not have a business need. He encouraged those interested in further details to review the table provided in the metadata for a completeness status of each of the fields associated with the regional parcel dataset.

Dolbow then commented on suggested criteria for setting attribution completion priorities, such as a high priority could be given to situations where data are complete for all but 1 or 2 counties. Another option could be to focus on situations where 3-5 counties have completed 30+ percent of the desired data and that the presence of the remainder of the data would have wide value. Maki cautioned that a project plan is needed to set an expectation of achieving a certain completion threshold. This threshold should be associated with a level necessary to achieve a desired purpose(s) relative to an existing process(es) and that if there is not reasonable assurance this threshold can be met then no action should be taken until the threshold can be reasonably achieved.

Harper commented that Washington County has identified a business need to improve the completeness of its parcel attribute data for its own internal purposes and believes that Washington County officials would be receptive to working with MetroGIS on a project that would address both their and MetroGIS's needs simultaneously (e.g., review each data field, decide type of data needed, and estimate resources needed to capture the desired data.) She commented that a key need is to be able to clearly document the status of missing attribution in a report, noting that such a report is needed to have a productive dialogue with the assessors. She also expressed interest in a program to prototype a needs assessment process. Dolbow commented this type of documentation / prototype needs assessment process is consistent with the proposal before the Committee. This comment led to a short discussion about how the funding could be used, for example, to compensate counties for an intern's or other staff time to assist with desired evaluation and data population efforts. Claypool cautioned that the individual(s) chosen to work on this project must be very familiar with the data.

General Discussion

Chairperson Read summarized the purpose of this agenda item is for the Committee to offer advice as to: 1) whether a proposal has sufficient merit to warrant spending some of the Regional GIS Project funding and 2) the relative merit of each the three proposals presented (two addressed in this agenda item and upgrading DataFinder Café as dealt with in Agenda Item 5a), and general feedback for how the proposals might be improved. Maki commented that the Committee could only respond to the proposals as they are currently presented in the agenda material, unless comment is postponed until questions raised are addressed. The group concurred and elected to comment at this meeting as follows.

Proposal	Concept has Merit	Ready for Policy Board Review
Proposal A (Parcel Data Query Application	Yes	No**
Proposal B (Complete Missing Parcel Attributes)	Yes	Yes
Proposal C (Upgrade DataFinder Cafe	Yes	Yes

**Note: The Committee encouraged the proposers to modify their proposal as follows so that it could be considered by the Policy Board on July 27th: 1) Clarify the target audience(s), why the proposed application would benefit them, and any need for modification of current access policies and 2) address the Committee's concerns for purchase of an application developed for a county in another state by an unknown developer.

Relative Merit of Each Proposal

The Chairperson's request that the Committee offer advice on the relative merits of each of the three proposals resulted in resolute comments from Brown, Claypool, Maki, and Laumeyer and then concurrence by the Committee that resolving the problems currently faced with an aging DataFinder Café and managing the existing investment is substantially more important than the other two proposals. The Committee's overall ranking was follows:

Proposal	Rank (Relative Importance)
Proposal C (Upgrade DataFinder Café)	1
Proposal B (Complete Missing Parcel Attributes)	2
Proposal A (Parcel Data Query Application)	3

The Committee also concurred that the matter of deciding how to best go about integrating data delivery functionality (DataFinder) with desired mapping and querying functionality should not be permitted to bog down efforts to upgrade the more important DataFinder Café functionality. It was agreed that the DataFinder Upgrade Workgroup should be charged with recommending a plan for how to best go about meeting both needs through an expandable design, including a phased implementation plan, as more funding may be needed than is available in 2005.

Motion:

Brown moved and Givens seconded to recommend to the Policy Board that the Board offer advice to the Metropolitan Council relative to funding each of the three Regional GIS Project proposals received, as follows:

a) All three proposals have merit for further consideration for funding as a Regional GIS Project.
b) Their relative ranking of importance to the MetroGIS community is: 1) Proposal C (Upgrade DataFinder Café), 2) Proposal B (Complete Missing Parcel Attributes), and 3) Proposal A (Parcel Data Query Application.

Motion carried, ayes all.

c) GIS Demonstration Topic for July Policy Board meeting

The Staff Coordinator summarized the staff report, which outlined several options for a demonstration to the Policy Board at the July meeting. It was agreed that David Windle should be invited to talk about the web application that the Ramsey County GIS Users Group has developed. The group concurred with Harper's suggestion to ask Windle to include in his presentation an overview about how Ramsey County is leveraging the User Group's investment.

Chairperson Read asked for permission to extend the meeting 15-20 minutes. Permission was so granted.

d) Fill Non-Profit Representative Seat on Committee

Chairperson Read asked Jeff Corn, Community Development Coordinator for the Longfellow Community Council in Minneapolis, to introduce himself and inform the Committee why he would like to serve as its non-profit representative. He commented that he uses GIS technology on a daily basis for

numerous functions and that he is also active in the Minneapolis Neighborhood Information System (MNIS) and the Minnesota 3-D (M3D) project. (Note: The M3D project is in process of developing an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota. The project launched in fall 2004 and is funded with a $599,000, three-year grant from the federal Technology Opportunities Projects program.)

Craig moved and Givens seconded to accept Jeff Corn's request to fill the non-profit representative seat on the Committee that was vacated by Sandra Paddock when she left Wilder Research. Motion carried, ayes all.

e) Quarterly Performance Measures Anomaly Report
This item was not discussed due to a lack of time.

f) Postpone 9/22 Target Date for Strategic Directions Workshop
The staff Coordinator summarized reasons for recommending postponement of the September 22 target date for the proposed Strategic Directions Workshop, as a result of the Policy Board's request for a non-government perspective forum to precede the Workshop. The group concurred with the proposed postponement and establishment of a target date during the week of September 26 for the proposed non-government perspective forum.

Harper commented that although the postponement might result in the inability to secure Prof. John Bryson to facilitate the Workshop, she concurs that the need for non-government input is a more important consideration. The others concurred as well.

6. PROJECT UPDATES
Staff was asked to speak with LMIC officials for an update on how the recent changes in LMIC's organizational structure and funding might affect MetroGIS's efforts and that this information be passed along by email as opposed to waiting until the next meeting to share it.

There was no other discussion of this report due to a lack of time.

7. INFORMATION SHARING
There was no discussion of this report due to a lack of time.

8. NEXT SCHEDULED MEETING
September 21, 2005, 1:00-3:00 p.m.

9. ADJOURN
The meeting adjourned at 3:25 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

September 21, 2005

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street on Empire)

1:00 to 3:00+ PM
See directory in lobby for meeting room location.

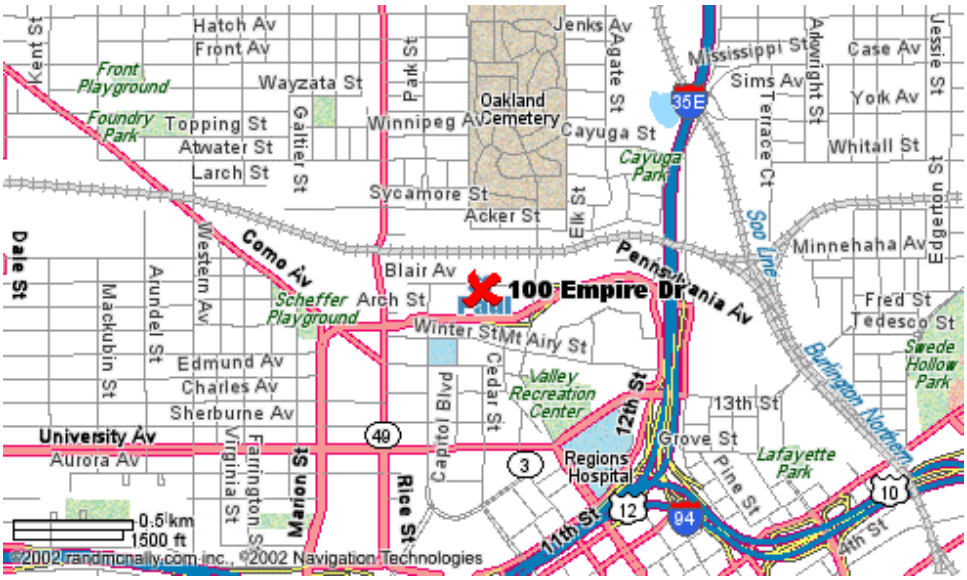
			Page
1.	**Call to Order**		
2.	**Approve Agenda**	***action***	
3.	**Approve Meeting Summary**		
	a) June 29, 2005	***action***	**1**
4.	**Summary of July 27th Policy Board Meeting**		**7**
5.	**Action and Discussion Items:**		
	a) Emergency Preparedness – Regional Solution Recommendation	***action***	**8**
	b) Regional GIS Project Proposal Updates	?	**40**
	c) Procedures – Conducting Business Between Meetings	***action***	**51**
	d) GIS Demonstration for October Policy Board meeting	***action***	**57**
	e) Preliminary 2006 Major Program Objectives (Status Quo Until Workshop?)	***action***	**59**
	f) Quarterly Performance Measures Report		**62**
	g) Google Earth – Possible to Leverage for MetroGIS Community's Needs?		**68**
6.	**Project Updates:**		**69**
	a) Priority Business Information Need Solutions and User Satisfaction Forums		
	• Addresses Regional Solution (Occupiable Units Point Dataset)		
	• Street Centerline Data: Enhancements to E911 Uses		
	• User Satisfaction Forums - Land Cover Dataset & Socioeconomic Web Resources Page		
	b) Non-Government Perspectives Forum and Strategic Directions Workshop		
	c) County Data Producer Workgroup Activities		
	• Regional Parcel Data Access Policy - Non-Profits: Hennepin County Pilot		
	• Access to Approved but Unrecorded Plat Data		
7.	**Information Sharing:**		**73**
	a) Non-Profit Representative Resigns from Committee		
	b) Presentations / Outreach / Studies		
	c) Metro and State Geospatial Initiatives Update		
	d) Federal Geospatial Initiatives Update		
8.	**Next Meeting**		
	December 14, 2005		
9.	**Adjourn**		

Mission Statement

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

How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-94 westbound -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Northbound -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Southbound -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

See www.mcit.org for more information

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 205
June 29, 2005

1. CALL TO ORDER

Chairperson Read called the meeting to order at 1:00 p.m. and asked the members to introduce themselves. Chairperson Read then acknowledged this would be Lee Whitcraft's last meeting as he is retiring from TIES effective June 30th, and presented him with a Certificate of Appreciation for his valued advocacy for the use of GIS technology by school districts. Lee commented that school districts have definitely benefited from MetroGIS's efforts and wished the Committee members well.

Members Present: *Academics*: Will Craig (U of M); *Cities*: Steve Lorbach (AMM: core cities - City of St. Paul) and Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties*: Scott Simmer & Bill Brown (shared seat - Hennepin), John Slusarczyk (Anoka), David Claypool (Ramsey) and Jane Harper (Washington); *Federal*: Ron Wencl (USGS); *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (shared seat - Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Schools:* Lee Whitcraft (TIES); *State*: Joella Givens (Mn/DOT), and Robert Maki (DNR); *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District); and *Utilities*: Al Laumeyer (CenterPoint Energy)

Members Absent: *Business Geographics*: Chet Harrison (CB Richard Ellis); *Counties:* Dave Drealan (Carver), Randy Knippel (Dakota), and Jim Hentges (Scott); GIS *Consultants*: Terese Rowekamp (Rowekamp Associates); *Metropolitan:* David Bitner (Metropolitan Airports Commission) and Gordon Chinander (Metropolitan 911 Board), *Non-Profits*: [vacant]; *Special Expertise*: Brad Henry (URS Corp.); and *State*: David Arbeit (LMIC)

Support Staff: Steve Fester, Randall Johnson, and Mike Dolbow (MetroGIS Staff Support)

Visitors: Jeff Corn (Longfellow Community Council) and Mindy Erickson (Mn/DOT)

2. ACCEPT AGENDA

Cockriel moved and Maki seconded to approve the agenda, as submitted. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Harper moved and Givens seconded to approve the summary for the Committee's March 30, 2005 meeting as submitted. Motion carried, ayes all.

4. SUMMARY OF APRIL 20th POLICY BOARD MEETING

Chairperson Read commented that the actions of most importance by Policy Board at its April 20, 2005 meeting were the adoption of vision statements for the E911 Compatible Street Centerline and Occupiable Units regional solutions, as well as the Board request for staff to arrange for a forum for non-government interest community to identify challenges and opportunities it believes MetroGIS should consider during its Strategic Direction Workshop. She noted that additional information about these topics is provided in the Project Update Report (Agenda Item 6).

5. ACTION AND DISCUSSION ITEMS

a) MetroGIS DataFinder Café – Upgrade Proposal

The Staff Coordinator summarized the proposal as outlined in the agenda report. The group concurred with staff's suggestion to form a special purpose workgroup to better clarify design needs, document costs for design options, and offer a suggested plan of action for Committee's consideration at a subsequent meeting. It was acknowledged that such a plan might point out some actions that could be taken which might not involve out-of-pocket expenditures.

All agreed with the need for the desired plan to be user-driven. It was further agreed that the task of documenting user needs can rely in large part rely upon the survey conducted by MetroGIS staff in May 2005 (included in the agenda packet) balanced by the opinion of the expert workgroup members as to the functionality that will likely emerge as commonplace even though it is not currently recognized as such by the user community. It was generally agreed that whatever application design is pursued that it should be easy to expand and/or modify.

Finally, the group concurred that the requested plan of action should include (not necessarily be limited to) the following options. (If possible, acquire cost information directly from vendors.):

1) Document functionality currently provided by the Café tool (application) that can be acquired via commercial off-the-shelf products and the associated cost.
2) Document current Cafe functionality that requires customization and document the cost to fill gaps between commercial off-the-shelf products and current DataFinder Café functionality.
3) Offer suggestions, based upon user needs and workgroup member knowledge of the technology environment, for which, if any, of the identified functionality gaps (Item 2) should be abandoned due to insufficient documented need.
4) Offer suggestions, based upon user needs and workgroup member knowledge of the technology environment, for any functionality enhancements that have sufficient user need but are not currently supported. The recommendation should include a general migration path (phasing plan) to accommodate the desired enhancements if the findings are not sufficient to complete the entire project at one time. (Note: this phasing plan also applies to Item 5 – the key being flexibility to allow possible expansion of the base design.)
5) Identify policy and technical considerations if Café's functionality (delivery of geospatial data and web-services) expands beyond simply finding and downloading source datasets.

Motion:
Craig moved and Givens seconded to create a workgroup tasked with preparing a recommended plan of action that incorporates the direction from the Committee outlined above. Motion carried, ayes all.

The following Committee members volunteered to serve on this workgroup: Gelbmann, Givens, Lorbach, and Maki.

Editor's note: Additional discussion about the importance of stabilizing the Café's functionality occurred during discussion of Agenda Item 5b. In particular, the Committee acknowledged the need to act alone now that LMIC's responsibilities and support resources have been dramatically reduced which no longer permit a collaborative project as had been hoped for last year. The Committee also noted its preference to forward its conclusion on to the Policy Board for consideration at its July 27 meeting that this project has merit for use of project funds.

b) Regional GIS Project Proposals
The Staff Coordinator summarized his findings concerning each of the proposals, as outlined in the agenda materials, emphasizing that each warrants further consideration but that additional information is needed regarding the scope of work and associated expenses. A representative from each proposer was then invited to summarize the specifics of their respective proposals. All concurred with Gelbmann's general comment that offering this opportunity to propose projects for funding via MetroGIS resources provides a valuable forum through which to identify collaboration opportunities that might not otherwise be identified.

Proposal A – Common Parcel Data Query Application Design: Harper, representing the County Data Producers Workgroup which submitted this proposal, summarized the key points of this Proposal (page 18 in the agenda materials) as: 1) it would establish a common framework for online querying of parcel data whether accessed via MetroGIS or an individual county, 2) it is based upon an online application that

is operational in a South Carolina county, 3) the source code would be made available and customizable, and 4) several of the counties are currently in different stages of similar work. This project was conceived because the proposers would prefer to take advantage of this window of opportunity to collaborate and leverage resources; an opportunity that the proposers believe would also greatly benefit the user community. The basic features would be the same from county to county and the regional application but each entity would also have the ability to support functions that the others do not wish to support.

Harper concluded her comments by noting that the proposers believe that a standardized look and feel among the access portals would simplify and enhance access to the unprecedented regional parcel dataset, which has been a key focus of MetroGIS's efforts for the past several years.

The Committee agreed that a standardized application interface across the region could result in substantive efficiencies from the ability to leverage programming and related support resources; in other words, achieve a coordinated enterprise as opposed to the alternative of several similar but uncoordinated applications.

Craig commented that he strongly supports the proposed concept of a coordinated application interface among the counties but **asked who would have access and under what conditions** (e.g., the general public and non-government interests, without the need for prior licensure, or would access continue to be restricted to licensed government and academic interests)? Staff commented that the concept of unlicensed, view-only access to parcel data via an online application has previously been a discussion topic before the Committee and that the Policy Board endorsed such a policy in July 2004 subject to approval by each county in conjunction with a proposal from the Emergency Preparedness workgroup. The group asked Harper to pass this access question along to the proposer workgroup to address in a revised proposal, should it decide to incorporate feedback received form the Committee.

Although all agreed the proposed concept warrants further consideration, several members expressed concern about the appropriateness of purchasing the specified application from an unknown developer. Maki added that this type of application involves a **risk area involving emerging standards**, in particular regarding communications between services, and, as such, cautioned that the documentation needs to be clear on the standards and development processes used to develop the application. Maki further commented that he would prefer the proposed application to be part of a fully integrated enterprise. Whitcraft commented that his area of expertise involves software development and concurred with Maki's cautions. A general consensus was that it would be easier to recommend approval of a **general concept as opposed to the specific application** that is cited in the proposal. Harper made note of this feedback to share with the other proposers.

Laumeyer asked if the staff time needed to pursue this proposal would compete with the need to investigate options for upgrading of DataFinder Café. Staff commented that the workgroups would likely be separate.

A follow-up question from Laumeyer led to a request for more information about the **target user community and how they would benefit**. Harper briefly commented that the target user is not the GIS professional who wants access to source data but rather individuals from many backgrounds and levels of expertise who want a quick answer to a question that can be satisfied with a simple online query. Brown commented that the subject proposal is an attempt to reinvent (improve) the property query service that has been provided for some time by several of the counties.

The final topic of discussion involved the possibility of combining this query/mapping proposal with the analysis of options for addressing desired upgrades to MetroGIS DataFinder Café, given that both are likely to use Internet Mapping Service (IMS) software. It was agreed that the more important task is to clearly establish the **policy foundation as to how best to coordinate data distribution (downloading)**

and mapping needs (e.g., add functionality to Café for mapping or maintain data distribution as a separate application as is the current policy). The Committee concluded that it should task the workgroup created to investigate upgrading of DataFinder Café with developing a recommendation to address this need.

It was agreed to hear the next proposal before offering a recommendation concerning Proposal A.

Proposal B: Populate Attributes in Regional Parcel Dataset: Mike Dolbow, Metropolitan Council GIS Unit, summarized the proposal (page 21 of the Agenda materials). He began his comments by stating that the community is just beginning to scratch the surface of potential uses for the regional parcel dataset, which he believes is a major asset to the community. He noted that although substantial progress has been made to develop this asset, its value could be greatly increased if more of the 66 attributes were to be fully populated, noting that only 13 are currently well populated. He reiterated the long-standing policy that no county would be asked to expend any resources to populate attributes for which they do not have a business need. He encouraged those interested in further details to review the table provided in the metadata for a completeness status of each of the fields associated with the regional parcel dataset.

Dolbow then commented on suggested criteria for setting attribution completion priorities, such as a high priority could be given to situations where data are complete for all but 1 or 2 counties. Another option could be to focus on situations where 3-5 counties have completed 30+ percent of the desired data and that the presence of the remainder of the data would have wide value. Maki cautioned that a project plan is needed to set an expectation of achieving a certain completion threshold. This threshold should be associated with a level necessary to achieve a desired purpose(s) relative to an existing process(es) and that if there is not reasonable assurance this threshold can be met then no action should be taken until the threshold can be reasonably achieved.

Harper commented that Washington County has identified a business need to improve the completeness of its parcel attribute data for its own internal purposes and believes that Washington County officials would be receptive to working with MetroGIS on a project that would address both their and MetroGIS's needs simultaneously (e.g., review each data field, decide type of data needed, and estimate resources needed to capture the desired data.) She commented that a key need is to be able to clearly document the status of missing attribution in a report, noting that such a report is needed to have a productive dialogue with the assessors. She also expressed interest in a program to prototype a needs assessment process. Dolbow commented this type of documentation / prototype needs assessment process is consistent with the proposal before the Committee. This comment led to a short discussion about how the funding could be used, for example, to compensate counties for an intern's or other staff time to assist with desired evaluation and data population efforts. Claypool cautioned that the individual(s) chosen to work on this project must be very familiar with the data.

General Discussion

Chairperson Read summarized the purpose of this agenda item is for the Committee to offer advice as to: 1) whether a proposal has sufficient merit to warrant spending some of the Regional GIS Project funding and 2) the relative merit of each the three proposals presented (two addressed in this agenda item and upgrading DataFinder Café as dealt with in Agenda Item 5a), and general feedback for how the proposals might be improved. Maki commented that the Committee could only respond to the proposals as they are currently presented in the agenda material, unless comment is postponed until questions raised are addressed. The group concurred and elected to comment at this meeting as follows.

Proposal	Concept has Merit	Ready for Policy Board Review
Proposal A (Parcel Data Query Application	Yes	No**
Proposal B (Complete Missing Parcel Attributes)	Yes	Yes
Proposal C (Upgrade DataFinder Cafe	Yes	Yes

**Note: The Committee encouraged the proposers to modify their proposal as follows so that it could be considered by the Policy Board on July 27th: 1) Clarify the target audience(s), why the proposed application would benefit them, and any need for modification of current access policies and 2) address the Committee's concerns for purchase of an application developed for a county in another state by an unknown developer.

Relative Merit of Each Proposal

The Chairperson's request that the Committee offer advice on the relative merits of each of the three proposals resulted in resolute comments from Brown, Claypool, Maki, and Laumeyer and then concurrence by the Committee that resolving the problems currently faced with an aging DataFinder Café and managing the existing investment is substantially more important than the other two proposals. The Committee's overall ranking was follows:

Proposal	Rank (Relative Importance)
Proposal C (Upgrade DataFinder Café)	1
Proposal B (Complete Missing Parcel Attributes)	2
Proposal A (Parcel Data Query Application)	3

The Committee also concurred that the matter of deciding how to best go about integrating data delivery functionality (DataFinder) with desired mapping and querying functionality should not be permitted to bog down efforts to upgrade the more important DataFinder Café functionality. It was agreed that the DataFinder Upgrade Workgroup should be charged with recommending a plan for how to best go about meeting both needs through an expandable design, including a phased implementation plan, as more funding may be needed than is available in 2005.

Motion:

Brown moved and Givens seconded to recommend to the Policy Board that the Board offer advice to the Metropolitan Council relative to funding each of the three Regional GIS Project proposals received, as follows:

a) All three proposals have merit for further consideration for funding as a Regional GIS Project.
b) Their relative ranking of importance to the MetroGIS community is: 1) Proposal C (Upgrade DataFinder Café), 2) Proposal B (Complete Missing Parcel Attributes), and 3) Proposal A (Parcel Data Query Application.

Motion carried, ayes all.

c) GIS Demonstration Topic for July Policy Board meeting

The Staff Coordinator summarized the staff report, which outlined several options for a demonstration to the Policy Board at the July meeting. It was agreed that David Windle should be invited to talk about the web application that the Ramsey County GIS Users Group has developed. The group concurred with Harper's suggestion to ask Windle to include in his presentation an overview about how Ramsey County is leveraging the User Group's investment.

Chairperson Read asked for permission to extend the meeting 15-20 minutes. Permission was so granted.

d) Fill Non-Profit Representative Seat on Committee

Chairperson Read asked Jeff Corn, Community Development Coordinator for the Longfellow Community Council in Minneapolis, to introduce himself and inform the Committee why he would like to serve as its non-profit representative. He commented that he uses GIS technology on a daily basis for

numerous functions and that he is also active in the Minneapolis Neighborhood Information System (MNIS) and the Minnesota 3-D (M3D) project. (Note: The M3D project is in process of developing an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota. The project launched in fall 2004 and is funded with a $599,000, three-year grant from the federal Technology Opportunities Projects program.)

Craig moved and Givens seconded to accept Jeff Corn's request to fill the non-profit representative seat on the Committee that was vacated by Sandra Paddock when she left Wilder Research. Motion carried, ayes all.

e) Quarterly Performance Measures Anomaly Report
This item was not discussed due to a lack of time.

f) Postpone 9/22 Target Date for Strategic Directions Workshop
The staff Coordinator summarized reasons for recommending postponement of the September 22 target date for the proposed Strategic Directions Workshop, as a result of the Policy Board's request for a non-government perspective forum to precede the Workshop. The group concurred with the proposed postponement and establishment of a target date during the week of September 26 for the proposed non-government perspective forum.

Harper commented that although the postponement might result in the inability to secure Prof. John Bryson to facilitate the Workshop, she concurs that the need for non-government input is a more important consideration. The others concurred as well.

6. PROJECT UPDATES
Staff was asked to speak with LMIC officials for an update on how the recent changes in LMIC's organizational structure and funding might affect MetroGIS's efforts and that this information be passed along by email as opposed to waiting until the next meeting to share it.

There was no other discussion of this report due to a lack of time.

7. INFORMATION SHARING
There was no discussion of this report due to a lack of time.

8. NEXT SCHEDULED MEETING
September 21, 2005, 1:00-3:00 p.m.

9. ADJOURN
The meeting adjourned at 3:25 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff

MetroGIS

Agenda Item 4

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Summary of July 2005 Policy Board Meeting

DATE: August 18, 2005
(For the Sept 21st Meeting)

The following major topics were considered/acted on by the Policy Board on July 27th. Refer to the meeting minutes at http://www.metrogis.org/teams/pb/meetings/m_07_27_05.pdf *for the discussion points.*

Regional GIS Project Funding Proposals

1) The Policy Board concluded that all three 2005 Regional GIS Project proposals, as described in the agenda materials, have merit that warrants preparation of detailed design, cost, and phasing options for further consideration, with the understanding that if a project can not be fully funded, whatever component(s) is funded must provide a value equal or greater to the investment funds via MetroGIS.
2) The following funding recommendations were also approved:
   - Up to $16,000 of the budgeted $22,000 to Proposal A: (Joint Web Application).
   - Up to $500 of the budgeted $22,000 to Proposal B: Parcel Attributes (only 2005 component).
   - The remaining portion of the budgeted $22,000 (at least $5,500) to DataFinder upgrades, in combination with budgeted maintenance funds ($10,000), special grants ($15,000), and donated funds ($1,700). [Note: in a separate action, the Board authorized use of up to $1,700 in funds that have been donated to MetroGIS to be used for upgrades to DataFinder.]

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

The Board affirmed 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 and extended, to July 2006, its sunset provision to achieve county affirmation that the subject proposal is consistent with their respective needs.

Non-Government Perspective Forum: Preparations Underway

The Board concurred that this forum would provide valuable perspective as the Board considered appropriate next steps for MetroGIS and, as such, should be held before the Strategic Directions Workshop. The Board also directed Chairperson Reinhardt to set a date for the Non-Government Perspective Forum after speaking with the Council about their timing preferences.

TO: Coordinating Committee

FROM: Emergency Preparedness Information Needs Workgroup
Chairperson: Randy Knippel, Dakota County (952-891-7080)

SUBJECT: **Emergency Preparedness Information Needs – Interim Regional Solution**

DATE: September 15, 2005
(For the Sept. 21st Meeting)

INTRODUCTION

The Emergency Preparedness (EP) Workgroup respectfully requests Coordinating Committee endorsement of its proposed interim regional strategy and related actions to address common emergency management information needs of the MetroGIS community, as outlined in the Recommendation Section. The proposed solution is labeled as "interim" because the Workgroup wants to be sure that the roles and responsibilities are thoroughly tested in a production environment before seeking formal endorsement as a regional solution. When the Workgroup believes that the testing and refinement process is complete, a formal Regional Policy Statement will be prepared for Committee and Policy Board endorsement.

The attached MetroGIS EP Workgroup Project Report describes, in detail, the data refinement process developed by the EP Workgroup. An overview schematic is provided on page 3 of this report. The purpose of the proposed process is to clearly communicate geographic data priorities and custodian roles and responsibilities for the development and maintenance of these priority data needed to carry out emergency management business functions. Active participation of each of the seven counties is necessary to oversee collection of best available data. As such, officials from each of the seven counties have been actively involved in the development of this proposal. Several statements of support are also in process of being obtained from other members of the EP community (refer to the Reference Section). Finally, the attached Project Report also explains other activities of the EP Workgroup that are important components to achieving a regional solution for EP information needs.

Policy Board consideration of the proposed interim solution is tentatively anticipated to occur at the Board's October 19 meeting, assuming the Coordinating Committee endorses the proposal.

PROJECT OVERVIEW - EMERGENCY MANAGEMENT INFORMATION NEED

The purpose of the Emergency Preparedness Workgroup Project is to enable emergency managers to quickly secure the best available geographic information needed to respond to emergencies. Emergency managers include managers of police, fire, medical, public health, medical services, public works, homeland security and other responders to emergencies and disasters.

Making these best available data quickly accessible presents several challenges:
1. Determining which data are needed.
2. Acquiring and organizing the data so it meets emergency managers' information needs.
3. Prepare GIS professionals to efficiently respond to emergency managers' needs.

Refer to the Reference Section for an overview of the Workgroup's composition, chronology of activities, and support from the Emergency Management community for the workgroup's efforts. The Workgroup's Project Report (Attachment A) also provides a detailed explanation of:
1. The Workgroup's thought process used to formulate its recommendations,
2. An overview of each of the three Emergency Preparedness subcommittees,
3. Description of the proposed Emergency Preparedness Application website, and
4. Proposed data acquisition, refinement, and related custodial roles and responsibilities.

OVERVIEW OF KEY STRATEGY COMPONENTS

The Workgroup's proposed interim strategy is comprised of the following four key components. (See Attachment A for an explanation of the details of each.)

1) **Secure buy-in for the emergency management data refinement process by the leadership of all seven counties** so counties and other participants know what they are responsible for and can efficiently complete coordinated data collection and maintenance tasks.
2) **Assemble emergency management-related data into regional datasets** so accurate and current data are available quickly for use in emergencies and for demonstrations to emergency managers.
3) **Continue outreach efforts to the emergency management community** so emergency managers understand and embrace GIS as a tool in their work.
4) **Engage the emergency managers in evaluating GIS technology and data** to ensure that the best GIS emergency management information is available across the region.

A schematic of the processes to achieve Item 1 and 2 is shown on page 3. A detailed explanation of each process component is also presented in Attachment A, the Workgroup's Project Report.

DISCUSSION

The following policy matters are recognized by the proposed strategy:

1) Counties Proposed To Share Data Responsibilities Across Boundaries: No single organization has a business need to manage the emergency management data across the region. While everyone in the region benefits, counties and cities, due to their governmental responsibilities, have the greatest business need for emergency management data. To organize data collection and maintenance costs effectively, each of the seven counties would accept region-wide coordination duties for specific data themes. This organizational structure will efficiently distribute responsibilities across the region but does call for each county to work beyond their normal jurisdiction.
2) Workgroup to Serve as Regional Custodian: Since no existing organization has been identified with a business need to serve as the regional custodian, it is recommended that the Workgroup serve in this capacity. This proposal raises the need to evaluate the organizational impacts of establishing another standing committee. During the testing of the proposed interim solution, the Workgroup will serve in the role of EP regional custodian. The Workgroup would be expected to manage all aspects of the regional solutions and communicate with the Coordinating Committee on a regular basis, as other regional custodians do.
3) Focus on Data Refinement: Refinement of existing data that are identified by the Workgroup to be important would be the focus of the Workgroup. Until the Workgroup understands clearly the data refinement priorities from the perspective of the emergency managers, little new data development is proposed. Development of new data would be considered on a case-by-case basis but only if it required little in terms of resources to accomplish. Extensive data development efforts will be proposed to the Coordinating Committee before those efforts begin.
4) Open Communication Channels with Emergency Managers: GIS has proven its value to emergency planning, response and recovery in situations such as:
    - Completing FEMA Required All Hazard Mitigation Planning,
    - Response and recovery from the September 11, 2001 terrorist attacks, and
    - Assessing the 2001 St Croix River flood property damage.

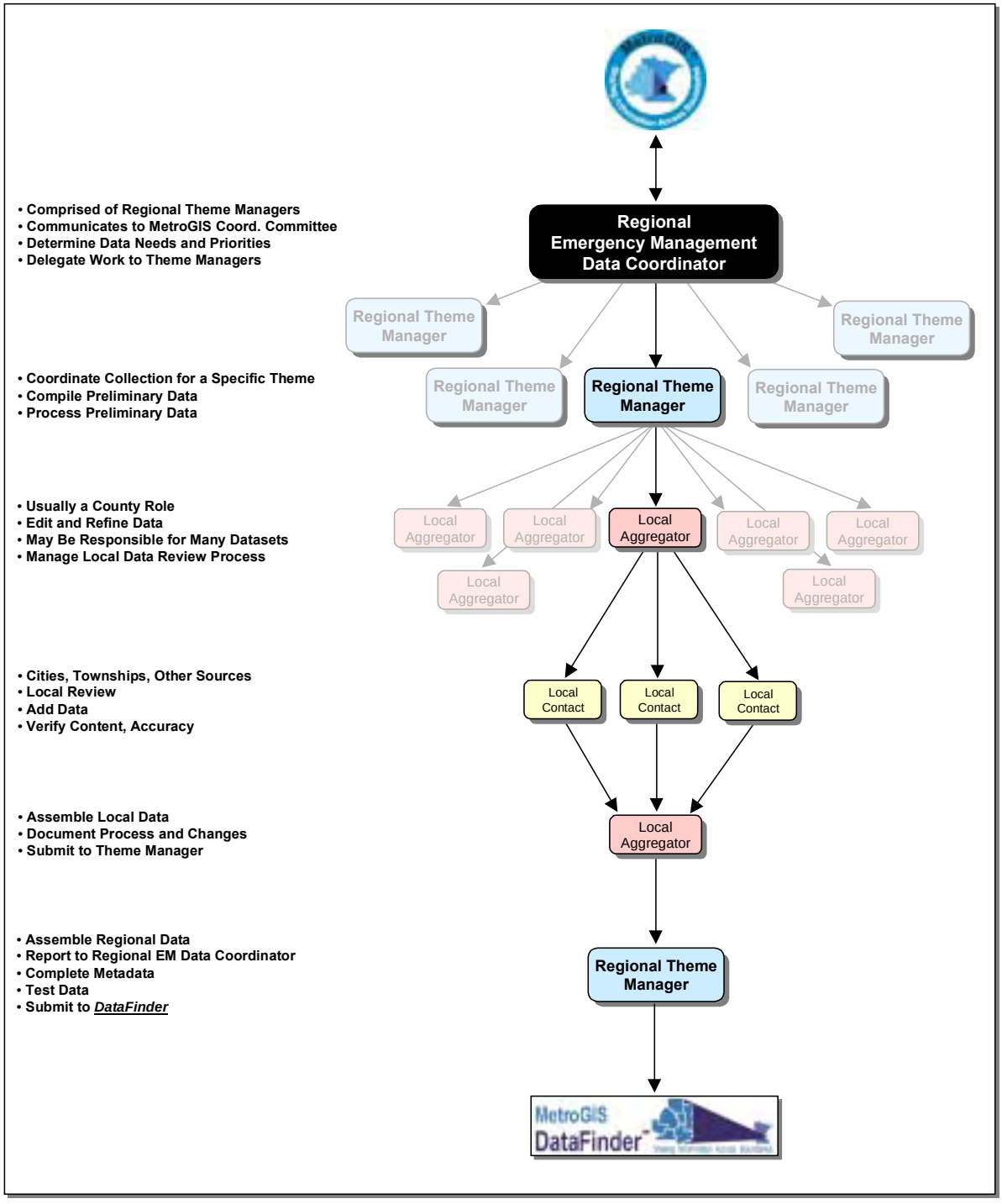
    Many emergency managers have not adopted GIS technology in their work because they may not be aware of its value; they may not know whom to contact or may be hesitant to adopt unfamiliar technology. That leaves those charged with supporting emergency managers without a communication channel to understand emergency management information needs in detail in order to prepare an adequate response. Communicating with emergency managers is key to the widespread adoption of GIS as a tool in responding to emergencies. This requires a coordinated outreach effort to emergency managers by GIS professionals throughout the region - something that has not been part of past MetroGIS information needs processes.

RECOMMENDATIONS

That the Coordinating Committee:

1) Endorse the recommended strategy as described in the Workgroup's Project Report (Attachment A) as an interim solution to emergency preparedness information needs, including the Workgroup assuming the role of regional custodian.
2) Recommend that the Policy Board endorse the Workgroup's proposed interim solution and encourage the leadership of each county to commit to its support and any desired further refinement.

Emergency Management Data Custodian Roles



REFERENCE SECTION

SUPPORT FROM THE EMERGENCY MANAGEMENT COMMUNITY

The following members of the Emergency Management community that serve the seven county Minneapolis St. Paul Metropolitan Area have agreed to submit statements in support of the collaborative efforts between the EM and GIS communities and the Emergency Preparedness regional data solution goals that are in process of being endorsed by MetroGIS. Their written statements are anticipated to be included in the report forwarded to the Policy Board.

1. Rick Larkin, retired Emergency Preparedness Director, City of Burnsville and Past President of Metropolitan Emergency Managers Association (MEMA)
2. Mary Skube, Public Health Nurse, Hennepin County Human Services & Public Health Department
3. Judd Freed, Director of Emergency Management and Homeland Security, Ramsey County:

WORKGROUP CHRONOLOGY AND MEMBERS

1. In 2002, following the events of September 11, 2001, several members of the Coordinating Committee and the Governor's Council on Geographic Information (GCGI) began discussing the role of the GIS community in supporting the Emergency Management community. A standing committee of the GCGI was created and the MetroGIS Coordinating Committee accepted a suggestion from Members Knippel and Gelbmann to explore a role for MetroGIS.
2. The Workgroup organized itself around three subcommittees and a steering committee in Fall 2003 and sought formal recognition by the Coordinating Committee.
3. In December 2003, the Coordinating Committee formally created the Emergency Preparedness Workgroup and in January 2004 the Policy Board approved the 2004 MetroGIS workplan, which, in effect, ratified the Workgroup's creation.
4. The members of three subcommittees of the Emergency Management Workgroup (*Data Development And Deployment, Building Relationships With The Emergency Management Community, and Organizing GIS Resources*) who participated in the development of the proposed interim solution and of the Workgroup's Steering Committee are listed in Appendix A (page 13) of the attached Workgroup Project Report. The *Steering Committee*, which is comprised of the chairs of each subcommittee, the Workgroup Chair and representatives form the Metropolitan Emergency Services Board and Metropolitan Council, provided oversight and direction to the effort as a whole.

Attachment A

Project Report of the
Emergency Preparedness Workgroup
(September 1, 2005)

MetroGIS

Emergency Preparedness Workgroup

Project Report

(January 2003 to August 2005)

September 1, 2005

SECTION I. INTRODUCTION

This Project Report documents the efforts of the MetroGIS Emergency Preparedness Workgroup from its inception in January 2003 until August 2005. Its purpose is to provide context and a detailed explanation of the process through which the Workgroup defined its recommendation for proceeding with an interim solution to address common priority geospatial information needs of the Emergency Management community.

A. Project Goal

The goal of the Workgroup's effort is to continue to improve the Emergency Management community's understanding of how partnering with the GIS community can help deliver emergency management services quickly and efficiently. The ultimate goal is to enable emergency managers to more quickly secure accurate information that covers the area(s) impacted by an incident. The Emergency Management community is defined as all entities charged with supporting emergency management services for the seven-county Minneapolis-St. Paul Metropolitan Area, with a focus on local and regional government entities. Emergency managers include managers of police, fire, medical, public health, medical services, public works, homeland security and other responders to emergencies and disasters.

B. Context for Workgroup's Efforts and Recommendations

Disasters can occur anywhere, anytime, at any scale. Fire can ravage a single residence or an entire city block. Floodwaters can swell the banks of a secluded rural creek or inundate a populated river valley impacting multiple counties and states. Disease outbreaks can infect a school, metropolis, region or continent. Each event requires response; each responder requires immediate, accurate information. As a disaster's extent increases, acquiring and using the information necessary to respond effectively becomes an increasing challenge.

Recently, the critical information found in geospatial data and the power of geographic information system (GIS) technology have become increasing priorities for emergency managers. To gain the respect of the Emergency Management community as an effective resource, users of GIS technology must provide responders with quick and accurate information that covers the area affected, regardless of the jurisdictions involved, scale of the incident or recent changes to the site.

An increasing number of organizations are building geographic information systems today, many with little attention to where efforts are being duplicated, with quality unevenly applied or incompatibilities created. When called upon to support responders in an emergency, irreconcilable data and application designs in these systems can negate their usefulness and possibly exacerbate a critical situation. In its simplest terms, Emergency Management geospatial data must not compromise the safety of a first point responder.

In order to create effective and useful geospatial data for large-scale emergency scenarios, the information gathered must, first and foremost, be accurate and reliable. It must emanate from the most reliable sources and be available for regions that extend beyond local jurisdictional boundaries. This Workgroup acknowledges that data collection necessarily involves many different players, but a standards-based, data optimizing, collaborative must be organized in such a way that it allows the best information, whenever possible, from local to county to state and then to the national level.

This document explains the Workgroup's proposal to ensure that datasets critical to Emergency Management decision-making undergo a *refinement process* prior to use. The proposed refinement process calls for data produced by multiple sources to be reviewed and accepted by knowledgeable county or municipal personnel to ensure interoperability and the best possible accuracy and completeness. The proposed process also calls for not less than bi-annual updates to ensure that transactions are no more than two years old.

The collaborative data refinement process proposed by the Workgroup and as explained in this document would be applied to all datasets endorsed by the proposed process as part of a synchronized voluntary effort necessary to fulfill the needs of emergency personnel within the seven-county Minneapolis St. Paul Metropolitan Area. The Workgroup believes the results of a successful implementation of the proposed data management and refinement process will serve as a trustworthy resource supplying data needed by Emergency Management personnel on an ongoing basis. A schematic of the proposed custodial roles and responsibilities is provided on page 4.

This proposed process is designed to be a shared volunteer effort. No organization will be asked to support a role for which they do not have an internal business need. The resulting collaboration is expected to serve as an integral resource to supply emergency managers with critical geospatial data on an ongoing basis. And, if successful, the intent is to pass this business logic up to the next jurisdictional level. If the proposed regional model is successful, the Workgroup's intent is to pass this business logic along to State of Minnesota and federal interests with related business needs.

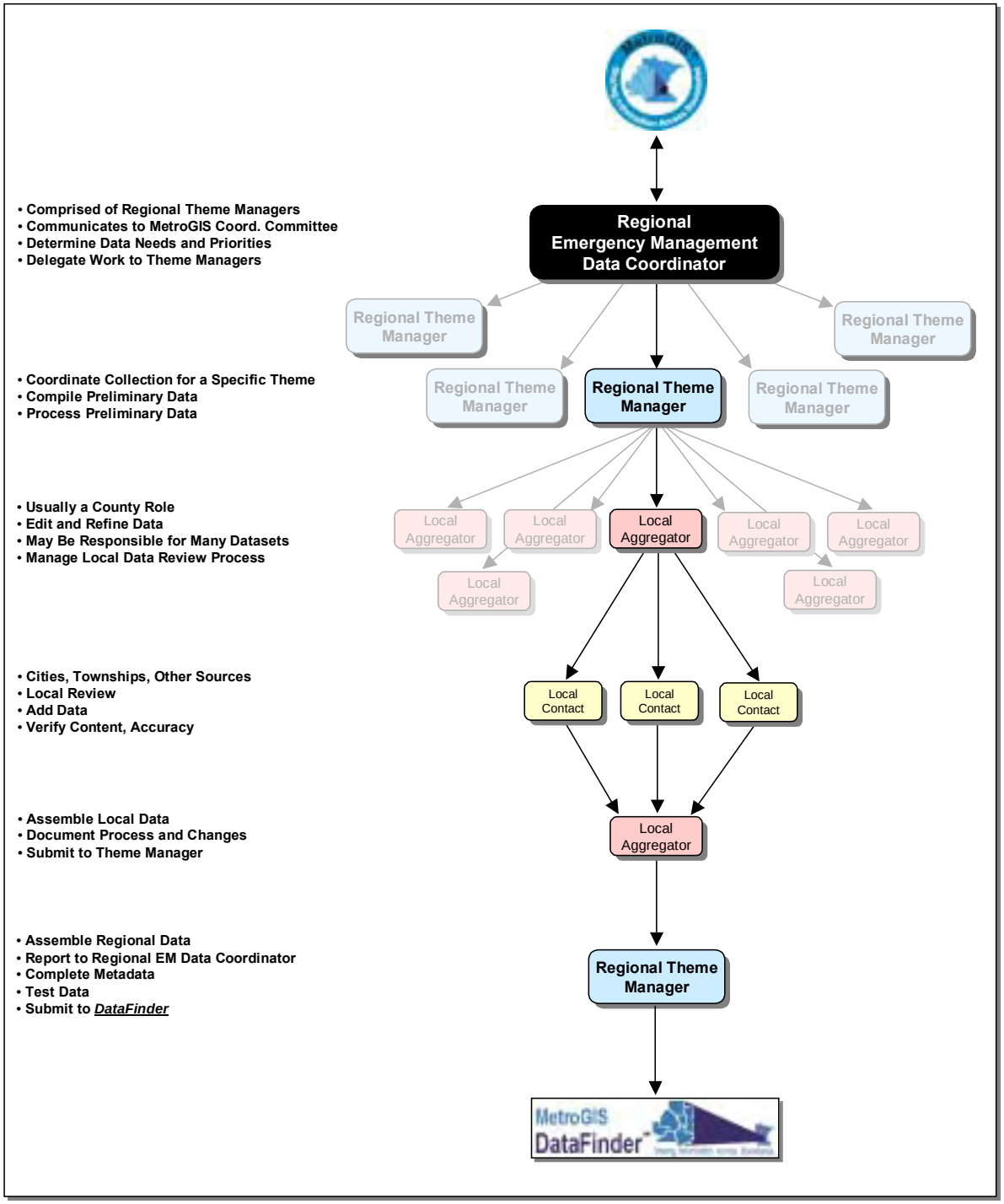
The discussion that follows provides a detailed explanation of the MetroGIS Emergency Preparedness Workgroup's proposed course of action to supply necessary and accurate geospatial information to those who require it, when they need it.

