

MD iMap Technical Committee Meeting Minutes

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

Date: 06/07/11

Time: 1:00 PM – 3:00 PM

Attendees: Rowland Agbede (DOA), Michael Bentivegna (CGIS), Ashley Buzzeo (CGIS), Jim Cannistra (MDP), Kaushik Dutta (MDTA), Bill Fearington (DJS), Scott Jeffrey (CCBC), Julia Lukens (DBED), Kenny Miller (GIO), Marshall Stevenson (KCI) and Brad Wolters (DHCD)

AGENDA:

- 1:00 – 1:10 Introductions
- 1:10– 1:20 Application Subcommittee Updates
 - 1:20 – 1:35 Prospective New Application(s) Coming Online
 - 1:35 – 2:00 Code Compilation Exceptions Position Statement
 - 2:00 – 2:10 Interface Branding Template
- 2:10 – 2:20 Data and Resources Subcommittee Updates
 - 2:20 – 2:35 Feedback/Requests concerning MD iMap
- 2:35 – 2:45 Outreach Subcommittee Updates
- 2:45 – 2:55 Security Subcommittee Updates
- 2:55 – 3:00 Additional Business

ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Governor’s Customer Feedback Forum <ul style="list-style-type: none"> • Send digital copy of description samples to Technical Committee for reference (Kenny Miller) • Need application descriptions for all applications to Kenny Miller by COB Friday, 6/17/11 (Technical Committee Members) 	Submitted: 6/7/11	Kenny Miller Technical Committee Members
Feedback/Requests concerning MD iMap <ul style="list-style-type: none"> • Add Hillshade Service: Inquire at DNR if they have a hillshade available • Add Map/Parcel ID Look-Up: Follow up with requestor (Jason Zhao – MDE) to clarify request 	Submitted: 6/7/11	Jim Cannistra
2007 – 2008 Orthophoto Metadata <ul style="list-style-type: none"> • Check availability of metadata for this data 	Submitted: 3/1/11	Ashley Buzzeo
Statewide GIS Strategic Plan	Submitted: 1/4/11	GIO
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:
License Agreement in regards to Code Sharing <ul style="list-style-type: none"> Check with Brian Sivak for comment concerning whether to code share through MD iMap Portal or another open source repository 	Submitted: 6/7/11	Kenny Miller
Code Acquisition for MD iMap Portal <ul style="list-style-type: none"> Development Code Worksheet Generated (Kaushik Dutta) Date of Launch – add this additional column and information to worksheet (Kaushik Dutta) Work on filling in missing information (Kaushik Dutta & Kenny Miller) Meeting to be scheduled to discuss next steps Excel spreadsheet inventory being produced by CGIS and MES Actively being pursued Obtain Flex code from CGIS and MES for MD iMap-based applications 	Updated: 6/7/11; 1/4/11; 12/21/10; 12/7/10; 11/16/10 Submitted: 10/19/10	Kaushik Dutta Kenny Miller
Interface Branding <ul style="list-style-type: none"> Send completed document out to Technical Committee for review & comment (Kenny Miller) Get documentation from Kaushik Dutta to start/restart discussion Schedule App. Committee to discuss App Branding. 	Updated: 6/7/11; 4/5/11 Submitted: 3/15/11	Kenny Miller Kaushik Dutta
Developer Contact List <ul style="list-style-type: none"> List to be developed Compile developer point of contact list 	Updated: 4/5/11; 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"> Development of Agency Agreement concerning posting of code to portal See what documentation exists at other agencies 	Updated: 4/5/11 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
arcgis.com My Maps <ul style="list-style-type: none"> Need to consider how MD iMap services appear when pulled into arcgis.com and suggest potential changes Work with the product and come to next meeting with feedback 	Updated: 3/1/11 Submitted: 2/15/11	Technical Committee
Rapid Application Prototype	Updated:	Kenny Miller

<ul style="list-style-type: none"> Consider if arcgis.com will meet the majority of needs proposed for this effort 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 <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>2/15/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10</p> <p>Submitted: 7/12/10</p>	<p>Application Subcommittee</p> <p>Technical Committee</p>
<p>Comment on Developer's portion of MD iMap Portal</p> <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 	<p>Submitted: 8/4/10</p>	<p>Technical Committee</p>

