

MD iMap Technical Committee Meeting Minutes

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

Date: 12/20/11

Time: 1:00 PM – 3:00 PM

Attendees: Rowland Agbede (MDA), Ashley Buzzeo (CGIS), Julia Fischer (DBED), Matt Folley (MDP), Barney Krucoff (GIO), Lisa Lowe (DNR), John Madigan, Frank Siano (MDE), Sandi Stroud (BMC) and Brad Wolters (DHCD)

AGENDA:

- Introductions 1:00 – 1:10
 - Executive Order Discussion
- Application Subcommittee Updates 1:10 – 1:20
- Data and Resources Subcommittee Updates 1:20 – 1:30
 - Google Urchin Statistics Discussion 1:30 – 1:50
- Outreach Subcommittee Updates 1:50 – 2:00
- Security Subcommittee Updates 2:00 – 2:10
- Additional Business
 - Future Funding Update 2:10 – 2:20
 - ELA Update 2:20 – 2:30
 - CAP Grant Application Update 2:30 – 2:40
 - GIS-based Homeland Security Exercise Follow-Up 2:40 – 3:00

NEW ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Executive Order <ul style="list-style-type: none"> • Distribute updated Executive Order to Julia Fischer to distribute to Tech Comm 	Submitted: 12/20/11	GIO
REST Endpoint Service Descriptions <ul style="list-style-type: none"> • Any changes that need to be made to these descriptions or legends should be submitted to Ashley Buzzeo 	Submitted: 12/20/11	MD iMap Service Data Owners

ON-GOING ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Central License Server	Submitted:	Technical

<ul style="list-style-type: none"> Contact Barney Krucoff if you want to test your agencies' accessibility to CLS 	12/6/11	Committee
ELA License Request Form/Website <ul style="list-style-type: none"> Website almost ready Send out for comment Share existing form information with group 	Submitted: 12/20/11; 12/6/11; 11/1/11	GIO
ELA Renewal <ul style="list-style-type: none"> Post GSA price schedule for reference 	Submitted: 11/1/11	GIO
ELA Call List <ul style="list-style-type: none"> Email updated version of call list to Tech Comm 	Submitted: 9/20/11	Co-Chairs
ELA <ul style="list-style-type: none"> Provide list of contributing agencies to MD iMap Tech Comm Provide list of contributing agencies 	Updated: 11/1/11; 8/2/11 Submitted: 7/19/11	GIO
Statewide GIS Strategic Plan <ul style="list-style-type: none"> Assured by Roger Barlow that multiple submission can be sent, suggest making sure not to compete amongst submissions Schedule call with Roger Barlow to determine if all CAP Grants should be submitted, strategy for submission Applying for CAP Grant to pursue (March 2012 Awarding) 	Updated: 12/20/11; 12/6/11; 11/1/11 Submitted: 1/4/11	GIO
ArcGIS 10 Migration <ul style="list-style-type: none"> AGS Migration Completed Successfully SDE Migration to occur in January 2012 Provide outline and pros/cons list to provide to Executive Committee (CGIS) Provide information about how long MD iMap will be down and plan for migration (CGIS) CGIS is testing implications of migration Further discussion is necessary concerning this topic 	Updated: 12/20/11; 6/21/11; 11/16/10 Submitted: 9/21/10	Technical Committee

Application Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Stronger Maryland Together Campaign <ul style="list-style-type: none"> Write synopsis of process and see if update manual can be shared with the group Share with MD iMap group link to webpage 	Updated: 11/15/11 Submitted: 11/1/11	Michael Bentivegna
Future of Flex Programming	Submitted:	Jim Cannistra