C. Workgroup's General Strategy

The Emergency Preparedness Workgroup's general strategy to achieve its desired outcome includes the following components:

1) **Achieve buy-in by the leadership of all seven counties** of the proposed collaborative Emergency Management data refinement process (page 4). The counties would share responsibilities for assembly and ongoing maintenance of several data themes, on a seven-county, regional scale.
2) **Assemble emergency management-related data into regional datasets** that the Workgroup has identified as important to emergency managers' responsibilities with whom they have interacted. A coordinated data refinement process for EM data assembly, documentation, and updating will ensure accurate and current data in the most cost effective manner. GIS professionals familiar with Emergency Management needs would select the initial data themes. This strategy makes data available quickly for use in emergencies and for GIS demonstrations to emergency managers.
3) **Continue outreach efforts to the emergency management community**. The outreach effort focuses on how GIS technology can help deliver emergency management services. A key component of this outreach effort involves hosting and continuing to refine the prototype regional web-based Emergency Management GIS Application, which is based on an application developed by Dakota County. Demonstrating capabilities and benefits of GIS technology using working Emergency Management applications is key to generating support in the Emergency Management community. Early adopters of GIS technology will spread the word about the value of GIS to their colleagues. Using the Emergency Management GIS Application is key in engaging emergency managers because they are able to directly see the value of GIS to their work.
4) **Engage emergency managers in evaluating GIS technology and data.** When the Workgroup believes enough emergency managers understand the value of GIS to adequately represent emergency management information needs, a needs assessment process would be conducted. The needs assessment would be focused exclusively on emergency management issues. Existing information needs documentation from local, state and national evaluations and from evaluation comments from users of the Emergency Management GIS Application would be used to begin the refinement of the Twin Cities' Emergency Management information needs. The results of this evaluation would be used to prioritize information needs from the emergency manager's perspective and prudently allocate resources to address gaps and shortcomings in existing data.

Emergency Management Data Custodian Roles



D. Tasks

To achieve its purposes, the Workgroup carried out the following tasks, the results of which are presented in this Project Report for endorsement by MetroGIS:

1. Determine preliminary geospatial information needs of the Emergency Management community.
2. Identify data sources that could potentially meet those needs.
3. Identify gaps between information needs and available data sources.
4. Recommend datasets for endorsement by MetroGIS as components of a regional Emergency Management information solution.
5. Recommend policies and actions to help fill gaps between available data and information needs.
6. Prototype a strategy for compiling and sustaining currency of the "Endorsed" Emergency Management datasets.
7. Recommend Emergency Management dataset dissemination and access strategies.
8. Recommend a strategy to promote understanding of GIS technology and applications by Emergency Managers.

E. Workgroup Membership

The MetroGIS Emergency Preparedness Workgroup is comprised of the following three subgroups:

a) Data Development and Deployment
b) Building Relationships with the Emergency Management Community
c) Organizing GIS Resources

The Workgroup is managed by a Steering Committee comprised of the chairs of each of its three subgroups, the Chair of the Workgroup as a whole, and representatives from the Metropolitan Emergency Services Board (formerly the Metropolitan 911 Board) and the Metropolitan Council. The membership includes seven individuals who represent a wide diversity of emergency management interests at the city, county and regional levels of government. See Appendix A for a listing of members, by subgroup, along with their organizational affiliations. The members of the Steering Committee were the primary authors of this document who are as follows:

Chair, Emergency Preparedness Workgroup: Randy Knippel, Dakota County
Chair, Data Development And Deployment: Keith Anderson, LOGIS
Chair, Building Relationships with the Emergency Management Community: Carla Coates, Ramsey County
Regional Theme Manager, Strategic National Stockpile: Tim Zimmerman, Hennepin County
Metropolitan Emergency Services Board GIS Coordinator, Gordon Chinander
Metropolitan Council GIS Manager, Rick Gelbmann

SECTION II. COMPONENTS OF PROPOSED INTERIM SOLUTION

A. Guiding Philosophies

The Emergency Preparedness Workgroup's proposed Interim Regional Emergency Management Information Need Solution embodies the following philosophies:

- Creating and maintaining high quality GIS emergency management data adds to the safety and security of the Twin Cities region.
- Working cooperatively across jurisdictional boundaries is the most cost-effective way to create consistent and accurate data needed by Emergency Management.
- Emergency Management data must be sustainable and consistent with other regional GIS data and processes.

- Relying initially upon Workgroup members' understanding of emergency management data priorities will make it possible to develop demonstration data and applications.
- Demonstrating capabilities and benefits of GIS technology using working Emergency Management applications and accurate data is key to generating support of Emergency Managers.
- The best solutions are those endorsed by the Emergency Management and the MetroGIS communities.
- Communicating regularly with key GIS personnel at the County jurisdictional level on process is important to maintaining current and accurate data.
- Communicating regularly with key emergency managers at county and local jurisdiction will ensure needed data are identified for development.

Finally, the solution proposed in this document is labeled as "interim" because the Workgroup wants to be sure that the roles and responsibilities are thoroughly tested in a production environment before seeking endorsement by the Policy Board as a formal regional solution.

B. Website Developed as Visualization Tool

The Workgroup concluded that it needed a means to clearly demonstrate to Emergency Managers the benefits of collaborating with the GIS Community. The MetroGIS DataFinder Emergency Preparedness Application at http://www.datafinder.org/ep_launch.asp was developed to fill this need. It was patterned after a similar website created by Dakota County. The Metropolitan Council agreed to permit it to be hosted on the same server on which DataFinder Café operates. It became operational in the spring of 2004 and has been used by the Workgroup as an outreach tool at conferences and in meetings with key Emergency Management officials since that time.

To expedite deployment of the Emergency Management Resources Website, the Workgroup concluded that its Data Subcommittee should select the initial datasets to be supported. Selection was based upon the members' personal experience and knowledge. This solution is intended to be an interim measure because of the need to demonstrate benefit before inviting the community to participate in more detailed discussions of geospatial information needs. In the future, the Emergency Preparedness Workgroup plans to help the Emergency Management community define desired enhancements to the initial website solution.

C. Website Dataset Maintenance Assignments

The Workgroup has agreed that each of the seven counties should be responsible for maintaining the datasets viewable on the Emergency Management Resources Website and that county dataset assignments should be decided using a random selection process. If a county is uncomfortable assuming the Custodian role for a particular dataset, it can notify the Data Subcommittee, which will be responsible for mitigating the situation. The proposed interim solution requests a formal commitment from each to affirm their acceptance of roles and responsibilities proposed in this document.

The first series of Emergency Management datasets to be implemented concentrate on themes associated with the Strategic National Stockpile (SNS). The SNS is an effort to prepare a mass inoculation in the event of an epidemic, bio attack or other public health emergency. Federal, state, regional, county and local health and emergency services agencies are involved. GIS is being used to identify inoculation and triage sites as well as transportation, transit and traffic management issues. For this example GIS staff from each county have agreed upon the following assignments:

Hennepin: Hospitals & Nursing Homes (MDH Data Source) – Regional Theme Manager
Ramsey: Pharmacies (MDH Data Source)
Carver: Clinics (MDH Data Source)
Scott: Senior High Rises (MDH Data Source)

Anoka: Schools (Complete at LMIC)
Dakota: Red Cross (EM IMS Application)
Washington: Rehabilitation Centers (MDH Data Source)

The county GIS staff participants recognize the importance of cooperating to effectively compile and sustain current Emergency Management datasets. Additional maintenance assignments are being made to address other identified emergency management needs. See Appendix B for a list of identified priority data sets (shown as Priority 1) as well as other emergency management information need topical areas and data (Priority 2 or greater). As such, they concur that if any county cannot participate due to time or resource issues, the other counties should do what they can to populate any missing data.

D. Data Custodian Roles

(1) General: Defining data custodian roles for Emergency Management datasets is different than for past MetroGIS endorsed regional solutions. For the previously implemented regional solutions, an organization with a direct business need was identified that justified taking on regional data responsibilities. This situation has not and is not expected to materialize for the Emergency Preparedness Information Need. Hence, the proposed interim solution calls for the seven counties to oversee work beyond their normal jurisdictions to benefit from region-wide data processing efficiencies where a multi-county jurisdiction is not available.

The premise for this proposal is that each county has similar Emergency Management needs and should save effort by dividing custodial responsibilities for Emergency Management regional datasets. Each county would only have responsibility for a share of the Emergency Management datasets. In other words, having each county process 1/7th of the data files for the whole region takes less time than having each county process all the data files for their individual county. This procedure is also expected to decrease the total number of requests to many specific data sources already relied upon. In short, the proposed shared custodial responsibilities are expected to result in efficiency benefits for all.

(2) Hierarchy of Custodian Roles

The proposed solution creates the following hierarchy of custodian classes:

- Data Source
- Local Aggregator
- Regional Emergency Management Theme Manager
- Regional Emergency Management Data Coordinator

A diagram is provided on page 4 that illustrates the relationship between and among these data custodian roles. An explanation of these relationships follows.

Data Sources: This is the starting point for all regional Emergency Management data solutions. The producing organization (often a regional, state or federal agency) may or may not have a role other than to permit access to their data. The goal is to first acquire their data, and secondly to achieve buy-in from these organizations, where possible, to update their source data with modifications made through the data refinement objectives associated with the proposed Interim Emergency Management Solution. Ultimately, an ongoing partnership is preferred with these organizations to not only integrate the data enhancements made via the Interim Solution, but also to support a process whereby they update the data enhanced by the MetroGIS community with new data that they produce. The Regional Theme Manager would be the primary contact with each Data Source.

Local Aggregator: A guiding principle of proposed Interim Solution is that local government entities often produce the best available Emergency Management-related data. Local Aggregators are those closest to the source of information, which is usually county-level

government. The seven Metro Area counties are proposed to serve in this capacity. Each Local Aggregator would be responsible for:

a) Arranging to access information from each organization that produces "best available" local data for their jurisdiction. Local data may come from a county, city, school district, emergency service provider or other local organization.
b) Coordinating the compilation of the "best available" local data for their respective county's jurisdiction that they acquire from all available organizations, for each Regional Emergency Management dataset.
c) Processing the local data to integrate it into the Local Aggregator's component of the Regional Emergency Management Dataset.
d) Documenting the updated component of the Regional Emergency Management Dataset.
e) Maintaining the updated component of the Regional Emergency Management Dataset.
f) Submitting updates of their respective Regional Emergency Management Dataset component to the Regional Emergency Management Theme Manager on an agreed-upon schedule.

These compilations must be processed to be compatible (align) with other regional Emergency Management datasets, as well as other regional datasets endorsed by MetroGIS, using the associated data standards.

The counties (Local Aggregators) are expected to use the standardized process and data standards explained in this document along with any modifications agreed upon during testing of the Interim Solution. In particular, the seven county-based compilations must be processed to be compatible with other regional Emergency Management datasets and other MetroGIS-endorsed regional datasets.

The Workgroup would define "Best Available Data" during the Interim Solution. The focus would be on assembling and enhancing existing data during the Interim Solution. Development of new data, from scratch, would not be undertaken until a formal needs assessment is conducted from the users' perspective, unless the effort would be minimal and the need great.

Where local interests, other than those of the Local Aggregator, have knowledge of the data that comprise an endorsed Emergency Management dataset, efforts should be made to formally incorporate them into the standardized review and update process.

Regional Theme Manager: One organization, the Regional Theme Manager, would have responsibility for coordinating the efforts of each Local Aggregator pertaining to a specified Regional Dataset and assembling the data components compiled by the seven Local Aggregators into a Regional Dataset. This coordination function applies not only to the data itself but also to advocating for solutions to policy obstacles, including but not limited to data standards, organizational responsibilities, and data access policies.

An organization may serve in the capacity as Regional Theme Manager for more than one Emergency Management Dataset. This role is similar to that performed by designated Regional Custodians for other MetroGIS endorsed regional data solutions. A Regional Theme Manager may also serve as a Local Aggregator for the same data theme.

During testing and refinement of the proposed Interim Solution, the Workgroup would seek out organizations with sufficient resources willing to serve in this capacity. Once the process is refined, the benefit of affirming these designations by the MetroGIS Policy Board is anticipated.

The creation of the initial regional datasets begins with the Regional Theme Manager. The Theme Manager will be expected to compile a preliminary regional dataset from the Data Source geo-process data and create county-based theme files. The Regional Theme Manager will then distribute the resulting seven county-based components to each Local Aggregator for updating and enhancement.

All data distributed by the Regional Theme Manager to the seven Local Aggregators will take place within the spatial file. The Local Aggregators are then expected to return updated data to the Regional Theme Manager within a timeframe to be determined by the Workgroup. As updated datasets are received from the Local Aggregators, the Regional Theme Manager will merge them into a single regional dataset. The Theme Manager will then submit the updated regional Emergency Management Dataset to MetroGIS, along with proper documentation, for distribution via the Emergency Management Resources Website and other appropriate applications.

Regional Emergency Management Data Coordinator:
The MetroGIS Coordinating Committee serves in this capacity for each of the previously implemented MetroGIS-endorsed regional data solutions. In each of the other cases, a single dataset was involved, which is not the case with the proposed Emergency Management solution. As such, during the testing of the Interim Solution, the Emergency Management Workgroup would serve in this capacity to ensure that coordination can be achieved among the many datasets anticipated to be involved. During the Interim Solution, the Workgroup would be responsible for recommending a process for coordinating with other regional data solutions via the MetroGIS Coordinating Committee.

E. Custodian Data Responsibilities (Process and Procedures)

The following Process and Procedures are proposed for testing and refinement during the Interim Solution. They serve as the preliminary Regional Policy Statement for the Emergency Management Information Need, with the understanding that this is a working document during the period of the Interim Solution.

Dataset Specifications: It is expected that most of the data sources for Emergency Management data will be in the form of an address and be best suited to representation with point data. To ensure interoperability, these data would need to be processed to be compatible with other MetroGIS-endorsed regional datasets. General specifications for that proposed data processing are as follows:

- The Lawrence Group Street Centerline and/or Parcel data will be used for address matching.
- Finished data will be in UTM 15 NAD83 coordinates.
- For datasets that are small enough to manually assign geographic locations in an efficient manner, these locations would be placed using the 1997 or later DOQs supplied by the Metropolitan Council.
- The Regional Theme Manager will enforce file and table field naming conventions.
- Metadata, conforming to MetroGIS standards, are required for all datasets.

Compilation
a) Transactional Data Sources: It is assumed that the source of most data will be from existing databases maintained by non-county entities. It is the responsibility of the Local Aggregators to research these locations and gain permission to acquire these transactional data. Datasets assembled from existing databases are to maintain all records from the original database query. Any changes to the original dataset would be provided to the original supplying agency for update into the parent transactional database. Once "Refinement" has been completed, the Local Aggregators would negotiate with the organizations from which the Source Data was obtained to establish who has ownership rights for the final spatial file and all data contained within it as well as redistribution rights, restrictions and limitations.

b) "New" (From Scratch) Data Sources: Some Emergency Management information needs may require data to be assembled from scratch. Until such time that definitive information need priorities are established from the Emergency Management users' perspective, such new data development will not be pursued unless minimal resources are involved and there is a critical need for the data. In the latter case, the Workgroup would consult with the MetroGIS

Coordinating Committee regarding the appropriateness of pursuing development of the desired new data.

c) Existing Spatial Data Sources: If the Regional Theme Manager assumes responsibility for an existing Emergency Management dataset for which a spatial file exists and is maintained by another agency, they may begin with that data. Doing so is allowable, since it would expedite turnaround time for refining the Interim Solution protocol. This is only a recommended long-term process if MetroGIS Emergency Management standards can be maintained. For Emergency Management datasets housed at MetroGIS, the Local Aggregators should review the county-based components of each regional Emergency Management dataset. Because these datasets have already been "Processed" and "Geocoded", the next course of action would be "Distribution". The Workgroup would be responsible for proposing actions by MetroGIS to resolve any inter-organizational policy issues of security and data access.

d) Processing: The MetroGIS Emergency Preparedness Workgroup will work with each Regional Theme Manager and the respective Local Aggregator to recommend MetroGIS action on standards needed to ensure that Emergency Management datasets are interoperable across the seven-county region.

The Regional Theme Managers would be responsible for processing assigned regional Emergency Management dataset(s) into a spatial data layer and completing a preliminary update of the dataset(s). Processing may involve manual or automated (geocoded) placement. In either case, the address field must accompany the geography. All transactions must be inclusive within the spatial layer. Each transaction must contain a field stating whether the address is matched or unmatched to a location. The pre-processed, compiled data and the post-processed spatial data must have equal record counts. The preliminary update will use sources and knowledge available to the Custodian. All Emergency Management datasets will be compiled in UTM15 NAD83 coordinates.

e) Distribution: Once the Regional Emergency Management Theme Manager has processed and updated the assigned Emergency Management dataset(s), they would be divided into 7 county-based geographic subsets. The Theme Manager would then distribute the subsets to the respective Local Aggregators for "Refinement".

f) Refinement: Upon receiving a subset of Emergency Management data from the Regional Theme Manager, each Local Aggregator will review these data, make the appropriate modifications, and return the corrected subset to the Theme Manager, along with documentation of changes, additions and processing. Each Local Aggregator would update their individual subset using the supplied audit fields as resources to show edits to any transactions. Upon completion of editing, each Local Aggregator would return the subset to the Theme Manager within a timeframe established by the Workgroup. The turnaround time may vary among datasets.

g) Metadata: All Regional Theme Managers would be responsible for supplying metadata for each spatial dataset they submit to MetroGIS for distribution. The metadata would be expected to conform to MetroGIS standards. The first submission can be in abbreviated form, which will be loaded to standard form.

h) Restoration: The Regional Theme Manager would reassemble the seven county components into a complete dataset for the seven-county region and update the metadata accordingly using documentation from the Local Aggregator.

i) Submission to MetroGIS: The Regional Theme Manager would submit the regional Emergency Management dataset and metadata to MetroGIS for posting to the Internet-based Emergency Preparedness Application. Emergency Management spatial datasets may also be available on the MetroGIS DataFinder website with data access password protection, as

appropriate. Metropolitan Council staff assigned to support MetroGIS functions will post it to the Emergency Preparedness Application and MetroGIS DataFinder websites and update the metadata record accordingly. Subject to internal approval, the Metropolitan Council will host the Emergency Preparedness Application website, in accordance with its responsibilities as primary sponsor of MetroGIS.

j) Bi-Annual Update and Review: In order to keep Emergency Management datasets current and accurate, the maintenance process must be ongoing. For the Interim Solution, the Workgroup has determined that a two-year update cycle will suffice, with the understanding that some datasets will not require as much attention. The process from Compilation through Submission would be repeated by the respective Regional Theme Manager for each Regional Emergency Management dataset supported. The concept of a User Satisfaction Forum, which is the method used to identify desired enhancements for other endorsed regional data solutions, will be investigated as an option for maintaining satisfaction with regional EP data solutions.

k) Coordination with data sources: Most data sources are anticipated to involve existing databases that are developed and maintained by non-county entities. Often these data are publicly available but may contain restrictions on their use. Once "Processing" and "Refinement" occur, property rights become less clear. Coordination with data sources is important since these sources may continue to supply information that would otherwise need to be collected by data custodians. The Regional Theme Manager and Local Aggregators will be expected to establish with the data sources:

- What rights and restrictions apply the data use,
- How anomalies and updates will be reported to data sources, and
- How future updates will be supplied by the data sources.

Local Aggregators will be expected to describe the local source data in the metadata submitted to the Theme Manager. Theme Managers will be responsible for documenting the original data source used at the beginning of the data acquisition process.

F. Outreach – Building Intergovernmental Relationships

Outreach efforts will continue to focus on building strong relationships between the GIS community and the Emergency Management community. Many emergency managers have not adopted GIS technology in their work because they may not be aware of its value, they may not know who to contact or may be hesitant to adopt unfamiliar technology. The Outreach subgroup works with emergency managers to demonstrate how GIS professionals and technology may be useful in addressing emergency planning, response and recovery responsibilities. When emergency managers understand the value of GIS technology, they will be interested in using it. This interest gives GIS professionals the chance to understand detailed emergency management needs, which allows complete and accurate information to be developed and delivered.

Activities of the Outreach workgroup are closely linked with similar activities of the Governor's Council on Geographic Information (GCGI) and have included GIS presentations at the annual Governor's Conference for Emergency Managers, the Minnesota Emergency Management Association conference, and Emergency Management educational workshops. Working relationships are being established with key leaders in local, regional, and state emergency management agencies in the state including city and county emergency managers, Homeland Security and Emergency Management (HSEM), and the Minnesota National Guard.

G. GIS Resource Organization

Activities related to organizing GIS resources are also closely linked with similar activities of the Minnesota Governor's Council on Geographic Information (GCGI) and have been endorsed and are actively supported by the Minnesota GIS/LIS Consortium. The primary focus is to increase awareness of the role of GIS professionals in helping the emergency management community become more aware of the technology and the services GIS professionals can provide to them. The subgroup also seeks to increase GIS professionals' awareness of what is needed by

emergency managers, how best to work with them and to recruit emergency management data refinement and maintenance participants.

To this effect, presentations are made at the annual Minnesota GIS/LIS Conference. A workshop titled "Emergency Management for GIS Professionals" was also organized by the subgroup. In May 2005, 65 GIS professionals attended the workshop. The MetroGIS EP Workgroup has developed an increased emphasis in the seven-county metropolitan region through county GIS contacts and GIS users groups. County GIS resources have been organized to support the data development and refinement effort and distribute the related workload.

SECTION III. CONCLUSION

This Regional Emergency Management data refinement process proposed in this Project Report has been prototyped through a combined effort of MetroGIS and GIS analysts in the seven-county Metropolitan Area. The Workgroup believes that sustained support of this process would accomplish the goal of faster access by Emergency Managers to accurate and reliable spatial data critical to emergency management decision-making. It is the Workgroup's hope that the State of Minnesota's Emergency Management officials will someday endorse the process defined herein. This interoperability at all levels is necessary to ensure that all levels of government have accurate and consistent datasets.

APPENDIX A

The members of the three subcommittees of the Emergency Management Workgroup (*Data Development And Deployment, Building Relationships With The Emergency Management Community, and Organizing GIS Resources*), who participated in the development of the proposed interim solution, as well as of the Workgroup's Steering Committee are listed below. The *Steering Committee* provided oversight and direction to the effort as a whole

Steering Committee:
Dakota County: Randy Knippel Co-Chair
Metropolitan Council: Rick Gelbmann Co-Chair
LOGIS: Keith Anderson
Ramsey County: Carla Coates
City of Maplewood: Chad Bergo
Hennepin County: Tim Zimmerman
Metropolitan Emergency Services Board: Gordon Chinander

Development And Deployment Subcommittee
The following individuals represent each of the seven metropolitan area counties and the Metropolitan Emergency Services Board:

LOGIS – Keith Anderson, Chair
Anoka County – John Slusarczyk
Carver County – Brad Rupert
Dakota County – Todd Lusk
Hennepin County – Tim Zimmerman
Hennepin County – Scott Simmer
Ramsey County – Carla Coates
Scott County – Jim Bunning
Washington County – Adam Snegosky
Metropolitan Emergency Services Board – Gordon Chinander

Building Relationships With The Emergency Management Community Subcommittee
Ramsey County – Carla Coates, Chair
John Studtmann, Individual
Sarah Schrader, Goodhue County
Mark McCormick, Civil Air Patrol
Judd Freed, Ramsey County

Organizing GIS Resources Subcommittee
City of Maplewood – Chad Bergo, Chair
Jennifer Wittkopf, City of Prior Lake
Carla Coates, Ramsey County
Keith Anderson, LOGIS
James Beal, UCIT Inc.

APPENDIX B

(data assignments)

Metro GIS Emergency Preparedness Workgroup

Thursday, September 15, 2005

Feature Class List

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete
☑	**EM_Refuse_Drop_Sites**	Facilities	1	Anoka			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Schools**	Facilities	1	Anoka			Anoka ☑ Carver ☑ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Railroads**	Trans	1	Anoka	MetroGIS	**1/1/2001**	Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Trails**	Trans	1	Anoka			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Pumping_Stations**	Utilities	1	Anoka			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Sanitary_Coverage**	Utilities	1	Anoka			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Storm_Coverage**	Utilities	1	Anoka			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Storm_PondInletsOutlets**	Utilities	1	Anoka			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Water_Coverage**	Utilities	1	Anoka			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete
☑	**EM_Water_Reservoirs**	Utilities	1	Anoka			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Water_Treatment_Plants**	Utilities	1	Anoka	PCA		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Water_Wells**	Utilities	1	Anoka			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Clinics**	Health	1	Carver	MDH		Anoka ☐ Carver ☑ Dakota ☐ Hennepin ☐ Scott ☑ Ramsey ☐ Washington ☐
☑	**EM_Cable_Coverage**	Utilities	1	Carver			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Cable_Dishes** *Jody has compiled- Not sent yet*	Utilities	1	Carver			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Fiber** *Jody- Tough to get*	Utilities	1	Carver			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Siren_Buffers**	Utilities	1	Carver			Anoka ☐ Carver ☐ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Sirens**	Utilities	1	Carver			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Telephone_Coverage**	Utilities	1	Carver			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete
☑	**EM_TV_Radio_Grid** *Jody has compiled- Not sent yet*	Utilities	1	Carver			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_TV_Radio_Towers** *Jody has compiled- Not sent yet*	Utilities	1	Carver			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Red_Cross** *Todd-Sent out to all counties for refinement in Nov 2004. No return results yet*	Health	1	Dakota	MDH		Anoka ☐ Carver ☐ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Electric_Coverage** *Todd-No contact yet. Need to go through the process to determine the pitfalls and communicate back to others counties.*	Utilities	1	Dakota			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_NaturalGas_Coverage** *Todd-No contact yet. Need to go through the process to determine the pitfalls and communicate back to others counties.*	Utilities	1	Dakota			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Correctional_Facilities**	Facilities	1	Hennepin-Scott			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Airports**	Trans	1	Hennepin-Scott			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Bridges**	Trans	1	Hennepin-Scott			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Flight_Patterns**	Trans	1	Hennepin-Scott			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Overpasses**	Trans	1	Hennepin-Scott			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete						
							Anoka	Carver	Dakota	Hennepin	Scott	Ramsey	Washington
☑	**EM_Dams**	Utilities	1	Hennepin-Scott			☐	☐	☐	☐	☐	☐	☐
☑	**EM_Power_Plants**	Utilities	1	Hennepin-Scott	PCA		☐	☐	☐	☐	☐	☐	☐
☑	**EM_Day_Care**	Facilities	1	Hennepin-Tim Z			☑	☐	☐	☐	☐	☐	☐
☑	**EM_Hospitals**	Health	1	Hennepin-Tim Z	MDH		☐	☐	☐	☐	☐	☐	☐
☑	**EM_Mass_Dispensing_Sites**	Health	1	Hennepin-Tim Z			☐	☐	☐	☐	☐	☐	☐
☑	**EM_Nursing_Homes**	Health	1	Hennepin-Tim Z	MDH		☐	☐	☐	☐	☐	☐	☐
☑	**EM_Pharmacies**	Health	1	Hennepin-Tim Z	MDH		☐	☐	☑	☐	☐	☐	☐
☑	**EM_Rehab_Centers**	Health	1	Hennepin-Tim Z	MDH		☐	☐	☐	☐	☐	☐	☐
☑	**EM_Ambulance_Response_Districts**	EMS	1	Metro E911	Metro E911		☐	☐	☑	☐	☐	☐	☐
☑	**EM_Ambulance_Stations**	EMS	1	Metro E911	Metro E911		☐	☐	☐	☐	☐	☐	☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete
☑	**EM_Emergency_Operations**	EMS	1	Metro E911	Metro E911		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Emergency_Service_Number_Zones** *Numbers present. No Attributes! What is this for?*	EMS	1	Metro E911	Metro E911	**9/1/2003**	Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Emergency_Shelters**	EMS	1	Metro E911	Metro E911		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Fire_Districts**	EMS	1	Metro E911	Metro E911		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Police_Districts**	EMS	1	Metro E911	Metro E911		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_PSAPs**	EMS	1	Metro E911	Metro E911	**4/1/2003**	Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Emergency_Contacts**	EMS	1	MetroGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Public_Buildings**	Facilities	1	Ramsey			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_302_Storage**	HAZ	1	Ramsey			Anoka ☑ Carver ☐ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Haz_Waste_Generators**	HAZ	1	Ramsey			Anoka ☐ Carver ☐ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete						
							Anoka	Carver	Dakota	Hennepin	Scott	Ramsey	Washington
☑	**EM_LUSK_Storage**	HAZ	1	Ramsey			☐	☐	☑	☐	☐	☐	☐
☑	**EM_Evacuation_Routes**	Trans	1	Ramsey			☐	☐	☐	☐	☐	☐	☐
☑	**EM_Haz_Material_Traffic**	Trans	1	Ramsey			☐	☐	☐	☐	☐	☐	☐
☑	**EM_Churches**	Facilities	1	Scott			☐	☐	☐	☐	☐	☐	☐
☑	**EM_Grocery**	Facilities	1	Scott			☐	☐	☐	☐	☐	☐	☐
☑	**EM_Hotels**	Facilities	1	Scott			☐	☐	☐	☐	☐	☐	☐
☑	**EM_Housing_Point_Locations**	Facilities	1	Scott			☐	☐	☐	☐	☐	☐	☐
☑	**EM_Libraries**	Facilities	1	Scott			☐	☐	☐	☐	☐	☐	☐
☑	**EM_Malls**	Facilities	1	Scott			☑	☐	☐	☐	☐	☐	☐
☑	**EM_Senior_High_Rises**	Facilities	1	Scott			☐	☐	☐	☐	☐	☐	☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete
☑	**EM_Fire_Stations**	EMS	1	Washington	Metro E911		Anoka ☑ Carver ☐ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Police_Stations**	EMS	1	Washington	Metro E911		Anoka ☐ Carver ☐ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Armories**	Facilities	1	Washington			Anoka ☐ Carver ☐ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_City_Halls**	Facilities	1	Washington			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Community_Centers**	Facilities	1	Washington			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Jails**	Facilities	1	Washington			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☑	**EM_Public_Works_Buildings**	Facilities	1	Washington			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Average Freezing Depth**	Climate	2	LOGIS	State Climatolog		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Drought**	Climate	2	LOGIS	State Climatolog		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Earthquakes**	Climate	2	LOGIS	USGS		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete						
							Anoka	Carver	Dakota	Hennepin	Scott	Ramsey	Washington
☐	**Extream Heat**	Climate	2	LOGIS	State Climatolog		☐	☐	☐	☐	☐	☐	☐
☐	**Hail Storms**	Climate	2	LOGIS	State Climatolog		☐	☐	☐	☐	☐	☐	☐
☐	**Historical Events**	Climate	2	LOGIS	State Climatolog		☐	☐	☐	☐	☐	☐	☐
☐	**Ice Storm**	Climate	2	LOGIS	State Climatolog		☐	☐	☐	☐	☐	☐	☐
☐	**Land Slides**	Climate	2	LOGIS	State Climatolog		☐	☐	☐	☐	☐	☐	☐
☐	**Lightning**	Climate	2	LOGIS	State Climatolog		☐	☐	☐	☐	☐	☐	☐
☐	**Max Temperature**	Climate	2	LOGIS	State Climatolog		☐	☐	☐	☐	☐	☐	☐
☐	**Min Temperature**	Climate	2	LOGIS	State Climatolog		☐	☐	☐	☐	☐	☐	☐
☐	**Severe Winter Storms**	Climate	2	LOGIS	State Climatolog		☐	☐	☐	☐	☐	☐	☐
☐	**Snowfall**	Climate	2	LOGIS	State Climatolog		☐	☐	☐	☐	☐	☐	☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete
☐	**Straight Line Wind**	Climate	2	LOGIS	State Climatolog		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Thunderstorms**	Climate	2	LOGIS	State Climatolog		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Tornados**	Climate	2	LOGIS	State Climatolog		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Weather Spotters**	Climate	2	LOGIS	State Climatolog		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Wild Fires**	Climate	2	LOGIS	State Climatolog		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Wind Speed Ave**	Climate	2	LOGIS	State Climatolog		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Wind Storms**	Climate	2	LOGIS	State Climatolog		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Key Boxes**	Facilities	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Contours**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Depth to Water Table**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete
☐	**FEMA**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Flood Plains**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Flood Zones**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Floods**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Future Landuse**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Ground Water**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Lakes**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Land Cover**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Open space**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Permiability**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete
☐	**Rivers**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Slope**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Storms**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Streams**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Surface Water**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Topography**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Water Table**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Wetlands**	Land	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Census Data**	Property	2	LOGIS	2000 Census		Anoka ☐ Carver ☐ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Historic Sites**	Property	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete
☐	**Population by Daytime**	Property	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Population by Nightime**	Property	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Property Values**	Property	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Resident Phone Numbers**	Property	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Zoning**	Property	2	LOGIS			Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Aerial_Photography**	BaseData	0		MetroGIS DataFi		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Building_Footprints_Characteristics**	BaseData	0				Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**MNDOT_Photos**	BaseData	0		MNDOT		Anoka ☐ Carver ☐ Dakota ☐ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Boundary_County**	BaseData	0	MetroGIS	7 County Metro	**7/1/2004**	Anoka ☐ Carver ☐ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐
☐	**Boundary_Municipal**	BaseData	0	MetroGIS	7 County Metro	**7/1/2004**	Anoka ☐ Carver ☐ Dakota ☑ Hennepin ☐ Scott ☐ Ramsey ☐ Washington ☐

Cm	Feature Class	Dataset	Priority	Owner	Source	Sent to MetroGIS	Refinement Complete						
							Anoka	Carver	Dakota	Hennepin	Scott	Ramsey	Washington
☐	**Parcel_Base**	BaseData	0	MetroGIS	7 County Metro		☐	☐	☐	☐	☐	☐	☐
☐	**Street_Centerline_Address**	BaseData	0	The Lawrence Gr	MetroGIS DataFi		☐	☐	☐	☐	☐	☐	☐

TO: Coordinating Committee

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

SUBJECT: Regional GIS Projects Update

DATE: August 10, 2005
(For the Sept 21st Meeting)

INTRODUCTION

A spokesperson for each of the three Regional GIS Projects (Attachments A-C) there were deemed worthy of further consideration by the Policy Board on July 27th has been asked to provide a detailed update to the Committee at its September meeting on progress made to fully define their projects' respective specifications and costs. The three projects are as follows:

- A: Common Application Design for Web-based Data Queries
- B: Fill in incomplete fields in Regional Parcel Dataset
- C: Update DataFinder Café

The Committee is requested to provide further direction, as deemed appropriate, regarding each of these proposals. See the Reference Section for the information requested of each of the project spokespersons.

PAST CONSIDERATION - COORDINATING COMMITTEE AND POLICY BOARD

June 29th Coordinating Committee meeting. The Committee considered each of three subject proposals that had been submitted for funding consideration as a MetroGIS Regional GIS Project. Two of the three proposals (Proposal B: Fill in incomplete fields in Regional Parcel Dataset and Proposal C: Upgrade DataFinder Café) were deemed ready to forward to the Policy Board. The Committee identified several aspects of the third proposal (Proposal A: Common Application Design for Web-based Data Queries) for which it desired more information before deciding on the proposal. The complete meeting summary can be viewed at http://www.metrogis.org/teams/cc/meetings/05_0629/min.pdf.

(*Note*: *Agenda Item 5c (Committee's September 21st meeting) provides a discussion of actions taken following the June 29th Committee meeting to modify Project A and forward it, along with Projects B and C, for consideration by the Policy Board on July 27th*

July 27th Policy Board meeting: The Board concurred that each of the three candidate proposals (A, B, and C) has merit that warrants preparation of detailed design, cost, and phasing options for further consideration, ***with the understanding that if a project can not be fully funded that whatever component(s) is funded must provide a value equal or greater to the investment of funds via MetroGIS***. The Board also recommended the following funding allocation guidelines for use by the Metropolitan Council as it considers these projects (see http://www.metrogis.org/teams/pb/meetings/m_07_27_05.pdf for the complete meeting summary):

- Up to $16,000 of the budgeted $22,000 to Proposal A: (Joint Web Application).
- Up to $500 of the budgeted $22,000 to Proposal B: Parcel Attributes (only 2005 component).
- The remaining portion of the budgeted $22,000 (at least $5,500) to DataFinder upgrades, in combination with budgeted maintenance funds ($10,000), special grants ($15,000), and donated funds ($1,700). [Note: in a separate action, the Policy Board authorized use of up to $1,700 for updates to DataFinder from funds that have been donated to MetroGIS.]

HENNEPIN COUNTY – STATEMENT OF NON-PARTICIPATION

On September 12th, the Policy Board members received a letter from the Hennepin County Board Chair stating that Hennepin County would not be participating in the proposed Joint Web Application project (Proposal A). At the time of this writing, Commissioner Reinhardt was preparing a response to the Policy Board to clarify that the Joint Web Application Project is a one of many MetroGIS's initiatives and that Hennepin County's preference not to participate is not a problem. The objective is simply to serve as a pilot project with a 3-4 year time horizon to investigate benefits that can be gained by the counties if they collaborate on geospatial related web-based applications.

RECOMMENDATION

Consider what, if any, further direction is warranted to ensure the subject proposals adhere to goals established for Regional GIS projects.

REFERENCE SECTION

TEMPLATE FOR REGIONAL GIS PROJECT UPDATES

Regional GIS Project Workgroups:

Please provide a brief written statement addressing each of the following topics explaining progress made since the July 27th Policy Board meeting to refine design specifics and costs of your respective projects. This statement will be shared with the Coordinating Committee at its September 21st meeting for discussion and further direction as appropriate.

1. Name of Project:
   - When presented to the Committee at the June 29th meeting:_____
   - The currently preferred title, if any change:_____

2. Restatement of how the project aligns with a Regional GIS Project objective(s).

   Definition of a Regional GIS Project:
   "… 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. Briefly identify all major project milestones and related timeframes, including a phasing plan if the project is note expected to be accomplished by year-end.

4. Briefly describe methods being used to identify options and select a desired course of action that is widely supported.

5. Please describe any unresolved issues or obstacles.

6. Provide an updated project implementation cost estimate, by phase to the extent possible. For those projects that involve software and application development, this estimate must include required support (direct and in-kind expense) needed to accomplish full implementation.

7. If the currently recommended funding allocation is not sufficient to fund all aspects of the proposal, identify the sources of the required additional funds and timing of their availability. Please explain how your project will satisfy the following requirement imposed by the Policy Board on July 27th that ***"if a project can not be fully funded, whatever component(s) is funded must provide a value equal or greater to the investment of funds via MetroGIS."***

ATTACHMENT A

REGIONAL WEB-BASED GIS APPLICATION – PROVIDE UNIFORM GENERAL VIEW AND QUERY CAPABILITIES FOR REGIONAL DATA

PROPOSAL A: REGIONAL WEB-BASED GIS APPLICATION – PROVIDE UNIFORM GENERAL VIEW AND QUERY CAPABILITIES FOR REGIONAL DATA

Objective

To provide a common tool for the general public (and non-GIS county staff) to view and query regional parcel data online, by purchasing and/or developing a regional web-based GIS application. Final products would include a general application that runs on regional data sets, as well as individual county applications that could have additional capabilities and/or detail.

Project Description

The Metropolitan Council would host an application for regional use with the view and query capabilities agreeable to all MetroGIS partners. Each county would host the same application with additional view and query capabilities customized to fit their business needs. Although this approach would use eight separate web sites, the project objective is to maintain a consistent look and feel among all sites, creating a more seamless user experience than currently exists. The outcome of this project is to acquire the preferred solution. This solution would require 8 individual licenses to use and modify the application and all related source code. Based on one verbal quote, the requirements envisioned would be expected to cost about $16,000.

The project objectives would be accomplished by the Metropolitan Council and all seven metro counties sharing and maintaining the source code for a single application. Currently, each county and the Metropolitan Council develop and maintain their own applications, occasionally sharing code to streamline individual development efforts. The proposed approach would give each organization a common application for core capabilities, allowing each to concentrate its own resources on enhancements rather than each developing the core capabilities.

Two counties currently have web mapping applications that provide the public limited access to the county's parcel data (Dakota: http://www.co.dakota.mn.us/assessor/real_estate_inquiry.htm, Ramsey: http://maps.metro-inet.us/RamseyCoGIS/DisclaimerRCPublic.htm). Other counties are in various stages of developing similar products. Significant savings could be achieved by counties working together to develop a common resource, and users would benefit from having a similar application in different counties or through a regional site.

Target Audience

The proposed view and query application is intended to extend the current user base to the general public who may not have GIS software. It also would be used by staff within each organization to do simple queries without the need for GIS software and training. This product would not provide for downloading data and would therefore not require licensing of individual users.

Approach

A workgroup of a representative from the Metropolitan Council and each county will execute the following steps to procure a product. A contract should be negotiated by December 31, 2005.

- Explore what counties currently have
- Determine the desired functionality and technical requirements
- Release a request for proposals
- Evaluate proposals
- Decide upon the desired product and negotiate the terms of an agreement with the provider

Initial consideration will be given to implementing the core capabilities that all participants agree to. The workgroup will determine design enhancements for future development that would be shared by all partners while preserving the consistent user experience. Any partner will always have the option of developing their own enhancements.

Potential Cost

An example of a possible solution is one available from Greenwood County, SC, with an estimated cost of $16,000 (half the normal price for individual customers). This price includes eight licenses (one for the Metropolitan Council and one for each of the counties) and two days of technical training. All source

code is provided and licensees are allowed to customize it as they see fit. A request for proposals will be used to solicit the cost of other options.

Rationale for Project

- **Furthers the MetroGIS Goals**
  This project would address Item D, Task 1 in the MetroGIS 2005 Work Plan: "*Task 1 :Identify existing geospatial applications and post to "Application Finder".*" It would take MetroGIS to the next level in its evolution from finding data (DataFinder) to accessing and downloading data (DataFinder Café) to gaining information from data through a query function. With each step in this evolution, MetroGIS partners have taken advantage of state-of-the art technology to provide users with geographically referenced data. State-of-the-art technology now makes it possible, through Web-based applications, to query data and produce a map without downloading the data.

  The MetroGIS Business Plan recognizes the need to move to this next level to meet greater user expectations. It states:

  > *…Technology and user expectations have changed over time with increased interest in more direct access to user-friendly information. This change has elevated applications to a higher priority level for the region.*
  >
  > *As the quality of geodata improves and becomes more accessible, more people are finding ways to use this data to improve decision-making. Governmental units, businesses, non-profits, and private citizens can all benefit by having access through application software to the information that can be derived from geospatial datasets.*
  >
  > *The issue of applications is also being raised at the national level, as high quality data becomes more available and users see new opportunities for creating better information to support decision-making.*

- **Saves staff time devoted to application development**
  As the demand for access to geographic information increases and the complexity of associated applications increases, it is imperative that we find smarter ways to get the job done. GIS applications are complex, and building them from scratch each time is costly, requires highly skilled developers and architects, involves inherently risky development, takes longer to complete, and results in inconsistent applications. A query application that can serve as a development framework tool such as that referenced in this proposal would provide reusable code to solve many of the common web application needs. This dramatically reduces the complexity and development lifecycle required to create an application.

- **Enhances User Experience**
  Having a common "look and feel" for accessing information helps users get what they need and shows that the data providers are being efficient and effective.

Conclusion

The MetroGIS Policy Board at its July 2002 meeting stated that the world of applications could be boundless, and therefore, MetroGIS should move slowly using a gradual and incremental approach. This project would allow the MetroGIS partners to explore using a collaborative approach to procuring common applications with minimal cost and little risk.

This project exemplifies the values recognized in the following quote taken from the recent MetroGIS Annual Report:

> *In order to maximize the benefit of GIS technology and minimize the costs, governments in the Twin Cities metropolitan area work together in a regional collaborative ... Their goal is to promote and facilitate GIS data-sharing in order to reduce data development and acquisition costs, improve data quality, leverage technology investments, promote best practices, and foster broader intergovernmental cooperation.*

Contact for Proposal

Randy Knippel, GIS Manager, Dakota County Office of GIS, Western Service Center, 14955 Galaxie Ave. Apple Valley, MN 55124, phone: 952-891-7080. Email: randy.knippel@co.dakota.mn.us

ATTACHMENT B

PROPOSAL B: POPULATING ATTRIBUTES IN THE REGIONAL PARCEL DATASET

REGIONAL GIS PROJECT - PROPOSAL FOR 2005 FUNDING:

Introduction

In 2004, an enhanced standard was adopted for the Regional Parcel Dataset as provided to MetroGIS users by the 7 metropolitan counties. The standard took effect with the first release of the dataset in 2005. With 36 new standard attribute fields in addition to the original 29 fields, the potential to analyze parcel-based information across the metropolitan area has more than doubled. However, this potential is currently unrealized, as only 13 of the 65 standard attribute fields are fully populated across all seven counties (Table 1). MetroGIS staff have identified which fields are not fully populated by each county (see Page 3 of the Parcel Data Attribute Description) using the most recent release (April 2005) of the regional parcel dataset.

Objectives

The objectives of this proposed project are to populate priority attributes in the regional parcel dataset using the following steps:

1. Estimate the costs of populating a subset of those attributes,
2. Weigh those costs against the prioritized needs of the MetroGIS community to identify a list of attributes that can likely be populated within a given budget.
3. Make funds available to help populate the identified attributes.

Table 1. Parcel attributes fully populated* across all seven counties.

