

MINUTES - GIS STEERING COMMITTEE MEETING – APRIL 26, 2002
OAKLAND COUNTY, MICHIGAN

1. Introductions and public comment.

Over 45 representatives from local CVTs, County departments and the private sector attended the April 26, 2002 meeting.

2. Approval of the minutes from January 25, 2002 meeting.

Minutes approved without discussion or clarification.

3. The 2002 GIS Steering Committee Meeting Schedule is as follows:

- a) January 25, 2002
- b) April 26, 2002
- c) July 26, 2002: **Next Meeting Date**
- d) October 25, 2002

4. Miscellaneous GIS Program Items.

- a) Financial Report. Discussion by Scott Oppmann.

The Financial Report as prepared by Cheryl Wilson is attached for reference.

- b) GIS Website Update. Discussion by Sudha Maheshwari.

The GIS Utility has worked with the County's web team to migrate current content on the GIS Utility's website to the County's new website. New content is being added monthly. Agendas are posted prior to the GIS Steering Committee Meetings and Minutes are posted after the Meetings. News Briefs are also updated frequently to provide interested parties with current information about the County's GIS program. In the future, the GIS Utility will be enhancing the "Map" link on the County's main start page. The County's website address is www.co.oakland.mi.us.

- c) Farmington Hills RPO Grant Project. Discussion by Scott Oppmann.

No report provided.

- d) SEMCOG's GIS Regional Committee – Discussion by SEMCOG Representative.

Ann Vanslebrouck discussed the agenda for the upcoming Regional Committee meeting, which will be held on June 13, 2002. A GASB Workshop will be held on May 15, 2002. Contact SEMCOG for further information on the workshop.

e) CVT Demonstrations.

No recent demonstrations held.

f) GIS Conferences and Events. Discussion by Scott Oppmann.

The 2002 IMAGIN GIS Conference will be held on April 29, 2002 – May 1, 2002 at Grand Traverse Resort. ESRI will be holding a User Group Meeting the first night of the conference.

The 2002 ESRI User Conference will be held on July 8-12, 2002 in San Diego, California.

The 2002 URISA Conference will be held on October 28-30, 2002 in Chicago, Illinois.

g) ArcGIS Migration Plan and ArcGIS 8.1 Implementation. Discussion by Scott Oppmann.

The County's new Dell workstations are being deployed with ArcGIS 8.1.2 to GIS users within the County. As each user completes his/her first ArcGIS training class, their machine will be installed.

Representatives from the GIS Utility have moved ArcSDE 8.1 with SQLServer 2000 into a production environment. ArcSDE 8.1 deployment is complete pending the load of the parcel data model and restructuring of the data currently in the SQLServer 2000 database.

ArcIMS 3.1 development and testing is continuing. The GIS Utility has integrated the ArcIMS server into the County's new Websphere environment. Work on a thin-client application for County GIS data browsers has begun and should be completed by the end of June 2002.

h) ArcGIS Training Plan and GIS Training Classes for CVTs and County staff. Discussion by Sudha Maheshwari.

The ArcGIS Training Plan is complete. This training plan outlines ArcGIS course curriculums for individuals participating in the County's GIS program. County GIS users have begun taking ArcGIS training

classes based on their role identified in the Training Plan. ArcGIS training will continue throughout the summer and early Fall 2002.

Intro to GIS Using ArcView classes continue to be held monthly at IT. In general, the course is taught on the first Wednesday of the month. The 2002 schedule is on the GIS Utility's website. Contact IT at 248.858.0828 for class registration and availability. This class is being reworked, as well, and once complete, will replace the existing ArcView 3.2 based class.

- i) Additional GIS Resources. Discussion by Scott Oppmann and/or Agency Representatives.

Nikki White was introduced as the GIS Utility's new AAP III-GIS. Nikki worked with Ford Financial as a Team Lead prior to coming to the GIS Utility. Initially, Nikki will be working with the County Departments on GIS application enhancements and new application development.

The GIS Utility is also working with the Drain Commissioner's Office to fill several GIS/CAD positions that will assist with GIS and other IT projects currently underway. No additional progress to report.

5. County Departmental GIS Initiatives

- a) Planning and Economic Development Services (PEDS).

