

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)

Date: 12/7/10

Time: 1:00 PM – 3:00 PM

Attendees: Rowland Agbede (MDA), Ashley Buzzeo (CGIS), Samantha Corbin (Baltimore City), Kevin Coyne (DNR), Brad Davis (MES), Megan Del Gaudio (Queen Anne’s County), Kaushik Dutta (MdTA), Steve Fabijanski (CGIS), Bill Farrington (DJS), Jim Cannistra (MDP), Scott Jeffrey (CCBC), Mark Helmken (CGIS), Julia Lukens (DBED), Anthony Puzzo (Esri), Frank Siano (MDE), Brad Spittel (BMC) and Brad Wolters (DHCD)

Presenters: David Thom, Caroline Pecker, Donna Ludwikoski and Alla Yablonovskaya

AGENDA:

- 1:00PM – 1:10PM Introductions
- 1:10PM – 1:20PM Application Subcommittee Updates
 - 1:20PM – 1:40PM Rapid Prototype Discussion
- 1:40PM – 1:50PM Data and Resources Subcommittee Updates
 - 1:50PM – 2:20PM Presentation by CCBC Students on Google Urchin Statistics
 - 2:20PM – 2:30PM Google Urchin Follow-Up Discussion
- 2:30PM – 2:40PM Outreach Subcommittee Updates
- 2:40PM – 2:50PM Security Subcommittee Updates
- 2:50PM – 3:00PM Other Business

ACTION ITEMS:

| Description: | Date Assigned: | Follow Up By: |
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| <ul style="list-style-type: none"> • Check for access of Exec. Comm. SharePoint site for Tech. Comm. Co-chairs | 9/7/10 | GIO |
| Metadata Services <ul style="list-style-type: none"> • Remaining “offenders” actively being pursued • Resend email to “offenders” to complete metadata Email resent and follow-up by Kenny Miller to occur <ul style="list-style-type: none"> • MDP has provided metadata for all their services on MD iMap • Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap • Email sent to Kenny • Agency leads from Tech. Comm. to make progress <ul style="list-style-type: none"> ○ Direct contact of data owners | Updated: 10/5/10; 8/3/10; 7/12/10; 6/22/10; 5/18/10 Submitted: 4/20/10 | Technical Committee; GIO |

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| <ul style="list-style-type: none"> A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process | | |
| <p>ArcGIS 10 Migration</p> <ul style="list-style-type: none"> CGIS is testing implications of migration Further discussion is necessary concerning this topic | <p>Updated: 11/16/10</p> <p>Submitted: 9/21/10</p> | <p>Technical Committee</p> |

| Application Subcommittee: | | |
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| Description: | Date Assigned: | Follow Up By: |
| <p>Developer Contact List</p> <ul style="list-style-type: none"> Compile developer point of contact list | <p>Submitted: 11/16/10</p> | <p>Application Subcommittee</p> |
| <p>Agency Agreement Concerning Posting of Code on MD iMap Portal</p> <ul style="list-style-type: none"> See what documentation exists at other agencies | <p>Submitted: 10/19/10</p> | <p>Technical Committee</p> |
| <p>Agency Agreement Concerning Posting of Code on MD iMap Portal</p> <ul style="list-style-type: none"> Check for documentation available from existing open API agreements | <p>Submitted: 10/19/10</p> | <p>CGIS</p> |
| <p>Rapid Application Prototype</p> <ul style="list-style-type: none"> CGIS to provide updated proposal based on comments CGIS provided proposal for review and comment CGIS to provide updated cost/hours estimate based on results of Q&A and discussion conducted during 10/19/10 Tech. Comm. meeting CGIS to provide cost/hours estimate by next Tech. Comm. meeting Obtain pricing, based on specifications of application, from CGIS and MES <p>Email has been sent out to CGIS and MES from Kenny Miller – awaiting response</p> <ul style="list-style-type: none"> Consolidate list of requirements for a rapid application deployment option (Phase 1) Email consolidated list of requirements to Tech. Comm. <p>List has been generated and is available for review</p> | <p>Updated: 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10</p> <p>Submitted: 7/12/10</p> | <p>GIO, Application Subcommittee, Technical Committee</p> |
| <p>Charter</p> <ul style="list-style-type: none"> Final updates being implemented Final versions to be submitted and reviewed for acceptance Updates to be made based on comments by 10/29/10 Email to Tech. Comm. for comments Generate a charter | <p>Updated: 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10</p> <p>Submitted: 6/22/10</p> | <p>Application Subcommittee</p> |
| <p>Flex Code Acquisition for MD iMap Portal</p> <ul style="list-style-type: none"> Excel spreadsheet inventory being produced by CGIS and MES | <p>Updated: 12/7/10;</p> | <p>Kaushik Dutta</p> |