Regional Parcel Attribute	Anoka	Carver	Dakota	Hennepin	Ramsey	Scott	Washington
Unique County ID	100%	99.9%	99.9%	100%	99.7%	98.5%	100%
Unique Parcel ID	100%	100%	97%	99.6%	99.8%	100%	98%
House Number	85%	87%	84%	99.6%	94%	83%	75%
Street Name	85%	87%	84%	99.6%	99.7%	83%	75%
City (actual)	100%	99.9%	97%	99.6%	99.8%	98.5%	94%
City (mailing)	92%	88%	84%	96.1%	99.7%	83%	75%
ZIP Code	72%	88%	84%	96.1%	99.7%	83%	76%
Homestead Status	99%	99%	97%	100%	99.6%	98%	100%
Estimated Market Value - Land	95%	98%	97%	94.8%	95%	97%	95%
EMV - Buildings	81%	82%	86%	91.1%	99.7%	76%	74%
EMV - Total	95%	98%	97%	94.8%	99.4%	97%	95%
School District	99%	99.9%	97%	99.4%	99.7%	98%	96%
Watershed District	99.8%	99.9%	97%	69.5%	99.7%	98%	79%

*an attribute is considered fully populated if at least 50% of records in the file contain pertinent information

Project Activities, Schedule & Funding
The first two project objectives would be accomplished through the combined efforts of MetroGIS staff and county staff. Activities for this part of the project include defining and estimating costs for populating each attribute, identifying best methods to complete the work, prioritizing work to populate attributes and developing a plan to accomplish the work.

The project would use the entire $22,000 available for MetroGIS projects. Most of the costs (estimated $21,000) would be used to pay for programming, database design, data sharing coordination and as needed data compilation. The remaining funds ($1,000) would be used for meeting, forum and evaluation expenses.

Task	Completion Date	Project Funds
Measure % of attributes populated (Appendix A).	*Completed*	*$0*
Technical Expertise Forum: sharing methodologies for database design, linkage, & information flow.	August 31, 2005	$500
Develop methodology and cost estimates within each county to populate each attribute.	November 31, 2005	$0
Prioritize attributes to populate.	January 31, 2006	$0
Populate priority attributes	August 31, 2006	$21,000
Project evaluation of results, materials, meeting rooms, and other expenses.	October 31, 2006	$500
Totals		**$22,000**

Effect of Lower Funding Award
The project funds required to populate attributes is only estimated at this time. If less is made available, then fewer attributes are likely to be populated. It is also likely that funding levels below a certain threshold would make it difficult to achieve results that justify the organizational effort. More research is required to determine this threshold.

Alignment with Core MetroGIS Stakeholder Interests
One definition of a Regional GIS Project is "a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset." This project would significantly enhance the completeness of the Regional Parcel Dataset, which is part of the Endorsed Regional Solution for four common information needs.

At the September 2003 Regional Parcel Data Users' Forum, "Attribute Consistency" across the seven counties was identified as a priority need (needed by many MetroGIS stakeholders), and was considered critical to the mission of at least one participating agency. This project's main goals of enhancing the completeness and consistency of the Regional Parcel Dataset align with the goals of the greater MetroGIS community.

ATTACHMENT C

PROPOSAL C: UPGRADE DATAFINDER CAFÉ

REGIONAL GIS PROJECT PROPOSAL FOR 2005 FUNDING
UPGRADE DATAFINDER CAFÉ

Introduction. On July 11, 2001, the MetroGIS Policy Board endorsed the project objectives to design and implement a secure Internet-based data distribution mechanism for the MetroGIS community as a way to automate MetroGIS's data distribution process. The resulting application, DataFinder Café, was officially rolled out at the MetroGIS Policy Board's July 2002 meeting.

Over the past two years, 15 percent of the total data downloads from DataFinder are from the Café component. This equals about 95 downloads per month. (It should be noted that the average for the last 3 months increased to 25 percent of the total or 163 downloads.) The remaining 85 percent of the download activity is via FTP. The key benefits of using the Café over FTP are 1) a user may subset the data by a predefined or custom geographic area as well as subset by attribute, 2) a user can pick from multiple formats, including shape file, DXF, etc., and 3) a user can download multiple datasets in one bundle. The Café works with both unlicensed and licensed (password required) datasets. In addition, the Café outputs WMS (web mapping services) in a format that can be used by agencies, such as The National Map.

The Café relies on ArcIMS and Java Web Start software, both of which have had multiple upgrades since Café was released. The Café application itself has not been upgraded since its initial deployment and as a result several issues have arisen: 1) New versions of Java do not support security functionality in the Café; 2) Newer ArcIMS features are unavailable to the Café or other MetroGIS and Metropolitan Council web-based GIS applications; 3) The WMS format no longer meets the standard; and 4) There is no support available for the Café. We cannot easily resolve these issues because the company that designed Café, Syncline, Inc., is no longer in business.

Objectives. Upgrade or replace the DataFinder Café software using the following steps:

1. Obtain input on Café functionality and usage from a user survey (already in progress by MetroGIS staff).
2. Reevaluate Café functionality based on user needs from survey.
3. Evaluate off-the-shelf software to see if anything meets these needs, and if not, research custom development options.
4. Purchase and install a new system to replace Café software. Special attention will be paid to the ongoing support and sustainability of the Café component of DataFinder.

Alignment with Core MetroGIS Stakeholder Interests. This project will provide ongoing support for the Café, which provides an easy and secure way to extract custom-defined MetroGIS-endorsed data. This will meet the objective of the Regional GIS Project that states "To assist data producers in performing primary custodial responsibilities, which have been endorsed by the Policy Board that exceed internal business functions, including extracting, documenting, manipulating, and delivering these data to the regional custodian." A survey was conducted in May 2005 in an attempt to better understand user needs. Additional user needs assessment work is proposed prior to finalizing design options.

Resources and Timeframe. This proposal requests the full $22,000 to use for the purchase of an upgrade or replacement for DataFinder Café software. It is unclear at this point how much the total project will cost and so it is unknown how a lesser award would affect the outcome.

The timeline for this project is that the user survey and subsequent analysis will be complete by early June. The research of possible solutions will be performed over the summer of 2005, with a potential RFP and decision being made in Fall 2005.

MetroGIS

Agenda Item 5c

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Chairperson - Nancy Read, Metropolitan Mosquito Control District (651-643-8386)
Staff Coordinator - Randall Johnson (651-602-1638)

SUBJECT: Procedures – Conducting Business Outside of Meetings

DATE: August 10, 2005
(For Sept 21st Meeting)

INTRODUCTION

Chairperson Read added this agenda item. It is in response to a concern raised about the forwarding of a recommendation to the Policy Board that was formulated outside of an official Coordinating Committee meeting. Specifically, a modified version of Proposal A - Common Application Design for Web-based Data Queries - was forwarded to the Policy Board for consideration as a Regional GIS Project at its July 27th meeting without formal endorsement at a Coordinating Committee meeting.

Direction is sought from the Committee as to what, if any, modifications to MetroGIS's Operating Guidelines should be pursued as a result of this experience.

ISSUE – BETWEEN MEETING CONSIDERATION OF MODIFIED PROPOSAL

At its June 29th meeting, the Coordinating Committee identified several concerns with the subject Proposal for which it wanted more information before acting. (Refer to Agenda Item 5b for an excerpt from the Committee's June 29th meeting summary.) Following the Committee's June 29th meeting, the Committee Chair and Staff Coordinator met with Policy Board Chairperson Reinhardt to set the agenda for the Policy Board's July 27th meeting. Chairperson Reinhardt strongly requested that the Committee work with the Proposal A Project Team to address the outstanding concerns prior to the Board's July 27th meeting. She expressed concern that if the Board's consideration were to be delayed until October, sufficient time might not then be available to capture all of the 2005 funds budgeted for this purpose. An **understanding was reached with Chairperson Reinhardt** that if a revised proposal could be prepared addressing the Committee's concerns and distributed to the Committee for review, and if none of the Committee members expressed a concern with the revised proposal, it would be forwarded to the Policy Board for consideration on July 27th.

Chairperson Read then worked with the Proposal A Project Team to address the concerns raised by the Committee at its June 29th meeting and arranged with the Staff Coordinator to send a letter (Attachment A) via email to the Committee membership, along with the revised Proposal A, stating the reasons for requesting Committee acceptance outside of a formal meeting setting.

Several, but not all, members responded; all expressing satisfaction that, from their perspective, the revised proposal addressed the concerns identified at the June 29th Committee meeting. Furthermore, no one raised any issues with the revised proposal. As such, the revised Proposal A was forwarded to the Policy Board for consideration at its July 27th meeting and, subsequently, found by the Policy Board to warrant further consideration.

METROGIS'S OPERATING GUIDELINES

MetroGIS's Operating Guidelines do not specifically authorize decision-making by the Coordinating Committee outside of a formal meeting, as they do for other Advisory Teams (Article IV, Section 6), but they do contain in Article VI - Procedures the following provision: ..."Decisions that result from a process that does not meet the strict procedures set forth in Robert's Rules of Order shall remain in effect if the decision resulted from due consideration of the options presented for discussion." (Refer to http://www.metrogis.org/about/history/ops_guidelines.pdf for the complete guidelines.)

DISCUSSION

This experience raises two questions:

1) A need for clarification on how to handle urgent business that comes up between meetings.

   De facto objectives of the MetroGIS's decision-making process are to: a) provide flexibility to ensure timely decisions, b) balance the desire for flexibility against the need to ensure the process is thorough and that the resulting decisions are well thought out, and c) ensure decisions are widely supported. Given that the recommendation to the Policy Board concerning Proposal A was effectively for concept approval and that a valuable opportunity could be lost if a three month delay were required, the Chairs elected to err on side of offering a flexible process.

   We were surprised to hear from relatively few members, and perhaps we erred in assuming that not hearing from members was the same as abstaining or acquiescence, or should have made it clearer in the e-mail exactly what was being asked of the members.

   In hindsight, follow-up with each Committee member who had not responded should have been pursued to ensure each was comfortable with the revised proposal. Perhaps in the future, (assuming a policy is enacted to address urgent matters that arise between meetings) we should require a minimum number of replies, and/or use some code words ("e-vote"?) to indicate that some urgent business has come up that needs response from Committee members.

2) Did the procedure used to inform Committee members of the modified Proposal A and to request their comment (Attachment A) satisfy the "due consideration of the options" requirement set forth in Article VI?

   This requirement could have two meanings: procedural and project design. The procedural aspect has been addressed above – the risks outweighed the benefits of waiting three months. Options related to project design are not a factor at this point in the decision-making process as concept acceptance was needed before detailed design options could be evaluated.

Fortunately, given that the subject Proposal requires significant work to define design specifics and associated costs, opportunity remains for the Committee to provide further direction (Agenda Item 5b) and, as importantly, to learn from this experience.

RECOMMENDATION

That the Committee:

1) Decide if a formal policy is needed to attend to urgent business that may arise between meetings.
2) If so, identify the basic principles and direct the Committee Chair and staff to draft language for discussion at a subsequent meeting.

Reference Section

I. Excerpt from June 29th Committee meeting summary (Note: DataFinder Café was considered separately as Item 5a):

b) REGIONAL GIS PROJECT PROPOSALS

Proposal A – Common Parcel Data Query Application Design:
….The Committee agreed that a standardized application interface across the region could result in substantive efficiencies from the ability to leverage programming and related support resources; in other words, achieve a coordinated enterprise as opposed to the alternative of several similar but uncoordinated applications.

Craig commented that he strongly supports the proposed concept of a coordinated application interface among the counties but **asked who would have access and under what conditions** (e.g., the general public and non-government interests, without the need for prior licensure, or would access continue to be restricted to licensed government and academic interests)? Staff commented that the concept of unlicensed, view-only access to parcel data via an online application has previously been a discussion topic before the Committee and that the Policy Board endorsed such a policy in July 2004 subject to approval by each county in conjunction with a proposal from the Emergency Preparedness workgroup. The group asked Harper to pass this access question along to the proposer workgroup to address in a revised proposal, should it decide to incorporate feedback received form the Committee.

Although all agreed the proposed concept warrants further consideration, several members expressed concern about the appropriateness of purchasing the specified application from an unknown developer. Maki added that this type of application involves a **risk area involving emerging standards**, in particular regarding communications between services, and, as such, cautioned that the documentation needs to be clear on the standards and development processes used to develop the application. Maki further commented that he would prefer the proposed application to be part of a fully integrated enterprise. Whitcraft commented that his area of expertise involves software development and concurred with Maki's cautions. A general consensus was that it would be easier to recommend approval of a **general concept as opposed to the specific application** that is cited in the proposal. Harper made note of this feedback to share with the other proposers…..

….A … question from Laumeyer led to a request for more information about the **target user community and how they would benefit**. Harper briefly commented that the target user is not the GIS professional who wants access to source data but rather individuals from many backgrounds and levels of expertise who want a quick answer to a question that can be satisfied with a simple online query. Brown commented that the subject proposal is an attempt to reinvent (improve) the property query service that has been provided for some time by several of the counties.

The final topic of discussion involved the possibility of combining this query/mapping proposal with the analysis of options for addressing desired upgrades to MetroGIS DataFinder Café, given that both are likely to use Internet Mapping Service (IMS) software. It was agreed that the more important task is to clearly establish the **policy foundation as to how best to coordinate data distribution (downloading) and mapping needs** (e.g., add functionality to Café for mapping or maintain data distribution as a separate application as is the current policy). The Committee concluded that it should task the workgroup created to investigate upgrading of DataFinder Café with developing a recommendation to address this need.

General Discussion
Chairperson Read summarized the purpose of this agenda item is for the Committee to offer advice as to: 1) whether a proposal has sufficient merit to warrant spending some of the Regional GIS Project funding and 2) the relative merit of each the three proposals presented (two addressed in this agenda item and

upgrading DataFinder Café as dealt with in Agenda Item 5a), and general feedback for how the proposals might be improved. Maki commented that the Committee could only respond to the proposals as they are currently presented in the agenda material, unless comment is postponed until questions raised are addressed. The group concurred and elected to comment at this meeting as follows.

Proposal	Concept has Merit	Ready for Policy Board Review
Proposal A (Parcel Data Query Application	Yes	No**
Proposal B (Complete Missing Parcel Attributes)	Yes	Yes
Proposal C (Upgrade DataFinder Cafe	Yes	Yes

**Note: The Committee encouraged the proposers to modify their proposal as follows so that it could be considered by the Policy Board on July 27th: 1) Clarify the target audience(s), why the proposed application would benefit them, and any need for modification of current access policies and 2) address the Committee's concerns for purchase of an application developed for a county in another state by an unknown developer.

Relative Merit of Each Proposal

The Chairperson's request that the Committee offer advice on the relative merits of each of the three proposals resulted in resolute comments from Brown, Claypool, Maki, and Laumeyer and then concurrence by the Committee that resolving the problems currently faced with an aging DataFinder Café and managing the existing investment is substantially more important than the other two proposals. The Committee's overall ranking was follows:

Proposal	Rank (Relative Importance)
Proposal C (Upgrade DataFinder Café)	1
Proposal B (Complete Missing Parcel Attributes)	2
Proposal A (Parcel Data Query Application)	3

The Committee also concurred that the matter of deciding how to best go about integrating data delivery functionality (DataFinder) with desired mapping and querying functionality should not be permitted to bog down efforts to upgrade the more important DataFinder Café functionality. It was agreed that the DataFinder Upgrade Workgroup should be charged with recommending a plan for how to best go about meeting both needs through an expandable design, including a phased implementation plan, as more funding may be needed than is available in 2005.

Motion:

Brown moved and Givens seconded to recommend to the Policy Board that the Board offer advice to the Metropolitan Council relative to funding each of the three Regional GIS Project proposals received, as follows:

a) All three proposals have merit for further consideration for funding as a Regional GIS Project.
b) Their relative ranking of importance to the MetroGIS community is: 1) Proposal C (Upgrade DataFinder Café), 2) Proposal B (Complete Missing Parcel Attributes), and 3) Proposal A (Parcel Data Query Application.

Motion carried, ayes all.

II. Excerpt from July 27th Policy Board meeting summary

Motion: Member Pistilli moved and Member Egan seconded that the Policy Board:

1) Conclude that all three 2005 Regional GIS Project proposals, as cited in the agenda materials, have merit that warrants preparation of detailed design, cost, and phasing options for further consideration,

with the understanding that if a project can not be fully funded that whatever component(s) is funded must provide a value equal or greater to the investment funds via MetroGIS.

2) Authorize use of up to $1,700 in funds donated to MetroGIS to be used for upgrades to DataFinder.
3) Forward recommendations to the Metropolitan Council that it authorize allocation of:
   (a) Up to $16,000 of the budgeted $22,000 to Proposal A: (Joint Web Application)
   (b) Up to $500 of the budgeted $22,000 to Proposal B: Parcel Attributes (only 2005 component)
   (c) The remaining portion of the budgeted $22,000 (at least $5,500) to DataFinder upgrades, in combination with budgeted maintenance funds ($10,000), special grants ($15,000), and donated funds ($1,700).

This recommendation acknowledges that the actual funding amounts may vary somewhat from those approved here after specific solutions for each proposal are developed. Requests to expend funds for specific solutions within these recommended projects may be sent directly through the Metropolitan Council to expedite the procurement process.

Motion carried, ayes all.

ATTACHMENT A

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

To: MetroGIS Coordinating Committee
From: Nancy Read, Chair
Date: **July 11, 2005**
Subject: Proposal for Common View & Query Application for Parcel Data

As most of you know, at our last CC meeting some questions were raised about the proposal presented to allocate up to $16,000 for Counties to work together with the Met. Council to develop a common application for public view & query access to regional parcel data. At that time the Committee approved the concept but asked to review proposal revisions before it went to the Policy Board.

Commissioner Reinhardt has asked that the Coordinating Committee review the attached revised proposal before the July Policy Board meeting, so that the Policy Board and proposers have adequate time to expend the funds before the end of the year.

I believe the concerns raised by Committee members have been addressed in the attached revision:

- the target audience for the application has been defined as general public and non-GIS county staff
- the application would provide view-only access
- a Request for Proposals would be used to investigate possible solutions
- source code could be provided for additional development and maintenance.

If you feel there are additional changes that should be made to the proposal before it advances to the Policy Board, please contact Randy Johnson and/or myself by Thursday, July 14.

Thanks for your attention to this. It looks like we have a great opportunity here, and we value Commissioner Reinhardt's concern that we move forward promptly and take advantage of it.

The above memorandum was sent to each Committee member on July 11th via email with the following cover message:

"See the attached cover memorandum from Chairperson Read and the revised proposal from the County Data Producers Workgroup. The revised proposal addresses comments offered by the Committee at its June 29th meeting. The draft meeting summary can also be viewed at http://www.metrogis.org/teams/cc/meetings/05_0629/min.pdf.

As noted in the Chair's memo, please get back to one of us by **Thursday (July 14)** if you have any further concerns."

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration – October 2005 Policy Board Meeting

DATE: August 15, 2005
(For Sept 21st Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board's October 19th meeting.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. County GIS activities: During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting. Since then, Dakota and Scott Counties have made presentations.
2. GIS-related work at the U of M: At the September 2004 Coordinating Committee meeting, the following options were identified:
   - An evacuation routing program that has been presented and was well received by elected officials on the national scene.
   - An NFS grant-funded project involving analysis of historic census data.
3. Prototype MetroGIS Emergency Preparedness Website: This option was identified at the June 2004 Committee meeting. However, it was determined to be premature to demonstrate this site until the organizational components are agreed upon, which is currently in process. Staff comment: the Committee may wish to ask the EM workgroup to demonstrate this site as part of its recommendation to the Policy Board (see Agenda Item 5a).

DISCUSSION

In addition to Items 1 and 2 above, Rick Gelbmann, Metropolitan Council GIS Manager, is prepared to demonstrate the Council's new ArcReader-based Natural Resources application at the October Policy Board meeting. It demonstrates the value of regional datasets and benefits that can be achieved with many organizations collaborating to share commonly needed data.

RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the October 19th, 2005 Policy Board meeting.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- 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 PSAPs
- 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: Coordinating Committee

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

SUBJECT: 2006 MetroGIS Major Program Objectives

DATE: August 9, 2005
(For the Sept 21st Meeting)

INTRODUCTION

The purpose of this report is to suggest that Coordinating Committee and Policy Board postpone initiating work programming for 2006 until the pending Strategic Directions Workshop is held and maintain the status quo until that time in terms of work on efforts that are in progress.

A listing of the major work objectives for 2005 is attached with annotations as to project status.

METROPOLITAN COUNCIL ACTIVITIES RELATED TO METROGIS

The Council approved its 2006 budget for hearing on August 10th. This budget includes $86,000 in project funding and staff support for MetroGIS, as requested by the Policy Board in April 2005. Final action on the Council's 2006 budget is anticipated in December.

As part of the Council's agency-wide internal evaluation of programs and activities, its Program Evaluation and Audit Department has also been conducting a review of MetroGIS 's costs and benefits relative to the Council's internal needs. Last spring, Council management requested postponement of the proposed Strategic Directions Workshop until they had had a chance to digest the findings of this review. That request was honored and preparations for MetroGIS's pending Strategic Directions Workshop were postponed. The results of the review are anticipated to be available by the time the Committee meets in September. Once the results are available, planning for the Strategic Directions Workshop is expected to resume. These preparations would begin with hosting of a forum to identify possible collaborative opportunities with non-government interests.

MAJOR ASSUMPTIONS (UNTIL THE STRATEGIC DIRECTIONS WORKSHOP IS HELD)

1. MetroGIS's core functions (see footnote #2 in Attachment A) will remain unchanged: a) implement regional solutions for priority common information needs (e.g., data, web services and applications), b) support an Internet-based geospatial data discovery, and c) retrieval tool (DataFinder), and support a forum for knowledge sharing.
2. Any substantive changes in policy that involve additional resources agreed upon as part of the Business Plan Update process anticipated 2006 following the Strategic Directions Workshop would need to be addressed in future budget proposals and/or through partnerships or grants.
3. The agreement in place with each of the seven counties and the Council that provides access to the regional parcel dataset, without fee, by government and academic interests will remain in effect.
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. Updating of MetroGIS DataFinder can be accomplished with available resources. (Agenda Item 5b).

RECOMMENDATION

That the Coordinating Committee comment on the recommendation to maintain the status quo in terms of 2006 work programming until the proposed MetroGIS Strategic Directions Workshop can be hosted.

Attachment A

Current Year's (2005)
Major Program Objectives

Accepted by the Policy Board
January 26, 2005

MetroGIS Mission Statement

(Adopted February 1996)

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

Major 2005 MetroGIS Program Objectives[1]

- Adopt an updated MetroGIS Business Plan (process to include a retreat of MetroGIS leadership with a theme of "*Are We Done?" (Maintain What Has Been Built Or Pursue New Initiatives*) and obtain endorsement by key stakeholder interests. (*The remainder of the proposed objectives assume that MetroGIS's current core functions[2] will not change substantively*.) (*POSTPONED FOR STRATEGIC PLANNING*)
- Implement modifications to the Regional Parcel Dataset, which were endorsed by the Policy Board in July 2004, and establish common access policy concerning non-profits/community groups, whose functions complement government functions. PILOT PROJECT IN PROGRESS WITH HENNEPIN COUNTY
- Achieve Policy Board endorsement, at minimum, of a Phase I regional solution that effectively addresses each of the following common priority information needs:
    1) Addresses (of occupiable units) (*VISION ADOPTED 4/05 - IN PROGRESS*)
    2) Emergency Preparedness (*PROPOSAL ANTICIATED 9/05*)
    3) Existing Land Use (*POSTPONED FOR STRATEGIC PLANNING*)
    4) Highway and Road Networks (*SEE NEXT BULLET*)
    5) Jurisdictional Boundaries – School Districts (NO PROGRESS – LMIC REORGANIZED)
    6) Jurisdictional Boundaries – Watershed Districts (*pilot in Washington Co. nearing completion*)
    7) Lakes and Wetlands (*IN PROGRESS*)
- Achieve Policy Board endorsement of strategies to effectively achieve a solution to address-related limitations of the endorsed Regional Street Centerline dataset for geocoding concerning: a) satisfying needs of the E911 community and b) incorporating locally-produced data into the U.S. Census Bureau's TIGER data. (VISION ADOPTED 4/05 – IN PROGRESS)
- Implement a strategy (currently referred to as ApplicationFinder) to help data users efficiently share existing geospatial applications and leverage those existing investments. (*POSTPONED FOR STRATEGIC PLANNING*)
- Continue efforts to identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS's resources. (*POSTPONED FOR STRATEGIC PLANNING*)
- Continue to realize increased use of DataFinder as a tool used both by data users to search for and access data they need, and by data producers to distribute data important to others in the MetroGIS community.
- Continue to realize increased awareness of MetroGIS's endorsed strategies, resources, and opportunities among MetroGIS stakeholders and officials involved in related efforts beyond the Metro Area.
- Continue to effectively support MetroGIS's general information website (www.metrogis.org).
- Continue to effectively support MetroGIS's DataFinder website (www.datafinder.org).
- Continue to perform activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS's efforts – user satisfaction with data solutions and custodian conformance with expectations; document the benefits of MetroGIS's efforts; and modify activities and policies, as appropriate.

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

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

TO: Coordinating Committee

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

SUBJECT: Quarterly Performance Measures Update –Anomaly Report

DATE: September 14, 2005
(For the Sept. 21 meeting)

INTRODUCTION

At each meeting, the Committee has asked staff to bring forward, for discussion, one or more anomalies associated with the previous quarter's performance measurement reporting results. This report includes performance-reporting statistics for the period from June 1 through August 31, 2005. During these three months, several noteworthy anomalies in the statistics presented themselves and are shared below for discussion and comment. Several measures of interest, which are not anomalies, are also called out for the Committee's information.

PERFORMANCE REPORTING STATISTICS – JUNE-AUGUST 2005:

1. **Data Downloading Activity**

a) General: Dataset **downloads increased by 69 percent** from the same period in 2004, averaging 644 per month in 2005 period vs. 380 for the same period in 2004. During the same period in 2003, downloads averaged 607 per month. More notably, downloads via DataFinder Café **increased 265 percent** from the same period in 2004, from an average of 43 per month 2004 to 157 in 2005. Refer to the chart in the Reference Section for more details.

Comments: These increases in data downloading activity are substantial and evidence that MetroGIS's efforts to streamline access to data are paying off. Staff conducted three surveys in May and June to assess user satisfaction with DataFinder. These surveys may account for some, but not likely all, of the increase experienced. **Does the Committee have any thoughts on other factors that may have contributed to the substantial increase in data downloading?**

b) Endorsed Regional Data Solutions - General: The six regionally-endorsed datasets for which MetroGIS monitors downloading activity – parcels, street centerlines, city/county boundaries, Census geography, Census Demographic Profiles, and Planned Land Use - continue to dominate data downloading activity. (Land Cover is primarily distributed by the DNR, and those statistics are not available.) Of the six datasets monitored, all but Land Cover were consistently in the top 10 datasets downloaded each month during this report period, as has often been the case in the past. The top three endorsed datasets downloaded during the current reporting period were Parcels (153), County & Municipal Boundaries (103), and TLG Street Centerlines (89).

Comments: The **six** identified regionally-endorsed datasets constitute, on average, 37 percent of the total downloads for each of the three months in the reporting period, with a high of 43 percent in August. Staff believes that since these 6 datasets account for this much of the data access traffic out of all 173 total datasets available, it is evident that the effort MetroGIS puts into implementing and seeking continued enhancements to regionally-endorsed datasets is valued. **Does the Committee concur?**

c) Regional Parcel Dataset: Since becoming available again on January 31 of this year, the Regional Parcel Dataset has continued to dominate the downloading activity, averaging 51 downloads per month from March to May. Parcel data maintained by Anoka and Hennepin counties were tied

for the most often downloaded among the seven counties' data during the past 3 months (20 each for the period.)

d) Regional Socioeconomic Data: Viewing of the data source pages accessed via the MetroGIS Socioeconomic Resources Page at www.datafinder.org/mg/socioeconomic_resources/index.asp continues to increase. For this reporting period (June through August), there was a total of 122 visitor sessions where a data source page(s) was viewed, compared with 36 for the same period in 2004 – a **239 percent increase**. The U.S. Census of Population and Housing, Minnesota Dept. of Education, and the Metropolitan Council continue to dominate the data accessed.

Comment: **Does the Committee have any thoughts to which to attribute this significant increase in activity?**

e) Regional Mailing Label Application: The Regional Mailing Label Application, which relies on data from the Regional Parcel Dataset, became operational earlier this year. The number of address lists created was averaging 4 per month until September, when 39 lists were created in just the first eight days of the month. The application will be promoted in the near future, which is expected to result in an increase in usage.

2) **Downloading and Viewing Organizational Documents**

General Use: The number of visitor sessions at www.metrogis.org has been trending upwards over the past 3-½ years. (See the chart in the Reference Section.). Monthly visitor sessions have almost quadrupled, from just over 2,000 per month in early 2002 to around 8,000 in 2005. Staff believes this is due to: a) the redesign of the website in early 2002, which made navigation more intuitive, and b) exposure in a variety of articles that have been published about MetroGIS, and c) the general increase in awareness of MetroGIS.

Comment: **Does the Committee have any additional thoughts to explain this substantive increase in site usage or about a desired level of activity that should be established as a goal?**

Proposed Reporting Modification: To minimize time spent and to improve accuracy, staff is proposing to modify the web reporting procedures for MetroGIS's informational website www.metrogis.org. This change does not apply to reporting for the DataFinder, which is supported by a newer and more flexible version of WebTrends software.

The problem is with the web reporting software used in conjunction with the NorthStar service operated by the State which hosts MetroGIS's informational website. The DataFinder site is hosted by the Metropolitan Council and is not affected by this proposal. The version of WebTrends used for the NorthStar site does not support non-standard calendar quarters and the option of reporting by the month involves an overly time intensive task relative to the benefit received.

Staff proposes a transition whereby beginning with the December Committee meeting, quarterly reporting comparisons will again be provided (April to June quarter compared with the July to September quarter) but for the two calendar quarters prior to the Committee meeting. The downside with the proposed change is that there will be a two-month lag in the most current reporting period relative the time of the Committee meetings. The information reported is not a critical performance measure and therefore the efficiencies gained are deemed a more important consideration.

Comment: **Does the Committee concur with the proposed procedural change?**

Document Viewing and Downloading Statistics for the last full calendar period (April to June) are as follows:

- Among the most frequently viewed pages on the MetroGIS informational website, www.metrogis.org, were *How to Find Twin Cities Metro Area Data* (968 visits), *Data Standards,*

Guidelines and Best Practices (763 visits), and *Parcel Data* [history/specifications] (615 visits). See the Reference Section for further detail.

- The most frequently downloaded document is MetroGIS's *Business Object Framing Model* (241), followed by *DataFinder Café – Scope of Work* (232), and MetroGIS's *2004 Annual Report* (227). The promotional brochure that accompanied the 2004 Annual Report was downloaded 107 times.

RECOMMENDATION

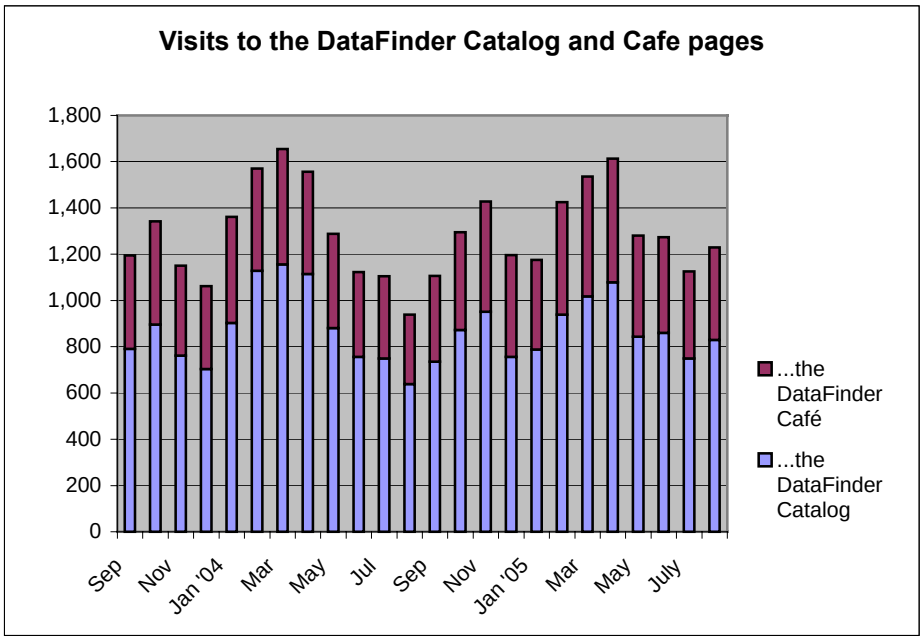
That the Coordinating Committee comment on questions and possible explanations offered by staff in an attempt to explain anomalies in performance measurement statistics for the June - August 2005 reporting period.

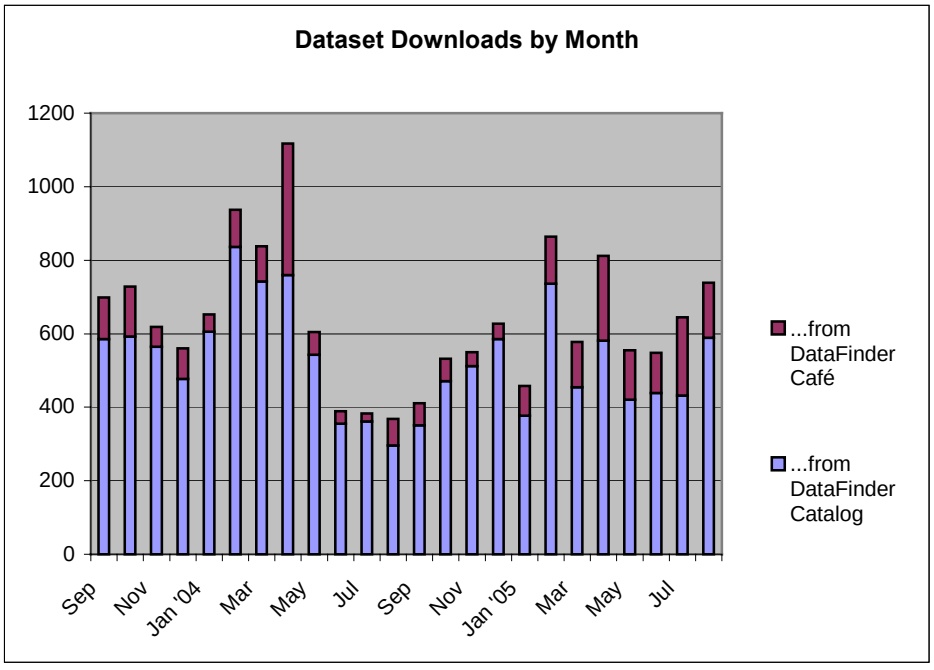
REFERENCE SECTION

PAST COMMITTEE ACTION

1. April 9, 2003, the Coordinating Committee:
   a) Concluded that a formal performance measure report should occur only on an annual basis, with Committee consideration at its December meeting.
   b) Agreed that staff should offer one or more anomalies (good or bad) in the Performance Measure for discussion at each of the Committee's other quarterly meetings for discussion. The results of these quarterly discussions are to be incorporated into the annual report.
2. January 26, 2005: The Policy Board adopted the 2004 Performance measures Report, as recommended by the Coordinating Committee. It is available for viewing and downloading at http://www.metrogis.org/teams/pb/meetings/05_0126/pm.pdf.

EXCERPTS FROM THE PERFORMANCE MEASURES REPORT – JUNE THROUGH AUGUST 2005

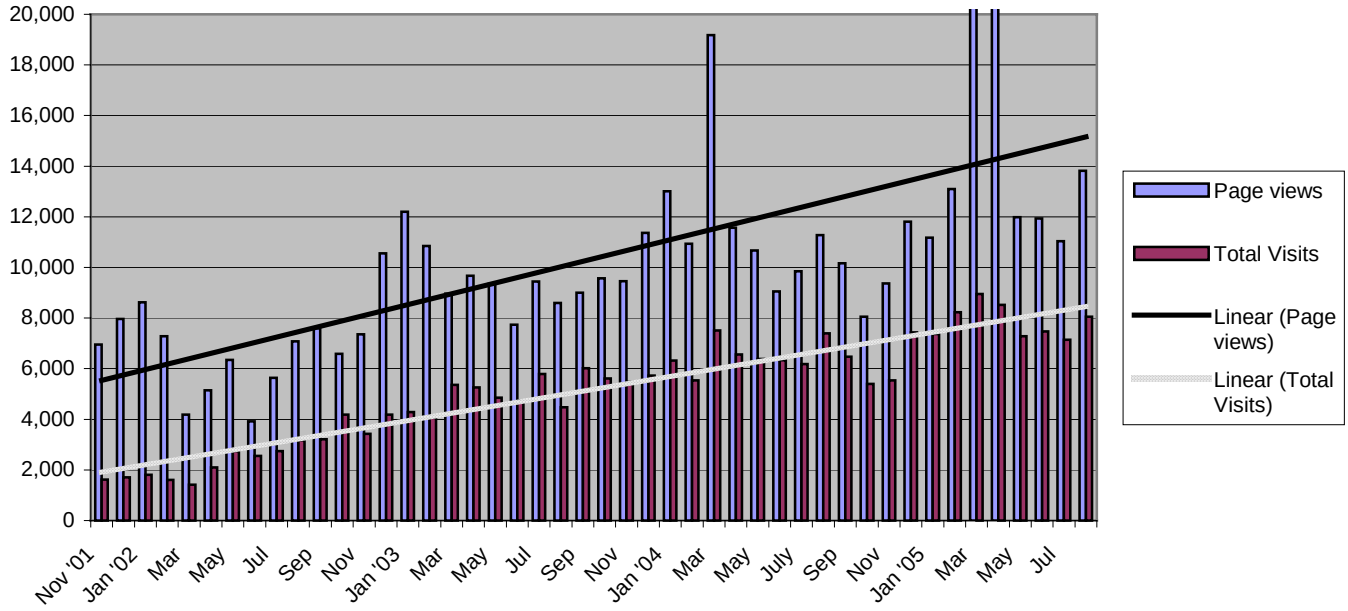




Monthly Usage of General MetroGIS Website
(www.metrogis.org)

The lines labeled "linear" in the chart legend below represent trendlines that Excel calculates using regression analysis. These trendlines give a more accurate representation of the data than would a simple monthly average. Note that page views for March and April exceeded the maximum of 20,000 (roughly 22,000 and 34,000.) However, the trendline seen below is still based on these higher numbers.

www.metrogis.org: Page Views and Total Visits: November 2001 - August 2005



2nd Quarter 2005 Selected Statistics for www.metrogis.org

Ten Most Visited Pages (excluding home page)

1. Organizational Structure of Teams
metrogis.org/teams/org_structure.shtml
1,085 visits

2. How to Find Twin Cities Metro Area data
metrogis.org/data/getdata.shtml
968 visits

3. Guidelines for Working with Address Data
metrogis.org/data/standards/address_guidelines.shtm
799 visits

4. Data Standards, Guidelines and Best Practices
metrogis.org/data/standards/index.shtml
763 visits

5. Web Map Services
metrogis.org/data/web_map_services.shtml
620 visits

6. Parcel Dataset
metrogis.org/data/datasets/parcels/index.shtml
615 visits

7. Annual Reports
about/annual_reports/index.shtml
532 visits

8. Business Planning
metrogis.org/about/business_planning/index.shtml
510 visits

9. About MetroGIS
metrogis.org/about/index.shtml
481 visits

10. About Information Needs and Related Regional Solutions
metrogis.org/data/about/index.shtml
462 visits

Ten Most Downloaded Documents

1. Business Object Modeling - Entity Relationship Diagram
metrogis.org/data/about/bom_erd.pdf
241 downloads

2. DataFinder Café - Scope of Work
metrogis.org/data/datafinder/data_distribution_rfp_scope.pdf
232 downloads

3. 2004 MetroGIS Annual Report
about/annual_reports/ar04.pdf
227 downloads

4. DataFinder Café Functional Requirements Document
metrogis.org/data/datafinder/ieddm_func_req.pdf
191 downloads

5. GIS in Anoka County
metrogis.org/documents/presentations/anoka.pdf
161 downloads

6. Organizational Structure
metrogis.org/about/org_structure.pdf
160 downloads

7. MetroGIS Performance Measurement Plan
metrogis.org/benefits/perf_measure/perf_meas_plan.pdf
125 downloads

8. MetroGIS Operations Guidelines
metrogis.org/about/history/ops_guidelines.pdf
117 downloads

9. 2005 MetroGIS Promotional Brochure
about/annual_reports/05brochure.pdf
107 downloads

10. 2005 Goals and Deliverables
about/ deliver/goals_05.pdf
103 downloads

TO: Coordinating Committee

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

SUBJECT: Google Earth – Possible to Leverage for MetroGIS Community's Needs?

DATE: August 22, 2005
(For Sept 21st Meeting)

INTRODUCTION

This agenda item is targeted to those Committee members who are unaware of or who have not visited Google Earth, Google's new website that provides access to satellite imagery and ocean topography for the entire Earth, without fee. A for-fee version is also available that provides additional functionality.

The purpose of this agenda item is to initiate a dialogue about what, if any, ways the public sector could leverage this and similar private sector endeavors to accomplish geospatial needs of the MetroGIS community. If you have not visited the site, you are encouraged to do so before the Committee meeting. However, do not attempt to use this site without high speed Internet access.

Go to http://earth.google.com to download the client application. Click on "Get Google Earth" (upper-right corner) for a free download of the client application. An icon will be loaded on your desktop to launch the program.

USING GOOGLE EARTH

(The following text has been adapted from the August 2005 issue of *Planning Minnesota*, page 12, written by Cindy Carlsson and Jon Osmond)

....Instead of limiting the user to traditional top-down views of maps or satellite photos, this software wraps satellite photos, varying in resolution, on a three-dimensional model of the Earth's surface, allowing you to view any location from any angle and altitude you wish. With Google Earth you can fly from outer space to your neighborhood - just type in an address and zoom right in, search for schools, parks, restaurants, and hotels. Get driving directions, tilt and rotate the view to see 3D terrain and buildings, save and share your searches and favorites and even add your own annotations. By selecting options from an extensive menu of "layers," you can then add more data themes - outlines of roads and rails, models of buildings in major cities, census and crime statistics, business listings and a growing selection of tidbits shared by other Google Earth users. All these themes are clearly marked and the identifiers include addresses. Google Earth includes 3-D models of buildings in 38 American cities, including downtown Minneapolis and St. Paul. These don't capture any facade details and sometimes mangle the appearance of such structures as the State Capitol, which appears with post rather than a dome, but even these inexact models can help with visualizing the area. The IDS tower is rendered more accurately and flying around downtown Minneapolis and St. Paul can be quite entertaining.

The application starts you off with a view of the world as a blue-and-green sphere in space. The first cue that you're looking at a different sort of atlas comes when you type in a search for a place: Instead of simply jumping to the new location, Google Earth sends you hurtling toward that spot, plummeting faster and faster until you finally, smoothly glide to a halt in the sky above it. At that point, you must wait a moment or two as Google Earth loads the imagery and displays the details of your location. The client application utilizes Web Mapping Service technology to stream the images to your computer screen, the images are, therefore, not stored on your computer….

RECOMMENDATION

Begin a dialogue to identify what, if any, ways the public sector could leverage this and similar private sector endeavors to accomplish geospatial needs of the MetroGIS community.

TO: Coordinating Committee

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

SUBJECT: Project Updates

DATE: September 14, 2005
(For the Sept. 21st meeting)

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

A) 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

The Workgroup has set a self-imposed deadline of submitting a draft outreach white paper to the Coordinating Committee for its consideration at the September meeting. The paper will provide an explanation of the major components of the vision (e.g., rationale, need for local government involvement, database design and proposed web-based application to facilitate capture of occupiable units points). The Workgroup will also present its recommendations and solicit feedback at the Minnesota GIS/LIS Conference this fall. *(Nancy Read, Metropolitan Mosquito Control District, Workgroup Chair)*

MetroGIS has been invited to participate in the URISA/FGDC Street Address Data Standard Effort. Standards defined via the MetroGIS effort were used to facilitate the national discussion. See the related article (approximately halfway down the page) at http://www.urisa.org/pressreleases.htm#URISA%20Leads%20Effort%20to%20Standardize%20National%20Address%20Data for more information. Also see Agenda Item 7D(1) for the call for comments on the recommended standard. The comment deadline is October 3.

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 in September or October, as it would likely play a substantive role in the management of this proposed dataset. MESB unanimously endorsed the vision for the regional street centerline dataset (Item C4, below) earlier this summer.

(2) Existing Land Use

Preparations for a user satisfaction forum are on hold until a date is set for Strategic Directions Workshop. See Item C (below) for more information about this 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

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

a) Data Development and Standards

See Agenda Item 5a. The Workgroup has submitted a submitted a recommendation for the Coordinating Committee consideration. It focuses on a data workflow process and associated

collaborative procedures for assembly of several regional datasets needed to support Emergency Management needs and to provide on-going updating. A flowchart describing the process has been developed as a vehicle to obtain buy-in from each of the seven counties for support the proposed multi-county enterprise framework. The recommendation also includes support of an Internet-based, ArcIMS application for use as an outreach tool.

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 Management data group. They require base map templates for consistent output from county to county. This will be an ongoing process of 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" has been actively working on a regional addressable street centerline solution. Initially, workgroup representatives from the Metropolitan Emergency Services Board, LOGIS, and the Metropolitan Council plan to work with Public Safety Answering Points (PSAPs) in the region to define their needs for data and business rules, and identify local address authorities. They will use that information to define a new standardized centerline product and business rules that will meet the needs of the E911 community as well as the broader needs of MetroGIS members.

That new standard will be reviewed by the rest of the workgroup as well as public data providers in the region. Public data providers that determine they can meet the standard may then volunteer to participate in a one-time conversion/enhancement process to create a pilot product for the entire community. Currently, the workgroup envisions creating and issuing an RFP to create this regional pilot product by combining the public data sources with private data sources. The RFP is tentatively proposed to be published this fall. More information on this workgroup can be found at http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml.