The 1990 and 1980 historical orthophotography flights are completed and the data is accessible via the GIS publishing server. The 1974 flight year is more than 85% complete. Woolpert has completed the diapositives and photogrammetric scanning for the 1963 flight year. The 1974 flight year should be complete in May 2002 and the 1963 flight year should be completed by Fall 2002.

Scott Oppmann discussed the collaborative project sponsored by PEDS, the GIS Utility, and Cranbrook Institute of Science. At this time, additional progress is awaiting final rendering of the topography data with an ArcGIS workstation.

The GIS Utility is working with representatives from PEDS to develop a new kiosk for the "One Stop Shop". The new kiosk is called "OakMap". Final specifications have been completed and the application should be installed in May 2002.

In addition to the "OakMap" application, Erick Phillips has been working with the "One Stop Shop" on the distribution of map atlas books from GIS parcel data. To order a map atlas, contact the "One Stop Shop".

Erick Phillips also discussed a new initiative underway to develop and publish a countywide, collaborative road map. This collaborative effort will include: PEDS, the Road Commission and the GIS Utility. The RCOC is producing a map update this summer and will then participate with PEDS and the GIS Utility on the development of two cooperative road map products; a countywide fold-up map, and a countywide road atlas.

Ryan Dividock discussed the GIS inventory being completed by PEDS. This inventory will be used to prioritize GIS applications and datasets in PEDS. He also discussed the Land Use coverage that has been completed and is currently being reviewed by the CVTs.

- b) CLEMIS & Fire Records Management System (FRMS). Discussion by Penny Peters.

Penny Peters presented the status of CLEMIS and FRMS GIS initiatives. Northville Township has been added to the CAD-ATM system. Additional out-county communities are forthcoming Summer 2002.

Penny Peters also presented the status of CrimeView Application implementation. Three pilot communities (Royal Oak, Troy, and Bloomfield Township) have been trained and access to the CrimeView application deployed. A presentation to the CLEMIS Advisory Group was also held in late April 2002. The CrimeView application will now be deployed to communities participating in the CLEMIS program. Additional training (GIS and CrimeView) will be provided to those who will be using the application and a User Group will be formed.

- c) Emergency Management. Discussion by Sudha Maheshwari, Penny Peters or Lynn Hensel.

Penny Peters presented the status of the siren application. Several enhancements have been gathered from Emergency Management and Nikki White has completed most of the mission critical bug fixes and enhancements. Final installation of the application is complete and the application will now be used during siren tests.

The GIS Utility has also identified several additional mapping layers that must be automated to support Emergency Management activities. Those data layers have been prioritized, and accumulated into a "Critical Place" dataset. This data set will include: hospitals, schools, government buildings, nursing homes, day cares, etc. Many of the datasets have been completed and the GIS Utility will be seeking assistance from the local CVTs to verify the information gathered to date.

d) Drain Commissioner's Office (OCDC).

Scott Oppmann presented the status of the Drain Commissioner's Office Infrastructure Management GIS (IMGIS) Project. Detailed Project updates are being distributed via email to interested parties and posted on the Project Website.

Phase 1 of the project includes: a Technology Plan, a Business Process Re-engineering Plan, an ArcGIS Water Data Model, and a Data Conversion Plan. Phase 1 of the project has been completed, except for several minor changes that are being made to the ArcGIS data models in response to comments by ESRI. Remaining phases include: pilot data automation, full data automation, and GIS application development. Resource allocation for future phases of the project has been completed and the Scope of Work for the pilot conversion has also been completed. Pilot data conversion will begin in June 2002.

Scott Oppmann also provided an overview of several other OCDC technology initiatives. Those initiatives include: Water & Sewer Billing System, Document Imaging, AVL-Enabled Vehicle Tracking System, and core technology improvements. Each of these initiatives will be progressing throughout the remainder of the year.

e) Oakland County International Airport.

No report provided.

f) Health Division.

Dawn Beamer presented the status of Environmental Health's well data automation project. Environmental Health has discussed several options to complete the remaining wells and is looking to add part-time staff to complete the data automation project. This accelerated project will begin Summer 2002.

g) Parks and Recreation.

No report provided.

h) Road Commission.

Alice Boerstler presented the status of GIS initiatives at the Road Commission (RCOC). OHM has been retained by the RCOC to assist with GIS development and the conversion of data. Several pilot projects are underway for systems such as; pavement management and asset management.

i) Register of Deeds.