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| <ul style="list-style-type: none"> Actively being pursued Obtain Flex code from CGIS and MES for MD iMap-based applications | 11/16/10 Submitted: 10/19/10 | |
| Comment on Developer's portion of MD iMap Portal <ul style="list-style-type: none"> Review and provide email comments to Lisa Lowe concerning developer's page that has been added to the MD iMap Portal | Submitted: 8/4/10 | Technical Committee |

| Data & Resources Subcommittee: | | |
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| Description: | Date Assigned: | Follow Up By: |
| Cached Map Services <ul style="list-style-type: none"> Draft email to be sent out concerning changes to on-demand/cached services | Submitted: 12/7/10; 11/16/10 | Data & Resources Subcommittee Chair |
| Basemap Template Upgrade <ul style="list-style-type: none"> Upgrade basemap using Esri template | Submitted: 10/19/10 | Data & Resources Subcommittee |
| Google Urchin <ul style="list-style-type: none"> Check with Lisa Lowe to make sure she is able to handle additional questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs) Contact Ashley Buzzeo, Scott Jeffrey or Brad Davis with additional comments and clarifications needed to be included in the reports, so they are understandable to those viewing reports from the Portal (Tech Comm) Manual has been generated for extracting web analytics from Google Urchin Manual submitted for review by Technical Committee Actively working on clarifying categories to be included on report Provide categories to be included in statistical output report Categories have been provided to CGIS by GIO Meeting to address scheduled for 9/22/10 at CGIS | Updated: 12/7/10; 11/16/10; 10/5/10; 9/21/10 Submitted: 9/7/10 | GIO; CGIS; Technical Committee |
| Community Mapper <ul style="list-style-type: none"> Revisit in 6 months <ul style="list-style-type: none"> How many counties were approached? How big is the hole of Maryland? State of MD will not be participating in program based on inability to sign agreement based on Esri's current terms | Updated: 10/19/10; 10/5/10; 9/21/10 Submitted: 9/7/10 | Technical Committee |
| Charter <ul style="list-style-type: none"> Final updates being implemented Final versions to be submitted and reviewed for acceptance Updates to be made based on comments by 10/29/10 | Updated: 12/7/10; 11/16/10; 10/19/10; | Data Subcommittee |

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| <ul style="list-style-type: none"> Email to Tech. Comm. for comments Generate a charter | 10/5/10; 9/21/10; 9/7/10 Submitted: 4/6/10 | |
| Application Submission Documentation <ul style="list-style-type: none"> Review and provide comments to CGIS | Submitted: 11/16/10 | Technical Committee |

| Education & Outreach Subcommittee: | | |
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| Description: | Date Assigned: | Follow Up By: |
| Email Blast <ul style="list-style-type: none"> Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address Blast email to extended GIS community Include updated Vision document | Updated: 9/7/10; 5/18/10 Submitted: 4/20/10 | Outreach Subcommittee |
| <ul style="list-style-type: none"> Recruit participants Obtain feedback concerning how to improve upon current outreach strategies Email potential new members directly | Updated: 5/18/10; 4/20/10 Submitted: 3/16/10 | Outreach Subcommittee |
| Charter <ul style="list-style-type: none"> Final updates being implemented Final versions to be submitted and reviewed for acceptance Updates to be made based on comments by 10/29/10 Email to Tech. Comm. for comments Generate a charter In progress, to be submitted by next Tech. Comm. meeting (10/5/10) | Updated: 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/21/10 Submitted: 4/20/10 | Outreach Subcommittee |
| <ul style="list-style-type: none"> Proactive Marketing of MD iMap | Submitted: 9/21/10 | Outreach Subcommittee |

| Security Subcommittee: | | |
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| Description: | Date Assigned: | Follow Up By: |
| Charter <ul style="list-style-type: none"> Generate a charter | Submitted: 12/7/10 | Security Subcommittee |
| Security Model <ul style="list-style-type: none"> Additional documentation needed to address: <ul style="list-style-type: none"> Cost of Delay Justification of security (limitations, efficiencies) | Updated: 10/27/10; 10/19/10; 9/21/10 | Security Subcommittee |

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| <ul style="list-style-type: none"> ○ Needs Assessment to determine groups and definitions ● Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting ● Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting ● Document for presentation to Exec. Comm. at Oct. meeting ● Demo accompanying document to Exec. Comm. at Oct. meeting ● In progress, to be submitted by next Tech. Comm. meeting (10/5/10) | <p>Submitted: 8/3/10</p> | |
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COMPLETED ACTION ITEMS:

| Description: | Date Assigned: | Follow Up By: |
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| <p>Vision Statement</p> <ul style="list-style-type: none"> ● Briefing prepared and presented to Exec. Comm. ● Prepare briefing for Exec. Comm. notification of change | <p>Updated: 10/27/10; 9/21/10</p> <p>Submitted: 9/7/10</p> | <p>Co-chairs</p> |