The workgroup is also charged with defining a set of business rules, roles and responsibilities for maintaining the 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.

b) The MetroGIS Roads & Highways technical group has been inactive for several months. A proposal for the goals and procedures of a pilot project to integrate local datasets with

Mn/DOT's LDM was written by staff and issued to the group on January 19th, 2005. To date, no comments or questions have been returned on this proposal. Information about agreed upon goals, expectations, and participant roles can be viewed at http://www.metrogis.org/data/info_needs/highway_roads/index.shtml.

c) There are currently 165 licenses issued to access and use The Lawrence Group's (TLG) Street Centerline Dataset. As of September 8, the types of organizations licensed were as follows:
   - Local gov't: **88**
   - Regional gov't: **11**
   - State/Federal gov't: **22**
   - Academic: **44**

(5) Lakes, Wetlands, etc. (*Robert Maki, MN DNR, Coordinating Committee Liaison*)
A White Paper is in progress towards analyzing gaps between 1997 needs and current developed (or developing) data. A 2006 forum is proposed to affirm needs and to discuss gap analysis in terms of defining a Regional solution. 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, is on hold until the new 2005 infrared imagery is acquired and processed (est. beginning of 2006). The 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 pilot can be viewed at http://www.metrogis.org/teams/workgroups/index.shtml 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).

(6) Land Cover Dataset Enhancements *(Bart Richardson, MN DNR, Regional Custodian)*
The extent of coverage is now up to 71 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 the past year, in response to user feedback, major revisions to the system have been implemented: changed the method for storing attributes, re-worked the manual, improved the ArcView tool, and migrated the final product into a tiled and composite Geodatabase dataset. DNR, the regional custodian, 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 62 licenses issued to access and use the Regional Parcel Dataset. Staff would also like to note that the U.S. Census Bureau is now a licensed user of the dataset. As of September 13, the types of organizations licensed were as follows:
   - Local gov't: **30** (8 added 3rd Party licenses)
   - Regional gov't: **4** (1 added 3rd Party licenses)
   - State/Federal gov't: **11** (1 added 3rd Party licenses)
   - Academic: **17** (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), oversee 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. Their proposal has not yet been officially sanctioned by the MN Department of Health, but was expected to be taken forward to the Department by the end of July. For more information contact Tim Zimmerman at tim.zimmerman@co.hennepin.mn.us or 612-348-0307.

B) NON-GOVERNMENT PROSPECTIVE FORUM AND STRATEGIC DIRECTION WORKSHOP

At the July 27th Policy Board meeting, the Board authorized the Policy Board Chairperson to set a date for the proposed Non-Government Prospective Forum. The afternoon of November 15 has been selected for the Forum. No decision has been made regarding a date for the subsequent Strategic Direction Workshop, other than at least a month should separate the two events to ensure that information obtained from the forum is digested and adequately summarized for discussion at the Workshop.

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

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

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 corporation with the M3D project. The results of this access trial are intended to serve as a pilot for possible consideration of a region-wide 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) Negotiating Access to Approved by Unrecorded Plat Data

On July 27, 2005, the Workgroup received a request from the Address Workgroup (see Item C1) seeking to establish procedures to share approved, but unrecorded, plat information (parcel property lines) with local government to use as a preliminary reference data layer as they assign address point locations for new occupiable units.

This request was in conjunction with the MetroGIS Policy Board's approval in April 2005 of a vision statement for a Regional Occupiable Units Point Database. This vision includes development of a web-based application that communities could use to assign point locations and addresses for occupiable units. (The complete statement can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/05_0427_pbreport.pdf.). After speaking with several county surveyor officials, it was determined that as many as 5 of the 7 counties do not currently support digital version of pre-final plats and as such staff have withdrawn this request.

MetroGIS

Agenda Item 7

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: September 14, 2005
(For the Sept 21st meeting)

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

A) NON-PROFIT MEMBER RESIGNS FORM COMMITTEE

Jeff Corn resigned his position with the Longfellow Community Council effective August 12 to take a new position. On June 29, Jeff was appointed by the Committee to serve is the Non-Profit representative. As his new position is not with a non-profit interest, he has also resigned his seat on the Coordinating Committee.

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

Submitted Articles for Fall 2005 Issue of GIS/LIS Newsletter

One article was submitted for the Fall 2005 issue. The newsletter can be viewed at http://www.mngislis.org/index.htm.

C) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. Metropolitan Emergency Services Board: Moving to GIS-Centric 9-1-1 Location System

On August 10th and 11th, the Metropolitan Emergency Services Board (MESB; formerly the Metropolitan 911 Board) heard two vendor proposals to establish GIS-based data management systems as the foundation for metropolitan 911 response efforts. Based on technical capabilities, the vendors, microData GIS (VT) and Contact One (TX) were the top two finalists for a GIS Data Management RFP issued by the MESB this spring. MESB staff plan to recommend one of the proposals to MESB's Technical Operations Committee by October and to the full Board by November. If approved, implementation would begin immediately.

The MESB's recognition of the need to move to a GIS-based solution could present a watershed opportunity for the broader MetroGIS community. The data management systems under consideration would allow for the various data creators across the metropolitan area to update and share information in a real-time environment, ensuring that the data sets are accurate and available for governmental uses beyond 9-1-1 and emergency response needs, whenever they are needed. The proposed systems could provide a gateway to achieving the two regional solution visions adopted by the Policy Board in April for E911-compliant street centerlines and occupiable units.

Based on the MetroGIS staff evaluations, both vendor solutions comprise most (if not all) of the technology to build and maintain these datasets within the context of their respective visions. The organizational structures of the MESB and MetroGIS also provide the capacity to manage the many participant roles and establish shared funding as a single enterprise. In effect, the MESB could become the regional custodian of the regional street centerline and occupiable unit data solutions - or at least play a principal role in the dataset management. The Metropolitan Council currently serves as the regional custodian for the regional street centerlines, but the data is maintained by The Lawrence Group. MetroGIS staff feels this could be the most wide-reaching opportunity to capture inter-organizational efficiencies through the use of GIS technology in the Twin Cities since the creation of

MetroGIS itself. *(Submitted by Gordon Chinander and Nancy Pollock, Metropolitan Emergency Services Board)*

2. **Minnesota's Open Source Internet MapServer to Receive Governor's Commendation**
Minnesota has developed an outstanding tool for serving maps on the Internet. MapServer is used by hundreds of organizations around the world, perhaps thousand, although it is hard to know because the software is free and available to everyone. Originally developed by Tom Burk and Steve Lime at the University of Minnesota, it is being constantly updated and enhanced by its users. They can do this because all the source code is public. Quoting from one user, "MapServer was seen to outperform ArcIMS [the major commercial package] for rendering the types of images the DataPlace requires, and was chosen as the DataPlace map image rendering engine." The Governor's Commendation award is sponsored by the Minnesota Governor's Council on Geographic Information. It is given at the annual GIS/LIS Conference to outstanding GIS projects that provide benefits to many organizations, not just the sponsoring agency. The Commendation is awarded irregularly, only when an outstanding project is identified. *(Submitted by Will Craig, U of M CURA)*

3. **E-Government Needs Assessment Conducted by Metropolitan Council**
The E-Government Roadmap will be a strategic plan for the development of the Metropolitan Council's website functionality and online services. During the first phase ("visioning") of the project, information and ideas were gathered through fact-finding discussions with 53 people, both internal staff and external stakeholders. Another 101 people provided input through a survey that asked: Can Metropolitan Council services or information be improved with new web features, interfaces, or online services?

   The complete scan identified over 80 opportunities, potential web tools, and solutions to Metropolitan Council service needs. These opportunities and solutions were roughly prioritized to cull out a Top 10 list of e-government opportunities that the Council could pursue over the next few years. A phase 1 report – covering service needs, opportunities identified, decision factors for prioritization, and foundational requirements – was reviewed and approved on June 1 by the Project Review Team.

   The project is now proceeding with phases 2 and 3. These phases involve analysis of technical architecture and foundational prerequisites to e-government; analysis of management process, resources and standards; recommendations; and "conceptual architecture" profiles of three of the Top 10 opportunities carried over from phase 1. The three opportunities selected for "conceptual architecture" profiles are: (1) an enterprise-wide content management system; (2) interactive GIS functionality built into pages and portals, starting with the Metro Transit Trip Planner as a pilot; (3) an Online Regional Planning WebBook. (*Submitted by Todd Graham, Metropolitan Council Research Manager)*

4. **Minnesota 3D Project – Needs Assessment Underway**
Eighteen 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 design a proposed Internet-based application. These results will also likely be valuable to MetroGIS as investigations proceed into development of commonly needed geospatial-based applications.

   M3D community partners have identified community development applications for current work, including data, reporting and presentation needs. These projects, to be completed over the next several months, will influence the online mapping application that the Labor Market Information Office at DEED is developing for M3D. An alpha version will be created by September 2005 and a beta site for testing should be ready by February 2006.

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. " "The centerpiece of this approach is the creation of an online mapping application. With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing." *(Submitted by Will Craig, U of M CURA)*

5. Refinement of Minnesota's Municipal Boundary Adjustment Procedures

The Minnesota Land Management Information Center proposes to refine the state's municipal boundary annexation authorization and documentation procedures in a way that integrates 1) emerging Framework content standards, 2) the Web Feature Services capabilities of Minnesota MapServer software, and 3) the state's GIS coordinating council recommendations for an integrated enterprise solution that serves local, state and federal government needs from a single authoritative source.

Minnesota's municipal boundary changes are managed under the direction of the Office of Administrative Hearings Municipal Boundaries Adjustment Unit. The MBAU originated in 1959 as the Municipal Boundary Commission, the nation's first body of its kind designed to facilitate local incorporation and boundary adjustment questions. MBAU annually processes more than 400 municipal boundary changes. Up-to-date municipal boundary change information is critical to the business needs of all levels of government in every corner of the state. In addition to the legal and orderly transfer of jurisdictional authority among the counties and municipalities affected, annexation transactions affect statutorily required programs in the Departments of Transportation (base map update and federal state aid calculation), Revenue (municipal tax authority domains), and Natural Resources (water permitting), the State Demographer (population estimates), Secretary of State (voting district/precinct changes, polling place locations), State Legislature (redistricting), and Bureau of the Census (TIGER updates).

While the MBAU process effectively satisfies the legal codification of annexation decisions, the process falls short of providing adequate geospatial information to satisfy many of those business requirements. The process deals with legal descriptions of boundary changes, not mapped data. Agencies often duplicate work to convert those legal descriptions to mappable data in both analog and digital form. However, no single organization integrates digital geospatial boundary data for Minnesota and, therefore, no trustworthy source for this important enterprise framework layer is formally recognized.

LMIC is working to address this need in a strategy laid out by the Minnesota Governor's Council on Geographic Information, the state's GIS coordinating body. In its 2004 strategic plan, A Foundation for Coordinated GIS: Minnesota's Spatial Data Infrastructure , the Council recommends a plan that better coordinates the collection, management and distribution of Governmental Unit Boundary data. LMIC is working with the MBAU and the Department of Transportation to introduce rigorous coordinate geometry conversion methodologies to convert legal descriptions of proposed boundary changes to reliable digital geospatial renditions, and then incorporate those spatial data into a statewide framework. The process has been successfully prototyped to provide the Secretary of State with data for the 2004 elections. Partial updates are routinely prepared for the Department of Revenue, but a routinely updated, sustainable municipal boundary database remains an elusive target.

As the ANSI/INCITS Government Boundary Units Framework standards stabilize this year, we propose applying them to the emerging statewide annexation database. Procedures for COGO translations of legal annexation descriptions, currently being tested, will be finalized. LMIC's project team will work with MapServer development staff at the DNR to refine GML creation through MapServer's WFS connector to adhere to all formal standards. Those refinements will be shared with DM Solutions Group; a Canadian firm developing value-added products and services based on open source technologies, most notably, MapServer. LMIC will support current efforts at DNR to document the process of setting up a successful WFS installation. LMIC will work with the Departments of Transportation and a growth edge county government to test the interoperability of that GML expression. The result of this effort will be a WFS-compliant offering of statewide, current and well-documented municipal boundary data. This proposal will leverage work underway at the DNR as part of a 2004 CAP project to refine GML generated from the WFS connector currently provided through Minnesota MapServer and to provide detailed instructions to assist in the transfer of WFS technology. *(Submitted by David Arbeit, Director, Office of Geographic and Demographic Analysis, MN Department of Administration)*

6. County-Based GIS User Group Activities

No updates were received as of the distribution date for this report.

7. Coordinating Committee Members to Receive Polaris Mid-Career Awards.

Rick Gelbmann and Randy Knippel of the MetroGIS Coordinating Committee will honored by the Minnesota GIS/LIS Consortium at their annual conference in St. Cloud on October 4. The Polaris Mid-Career Award is given to three outstanding leaders each year. Polaris, a triple star, provides direction to travelers and provides our state with its motto. Along with Annette Theroux of Walker Minnesota, Gelbmann and Knippel have provided Minnesota with direction and leadership. Gelbmann manages GIS activities for the Metropolitan Council, serves as vice chair of the Governor's Council on Geographic Information, and was a key force in starting MetroGIS. Knippel manages GIS activities for Dakota County, serves as vice chair of the MetroGIS Coordinating Committee, and is leading the Emergency Preparedness Committee for MetroGIS. In addition, Ken Pakarek of LMIC is to receive a Lifetime Achievement Award.) *(Submitted by Will Craig, U of M CURA)*

D) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. Draft National Street Address Data Standard Released for Comment

The Urban and Regional Information Systems Association (URISA) is calling for comments on a recommended Street Address Data Standard. It is important to note that the efforts of the MetroGIS Address and Street Centerline Workgroups, over the past year to define address standards for the MetroGIS community, were submitted to launch this national effort.

The draft standard (117 page document) is available at www.urisa.org/address_data_standard.htm. **The comment period** for this draft standard **will end on October 3, 2005**. A second draft will be posted for comment after the URISA annual conference (October 9-12).

The objective of this effort was to create single street address data standard that consists of four parts: content, classification, quality, and transfer. URISA submitted a formal proposal to the Federal Geographic Data Committee (FGDC) to facilitate this effort, which was accepted by the FGDC. The resulting recommended standard is intended to provide a statement of best practices for defining street address data content and classes, setting standards and tests of street address data quality, and facilitating exchange of street address data files.

The results of this collaborative process will be submitted through the FGDC's formal standards approval process. If they are accepted, the Census Bureau will maintain the standards under the auspices of its duties as theme lead for the Federal Subcommittee on Cultural, Society, and Demographics. According to Mark Kotz, lead staff to the MetroGIS Address Workgroup, the national standard development process was exceptionally well done.

URISA Past President Martha Lombard, GISP and former Board Members Hilary Perkins, GISP and Ed Wells, GISP headed up this effort on URISA's behalf. Additional Core Committee team leaders include Carl Anderson, Anne O'Connor, and Sara Yurman.

URISA For the past six years, URISA has sponsored and organized the annual Street Smart and Address Savvy Conference (endorsed last year by the National Emergency Number Association (NENA), the United States Postal Service (USPS), and the U.S. Census Bureau), covering a broad spectrum of addressing issues and practices. URISA is a USGS Partner and an FGDC Stakeholder.

NENA is a professional association of 7,000 members and 46 chapters dedicated to providing effective and accessible 9-1-1 services for North America. NENA's objectives include the protection of human life, the preservation of property, and the maintenance of general community security are among NENA's objectives.

The FGDC is a long-standing national consortium organized in 1990 by the Office of Management and Budget to facilitate the development of a National Spatial Data Infrastructure (NSDI). Building the NSDI requires partnerships to facilitate the development of technologies, policies, and the sharing of geospatial data throughout all levels of government, the private and non-profit sectors, and the academic community.

2. FY 2006 National Geospatial Programs Office (NGPO) Plan of Action Released

Recently, the NGPO released guidelines for an ambitious, integrated three-part program to substantively move the nation closer to realizing the NSDI vision by June 30, 2006. (The NGPO was created in August 2004 to coordinate, under one director, FGDC, Geospatial One Stop, and The National Map programs.) A summary of the NGPO's plan published in the June 2005 edition of GeoWorld can be viewed at http://geoplace.com/uploads/FeatureArticle/0506gc.asp. The complete plan can be viewed at http://www.metrogis.org/teams/cc/meetings/05_0629/index.shtml.

In short, this ambitious Plan sets forth detailed strategies for: 1) moving toward a national GIS, 2) focusing on "matters and places of national importance" and, 3) concentrating on "management excellence". The Staff Coordinator has asked Ron Wencl, USGS Regional Liaison and member of the Coordinating Committee, to meet with MetroGIS leadership to talk about partnership opportunities that may be appropriate for the MetroGIS community in accordance with this Plan of Action. *(Submitted by Ron Wencl, USGS)*

3. MetroGIS Cited in New Book - Only United States Example

A new book by Dr. Ian Masser, "*GIS Worlds – Creating Spatial Data Infrastructures*", was recently published by ESRI Press. In the Foreword, Jack Dangermond, President of ESRI, states "Dr. Ian Masser's lifelong dedication to geography and his experience in the development of spatial data infrastructure (SDI) is unmatched…" The objective sought by Dr. Ian Masser, through the writing this book, is to provide an "overview of the development of SDI over the past 10-15 years … (*and*) focus on new policy options and institutional structures associated with the formulation and implementation of successful SDI initiatives. The overall scope (of the book) is worldwide, although particular attention is given to developments in the four countries regarded as among the leaders in the field: Australia, Canada, the United Kingdom and the United States."

MetroGIS is the only example highlighted for the United States. Dr. Masser calls attention to several of MetroGIS's core principles: a) reliance upon a consensus decision-making process for all matters fundamental to long-term success, b) powers and resources to develop and sustain MetroGIS are secured through a voluntary, collaborative and cooperative process, and c) active involvement of elected officials representing core stakeholders. He also calls attention to the importance of the Metropolitan's Council's role as primary sponsor, as is the critical role played by each of the

volunteer data custodians. Permission has been requested to copy the excerpt about MetroGIS for viewing by MetroGIS participants.

4. MetroGIS Participants Cited in Article about "White Knights"

Five MetroGIS participants were highlighted in a recent article in the URISA Journal. URISA is an international association of professionals using GIS and other information technologies in state and local government. Its journal is refereed and is considered the best in the field.

The article, "White Knights of the Spatial Data Infrastructure," by William J. Craig is about people who are pushing hard to share data across organizations – beyond what is expected. It is based on interviews with exceptional people in Minnesota. It asks them what they did and why they did it.

Each of their answers is detailed, but the answers can be summarized too. There are three common motivating factors for these white knights:

1. **Idealism:** They think better data makes better decisions.
2. **Enlightened self-interest:** Making their data available helps them and their organizations.
3. **Peer support:** They live in a professional environment that honors data sharing.

Among those interviewed were: Randall (Randy) Johnson, MetroGIS Staff Coordinator; David Arbeit, former chair of the Coordinating Committee, and Larry Charboneau, Les Maki and Gary Stevenson, former members of the Coordinating Committee. The author of the article, Will Craig, is a former chair of the Coordinating Committee.

To access the full article, see http://www.urisa.org/Journal/Vol16No2/Craig.pdf. and at http://www.cura.umn.edu/reporter/05-Summ/Craig.pdf *(Submitted by Will Craig, U of M CURA)*

5. Public Participation GIS Conference held in Cleveland

Non-profits and community-based organizations are increasingly using GIS to support their activities. Each year an international conference provides an opportunity to share experiences and learn from each other. The fourth annual conference was held in Cleveland, OH from July 31 to August 2. Will Craig, U of M CURA and MetroGIS Coordinating Committee, was on the conference committee and attended along with Jeff Matson, from the M3D project at the U of M. New breakthroughs are providing better access to data and maps over the Internet. One noteworthy story highlighted a Camden, NJ organization that is training high school kids from an area with high dropout rates to run a GIS and Internet service bureau; the organization is delivering quality products to clients and has moved 30 of its students into college. Conference proceedings will be available on CD soon. *(Submitted by Will Craig, U of M CURA)*

Approved On
December 14, 2005

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 313
September 21, 2005

1. CALL TO ORDER

Chairperson Read called the meeting to order at 1:05 p.m. and asked the members to introduce themselves.

Members Present: *Cities*: Steve Lorbach (AMM: core cities - City of St. Paul); *Counties*: Dave Drealan (Carver), Randy Knippel (Dakota), Scott Simmer (Hennepin), John Slusarczyk (Anoka), David Claypool (Ramsey) and Jane Harper (Washington); *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission); Rick Gelbmann and Mark Vander Schaaf (shared seat - Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Schools:* Dick Carlstrom (TIES); *Special Expertise*: Brad Henry (URS Corp.); *State*: David Arbeit (LMIC), Joella Givens (Mn/DOT) and Robert Maki (DNR); *Utilities*: Al Laumeyer (CenterPoint Energy).

Members Absent: *Academics*: Will Craig (U of M); *Business Geographics*: Chet Harrison (CB Richard Ellis); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Jim Hentges (Scott); GIS *Consultants*: Terese Rowekamp (Rowekamp Associates); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), *Non-Profits*: [vacant]; *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District).

Support Staff: Mike Dolbow, Steve Fester, Randall Johnson, and Mark Kotz

2. ACCEPT AGENDA

Henry moved and Givens seconded to approve the agenda, subject to hearing Item 5c following Item 5a and to hear the DataFinder Update proposal prior to the other two Project Updates under Item 5b. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Givens moved and Henry seconded to approve the summary for the Committee's June 29, 2005 meeting as submitted. Motion carried, ayes all.

4. SUMMARY OF JULY 27th POLICY BOARD MEETING

Chairperson Read summarized actions of most importance considered by the Policy Board at its July 27, 2005 meeting. She noted that several testimonials from Board members citing benefits realized from MetroGIS's existence were given following a comment that the Metropolitan Council was in the process of conducting an internal program evaluation of MetroGIS.

5. ACTION AND DISCUSSION ITEMS

a) Emergency Preparedness – Regional Solution Recommendation

Knippel provided an overview of the Emergency Preparedness Workgroup's recommended internal regional solution as presented in the agenda materials, including the process used by the workgroup to define the proposed solution, proposed data creation and refinement roles that would be shared by the counties, regional data themes that were developed to test the proposed solution and others that will be added as the solution matures, and the website that the solution relies upon to provide access to the various EP datasets that will be part of the envisioned solution.

In response to a question from Maki as to whether any of the subject regional data themes are currently operational, Knippel commented that the seven counties have decided among themselves the "theme manager" role assignment for each of the 14 data themes associated with the Strategic National Stockpile requirements; the web application for providing access is operational on the Council's server that supports

DataFinder; numerous additional data needs have been identified and are listed in the agenda materials; and a web-based method has been implemented by the workgroup to track progress toward fulfilling each of the data needs across all seven counties.

Vander Schaaf commented, and the group concurred, that he would like to see: 1) the list of endorsements from the Emergency Management community expand quickly, 2) a transition begin as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community and 3) periodic updates from the workgroup as the interim solution is tested and refined.

Bitner asked if the proposed plan includes incorporating Emergency Preparedness related data that is managed by organizations other than the counties, such as weather and climate data produced by NOAA. Knippel responded that the current focus is on building a base map that is consistent across the seven counties from data typically produced by local government. As the initial focus is achieved and as working relationships are established beyond local government additional data opportunities can be explored.

Harper stated that emergency management services (EMS) officials need to eventually assume leadership roles but also concurred with the workgroup's strategy to build something that can be used to demonstrate how efficiencies can be improved. She emphasized that a window of opportunity currently exists, due to concerns raised by the recent hurricane disasters, to reach out to a higher level of EMS officials regarding desired refinements to the proposed the interim solution; refinements that could expedite development of applications and resources that utilize GIS technology during an emergency.

In response to a comment from Henry, the group concurred that the workgroup should incorporate a couple of examples into the presentation to the Policy Board to help the Board members understand how implementation of the interim solution is expected to benefit the Emergency Management community.

Wencl commented that he strongly supports the proposal because it is totally in line with the vision of the National Map and other federal geospatial initiatives that rely upon aggregation of local data. He also cautioned that the proposal represents a good deal of effort on the part of local officials to accomplish the stated goals. Wencl's comment led to a general discussion about the perceived value of the GIS community's efforts by the Minnesota Office of Homeland Security and Emergency Management (HSEM), given that its Executive Director, Daniel Johnson, has accepted appointment as co-chair of the Emergency Management Committee of the Governor's Council on Geographic Information.

Laumeyer commented that he is surprised by the apparent disconnect in understanding by local emergency managers of existing GIS capabilities as described by Knippel. Harper also asked that the group not assume that each of the county GIS units is well respected, understood, and a go-to for resources, noting that much needs to be accomplished to achieve these attributes in Washington County.

Prior to voting on the proposal, the group agreed that the report to the Policy Board should clearly state which counties have agreed to their designated Regional Theme Manager Role(s) and that the column labeled "owner" in the table listing the various data needs should be changed to Regional Theme Manager. The report should also communicate that organizations other than counties are involved and to name a few examples.

Motion:

Henry moved and Givens seconded that the Coordinating Committee:

1) Endorse the recommended strategy as described in the Workgroup's Project Report included in the materials as an interim solution to emergency preparedness information needs, including the Workgroup assuming the role of regional custodian, subject to the Workgroup:
   a) Modifying the label "Owner" to "Regional Theme Manager" in the matrix of data listings,

b) Taking appropriate measures to ensure that the list of endorsements from the Emergency Management community expands quickly,
c) 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
d) Providing the Coordinating Committee with periodic updates as the interim solutions is tested and refined.

2) Recommend that the Policy Board endorse the Workgroup's proposed interim solution and encourage the leadership of each county to commit to its support and any desired further refinement, subject to communicating to the Board that organizations other than counties are involved and that providing a few examples to assist the Board members in understanding the type of benefit expected to be realized by the emergency community from participating in the proposed solution.

Motion carried, ayes all.

c) Procedures – Conducting Business Between Meetings

Chairperson Read summarized the circumstances that led to adding this item to the agenda as outlined in the agenda materials.

Harper commented that when she served as the Chair of the Coordinating Committee, decision making between meetings via email occurred on a couple of occasions. She stated that as long as sufficient time is given for responses, it continues to be important to have a procedure in place to accommodate decisions that are needed between meetings since the Committee only meets on a quarterly basis.

The Committee concurred with Harper's support of maintaining a between-meeting decision option and agreed that three working days is a sufficient response period. It was also agreed that the subject line for the email correspondence should have a standard "flag", the decision must be urgent in the opinion of the Chair and standard quorum requirements must be satisfied. In addition, a follow-up message is to be sent to the Committee stating the results of the vote and the course of action to follow.

The Chair and the Staff Coordinator were asked to prepare an amendment to MetroGIS's Operating Procedures for Committee consideration at its December meeting.

b) Regional GIS Project Proposal Updates

(1) DataFinder Upgrade

Kotz summarized the results of the Workgroup's investigation and methodology used, recommended functional priorities for the Committee's review and comment, and recommended courses of action to achieve the priority functions, as outlined in the a handout given to the Committee at the meeting (see Attachment A). Maki, a member of the Workgroup, commented that DataFinder Café was ahead of its time and as such some of its functionality underutilized. The recommended option provided sufficient functionality for the community's current needs, as well as, adequate flexibility to grow as the need is identified.

Arbeit asked if the Workgroup had taken into account resources available from LMIC in its deliberation of options. Kotz confirmed that the Workgroup is aware of these resources and that as the design specifics are finalized they will be taken into consideration.

The group did not modify the list of functional priorities proposed by the Workgroup but Harper commented, and the group concurred, that the objective should be to select an option that goes as deep into the list of functional priorities as possible, leveraging all available resources. The Committee also agreed with the Workgroup that the specific hardware and software solutions needed to achieve specified functionality should be decided by DataFinder's custodian organization, with the assumption that DataFinder will continue to be hosted by the Metropolitan Council.

Motion: Arbeit moved and Wencl seconded to:

a) Accept the functional priorities as recommended by the Workgroup (see Attachment A)
b) Accept the Workgroup's recommendation that the Metropolitan Council, serving in its capacity as custodian of the DataFinder application, be permitted to choose between design options 2a-2d with the following understandings: a) the final solution achieves as many of the identified functional priorities as possible, b) all available resources (internal and external) are leveraged and c) the required hardware and software are compatible with the Council's internal needs.

Motion carried, ayes all.

(2) Common Web Application

Knippel summarized update information provided in a handout that he gave to the Committee at the meeting (see Attachment B). He stressed that the intent of this proposed pilot project is to document whether multi-party collaboration to develop and maintain commonly needed web-based geospatial applications improves efficiencies. He explained the: a) target audience for the application as the general public, b) process used to develop the bid specifications, c) intention to receive 2-3 qualified bids from competing vendors, and d) intention to involve all affected parties in the selection process. He commented that the project has stimulated application-related dialogue that had not previously occurred, which the Workgroup perceives as a major benefit of project thus far.

Knippel noted, speaking as the Dakota County GIS Coordinator, that the proposed collaborative model will have more initial overhead than developing the application on their own but that in the long run he is confident that the collaborative arrangement will enable participants to share costs and expertise.

In response to a question from Henry concerning an explanation of the difference between the functionality associated with the proposed DataFinder upgrade and the proposed Common Web Application, Knippel clarified that the proposed common web application is not intended to serve as a data access tool, as is DataFinder, but rather the common web application would limit the user to queries of the source data for specified information supported by the application.

Vander Schaaf asked for clarification about the regional purpose since not all of the counties would be participating, given Hennepin County notice that they would not be participating. Harper commented that the purpose of this pilot project is to evaluate benefits that can be gained from collaboration, which does not necessarily mean all seven counties need to participate. She asked the group to reflect on early strategies employed by MetroGIS to build trust and cooperation and that eventually all seven counties did achieve a common policy regarding access to parcel data. She stated that, as with parcel data, not all of the counties are in the same place regarding geospatial application development and that this proposal is an excellent way to began to build the environment necessary to achieve greater consistency over time.

Simmer noted that Hennepin County was concerned that the proposal calls for public access to parcel data, which led to the writing of the letter referenced above, and was seen as a potential conflict with their NAZCA installation. County staff believes the proposed functionality is provided by NAZCA, and therefore they see no benefit from participating.

Claypool raised a concern that the vendor that developed Ramsey County's web application that has similar functionality to that proposed via this project was not aware of this project until only recently. The Staff Coordinator asked Claypool if he had reviewed the proposed design specification and if he felt that were skewed to favor any particular vendor. Claypool commented that the proposed design specifications are fine and repeated his concern that a bids need to sought from a broad field of qualified vendors.

Chairperson Read asked for permission to extend the meeting until approximately 3:30 p.m. Permission was granted.

Bitner asked if the Workgroup would be willing to consider a non-ArcIMS solution. Knippel commented that there is no intention of ruling out possible cost-effective solutions. The assumption is that an ESRI-based solution would be the most cost-effective because each county with an IMS implementation utilizes an ESRI software platform and another is planning to install one in 2007.

Drealan suggested that the Committee separate data access concerns from the general concept of investigating efficiencies that can be achieved by collaborating to develop and support commonly needed web applications. He stated that Carver County is in favor of pursuing the pilot because they are convinced that significant efficiency benefits are possible while enhancing their current e-government capabilities. Harper concurred and emphasized that the project should not be viewed as an all or nothing prospect and that development of a framework and incremental implementation has been proven to be an effective approach in the past. She reiterated that she is troubled by the thought that if only five counties are currently willing to participate that the project might not proceed. Knippel reiterated that the goal is to define ways to leverage resources with the understanding that not everyone is in the same place now but that over time greater cooperation is possible if a framework is in place. Henry concurred that a policy to collaboratively pursue support of common application needs is sound.

Maki reaffirmed that the pilot project goal to investigate efficiencies that can be achieved through collaborative design and support of commonly needed applications has a greater purpose than access policy related to any particular data proposed to be accessible via the application.

In response to a comment about the timeframe for securing funding for this pilot project, Vander Schaaf stated that a carry over of the subject funding into 2006 should not be ruled out and that moving slowly to thoroughly evaluate all aspects of the project would be viewed more favorably than rushing the project to meet a year-end budget deadline.

Motion:
Drealan moved and Harper seconded to:

a) Assign the matter of data access policy, in particular pertaining to parcel data, to another workgroup (tentatively the County Data Producers Workgroup) and limit the Common Web Application Workgroup's efforts to investigation of the efficiencies associated with pursuing a collaborative solution to design and support of commonly needed geospatial applications. The Chair and Staff Coordinator were also encouraged to engage in the access policy dialogue and to keep the Committee apprised of progress made to address the issue.
b) Direct the Workgroup is seek out bids from qualified vendors, evaluate the bids, and share the results with the Committee at its December meeting, with the understanding that no commitment has been made concerning access to licensed data or to spending pilot project funding at this point.

Motion carried, ayes all, with Vander Schaaf/Gelbmann abstaining.

(3) Fill in Missing Regional Parcel Data Attributes
There was no discussion of topic at the meeting due to lack of time.
(Editor's note: The proposer is no longer requesting funds for a forum(s) to explore possibilities with each county. The initial proposal requested $500 for this purpose in 2005. Rather, the proposer plans to conduct interviews onsite with county staff to document the current situation in each county regarding Regional Parcel Data attributes that are yet not populated. The proposer will then offer alternatives compatible with the various county situations.

d) GIS Demonstration Topic for October Policy Board Meeting

Henry suggested that the Committee consider demonstrating the Pictrometry product to the Board at its October meeting. Chairperson Read suggested consideration of the website associated with the Emergency Preparedness interim solution. After hearing a short presentation form Gelbmann about the Natural Resources Atlas that was recently developed by the Metropolitan Council, the group concluded that it was a better fit in terms of demonstrating the benefits of data sharing. It was agreed that Pictrometry should be added to the list of options for future consideration.

(Editor's note: Policy Board Chair Reinhardt requested the Emergency Preparedness Workgroup to utilize the website cited above to help the Board members better understand the expected benefits of the proposed regional solution.)

e) Preliminary 2006 Major Program Objectives

Chairperson Read summarized staff's suggestion to maintain the same program objectives for 2006 as in 2005 until the pending Strategic Directions Workshop is held, which is tentatively anticipated to occur in spring 2006.

Motion: Givens moved and Maki seconded to maintain the status quo in terms of 2006 work programming until the proposed MetroGIS Strategic Directions Workshop is held. Motion carried, ayes all.

f) Quarterly Performance Measures Anomaly Report

Due to a lack of time there was no discussion of this item than to accept staff's request to modify the reporting period for document download metric related to performance measurement. The modified policy permits use of reporting based upon standard calendar quarters or metrics which results in data that will be two months old by the time the Committee sees the report.

g) Google Earth – Possible to Leverage for MetroGIS Community's Needs?

Due to a lack of time there was no discussion of this item.

6. PROJECT UPDATES

There was no other discussion of this report due to a lack of time.

7. INFORMATION SHARING

There was no discussion of this report due to a lack of time.

8. NEXT SCHEDULED MEETING

December 14, 2005, 1:00-3:00 p.m.

9. ADJOURN

The meeting adjourned at 3:49 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

December 14, 2005

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street on Empire)

12:30 to 3:00 p.m. *(3:30 p.m. if needed)*
See directory in lobby for meeting room location.

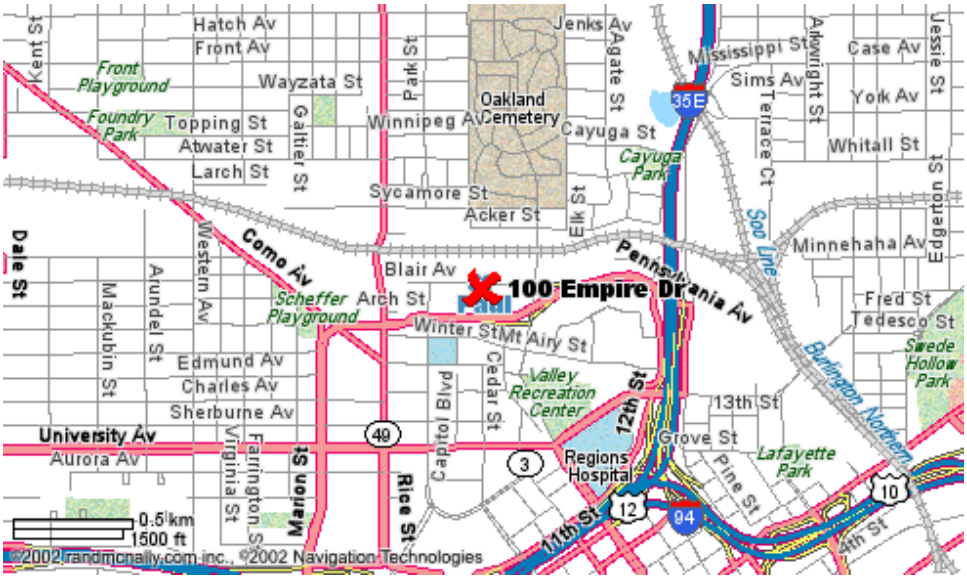
			Page
1.	**Call to Order**		
2.	**Approve Agenda**	***action***	
3.	**Approve Meeting Summary**		
	a) September 21, 2005	***action***	**1**
4.	**Summary of October 19th Policy Board Meeting**		**7**
5.	**Action and Discussion Items:**		
	a) Election of Officers	***action***	**8**
	b) Metropolitan Council's Program Evaluation and Audit of MetroGIS		**10**
	c) Modification to Operating Guidelines – Decision Making Between Meetings	***action***	**11**
	d) 2005 Major Accomplishments and Annual Report Theme	***action***	**14**
	e) 2006 Meeting Schedule	***action***	**21**
	f) Non-Profit Representative Seat on Committee	***action***	**22**
	g) GIS Demonstration for January Policy Board meeting	***action***	**23**
	h) Regional GIS Program Guidelines for 2006	***action***	**26**
	i) Preparations for Pending Strategic Directions Workshop		**29**
	j) Annual Performance Measures Report	***action***	**36**
6.	**Project Updates:**		**37**
	a) 2006 MetroGIS Program Objectives (*Status quo until following Strategic Directions Workshop*)		
	b) Results of Non-Government Prospective Workgroup and Next Steps		
	c) Regional GIS Project Proposals		
	d) Priority Business Information Need Solutions and User Satisfaction Forums		
	e) County Data Producer Workgroup Activities		
	f) View-Only, Web-based Access Policy for Parcel Data		
7.	**Information Sharing:**		**45**
	a) Presentations / Outreach / Studies		
	b) Metro and State Geospatial Initiatives Update		
	c) Federal Geospatial Initiatives Update		
	d) County-based GIS User Group Activity Update		
8.	**Next Meeting**		
	March xx, 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 readily usable."

How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-94 westbound -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Northbound -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Southbound -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

See www.mcit.org for more information

Approved On
(Draft)

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 313
September 21, 2005

1. CALL TO ORDER

Chairperson Read called the meeting to order at 1:05 p.m. and asked the members to introduce themselves.

Members Present: *Cities*: Steve Lorbach (AMM: core cities - City of St. Paul); *Counties*: Dave Drealan (Carver), Randy Knippel (Dakota), Scott Simmer (Hennepin), John Slusarczyk (Anoka), David Claypool (Ramsey) and Jane Harper (Washington); *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission); Rick Gelbmann and Mark Vander Schaaf (shared seat - Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Schools:* Dick Carlstrom (TIES); *Special Expertise*: Brad Henry (URS Corp.); *State*: David Arbeit (LMIC), Joella Givens (Mn/DOT) and Robert Maki (DNR); *Utilities*: Al Laumeyer (CenterPoint Energy).

Members Absent: *Academics*: Will Craig (U of M); *Business Geographics*: Chet Harrison (CB Richard Ellis); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Jim Hentges (Scott); GIS *Consultants*: Terese Rowekamp (Rowekamp Associates); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), *Non-Profits*: [vacant]; *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District).

Support Staff: Mike Dolbow, Steve Fester, Randall Johnson, and Mark Kotz

2. ACCEPT AGENDA

Henry moved and Givens seconded to approve the agenda, subject to hearing Item 5c following Item 5a and to hear the DataFinder Update proposal prior to the other two Project Updates under Item 5b. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Givens moved and Henry seconded to approve the summary for the Committee's June 29, 2005 meeting as submitted. Motion carried, ayes all.

4. SUMMARY OF JULY 27th POLICY BOARD MEETING

Chairperson Read summarized actions of most importance considered by the Policy Board at its July 27, 2005 meeting. She noted that several testimonials from Board members citing benefits realized from MetroGIS's existence were given following a comment that the Metropolitan Council was in the process of conducting an internal program evaluation of MetroGIS.

5. ACTION AND DISCUSSION ITEMS

a) Emergency Preparedness – Regional Solution Recommendation

Knippel provided an overview of the Emergency Preparedness Workgroup's recommended internal regional solution as presented in the agenda materials, including the process used by the workgroup to define the proposed solution, proposed data creation and refinement roles that would be shared by the counties, regional data themes that were developed to test the proposed solution and others that will be added as the solution matures, and the website that the solution relies upon to provide access to the various EP datasets that will be part of the envisioned solution.

In response to a question from Maki as to whether any of the subject regional data themes are currently operational, Knippel commented that the seven counties have decided among themselves the "theme manager" role assignment for each of the 14 data themes associated with the Strategic National Stockpile requirements; the web application for providing access is operational on the Council's server that supports

DataFinder; numerous additional data needs have been identified and are listed in the agenda materials; and a web-based method has been implemented by the workgroup to track progress toward fulfilling each of the data needs across all seven counties.

Vander Schaaf commented, and the group concurred, that he would like to see: 1) the list of endorsements from the Emergency Management community expand quickly, 2) a transition begin as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community and 3) periodic updates from the workgroup as the interim solution is tested and refined.

Bittner asked if the proposed plan includes incorporating Emergency Preparedness related data that is managed by organizations other than the counties, such as weather and climate data produced by NOAA. Knippel responded that the current focus is on building a base map that is consistent across the seven counties from data typically produced by local government. As the initial focus is achieved and as working relationships are established beyond local government additional data opportunities can be explored.

Harper stated that emergency management services (EMS) officials need to eventually assume leadership roles but also concurred with the workgroup's strategy to build something that can be used to demonstrate how efficiencies can be improved. She emphasized that a window of opportunity currently exists, due to concerns raised by the recent hurricane disasters, to reach out to a higher level of EMS officials regarding desired refinements to the proposed the interim solution; refinements that could expedite development of applications and resources that utilize GIS technology during an emergency.

In response to a comment from Henry, the group concurred that the workgroup should incorporate a couple of examples into the presentation to the Policy Board to help the Board members understand how implementation of the interim solution is expected to benefit the Emergency Management community.

Wencl commented that he strongly supports the proposal because it is totally in line with the vision of the National Map and other federal geospatial initiatives that rely upon aggregation of local data. He also cautioned that the proposal represents a good deal of effort on the part of local officials to accomplish the stated goals. Wencl's comment led to a general discussion about the perceived value of the GIS community's efforts by the Minnesota Office of Homeland Security and Emergency Management (HSEM), given that its Executive Director, Daniel Johnson, has accepted appointment as co-chair of the Emergency Management Committee of the Governor's Council on Geographic Information.

Laumeyer commented that he is surprised by the apparent disconnect in understanding by local emergency managers of existing GIS capabilities as described by Knippel. Harper also asked that the group not assume that each of the county GIS units is well respected, understood, and a go-to for resources, noting that much needs to be accomplished to achieve these attributes in Washington County.

Prior to voting on the proposal, the group agreed that the report to the Policy Board should clearly state which counties have agreed to their designated Regional Theme Manager Role(s) and that the column labeled "owner" in the table listing the various data needs should be changed to Regional Theme Manager. The report should also communicate that organizations other than counties are involved and to name a few examples.

Motion:

Henry moved and Givens seconded that the Coordinating Committee:

1) Endorse the recommended strategy as described in the Workgroup's Project Report included in the materials as an interim solution to emergency preparedness information needs, including the Workgroup assuming the role of regional custodian, subject to the Workgroup:
   a) Modifying the label "Owner" to "Regional Theme Manager" in the matrix of data listings,

b) Taking appropriate measures to ensure that the list of endorsements from the Emergency Management community expands quickly,
c) 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
d) Providing the Coordinating Committee with periodic updates as the interim solutions is tested and refined.

2) Recommend that the Policy Board endorse the Workgroup's proposed interim solution and encourage the leadership of each county to commit to its support and any desired further refinement, subject to communicating to the Board that organizations other than counties are involved and that providing a few examples to assist the Board members in understanding the type of benefit expected to be realized by the emergency community from participating in the proposed solution.

Motion carried, ayes all.

c) Procedures – Conducting Business Between Meetings

Chairperson Read summarized the circumstances that led to adding this item to the agenda as outlined in the agenda materials.

Harper commented that when she served as the Chair of the Coordinating Committee, decision making between meetings via email occurred on a couple of occasions. She stated that as long as sufficient time is given for responses, it continues to be important to have a procedure in place to accommodate decisions that are needed between meetings since the Committee only meets on a quarterly basis.

The Committee concurred with Harper's support of maintaining a between-meeting decision option and agreed that three working days is a sufficient response period. It was also agreed that the subject line for the email correspondence should have a standard "flag", the decision must be urgent in the opinion of the Chair and standard quorum requirements must be satisfied. In addition, a follow-up message is to be sent to the Committee stating the results of the vote and the course of action to follow.

The Chair and the Staff Coordinator were asked to prepare an amendment to MetroGIS's Operating Procedures for Committee consideration at its December meeting.

b) Regional GIS Project Proposal Updates

(1) DataFinder Upgrade

Kotz summarized the results of the Workgroup's investigation and methodology used, recommended functional priorities for the Committee's review and comment, and recommended courses of action to achieve the priority functions, as outlined in the a handout given to the Committee at the meeting (see Attachment A). Maki, a member of the Workgroup, commented that DataFinder Café was ahead of its time and as such some of its functionality underutilized. The recommended option provided sufficient functionality for the community's current needs, as well as, adequate flexibility to grow as the need is identified.

Arbeit asked if the Workgroup had taken into account resources available from LMIC in its deliberation of options. Kotz confirmed that the Workgroup is aware of these resources and that as the design specifics are finalized they will be taken into consideration.

The group did not modify the list of functional priorities proposed by the Workgroup but Harper commented, and the group concurred, that the objective should be to select an option that goes as deep into the list of functional priorities as possible, leveraging all available resources. The Committee also agreed with the Workgroup that the specific hardware and software solutions needed to achieve specified functionality should be decided by DataFinder's custodian organization, with the assumption that DataFinder will continue to be hosted by the Metropolitan Council.