Ron Crank presented the status of the administrative boundaries being developed in conjunction with the GIS Utility. Work is almost complete on the Voting Precincts and final edits will be made once input has been gathered from several local Clerks.

Larry Mitchell presented the status of the ROD's Office electronic filing program. There are three levels of digital filing: Level 3: e-Signatures, Level 2: Bar-Coded documents, and Level 1: Scan-Email Document. The pilot project, a partnership with a financial company, was completed in April. Work is now underway to expand the program to other interested companies.

j) Equalization. Discussion by Ryan Runnels.

Karen Blinkilde presented the status of the Digital Photography (DigiPics) Project. Phase 3 retakes are currently underway and Springfield Township's pictures are being loaded into the database.

Patriot Properties, the company selected for digital sketching, has delivered the application enhancements and final testing has begun with several CVTs. User documentation and sketching procedures are being completed as a part of the final application testing.

k) Treasurer's Office.

No report provided.

l) Other County Department GIS Projects.

No report provided.

6. GIS Professional Service Blanket Purchasing Program. Discussion by Scott Oppmann.

Thirteen vendors are currently participating in GIS Professional Service Blanket Purchasing Program. As part of the program, GIS Utility is "seed funding" 20%, capped at \$10,000, of the local CVT's GIS project cost. A website has been developed to host project documents. Projects underway include:

The City of Troy's Planimetric Compilation Project has been completed.

Bloomfield Township's Needs Assessment & Implementation Plan is on hold at the request of a Township Representative. The Planimetric Compilation Project Pilot has been delivered to the township for review. The final scope of work and format of project deliverables will be completed prior to full compilation.

The City of Pontiac's GIS Implementation Plan has been completed.

The City of Birmingham's Planimetric Project has been completed.

The GIS Utility will be exploring the benefits of continuing the Blanket Purchasing Program in the Fall of 2002. At that time, the following options will be considered: the program may be renewed with the current list of vendors; new vendors may be added to the program via RFP; or the program may be discontinued due to a lack of interest. The GIS Utility will be gathering input on each of the three alternatives from CVTs in the Summer of 2002.

7. GIS Data Projects.

Anita Campbell presented the status of parcel maintenance and distribution. The next parcel data update will be distributed to CVTs on or around June 28, 2002. CVTs and other parcel data users should continue to submit errors and/or omissions because this is used to improve the quality and content of all GIS data. The GIS data distribution dates for 2002 are: March 29, 2002, June 28, 2002, September 27, 2002, and December 27, 2002. Note, distribution will begin via OAKNet as implementation continues in 2002.

The GIS Utility has been working on the migration of the parcel data to the new parcel data model. CVTs will see the result of this migration in the June 2002 distribution. Simultaneous conveyance boundaries will be present and other modifications are being made to the model to

support auto-labeling and enhanced cartography. In addition to the changes made to the parcel data model, a new CVT and School District Boundary coverage has been developed. These coverages will now be maintained independent of the parcel data and updated semi-annually.

- a) Road Centerline / Address Range Automation, Maintenance and Distribution. Discussion by Anita Campbell.

Greg Galligan presented the status of the road centerline / address range maintenance and distribution. The GIS Utility has been completing maintenance and improvements on a daily basis. CVTs and other road centerline data users should continue to submit errors and/or omissions. The GIS Utility has been working actively with the CLEMIS Team to improve the quality and content of road centerline data as maintenance occurs. Additional fields have also been added to support cartographic input, and in the future zip code values will be added to support geocoding.

- b) Spring 2002 Digital Orthophotography Project. Discussion by Sudha Maheshwari.

Sudha Maheshwari presented the status of the Spring 2002 orthophotography update. ImageAmerica completed the acquisition of the photography in April 2002. The pilot area will be delivered in June 2002, and county-wide imagery will be delivered in July 2002. The imagery will be distributed to the CVTs once QA is complete in late August 2002.

- c) FEMA Flood Insurance Rate Map (FIRM) Update. Discussion by Sudha Maheshwari.

The GIS Utility met with FEMA representatives in April 2002 to discuss the FIRM Update Project. FEMA is putting together a project approach and budget. Federal funding is available to cover a portion of the project cost. This project will be a cooperative effort with the Drain Commissioner's Office, PEDS, Emergency Management and the CVTs. More information will be provided as it becomes available in the Summer of 2002.