<ul style="list-style-type: none"> Approach Steven Anderson (Axis Geospatial) about presenting his pros/cons presentation to the group 	11/1/11	
<p>Application Specific Services</p> <ul style="list-style-type: none"> Facilitate a discussion with CGIS concerning potential options for map service storage and organization 	<p>Updated: 11/1/11</p> <p>Submitted: 7/5/11</p>	GIO
<p>Support of StateStat Application (Capital Budget & ARRA applications)</p> <ul style="list-style-type: none"> Graph of hours/budget of efforts to support these applications (CGIS) Provide an understanding of when support crosses from normal, budgeted attention to custodian of application needs to be charged extra because of rush charge, etc. (CGIS) 	Submitted: 6/21/11	CGIS
<p>Application Submission Procedures</p> <ul style="list-style-type: none"> Update detailed procedures for application creation and update Resend Application Submission Procedures draft to Technical Committee (Co-chairs) 	Submitted: 6/21/11	Technical Committee
<p>License Agreement in regards to Code Sharing</p> <ul style="list-style-type: none"> Brian Sivak wants applications and their code to be in the public domain and freely available for sharing Awaiting response from Kenny Miller concerning how to proceed Check with Brian Sivak for comment concerning whether to code share through MD iMap Portal or another open source repository 	<p>Updated: 11/1/11; 7/5/11; 6/21/11</p> <p>Submitted: 6/7/11</p>	GIO
<p>Code Acquisition for MD iMap Portal</p> <ul style="list-style-type: none"> Provide updated worksheet to Kenny Miller for review, after updates have been applied (Kaushik Dutta) 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 	<p>Updated: 7/5/11; 6/7/11; 1/4/11; 12/21/10; 12/7/10; 11/16/10</p> <p>Submitted: 10/19/10</p>	Kaushik Dutta Kenny Miller
<p>Developer Contact List</p> <ul style="list-style-type: none"> Submitted to Deputy GIO List to be developed Compile developer point of contact list 	<p>Updated: 9/20/11; 4/5/11; 12/21/10</p>	<p>Application Subcommittee</p> <p>Kaushik Dutta</p>

	Submitted: 11/16/10	
arcgis.com My Maps <ul style="list-style-type: none"> • Discussion has occurred, but final decision on hold • Need to consider how MD iMap services appears when pulled into arcgis.com and suggest potential changes • Work with the product and come to next meeting with feedback 	Updated: 9/20/11; 3/1/11 Submitted: 2/15/11	Technical Committee
Rapid Application Prototype <ul style="list-style-type: none"> • On hold for funding availability • 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 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: 9/20/11; 2/15/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 7/12/10	Deputy GIO Application Subcommittee Technical Committee

Data & Resources Subcommittee:		
Description:	Date Assigned:	Follow Up By:
ICC Corridor <ul style="list-style-type: none"> • Need to talk with Transportation about obtaining this information and recache the basemap 	Submitted: 12/6/11	Ashley Buzzeo
WFS-Enabled OSPREY Services <ul style="list-style-type: none"> • Follow up with owners of OSPREY data to determine if layers can be WFS-enabled 	Submitted: 12/6/11	Julia Fischer
Log Package Acquisition <ul style="list-style-type: none"> • Provide package name and cost for next meeting 	Submitted: 12/6/11	Michael Bentivegna
Loading 2011 Imagery <ul style="list-style-type: none"> • Will need to verify that the visual quality of .jpgs is as good as .tiffs 	Submitted: 12/6/11	Jim Cannistra
NAIP 2011 Imagery	Submitted:	Kevin Coyne

<ul style="list-style-type: none"> • Check that DNR has this information to be posted on MD iMap 	12/6/11	
<p>GreenPrint Mapping Application</p> <ul style="list-style-type: none"> • Determine if GreenPrint version on MD iMap infrastructure can be removed 	Submitted: 11/15/11	Kevin Coyne
<p>Data Submission Policy Updates:</p> <ul style="list-style-type: none"> • Add “Update frequency, “Last updated” and “WFS-enable: Y/N” in Data Submission Policy 	Submitted: 10/4/2011	Data and Resources Subcommittee
<p>WGS Basemap from OSPREY</p> <ul style="list-style-type: none"> • Check to determine status of providing this basemap via MD iMap 	Submitted: 10/4/2011	Data and Resources Subcommittee
<p>SHA Basemap</p> <ul style="list-style-type: none"> • MXD being generated, cache to follow • Obtain information from SHA, recache and add as map service to MD iMap 	Updated: 12/6/11 Submitted: 10/4/2011	Ashley Buzzeo
<p>GIS/Archives Appraisal Questions</p> <ul style="list-style-type: none"> • Distribute survey to as many municipal, county and state agencies, as possible, for potential participation 	Submitted: 7/5/11	Technical Committee
<p>Feedback/Requests concerning MD iMap</p> <ul style="list-style-type: none"> • Check for hillshade, which can be added as map service, @ MDP • 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 	Updated: 10/4/2011 Submitted: 6/7/11	Jim Cannistra
<p>“Political Boundaries” Map Service</p> <ul style="list-style-type: none"> • MXD and data submitted by Cindy Powell at DNR • MXD modified in May 2011 • Review the “Political Boundaries” map service, determine the source and last update date 	Updated: 10/4/11 Submitted: 6/7/11	Ashley Buzzeo Brad Wolters
<p>Eastern Shore Imagery Assimilation</p> <ul style="list-style-type: none"> • Draft email, Portal post and tweet for notifying of these changes • Eastern Shore imagery is now on production server • Rename “NAIP” service to “Composite” service – Completed • Tweets and email message of new imagery release • Provide draft write-up of details and FAQs (Jim Cannistra) • Add new “Composite” imagery service now and phase out “NAIP” service (CGIS) – Completed • Check server space available versus need – Working w/DNR & CSSC • Cost estimate for additional storage space for new imagery – Working w/DNR & CSSC 	Updated: 10/4/11; 6/21/11; 4/5/11 Submitted: 3/15/11	Ashley Buzzeo Jim Cannistra
<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 	Submitted: 1/18/11	Ashley Buzzeo Brad Wolters