Motion: Arbeit moved and Wencl seconded to:

a) Accept the functional priorities as recommended by the Workgroup (see Attachment A)
b) Accept the Workgroup's recommendation that the Metropolitan Council, serving in its capacity as custodian of the DataFinder application, be permitted to choose between design options 2a-2d with the following understandings: a) the final solution achieves as many of the identified functional priorities as possible, b) all available resources (internal and external) are leveraged and c) the required hardware and software are compatible with the Council's internal needs.

Motion carried, ayes all.

(2) Common Web Application

Knippel summarized update information provided in a handout that he gave to the Committee at the meeting (see Attachment B). He stressed that the intent of this proposed pilot project is to document whether multi-party collaboration to develop and maintain commonly needed web-based geospatial applications improves efficiencies. He explained the: a) target audience for the application as the general public, b) process used to develop the bid specifications, c) intention to receive 2-3 qualified bids from competing vendors, and d) intention to involve all affected parties in the selection process. He commented that the project has stimulated application-related dialogue that had not previously occurred, which the Workgroup perceives as a major benefit of project thus far.

Knippel noted, speaking as the Dakota County GIS Coordinator, that the proposed collaborative model will have more initial overhead than developing the application on their own but that in the long run he is confident that the collaborative arrangement will enable participants to share costs and expertise.

In response to a question from Henry concerning an explanation of the difference between the functionality associated with the proposed DataFinder upgrade and the proposed Common Web Application, Knippel clarified that the proposed common web application is not intended to serve as a data access tool, as is DataFinder, but rather the common web application would limit the user to queries of the source data for specified information supported by the application.

Vander Schaaf asked for clarification about the regional purpose since not all of the counties would be participating, given Hennepin County notice that they would not be participating. Harper commented that the purpose of this pilot project is to evaluate benefits that can be gained from collaboration, which does not necessarily mean all seven counties need to participate. She asked the group to reflect on early strategies employed by MetroGIS to build trust and cooperation and that eventually all seven counties did achieve a common policy regarding access to parcel data. She stated that, as with parcel data, not all of the counties are in the same place regarding geospatial application development and that this proposal is an excellent way to began to build the environment necessary to achieve greater consistency over time.

Simmer noted that Hennepin County was concerned that the proposal calls for public access to parcel data, which led to the writing of the letter referenced above, and was seen as a potential conflict with their NAZCA installation. County staff believes the proposed functionality is provided by NAZCA, and therefore they see no benefit from participating.

Claypool raised a concern that the vendor that developed Ramsey County's web application that has similar functionality to that proposed via this project was not aware of this project until only recently. The Staff Coordinator asked Claypool if he had reviewed the proposed design specification and if he felt that were skewed to favor any particular vendor. Claypool commented that the proposed design specifications are fine and repeated his concern that a bids need to sought from a broad field of qualified vendors.

Chairperson Read asked for permission to extend the meeting until approximately 3:30 p.m. Permission was granted.
Bitter asked if the Workgroup would be willing to consider a non-ArcIMS solution. Knippel commented that there is no intention of ruling out possible cost-effective solutions. The assumption is that an ESRI-based solution would be the most cost-effective because each county with an IMS implementation utilizes an ESRI software platform and another is planning to install one in 2007.

Drealan suggested that the Committee separate data access concerns from the general concept of investigating efficiencies that can be achieved by collaborating to develop and support commonly needed web applications. He stated that Carver County is in favor of pursuing the pilot because they are convinced that significant efficiency benefits are possible while enhancing their current e-government capabilities. Harper concurred and emphasized that the project should not be viewed as an all or nothing prospect and that development of a framework and incremental implementation has been proven to be an effective approach in the past. She reiterated that she is troubled by the thought that if only five counties are currently willing to participate that the project might not proceed. Knippel reiterated that the goal is to define ways to leverage resources with the understanding that not everyone is in the same place now but that over time greater cooperation is possible if a framework is in place. Henry concurred that a policy to collaboratively pursue support of common application needs is sound.

Maki reaffirmed that the pilot project goal to investigate efficiencies that can be achieved through collaborative design and support of commonly needed applications has a greater purpose than access policy related to any particular data proposed to be accessible via the application.

In response to a comment about the timeframe for securing funding for this pilot project, Vander Schaaf stated that a carry over of the subject funding into 2006 should not be ruled out and that moving slowly to thoroughly evaluate all aspects of the project would be viewed more favorably than rushing the project to meet a year-end budget deadline.

Motion:
Drealan moved and Harper seconded to:
a) Assign the matter of data access policy, in particular pertaining to parcel data, to another workgroup (tentatively the County Data Producers Workgroup) and limit the Common Web Application Workgroup's efforts to investigation of the efficiencies associated with pursuing a collaborative solution to design and support of commonly needed geospatial applications. The Chair and Staff Coordinator were also encouraged to engage in the access policy dialogue and to keep the Committee apprised of progress made to address the issue.
b) Direct the Workgroup is seek out bids from qualified vendors, evaluate the bids, and share the results with the Committee at its December meeting, with the understanding that no commitment has been made concerning access to licensed data or to spending pilot project funding at this point.

Motion carried, ayes all, with Vander Schaaf/Gelbmann abstaining.

(3) Fill in Missing Regional Parcel Data Attributes
There was no discussion of topic at the meeting due to lack of time.
(Editor's note: The proposer is no longer requesting funds for a forum(s) to explore possibilities with each county. The initial proposal requested $500 for this purpose in 2005. Rather, the proposer plans to conduct interviews onsite with county staff to document the current situation in each county regarding Regional Parcel Data attributes that are yet not populated. The proposer will then offer alternatives compatible with the various county situations.

d) GIS Demonstration Topic for October Policy Board Meeting

Henry suggested that the Committee consider demonstrating the Pictrometry product to the Board at its October meeting. Chairperson Read suggested consideration of the website associated with the Emergency Preparedness interim solution. After hearing a short presentation form Gelbmann about the Natural Resources Atlas that was recently developed by the Metropolitan Council, the group concluded that it was a better fit in terms of demonstrating the benefits of data sharing. It was agreed that Pictrometry should be added to the list of options for future consideration.

(Editor's note: Policy Board Chair Reinhardt requested the Emergency Preparedness Workgroup to utilize the website cited above to help the Board members better understand the expected benefits of the proposed regional solution.)

e) Preliminary 2006 Major Program Objectives

Chairperson Read summarized staff's suggestion to maintain the same program objectives for 2006 as in 2005 until the pending Strategic Directions Workshop is held, which is tentatively anticipated to occur in spring 2006.

Motion: Givens moved and Maki seconded to maintain the status quo in terms of 2006 work programming until the proposed MetroGIS Strategic Directions Workshop is held. Motion carried, ayes all.

f) Quarterly Performance Measures Anomaly Report

Due to a lack of time there was no discussion of this item than to accept staff's request to modify the reporting period for document download metric related to performance measurement. The modified policy permits use of reporting based upon standard calendar quarters or metrics which results in data that will be two months old by the time the Committee sees the report.

g) Google Earth – Possible to Leverage for MetroGIS Community's Needs?

Due to a lack of time there was no discussion of this item.

6. PROJECT UPDATES

There was no other discussion of this report due to a lack of time.

7. INFORMATION SHARING

There was no discussion of this report due to a lack of time.

8. NEXT SCHEDULED MEETING

December 14, 2005, 1:00-3:00 p.m.

9. ADJOURN

The meeting adjourned at 3:49 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff

MetroGIS

Agenda Item 4

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Summary of October 2005 Policy Board Meeting

DATE: December 1, 2005
(For the Dec 14th Meeting)

The following major topics were considered/acted on by the Policy Board on October 19th. Refer to the meeting minutes http://www.metrogis.org/teams/pb/meetings/05_1019/min.pdf *for the discussion points.*

Emergency Preparedness – Proposed Interim Regional Solution Report

The Policy Board unanimously approved the process endorsed by the Committee for testing in a full production environment, with the understanding that the process graphic presented to the Board will be improved to illustrate program, rather than process outcomes. In so doing, the Policy Board and, in particular, each county representative agreed that during the testing its members would:

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.

The Board also authorized 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.

It was acknowledged that the presence of accurate data maintained in a system that permits analysis of "what if" scenarios would provide an enormously valuable training tool, in addition, to the system's primary purpose to support emergency preparedness efforts.

Strategic Directions Workgroup and 2006 MetroGIS Work Plan

A program evaluation of MetroGIS that had been prepared by the Metropolitan Council's Audit Unit was shared with Board members. Member Pistilli characterized the findings as complimentary to the products of MetroGIS's efforts but also raised some questions about MetroGIS's reporting and organizational structures, noting that in his opinion, that what seems to make MetroGIS work also raises these questions. The Policy Board members expressed support for Council's program evaluation process, acknowledging that sufficient public value must be received in return for support of such initiatives. Board members were informed they would have an opportunity to provide substantive input into the Council's process from this point on. Member Pistilli also noted that the Council's proposed 2006 budget for MetroGIS maintains funding at the 2005 level, consistent with the Policy Board's April 2005 request.

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.

TO: Coordinating Committee

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

SUBJECT: Election of Officers

DATE: November 21, 2005
(For the Dec. 14 Mtg.)

REQUEST

The Committee is respectfully requested to elect a chair and vice-chair to serve during 2006.

Nancy Read and Randy Knippel were elected to their first terms as chair and vice-chair, respectively, at the Committee's December 2004 meeting. Both have acknowledged that they would accept second terms if that is the wish of the Committee.

BACKGROUND

1. A roster of the current Committee members is attached along with a table of liaison assignments. A listing of past officers is also attached.

2. Article III; Section 6 states "The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected."

3. Article III; Section 7 states "The Coordinating Committee 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. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected."

4. The Operating Guidelines state that the Committee's officers are limited to two consecutive terms, unless no one else is willing to serve.

RECOMMENDATION

Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2006.

COORDINATING COMMITTEE MEMBERSHIP

(As of November 18, 2005)

Name	Organization	Organization Type
Will Craig	University of Minnesota	Academic
Vacant		Non-Profit
Brad Henry	URS Corp. – formerly City of Minneapolis	Special Expertise
Chet Harrison	CB Richard Ellis	Private Sector (Business Geographics)
Terese Rowekamp	Rowekamp Associates	Private Sector (GIS Consultant)
Al Laumeyer & Allan Radke	CenterPoint Energy & Xcel Energy (*Share a seat on a rotating basis*)	Private Sector (Utility Company)
Steve Lorbach	City of St. Paul (AMM-Large City)	Public - City
Bob Cockriel	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Dave Drealan	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Hentges	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencl	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
Mark Vander Schaaf	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Gordon Chinander	Metropolitan Emergency Services Board	Public - Metropolitan Gov.
Nancy Read	Metro Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Dick Carlstrom	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Robert Maki	DNR	Public - State Agency
Ned Phillips	Rice Creek Watershed District (MAWD)	Public - Watershed. District

Past Coordinating Committee Officers

Terms	Chair	Vice- Chair
1996 - 1997	David Arbeit	Brad Henry (*There was no vice chair in 1996*)
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan
2005	Nancy Read	Randy Knippel

TO: Coordinating Committee

FROM: Nancy Read, Coordinating Committee Chair (651-643-8386)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Metropolitan Council's Program Evaluation and Audit of MetroGIS

DATE: December 1, 2005
(For the Dec. 14 Mtg.)

INTRODUCTION

This item was placed on the agenda at the Chair's request. A management representative of the Metropolitan Council has agreed to summarize the Council's recently completed Program Evaluation and Audit of MetroGIS (separate document at http://www.metrogis.org/teams/cc/meetings/05_1214/mc_eval.pdf).

The purpose of this presentation is to review "Potential Scenarios", discuss if/how the Committee might wish to submit comments, and consider implications for the Strategic Directions Workshop planned for 2006.

BACKGROUND

1. Metropolitan Council management first made its Program Evaluation and Audit of MetroGIS available as a handout at the MetroGIS Policy Board meeting on October 19th. As of this writing, the details concerning a process to receive comment from other MetroGIS stakeholders had not been decided.
2. Preparations for a Strategic Directions Workshop were suspended in late spring 2005, at the request of the Metropolitan Council. The Council had asked for more time to complete its internal evaluation of benefits received from its investment in MetroGIS and to articulate any issues or concerns that it may wish to bring to the Workshop. All essential stakeholders had been encouraged at the Committee's March meeting to conduct similar internal investigations prior to the Workshop to ensure that the workshop produced useful results.

RECOMMENDATION

No action is requested other than to ask questions of the presenter, as desired.

TO: Coordinating Committee

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

SUBJECT: Modification to Operating Guidelines – Decision Making Between Meetings

DATE: November 27, 2005
(For Dec 14th Meeting)

INTRODUCTION

An amendment to MetroGIS's Operating Guidelines is attached for the Committee's first reading. It provides procedures to authorize decision making between meetings.

Second reading would occur at the Committee's March meeting. Chairperson Reinhardt will likely advise the Policy Board of status of this matter at the January Board meeting.

PAST ACTION

At its September 21, 2005 meeting, the Committee:

1) Concurred that the Operating Guidelines should be modified to permit the Committee to make decisions between meetings subject to conditions. (See Agenda Item 4, item 5c, on page 3.)
2) Directed staff and Chairperson to propose amendment language to accomplish the desired modification. To comply with 15-day notice requirement, proposal emailed November 19th.

DISCUSSION

This proposal was shared with Chairperson Reinhardt for direction whether to apply the proposed changes to the Policy Board as well as the Committee. She 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.

RECOMMENDATION

That the Coordinating Committee grant first reading approval to modify the MetroGIS Operating Guidelines to authorize decision-making between meetings, subject to the conditions set forth in the amendment dated November 27, 2005.

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

~~a)~~(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.

~~b)~~(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.

TO: Coordinating Committee

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

SUBJECT: 2005 MetroGIS Major Accomplishments and Annual Report Theme

DATE: December 1, 2005
(For the Dec. 14 Meeting)

REQUEST

The Coordinating Committee is respectfully requested to comment on MetroGIS's major accomplishments over the past year, as listed below, and on the suggested theme for the MetroGIS 2005 Annual Report. (A detailed listing of activities and accomplishments over the past year is also attached for the Committee's information.)

2005 MAJOR ACCOMPLISHMENTS

Significant accomplishments in 2005 include:

- ✓ Interim solution endorsed by the Policy Board for further testing to establish mechanism for coordinated assembly across the seven county region of a variety of datasets critical to Emergency Preparedness efforts.
- ✓ Vision statement endorsed by the Policy Board to guide implementation of a regional "addresses of occupiable units" dataset.
- ✓ Vision statement endorsed by the Policy Board to guide implementation of a regional "E911-compliant street centerline data".
- ✓ Agreement in principle reached with U.S. Census Bureau to use regionally-endorsed street centerline data in 2010 Census products.
- ✓ Initiative launched to explore partnering opportunities with non-government interests to achieve common needs.
- ✓ Produced eighth testimonial to the benefits of MetroGIS's efforts – City of Roseville/Ramsey County GIS Users Group.
- ✓ Realized continued growth in data distribution activity from DataFinder and use of the general MetroGIS website.
- ✓ Selected by the Open Geographical Consortium as its top U.S. example of local/regional geospatial data distribution architecture in a publication entitled "Server Architecture Models for the National Spatial Data Infrastructure (NSDI)".
- ✓ Selected as the only collaborative governance structure in United States that exhibited "new policy options and institutional structures associated with the formulation and implementation of successful SDI (spatial data infrastructure) initiatives". The book, entitled "*GIS Worlds – Creating Spatial Data Infrastructures*", was published by ESRI Press and written by Dr. Ian Masser, an internationally acknowledged expert in the field.
- ✓ Selected by URISA as among its top 15 all time Exemplary Systems in Government (ESIG) Award recipients.

2005 ANNUAL REPORT

The proposed core theme 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 improved access to data produced by others, in the form needed, and by continuing to leverage resources through partnerships fostered through MetroGIS's efforts. The report would also talk about preparations made in 2005 for the pending 2006 Strategic Directions Workshop. 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 2004. It can be viewed at http://www.metrogis.org/about/annual_reports/05brochure.pdf.

RECOMMENDATION

That the Coordinating Committee suggest any additions and/or modifications to the:

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

Year End Detailed Status Report
MetroGIS Activities and Accomplishments
- 2005 -

I. Regional Information Need/Data Solutions – Data Component:

a. Addresses

A vision statement was approved by the Policy Board on April 27th for a regional strategy to capture and maintain addresses for all occupiable units (both residential and non-residential), whereby the data can be readily shared among government interests that serve the seven-county, Minneapolis-St. Paul region. A white paper was completed in September and presented at the State GIS/LIS Conference for comment. General procedures and policies needed to accomplish the vision are outlined in the white paper. It can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

b. Census Geography

MetroGIS staff 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, subject to the data meeting accuracy requirements. Testing thus far has been favorable. This agreement has been sought for several years, as it 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 products with accurate geospatial data, a project that cost over $72,000 for the 1990 and 2000 Census boundaries.

c. Emergency Preparedness

The Policy Board endorsed a regional strategy for further testing, in a full production environment, through which the seven counties and others propose to collaborate to gather and maintain several data themes fundamental to each of their efforts to support emergency service mandates. A document, which provides details regarding data content and custodial role and responsibility details, can be viewed at http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf. This endorsed regional strategy also places emphasis on outreach efforts to demonstrate the benefits of GIS technology to officials in the emergency management community. Part of the outreach initiative involved implementation of a password protected Web-based application to demonstrate GIS data currently available to the emergency management community. In May, the Emergency Preparedness workgroup hosted a seminar for emergency managers to inform them about GIS capabilities relevant to their work.

d. Existing Land Use:

In response to questions raised by the Policy Board, the Coordinating Committee decided to host a forum for community development professionals to further investigate the desirability of leveraging the American Planning Association's LBCS scheme which integrates several aspects of land use (e.g., structure type, function, and ownership) into a single data structure. This forum is to occur following the pending Strategic Directions Workshop, assuming Existing Land Use continues to be topic for consideration of a regional solution.

e. Highways and Roads:

A vision statement was accepted by the Policy Board on April 27 to pursue enhancements to the current regional street centerline solution to address needs of the E-911 community. This statement can be viewed at http://www.metrogis.org/teams/workgroups/e911_streets/05_0420_pbreport.pdf. This endorsed regional vision seeks to integrate GIS technology into the day-to-day operations of the region's 27 PSAPs. This strategy is expected to play an important role in the region's efforts to deal with commonly needed information related to supporting addressing for residences, business suites, and other locations important to the broader MetroGIS community. The Metropolitan Emergency Services Board (MESB) took action in October in accordance with achieving this vision by approving an investment of specialized software to ensure Master Street Address Guide (MSAG) data records are fully synchronized with associated street centerline data managed in a GIS environment.

No substantive progress was made in 2005 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 goal is to create a sustainable means to integrate, as needed, data associated with street centerlines but maintained in disparate source data files with differing standards by way of a technology solution. MnDOT extended an invitation to MetroGIS in 2004 to collaborate, through a pilot project, on refining the prototype software, accompanying polices and procedures, and associated tools/applications, as needed, to achieve common objectives. Michael Dolbow, GIS Specialist with the Metropolitan Council, was the lead staff for testing in the MetroGIS environment. Mr. Dolbow left the Council and a decision has not been made whether someone with is skill set will be retired in his place.

f. Hydrology

No substantive progress made to delays in the delivery of imagery required to conduct a pilot project.

g. Jurisdictional Boundaries

- *Watershed District Boundaries.* Washington County initiated a project in 2004 to prototype primary data capture standards, associated custodian roles and responsibilities, and outline options for organizations that have a business need to serve as the Regional Custodian (aggregate the boundary data produced by the seven counties into a regional dataset. Due to reductions in staff resources, no progress was made in 2005.
- *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.

h. Land Cover

The extent of coverage is now up to 75 percent of the seven county region. Work is currently in progress to extend the coverage another 12 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 forum was held on December 16 to share new coding and systems criteria.

i. Parcels:

- *Government and Academic Interests*

  On January 31st, Version 2.0 of the regional parcel dataset was released. Three quarterly updates were also produced. The number of attributes was expanded from 25 to 66 and a parcel point database was added. (These enhancements were made possible with the execution of the 2004-2008 Parcel Data Sharing Agreement in December 2004.)
- *Non-Profit and For-Profit Access*
  1) *Non-Profits:* A proposal was received in July from a consortium of neighborhood groups active in Hennepin and Ramsey Counties. They requested access by non-profit interests to the regional parcel dataset. A pilot project with Hennepin County was initiated to work out the specifics, since neighborhood groups currently have access to Ramsey County parcel data via the Ramsey County Users Group. This pilot project is in progress and a component of the M3D project. (See Item IIIe, below.)
  2) *For-Profits:* The County Data Producer Workgroup ceased its efforts to streamline licensing and distribution to non-government interests. The group concluded, based upon the difficult and time consuming negotiations required to achieve a common license for government entities, that there was insufficient interest in the data from non-government interests to justify an anticipated equally, if not more different negotiations, to standardize a license for non-government access.
- *View Only Access For Parcel Data*

  In November, agreement was reached with Hennepin County through which county staff are willing to evaluate implications of allowing view-only access to parcel data via a web-based application prototype to be provided by the Metropolitan Mosquito Control District (MMCD). The MMCD believes they can deliver the application prototype to county staff early in 2006.

j. Socioeconomic Characteristics of Areas

- The University of Minnesota Population Center continued to serve in its capacity as regional custodian for the MetroGIS Socioeconomic Resources Page (http://www.datafinder.org/mg/socioeconomic_resources/index.asp).

- The Metro Public Health GIS Users Group 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. This action was facilitated by Policy Board's January 2004 action adopting of a regional to the Socioeconomic Information Need. Data, such as the attributes associated with births and deaths (e.g., the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. This proposal will be forwarded to the state Department of Health.
- Efforts to improve usability of two datasets cited in addition to the birth and death data, above, that were also identified in the Policy Board's January 2004 action, have been abandoned, at least for the time being, due to inability to secure a champion(s) to lead the needed work. These efforts involved County social service and First Call for Help records.

II. Regional Information Need/Data Solutions –Application Component:

a) **Mailing Label Application:** The first regional application became fully operational in May 2005. It can accessed licensed users of the regional parcel dataset at http://www.datafinder.org/labels/login.asp .

b) **Emergency Preparedness:** A prototype application was launched in April for testing and refinement. (See Item Ib.) Its primary purpose is to inform the emergency preparedness community of data resources available via the GIS community.

III. Special Studies/Projects –Leveraging Investments

a. MetroGIS Strategic Directions Workshop. Efforts to prepare for this workshop were suspended spring 2005. Suspension was at the request of the Metropolitan Council until it had completed an internal evaluation of benefits received from its investment in MetroGIS and to articulate any issues or concerns that it may wish to bring to the subject Workshop. The Council's resulting Program Evaluation can be viewed at http://www.metrogis.org/teams/cc/meetings/05_1214/mc_eval.pdf. As of this writing, the details of a process had not been decided to obtain feedback from other stakeholders regarding the conclusions set forth in this document.

b. Beyond Government Users: Future Directions for MetroGIS. A forum was hosted on November 15th at the direction of the Policy Board to evaluate the potential for partnerships with non-profit and/or for-profit interests to address common geospatial needs. 33 individuals representing 13 different interest categories participated. A summary document can be viewed at http://www.metrogis.org/. The top three themes of ideas identified were: How can we work together to reduce costs?; What innovations can we work together to develop?; and How can we promote a statewide organization? The results of this forum will be a topic of discussion at the pending, Strategic Directions Workshop (Item A, above).

c) ApplicationFinder Concept: No progress was made in 2005, due to postponement of Strategic Directions Workshop (see Item IIIa). In December 2004, the Coordinating Committee endorsed a preliminary technology strategy (ApplicationFinder concept) to help MetroGIS stakeholders discover existing applications pertaining to various business needs and authorized creation of a workgroup to develop a proof of concept to demonstrate that the desired functionality can not be adequately achieved though the use of the established Goggle web-search tool.

d) Investigate Exchanging Parcel Data for Utility Infrastructure Data. No progress in 2005. Representatives from three utility companies renewed their interest in reviewing the regional parcel dataset and decide whether it had value to their operations. Discussions had been suspended while negotiations were in progress renewal of the GIS Data Sharing Agreements with the counties. Two of the three expressed interest in further talks but had not had an opportunity critically evaluate the newest version of the regional dataset. Utility interests were well represented at the November 15th forum for non-government interests.

e) 2005 Regional GIS Pilot Project Program. Three projects received concept approval (DataFinder Café Upgrade, Common Web-based Query Design, and Fill in incomplete attributes for the Regional Parcel Dataset. As of this writing, only the DataFinder Café proposal remained positioned for funding.)

f) M3D Project. The M3D project (http://www.cura.umn.edu/M3D) is important to MetroGIS because in addition to assisting with a resolution to the access policy for non-profit interests this project also involves development of a web-based geospatial application that will address common information needs of the broader MetroGIS community. The Staff Coordinator and several individuals active in MetroGIS

initiatives serve on the M3D Steering Committee. In October 2005, the "alpha" version of the M3D application was launched for testing at http://map.deed.state.mn.us/m3d - User Name: M3D Password: test.

g) National Street Address Data Standard. 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 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.

h) The National Demonstration Project on Land Market Monitoring The Metropolitan Council is participating in a project titled The National Demonstration Project on Land Market Monitoring. The project will develop and demonstrate GIS residential capacity analysis methods used at the Metropolitan Council and at four other organizations across the county. Other participating organizations include Portland OR, Sacramento CA, Orange County FL and the State of Maryland. Lincoln Institute of Land Policy is supporting the project and the University of Maryland, National Center for Smart Growth is leading the project. The extensive GIS data available through MetroGIS was key to the Council being selected as a participant in this project.

IV. Data Discovery and Acquisition – Other than Topical Applications

a. Support MetroGIS DataFinder
   - *DataFinder Café:* A multi-part user survey was conducted in May and June to establish the foundation for setting functional priorities for the next generation of Café. Coordinating Committee approval was received in September for design priorities and a request was made of the custodian (Metropolitan Council) to implement as many of the desired functions, as possible, with available funds with the understanding the project is dependent upon obtaining approval to purchase a new web server. As of this writing, negotiations were in process concerning purchase of the server.
   - *Data User Information*. MetroGIS again contracted with the firm Quova to produce a report to document the geographic location of the entities that download data from DataFinder. The finding was that over two-thirds of the downloading activity is to entities located within the seven county metro area and adjoining counties.

b. 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.
   - In addition to the Metropolitan Council, 10 organizations are utilizing MetroGIS to distribute geospatial data they maintain and 18 are using DataFinder as a search tool for discovery of their data.

IV. Outreach

a. Annual Report:
   The 2004 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 averaging nearly 8,000+ 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.

- Arranged for Council facilitator to assist Scott County GIS Users Group with a strategic planning workshop.

e. Coordination with **State (Beyond Metro)** Geospatial Activities/Information Requests:
   - Staff and Coordinating Committee members served as liaisons to Governor's Council on Geographic Information committees and workgroups: Emergency Preparedness, Hydrographic Data and Standards, Geospatial Infrastructure Workgroups and served on the Council itself.

f. Coordination with **National/International** Geospatial Activities/Information Requests:
   - January: Interviewed by Geospatial One Stop / The National Map Team concerning partnering on related best practices. Resulted in a publication documenting best practices.
   - January: Interviewed by Tom Pelsoci who was working a study to define the benefits of geospatial collaboration focusing on The National Map. Resulted in a publication documenting best practices.
   - March: A book, written by Ian Masser, was published by ESRI in which MetroGIS is showcased as the only North American example of a regional implementation of NSDI philosophies – governance structure and demonstrated ability to bundle operational capacities across multiple organizations as if a single enterprise.
   - April 6: URISA invited MetroGIS to submit an update to MetroGIS's 2002 winning ESIG application for publication in a book highlighting the 15 best ESIG projects recognized by URISA. The publication is expected to go to print in December.
   - April: Interviewed by Dave Dubauskas, City of Edmonton, Alberta. Interested in institutional relationships that have been implemented to share custodial responsibilities for commonly needed data.
   - April: MetroGIS's efforts were cited as the only regional example by the Open Geographic Consortium in their publication entitled "Server Architecture Models for the National Spatial Data Infrastructure (NSDI)" (http://portal.opengeospatial.org/files/?artifact_id=9984&version=2&format=pdf).
   - May: Metropolitan Regions Spatial Information Workshop, Washington D.C. MetroGIS Staff Coordinator summarized MetroGIS's functions and accomplishments, with specific emphasis on institutional relationships that have been implemented to share custodial responsibilities to support solutions for commonly needed data. The conference host paid all travel expenses. Development of a guidebook of best practices for establishing regional data sharing collaborations was launched at this forum. The publication is expected to be published in early 2006.
   - May: Interviewed by GIS Coordinator with the University of North Carolina – Charlotte. Role of multiple custodians sharing responsibilities and method for adoption of standards.
   - November: Staff Coordinator attended the Innovations in Governance Program at the Kennedy School of Government. The focus was on governance issues related to sustaining multi-sector/multi-organizational solutions to important public needs.

g. Formal Presentations:
   - April: Miami Valley Regional Planning Commission, Dayton Ohio. MetroGIS Staff Coordinator summarized MetroGIS's functions and accomplishments, with specific emphasis on institutional relationships that have been implemented to share custodial responsibilities for commonly needed data. The conference host paid all travel expenses.
   - April 5. FEMA forum – *appropriate to list here*? The conference host paid all travel expenses
   - October 4. GIS/LIS Conference: (See Item Ia.)
   - November 5. Orlando Conference – *appropriate here?*
   - Presentations to at least five organizations regarding Emergency Preparedness.

V. Project Management/Administration

a. Administered Performance Measures Plan – quarterly reports to the Coordinating Committee. The 2004 Annual Report was presented to the Policy Board in January 2005. Work on the 2005 annual report was initiated.

b. Maintained currency of information on *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 data accessible via *www.datafinder.org* - MetroGIS's primary data distribution mechanism.
d. Maintained licensing records for access to street centerline data (169) and parcel data (66).
e. Secured a time extension for the unused $15,800-plus portion of a federal grant received to upgrade DataFinder Café, conducted a user survey, identified functional priorities, researched options to achieve the desired functional priorities, and prepared a recommendation that was under consideration at the time of this writing.
f. Provided a variety of information about MetroGIS to the Metropolitan Council's team for preparation of a Program Evaluation and Audit of MetroGIS. The document describes how the Council benefits from its investment in MetroGIS and outlines several suggestions for further study.
g. Significant documents produced:
   - 2004 Annual Report (www.metrogis.org/about/annual_reports/index.shtml)
   - 2005 Performance Measurement Report (http://www.metrogis.org/benefits/perf_measure/index.shtml)
   - A testimonial from the City of Roseville to the benefits of MetroGIS's efforts was prepared. It can be viewed at http://www.metrogis.org/benefits/testimonials/index.shtml.
   - White paper - A Regional Occupiable Units Address Dataset A Vision… (It can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.
   - White paper – MetroGIS Emergency Preparedness Workgroup Project Report (January 2003 to August 2005) (It can be viewed at http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf.
   - Summary report for the November 15th forum entitled "Beyond Government Users: New Directions for MetroGIS." It can be viewed at http://www.metrogis.org/.
h. Meetings supported by MetroGIS staff support team:
   - Policy Board (4)
   - Coordinating Committee (4)
   - Technical Advisory Team (2)
   - Business Information Needs - Workgroups, Data User Forums, Training, etc.:
     - ✓Address Workgroup (4)
     - ✓E911-Compliant Street Centerline Workgroup (1)
     - ✓Emergency Preparedness Workgroup (7)
     - ✓County Data Producers Workgroup (1)
   - Special Events: (1)
     - ✓Non-Government Perspective Forum – Beyond Government Users: New Directions for MetroGIS (November 15)

MetroGIS

Agenda Item 5e

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2006 Committee Meeting Schedule

DATE: November 22, 2005
(For the Dec. 14 Meeting)

REQUEST

The Coordinating Committee is respectfully requested to set its meeting schedule for 2006.

POLICY BOARD SCHEDULE

On October 19, the Policy Board adopted the following meeting schedule for 2006: January 18, April 19, July 19, and October 18, all 3rd Wednesdays of the month.

DISCUSSION

The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Wednesday or Thursday starting at 1:00 p.m. at the Minnesota Counties Insurance Trust (MCIT) building. To provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board, staff would prefer the Committee to meet 3-4 weeks prior to the Board's meetings.

Suggested Meeting Date	**Anticipated Major Topics*** **
Special Meeting? *(TBD)*	▪ Strategic Planning Related
March 29, 2006 *5th Wednesday*	• View-Only Data Policy (Parcel Data) • Hydrology Information Need Recommendation • 2006 Regional GIS Project Program • Strategic Directions Workshop
June 28, 2006 *5th Wednesday*	• Regional Street Centerline Dataset E911 Compatible • 2006 Workplan • Solution for School Jurisdictional Boundary Information Needs • Business Plan Update Strategy
Sept. 20, 2006 *3rd Wednesday*	• Solution for Highway and Road Network Information Need • Solution for Existing Land Use Information Need (*follow strategic directions*) • 2007 Preliminary Workplan and Budget
Dec. 13, 2006 *2nd Wednesday*	• Endorse 2007-? Business Plan • Priorities for 2007 Regional GIS Projects (*Data Enhancement and Related Applications*) • Regional Emergency Preparedness Solution – Formal Endorsement • Election of Officers

*** Assumes that outcome of pending Strategic Directions Workshop will acknowledge previously established priorities and work in process.

RECOMMENDATION

That the Committee set its meeting schedule for 2006.

MetroGIS

Agenda Item 5f

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Non-Profit Representative on Committee

DATE: November 29, 2005
(For the Dec. 14 Mtg.)

REQUEST

The Coordinating Committee membership is respectfully requested to identify a candidate(s) to represent non-government interests on the Committee.

This past July, Jeff Corn resigned from the non-profit seat on the Committee. Prior to that time, he was with a non-profit Minneapolis neighborhood council. In July, he accepted a position with CURA at the U of M and, as such, resigned his seat on the Coordinating Committee.

BACKGROUND

Article III, Section 2 of MetroGIS's Operating Guidelines states that "….interest categories (*represented on the Coordinating Committee*) shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, **nonprofit organizations that serve as adjunct resources for local government**, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS".

DISCUSSION

On November 15th, MetroGIS hosted a forum targeted to non-profit and for-profit interests (see Agenda Item 6b) to invite them to identify ideas for partnering with the public sector to address common geospatial needs. Following the forum, Chairperson Read suggested that one or more of the individuals who attended this forum, on behalf of a non-profit interest, should be considered as a potential candidate to fill the subject vacancy. Individuals affiliated with non-profit interests who attended the November 15th forum were as follows:

Participant Name	Organization Represented
Boyer, Liz	1000 Friends of Minnesota
Horning, Jessica	Greater Minneapolis Day Care Association
Moore, Chris	Greater Minneapolis Day Care Association
Wakefield, Sally	1000 Friends of Minnesota

RECOMMENDATION

That the Committee identify a candidate(s) to invite to serve as the non-profit representative to the Coordinating Committee.

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration – January 2006 Policy Board Meeting

DATE: December 6, 2005
(For Dec 14th Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board's January 18th meeting.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. GIS-related work at the U of M: At the September 2004 Coordinating Committee meeting, the following presentation candidates were identified:
   - An evacuation routing program for homeland defense that has been presented and was well received by elected officials on the national scene.
   - An NFS grant-funded project involving analysis of historic census data.
2. Pictrometry: The Committee added this topic to the list of candidates at its September 2005 meeting.
3. County GIS activities: During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting. Since then, Dakota and Scott Counties have made presentations.
4. M3D Internet Application. Candidate for the April meeting.

DISCUSSION

Professor Shashi Shekhar of the University of Minnesota is willing to talk about a project 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.

RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the January 18, 2006 Policy Board meeting.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- 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 PSAPs
- 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.

Presentation Fact Sheet

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. (We have a set of PowerPoint slides including a few with maps of evacuation routes for evacuating population near Monticello' power plant.)

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. Federal Highway Authority (federal agency) will sponsor follow-on work to determine contra-flow configurations of the transportation networks to increase outbound capacities and reduce total evacuation time. Collaborators include Mr. QingSong Lu, Mr. Sangho Kim, Prof. Eil Kwon (Minnesota State University), and Mr. Mike Sobolesky (Mn/DOT).

TO: Coordinating Committee

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

SUBJECT: Regional GIS Project Program for 2006

DATE: November 29, 2005
(For Dec 14th Meeting)

INTRODUCTION

Chairperson Read asked to include this item on the agenda to begin a process as soon as possible to address issues encountered with the 2005 Regional GIS Project Program.

BACKGROUND

1. 2005 was the first year this program was offered. The idea for it grew out of the negotiations for the current the 2004-2008 Parcel Data Sharing Agreement. Prior to the current agreement, pilot program funding had been essentially targeted to counties, in large part, to enhance their capabilities to support the desired content standards and custodian roles and responsibilities associated with the regional parcel dataset. The parties agreed to separate funding for regional pilot projects from that associated with the agreement.
2. In October 2003, the Policy Board adopted the policy guidelines listed in Attachment A to govern the Regional GIS Project Program. The program did not go into effect until January 2005 because agreement on the broader 2004-2008 Parcel Data Sharing Agreement was not reached until December 2004.
3. The submittal requirements for the 2005 program are listed in Attachment B.
4. Three proposals were granted concept approval by the Policy Board in July 2005 but only one of them remains positioned to utilize funds budgeted for this purpose. (See Agenda Item 6c for more information). Given the extenuating circumstances encountered with the 2005 projects, Metropolitan Council management has agreed to request to roll over the unused 2005 funding ($16,500) for use in 2006, in addition to the $22,000 included in the 2006 budget for this purpose, assuming the 2006 budget is approved as currently proposed.

DISCUSSION

The primary purpose of this program is to pilot ideas that have the potential to evolve into regional solutions to address common geospatial needs. Documenting lessons learned from the 2005 experiences would likely be useful to future proposers. The 2005 program requirements and guiding principles adopted in 2003 should also be reviewed for possible modifications that could avoid obstacles encountered in 2005.

RECOMMENDATION

That the Coordinating Committee consider creating a workgroup to assist with documenting lessons learned from the 2005 program, clarify the importance of this program to fostering innovation, and offer recommendations for desired program improvements.

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 supercede, the more general principles[1] 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 that 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 3rd 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."

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[1] The following principles governed 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

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

CALL FOR 2005 FUNDING CANDIDATES
-REGIONAL GIS PROJECTS -

What Projects are Eligible for Funding?

Only projects that satisfy the objectives of a Regional GIS Project and are associated with a currently authorized MetroGIS workplan activity are eligible for funding. A Regional GIS Project is 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 application that enhances access to data which addresses a priority information need endorsed by MetroGIS."*

How Much Funding is Available?

The 2005 MetroGIS budget allocates $22,000 for funding of Regional GIS Projects.

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 should be funded:

- Statement of project objective and why the requested funding is needed
- How the proposed project aligns with a Regional GIS Project objective(s)
- Importance of the proposed project to implementing a sustainable solution to a defined geospatial community need(s)
- Activities necessary to achieve the project objective and how the requested funds apply
- Breadth of core MetroGIS stakeholder organizational interests supporting the proposal
- Total value and type of required resources that would be leveraged if funding is awarded
- Effect of receiving funding approval for less than the full amount requested
- Time frame for project completion

The full submission should not exceed 2 pages, excluding any supplemental materials.

Who Will Decide and When?

The Coordinating Committee is tentatively scheduled to consider project proposals at its June 2005 meeting. The Policy Board would then consider the Committee's recommendation at its July 2005 meeting. If any funds remain unallocated, another round of proposals would be sought prior to the year's end. Contracts for services must also meet the Metropolitan Council's procurement rules.

Who is Eligible to Submit a Proposal?

Any individuals affiliated with authorized MetroGIS projects, committees and workgroups.

What is the Deadline for Submission?

- Applications must be received by Wednesday, May 18.
- Applications are to be submitted in digital form to Randall Johnson, MetroGIS Staff Coordinator (randy.johnson@metc.state.mn.us).

TO: Coordinating Committee

FROM: Nancy Read, Coordinating Committee Chair (651-643-8386)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Preparation for Strategic Directions Workshop

DATE: December 1, 2005
(For the Dec. 14 Mtg.)

INTRODUCTION

In preparation for the Strategic Directions Workshop planned for 2006, it will be important for everyone to have the same understanding of the philosophy and policies that currently underpin MetroGIS before considering any modifications to current practice.

If substantive modifications are believed to be warranted, a workgroup should be formed to give ample thought to a recommendation to the Policy Board. The Board could then decide if the matter should be a topic for the Workshop or not. The Policy Board expects that it will set a date for the Workshop at its January meeting.

ORGANIZATIONAL CHARACTERISTICS

The attached listing of philosophies and policies (Attachment A) is a product of staff's consolidating information from several documents for the Committee's review and comment. The source information was developed over the years, as MetroGIS created policy that was needed to achieve desired regional solutions to common geospatial needs.

REGIONAL SOLUTIONS IN PLACE

A key component of MetroGIS's efforts has been to focus on institutionalizing custodial roles and responsibilities across organizations needed to sustain the various regional solutions that have been implemented. In Attachment B, a listing is provided of the 10 organizations and the 23 roles that they have voluntarily accepted in support of endorsed regional solutions.

RECOMMENDATION

That the Coordinating Committee identify any desired additions or modifications to the current MetroGIS policy environment summarized in Attachment A, entitled "Collaborative (Governance) Characteristics that Create Public Value", and dated December 1, 2005.

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**.** *Build once, share many times.*	**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**	
	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**	

CHARACTERISTIC		CURRENT STRUCTURE	OPTION 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**	
	Policymakers advocate (champion) regional geospatial policy within their respective organizations and among their peers.	**X**	

CHARACTERISTIC		CURRENT STRUCTURE	OPTION 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. (*See Attachment B for 23 roles shared by ten MetroGIS stakeholders as of November 2005*.)	**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 ***10 organizations*** *have assumed a total of* ***23 roles*** *in support of endorsed regional solutions to common geospatial related needs of the community.*	**Summary of Collaborative Roles** (Bundling Operational Capacity Across Organizations to Address Common Priority Needs)
(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_sumv2.0.pdf) 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) (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.) (Counties use these data to manage property-related records and to support their tax collection responsibilities.)
(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	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)	▪ 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 (*regional solutions to common geospatial needs*)	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: Coordinating Committee

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

SUBJECT: 2005 Performance Measures Report

DATE: November 29, 2005
(For the Dec. 14 Mtg.)

INTRODUCTION

The 2005 Performance Measures Report could not be completed in time to include in the agenda packet. Staff will attempt to complete and distribute it prior to the Committee's December meeting.

Depending upon the amount of time available to members for review of this report prior to the meeting, the Committee is respectfully requested to decide how best to insure that the results are considered as an input for the pending Strategic Directions Workshop, particularly, in the event that insufficient time is available to consider the topic at the Committee's December meeting.

BACKGROUND

1. For the past three years, staff collaborated with Kathie Doty, with Richardson, Richter & Associates, to produce the annual performance measures report. Ms. Doty's services were not available this year and other staffing priorities have precluded work on this project.
2. Staff is exploring the possibility arranging for Metropolitan Council research staff to assist with the 2005 performance measures report and the possibility also providing assistance with quarterly reporting in 2006 and beyond.
3. Although the Policy Board has requested a performance measures report for MetroGIS's activities on an annual basis, there is no date-specific requirement by which do so. Presentation of this report has occurred at the Board's January meeting for the past three years. To accommodate this schedule, an October 1 to September 30 time frame has been used.
4. The year-end reporting timeframe was established to coordinate with the work planning and budget preparations for the following year, in the event modifications to either are recommended as a result of performance measure reporting. This not a major concern this year, as work programming and budget recommendations (other than to support the status quo) will not occur until following the pending Strategic Directions Workshop. The results of the 2005 performance measures reporting program will be available for consideration prior to that time.

RECOMMENDATION

1. That the Committee decide if it has had sufficient opportunity to review the 2005 Annual Performance Measures Report for MetroGIS's activities.
2. If sufficient review time has been provided, the Committee is respectfully requested to forward the Report, along with any desired comments, to the Policy Board for consideration at the Board's January.
3. If insufficient review time has been provided, agree on an option to insure that the results are available for consideration at or prior to the pending Strategic Directions Workshop.

TO: Coordinating Committee

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

SUBJECT: Project Updates

DATE: December 6, 2005
(For the Dec. 14th meeting)

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

A) 2006 METROGIS PROGRAM OBJECTIVES

At its October 2005 meeting the Policy Board concurred that work on projects that are in progress should continue into 2006 but that no new initiatives should be considered until following the pending Strategic Directions Workgroup and subsequent Business Planning initiative. See Attachment A for the status of program objectives established for 2005.

B) NON-GOVERNMENT PROSPECTIVE FORUM AND STRATEGIC DIRECTION WORKSHOP

A forum entitled "Beyond Government Users: Future Directions for MetroGIS" was hosted by MetroGIS on Tuesday, November 15th. It was attended by 29 individuals from the non-profit and for-profit sectors, representing 13 different interest categories. A summary document is being prepared. Once the participants have had an opportunity to comment of the accuracy on the document it will be shared with Committee and Policy Board members. The Policy Board requested that this event be hosted in preparation for the pending Strategic Directions Workshop. On a scale of 1-4, 4 being the highest, the participants rated all but one aspect of their participation higher than "3". The one aspect rated below "3", at 2.92, was time management.

C) REGIONAL GIS PROJECT PROPOSALS (2005)

(1) MetroGIS DataFinder Café – Upgrade Proposal

The Coordinating Committee, at its September meeting, concurred on desired functional priorities for the next version of DataFinder Café and agreed that the actual software/hardware decisions to achieve these functions should be left to the custodian, in this case, the Metropolitan Council. Council GIS staff subsequently defined a proposal that maximizes functionality with available funding, as requested by the Committee. The GeoCortex software product, in combination with ArcIMS, was found to be the most cost-effective way to achieve the desired functionality. The proposed enhancements to Café also involve the purchase of a new web server, which has been the main focus for the past few weeks. Once the server acquisition is finalized, permission to purchase the GeoCortex product will be sought. An update will be provided at the Committee meeting, as requested at the September meeting.