- d) Administrative Boundaries. Discussion by Sudha Maheshwari.

The GIS Utility is working with representatives from the ROD's Office and PEDS to complete several administrative boundaries. As a part of this initiative, vertical integration of the data is being maintained.

Statuses of the boundaries are as follows: Municipal (CVT) – Complete, School Districts – Underway, Zip Code – Pending, 2003 Commissioner Districts – Complete, State / Federal Election Districts – Pending, Voting Precincts – Complete, Census Blocks/Tracts – Underway.

e) Other GIS Data Layers Under Development. Discussion by Anita Campbell.

No report provided.

f) Metadata Documentation and Publication. Discussion by Anita Campbell.

Anita Campbell presented the status of the GIS Utility's metadata documentation and publication efforts. The GIS Utility will be using ArcCatalog to publish metadata on the GIS Publishing Server (ArcSDE Server). ArcInfo coverage descriptions will continue to be the primary means by which production data is documented.

g) ERDAS Remote Sensing Pilot Project. Discussion by Anita Campbell.

Anita Campbell presented the status of the ERDAS Remote Sensing Pilot Project. ERDAS will be providing Automated Classification training and technical assistance. The County's 2002 Color IR orthophotography will be the basis for the training which will occur in the Summer of 2002.

h) Questions and/or Concerns regarding County GIS data automation efforts.

None presented.

8. CVT GIS Initiatives.

Representatives from those CVTs in attendance provided a brief overview of the GIS projects currently underway.

9. Address Management Project. Discussion by Scott Oppmann.

Scott Oppmann presented the status of the Address Management Project. This project has been reassigned to the GIS Utility and will be integrated into the GIS data maintenance functions currently being done by Equalization, ROD's Office and the GIS Utility. Formal project kickoff will come after completion of the parcel migration and more information will be provided as it becomes available in the Summer of 2002.

10. Other Information Technology Matters.

Pat Hannum presented a status of the data warehouse and @ccess Oakland projects. A summary is attached for review.

11. Other matters of CVT interest.

None presented.

12. Other matters to come before the GIS Steering Committee Meeting.

None presented.

SUMMARY OF GIS RELATED PROJECTS thru 4/26/2002				
	Budget	Contracted but Unpaid	Paid to Date	Uncommitted Balance
Base Map Conversion - Equalization				
Software	\$122,947		\$146,727	(\$23,780)
Hardware	193,016		180,800	12,216
Technical Support	16,492		34,831	(18,339)
Training	39,500		13,000	26,500
Consulting	303,945		271,082	32,863
Copies of plats and recorded surveys (Waterford Twp. Conversion)			180	-180
	\$675,900		\$646,619	\$29,281
Establishing Center of Section Points	23,800		23,800	
	\$23,800		\$23,800	\$0
Information Technology Costs	\$72,500		\$56,737	\$15,763
Base Map Conversion - Beam Longest and Neff	2,762,456		2,651,376	111,080
Micrographics - 18x24 copier			448	(448)
1997 Digital Ortho Photography (Includes related supplies)			102,860	(102,860)
	\$2,762,456		\$2,754,683	\$7,773
GIS Implementation:				
Plangraphics/Fairview Industries:				
- Needs Assessment	192,000		56,790	
- Vendor Selection			16,452	
- Detailed Conceptual Design			13,836	
- Institutional Analysis and Organizational Structure			8,329	
- Arc Librarian and SDE Setup			37,138	
- Parcel Management Application Development			12,338	
- GIS Implementation			243,420	
Application Development	437,064	9,500	144,116	
Consulting Services	167,000		124,324	
Spring 2000 Orthophotos	1,900,000		1,880,392	
Historical Aerial Scanning	148,000		247,911	
	\$2,844,064	\$9,500	\$2,785,047	\$49,517
GIS Hardware, Software, Training and Maintenance Costs	1,272,612	106,954	1,104,759	60,899
ARC Product Training Classes			61,435 *	
Depreciation	100,368		14,877	85,491
Total Base Map Conversion and GIS Implementation	\$7,751,700	\$116,454	\$7,386,523 *	\$248,723
Accelerated Remonumentation	2,048,468			
- Earth Tech			14,450	
- Giffels Webster			30,900	
- Grant Ward			176,000	
- JCK & Associates			692,875	
- Kennedy Surveying			204,475	
- Kieft Engineering			236,600	
- R. J. McCoy Company			176,900	
- Wade Trim			426,600	
- Peer Group Meetings			22,625	
- GPS of Section Corners and Center of Sections			15,300	
- Core Drill for monument boxes - Waterford			1,617	
- Supplies			45,737	
- Micrographics			4,389	
Total Remonumentation	\$2,048,468		\$2,048,468	\$0
Professional Services	\$44,860			
GIS Conferences			\$959	
Travel and Conference			\$1,171	
	\$44,860	\$0	\$2,130	\$42,730
Total Project Costs	\$9,845,028	\$116,454	\$9,437,121	\$291,453