Introductions

- *Round-the-room.*

Application Subcommittee Updates

Charter:

- Action Item: Update with final comments and submit for upload to Portal (Application Subcommittee Chair)

Code Sharing:

- CGIS and MES actively engaged in collecting this information
 - An Excel spreadsheet inventory of code, security issues and what is available is being put together
 - Need feedback from Tech Comm once this inventory is completed
- Salisbury University/ESRGC (Michael Scott) has offered Silverlight code for inclusion once processes for future inclusion/submission have been established

Rapid Application Prototype:

- Esri Flex Support Team currently working on some overlapping initiatives
 - Anthony Puzzo would like to put this team in contact with Steve Fabijanski
- Esri In-Development:
 - Register .mxd and serve out service from arcgis.com
 - Enter excel spreadsheet and conduct geocoding and serve out service from arcgis.com

Phase 1:

- Walk through wizard with output
- Downloadable to local machine for publishing to web
 - Publish on MD iMap through standard application submission procedures

Phase 2:

- **Publishing capabilities**
- **Ability to tie web application to a specific user**
 - Use template to build application and save modifications
 - Download to local machine or publish to MD iMap infrastructure
- **Clarification on who is the audience for this wizard? – Need User Definitions**
 - Novice GIS users?
 - Non-GIS users?
 - Public users? (These users could be pointed to arcgis.com to create and register services, as an alternative)
- Does Merlin fit a need here?
- Should there be more interaction with Merlin?
- Should a linked be added to Merlin from Portal?
- **Suggested Additions to Current Proposal:**
 - User support needs to be built-in
 - Requirements need to be laid out
 - Who designs and accepts the suggested application (explicitly)
 - Implement, roll out and training as a unique task
 - Final documentation submission
 - Schedule
 - System architecture design (A picture of how this system will be designed)
 - Key functions spelled out
 - § Web-browser based
 - § Web application
 - § Customizable/Language
 - Visualization of each step of development

Data and Resources Subcommittee Updates

Google Urchin:

- Not very user-friendly output capabilities
- Contact Ashley for log-in information if you want to get more familiar with available stats
- Application must be on MD iMap infrastructure to be tracked with Google Urchin
- Presentation slides can be distributed as requested
 - Email Ashley Buzzeo (abuzzeo@towson.edu), Scott Jeffrey (sjeffrey@cbbc.md.edu) or Brad Davis (bdavi@menv.com) for the slides
- Discussion from Presentation
 - Surge of usage in June/July – not sure why
 - MD iMap becoming more stable and constant as it gets older
 - Should individual service stats be included in future reports?
 - § Write up in manual how to conduct individual service stat look-up and complete on demand

- Use stat information to sell what is being used and what is not being used and adjust support and funding accordingly
- What format stats be made available and linked from Portal?
 - § .pdf
 - § Excel spreadsheets – spreadsheets will allow for sub-reports to be created from the initial report
- Monthly updates provided in the short-term and quarterly in the long-term
- Who is the contact for questions concerning these reports?
 - § Action Item: Check with Lisa Lowe to make sure she is able to handle additional questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs)
- Action Item: Contact Ashley Buzzeo, Scott Jeffrey or Brad Davis with additional comments and clarifications needed to be included in the reports, so they are understandable to those viewing reports from the Portal (Tech Comm)
- Look to add bandwidth use stats for each application
- Look to add storage space use stats for each application

Cached Map Services:

- Email draft to be sent out today for distribution
- Action Item: Distribute test participation email to all potentially impacted by change in cached map services (Tech Comm Co-Chairs)
- All applications needed to be tested and comments back to CGIS (Ashley Buzzeo) by January 10, 2010

Security Subcommittee Updates:

Charter:

- Version 1 Charter needs to be drafted for Security Subcommittee

Additional Business:

ELA:

- Slowly moving forward
- Pricing agreement has been made
- December 15th should go to Board of Public Works for approval
- MDSE ELA packaged with this statewide ELA
- Priced based on historical spending statewide
- Keeping separate license managers at first
- 5 year ELA
- Business Analyst would be separate procurement
- Community Analyst - new product from Esri
- Level 1 help desk will need to be maintained by state (most likely staffed at DoIT)

GIS in Business Conference:

- March 18, 2011 from 8 – 12:30p.m.
- Show benefits of local/metropolitan businesses using GIS to improve bottom line
- GIS plan for a business/test case is being setup
 - Follow progress
 - Update at the next conference in 6 months

MUG Conference:

- Esri (Anthony Puzzo) is suggesting that this be moved to Maryland next year

MD iMap Funding Discussion

- Scheduled to have this meeting at next Tech Comm meeting (12/21/10)
 - Prioritize projects needing funding
 - Explore new funding sources for:
 - § Maintenance
 - § Future Development

-END MEETING-