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

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.

(3) Fill in incomplete attribute fields in Regional Parcel Dataset

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.

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 will meet one more time in 2005 to consider comments received at the Conference and to consider next steps.

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 Board once a regional street centerline dataset is established that meets their needs. The MESB unanimously endorsed a GIS data management system earlier this 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 Item B (above) for more information about this 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

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) <u>Highway and Road Networks</u> *(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) completed procurement of software designed to maintain consistency between

the Master Street Address Guide (MSAG) and street centerline geography (regional street centerline dataset). The MESB is completing its purchase of this software and is now ready to launch Phase II, development/acquisition of a regional street centerline dataset that satisfies E911 needs. The software system will be installed 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 reminder 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 December 1st, 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** has been 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 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 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. (*Robert Maki, MN DNR, Coordinating Committee Liaison*)
A White Paper is planned to be completed for consideration by the Committee at its March 2006 meeting. A primary purpose of the paper is to analyze gaps between the information needs identified in 1997 and those that can be met with currently developed (or developing) data. A forum in 2006 is proposed to affirm these user needs and discuss a strategy(ies) to address the gap in terms of defining a Regional solution. 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 just recently due to late delivery of new 2005 infrared imagery. The 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/teams/workgroups/index.shtml 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).

(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 within the next year. DNR, the regional custodian, is looking into creating tools to help standardize the data before delivery. A forum is also planned for December 16th for individuals who have some MLCCS experience but would like to review technical methodologies and DNR standards as well as 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 those new community classification. Finally, DNR is also 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 **66 licenses** issued to access and use the Regional Parcel Dataset. As of **December 5th**, 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: **13** (1 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)*

- **Regional Parcel Dataset Policy- Access by Non-Profit Interests: Hennepin County Pilot**
  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.

F) VIEW-ONLY, WEB-BASED ACCESS POLICY INVESTIGATED FOR PARCEL DATA

At its July 27th meeting, the Policy Board extended its sunset provision on deliberations needed to establish a regional policy authorizing free, unlicensed access to parcel data when in a view-only, web-based environment. Subsequently, the Coordinating Committee directed its chair and staff to investigate options and offer a recommendation. On September 30, Hennepin County officials agreed to use a proposal from Nancy Read, Metropolitan Mosquito Control District, as pilot to evaluate policy implications. Once an agreement in principle is reached with Hennepin County, the plan is to work through the County Data Producers Workgroup to negotiate a recommendation acceptable to each of the other six Metro Area counties. An update on the antiquated schedule for this pilot has been requested to share with the Committee at the December meeting. The goal is to bring a draft policy statement to the Committee at it s March 2006 meeting.

ATTACHMENT A

Accepted by the Policy Board
January 26, 2005

MetroGIS Mission Statement

(Adopted February 1996)

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

Major 2005 MetroGIS Program Objectives[1]

- Adopt an updated MetroGIS Business Plan (process to include a retreat of MetroGIS leadership with a theme of "*Are We Done?" (Maintain What Has Been Built Or Pursue New Initiatives*) and obtain endorsement by key stakeholder interests. (*The remainder of the proposed objectives assume that MetroGIS's current core functions[2] will not change substantively*.) (***POSTPONED FOR STRATEGIC PLANNING***)
- Implement modifications to the Regional Parcel Dataset, which were endorsed by the Policy Board in July 2004, and establish common access policy concerning non-profits/community groups, whose functions complement government functions. (***PILOT PROJECT IN PROGRESS WITH HENNEPIN COUNTY*)**
- Achieve Policy Board endorsement, at minimum, of a Phase I regional solution that effectively addresses each of the following common priority information needs:
    1) Addresses (of occupiable units) **(*VISION ADOPTED 4/05 - IN PROGRESS*)**
    2) Emergency Preparedness **(*VISION ADOPTED 10/05 - IN PROGRESS*)**
    3) Existing Land Use **(*POSTPONED FOR STRATEGIC PLANNING*)**
    4) Highway and Road Networks **(*SEE NEXT BULLET*)**
    5) Jurisdictional Boundaries – School Districts ***(NO PROGRESS – LMIC REORGANIZED)***
    6) Jurisdictional Boundaries – Watershed Districts **(*Pilot in Washington Co. nearing completion*)**
    7) Lakes and Wetlands **(*EVALUTAION IN PROGRESS*)**
- Achieve Policy Board endorsement of strategies to effectively achieve a solution to address-related limitations of the endorsed Regional Street Centerline dataset for geocoding concerning: a) satisfying needs of the E911 community and b) incorporating locally-produced data into the U.S. Census Bureau's TIGER data. (***VISION ADOPTED 4/05 – IN PROGRESS***)
- Implement a strategy (referred to as ApplicationFinder) to help data users efficiently share existing geospatial applications and leverage those existing investments. ***(POSTPONED FOR STRATEGIC PLANNING)***
- Continue efforts to identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS's resources. ***(POSTPONED FOR STRATEGIC PLANNING)***
- Continue to realize increased use of DataFinder as a tool used both by data users to search for and access data they need, and by data producers to distribute data important to others in the MetroGIS community.
- Continue to realize increased awareness of MetroGIS's endorsed strategies, resources, and opportunities among MetroGIS stakeholders and officials involved in related efforts beyond the Metro Area.
- Continue to effectively support MetroGIS's general information website (www.metrogis.org).
- Continue to effectively support MetroGIS's DataFinder website (www.datafinder.org).
- Continue to perform activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS's efforts – user satisfaction with data solutions and custodian conformance with expectations; document the benefits of MetroGIS's efforts; and modify activities and policies, as appropriate.

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

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

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

MetroGIS

Agenda Item 7

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: December 5, 2005
(For the Dec 14th meeting)

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

A) 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 mid-late December and can be viewed at http://www.mngislis.org/newsletter/.

2. **Presentation at State GIS/LIS Conference**
   Mark Kotz, lead staff for MetroGIS's Addresses for Occupiable Units Workgroup, made a presentation at the Minnesota GIS/LIS Conference in October about the vision for this regional dataset as adopted by MetroGIS in April 2005. Over 50 persons attended and over 40 copies of the session whitepaper were distributed. The whitepaper explains the vision, as well as the research conducted to define the vision. It can be viewed at www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

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 efforts 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 timely, given governance related issues that have arisen over the past year and are likely to be a topic at the pending Strategic Directions Workshop. A short paper, which documents information learned during this program and valuable to MetroGIS's efforts, has been shared with individuals who expressed an interest.

B) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. **Key MetroGIS Staffer Takes Position at the Department of Agriculture**
   Mike Dolbow, GIS Specialist with the Metropolitan Council and lead staff for several important MetroGIS initiatives, left the Council and MetroGIS at the end of October to serve as the new GIS Coordinator for the Minnesota Department of Agriculture. In his five years at the Council, Mike played a key role in defining regional strategies for street-related data and in furthering partnerships with The Lawrence Group, the Metropolitan Emergency Services Board (formerly 911 Board), Mn/DOT and, most recently, the U.S. Census Bureau (see Item D2). The MetroGIS Policy Board presented a certification of recognition to Mike at its October meeting and wished him the best of luck in his new position.

2. **Metropolitan Emergency Services Board: Moving to GIS-Centric 911 Location System**
The Metropolitan Emergency Services Board (MESB; formerly the Metropolitan 911 Board) selected Contact One to establish GIS-based data management systems as the foundation for metropolitan 911 response efforts. Based on technical capabilities, the vendors, microData GIS (VT) and Contact One (TX) were the top two finalists for a GIS Data Management RFP issued by MESB this spring.

MESB's recognition of the need to move to a GIS-based solution could present a watershed opportunity for the broader MetroGIS community. The data management systems proposed would allow for the various data creators across the metropolitan area to update and share information in a real-time environment, ensuring that the datasets are accurate and available for governmental uses beyond 911 and emergency response needs, whenever they are needed. The proposed systems could provide a gateway to achieving the two regional visions adopted by the Policy Board in April for E911-compliant street centerlines and an occupiable unit database.

Based on the MetroGIS staff evaluations, both proposed vendor solutions comprise most (if not all) of the technology to build and maintain these datasets within the context of the respective visions. The organizational structures of the MESB and MetroGIS also provide the capacity to manage the many participant roles and establish shared funding as a single enterprise. In effect, the MESB could become the regional custodian of the regional street centerline and occupiable unit data solutions - or at least play a principal role in the dataset management. The Metropolitan Council currently serves as the regional custodian for the regional street centerlines, but the data is maintained by The Lawrence Group. MetroGIS staff feels this could be the most wide-reaching opportunity to capture inter-organizational efficiencies through the use of GIS technology in the Twin Cities since the creation of MetroGIS itself. (*Submitted by Gordon Chinander and Nancy Pollock, Metropolitan Emergency Services Board*.)

3. **Minnesota 3D Project – Needs Assessment Underway / Website Testing**
Eighteen 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 design a proposed Internet-based application. These results will also likely be valuable to MetroGIS as investigations proceed into development of commonly needed geospatial-based applications.

M3D community partners have identified community development applications for current work, including data, reporting and presentation needs. These projects, to be completed over the next several months, will influence the online mapping application that the Labor Market Information Office at DEED is developing for M3D. An alpha version was launched this past September (http://map.deed.state.mn.us/m3d - User Name: M3D / Password: test). Coordinating Committee members are encouraged to log on, test the site, and forward and questions, problems, or other feedback you might have to Kris Nelson at ksn@umn.edu.) A beta site should be ready for testing by February 2006.

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. " "The centerpiece of this approach is the creation of an online mapping application.

With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing." *(Submitted by Will Craig, U of M CURA)*

4. **Coordinating Committee Members to Receive Polaris Mid-Career Awards**
Rick Gelbmann and Randy Knippel of the MetroGIS Coordinating Committee were honored by the Minnesota GIS/LIS Consortium at its annual conference in St. Cloud on October 4. The Polaris Mid-Career Award is given to three outstanding leaders each year. Polaris, a triple star, provides direction to travelers and provides our state with its motto. Along with Annette Theroux of Walker, Minnesota, Gelbmann and Knippel have provided the State with direction and leadership. Gelbmann manages GIS activities for the Metropolitan Council, serves as vice chair of the Governor's Council on Geographic Information, and was a key force in starting MetroGIS. Knippel manages GIS activities for Dakota County, serves as vice chair of the MetroGIS Coordinating Committee, and is leading the Emergency Preparedness Committee for MetroGIS. *(Submitted by Will Craig, U of M CURA)*

5. **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.

In an article written by Bill Swing, Wright County IT Manager, he notes that the time may be right to move this design concept to a "proof of concept" phase. Policy makers in the Office of Enterprise Technology (OET) have expressed interest in the concept and have acknowledged that it complements the Governor's Drive to Excellence campaign nicely. The surge in web portal development around the State also sets the stage for its test deployment. The five counties of Wright, Stearns, Morrison, Sherburne, Benton and the City of St Cloud, for example, have recently formed the Central MN Regional Technical Advisory Committee (CM-RTAC). Like the GAC, this Committee is also at a conceptual level as it discusses the services that may be offered through a regional portal.

CM-RTAC members envision a regional portal that provides a single-point of access to a wide-range of information that crosses county boundaries. In their case, the portal would provide services and information relating to the region of central Minnesota. Developers, for example, should be able to access parcel layers that cross county boundaries via the portal; a taxpayer should be able to access all owned parcels – a spatial view as well as the tabular data - regardless of what county the parcels reside in. Members are also discussing the concept of a "My Government" portal for the taxpayer that would provide a personalize site for taxpayer upon signing in. The taxpayer would see a complete set of his/her land records information, information on area schools (that cross county lines), all elected officials, regional services such as parks, recreation, transportation, public safety, etc - all from a regional perspective. Eventually multiple state agencies in addition to multiple counties could eventually contribute to the regional portal, i.e. Secretary of State, DNR, DPS. The resulting comprehensive regional portal could then serve a wide range of applications. Industries and families speculating on moving to central Minnesota, for example, could "explore" the region via the portal - not being required to search multiple sites to find desired information.

It is conceivable then that these counties could serve in the "proof of concept" phase for the GIS enterprise conceptual architectural design. However the details develop, it is apparent, given the broad based support of the fundamental concepts, the move towards significant collaborative partnerships will gather speed. *(Submitted by Will Craig, U of M CURA)*

6. 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)*

7. NSGIC Proposes National Ortho Program

The National States Geographic Information Council (NSGIC) has launched its Imagery for the Nation proposal. This proposal calls for federal funding of a sustainable and flexible digital aerial imagery program that meets the needs of local, state, regional, tribal, federal, and private partners. The program would:

- Operate nationally on a 3-year acquisition cycle.
- Provide federal funding for the following resolution
  - 1-meter in rural areas

- 1-foot in counties with 25 people/mi2 or more
- 6-inch in urban areas

- Allows local participants to "buy-up" to acquire imagery at higher resolutions, faster intervals, or additional sensors.
- States each coordinate local activities.

NSGIC is in the early stages of launching this idea. It will be necessary to gain support from the grass-roots and many other sources before it can become reality. The proposal will be discussed at NSGIC's mid-year meeting in Washington DC. For more information on the proposal, see http://www.nsgic.org/committees/documents/ortho_initative_handout.pdf. *(Submitted by Will Craig, U of M CURA)*

8. County-Based GIS User Group Updates

One reply was received. See Appendix A.

D) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. 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.

2. 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, subject to satisfactory accuracy testing, which from preliminary testing does not appear to a problem. This agreement has been sought for several years, as it 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 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.

3. 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.

4. 2006 National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program (CAP) Grant Opportunities

The National Geospatial Programs Office (NGPO) of the US Geological Survey (USGS) announced the 2006 NSDI Cooperative Agreements Program (CAP). The CAP grant provides seed funds to assist organizations in implementing the components of the National Spatial Data Infrastructure (NSDI). Eligible activities include participating in the NSDI Clearinghouse Network, Geospatial One-Stop portal, National Map collaborative programs, web service interoperability, geospatial organizational collaboration, metadata documentation and harvesting, and framework theme standards. The CAP is open to all U.S. organizations.

The Federal Geographic Data Committee (FGDC) sponsors the CAP to promote the technologies, standards, best practices and organizational collaboration vital to data integration, partnerships for data investment and speedy delivery of geospatial products to support government. The FGDC consists of 19 Federal agencies in collaboration with State, local and Tribal governments, academic, non-profit and the private organizations. The FGDC Secretariat is hosted by the NGPO.

Application information, funding categories and materials describing the 2006 CAP program can be found on-line at the FGDC website http://www.fgdc.gov.

Appendix A
Carver County GIS User Group Activity Update

The Carver County GIS User Group met on November 30th at Carver County Courthouse. Among the topics dicussed were:

- MetroGIS Address Workgroup – Occupiable Unit Database and Vision
  The people attending the meeting are very interested in this topic. City of Victoria, Chanhassen and Mayer are interested in helping the county get started on this project. I am waiting for our meeting tomorrow to see what the next steps we are going to take as a workgroup and relay the message back to the interested parties.
- Aerial Photography/Lidar project update
- MetroGIS Emergency Preparedness Workgroup – Demoed ArcIMS website
  We also discussed the MetroGIS Emergency Preparedness Workgroup and what we are working on. We demoed the ArcIMS application and showed the different layers the workgroup is collecting. There was also interest in this workgroup and sounded like there would be cooperation between the cities and county on collecting the datasets and verifying the locations.
- Software demonstration of ArcPublisher/ArcReader – How local governments could use this software to promote GIS within their organization
- Other discussion of projects organizations are working on.

We are moving forward as a User Group and starting to create some good relationships between some of the cities and the county. *(Submitted by Pete Henschel, Carver County GIS)*

MetroGIS Coordinating Committee

Cooperation, Coordination, Sharing Geographic Data

December 14, 2005

Minnesota Counties Insurance Trust (MCIT) Building
100 Empire Dr., St. Paul, MN
(North of Capitol Building about ½-mile and west of Jackson Street on Empire)

12:30 to 3:00 p.m. *(3:30 p.m. if needed)*
See directory in lobby for meeting room location.

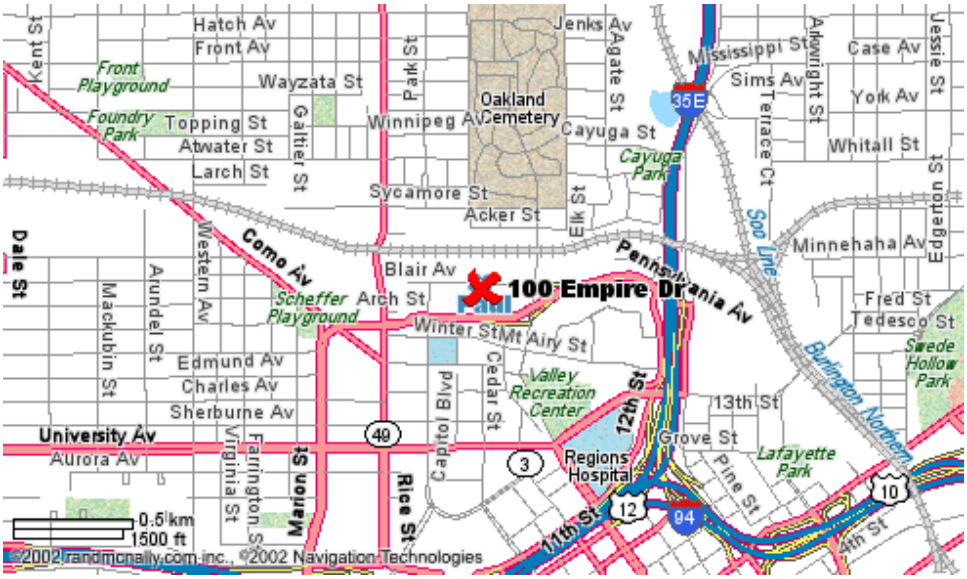
			Page
1.	**Call to Order**		
2.	**Approve Agenda**	***action***	
3.	**Approve Meeting Summary**		
	a) September 21, 2005	***action***	**1**
4.	**Summary of October 19th Policy Board Meeting**		**7**
5.	**Action and Discussion Items:**		
	a) Election of Officers	***action***	**8**
	b) Metropolitan Council's Program Evaluation and Audit of MetroGIS		**10**
	c) Modification to Operating Guidelines – Decision Making Between Meetings	***action***	**11**
	d) 2005 Major Accomplishments and Annual Report Theme	***action***	**14**
	e) 2006 Meeting Schedule	***action***	**21**
	f) Non-Profit Representative Seat on Committee	***action***	**22**
	g) GIS Demonstration for January Policy Board meeting	***action***	**23**
	h) Regional GIS Program Guidelines for 2006	***action***	**26**
	i) Preparations for Pending Strategic Directions Workshop		**29**
	j) Annual Performance Measures Report	***action***	**36**
6.	**Project Updates:**		**37**
	a) 2006 MetroGIS Program Objectives (*Status quo until following Strategic Directions Workshop*)		
	b) Results of Non-Government Prospective Workgroup and Next Steps		
	c) Regional GIS Project Proposals		
	d) Priority Business Information Need Solutions and User Satisfaction Forums		
	e) County Data Producer Workgroup Activities		
	f) View-Only, Web-based Access Policy for Parcel Data		
7.	**Information Sharing:**		**45**
	a) Presentations / Outreach / Studies		
	b) Metro and State Geospatial Initiatives Update		
	c) Federal Geospatial Initiatives Update		
	d) County-based GIS User Group Activity Update		
8.	**Next Meeting**		
	March xx, 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 readily usable."

How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



If you are traveling on I-94 eastbound -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-94 westbound -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Northbound -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

If you are traveling on I-35E Southbound -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

See www.mcit.org for more information

Approved On
(Draft)

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 313
September 21, 2005

1. CALL TO ORDER

Chairperson Read called the meeting to order at 1:05 p.m. and asked the members to introduce themselves.

Members Present: *Cities*: Steve Lorbach (AMM: core cities - City of St. Paul); *Counties*: Dave Drealan (Carver), Randy Knippel (Dakota), Scott Simmer (Hennepin), John Slusarczyk (Anoka), David Claypool (Ramsey) and Jane Harper (Washington); *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission); Rick Gelbmann and Mark Vander Schaaf (shared seat - Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Schools:* Dick Carlstrom (TIES); *Special Expertise*: Brad Henry (URS Corp.); *State*: David Arbeit (LMIC), Joella Givens (Mn/DOT) and Robert Maki (DNR); *Utilities*: Al Laumeyer (CenterPoint Energy).

Members Absent: *Academics*: Will Craig (U of M); *Business Geographics*: Chet Harrison (CB Richard Ellis); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Jim Hentges (Scott); GIS *Consultants*: Terese Rowekamp (Rowekamp Associates); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), *Non-Profits*: [vacant]; *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District).

Support Staff: Mike Dolbow, Steve Fester, Randall Johnson, and Mark Kotz

2. ACCEPT AGENDA

Henry moved and Givens seconded to approve the agenda, subject to hearing Item 5c following Item 5a and to hear the DataFinder Update proposal prior to the other two Project Updates under Item 5b. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Givens moved and Henry seconded to approve the summary for the Committee's June 29, 2005 meeting as submitted. Motion carried, ayes all.

4. SUMMARY OF JULY 27th POLICY BOARD MEETING

Chairperson Read summarized actions of most importance considered by the Policy Board at its July 27, 2005 meeting. She noted that several testimonials from Board members citing benefits realized from MetroGIS's existence were given following a comment that the Metropolitan Council was in the process of conducting an internal program evaluation of MetroGIS.

5. ACTION AND DISCUSSION ITEMS

a) Emergency Preparedness – Regional Solution Recommendation

Knippel provided an overview of the Emergency Preparedness Workgroup's recommended internal regional solution as presented in the agenda materials, including the process used by the workgroup to define the proposed solution, proposed data creation and refinement roles that would be shared by the counties, regional data themes that were developed to test the proposed solution and others that will be added as the solution matures, and the website that the solution relies upon to provide access to the various EP datasets that will be part of the envisioned solution.

In response to a question from Maki as to whether any of the subject regional data themes are currently operational, Knippel commented that the seven counties have decided among themselves the "theme manager" role assignment for each of the 14 data themes associated with the Strategic National Stockpile requirements; the web application for providing access is operational on the Council's server that supports

DataFinder; numerous additional data needs have been identified and are listed in the agenda materials; and a web-based method has been implemented by the workgroup to track progress toward fulfilling each of the data needs across all seven counties.

Vander Schaaf commented, and the group concurred, that he would like to see: 1) the list of endorsements from the Emergency Management community expand quickly, 2) a transition begin as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community and 3) periodic updates from the workgroup as the interim solution is tested and refined.

Bittner asked if the proposed plan includes incorporating Emergency Preparedness related data that is managed by organizations other than the counties, such as weather and climate data produced by NOAA. Knippel responded that the current focus is on building a base map that is consistent across the seven counties from data typically produced by local government. As the initial focus is achieved and as working relationships are established beyond local government additional data opportunities can be explored.

Harper stated that emergency management services (EMS) officials need to eventually assume leadership roles but also concurred with the workgroup's strategy to build something that can be used to demonstrate how efficiencies can be improved. She emphasized that a window of opportunity currently exists, due to concerns raised by the recent hurricane disasters, to reach out to a higher level of EMS officials regarding desired refinements to the proposed the interim solution; refinements that could expedite development of applications and resources that utilize GIS technology during an emergency.

In response to a comment from Henry, the group concurred that the workgroup should incorporate a couple of examples into the presentation to the Policy Board to help the Board members understand how implementation of the interim solution is expected to benefit the Emergency Management community.

Wencl commented that he strongly supports the proposal because it is totally in line with the vision of the National Map and other federal geospatial initiatives that rely upon aggregation of local data. He also cautioned that the proposal represents a good deal of effort on the part of local officials to accomplish the stated goals. Wencl's comment led to a general discussion about the perceived value of the GIS community's efforts by the Minnesota Office of Homeland Security and Emergency Management (HSEM), given that its Executive Director, Daniel Johnson, has accepted appointment as co-chair of the Emergency Management Committee of the Governor's Council on Geographic Information.

Laumeyer commented that he is surprised by the apparent disconnect in understanding by local emergency managers of existing GIS capabilities as described by Knippel. Harper also asked that the group not assume that each of the county GIS units is well respected, understood, and a go-to for resources, noting that much needs to be accomplished to achieve these attributes in Washington County.

Prior to voting on the proposal, the group agreed that the report to the Policy Board should clearly state which counties have agreed to their designated Regional Theme Manager Role(s) and that the column labeled "owner" in the table listing the various data needs should be changed to Regional Theme Manager. The report should also communicate that organizations other than counties are involved and to name a few examples.

Motion:

Henry moved and Givens seconded that the Coordinating Committee:

1) Endorse the recommended strategy as described in the Workgroup's Project Report included in the materials as an interim solution to emergency preparedness information needs, including the Workgroup assuming the role of regional custodian, subject to the Workgroup:
   a) Modifying the label "Owner" to "Regional Theme Manager" in the matrix of data listings,

b) Taking appropriate measures to ensure that the list of endorsements from the Emergency Management community expands quickly,
c) 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
d) Providing the Coordinating Committee with periodic updates as the interim solutions is tested and refined.

2) Recommend that the Policy Board endorse the Workgroup's proposed interim solution and encourage the leadership of each county to commit to its support and any desired further refinement, subject to communicating to the Board that organizations other than counties are involved and that providing a few examples to assist the Board members in understanding the type of benefit expected to be realized by the emergency community from participating in the proposed solution.

Motion carried, ayes all.

c) Procedures – Conducting Business Between Meetings

Chairperson Read summarized the circumstances that led to adding this item to the agenda as outlined in the agenda materials.

Harper commented that when she served as the Chair of the Coordinating Committee, decision making between meetings via email occurred on a couple of occasions. She stated that as long as sufficient time is given for responses, it continues to be important to have a procedure in place to accommodate decisions that are needed between meetings since the Committee only meets on a quarterly basis.

The Committee concurred with Harper's support of maintaining a between-meeting decision option and agreed that three working days is a sufficient response period. It was also agreed that the subject line for the email correspondence should have a standard "flag", the decision must be urgent in the opinion of the Chair and standard quorum requirements must be satisfied. In addition, a follow-up message is to be sent to the Committee stating the results of the vote and the course of action to follow.

The Chair and the Staff Coordinator were asked to prepare an amendment to MetroGIS's Operating Procedures for Committee consideration at its December meeting.

b) Regional GIS Project Proposal Updates

(1) DataFinder Upgrade

Kotz summarized the results of the Workgroup's investigation and methodology used, recommended functional priorities for the Committee's review and comment, and recommended courses of action to achieve the priority functions, as outlined in the a handout given to the Committee at the meeting (see Attachment A). Maki, a member of the Workgroup, commented that DataFinder Café was ahead of its time and as such some of its functionality underutilized. The recommended option provided sufficient functionality for the community's current needs, as well as, adequate flexibility to grow as the need is identified.

Arbeit asked if the Workgroup had taken into account resources available from LMIC in its deliberation of options. Kotz confirmed that the Workgroup is aware of these resources and that as the design specifics are finalized they will be taken into consideration.

The group did not modify the list of functional priorities proposed by the Workgroup but Harper commented, and the group concurred, that the objective should be to select an option that goes as deep into the list of functional priorities as possible, leveraging all available resources. The Committee also agreed with the Workgroup that the specific hardware and software solutions needed to achieve specified functionality should be decided by DataFinder's custodian organization, with the assumption that DataFinder will continue to be hosted by the Metropolitan Council.

Motion: Arbeit moved and Wencl seconded to:

a) Accept the functional priorities as recommended by the Workgroup (see Attachment A)
b) Accept the Workgroup's recommendation that the Metropolitan Council, serving in its capacity as custodian of the DataFinder application, be permitted to choose between design options 2a-2d with the following understandings: a) the final solution achieves as many of the identified functional priorities as possible, b) all available resources (internal and external) are leveraged and c) the required hardware and software are compatible with the Council's internal needs.

Motion carried, ayes all.

(2) Common Web Application

Knippel summarized update information provided in a handout that he gave to the Committee at the meeting (see Attachment B). He stressed that the intent of this proposed pilot project is to document whether multi-party collaboration to develop and maintain commonly needed web-based geospatial applications improves efficiencies. He explained the: a) target audience for the application as the general public, b) process used to develop the bid specifications, c) intention to receive 2-3 qualified bids from competing vendors, and d) intention to involve all affected parties in the selection process. He commented that the project has stimulated application-related dialogue that had not previously occurred, which the Workgroup perceives as a major benefit of project thus far.

Knippel noted, speaking as the Dakota County GIS Coordinator, that the proposed collaborative model will have more initial overhead than developing the application on their own but that in the long run he is confident that the collaborative arrangement will enable participants to share costs and expertise.

In response to a question from Henry concerning an explanation of the difference between the functionality associated with the proposed DataFinder upgrade and the proposed Common Web Application, Knippel clarified that the proposed common web application is not intended to serve as a data access tool, as is DataFinder, but rather the common web application would limit the user to queries of the source data for specified information supported by the application.

Vander Schaaf asked for clarification about the regional purpose since not all of the counties would be participating, given Hennepin County notice that they would not be participating. Harper commented that the purpose of this pilot project is to evaluate benefits that can be gained from collaboration, which does not necessarily mean all seven counties need to participate. She asked the group to reflect on early strategies employed by MetroGIS to build trust and cooperation and that eventually all seven counties did achieve a common policy regarding access to parcel data. She stated that, as with parcel data, not all of the counties are in the same place regarding geospatial application development and that this proposal is an excellent way to began to build the environment necessary to achieve greater consistency over time.

Simmer noted that Hennepin County was concerned that the proposal calls for public access to parcel data, which led to the writing of the letter referenced above, and was seen as a potential conflict with their NAZCA installation. County staff believes the proposed functionality is provided by NAZCA, and therefore they see no benefit from participating.

Claypool raised a concern that the vendor that developed Ramsey County's web application that has similar functionality to that proposed via this project was not aware of this project until only recently. The Staff Coordinator asked Claypool if he had reviewed the proposed design specification and if he felt that were skewed to favor any particular vendor. Claypool commented that the proposed design specifications are fine and repeated his concern that a bids need to sought from a broad field of qualified vendors.

Chairperson Read asked for permission to extend the meeting until approximately 3:30 p.m. Permission was granted.
Bitter asked if the Workgroup would be willing to consider a non-ArcIMS solution. Knippel commented that there is no intention of ruling out possible cost-effective solutions. The assumption is that an ESRI-based solution would be the most cost-effective because each county with an IMS implementation utilizes an ESRI software platform and another is planning to install one in 2007.

Drealan suggested that the Committee separate data access concerns from the general concept of investigating efficiencies that can be achieved by collaborating to develop and support commonly needed web applications. He stated that Carver County is in favor of pursuing the pilot because they are convinced that significant efficiency benefits are possible while enhancing their current e-government capabilities. Harper concurred and emphasized that the project should not be viewed as an all or nothing prospect and that development of a framework and incremental implementation has been proven to be an effective approach in the past. She reiterated that she is troubled by the thought that if only five counties are currently willing to participate that the project might not proceed. Knippel reiterated that the goal is to define ways to leverage resources with the understanding that not everyone is in the same place now but that over time greater cooperation is possible if a framework is in place. Henry concurred that a policy to collaboratively pursue support of common application needs is sound.

Maki reaffirmed that the pilot project goal to investigate efficiencies that can be achieved through collaborative design and support of commonly needed applications has a greater purpose than access policy related to any particular data proposed to be accessible via the application.

In response to a comment about the timeframe for securing funding for this pilot project, Vander Schaaf stated that a carry over of the subject funding into 2006 should not be ruled out and that moving slowly to thoroughly evaluate all aspects of the project would be viewed more favorably than rushing the project to meet a year-end budget deadline.

Motion:
Drealan moved and Harper seconded to:
a) Assign the matter of data access policy, in particular pertaining to parcel data, to another workgroup (tentatively the County Data Producers Workgroup) and limit the Common Web Application Workgroup's efforts to investigation of the efficiencies associated with pursuing a collaborative solution to design and support of commonly needed geospatial applications. The Chair and Staff Coordinator were also encouraged to engage in the access policy dialogue and to keep the Committee apprised of progress made to address the issue.
b) Direct the Workgroup is seek out bids from qualified vendors, evaluate the bids, and share the results with the Committee at its December meeting, with the understanding that no commitment has been made concerning access to licensed data or to spending pilot project funding at this point.

Motion carried, ayes all, with Vander Schaaf/Gelbmann abstaining.

(3) Fill in Missing Regional Parcel Data Attributes
There was no discussion of topic at the meeting due to lack of time.
(Editor's note: The proposer is no longer requesting funds for a forum(s) to explore possibilities with each county. The initial proposal requested $500 for this purpose in 2005. Rather, the proposer plans to conduct interviews onsite with county staff to document the current situation in each county regarding Regional Parcel Data attributes that are yet not populated. The proposer will then offer alternatives compatible with the various county situations.

d) GIS Demonstration Topic for October Policy Board Meeting

Henry suggested that the Committee consider demonstrating the Pictrometry product to the Board at its October meeting. Chairperson Read suggested consideration of the website associated with the Emergency Preparedness interim solution. After hearing a short presentation form Gelbmann about the Natural Resources Atlas that was recently developed by the Metropolitan Council, the group concluded that it was a better fit in terms of demonstrating the benefits of data sharing. It was agreed that Pictrometry should be added to the list of options for future consideration.

(Editor's note: Policy Board Chair Reinhardt requested the Emergency Preparedness Workgroup to utilize the website cited above to help the Board members better understand the expected benefits of the proposed regional solution.)

e) Preliminary 2006 Major Program Objectives

Chairperson Read summarized staff's suggestion to maintain the same program objectives for 2006 as in 2005 until the pending Strategic Directions Workshop is held, which is tentatively anticipated to occur in spring 2006.

Motion: Givens moved and Maki seconded to maintain the status quo in terms of 2006 work programming until the proposed MetroGIS Strategic Directions Workshop is held. Motion carried, ayes all.

f) Quarterly Performance Measures Anomaly Report

Due to a lack of time there was no discussion of this item than to accept staff's request to modify the reporting period for document download metric related to performance measurement. The modified policy permits use of reporting based upon standard calendar quarters or metrics which results in data that will be two months old by the time the Committee sees the report.

g) Google Earth – Possible to Leverage for MetroGIS Community's Needs?

Due to a lack of time there was no discussion of this item.

6. PROJECT UPDATES

There was no other discussion of this report due to a lack of time.

7. INFORMATION SHARING

There was no discussion of this report due to a lack of time.

8. NEXT SCHEDULED MEETING

December 14, 2005, 1:00-3:00 p.m.

9. ADJOURN

The meeting adjourned at 3:49 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff

MetroGIS

Agenda Item 4

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Summary of October 2005 Policy Board Meeting

DATE: December 1, 2005
(For the Dec 14th Meeting)

The following major topics were considered/acted on by the Policy Board on October 19th. Refer to the meeting minutes http://www.metrogis.org/teams/pb/meetings/05_1019/min.pdf *for the discussion points.*

Emergency Preparedness – Proposed Interim Regional Solution Report

The Policy Board unanimously approved the process endorsed by the Committee for testing in a full production environment, with the understanding that the process graphic presented to the Board will be improved to illustrate program, rather than process outcomes. In so doing, the Policy Board and, in particular, each county representative agreed that during the testing its members would:

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.

The Board also authorized 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.

It was acknowledged that the presence of accurate data maintained in a system that permits analysis of "what if" scenarios would provide an enormously valuable training tool, in addition, to the system's primary purpose to support emergency preparedness efforts.

Strategic Directions Workgroup and 2006 MetroGIS Work Plan

A program evaluation of MetroGIS that had been prepared by the Metropolitan Council's Audit Unit was shared with Board members. Member Pistilli characterized the findings as complimentary to the products of MetroGIS's efforts but also raised some questions about MetroGIS's reporting and organizational structures, noting that in his opinion, that what seems to make MetroGIS work also raises these questions. The Policy Board members expressed support for Council's program evaluation process, acknowledging that sufficient public value must be received in return for support of such initiatives. Board members were informed they would have an opportunity to provide substantive input into the Council's process from this point on. Member Pistilli also noted that the Council's proposed 2006 budget for MetroGIS maintains funding at the 2005 level, consistent with the Policy Board's April 2005 request.

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.

TO: Coordinating Committee

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

SUBJECT: Election of Officers

DATE: November 21, 2005
(For the Dec. 14 Mtg.)

REQUEST

The Committee is respectfully requested to elect a chair and vice-chair to serve during 2006.

Nancy Read and Randy Knippel were elected to their first terms as chair and vice-chair, respectively, at the Committee's December 2004 meeting. Both have acknowledged that they would accept second terms if that is the wish of the Committee.

BACKGROUND

1. A roster of the current Committee members is attached along with a table of liaison assignments. A listing of past officers is also attached.

2. Article III; Section 6 states "The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected."

3. Article III; Section 7 states "The Coordinating Committee 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. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected."

4. The Operating Guidelines state that the Committee's officers are limited to two consecutive terms, unless no one else is willing to serve.

RECOMMENDATION

Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2006.

COORDINATING COMMITTEE MEMBERSHIP

(As of November 18, 2005)

Name	Organization	Organization Type
Will Craig	University of Minnesota	Academic
Vacant		Non-Profit
Brad Henry	URS Corp. – formerly City of Minneapolis	Special Expertise
Chet Harrison	CB Richard Ellis	Private Sector (Business Geographics)
Terese Rowekamp	Rowekamp Associates	Private Sector (GIS Consultant)
Al Laumeyer & Allan Radke	CenterPoint Energy & Xcel Energy (*Share a seat on a rotating basis*)	Private Sector (Utility Company)
Steve Lorbach	City of St. Paul (AMM-Large City)	Public - City
Bob Cockriel	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Dave Drealan	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Hentges	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencl	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
Mark Vander Schaaf	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Gordon Chinander	Metropolitan Emergency Services Board	Public - Metropolitan Gov.
Nancy Read	Metro Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Dick Carlstrom	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Robert Maki	DNR	Public - State Agency
Ned Phillips	Rice Creek Watershed District (MAWD)	Public - Watershed. District

Past Coordinating Committee Officers

Terms	Chair	Vice- Chair
1996 - 1997	David Arbeit	Brad Henry (*There was no vice chair in 1996*)
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan
2005	Nancy Read	Randy Knippel

TO: Coordinating Committee

FROM: Nancy Read, Coordinating Committee Chair (651-643-8386)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Metropolitan Council's Program Evaluation and Audit of MetroGIS

DATE: December 1, 2005
(For the Dec. 14 Mtg.)

INTRODUCTION

This item was placed on the agenda at the Chair's request. A management representative of the Metropolitan Council has agreed to summarize the Council's recently completed Program Evaluation and Audit of MetroGIS (separate document at http://www.metrogis.org/teams/cc/meetings/05_1214/mc_eval.pdf).

The purpose of this presentation is to review "Potential Scenarios", discuss if/how the Committee might wish to submit comments, and consider implications for the Strategic Directions Workshop planned for 2006.

BACKGROUND

1. Metropolitan Council management first made its Program Evaluation and Audit of MetroGIS available as a handout at the MetroGIS Policy Board meeting on October 19th. As of this writing, the details concerning a process to receive comment from other MetroGIS stakeholders had not been decided.
2. Preparations for a Strategic Directions Workshop were suspended in late spring 2005, at the request of the Metropolitan Council. The Council had asked for more time to complete its internal evaluation of benefits received from its investment in MetroGIS and to articulate any issues or concerns that it may wish to bring to the Workshop. All essential stakeholders had been encouraged at the Committee's March meeting to conduct similar internal investigations prior to the Workshop to ensure that the workshop produced useful results.

RECOMMENDATION

No action is requested other than to ask questions of the presenter, as desired.

TO: Coordinating Committee

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

SUBJECT: Modification to Operating Guidelines – Decision Making Between Meetings

DATE: November 27, 2005
(For Dec 14th Meeting)

INTRODUCTION

An amendment to MetroGIS's Operating Guidelines is attached for the Committee's first reading. It provides procedures to authorize decision making between meetings.

Second reading would occur at the Committee's March meeting. Chairperson Reinhardt will likely advise the Policy Board of status of this matter at the January Board meeting.

PAST ACTION

At its September 21, 2005 meeting, the Committee:

1) Concurred that the Operating Guidelines should be modified to permit the Committee to make decisions between meetings subject to conditions. (See Agenda Item 4, item 5c, on page 3.)
2) Directed staff and Chairperson to propose amendment language to accomplish the desired modification. To comply with 15-day notice requirement, proposal emailed November 19th.

DISCUSSION

This proposal was shared with Chairperson Reinhardt for direction whether to apply the proposed changes to the Policy Board as well as the Committee. She 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.

RECOMMENDATION

That the Coordinating Committee grant first reading approval to modify the MetroGIS Operating Guidelines to authorize decision-making between meetings, subject to the conditions set forth in the amendment dated November 27, 2005.

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

~~a)~~(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.

~~b)~~(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.

TO: Coordinating Committee

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

SUBJECT: 2005 MetroGIS Major Accomplishments and Annual Report Theme

DATE: December 1, 2005
(For the Dec. 14 Meeting)

REQUEST

The Coordinating Committee is respectfully requested to comment on MetroGIS's major accomplishments over the past year, as listed below, and on the suggested theme for the MetroGIS 2005 Annual Report. (A detailed listing of activities and accomplishments over the past year is also attached for the Committee's information.)

2005 MAJOR ACCOMPLISHMENTS

Significant accomplishments in 2005 include:

- ✓ Interim solution endorsed by the Policy Board for further testing to establish mechanism for coordinated assembly across the seven county region of a variety of datasets critical to Emergency Preparedness efforts.
- ✓ Vision statement endorsed by the Policy Board to guide implementation of a regional "addresses of occupiable units" dataset.
- ✓ Vision statement endorsed by the Policy Board to guide implementation of a regional "E911-compliant street centerline data".
- ✓ Agreement in principle reached with U.S. Census Bureau to use regionally-endorsed street centerline data in 2010 Census products.
- ✓ Initiative launched to explore partnering opportunities with non-government interests to achieve common needs.
- ✓ Produced eighth testimonial to the benefits of MetroGIS's efforts – City of Roseville/Ramsey County GIS Users Group.
- ✓ Realized continued growth in data distribution activity from DataFinder and use of the general MetroGIS website.
- ✓ Selected by the Open Geographical Consortium as its top U.S. example of local/regional geospatial data distribution architecture in a publication entitled "Server Architecture Models for the National Spatial Data Infrastructure (NSDI)".
- ✓ Selected as the only collaborative governance structure in United States that exhibited "new policy options and institutional structures associated with the formulation and implementation of successful SDI (spatial data infrastructure) initiatives". The book, entitled "*GIS Worlds – Creating Spatial Data Infrastructures*", was published by ESRI Press and written by Dr. Ian Masser, an internationally acknowledged expert in the field.
- ✓ Selected by URISA as among its top 15 all time Exemplary Systems in Government (ESIG) Award recipients.

2005 ANNUAL REPORT

The proposed core theme 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 improved access to data produced by others, in the form needed, and by continuing to leverage resources through partnerships fostered through MetroGIS's efforts. The report would also talk about preparations made in 2005 for the pending 2006 Strategic Directions Workshop. 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 2004. It can be viewed at http://www.metrogis.org/about/annual_reports/05brochure.pdf.

RECOMMENDATION

That the Coordinating Committee suggest any additions and/or modifications to the:

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

Year End Detailed Status Report
MetroGIS Activities and Accomplishments
- 2005 -

I. Regional Information Need/Data Solutions – Data Component:

a. Addresses

A vision statement was approved by the Policy Board on April 27th for a regional strategy to capture and maintain addresses for all occupiable units (both residential and non-residential), whereby the data can be readily shared among government interests that serve the seven-county, Minneapolis-St. Paul region. A white paper was completed in September and presented at the State GIS/LIS Conference for comment. General procedures and policies needed to accomplish the vision are outlined in the white paper. It can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

b. Census Geography

MetroGIS staff 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, subject to the data meeting accuracy requirements. Testing thus far has been favorable. This agreement has been sought for several years, as it 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 products with accurate geospatial data, a project that cost over $72,000 for the 1990 and 2000 Census boundaries.

c. Emergency Preparedness

The Policy Board endorsed a regional strategy for further testing, in a full production environment, through which the seven counties and others propose to collaborate to gather and maintain several data themes fundamental to each of their efforts to support emergency service mandates. A document, which provides details regarding data content and custodial role and responsibility details, can be viewed at http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf. This endorsed regional strategy also places emphasis on outreach efforts to demonstrate the benefits of GIS technology to officials in the emergency management community. Part of the outreach initiative involved implementation of a password protected Web-based application to demonstrate GIS data currently available to the emergency management community. In May, the Emergency Preparedness workgroup hosted a seminar for emergency managers to inform them about GIS capabilities relevant to their work.

d. Existing Land Use:

In response to questions raised by the Policy Board, the Coordinating Committee decided to host a forum for community development professionals to further investigate the desirability of leveraging the American Planning Association's LBCS scheme which integrates several aspects of land use (e.g., structure type, function, and ownership) into a single data structure. This forum is to occur following the pending Strategic Directions Workshop, assuming Existing Land Use continues to be topic for consideration of a regional solution.

e. Highways and Roads:

A vision statement was accepted by the Policy Board on April 27 to pursue enhancements to the current regional street centerline solution to address needs of the E-911 community. This statement can be viewed at http://www.metrogis.org/teams/workgroups/e911_streets/05_0420_pbreport.pdf. This endorsed regional vision seeks to integrate GIS technology into the day-to-day operations of the region's 27 PSAPs. This strategy is expected to play an important role in the region's efforts to deal with commonly needed information related to supporting addressing for residences, business suites, and other locations important to the broader MetroGIS community. The Metropolitan Emergency Services Board (MESB) took action in October in accordance with achieving this vision by approving an investment of specialized software to ensure Master Street Address Guide (MSAG) data records are fully synchronized with associated street centerline data managed in a GIS environment.