*For information only; cost of training paid by Information Technology Inservice Training; amounts are not included in total costs.

Memorandum

To: Scott Oppmann

From: Ed Sager – Supervisor, Data Warehouse/Access Oakland

Date: 6/2/2002

Re: Status Report

Data Warehouse

1. Project to load individual CVT tax receivables data is complete.
2. Project to provide Equalization with sampling data is complete.
3. Project to convert data warehouse server to latest versions of Oracle and UNIX is complete.
4. Project for Fiscal Services data warehouse for the accounting division is complete.
5. Project to integrate BS & A data into the data warehouse has been started and is near completion.
6. Project to analyze the needs for a tax abatements data warehouse has been put on hold pending completion of a transactional system.
7. Project to provide the Courts users access to the data in the ACS *Courts* system via a data warehouse utilizing the BusinessObjects tool suite has been started.

@ccess Oakland

1. Map Atlas Viewer product has been moved to production in March.
2. Enhancement has been made to the Commercial and Industrial Property Profile product to display the lump sum description from different sources depends on the lump sum code.
3. Enhancement has been made to the Residential Property Profile product that allows CVTs to view the images but not from their public terminal.
4. Revenue Sharing program has been modified to handle the credit card process for two RDP reports and Map Atlas Viewer product.
5. Evaluation of an e-commerce engine to migrate the existing @ccess Oakland framework is in process.
6. Report of revenues generated attached.

Annual Access Oakland Revenues

as of 4/26/2002

	Commercial & Industrial Property Profile	Current Tax Profile	Delinquent Tax Statements	Map Atlas Viewer	Mortgage Application Acceleration Program	RDP2 - Search Transaction	RDP3 - Document View	RDP5 - Document Type Report	Residential Property Analyzer	Residential Property Profile	Sum:
January	\$727.50	\$4,305.00	\$16,127.50	\$0.00	\$340.00	\$15,667.34	\$2,749.25	\$0.00	\$276.00	\$1,799.50	\$41,992.09
February	\$847.50	\$4,205.00	\$16,880.00	\$128.00	\$380.00	\$14,877.04	\$2,480.75	\$0.00	\$474.00	\$2,383.00	\$42,655.29
March	\$892.50	\$3,302.50	\$16,728.00	\$144.00	\$380.00	\$16,139.61	\$2,844.50	\$227.30	\$544.00	\$2,371.50	\$43,573.91
April	\$610.00	\$1,720.00	\$9,642.50	\$124.00	\$160.00	\$0.00	\$0.00	\$0.00	\$126.00	\$2,429.50	\$14,812.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
August	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
September	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sum:	\$3,077.50	\$13,532.50	\$59,378.00	\$396.00	\$1,260.00	\$46,683.99	\$8,074.50	\$227.30	\$1,420.00	\$8,983.50	\$143,033.29
Q1 Average	\$822.50	\$3,937.50	\$16,578.50	\$90.67	\$366.67	\$15,561.33	\$2,691.50	\$75.77	\$431.33	\$2,184.67	\$42,740.43
Q2 Average	\$203.33	\$573.33	\$3,214.17	\$41.33	\$53.33	\$0.00	\$0.00	\$0.00	\$42.00	\$809.83	\$4,937.33
Q3 Average	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Q4 Average	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
YTD Average	\$256.46	\$1,127.71	\$4,948.17	\$33.00	\$105.00	\$3,890.33	\$672.88	\$18.94	\$118.33	\$748.63	\$15,892.59