<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>Web Mercator Data Service Projection</p> <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 – Will determine with DNR & CSSC (lots of variables: migration to 10, etc.) 	<p>Updated: 10/4/11; 4/5/11</p> <p>Submitted: 1/4/11</p>	<p>CGIS</p>
<p>Metadata Services</p> <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 • 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: 1/18/11; 1/4/11; 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>Data & Resources Subcommittee Co-chairs</p>
<p>Basemap Template Upgrade/Gazetteer Service Update</p> <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 	<p>Updated: 6/7/11; 4/5/11; 1/4/11; 12/21/10</p> <p>Submitted: 10/19/10</p>	<p>CGIS Data & Resources Subcommittee Technical Committee</p>

<p>Google Urchin</p> <ul style="list-style-type: none"> • Add to next agenda – What should be shared on Portal? How to share archival stats? • CCBC has not been able to incorporate this into their workflow as planned – New plan needed • 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 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 	<p>Updated: 12/6/11; 10/4/11; 4/5/11; 3/1/11; 12/7/10; 11/16/10; 10/5/10; 9/21/10</p> <p>Submitted: 9/7/10</p>	<p>GIO CGIS Technical Committee</p>
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Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
<p>mdimap.us Marketing</p> <ul style="list-style-type: none"> • Coordinate with Ashley Buzzeo and Lisa Lowe to get these various communications completed 	<p>Submitted: 12/6/11</p>	<p>Julia Fischer</p>
<p>Twitter/Communication Plan</p> <ul style="list-style-type: none"> • List of every CIO for inclusion on email alerts 	<p>Submitted: 11/15/11</p>	<p>GIO</p>
<p>Ramona</p> <ul style="list-style-type: none"> • Intern hired – will provide in next few months • Send out available stats .pdf for review • Check with IT person for Ramona to get MD stats 	<p>Updated: 10/4/11; 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 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 with Broadband Team concerning functionality and code availability • Discuss adding a feedback button to MD iMap Portal webpage 	<p>Updated: 10/4/2011</p>	<p>Outreach Subcommittee</p>

	Submitted: 12/21/10	Lisa Lowe
<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
<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"> On hold for funding availability 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:
Geospatial Information Office <ul style="list-style-type: none"> Send slides via email 	Submitted: 11/1/11	GIO
Arcgis.com Enhancement available under ELA <ul style="list-style-type: none"> Barney to receive updates tomorrow and will pass them along 	Submitted: 11/1/11	GIO

Introductions

Round-the-room

Executive Order Discussion

- Edits to MD iMap Executive Order for resubmittal
- Add some additional organizations to the Executive Committee
- Governor would approve new Executive Order
- Share with MSGIC, Technical Committee, Executive Committee and organizations named in the edits
 - Check for major objections
 - Expect a legal review
 - Length of process is unknown

Suggested Changes:

- Basemap reference updated to enterprise mapping system and add additional support items
 - Can be lengthened to be more inclusive list
- Add local government representation
- Add share geospatial data and services
- Remove MSGIC-specific WHEREAS – current statement is looking back to accomplished plans (some updated, some in place, need some new ones)
- Involve more levels of government as representatives to designate the path of MD iMap
- Committee is large with all state representatives and newly proposed additional representatives suggested
 - Proposed some state agencies to be removed, but some GIS used in all agencies or potential to use – should they come back in later or stay in now?
- Governor's Delivery Unit has merged with StateStat and thus a specific referenced has been removed
- Already 23 – 27 State members – Ex Officios
- Additional representatives would be nominated and appointed by Governor
 - Local/Regional elected officials
 - Nominations requested from organizations around the state
 - Hoping for a mix of people (organizations, geographically, etc)
 - Term limits and staggered to keep turn over from always being universal
 - Describe regions for reps
 - Currently unbalanced (Central Region population higher, Eastern Shore has more governing bodies)
 - Elected officials, utility companies, emergency response reps (5 total)
 - Private sector nominations are also open for consideration from organizations with term limits (5 total)
 - Not geographically balanced – should it be?
 - Limit state representatives? – could this be done? (large organizations would always want representation)
 - Formal invitation to participate in GIS community for MML, MACo and other organizations that haven't currently been participating
 -