No substantive progress was made in 2005 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 goal is to create a sustainable means to integrate, as needed, data associated with street centerlines but maintained in disparate source data files with differing standards by way of a technology solution. MnDOT extended an invitation to MetroGIS in 2004 to collaborate, through a pilot project, on refining the prototype software, accompanying polices and procedures, and associated tools/applications, as needed, to achieve common objectives. Michael Dolbow, GIS Specialist with the Metropolitan Council, was the lead staff for testing in the MetroGIS environment. Mr. Dolbow left the Council and a decision has not been made whether someone with is skill set will be retired in his place.

f. Hydrology

No substantive progress made to delays in the delivery of imagery required to conduct a pilot project.

g. Jurisdictional Boundaries

- *Watershed District Boundaries.* Washington County initiated a project in 2004 to prototype primary data capture standards, associated custodian roles and responsibilities, and outline options for organizations that have a business need to serve as the Regional Custodian (aggregate the boundary data produced by the seven counties into a regional dataset. Due to reductions in staff resources, no progress was made in 2005.
- *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.

h. Land Cover

The extent of coverage is now up to 75 percent of the seven county region. Work is currently in progress to extend the coverage another 12 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 forum was held on December 16 to share new coding and systems criteria.

i. Parcels:

- *Government and Academic Interests*

  On January 31st, Version 2.0 of the regional parcel dataset was released. Three quarterly updates were also produced. The number of attributes was expanded from 25 to 66 and a parcel point database was added. (These enhancements were made possible with the execution of the 2004-2008 Parcel Data Sharing Agreement in December 2004.)
- *Non-Profit and For-Profit Access*
  1) *Non-Profits:* A proposal was received in July from a consortium of neighborhood groups active in Hennepin and Ramsey Counties. They requested access by non-profit interests to the regional parcel dataset. A pilot project with Hennepin County was initiated to work out the specifics, since neighborhood groups currently have access to Ramsey County parcel data via the Ramsey County Users Group. This pilot project is in progress and a component of the M3D project. (See Item IIIe, below.)
  2) *For-Profits:* The County Data Producer Workgroup ceased its efforts to streamline licensing and distribution to non-government interests. The group concluded, based upon the difficult and time consuming negotiations required to achieve a common license for government entities, that there was insufficient interest in the data from non-government interests to justify an anticipated equally, if not more different negotiations, to standardize a license for non-government access.
- *View Only Access For Parcel Data*

  In November, agreement was reached with Hennepin County through which county staff are willing to evaluate implications of allowing view-only access to parcel data via a web-based application prototype to be provided by the Metropolitan Mosquito Control District (MMCD). The MMCD believes they can deliver the application prototype to county staff early in 2006.

j. Socioeconomic Characteristics of Areas

- The University of Minnesota Population Center continued to serve in its capacity as regional custodian for the MetroGIS Socioeconomic Resources Page (http://www.datafinder.org/mg/socioeconomic_resources/index.asp).

- The Metro Public Health GIS Users Group 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. This action was facilitated by Policy Board's January 2004 action adopting of a regional to the Socioeconomic Information Need. Data, such as the attributes associated with births and deaths (e.g., the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. This proposal will be forwarded to the state Department of Health.
- Efforts to improve usability of two datasets cited in addition to the birth and death data, above, that were also identified in the Policy Board's January 2004 action, have been abandoned, at least for the time being, due to inability to secure a champion(s) to lead the needed work. These efforts involved County social service and First Call for Help records.

II. Regional Information Need/Data Solutions –Application Component:

a) **Mailing Label Application:** The first regional application became fully operational in May 2005. It can accessed licensed users of the regional parcel dataset at http://www.datafinder.org/labels/login.asp .

b) **Emergency Preparedness:** A prototype application was launched in April for testing and refinement. (See Item Ib.) Its primary purpose is to inform the emergency preparedness community of data resources available via the GIS community.

III. Special Studies/Projects –Leveraging Investments

a. MetroGIS Strategic Directions Workshop. Efforts to prepare for this workshop were suspended spring 2005. Suspension was at the request of the Metropolitan Council until it had completed an internal evaluation of benefits received from its investment in MetroGIS and to articulate any issues or concerns that it may wish to bring to the subject Workshop. The Council's resulting Program Evaluation can be viewed at http://www.metrogis.org/teams/cc/meetings/05_1214/mc_eval.pdf. As of this writing, the details of a process had not been decided to obtain feedback from other stakeholders regarding the conclusions set forth in this document.

b. Beyond Government Users: Future Directions for MetroGIS. A forum was hosted on November 15th at the direction of the Policy Board to evaluate the potential for partnerships with non-profit and/or for-profit interests to address common geospatial needs. 33 individuals representing 13 different interest categories participated. A summary document can be viewed at http://www.metrogis.org/. The top three themes of ideas identified were: How can we work together to reduce costs?; What innovations can we work together to develop?; and How can we promote a statewide organization? The results of this forum will be a topic of discussion at the pending, Strategic Directions Workshop (Item A, above).

c) ApplicationFinder Concept: No progress was made in 2005, due to postponement of Strategic Directions Workshop (see Item IIIa). In December 2004, the Coordinating Committee endorsed a preliminary technology strategy (ApplicationFinder concept) to help MetroGIS stakeholders discover existing applications pertaining to various business needs and authorized creation of a workgroup to develop a proof of concept to demonstrate that the desired functionality can not be adequately achieved though the use of the established Goggle web-search tool.

d) Investigate Exchanging Parcel Data for Utility Infrastructure Data. No progress in 2005. Representatives from three utility companies renewed their interest in reviewing the regional parcel dataset and decide whether it had value to their operations. Discussions had been suspended while negotiations were in progress renewal of the GIS Data Sharing Agreements with the counties. Two of the three expressed interest in further talks but had not had an opportunity critically evaluate the newest version of the regional dataset. Utility interests were well represented at the November 15th forum for non-government interests.

e) 2005 Regional GIS Pilot Project Program. Three projects received concept approval (DataFinder Café Upgrade, Common Web-based Query Design, and Fill in incomplete attributes for the Regional Parcel Dataset. As of this writing, only the DataFinder Café proposal remained positioned for funding.)

f) M3D Project. The M3D project (http://www.cura.umn.edu/M3D) is important to MetroGIS because in addition to assisting with a resolution to the access policy for non-profit interests this project also involves development of a web-based geospatial application that will address common information needs of the broader MetroGIS community. The Staff Coordinator and several individuals active in MetroGIS

initiatives serve on the M3D Steering Committee. In October 2005, the "alpha" version of the M3D application was launched for testing at http://map.deed.state.mn.us/m3d - User Name: M3D Password: test.

g) National Street Address Data Standard. 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 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.

h) The National Demonstration Project on Land Market Monitoring The Metropolitan Council is participating in a project titled The National Demonstration Project on Land Market Monitoring. The project will develop and demonstrate GIS residential capacity analysis methods used at the Metropolitan Council and at four other organizations across the county. Other participating organizations include Portland OR, Sacramento CA, Orange County FL and the State of Maryland. Lincoln Institute of Land Policy is supporting the project and the University of Maryland, National Center for Smart Growth is leading the project. The extensive GIS data available through MetroGIS was key to the Council being selected as a participant in this project.

IV. Data Discovery and Acquisition – Other than Topical Applications

a. Support MetroGIS DataFinder
   - *DataFinder Café:* A multi-part user survey was conducted in May and June to establish the foundation for setting functional priorities for the next generation of Café. Coordinating Committee approval was received in September for design priorities and a request was made of the custodian (Metropolitan Council) to implement as many of the desired functions, as possible, with available funds with the understanding the project is dependent upon obtaining approval to purchase a new web server. As of this writing, negotiations were in process concerning purchase of the server.
   - *Data User Information*. MetroGIS again contracted with the firm Quova to produce a report to document the geographic location of the entities that download data from DataFinder. The finding was that over two-thirds of the downloading activity is to entities located within the seven county metro area and adjoining counties.

b. 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.
   - In addition to the Metropolitan Council, 10 organizations are utilizing MetroGIS to distribute geospatial data they maintain and 18 are using DataFinder as a search tool for discovery of their data.

IV. Outreach

a. Annual Report:
   The 2004 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 averaging nearly 8,000+ 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.

- Arranged for Council facilitator to assist Scott County GIS Users Group with a strategic planning workshop.

e. Coordination with **State (Beyond Metro)** Geospatial Activities/Information Requests:
   - Staff and Coordinating Committee members served as liaisons to Governor's Council on Geographic Information committees and workgroups: Emergency Preparedness, Hydrographic Data and Standards, Geospatial Infrastructure Workgroups and served on the Council itself.

f. Coordination with **National/International** Geospatial Activities/Information Requests:
   - January: Interviewed by Geospatial One Stop / The National Map Team concerning partnering on related best practices. Resulted in a publication documenting best practices.
   - January: Interviewed by Tom Pelsoci who was working a study to define the benefits of geospatial collaboration focusing on The National Map. Resulted in a publication documenting best practices.
   - March: A book, written by Ian Masser, was published by ESRI in which MetroGIS is showcased as the only North American example of a regional implementation of NSDI philosophies – governance structure and demonstrated ability to bundle operational capacities across multiple organizations as if a single enterprise.
   - April 6: URISA invited MetroGIS to submit an update to MetroGIS's 2002 winning ESIG application for publication in a book highlighting the 15 best ESIG projects recognized by URISA. The publication is expected to go to print in December.
   - April: Interviewed by Dave Dubauskas, City of Edmonton, Alberta. Interested in institutional relationships that have been implemented to share custodial responsibilities for commonly needed data.
   - April: MetroGIS's efforts were cited as the only regional example by the Open Geographic Consortium in their publication entitled "Server Architecture Models for the National Spatial Data Infrastructure (NSDI)" (http://portal.opengeospatial.org/files/?artifact_id=9984&version=2&format=pdf).
   - May: Metropolitan Regions Spatial Information Workshop, Washington D.C. MetroGIS Staff Coordinator summarized MetroGIS's functions and accomplishments, with specific emphasis on institutional relationships that have been implemented to share custodial responsibilities to support solutions for commonly needed data. The conference host paid all travel expenses. Development of a guidebook of best practices for establishing regional data sharing collaborations was launched at this forum. The publication is expected to be published in early 2006.
   - May: Interviewed by GIS Coordinator with the University of North Carolina – Charlotte. Role of multiple custodians sharing responsibilities and method for adoption of standards.
   - November: Staff Coordinator attended the Innovations in Governance Program at the Kennedy School of Government. The focus was on governance issues related to sustaining multi-sector/multi-organizational solutions to important public needs.

g. Formal Presentations:
   - April: Miami Valley Regional Planning Commission, Dayton Ohio. MetroGIS Staff Coordinator summarized MetroGIS's functions and accomplishments, with specific emphasis on institutional relationships that have been implemented to share custodial responsibilities for commonly needed data. The conference host paid all travel expenses.
   - April 5. FEMA forum – *appropriate to list here*? The conference host paid all travel expenses
   - October 4. GIS/LIS Conference: (See Item Ia.)
   - November 5. Orlando Conference – *appropriate here?*
   - Presentations to at least five organizations regarding Emergency Preparedness.

V. Project Management/Administration

a. Administered Performance Measures Plan – quarterly reports to the Coordinating Committee. The 2004 Annual Report was presented to the Policy Board in January 2005. Work on the 2005 annual report was initiated.

b. Maintained currency of information on *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 data accessible via *www.datafinder.org* - MetroGIS's primary data distribution mechanism.
d. Maintained licensing records for access to street centerline data (169) and parcel data (66).
e. Secured a time extension for the unused $15,800-plus portion of a federal grant received to upgrade DataFinder Café, conducted a user survey, identified functional priorities, researched options to achieve the desired functional priorities, and prepared a recommendation that was under consideration at the time of this writing.
f. Provided a variety of information about MetroGIS to the Metropolitan Council's team for preparation of a Program Evaluation and Audit of MetroGIS. The document describes how the Council benefits from its investment in MetroGIS and outlines several suggestions for further study.
g. Significant documents produced:
   - 2004 Annual Report (www.metrogis.org/about/annual_reports/index.shtml)
   - 2005 Performance Measurement Report (http://www.metrogis.org/benefits/perf_measure/index.shtml)
   - A testimonial from the City of Roseville to the benefits of MetroGIS's efforts was prepared. It can be viewed at http://www.metrogis.org/benefits/testimonials/index.shtml.
   - White paper - A Regional Occupiable Units Address Dataset A Vision… (It can be viewed at http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.
   - White paper – MetroGIS Emergency Preparedness Workgroup Project Report (January 2003 to August 2005) (It can be viewed at http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf.
   - Summary report for the November 15th forum entitled "Beyond Government Users: New Directions for MetroGIS." It can be viewed at http://www.metrogis.org/.
h. Meetings supported by MetroGIS staff support team:
   - Policy Board (4)
   - Coordinating Committee (4)
   - Technical Advisory Team (2)
   - Business Information Needs - Workgroups, Data User Forums, Training, etc.:
     - ✓Address Workgroup (4)
     - ✓E911-Compliant Street Centerline Workgroup (1)
     - ✓Emergency Preparedness Workgroup (7)
     - ✓County Data Producers Workgroup (1)
   - Special Events: (1)
     - ✓Non-Government Perspective Forum – Beyond Government Users: New Directions for MetroGIS (November 15)

MetroGIS

Agenda Item 5e

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2006 Committee Meeting Schedule

DATE: November 22, 2005
(For the Dec. 14 Meeting)

REQUEST

The Coordinating Committee is respectfully requested to set its meeting schedule for 2006.

POLICY BOARD SCHEDULE

On October 19, the Policy Board adopted the following meeting schedule for 2006: January 18, April 19, July 19, and October 18, all 3rd Wednesdays of the month.

DISCUSSION

The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Wednesday or Thursday starting at 1:00 p.m. at the Minnesota Counties Insurance Trust (MCIT) building. To provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board, staff would prefer the Committee to meet 3-4 weeks prior to the Board's meetings.

Suggested Meeting Date	**Anticipated Major Topics*** **
Special Meeting? *(TBD)*	▪ Strategic Planning Related
March 29, 2006 *5th Wednesday*	• View-Only Data Policy (Parcel Data) • Hydrology Information Need Recommendation • 2006 Regional GIS Project Program • Strategic Directions Workshop
June 28, 2006 *5th Wednesday*	• Regional Street Centerline Dataset E911 Compatible • 2006 Workplan • Solution for School Jurisdictional Boundary Information Needs • Business Plan Update Strategy
Sept. 20, 2006 *3rd Wednesday*	• Solution for Highway and Road Network Information Need • Solution for Existing Land Use Information Need (*follow strategic directions*) • 2007 Preliminary Workplan and Budget
Dec. 13, 2006 *2nd Wednesday*	• Endorse 2007-? Business Plan • Priorities for 2007 Regional GIS Projects (*Data Enhancement and Related Applications*) • Regional Emergency Preparedness Solution – Formal Endorsement • Election of Officers

*** Assumes that outcome of pending Strategic Directions Workshop will acknowledge previously established priorities and work in process.

RECOMMENDATION

That the Committee set its meeting schedule for 2006.

TO: Coordinating Committee

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

SUBJECT: Non-Profit Representative on Committee

DATE: November 29, 2005
(For the Dec. 14 Mtg.)

REQUEST

The Coordinating Committee membership is respectfully requested to identify a candidate(s) to represent non-government interests on the Committee.

This past July, Jeff Corn resigned from the non-profit seat on the Committee. Prior to that time, he was with a non-profit Minneapolis neighborhood council. In July, he accepted a position with CURA at the U of M and, as such, resigned his seat on the Coordinating Committee.

BACKGROUND

Article III, Section 2 of MetroGIS's Operating Guidelines states that "….interest categories (*represented on the Coordinating Committee*) shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, **nonprofit organizations that serve as adjunct resources for local government**, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS".

DISCUSSION

On November 15th, MetroGIS hosted a forum targeted to non-profit and for-profit interests (see Agenda Item 6b) to invite them to identify ideas for partnering with the public sector to address common geospatial needs. Following the forum, Chairperson Read suggested that one or more of the individuals who attended this forum, on behalf of a non-profit interest, should be considered as a potential candidate to fill the subject vacancy. Individuals affiliated with non-profit interests who attended the November 15th forum were as follows:

Participant Name	Organization Represented
Boyer, Liz	1000 Friends of Minnesota
Horning, Jessica	Greater Minneapolis Day Care Association
Moore, Chris	Greater Minneapolis Day Care Association
Wakefield, Sally	1000 Friends of Minnesota

RECOMMENDATION

That the Committee identify a candidate(s) to invite to serve as the non-profit representative to the Coordinating Committee.

TO: Coordinating Committee

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

SUBJECT: GIS Technology Demonstration – January 2006 Policy Board Meeting

DATE: December 6, 2005
(For Dec 14th Meeting)

INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board's January 18th meeting.

PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. GIS-related work at the U of M: At the September 2004 Coordinating Committee meeting, the following presentation candidates were identified:
   - An evacuation routing program for homeland defense that has been presented and was well received by elected officials on the national scene.
   - An NFS grant-funded project involving analysis of historic census data.
2. Pictrometry: The Committee added this topic to the list of candidates at its September 2005 meeting.
3. County GIS activities: During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting. Since then, Dakota and Scott Counties have made presentations.
4. M3D Internet Application. Candidate for the April meeting.

DISCUSSION

Professor Shashi Shekhar of the University of Minnesota is willing to talk about a project 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.

RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the January 18, 2006 Policy Board meeting.

REFERENCE SECTION

PAST POLICY BOARD DEMONSTRATION TOPICS:

- 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 PSAPs
- 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.

Presentation Fact Sheet

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. (We have a set of PowerPoint slides including a few with maps of evacuation routes for evacuating population near Monticello' power plant.)

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. Federal Highway Authority (federal agency) will sponsor follow-on work to determine contra-flow configurations of the transportation networks to increase outbound capacities and reduce total evacuation time. Collaborators include Mr. QingSong Lu, Mr. Sangho Kim, Prof. Eil Kwon (Minnesota State University), and Mr. Mike Sobolesky (Mn/DOT).

TO: Coordinating Committee

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

SUBJECT: Regional GIS Project Program for 2006

DATE: November 29, 2005
(For Dec 14th Meeting)

INTRODUCTION

Chairperson Read asked to include this item on the agenda to begin a process as soon as possible to address issues encountered with the 2005 Regional GIS Project Program.

BACKGROUND

1. 2005 was the first year this program was offered. The idea for it grew out of the negotiations for the current the 2004-2008 Parcel Data Sharing Agreement. Prior to the current agreement, pilot program funding had been essentially targeted to counties, in large part, to enhance their capabilities to support the desired content standards and custodian roles and responsibilities associated with the regional parcel dataset. The parties agreed to separate funding for regional pilot projects from that associated with the agreement.
2. In October 2003, the Policy Board adopted the policy guidelines listed in Attachment A to govern the Regional GIS Project Program. The program did not go into effect until January 2005 because agreement on the broader 2004-2008 Parcel Data Sharing Agreement was not reached until December 2004.
3. The submittal requirements for the 2005 program are listed in Attachment B.
4. Three proposals were granted concept approval by the Policy Board in July 2005 but only one of them remains positioned to utilize funds budgeted for this purpose. (See Agenda Item 6c for more information). Given the extenuating circumstances encountered with the 2005 projects, Metropolitan Council management has agreed to request to roll over the unused 2005 funding ($16,500) for use in 2006, in addition to the $22,000 included in the 2006 budget for this purpose, assuming the 2006 budget is approved as currently proposed.

DISCUSSION

The primary purpose of this program is to pilot ideas that have the potential to evolve into regional solutions to address common geospatial needs. Documenting lessons learned from the 2005 experiences would likely be useful to future proposers. The 2005 program requirements and guiding principles adopted in 2003 should also be reviewed for possible modifications that could avoid obstacles encountered in 2005.

RECOMMENDATION

That the Coordinating Committee consider creating a workgroup to assist with documenting lessons learned from the 2005 program, clarify the importance of this program to fostering innovation, and offer recommendations for desired program improvements.

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 supercede, the more general principles[1] 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 that 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 3rd 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."

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[1] The following principles governed 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

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

CALL FOR 2005 FUNDING CANDIDATES
-REGIONAL GIS PROJECTS -

What Projects are Eligible for Funding?

Only projects that satisfy the objectives of a Regional GIS Project and are associated with a currently authorized MetroGIS workplan activity are eligible for funding. A Regional GIS Project is 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 application that enhances access to data which addresses a priority information need endorsed by MetroGIS."*

How Much Funding is Available?

The 2005 MetroGIS budget allocates $22,000 for funding of Regional GIS Projects.

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 should be funded:

- Statement of project objective and why the requested funding is needed
- How the proposed project aligns with a Regional GIS Project objective(s)
- Importance of the proposed project to implementing a sustainable solution to a defined geospatial community need(s)
- Activities necessary to achieve the project objective and how the requested funds apply
- Breadth of core MetroGIS stakeholder organizational interests supporting the proposal
- Total value and type of required resources that would be leveraged if funding is awarded
- Effect of receiving funding approval for less than the full amount requested
- Time frame for project completion

The full submission should not exceed 2 pages, excluding any supplemental materials.

Who Will Decide and When?

The Coordinating Committee is tentatively scheduled to consider project proposals at its June 2005 meeting. The Policy Board would then consider the Committee's recommendation at its July 2005 meeting. If any funds remain unallocated, another round of proposals would be sought prior to the year's end. Contracts for services must also meet the Metropolitan Council's procurement rules.

Who is Eligible to Submit a Proposal?

Any individuals affiliated with authorized MetroGIS projects, committees and workgroups.

What is the Deadline for Submission?

- Applications must be received by Wednesday, May 18.
- Applications are to be submitted in digital form to Randall Johnson, MetroGIS Staff Coordinator (randy.johnson@metc.state.mn.us).

TO: Coordinating Committee

FROM: Nancy Read, Coordinating Committee Chair (651-643-8386)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Preparation for Strategic Directions Workshop

DATE: December 1, 2005
(For the Dec. 14 Mtg.)

INTRODUCTION

In preparation for the Strategic Directions Workshop planned for 2006, it will be important for everyone to have the same understanding of the philosophy and policies that currently underpin MetroGIS before considering any modifications to current practice.

If substantive modifications are believed to be warranted, a workgroup should be formed to give ample thought to a recommendation to the Policy Board. The Board could then decide if the matter should be a topic for the Workshop or not. The Policy Board expects that it will set a date for the Workshop at its January meeting.

ORGANIZATIONAL CHARACTERISTICS

The attached listing of philosophies and policies (Attachment A) is a product of staff's consolidating information from several documents for the Committee's review and comment. The source information was developed over the years, as MetroGIS created policy that was needed to achieve desired regional solutions to common geospatial needs.

REGIONAL SOLUTIONS IN PLACE

A key component of MetroGIS's efforts has been to focus on institutionalizing custodial roles and responsibilities across organizations needed to sustain the various regional solutions that have been implemented. In Attachment B, a listing is provided of the 10 organizations and the 23 roles that they have voluntarily accepted in support of endorsed regional solutions.

RECOMMENDATION

That the Coordinating Committee identify any desired additions or modifications to the current MetroGIS policy environment summarized in Attachment A, entitled "Collaborative (Governance) Characteristics that Create Public Value", and dated December 1, 2005.

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**.** *Build once, share many times.*	**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**	
	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**	

CHARACTERISTIC		CURRENT STRUCTURE	OPTION 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**	
	Policymakers advocate (champion) regional geospatial policy within their respective organizations and among their peers.	**X**	

CHARACTERISTIC		CURRENT STRUCTURE	OPTION 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. (*See Attachment B for 23 roles shared by ten MetroGIS stakeholders as of November 2005*.)	**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 ***10 organizations** have assumed a total of **23 roles** in support of endorsed regional solutions to common geospatial related needs of the community.*	**Summary of Collaborative Roles** (Bundling Operational Capacity Across Organizations to Address Common Priority Needs)
(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_sumv2.0.pdf) 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) (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.) (Counties use these data to manage property-related records and to support their tax collection responsibilities.)
(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	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)	▪ 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 (*regional solutions to common geospatial needs*)	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)	

MetroGIS

Agenda Item 5j

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: 2005 Performance Measures Report

DATE: November 29, 2005
(For the Dec. 14 Mtg.)

INTRODUCTION

The 2005 Performance Measures Report could not be completed in time to include in the agenda packet. Staff will attempt to complete and distribute it prior to the Committee's December meeting.

Depending upon the amount of time available to members for review of this report prior to the meeting, the Committee is respectfully requested to decide how best to insure that the results are considered as an input for the pending Strategic Directions Workshop, particularly, in the event that insufficient time is available to consider the topic at the Committee's December meeting.

BACKGROUND

1. For the past three years, staff collaborated with Kathie Doty, with Richardson, Richter & Associates, to produce the annual performance measures report. Ms. Doty's services were not available this year and other staffing priorities have precluded work on this project.
2. Staff is exploring the possibility arranging for Metropolitan Council research staff to assist with the 2005 performance measures report and the possibility also providing assistance with quarterly reporting in 2006 and beyond.
3. Although the Policy Board has requested a performance measures report for MetroGIS's activities on an annual basis, there is no date-specific requirement by which do so. Presentation of this report has occurred at the Board's January meeting for the past three years. To accommodate this schedule, an October 1 to September 30 time frame has been used.
4. The year-end reporting timeframe was established to coordinate with the work planning and budget preparations for the following year, in the event modifications to either are recommended as a result of performance measure reporting. This not a major concern this year, as work programming and budget recommendations (other than to support the status quo) will not occur until following the pending Strategic Directions Workshop. The results of the 2005 performance measures reporting program will be available for consideration prior to that time.

RECOMMENDATION

1. That the Committee decide if it has had sufficient opportunity to review the 2005 Annual Performance Measures Report for MetroGIS's activities.
2. If sufficient review time has been provided, the Committee is respectfully requested to forward the Report, along with any desired comments, to the Policy Board for consideration at the Board's January.
3. If insufficient review time has been provided, agree on an option to insure that the results are available for consideration at or prior to the pending Strategic Directions Workshop.

TO: Coordinating Committee

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

SUBJECT: Project Updates

DATE: December 6, 2005
(For the Dec. 14th meeting)

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

A) 2006 METROGIS PROGRAM OBJECTIVES

At its October 2005 meeting the Policy Board concurred that work on projects that are in progress should continue into 2006 but that no new initiatives should be considered until following the pending Strategic Directions Workgroup and subsequent Business Planning initiative. See Attachment A for the status of program objectives established for 2005.

B) NON-GOVERNMENT PROSPECTIVE FORUM AND STRATEGIC DIRECTION WORKSHOP

A forum entitled "Beyond Government Users: Future Directions for MetroGIS" was hosted by MetroGIS on Tuesday, November 15th. It was attended by 29 individuals from the non-profit and for-profit sectors, representing 13 different interest categories. A summary document is being prepared. Once the participants have had an opportunity to comment of the accuracy on the document it will be shared with Committee and Policy Board members. The Policy Board requested that this event be hosted in preparation for the pending Strategic Directions Workshop. On a scale of 1-4, 4 being the highest, the participants rated all but one aspect of their participation higher than "3". The one aspect rated below "3", at 2.92, was time management.

C) REGIONAL GIS PROJECT PROPOSALS (2005)

(1) MetroGIS DataFinder Café – Upgrade Proposal

The Coordinating Committee, at its September meeting, concurred on desired functional priorities for the next version of DataFinder Café and agreed that the actual software/hardware decisions to achieve these functions should be left to the custodian, in this case, the Metropolitan Council. Council GIS staff subsequently defined a proposal that maximizes functionality with available funding, as requested by the Committee. The GeoCortex software product, in combination with ArcIMS, was found to be the most cost-effective way to achieve the desired functionality. The proposed enhancements to Café also involve the purchase of a new web server, which has been the main focus for the past few weeks. Once the server acquisition is finalized, permission to purchase the GeoCortex product will be sought. An update will be provided at the Committee meeting, as requested at the September meeting.

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

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.

(3) Fill in incomplete attribute fields in Regional Parcel Dataset

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.

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 will meet one more time in 2005 to consider comments received at the Conference and to consider next steps.

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 Board once a regional street centerline dataset is established that meets their needs. The MESB unanimously endorsed a GIS data management system earlier this 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 Item B (above) for more information about this 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

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) <u>Highway and Road Networks</u> *(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) completed procurement of software designed to maintain consistency between

the Master Street Address Guide (MSAG) and street centerline geography (regional street centerline dataset). The MESB is completing its purchase of this software and is now ready to launch Phase II, development/acquisition of a regional street centerline dataset that satisfies E911 needs. The software system will be installed 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 reminder 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 December 1st, 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** has been 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 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 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. (*Robert Maki, MN DNR, Coordinating Committee Liaison*)
A White Paper is planned to be completed for consideration by the Committee at its March 2006 meeting. A primary purpose of the paper is to analyze gaps between the information needs identified in 1997 and those that can be met with currently developed (or developing) data. A forum in 2006 is proposed to affirm these user needs and discuss a strategy(ies) to address the gap in terms of defining a Regional solution. 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 just recently due to late delivery of new 2005 infrared imagery. The 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/teams/workgroups/index.shtml 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).

(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 within the next year. DNR, the regional custodian, is looking into creating tools to help standardize the data before delivery. A forum is also planned for December 16th for individuals who have some MLCCS experience but would like to review technical methodologies and DNR standards as well as 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 those new community classification. Finally, DNR is also 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 **66 licenses** issued to access and use the Regional Parcel Dataset. As of **December 5th**, 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: **13** (1 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)*

- **Regional Parcel Dataset Policy- Access by Non-Profit Interests: Hennepin County Pilot**
  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.

F) VIEW-ONLY, WEB-BASED ACCESS POLICY INVESTIGATED FOR PARCEL DATA

At its July 27th meeting, the Policy Board extended its sunset provision on deliberations needed to establish a regional policy authorizing free, unlicensed access to parcel data when in a view-only, web-based environment. Subsequently, the Coordinating Committee directed its chair and staff to investigate options and offer a recommendation. On September 30, Hennepin County officials agreed to use a proposal from Nancy Read, Metropolitan Mosquito Control District, as pilot to evaluate policy implications. Once an agreement in principle is reached with Hennepin County, the plan is to work through the County Data Producers Workgroup to negotiate a recommendation acceptable to each of the other six Metro Area counties. An update on the antiquated schedule for this pilot has been requested to share with the Committee at the December meeting. The goal is to bring a draft policy statement to the Committee at it s March 2006 meeting.

ATTACHMENT A

Accepted by the Policy Board
January 26, 2005

MetroGIS Mission Statement

(Adopted February 1996)

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

Major 2005 MetroGIS Program Objectives[1]

- Adopt an updated MetroGIS Business Plan (process to include a retreat of MetroGIS leadership with a theme of "*Are We Done?" (Maintain What Has Been Built Or Pursue New Initiatives*) and obtain endorsement by key stakeholder interests. (*The remainder of the proposed objectives assume that MetroGIS's current core functions[2] will not change substantively*.) (***POSTPONED FOR STRATEGIC PLANNING***)
- Implement modifications to the Regional Parcel Dataset, which were endorsed by the Policy Board in July 2004, and establish common access policy concerning non-profits/community groups, whose functions complement government functions. (***PILOT PROJECT IN PROGRESS WITH HENNEPIN COUNTY*)**
- Achieve Policy Board endorsement, at minimum, of a Phase I regional solution that effectively addresses each of the following common priority information needs:
    1) Addresses (of occupiable units) **(*VISION ADOPTED 4/05 - IN PROGRESS*)**
    2) Emergency Preparedness **(*VISION ADOPTED 10/05 - IN PROGRESS*)**
    3) Existing Land Use **(*POSTPONED FOR STRATEGIC PLANNING*)**
    4) Highway and Road Networks **(*SEE NEXT BULLET*)**
    5) Jurisdictional Boundaries – School Districts ***(NO PROGRESS – LMIC REORGANIZED)***
    6) Jurisdictional Boundaries – Watershed Districts **(*Pilot in Washington Co. nearing completion*)**
    7) Lakes and Wetlands **(*EVALUTAION IN PROGRESS*)**
- Achieve Policy Board endorsement of strategies to effectively achieve a solution to address-related limitations of the endorsed Regional Street Centerline dataset for geocoding concerning: a) satisfying needs of the E911 community and b) incorporating locally-produced data into the U.S. Census Bureau's TIGER data. (***VISION ADOPTED 4/05 – IN PROGRESS***)
- Implement a strategy (referred to as ApplicationFinder) to help data users efficiently share existing geospatial applications and leverage those existing investments. ***(POSTPONED FOR STRATEGIC PLANNING)***
- Continue efforts to identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS's resources. ***(POSTPONED FOR STRATEGIC PLANNING)***
- Continue to realize increased use of DataFinder as a tool used both by data users to search for and access data they need, and by data producers to distribute data important to others in the MetroGIS community.
- Continue to realize increased awareness of MetroGIS's endorsed strategies, resources, and opportunities among MetroGIS stakeholders and officials involved in related efforts beyond the Metro Area.
- Continue to effectively support MetroGIS's general information website (www.metrogis.org).
- Continue to effectively support MetroGIS's DataFinder website (www.datafinder.org).
- Continue to perform activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS's efforts – user satisfaction with data solutions and custodian conformance with expectations; document the benefits of MetroGIS's efforts; and modify activities and policies, as appropriate.

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

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

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

MetroGIS

Agenda Item 7

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

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

SUBJECT: Information Sharing

DATE: December 5, 2005
(For the Dec 14th meeting)

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

A) 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 mid-late December and can be viewed at http://www.mngislis.org/newsletter/.

2. **Presentation at State GIS/LIS Conference**
   Mark Kotz, lead staff for MetroGIS's Addresses for Occupiable Units Workgroup, made a presentation at the Minnesota GIS/LIS Conference in October about the vision for this regional dataset as adopted by MetroGIS in April 2005. Over 50 persons attended and over 40 copies of the session whitepaper were distributed. The whitepaper explains the vision, as well as the research conducted to define the vision. It can be viewed at www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf.

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 efforts 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 timely, given governance related issues that have arisen over the past year and are likely to be a topic at the pending Strategic Directions Workshop. A short paper, which documents information learned during this program and valuable to MetroGIS's efforts, has been shared with individuals who expressed an interest.

B) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

1. **Key MetroGIS Staffer Takes Position at the Department of Agriculture**
   Mike Dolbow, GIS Specialist with the Metropolitan Council and lead staff for several important MetroGIS initiatives, left the Council and MetroGIS at the end of October to serve as the new GIS Coordinator for the Minnesota Department of Agriculture. In his five years at the Council, Mike played a key role in defining regional strategies for street-related data and in furthering partnerships with The Lawrence Group, the Metropolitan Emergency Services Board (formerly 911 Board), Mn/DOT and, most recently, the U.S. Census Bureau (see Item D2). The MetroGIS Policy Board presented a certification of recognition to Mike at its October meeting and wished him the best of luck in his new position.

2. **Metropolitan Emergency Services Board: Moving to GIS-Centric 911 Location System**
The Metropolitan Emergency Services Board (MESB; formerly the Metropolitan 911 Board) selected Contact One to establish GIS-based data management systems as the foundation for metropolitan 911 response efforts. Based on technical capabilities, the vendors, microData GIS (VT) and Contact One (TX) were the top two finalists for a GIS Data Management RFP issued by MESB this spring.

MESB's recognition of the need to move to a GIS-based solution could present a watershed opportunity for the broader MetroGIS community. The data management systems proposed would allow for the various data creators across the metropolitan area to update and share information in a real-time environment, ensuring that the datasets are accurate and available for governmental uses beyond 911 and emergency response needs, whenever they are needed. The proposed systems could provide a gateway to achieving the two regional visions adopted by the Policy Board in April for E911-compliant street centerlines and an occupiable unit database.

Based on the MetroGIS staff evaluations, both proposed vendor solutions comprise most (if not all) of the technology to build and maintain these datasets within the context of the respective visions. The organizational structures of the MESB and MetroGIS also provide the capacity to manage the many participant roles and establish shared funding as a single enterprise. In effect, the MESB could become the regional custodian of the regional street centerline and occupiable unit data solutions - or at least play a principal role in the dataset management. The Metropolitan Council currently serves as the regional custodian for the regional street centerlines, but the data is maintained by The Lawrence Group. MetroGIS staff feels this could be the most wide-reaching opportunity to capture inter-organizational efficiencies through the use of GIS technology in the Twin Cities since the creation of MetroGIS itself. (*Submitted by Gordon Chinander and Nancy Pollock, Metropolitan Emergency Services Board*.)

3. **Minnesota 3D Project – Needs Assessment Underway / Website Testing**
Eighteen 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 design a proposed Internet-based application. These results will also likely be valuable to MetroGIS as investigations proceed into development of commonly needed geospatial-based applications.

M3D community partners have identified community development applications for current work, including data, reporting and presentation needs. These projects, to be completed over the next several months, will influence the online mapping application that the Labor Market Information Office at DEED is developing for M3D. An alpha version was launched this past September (http://map.deed.state.mn.us/m3d - User Name: M3D / Password: test). Coordinating Committee members are encouraged to log on, test the site, and forward and questions, problems, or other feedback you might have to Kris Nelson at ksn@umn.edu.) A beta site should be ready for testing by February 2006.

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. " "The centerpiece of this approach is the creation of an online mapping application.

With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing." *(Submitted by Will Craig, U of M CURA)*

4. **Coordinating Committee Members to Receive Polaris Mid-Career Awards**
Rick Gelbmann and Randy Knippel of the MetroGIS Coordinating Committee were honored by the Minnesota GIS/LIS Consortium at its annual conference in St. Cloud on October 4. The Polaris Mid-Career Award is given to three outstanding leaders each year. Polaris, a triple star, provides direction to travelers and provides our state with its motto. Along with Annette Theroux of Walker, Minnesota, Gelbmann and Knippel have provided the State with direction and leadership. Gelbmann manages GIS activities for the Metropolitan Council, serves as vice chair of the Governor's Council on Geographic Information, and was a key force in starting MetroGIS. Knippel manages GIS activities for Dakota County, serves as vice chair of the MetroGIS Coordinating Committee, and is leading the Emergency Preparedness Committee for MetroGIS. *(Submitted by Will Craig, U of M CURA)*

5. **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.

In an article written by Bill Swing, Wright County IT Manager, he notes that the time may be right to move this design concept to a "proof of concept" phase. Policy makers in the Office of Enterprise Technology (OET) have expressed interest in the concept and have acknowledged that it complements the Governor's Drive to Excellence campaign nicely. The surge in web portal development around the State also sets the stage for its test deployment. The five counties of Wright, Stearns, Morrison, Sherburne, Benton and the City of St Cloud, for example, have recently formed the Central MN Regional Technical Advisory Committee (CM-RTAC). Like the GAC, this Committee is also at a conceptual level as it discusses the services that may be offered through a regional portal.

CM-RTAC members envision a regional portal that provides a single-point of access to a wide-range of information that crosses county boundaries. In their case, the portal would provide services and information relating to the region of central Minnesota. Developers, for example, should be able to access parcel layers that cross county boundaries via the portal; a taxpayer should be able to access all owned parcels – a spatial view as well as the tabular data - regardless of what county the parcels reside in. Members are also discussing the concept of a "My Government" portal for the taxpayer that would provide a personalize site for taxpayer upon signing in. The taxpayer would see a complete set of his/her land records information, information on area schools (that cross county lines), all elected officials, regional services such as parks, recreation, transportation, public safety, etc - all from a regional perspective. Eventually multiple state agencies in addition to multiple counties could eventually contribute to the regional portal, i.e. Secretary of State, DNR, DPS. The resulting comprehensive regional portal could then serve a wide range of applications. Industries and families speculating on moving to central Minnesota, for example, could "explore" the region via the portal - not being required to search multiple sites to find desired information.

It is conceivable then that these counties could serve in the "proof of concept" phase for the GIS enterprise conceptual architectural design. However the details develop, it is apparent, given the broad based support of the fundamental concepts, the move towards significant collaborative partnerships will gather speed. *(Submitted by Will Craig, U of M CURA)*

6. 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)*

7. NSGIC Proposes National Ortho Program

The National States Geographic Information Council (NSGIC) has launched its Imagery for the Nation proposal. This proposal calls for federal funding of a sustainable and flexible digital aerial imagery program that meets the needs of local, state, regional, tribal, federal, and private partners. The program would:

- Operate nationally on a 3-year acquisition cycle.
- Provide federal funding for the following resolution
    - 1-meter in rural areas

- 1-foot in counties with 25 people/mi2 or more
- 6-inch in urban areas

- Allows local participants to "buy-up" to acquire imagery at higher resolutions, faster intervals, or additional sensors.
- States each coordinate local activities.

NSGIC is in the early stages of launching this idea. It will be necessary to gain support from the grass-roots and many other sources before it can become reality. The proposal will be discussed at NSGIC's mid-year meeting in Washington DC. For more information on the proposal, see http://www.nsgic.org/committees/documents/ortho_initative_handout.pdf. *(Submitted by Will Craig, U of M CURA)*

8. County-Based GIS User Group Updates

One reply was received. See Appendix A.

D) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. 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.

2. 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, subject to satisfactory accuracy testing, which from preliminary testing does not appear to a problem. This agreement has been sought for several years, as it 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 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.

3. 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.

4. 2006 National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program (CAP) Grant Opportunities

The National Geospatial Programs Office (NGPO) of the US Geological Survey (USGS) announced the 2006 NSDI Cooperative Agreements Program (CAP). The CAP grant provides seed funds to assist organizations in implementing the components of the National Spatial Data Infrastructure (NSDI). Eligible activities include participating in the NSDI Clearinghouse Network, Geospatial One-Stop portal, National Map collaborative programs, web service interoperability, geospatial organizational collaboration, metadata documentation and harvesting, and framework theme standards. The CAP is open to all U.S. organizations.

The Federal Geographic Data Committee (FGDC) sponsors the CAP to promote the technologies, standards, best practices and organizational collaboration vital to data integration, partnerships for data investment and speedy delivery of geospatial products to support government. The FGDC consists of 19 Federal agencies in collaboration with State, local and Tribal governments, academic, non-profit and the private organizations. The FGDC Secretariat is hosted by the NGPO.

Application information, funding categories and materials describing the 2006 CAP program can be found on-line at the FGDC website http://www.fgdc.gov.

Appendix A
Carver County GIS User Group Activity Update

The Carver County GIS User Group met on November 30th at Carver County Courthouse. Among the topics dicussed were:

- MetroGIS Address Workgroup – Occupiable Unit Database and Vision
  The people attending the meeting are very interested in this topic. City of Victoria, Chanhassen and Mayer are interested in helping the county get started on this project. I am waiting for our meeting tomorrow to see what the next steps we are going to take as a workgroup and relay the message back to the interested parties.
- Aerial Photography/Lidar project update
- MetroGIS Emergency Preparedness Workgroup – Demoed ArcIMS website
  We also discussed the MetroGIS Emergency Preparedness Workgroup and what we are working on. We demoed the ArcIMS application and showed the different layers the workgroup is collecting. There was also interest in this workgroup and sounded like there would be cooperation between the cities and county on collecting the datasets and verifying the locations.
- Software demonstration of ArcPublisher/ArcReader – How local governments could use this software to promote GIS within their organization
- Other discussion of projects organizations are working on.

We are moving forward as a User Group and starting to create some good relationships between some of the cities and the county. *(Submitted by Pete Henschel, Carver County GIS)*

Metropolitan Council

Program Evaluation and Audit

COMMUNITY DEVELOPMENT

METROGIS

October 17, 2005

INTRODUCTION

Background

MetroGIS is a voluntary, unincorporated collaboration of government interests from the Twin Cities area, including cities, counties, school districts, watersheds, and state and federal agencies. Counties play an especially prominent role as the source of much of the data that is being integrated into a regional dataset under shared standards. Academic institutions, non-profits, utilities, and private organizations are also involved in MetroGIS.

The concept of a regional GIS for the seven-county metropolitan area was first suggested by a Metropolitan Council representative to the GIS/LIS state conference in September of 1995. The Council held a series of meetings to assess the need and support for a metropolitan GIS in December 1995. Representatives of 22 public, non-profit and private sector organizations attended. The bulk of the attendees became the first MetroGIS Coordinating Committee. The group agreed on a set of strategic issues and statement of intent that was honed into the mission statement for MetroGIS. (MetroGIS Website, "MetroGIS History")

On February 8, 1996, the Metropolitan Council voted to approve a Community Development Committee recommendation to approve the interim plan for MetroGIS, appoint a Council member to the project, and approve its role as the facilitator of that effort. (Metropolitan Council Minutes, February 8, 1996)

The mission statement of MetroGIS is:

> *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.*

MetroGIS is managed by assigned personnel in the GIS workgroup of the Council's Community Development Division.

The initial focus of MetroGIS was to enhance compatibility of GIS data among the various local units of government who maintained it through the development and use of voluntary standards. The project has been successful in identifying various regional GIS data needs and creating or modifying datasets to address the identified needs. In particular, MetroGIS achieved a milestone in 2004 when it approved a parcel data-sharing agreement with the seven metropolitan area counties.

MetroGIS data is used not only by public agencies, but also by private and non-profit entities. Various parties, including concerned neighbors, developers and other businesses have an interest in GIS data for planning and coordination efforts. MetroGIS operates a website where users can locate and download GIS data. Most MetroGIS datasets are accessible to all, and there is no charge to users for any MetroGIS data.

MetroGIS is a voluntary, unincorporated collaboration. It is governed by a policy board of up to 15 members, representing various units of government across the region. One member is also a member of the Metropolitan Council, appointed by the Council.

Purpose

The Metropolitan Council is the primary funder of MetroGIS, providing the only budgeted cash for program operations. Additional cash contributions and grants from other organizations have been received for specific projects throughout the program's history. Other organizations also provide in-kind support such as staff time, data and related resources to help MetroGIS accomplish its mission. The Council's MetroGIS budgets for the last five years are as follows:

- 2001: $325,600
- 2002: $231,500
- 2003: $204,900
- 2004: $196,800
- 2005: $198,750

Now in its tenth year of operation, MetroGIS has reached a point where many of its original goals have been met – most prominently, the goal of providing a single license for parcel data from all seven metropolitan area counties. In addition, the Council's original stated intent to financially support MetroGIS expired in 2003. Given the evolution of MetroGIS, the growth of the region, high demand for planning information, and changes in technology and communications, it seems that now is an appropriate time to evaluate its current structure, governance, functions, and funding relative to Council needs and priorities.

