

MD iMap Technical Committee Meeting Minutes

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

Date: 12/21/10

Time: 1:00 PM – 3:00 PM

Attendees: Ashley Buzzeo (CGIS), Kaushik Dutta (MdTA), Bill Farrington (DJS), Jim Cannistra (MDP), Mark Helmken (CGIS), Lisa Lowe (DNR), Julia Lukens (DBED), Steve Overbay (CSSC), Tim Palmer (MES), Frank Siano (MDE), Brad Spittel (BMC) and Brad Wolters (DHCD)

AGENDA:

- 1:00 – 1:10 Introductions
- 1:10 – 2:10 MD iMap Funding Discussion
- 2:10 – 2:20 Application Subcommittee Updates
- 2:20 – 2:30 Data and Resources Subcommittee Updates
- 2:30 – 2:40 Outreach Subcommittee Updates
- 2:40 – 2:50 Security Subcommittee Updates
- 2:50 – 3:00 Other Business

ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
<ul style="list-style-type: none"> • Check for access of Exec. Comm. SharePoint site for Tech. Comm. Co-chairs 	9/7/10	GIO
<p>Metadata Services</p> <ul style="list-style-type: none"> • Updated list to be provided at 1/4/2011 meeting • Remaining “offenders” actively being pursued • Resend email to “offenders” to complete metadata <p>Email resent and follow-up by Kenny Miller to occur</p> <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 • 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>Updated: 12/21/10; 10/5/10; 8/3/10; 7/12/10; 6/22/10; 5/18/10</p> <p>Submitted: 4/20/10</p>	<p>Technical Committee; GIO</p>
ArcGIS 10 Migration	Updated:	Technical

<ul style="list-style-type: none"> CGIS is testing implications of migration Further discussion is necessary concerning this topic 	11/16/10 Submitted: 9/21/10	Committee
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Application Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Developer Contact List <ul style="list-style-type: none"> List to be developed Compile developer point of contact list 	Updated: 12/21/10 Submitted: 11/16/10	Application Subcommittee, Kaushik Dutta
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> See what documentation exists at other agencies 	Submitted: 10/19/10	Technical Committee
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> Check for documentation available from existing open API agreements 	Submitted: 10/19/10	CGIS
Rapid Application Prototype <ul style="list-style-type: none"> Proposal updates being implemented 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 Email has been sent out to CGIS and MES from Kenny Miller – awaiting response <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. List has been generated and is available for review	Updated: 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 7/12/10	GIO, Application Subcommittee, 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 Email to Tech. Comm. for comments Generate a charter 	Updated: 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 6/22/10	Application Subcommittee
Flex Code Acquisition for MD iMap Portal <ul style="list-style-type: none"> Meeting to be scheduled to discuss next steps Excel spreadsheet inventory being produced by CGIS and MES 	Updated: 12/21/10; 12/7/10;	Kaushik Dutta

<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:		
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 	Updated: 12/7/10 Submitted: 11/16/10	Data & Resources Subcommittee Chair
Basemap Template Upgrade <ul style="list-style-type: none"> Comments for changes should be sent to Ashley Buzzeo Meeting to be scheduled to discuss next steps Upgrade basemap using Esri template 	Updated: 12/21/10 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 	Updated: 12/21/10;	Data Subcommittee

<ul style="list-style-type: none"> • 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 	12/7/10; 11/16/10; 10/19/10; 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:		
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: 12/21/10; 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:		
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) ○ 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 style="text-align: center;">Updated: 10/27/10; 10/19/10; 9/21/10</p> <p style="text-align: center;">Submitted: 8/3/10</p>	<p style="text-align: center;">Security Subcommittee</p>
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COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:

Introductions

- *Round-the-room.*

MD iMap Funding Discussion:

- Value proposition
 - Outreach to new users, new funding resources
- Transfer Tax – \$400,000 [Feb. 2011 – Dec. 2011]
- Emergency Funds – \$200,000 [Jan. 2012 – June 2012]
- Hosting, Hardware/Software maintenance – set prices
- After covering hosting and hardware/software maintenance – \$258,000 remains for support services
- 2 FTEs (Full-time employees)
- Asked for monthly application support breakdown
- No new application development at this time
- Add efficiencies to support service processes
- Five Year Plan/Projection
 - \$495,000/year average costs
 - Need vs. Want (prioritizing)
- \$8,000 to update basemap is coming from Broadband Mapping grant as of Jan. 2011 (these updates will benefit all users of the MD iMap basemap)
- \$15,000 additional storage funding is coming from Broadband Mapping grant as of Jan. 2011
 - CGIS will itemize updates and pass through Tech. Comm.