MSGIC vs.MD iMap

- Does this executive order replace MSGIC too much?
- What are the paths of MSGIC and MD iMap? Do they converge? Diverge?
- MSGIC existed longer, coordinate within the state
- MD iMap became state's coordinating effort around one system
- What does Exec Com vote on? – limited at present
 - D.C. voted on central funding – projects to pursue
- MD iMap assists with policy aspects, where MSGIC cannot
 - Some policy support written into Executive Order update
- **Action Item:** Distribute updated Executive Order to Julia Fischer to distribute to Tech Comm – Barney Krucoff

Application Subcommittee Updates:

No updates at this time

Data and Resources Subcommittee Updates:

Map Service Updates

- Broadband
- Sustainable Communities
- Living Resources

- All service descriptions through REST endpoint and legend have been completed
 - Access from ArcCatalog → right click on service and select Properties
- Document of map services without information to be provided on REST endpoint
- **Action Item:** Any changes that need to be made to these descriptions or legends should be submitted to Ashley Buzzeo

6" Imagery – Western Shore

- MDP: 2 blocks have been delivered
 - Mosaic datasets
 - Cache in early January 2012
 - Near IR map service of imagery to be created

Mobile Application for GreenPrint

- Being developed by CGIS
- Being shown to DNR soon

Mobile Portal Website

- Being developed by CGIS
- Will know to take user to mobile version or desktop version based on device accessing the information
- “Dumbed” down version of existing Portal
- To be demoed in January 2012

Revamp of Services Look-Up Page

- Developed by CGIS to search keyword, get service description, metadata button
- List ISO categories and drill down categories “in plain English”
- Dynamically driven by changes (additions/deletions) of services
- Capabilities to export information? – not right now, future consideration
- Not currently linked to GIS inventory

Google Urchin Stats

- What to communicate with these stats?
- Why not put all data out on the Portal?
 - Size?
 - Too much data, not good?
- Level of granularity of interest?
- Purpose
 - Demonstrate we have metrics and we pay attention
 - # of hits is a good metric
- Limit requests to CGIS
- Include disclaimer
- Link to stats on Portal
 - Discuss future/archival stats
- Decision needs to be made about Broadband stats (unusually high stats)
 - Put stats up as-is – Barney Krucoff
- New module to help track who/where hits are coming from (monthly)
 - Allow contact to specific users of each map services
 - Haven’t been able to track previously because of load balancer and reverse proxy
- Stats to be made available as .pdf also
- If you want URL and credentials to dig into the stats further – contact Ashley Buzzeo

New Map Services

- Starting to notice map services are being duplicated to meet different needs for different agencies
- Need to assure that the authoritative source is being used
- What should be done for existing services which aren’t the authoritative source, but are being utilized?

Outreach Subcommittee Updates:

No updates at this time

Security Subcommittee Updates:

No updates at this time

Additional Business:

Future Funding Update

- Budget request has been sent to Governor
 - Awaiting response

ELA Update

- Website almost ready
- Getting broader payment in upcoming FY
 - Slight reduction for agencies already paying
 - Flat bill year after even with 4 – 5% price increase
 - Improve getting people/agencies to pay in

Plans for CAP Grant Application

- Strategic Plan to be put in by GIO
 - Letters of support to be requested
- CGIS Category 3 & 7
- MDP ROI
- Could be 4 applications from Maryland
 - No groups competing for same funds

GIS-based Homeland Security Exercise (Dec. 19th)

- Emergency scenario, track what each group would do on computers
- Went well
- State share good things
- Prince George's and Montgomery Counties share some stuff
- Good turnout and enthusiasm
- Follow up needed, no one solution came out of this
- Barney Krucoff to write up some conclusions
- To be repeated in Spring 2012
- Two major points to conclude
 - Catalog of data for Emergency Management
 - Communication
- Common operating picture tour being done by Barney Krucoff
 - Help move OSPREY forward
- Show how same information is used in different medium?
 - Computer application vs. hardcopy map

-END MEETING-