Scope

This review, while encompassing information from the establishment of Metro GIS in the 1990's to the present, is primarily focused on the years 2003 – 2005. The focus of the review is to examine MetroGIS' effectiveness and efficiency from the perspective of the Metropolitan Council.

Methodology

The evaluation of MetroGIS, its structure, function and funding mechanisms included the following:

- A survey of Council GIS users to assess their need for and use of MetroGIS data and services,
- Identification of current and potential future benefits to the Council from MetroGIS.
- A review of MetroGIS budgets and expenditures for the last 3 years,
- Valuation of in-kind contributions to MetroGIS for the last 3 years,
- A broad-level review of MetroGIS processes and products,

- A review of Metro GIS policy board, coordinating committee and work groups meeting agendas and minutes.
- A review of 12 other GIS websites for data and service comparisons,
- A review of Minnesota Statutes relating to the Council and how they correspond to MetroGIS data,
- Interviews with nationally recognized GIS experts and Council staff,
- Evaluation of possible models for building and running MetroGIS as a successful metro-wide collaboration.

OBSERVATIONS

ORGANIZATION

MetroGIS is a voluntary, unincorporated collaboration. It is governed by a Policy Board of up to 15 members, made up of officials representing various units of government across the region.

The Policy Board also has a Coordinating Committee that advises them on policy matters and helps set the Board's agenda. A technical team and special workgroups report to the Coordinating Committee.

Metro GIS was built from the middle out, starting with a Coordinating Committee, adding advisory teams and, finally, forming a Policy Board. The roles and responsibilities of the various entities are discussed in the following sections.

The organizational structure is unique. It was created to facilitate a collaboration of officials seeking to meet the needs of over 300 governmental units in the region. The structure's intent was to promote high levels of policy debate about geospatial data and its implications.

The Policy Board

The Policy Board has 15 members, including a chairperson and a member of the Metropolitan Council. All of the members are selected by the organizations they represent, and the terms are dictated by the organizations as well. One member is also a member of the Metropolitan Council and is appointed by the Council to serve on the Board. The term of the appointment is the length of the member's Council term. (MetroGIS Operating Guidelines, adopted 1/28/1998, revised 7/28/2004) The Board's purpose is to effectively guide the implementation and operation of MetroGIS.

The Board performs several functions that are critical to the success of MetroGIS. Its role is to:

- Determine and prioritize the user needs and interests to be served by MetroGIS.
- Represent essential participants and system enhancers, and serve as liaisons with their respective policy bodies.
- Represent secondary beneficiary stakeholders of MetroGIS,
- Maintain an up-to-date business plan to guide the operations of MetroGIS.
- Determine the appropriate mechanisms and policies for development and implementation of MetroGIS.
- Ensure that the decision-making process involves all relevant and affected parties, is equitable to everyone, and achieves the broadest efficiencies possible for GIS data in the metropolitan area.

Policy Board decisions require a simple majority vote, but a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of Metro GIS. (MetroGIS Operating Guidelines, 2004)

Based on a review of meeting minutes, the MetroGIS Policy Board has always had a quorum for its meetings. The average rate of absence for meetings is about 3 members per meeting.

Coordinating Committee

The Coordinating Committee of Metro GIS is made up of staff or representatives of the Metropolitan Council, all metropolitan counties and classes of major producers and users of geographic information. Each organization represented on the policy board has a representative on the Coordinating Committee. The organization selects its representative and sets their term of service. Each organization has no more than one vote. The Coordinating Committee's purpose is to advise the Policy Board on matters concerning the implementation and operation of MetroGIS.

The Committee has the following powers and responsibilities:

- Advise the Policy Board on matters concerning the design, implementation, and operations of MetroGIS to include, but not be limited to: datasets and their characteristics which provide the greatest utility for the MetroGIS community (regional datasets/solutions), standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders, and data delivery and access procedures.
- Oversee performance measures and user satisfaction monitoring to periodically evaluate who is using DataFinder, what data are being accessed, and user satisfaction with the functionality and data provided.
- Provide opportunities to share GIS related knowledge that can improve the efficiency and effectiveness of organizations that comprise the MetroGIS community.
- Oversee implementation of MetroGIS policies and standards.
- Advise the Policy Board on the content of its business plan to guide the operations of MetroGIS.
- Ensure an effective means of communication between the Policy Board, the Committee, the Technical Advisory Team and any ad hoc work groups.
- Coordinate the work of the Technical Advisory Team and the ad hoc work groups.
- Remain current on new trends for Geographic Information Systems technology and related capabilities as they relate to the MetroGIS community.
- Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, Mn/DOT, State Demographer, and federal agencies.

A Committee 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 MetroGIS Operating Guidelines (2004). If support for the recommendation is less than unanimous, the differing opinion(s) are carried forward with the recommendation. In situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed, the matter is passed to the Policy Board for consideration and direction. A review of Coordinating Committee meeting minutes showed thorough review of potential Policy Board items by the Coordinating Committee.

A Committee motion that will not result in a recommendation to the Policy Board must be supported by a simple majority to be approved, unless a greater number is required by law or another provision.

Like the Policy Board, the Coordinating Committee has always had a quorum for its meetings.

The Technical Advisory Team

The Technical Advisory Team is made up of 10 to 20 members who have acknowledged expertise related to the team's current issues. The purpose of the team is to foster information sharing related to GIS technology within the community and to review technical issues brought to it by the Coordinating Committee, Metro GIS workgroups and Metro GIS staff.

In addition, work groups are established to address specific areas. Current workgroups include the: address, county data producers, E911 address, street centerline, emergency preparedness, highways and roads, lakes and wetlands, existing land use, and socioeconomic workgroups.

The MetroGIS Liaison

The Metropolitan Council funds the staff members who are assigned to MetroGIS, including the position of MetroGIS liaison, whose primary purpose is to organize and manage MetroGIS. The liaison acts as the lead staff position for the Policy Board, the Coordinating Committee and Technical Advisory Team. Also, the liaison, with the Coordinating Committee, prepares the annual business plan for review and approval by the Policy Board.

METROPOLITAN COUNCIL FUNDING OF METROGIS

Expenditures for MetroGIS by the Metropolitan Council are recorded on Council financial records under organizational unit 21305 and 21710. The 21305 cost center includes costs for both MetroGIS and the Council's GIS department. In fiscal year 2002 the costs for MetroGIS were recorded separately from the GIS department. A staff decision was made at that time to combine the expenses under one code for 2003 and beyond. The MetroGIS expenditures for the period of January 1, 2003 through June 30, 2005 were culled from the GIS budget and expenditures by the Council's GIS Manager

and the Metro GIS Liaison. The expenditures have been divided into two categories, MetroGIS stakeholder expenses and MetroGIS Coordination expenses.

Overall, the Metropolitan Council's budget for MetroGIS support has decreased from nearly $600,000 in 1997 to the current 2005 budget of $198,750. The table identified as *Metropolitan Council Support to MetroGIS* identifies what makes up the expenditures of the Council for MetroGIS.

Table 1. Metropolitan Council Support to Metro GIS

	2003	**2004**	**2005****	**Benefit to Council**
Stakeholder Expenses				
Parcel data agreements with counties	$ 49,210	$ 49,000	$ 28,000	Access to parcel data needed for many Council core activities
Coordination Expenses				
Contracts for professional services	$ 24,367	$ 22,867	$ 3,570	Support for initiatives to efficiently and effectively achieve the core functions
Meeting expenses, travel, other non-staff operating expenses.		$ 490	$ 1,563	
Salary Budget*	$200,000	$110,000	$112,000	Includes 1.75 FTE – coordinator and .75 additional technical staff
Total Stakeholder and Coordination Direct Expenses**	$273,577	$182,357	$145,133	
Actual Budget	$204,900	$196,800	$198,750	
In Kind Contribution				
Street centerline data licensing (Council GIS)	$ 47,800	$ 47,800	$ 47,800	Council would have expense with or without the existence of Metro GIS.

*Budget is used to provide consistent data for all 3 years.
** 2005 expenses are actual through June 2005 with the exception of salary which is included as budgeted amount.

PARTNERSHIPS

Current Partnerships

Ten organizations have assumed a total of 23 roles in support of endorsed regional solutions to common data needs across the region, as summarized in Table 2.

Table 2. Current Partnerships with MetroGIS

Partner	Collaborative Role	Level of Support *
Anoka County Carver County Dakota County Hennepin County Ramsey County Scott County Washington County	Produce and maintain parcel data in consistent format. Submit quarterly updates to regional custodian (Metropolitan Council) in regional format. Produce and maintain boundary data, submit quarterly updates to regional custodian (Metropolitan Council) in regional format.	Combined level of support 20+FTEs. This includes surveyors, assessors and GIS staff.
Minnesota Department of Natural Resources	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.	.5 FTE.
University of Minnesota Population Center	Manage content of Socioeconomic Resources website.	.2 FTE
Metropolitan Council (data management)	Produce census geography data at time of decenniel census that align with other locally produced foundation geospatial data. Assemble boundary data produced by counties into regional dataset. Develop and manage regional land use dataset. Assemble parcel data produced by counties into a regional dataset.	$182,357 actual operating expenses for 2004
Metropolitan Council (data distribution)	Maintain DataFinder and DataFinder Café hardware and software platform and update metadata posted on DataFinder.	Included in the above amount
Metropolitan Council (fostering regional cooperation)	Facilitate collaborative decision-making process, 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.	Included in the above amount.

** County-provided estimates of staff time spent on these tasks totaled 20 or more FTE. However, some of that support may be within an employee's existing job description, which would not constitute a contribution to MetroGIS.*

Potential Partnerships

In addition to the partnerships currently in place, there are three potential partnerships being developed.

Table 3. Potential Partners for MetroGIS

Potential Partners	Potential Product
Anoka County- Emergency Preparedness Carver County-Emergency Preparedness Dakota County- Emergency Preparedness Hennepin County-Emergency Preparedness Ramsey County-Emergency Preparedness Scott County-Emergency Preparedness Washington County-Emergency Preparedness	Development of landmark data resources.
Minnesota Department of Natural Resources Metropolitan Mosquito Control Environmental Services	Development of surface water model data resources.
Metropolitan 911 Board	Development of addresses of habitable units data (may reduce current Council GIS expenses by up to $25,000/yr.)

The Council is currently the custodian of most of the MetroGIS datasets. When additional datasets are developed, other partners may share in the custodial roles for the data. Under the standardized data agreements established by MetroGIS, the use of any new datasets would be accessible by the Council for its business purposes.

Identified Priority Information Needs for MetroGIS

The following table shows the original 13 priorities for MetroGIS and a land cover priority that has been addressed although not part of the top ranked 13. Items 4, 6, 10 and 11 have not been yet been addressed. The others are either complete or are in the process of being implemented.

Table 4. Original Priorities for MetroGIS

Short Title	Rank	"I need to know" statements, as provided by stakeholder community
Jurisdictional boundaries	1	Boundaries and characteristics of a specified jurisdiction (ex: city, school district, county, police and fire districts)

Street addresses	2	Street addresses for specified locations.
Planned Land Use	3	About land use or development plans that have been officially adopted by public bodies.
Rights to Property	4	Who has rights to a property, including ownership, leases, easements, right-of-way.
Parcel boundaries	5	Boundaries and location of a specified parcel.
Lakes, wetlands, etc.	6	Locations and characteristics of water features (ex: lakes, wetlands, floodplains, aquifers, watersheds).
Existing Land Use	7	How a piece of land is being used, including whether or not it is vacant.
Census Boundaries	8	The boundaries and characteristics of census areas (ex: census blocks, block groups, tracts).
Where people live	9	Where people live and how to contact them.
Land Regulations	10	Regulations that affect the use of a piece of land, such as zoning.
Highway / road networks	11	Locations and characteristics of roads/highways.
Socioeconomic characteristics of areas	12	The socioeconomic characteristics of an area's population (ex: census tract, count, city)
Parcel identifiers	13	A unique identifying attribute of a land parcel, such as parcel ID.
Land Cover	56	The vegetation growing at a specified location or within a specified area

The Metro GIS regional parcel dataset has 66 dataset attributes. Not all of these attributes have been populated by all of the counties yet. In most instances, the counties provided the most accessible data to MetroGIS initially. It has been the project's practice to work with what is available and as system upgrades are made, MetroGIS works with the local units of government to provide the standardized data. MetroGIS has used some of its budgeted funds to facilitate the completion of the datasets. For example, Anoka and Washington Counties are currently overhauling their tax database systems. When the new systems are completed, the counties will submit all of the data.

Other Contributions to MetroGIS

In addition to the cash resources provided by the Council, MetroGIS has received grants and in-kind contributions from its local partners. Table 5 summarizes contributions to MetroGIS from other entities.

Table 5. Non Cash Contributions to Metro GIS

	Description of Contribution
Provide Data for Endorsed Regional Solutions	
More than 40 Private Sector/Government entities - Land Cover	Financed and managed data collection (third party and internal staff). ES contributed $200,000 to procure the data to facilitate storm water projections, needed to help in the evaluation of storm water flow into sewers and volume-based pricing.
More than 25 Government Entities – Socioeconomic Characteristics	Data producers. In some cases, format changes to accommodate MetroGIS community preferences.
More than 150 Cities - Planned Land Use	Participated through Comp Plan process w/volunteer digital data.
Outreach / Communication / Advocacy	
(6) County-based GIS User's Groups	Effective source for tracking GIS activity in each county and to communicate regional best practices and project status
Governor's Council on Geographic Information (GCGI)	Vehicle through which to share knowledge and advocate for the use of common standards in statewide geospatial policy
Minnesota GIS/LIS (newsletter and annual conference)	**No fee** use of their quarterly newsletter to submit update articles + annual conference an outstanding resource
Northstar Website	**No fee** use of state's server to support main MetroGIS website - www.metrogis.org
Participation on Committees and Special Purpose Workgroups (2004)	An estimated total of 642 people/hours was contributed in 2004. Assuming an average value of $50/hour, the value of this contribution for 2004 is **$32,100.**
(62) Cities (organizations not individuals)	
(64) Other local government (organizations not individuals)	
Many other entities	
Collaborative Environment & Results Leveraged by Others	
MN Land Management Information Center	**No fee** for hosting of a component of DataFinder platform; staff serves as a valuable technical resource.
USFWS partner in collaborative wetland updates project	**$7,500** contribution in 2004 for most recent imagery plus technical support.
Metropolitan Mosquito Control District - partner for imagery	**$7,000** contribution in 2004 for most recent flight plus a **similar amount for the previous flight.**
Metropolitan Airports Commission - general data access	Goal to establish as an annual contributor for data support costs ranging from **$10,000 to 20,000/yr.**
Mn/DOT - studies and data policy development	MetroGIS's decision-making structure utilized, ensuring coordination within Metro Area.
U.S. Geological Survey/Federal Geographic Data Committee	Advocacy for National Spatial Data Infrastructure policies that are valuable locally, and grants of over $168,000 to localities to further assist with data development (consistent with MetroGIS data)
Lincoln Institute - Land Availability project	Council is one of five pilots that are expected to result in the development of improved methods.

THE BENEFITS OF METROGIS

Stakeholder Identified Benefits of Metro GIS

In 2002, MetroGIS hired Jeanne Landkamer of Landkamer Consulting to interview MetroGIS users and assess how they use the system, as well as what comments and suggestions they might have about MetroGIS. Landkamer's interviews document the following comments from some MetroGIS stakeholders:

Technology Information and Education Services (TIES) is a cooperative of 36 Minnesota school districts, mostly in the metro area. TIES has used MetroGIS data to assist districts with school attendance areas, walking routes and crossing guard locations for parents and students to determine the safest routes to school. TIES' GIS consultant said: *TIES probably would not have even developed a GIS capability if it hadn't been for MetroGIS. What MetroGIS did was provide an inexpensive street file, which you have to have for mapping. And MetroGIS was the leader in negotiating with counties to provide other governmental units with parcel lines.*

SRF Consulting Group, Inc. is a full-service consulting firm providing a wide range of planning, design and in-construction services for local governments, states, and other public entities. A Senior GIS Specialist for SRF said that the regional datasets made available through MetroGIS, and the ease with which they can be acquired through DataFinder Café, allow them to create and map information must more quickly and cost-effectively because the datasets are standard and don't need to be analyzed or checked against one another. This reduces their hours and costs to their clients.

The Metropolitan Airports Commission (MAC) reports using MetroGIS data extensively in its Aviation Noise and Satellite programs. The office uses noise contour data to determine the impact of different operation scenarios on the surrounding area, and has also used MetroGIS data to design, prioritize and manage implementation of sound insulation and property acquisition programs. GIS Specialist Mark Kill of MAC says that he has more confidence in the data now than he has previously. *Its important to us to have a high degree of accuracy in our data. Now we know the data we are using is the same as everyone else's, and our numbers should be able to be replicated.*

Evaluation and Audit interviewed William Craig, the Associate Director of the Center for Urban and Regional Affairs at the University of Minnesota (CURA). CURA conducted a study called *Evaluating the Effectiveness of MetroGIS* in 2003. They surveyed over 200 people who had day-to-day involvement with MetroGIS. The majority stated that it was worth their time to be active in MetroGIS activities, because the project was beneficial to them. Many reported that being able to discuss data analysis and how to use the data more effectively helped them be more effective and efficient in their work.

Metropolitan Council Benefits

MetroGIS User Survey

A survey was sent to 116 identified MetroGIS users. The users included members of the GIS Users Group, as well as an additional list of Council employees receiving MetroGIS data supplied by the GIS Manager. 64 surveys were returned for a return rate of 56%.

The survey asked the recipients to rank several of the datasets available to the users. The ranking choices were:

- Essential to performing my job.
- Very important to performing my job.
- Important to performing my job.
- Somewhat important to performing my job.
- Not important to performing my job.

Of the 13 dataset categories made up of either MetroGIS shared data or MetroGIS data blended with Council data, 9 of 13 were ranked from "important" to "essential" by more than 50% of the users. The categories with the most "essential to my job" rankings were:

- Administrative and Political 75.4%
- Parcels and Property 67.2%
- Natural Resources Hydrography 59.0%
- Transportation Roads 49.2%
- Transportation Other 37.7%
- Utilities 36.1%
- Land Use and Planning 27.9%

Reduced GIS costs and increased GIS efficiency

The Metro GIS data sharing agreements reduce data development costs. Rick Gelbmann, GIS manager for the Council, researched seven public and private GIS organizations across the country in 2002. He found that the typical GIS organization spends up to 70-80% of their resources gathering data. At the Council, the GIS department spends about 55% of their time gathering data. This allows his department to spend more of its time working on getting a high quality end product when compared to the typical 15% of time available for output generation in the other organizations he researched. The result, Gelbmann believes, is a better end product for the Council than is available in similar organizations elsewhere. Gelbmann also believes that without Metro GIS it would require several times the current Council GIS budget to achieve the same level of data availability.

The level of detail in the Council's GIS data has increased because source data are accessible from other organizations through the Metro GIS data sharing agreements. As a

result, the Council can generate more detailed maps and other output dealing with issues like transit, parks, and wastewater plant planning.

The survey and review of Council GIS information does not evaluate each component of the data, but is focussed at a broader categorical level. Collecting data about all of the data elements would be time and resource intensive. As a result, it is not clear whether all of the data provided by MetroGIS is "necessary," or if some of it is just "nice." There is no evidence that other, cheaper sources of data were evaluated as possible alternatives to the MetroGIS datasets. It is possible that some data needs could be met by more commonly available data or inexpensive datasets available in the private sector, although the users interviewed for this project did not feel that other datasets could provide what they need like MetroGIS does.

MetroGIS and the Council's Mandates

The Council has a need for trusted, compatible geospatial data across the metropolitan area to supports it transportation, wastewater management and growth management responsibilities.

The mission of the Metropolitan Council is *to develop, in cooperation with communities, a comprehensive regional planning framework, focusing on transportation, wastewater, parks and aviation systems, that guides the efficient growth of the metropolitan area. The Council operates transit and wastewater services and administers housing and other grant programs.* (Council website)

Many of the components of MetroGIS data seem consistent with the Council's mission and its statutory mandates in *Minnesota Statutes* chapter 473. Some examples of the Council's work that benefits from one or more lines of MetroGIS data include:

- §473.146, subd 4 – Administer and coordinate transportation planning, with appropriate state, regional and other agencies, counties and municipalities. MetroGIS data provides mapping information on railroads, land use, wetlands, as well as major highways and functional class roads.
- §473.147 – Regional Recreational Open Space Policy Plan. The law requires that a long-range policy plan for regional recreational open space as part of the Council's Development Guide. MetroGIS provides lines of county parcel data, general land use, census data, wetlands, and major highways and functional class roads.
- §473.25 – Livable Communities Criteria. A number of factors to evaluate the basis for a proposal for livable communities grant include things like linking people to employment, transit and other key policy concerns. MetroGIS data provides parcel data, general land use, regional development framework, water features, digital soil surveys, major highways and functional class roads.

A full review of the possible statutory links to data lines in MetroGIS is provided in Appendix A.

The survey responses from Council staff further indicate that many components of MetroGIS are useful to the core mission and function of the Council.

Grants Opportunities

The ability to utilize the metadata sets has been cited as being instrumental in generating various grants for the Council and participating local units of government. For example, the Council received a grant from the Lincoln Land Institute to fund regular meetings with similar metropolitan regions to discuss land value processes. Also, Ramsey County recently received a CAP grant of $600,000 for community planning. The county reported that MetroGIS data was key to that effort.

Unique Nature of MetroGIS

During the course of the evaluation, several MetroGIS users and staff commented that MetroGIS is unique, if not one of a kind in its field. Evaluation and Audit's research did not locate any comparable regional organization in the nation. Other areas are working towards regional datasets, but none have used the type of voluntary collaborative model developed for MetroGIS. Many state that the costs associated with an effort of this nature are quite high. For example, a GIS collaboration in Indianapolis cost $7.5 million per year for four years to build and now costs $400,000 per year to operate and maintain.

Metro GIS and the Council have received international, national and state recognition for the achievements of Metro GIS. Kathy Colvert of the U.S. Geological Survey said that Metro GIS stands out as a leader in their field. She said the ongoing institutional support based on real world requirements makes them a unique group. She was unaware of any other place that has been able to develop a joint design process.

William Craig, of CURA, also noted that MetroGIS is a unique model in the United States. He was aware of two other attempts to create a regional GIS system in Portland and San Diego, but both failed due to cost constraints. Craig felt that MetroGIS developed data sets and standards much more quickly and cheaply than anyone else, and that they provided a significant value in doing so.

POTENTIAL SCENARIOS FOR METROGIS

Maintain the current structure with no major changes

This option would maintain the current organizational structure, including the Policy Board and Coordinating Committee, with only minor, if any, changes. Under this option, there are several advantages to be gained:

- Organizational efficiencies and partnerships achieved to date can be further utilized and expanded,
- The policy decisions made by the Policy Board create more ownership by local partners than a decision made solely by the Council.
- Participation of cities and counties in developing data standards would be maintained at its current, high level.
- Additional custodians of data could be identified, thus spreading some data responsibilities among other participants if desired.
- The Council's cost to foster the collaboration would likely continue to decrease over time.
- The Council would further develop its constructive, collaborative relationships with local units of government in the metropolitan area.

Some disadvantages could also occur:

- The Council remains the primary funder of the effort, but does not directly control the decisions of the Policy Board or key work groups, except where the budget is concerned.
- The Council does not control the mission and vision of MetroGIS, creating a possibility that the project may not continue to serve the needs of the Council and its programs.

Cost Sharing

This option would maintain the current structure and seek cost sharing from other governmental units to gain access to MetroGIS data. The Policy Board maintains its focus on the community as a whole and also facilitates the ongoing active involvement of the core participants in MetroGIS. Advantages of this approach could include:

- The cost of maintaining MetroGIS would be borne proportionally according to the benefits gained from the data.
- No single entity would have "ownership," of MetroGIS, further illustrating that the program is a collaboration.
- Cost sharing may provide a more stable funding stream over time than reliance on one entity, the Council, to provide funds for the program.

Possible drawbacks could be:

- The acceptance and support of the counties, who supply much of the data, although they are not the biggest users, would be critical. The county data is key to the usefulness of MetroGIS for all users.
- The most "fair" cost sharing method would be to allocate costs by pattern of use, so that the entities who use the most data pay the most. However, maintaining equitable cost sharing would require accurate, reliable data on who is using the system, when and for what.
- Users accustomed to free access to MetroGIS may be resistant to having to pay for the data.

The Withdrawal of Council Funding

Under this scenario, the Council could choose to discontinue its funding and support of the MetroGIS project. The Council would save the amount of its investment in 1.75 FTE and related costs and services.

However, the Council would still need much of the data that MetroGIS maintains, including parcel data and street centerline data. In addition, the established collaboration between the Council and its local partners could be adversely affected, and shared data could be either unavailable or of a lower quality than what is available currently.

The Board as Advisory to the Council

The Policy Board could become an advisory committee of the Council dealing with MetroGIS issues. This approach seems consistent with the Council's mission to facilitate regional solutions to cross-jurisdictional issues, and could create more Council ownership over MetroGIS. It is also consistent with the Council's relationship to the Policy Board on the annual budget. The Policy Board proposes a budget to he Council and the Council may adopt, revise or reject the budget.

However, if the change is viewed as prioritizing the Council's needs over those of its local partners, participation could suffer, as could the quality and availability of MetroGIS data. If other units of government cease to participate, the Council could lose the current financial efficiencies of MetroGIS and incur additional costs to meet its data needs.

This approach could also include or not include increasing the Council's representation on the Policy Board of MetroGIS as a further option.

Create a fee structure

To support the operational costs of MetroGIS, the Council could charge a fee to for-profit and non-profit organizations for MetroGIS data. A fee to non-governmental users could be separate from or a part of a cost-sharing plan as discussed above. This approach would

further advance a model of equitable cost sharing for MetroGIS users, and would leave no single organization responsible for the ongoing support or administration of MetroGIS. The function would be a more independent entity with funding from its users.

However, for profit and non-profit firms would not absorb the MetroGIS fees. They would likely pass them along to their customers, some of whom are local governments. Also, fee collection poses some logistical and cash flow issues that would require careful planning to manage. Finally, like cost sharing, an equitable means of assessing costs to the user is by their use. Use and user data will be required.

RECOMMENDATIONS

1. **The Metropolitan Council should assess the positive and negative attributes of the options presented and determine the optimal placement of MetroGIS and its relationship and reportability to the Council.**

The data collected in this review clearly indicate that the Council benefits from the datasets available through MetroGIS. However, there are many options for proceeding forward with the effort. At a minimum, the data needs to be maintained for users, including the Council. At maximum, additional data components and functionality may be added, if desired and feasible.

The options presented here represent the range of choices available to the Council for MetroGIS. It is the purview of the Community Development Division and the Council to determine the most optimal arrangement.

Management Response

Agree. Executive management and the Council can and should examine the options as available sources for the data the Council needs to fulfill its mission. A possible approach is designation of a working group of Council members (drawn, say, from the Community Development Committee) who can examine the options as well as the financial and policy considerations, and can make recommendations to the Council. A list of key questions and policy issues has been developed to assist with that. Accountability and governance are fundamental topics that need thorough review. Consideration should be given to the feasibility of adapting other Council advisory group models (e.g. Parks and Open Space Commission, Transportation Advisory Board, Land Use Advisory Committee).

2. **Financial accountability measures for MetroGIS should be established and practiced.**

Currently, the expenses of MetroGIS are intermixed with those of the GIS Department, making it difficult to analyze the costs and benefits of MetroGIS in isolation. To facilitate financial and programmatic accountability for MetroGIS, it is important to segregate and track financial information for MetroGIS. The accounting codes were originally developed to support the separation, but then staff combined the accounts. The accounts should be separated again for tracking and ongoing evaluation.

Management Response

Agree. The Community Development Division Director has discussed this with the Finance Department personnel and coding will be reinstated in 2005.

3. **The Council should continue to evaluate the role, products and cost-effectiveness of MetroGIS on an ongoing basis.**

If the Council continues its direct relationship to MetroGIS, it is important to evaluate the program's performance and achievements as one of a number of priorities for the Metropolitan Council. To that end, it will be key to continue to collect and review performance data on MetroGIS to ensure that goals are being met and value is achieved.

- The user survey worked well and could be easily repeated on an annual or biennial basis.
- Staying in touch with stakeholders through the Board and its committees will also help to identify the needs and levels of satisfaction of system users outside the Council.
- To attempt to identify data "needs" as opposed to data "wants," more detailed input should be collected from MetroGIS users (perhaps through a survey on the website) to determine what data is needed for what functions. This will better allow MetroGIS to focus its efforts on the needs of its users and maximize the cost-effectiveness of the program.

Management Response

Agree. Measurable performance standards will be developed so that all parties have a practicable means of defining expectations and the criteria by which programs and activities are analyzed and evaluated. The Council's dual role as primary sponsor as well as a significant stakeholder particularly needs to be examined in light of the MetroGIS accomplishments and experience since its founding.

4. A clear delineation of roles and responsibilities between 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.

The current role and reportability of MetroGIS is not entirely clear to all involved. Many in Community Development view the Policy Board as advisory to the Council and feel that the Council, as the primary funder, is already in control of the MetroGIS program. However, the mission and operating guideline of the group imply that the Policy Board is in charge of programmatic decisions and is only subservient to the Council on budgetary matters.

Moving forward, it will be critical that whatever decision is made by the Council is clearly communicated to MetroGIS stakeholders. It would also be advisable for the Council to have conversations with the Policy Board about roles and responsibilities and to document the common understandings that flow from those discussions to ensure that all of the stakeholders involved have a clear and common understanding of the mission of MetroGIS and its relationships to the Council, as well as other governmental units and stakeholders.

Management Response

Agree. This is a key item. The working group format successfully used by the Community Development Committee in other matters, would provide a forum for discussions. The list of key questions and policy issues can also be used as a guide. Examinations of the Council's dual role, as noted in Item number 3, will help define other relationships, e.g. those among the staff liaison, the Coordinating Committee and the Policy Board. The fundamental value is ongoing effective communication. Perceptions about and relationships with the Council that prevailed when MetroGIS was founded need to be checked to ensure that they are timely and accurate.

Appendix A

DATA TYPE	M**N STATUTE**
SHARED DATA	
Administrative and Political	
Cities and Townships	473.145-473.146, 473.1465, 473.147, 473.149, 473.155-473.1551, 473.167, 473.173, 473.191, 473.195, 473.197, 473.206, 473.208, 473.23 473.241, 473.242, 473.244, 473.249, 473.25, 473.252, 473.255, 473.313, 473.315, 473.326, 473.333-473.351, 473.371-473.388, 473.399-473.3994, 473.405, 473.504, 473.505, 473.511, 473.5111, 473.515
Parcels and Property	
County Parcels	473.145-473.146, 473.1465, 473.14, 473.149, 473.155-473.1551, 473.156, 473.167, 473.173, 473.191, 473.195, 473.197, 473.23, 473.241, 473.242, 473.244, 473.249, 473.275, 473.252, 473.255, 473.313, 473.315, 473.326, 473.333-473.351, 473.371-473.388, 473.399-473.3994, 473.405, 473.411, 473.504, 473.505, 473.511, 473.5111, 473.515
Natural Resources-Hydrogrpahy	
Natural Wetlands Inventory	473.145-473.146, 473.147, 473.149, 473.156, 473.173, 473.191, 473.241, 473.242, 473.244, 473.313, 473.326, 473.411, 473.504, 473.505
Natural Resources- Other	
Land Cover	473.145-473.146, 473.147, 473.149, 473.155-473.1551, 473.173, 473.191, 473.241, 473.242, 473.244, 473.252,473.313, 473.399-473.3994, 473.405, 473.411, 473.504
Transportation- Other	
Railroads Transportation Analysis Zones(TAZ)	473.145-473.146, 473.1465, 473.155-473.1551, 473.167, 473.173, 473.191, 473.241, 473.242, 473.244, 473.25, 473.255, 473.371-473.388. 473.391, 473.399-473.3994, 473.405, 473.411, 473.505
BLENDED DATA	
Administrative and Political	
Metropolitan Council Districts Legislative Districts Zip Code Boundaries	473.145-473.146, 473.241, 473.242, 473.244, 473.303, 473.399-473.3994, 473.405
Land Use and Planning	
Generalized Land Use MUSA Comprehensive Plan Composite	473.145-473.146, 473.1465, 473.147, 473.149 473.155-473.1551, 473.156, 473.167, 473.173, 473.191, 473.195, 473.197, 473.241, 473.242,

2030 Regional Development Framework	473.244, 473.25, 473.252, 473.255, 473.313, 473.371-473.375, 473.3875, 473.399-473.3994, 473.405, 473.411, 473.504, 473.505, 473.511, 473.5111
Demographics	
Census Geography	473.145-473.146, 473.1465, 473.147, 473.149, 473.155-473.1551, 473.156, 473.173, 473.191, 473.195, 473.197, 473.241, 473.242, 473.244, 473.25, 473.255, 473.371-473.3875, 473.399-473.3994, 473.405, 473.504, 473.505
Parks and Recreation	
Regional Recreation Open Space Features	473.145-473.146, 473.147, 473.173, 473.191, 473.241, 473.242, 473. 244, 473.25, 473.313, 473.326, 473.333-473.351
Utilities	
Wastewater Treatment Plants	473.145-473.146, 473.147, 473.149, 473.156, 473.173, 473.191, 473.241, 473.242, 473.244, 473.25, 473.504, 473.505, 473. 511, 473.5111, 473.515
Natural Resources -Hydrography	
Water Features	473.145-473.146, 473.147, 473.156, 473.173, 473.191, 473.241, 473.242, 473.244, 473.25, 473.252, 473.504, 473.505, 473. 511, 473.5111
Natural Resources- Geology and Soils	
Digital Soil Survey Elevation Contours	473.145-473.146, 473.147, 473.149, 473.155-473.1551, 473.156, 473.173, 473.191, 473.241, 473.242, 473.244, 473.252, 473.411, 473.505
Transportation- Roads	
Major Highways Functional Class Roads	473.145-473.146, 473.1465, 473.147, 473.155-473.1551, 473.167, 473.173, 473.191, 473.195, 473.197, 473.241, 473.242, 473.244, 473.25, 473.255, 473.371-473.384, 473.3875, 473.391, 473. 399-473.3994, 473.405, 473.411, 473.504, 473. 505
Transportation- Transit	
Hiawatha Corridor Light Rail Alignment	473.145-473.146, 473.155-473.1551, 473.1465, 473.173, 473.191, 473.241,473.242, 473.244, 473.25, 473.255, 473.371-473.384
Transportation- Airports	
Airports in the Regional System	473.145-473.146, 473.1465, 473.147, 473.155-473.1551, 473.173, 473.191, 473.241,473.242, 473.244

Approved On
(Draft)

Meeting Summary
MetroGIS Coordinating Committee
MN Counties Insurance Trust Bldg. – Room 313
December 14, 2005

1. CALL TO ORDER

Chairperson Read called the meeting to order at 12:35 p.m., asked the members to introduce themselves and share any information they believe may be of interest to the group.

Members Present: *Academics*: Will Craig (U of M); *Cities*: Steve Lorbach (AMM: core cities - City of St. Paul); *Counties*: Randy Knippel (Dakota), Scott Simmer (Hennepin), and David Claypool (Ramsey) *Federal*: Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission); Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Special Expertise*: Brad Henry (URS Corp.); *State*: Joella Givens (Mn/DOT) and Bart Richardson for Robert Maki (DNR); *Utilities*: Al Laumeyer (CenterPoint Energy), and *Watershed/Water Management Organizations*: Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics*: Chet Harrison (CB Richard Ellis); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Dave Drealan (Carver), Jim Hentges (Scott), and Jane Harper (Washington); GIS *Consultants*: Terese Rowekamp (Rowekamp Associates); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), *Non-Profits*: [vacant]; *Schools:* Dick Carlstrom (TIES); and *State*: David Arbeit (LMIC).

(*Editor's note: due to heavy snow, four members called to say they could not attend.*)

Visitor: Metropolitan Councilmember Pistilli, the Council's representative to the MetroGIS Policy Board.

Support Staff: Randall Johnson and Steve Fester.

The following members shared information for the group:

- Richardson (DNR): a Land Cover Workshop will be held on Friday December 16 for current producers of the source dataset; also, a peer review forum is being planned for 2006 for users to define desired enhancements.
- Givens (MnDOT): MnDOT's base map will soon be available via an ArcIMS application and related applications for general web access to construction activity and maintenance activities are under development, as is a water resources application.
- Wencl (USGS): a Webcast was in progress regarding the orthoimagery initiative described on page 48 of the Committee's agenda packet.

2. ACCEPT AGENDA

Givens moved and Henry seconded to approve the agenda, subject to moving Item 5e (2006 schedule) to the end of the agenda. Motion carried, ayes all.

3. ACCEPT MEETING SUMMARY

Henry moved and Bitner seconded to approve the summary for the Committee's September 21, 2005 meeting as submitted. Motion carried, ayes all.

4. SUMMARY OF OCTOBER 19th POLICY BOARD MEETING

Staff summarized actions of the Policy Board at its October 19, 2005 meeting, as outlined in the agenda report.

5. ACTION AND DISCUSSION ITEMS

a) Election of Officers

Chairperson Read turned the meeting over to Vice-Chair Knippel for the election of a Chairperson for 2006, noting she is willing to serve another year as Chair if that is the wish of the Committee.

Craig moved and Bitner seconded to nominate Nancy Read to serve a second term as Chair. Henry moved and Givens seconded to crease nominations. Motion carried ayes all.

Vice Chairperson Knippel called for the vote to elect Nancy Read as chairperson of the Coordinating Committee for 2006. Craig moved and Bitner seconded to reaffirm Read as the Committee's Chairperson for 2006. Motion carried, ayes all. Knippel turned the meeting back to Chairperson Read.

Chairperson Read asked the Vice Chairperson if he is willing to serve another term as Vice Chair if that is the wish of the Committee. Knippel stated that he is willing with the understanding that if reelected, his willingness to serve again as Vice Chair should not be seen as a willingness to serve as chair the following year.

Craig moved and Givens seconded to nominate Randy Knippel to serve a second term as Vice Chairperson. Henry moved and Givens seconded to cease nominations. Motion carried, ayes all.

Chairperson Read called for the vote on the motion to elect Randy Knippel as Vice Chairperson of the Coordinating Committee for 2006. Henry moved and Givens seconded to affirm Knippel as the Committee's Vice Chairperson for 2006. Motion carried, ayes all.

b) 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 though 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 accomplishments are resulting in 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 recurring 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. Wencl concluded his remarks be 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)

c) Modification of Operating Guidelines – Decision Making Between Meetings

Chairperson Read summarized the proposal, as outlined in the agenda packet. After a brief discussion, the group elected to modify the proposed language 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.

d) 2005 Accomplishments and Annual Report Theme

Staff summarized the key accomplishments in 2005, as outlined in the agenda materials. Chairperson Read summarized the proposed theme of the annual report "how the existence of MetroGIS is making a difference and facilitating improvements via e-government while doing so". Craig commented that the theme should be stated more succinctly, but withdrew his remark when he learned that the proposed statement provides guidance for the preparation of the annual report and is not intended to be published. No additions or modifications were offered to either the proposed theme or the listing of accomplishments.

Motion: Givens moved and Bitner seconded to direct staff to continue the process of the preparing the annual report, as outlined in the agenda materials. Motion carried, ayes all.

f) Non-Profit Representative Seat on Committee

Chairperson Read commented on the process proposed in the agenda materials to fill the non-profit seat of the Committee. It was agreed that staff should contact all four of the candidates listed in the agenda report and ask them if want to be considered as a candidate. If more than one person is interested from a single organization, the Committee decided that the organization should decide who it wants to represent their interest. If more than one candidate is interested, staff was directed to ask each of them to draft a statement of their background and interest in serving that the Committee can review at its next meeting.

Motion: Givens moved and Wencl seconded to direct staff to contact each of the four candidates listed in the agenda report and inquire as to their interest in serving on the Committee and to carry out the procedures agreed upon at this meeting. Motion carried, ayes all.

Related Business: At Laumeyer's request, the Committee briefly talked about the split-seat appointment for utility representation on the Committee. The Staff Coordinator explained the had spoken with Allan Radke, the other representative, on at least two occasions about whether he had an interest in rotating with Laumeyer and that in each case Radke stated that he was comfortable with the current situation. The matter was deemed settled and there was no further discussion.

g) GIS Demonstration Topic for January Policy Board Meeting

Craig explained the candidate presentation by Professor Shashi Shekhar as outlined in the agenda materials. The group concluded this presentation would be beneficial to share with the Policy Board at this time, but encouraged the presenter to draw parallels, to the extent possible, with ongoing work of the Emergency Preparedness Workgroup and the street and parcel data available for the Twin Cities. Craig agreed to communicate the Committee's request to Professor Shekhar.

Motion: Givens moved and Knippel seconded to invite Professor Shekhar to present his "Evacuation Planning for Homeland Defense: A Capacity Constrained Routing Approach" presentation as the GIS Technology Demonstration at the Policy Board's January 2006 meeting. Motion carried, ayes all.

h) Regional GIS Project Program

Chairperson Read explained she had added this topic to the agenda to initiate discussion soon on desired changes to the guidelines so that issues encountered in the 2005 program can be addressed before the 2006 program launches, hopefully in March 2006. She then asked for a brief update about each of the three projects that had been considered by the Committee at the September meeting.

Knippel and the Staff Coordinator talked about why a mutual decision had been made to cease the common web application design project as a MetroGIS-funded pilot project. Gelbmann explained that a funding proposal had been submitted for the DataFinder Café Upgrade project and that a decision is expected within the week. The proposal involves a software product called GeoCortex that would be used to enhance the ArcIMS core software that currently supports Café. Finally, the Staff Coordinator noted that the project involving filling in of incomplete parcel data fields has been suspended indefinitely because the project manager (Mike Dolbow) is no longer with the Council.

Chairperson Read suggested the creation of a workgroup to investigate and propose modifications to the 2005 program guidelines for consideration by the Committee at the March meeting that focus on how the process for actually spending the funds and on multiple year projects.

Motion: Knippel moved and Bitner seconded to create a workgroup to recommend changes to the Regional GIS Project funding guidelines for consideration by the Committee at the March meeting. Motion carried, ayes all.

Bitner and Vander Schaaf volunteered to work with Chairperson Read and staff. Knippel agreed to assist in terms of helping to understand obstacles encountered with the 2005 common web application design project program proposal. Staff was asked to notify other members who were unable to attend to see if any of them is interested in joining the workgroup.

i) Preparations for Pending Strategic Directions Workshop

Chairperson Read noted that the theme for the pending workgroup established by the Committee in spring 2004 of "Are We Done Yet" is consistent with one of the questions raised in the Council's Evaluation and Audit Report regarding the future of MetroGIS's efforts. She also called attention to the Council's conclusion that integrating "GIS and The Web" presents an important opportunity that is also consistent with a MetroGIS strategic initiative included in MetroGIS's 2003-2005 Business Plan. She noted that the only area that deviated from current MetroGIS focuses involve organizational structure/governance topics. Read Chairperson stated that she believes a distinction can be made between what MetroGIS does and how it is governed regarding preparations for the pending Strategic Directions Workshop. She also encouraged the Committee to continue its preparations for the pending Workshop so as to not lose valuable preparation time, assuming the organizational issues will be resolved in the next few months.

After some discussion about timing and a need to respect the Council's internal evaluation process regarding its relationship to MetroGIS, the group concurred that it would be helpful to host a technology possibilities forum prior to the Strategic Directions Workshop. The purpose would be to identify how the GIS industry and GIS technology are changing to provide a foundation of possibilities for discussion of strategic direction options for MetroGIS and supplementing ideas offered by non-government interests at the November 15 forum, entitled "Beyond Government Users: Future Directions for MetroGIS".

It was generally agreed that February, if possible the fourth week, should be the target time for this workshop and that participation should be limited to individuals currently active in MetroGIS. It was also generally agreed that facilitation of this technology-focused workshop would not require the expertise of someone such as Professor John Bryson. Staff was, however, asked to investigate Professor Bryson's availability for the pending Strategic Directions Workshop. Staff agreed to do so but noted that retaining Professor Bryson might require resources beyond the funding received from the Council.

Motion: Givens moved and Henry seconded to create a workgroup of the Committee to plan a Geospatial Technology Possibilities Workshop for February 2006 to identify where the GIS industry and technology are heading as a foundation for the pending Strategic Directions Workgroup. Motion carried, ayes all.

Craig, Knippel, and Vander Schaaf volunteered to work with Chairperson Read and staff to plan for this workshop. Staff was asked to notify each of the original members of the workgroup that had initiated planning for the Strategic Directions Workshop in 2004 to invite them in join the new workgroup.

j) Annual Performance Measurement Report

The Staff Coordinator noted that the 2005 Performance Measures Report that had been sent to members prior to this meeting is a preliminary draft because limited staff resources had precluded a more polished document for the meeting. Staff asked the Committee if sufficient detail had been provided concerning findings and conclusions to warrant forwarding an updated version (add summary graphics) to the Policy Board for consideration at its January meeting. Staff shared several key findings recognized from the 2005 performance measures data captured on a monthly basis for each of MetroGIS's defined performance measures. No additions or modifications were offered regarding the preliminary findings shared with the Committee for comment.

Given the probability that the Policy Board will likely be discussing some aspect of the Council's Evaluation and Audit Report at its January meeting, the Committee concurred that it would be advantageous to also have the 2005 MetroGIS Performance Measures Report on the same agenda. Staff was encouraged to confer with the Committee Chair if direction is desired while finalizing the report for the Board's consideration.

e) 2006 Meeting Schedule

Chairperson Read summarized the proposed meeting dates presenting in the agenda report. Givens moved and Claypool seconded to approve the quarterly meeting dates as proposed and to add a special meeting in February for the Committee's proposed Geospatial Technology Possibilities Workshop. Motion carried, ayes all.

6. PROJECT UPDATES

There was no other discussion of this report due to a lack of time.

7. INFORMATION SHARING

There was no discussion of this report due to a lack of time.

8. NEXT SCHEDULED MEETING

March 29, 2005, 12:30-3:00 p.m. (Special meeting tentatively set for February to prepare for pending Strategic Directions Workshop.)

9. ADJOURN

The meeting adjourned at 3:20 p.m.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

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