- Involve Tech. Comm./ Data Subcomm. From very beginning
- Average adding 10 services and 1 application per month
 - Progressive growth of support
 - Every new service = ? Hours and ? Dollars
- Missing redundant connection/\$1,000 monthly additional cost through contract CGIS is putting together to protect their system and also MD iMap

Suggestions:

- Breakdown funding to all state agencies along with ELA
- Get business case to Elliott Slinger to present to the Governor for DoIT/GIO funding
- Value of MD iMap to an Agency
- White paper written with options for funding to provide to Exec. Comm.
 - Cost benefit statements
- Cost sharing similar to MDPV for MD iMap (product and software)

Action Item: Provision in ELA for services already

Action Item: Esri services included/crossover with CGIS services

Action Item: Put services into ELA, how much will costs rise?

- Beyond State Agencies:
 - Chamber of Commerce
 - Local Governments
 - Who else?
- Training, marketing, education, outreach needed
- Reasonable level of outreach required if asking for ELA funding line item
- Targeting approach? – smaller groups or CIO?
 - Hit both to support one another
 - What are the benefits based on each group's point of view?
- Data driven system, rather than application driven will help MD iMap market itself
 - Move it away from application reliant
 - Reluctant to be data driven because security component is missing, also need MOU for data sharing
- MD iMap Accessibility/Business Case
 - Power Users
 - Executive Users
 - Public Users
- Put something in/get something out
- MD iMap takes on infrastructure
- Clarify “getting back part” responsibilities

- Data downloadable
- Data quantifiable
- Grant Opportunities
 - MES Grant Coordinator
 - Indiana Map – grant funded by whom?
 - Reach out to Roger Barlow for ideas
 - Agency contribution of data – in-kind contributions
 - § Use this as opportunity to get at data
- CSSC
 - Office of Economic Adjustment Grant funding
 - Post-BRAC sustainability
 - Private sector partners to use basemap for their unique usage
 - § Paying members going forward
- Put \$ on value of data put into system/value of data independent of state resources
 - Parcels = \$2million
 - Orthos = \$3million
- Top 1- resources costs to produce/update
 - \$50,000/county for centerlines
- Small amount given to support huge investments in data being contributed to system
- Service components for funding for orthos also

Application Subcommittee Updates

Rapid Application Prototype:

- Proposal updates being implemented
- Held up for budget reasons

Charter:

- Action Item: To be updated and passed along for final submittal (Kaushik Dutta)

Code Collection:

- Code excel spreadsheet update needs to be worked on
 - List of what we have
 - Where to put it?
 - Silverlight resources to be included in a future phase
- Meeting: Kaushik Dutta, Lisa Lowe, Tim Palmer and Ashley Buzzeo in early 2011 to discuss

GIS World Conference 2011:

- January 11, 2011
- Kaushik Dutta will be presenting on MD iMap and critical infrastructure
- Kaushik will also have an opportunity to meet with Jack Dangermond during the conference

Esri UC 2011:

- MD iMap presentation placeholder is in place for UC2011 conference

- Presenters still needed

- NSGIC Conference – February 2011, Annapolis, MD

Data and Resources Subcommittee Updates

Basemap Updates:

- Provide comments for changes to Ashley Buzzeo

Metadata:

- Additional services now have metadata
- Action Item: Updated list will be provided at next meeting (1/4/11) (Ashley Buzzeo)

MD iMap Portal:

- Infrastructure diagram has been updated

Charter:

- Action Item: To be updated and passed along for final submittal (Ashley Buzzeo)

Outreach Subcommittee Updates:

- Workforce development and education in the state
- Current focus on Business Conference at CCBC

Charter:

- Action Item: To be updated and passed along for final submittal (Mark Helmken/Scott Jeffrey)

Security Subcommittee Updates:

No Updates

Additional Business:

No Updates

-END MEETING-