Data & Resources Subcommittee:		
Description:	Date Assigned:	Follow Up By:
<p>"Political Boundaries" Map Service</p> <ul style="list-style-type: none"> Review the "Political Boundaries" map service, determine the source and last update date 	<p>Submitted: 6/7/11</p>	<p>Ashley Buzzeo Brad Wolters</p>
<p>Eastern Shore Imagery Assimilation</p> <ul style="list-style-type: none"> Check server space available versus need Cost estimate for additional storage space for new imagery 	<p>Updated: 4/5/11</p> <p>Submitted: 3/15/11</p>	<p>Ashley Buzzeo Jim Cannistra</p>
<p>Point of Interest/Place Name Geocoder</p> <ul style="list-style-type: none"> Ashley Buzzeo will work with Brad Wolters to determine if this composite geocoder will meet these additional search criteria needs 	<p>Submitted: 1/18/11</p>	<p>Ashley Buzzeo Brad Wolters</p>
<p>WFS Services</p> <ul style="list-style-type: none"> Top 10 list to be assembled during next Data & Resources Subcommittee meeting List of enable services, email to group 	<p>Updated: 4/5/11</p> <p>Submitted: 3/15/11</p>	<p>Ashley Buzzeo Data & Resources Subcommittee</p>
<p>WFS Services</p> <ul style="list-style-type: none"> Agency sharing policy needed; Exec. Comm. to be consulted 	<p>Submitted: 1/18/11</p>	<p>Kenny Miller Exec. Comm.</p>
<p>WFS Service Testing</p> <ul style="list-style-type: none"> Top 10 list to be assembled and MOU issues assessed Executive Committee has requested demo at 4/27/11 meeting Follow up concerning process testing and provide feedback to Tech 	<p>Updated: 3/1/11</p> <p>Submitted:</p>	<p>Data & Resources Subcommittee</p>

Comm	1/4/11	
Web Mercator Data Service Projection <ul style="list-style-type: none"> Per MES, EMMA replacement will use Web Mercator projection Assess costs in labor and storage for creation of MD iMap data services (except imagery) in Web Mercator projection 	Updated: 4/5/11 Submitted: 1/4/11	CGIS
Metadata Services <ul style="list-style-type: none"> Forward electronic list to group Updated list to be provided by Friday, 1/7/2011 Updated list to be provided at 1/4/2011 meeting 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 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 	Updated: 1/18/11; 1/4/11; 12/21/10; 10/5/10; 8/3/10; 7/12/10; 6/22/10; 5/18/10 Submitted: 4/20/10	Data & Resources Subcommittee Co-chairs
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/Gazetteer Service Update <ul style="list-style-type: none"> Review and provide feedback to Ashley Buzzeo (Technical Committee) Provide hours concerning clean-up, update and reaching of this layer (Ashley Buzzeo) Submit additional comments for updates to Ashley Buzzeo Obtain most up-to-date county boundary from SHA Add state and county boundaries and Interstate and US Highways for all states adjacent to Maryland and NJ Comments for changes should be sent to Ashley Buzzeo Meeting to be scheduled to discuss next steps Upgrade basemap using Esri template 	Updated: 6/7/11; 4/5/11; 1/4/11; 12/21/10 Submitted: 10/19/10	CGIS Data & Resources Subcommittee Technical Committee
Google Urchin <ul style="list-style-type: none"> CCBC has updated through March 2011 and will post on portal CCBC updating stats and will be posted to portal shortly Check with Lisa Lowe to make sure she is able to handle additional 	Updated: 4/5/11; 3/1/11; 12/7/10;	GIO CGIS Technical

<p>questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs)</p> <ul style="list-style-type: none"> • 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 <p>Categories have been provided to CGIS by GIO Meeting to address scheduled for 9/22/10 at CGIS</p>	<p>11/16/10; 10/5/10; 9/21/10</p> <p>Submitted: 9/7/10</p>	<p>Committee</p>
<p>Community Mapper</p> <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 	<p>Updated: 10/19/10; 10/5/10; 9/21/10</p> <p>Submitted: 9/7/10</p>	<p>Technical Committee</p>

Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
<p>Ramona</p> <ul style="list-style-type: none"> • Send out available stats .pdf for review • Check with IT person for Ramona to get MD stats 	<p>Updated: 4/5/11; 3/15/11</p> <p>Submitted: 3/1/11</p>	<p>Ashley Buzzeo</p>
<ul style="list-style-type: none"> • Link to Ramona needs to be added to MD iMap Portal webpage <ul style="list-style-type: none"> ○ Embed search or have a one click link to Ramona 	<p>Submitted: 3/1/11</p>	<p>Lisa Lowe Kevin Coyne</p>
<ul style="list-style-type: none"> • Link to Merlin needs to be added to MD iMap Portal webpage 	<p>Submitted: 12/21/10</p>	<p>Lisa Lowe</p>
<ul style="list-style-type: none"> • Discuss adding a feedback button to MD iMap Portal webpage 	<p>Submitted: 12/21/10</p>	<p>Outreach Committee Lisa Lowe</p>
<p>Email Blast</p> <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 	<p>Updated: 9/7/10; 5/18/10</p> <p>Submitted: 4/20/10</p>	<p>Outreach Subcommittee</p>
<ul style="list-style-type: none"> • Recruit participants 	<p>Updated:</p>	<p>Outreach</p>

<ul style="list-style-type: none"> Obtain feedback concerning how to improve upon current outreach strategies Email potential new members directly 	5/18/10; 4/20/10 Submitted: 3/16/10	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"> Provide a copy of MD iMap Security Presentation to Brian Sivak (Jim Cannistra) Price quotes from proposal submission to be updated 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) 	Updated: 6/7/11; 3/1/11; 10/27/10; 10/19/10; 9/21/10 Submitted: 8/3/10	Security Subcommittee

COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Application Submission Documentation <ul style="list-style-type: none"> Review and provide comments to CGIS 	Submitted: 11/16/10	Technical Committee
TUgis Presentation <ul style="list-style-type: none"> Add General Information/Vision slide Verify that Lisa Lowe should be contacted for application or service submission requests Add Directory Structure/ISO organization slide Add Future Visions and Initiatives slide Print Data Submission Policy and Application Submission Policy on different colored paper Include a diagram that shows data moving into MD iMap being displayed in applications (data → MD iMap → Applications) Organize ideas and send to group for comments 	Updated: 3/15/11 Submitted: 3/1/11	Ashley Buzzeo Scott Jeffrey Julia Lukens
MD iMap Fact Sheet	Updated:	Technical

<ul style="list-style-type: none"> Review and provide comments to Scott Jeffrey 	<p>3/15/11</p> <p>Submitted: 3/1/11</p>	<p>Committee</p>
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Introductions

Round-the-room

Application Subcommittee Updates

Development Code Worksheet:

- Some gaps in document
- Has been sent out for comments from Technical Committee
- Anticipate having worksheet complete by next Technical Committee (6/21/11)
- Missing attributes to be determined
 - Owner, Code Language, Version
 - Action Item: Date of Launch – add this additional column and information (Kaushik Dutta)
- Action Item: Work on filling in missing information (Kaushik Dutta & Kenny Miller)

License Agreement:

- Related to code sharing
- Look to open source websites for recommendations
 - Register application, which can then be accessed, downloaded and modified by another individual, which is reposted and can be enhanced from new modified version
 - Few restrictions on state code for sharing purposes
- Need to determine if code sharing will be done through MD iMap Portal or utilizing an available open source repository
 - Action Item: Check with Brian Sivak for comment (Kenny Miller)
 - Kaushik Dutta has 3 open source code sharing repository options available for review
- Direction of Governor’s Office (Brian Sivak)
 - Doesn’t like “I Agree” splash screens
 - Should be removed from state interactive applications
 - Can put disclaimer information in Introduction or in Help section, but not as splash screen
 - A note could be added to the Introduction or in Help section indicating that the website is for “General Use” and is an available resource for “Non-decision making” applications, etc...
 - Question of accountability for your data versus someone else’s data which is being shared through your application?

Interface Branding:

- Kenny Miller wrapping up this document
- Action Item: Send completed document out to Technical Committee for review & comment (Kenny Miller)
- Include a generic policy statement about open source
 - Exceptions to this policy to be discussed and handled as they come up

Governor’s Customer Feedback Forum:

- Currently being developed

- Action Item: Send digital copy of description samples to Technical Committee for reference (Kenny Miller)
- Action Item: Need application descriptions for all applications to Kenny Miller by COB Friday, 6/17/11

Prospective New Applications:

- Board of Elections (BOE) wants a results map
 - Preliminary meeting with CGIS has occurred
 - Table formatted website currently exists – Want to add a map formatted website
 - Esri template for election result dissemination is available
 - BOE expecting to develop application and message data need to support mapping application
 - BOE wants to use horsepower of MD iMap to support getting live results out to the general public during election
 - **Current table formatted website displays voter information refresh every 15 minutes** – same expected for the mapping application
 - § Expect to use replication to get information to MD iMap
 - BOE has requested a budget in regards to this project
 - Deadline: September 2011/Baltimore City Election – plan to use this as a pilot for statewide election
- This brings up a new discussion concerning potential funding model
 - How would this work?
 - § Community pitches in for general support, sharing costs or put more individual costs on requestors?
 - § Open up to getting contributions from each state agency standing up an application on MD iMap infrastructure?
 - Charge to cover some of the general funds applied to maintenance of MD iMap?
 - Two main budget items to consider: Support & Hosting
 - Need to scope out application, price it and charge individual requestors
 - § Breakdown? – shared coverage versus partial support – required subsidy
 - Propose: Hosting is funded through the year (possible charge in the future) & Support and Other costs will be covered from funds budgeted directly from BOE
- Post-election results analysis
 - Is there potential here for this type of analysis and results?
 - MDP has been working with BOE for redistricting purposes
 - § Reconciling precincts
 - § Reformatting tables
 - Anticipating prior election data requests after redistricting is completed
 - No current plan to distribute these results
- Action Item: Review the “Political Boundaries” map service, determine the source and last update date (Ashley Buzzeo & Brad Wolters)

Other Prospective New Applications:

- State Archives
 - Using MD iMap services for a new application to be on “Where’s Your Elected Officials” website
- MEMA application change requests – Matt Gallagher (Governor’s Chief of Staff)
 - MDP has received a mandate to develop a Floodplain Mapping Application with Address Look-Up capabilities – Deadline: 7/5/11
 - Hurricane exercise triggered this request to assist in improving hurricane preparedness efforts
 - MDP concerned MDE should have been requested to develop, since floodplains are MDE jurisdiction

- FEMA has a Floodplain Mapping Application with Address Look-Up
- SHA
 - Updating Trails Map
- ProjectStat
 - Joint agency effort (Governor's Office, DHCD, MDP, DBED and DoIT)
 - Address Look-Up Mapping Application to determine if an address will FastTrack the permitting process for a business
 - Meeting tomorrow (6/8/11) to review progress and discuss next steps
 - Deadline: 6/30/11

ELA:

- DBM identified those state agencies that they believe are capable of paying for Esri ELA (56 total)
 - DBM will reach into FY12 budget and remove money to cover Esri ELA
 - Anticipated to be more than currently paying Esri directly
- Similar approach can be done to support MD iMap
 - Drawback some funds handed out by DBM to cover costs of MD iMap

Data & Resources Subcommittee Updates

Feedback/Requests concerning MD iMap:

- Adding a hillshade service to MD iMap (Requested By: Jeff Cox – Anne Arundel Co. Government)
 - Who should be the source of this information?
 - Action Item: Inquire at DNR if they have a hillshade available (Jim Cannistra)
 - What does it entail to create and put this service onto MD iMap?
- Map & Parcel ID Look-Up (Requested By: Jason Zhao – MDE)
 - Valuable to some groups at MDE
 - Action Item: Follow up with requestor to clarify request (Jim Cannistra)

Gazetteer Updates:

- Basemap has been updated and is on pre-release for review
- Action Item: Review and provide feedback to Ashley Buzzeo (Technical Committee)
- Last level is still caching (over one week runtime already)
- How often will this layer be recached?
- Action Item: Provide hours concerning clean-up, update and reaching of this layer (Ashley Buzzeo)

Parcel Updates:

- Called Spring 2011 release – they are available
- Bugs have been fixed and cleaned up
- Anticipate a 4 to 5 month update cycle
 - Not yet an automated update process
 - Still fairly time intensive (40 – 80 hours)

Eastern Shore Imagery:

- Added to NAIP service on MD iMap
- Mosaiced in Arc10
 - Took 30 hours to complete
 - Works great

- Looks funny – examples available

Outreach Subcommittee Updates

None at this time

Security Subcommittee Updates

- During Jim Cannistra's meeting with Brian Sivak emphasized need for security for MD iMap
- Action Item: Provide a copy of MD iMap Security Presentation to Brian Sivak (Jim Cannistra)

Other Business

- Next MD iMap Executive Committee Meeting – Wednesday, 6/29/11

-END MEETING-