

## MD iMap Technical Committee Meeting Minutes

**Place:** Department of the Environment (MDE): Terra Conference Room (Baltimore, MD)  
**Date:** 12/4/12  
**Time:** 1:00PM – 3:00 PM  
**Attendees:** Rowland Agbede (MDA), Michael Bentivegna (CGIS), Ashley Buzzeo (CGIS), Kevin Coyne (DNR), Kaushik Dutta (MDtA), Julia Fischer (DoIT), Matt Folley (MDP), Laurie Goudy (SHA), Rob Hayward (MES), Jason Keppler (DoIT), Renee King (MDP), Barney Krucoff (GIO), Lisa Lowe (DoIT), Patrick McLoughlin (Spatial Systems), Tom Nasuta (MDE), Anthony Puzzo (Esri), Jeff Roberts (JMT), Frank Siano (MDE), Jim Somerville (KCI), Stephen Sporik (Spatial Systems) and Seth Van Aken (Esri)  
**Phone Attendees:** Jim Cannistra (MDP), Mary Creamer (ESRGC), Doug Goldsmith (KCI), Jeremy Monn (CGIS), Doug Reedy (Frederick County), Larry Newman (Spatial Systems), Erin Tang (Ai) and Brad Wolters (DHCD)

### AGENDA:

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|---|-------------|
| • Introductions                           | 1:00 – 1:10 |
| • MD iMap Template Demo/Discussion        | 1:10 – 2:10 |
| • Cascading Geocoder Discussion           | 2:10 – 2:40 |
| • Application Subcommittee Updates        | 2:40 – 2:45 |
| • Data and Resources Subcommittee Updates | 2:45 – 2:50 |
| • Outreach Subcommittee Updates           | 2:50 – 2:55 |
| • Additional Business                     | 2:55 – 3:00 |

### NEW ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Cascading Geocoder • Compile information from meeting discussion and send out to the group for review and comment	Assigned: 12/4/12	Ashley Buzzeo
SwGi Connection • DoIT to test this week or early next week and get back to group	Assigned: 12/4/12	Jason Keppler

### ON-GOING ACTION ITEMS:

Description:	Date	Follow Up

	<b>Assigned:</b>	<b>By:</b>
USDOT Cloud Utilization Survey <ul style="list-style-type: none"> <li>• Phone conversation with them to start</li> </ul>	Submitted: 11/20/2012	Kaushik Dutta & Barney Krucoff
Future Agenda Item <ul style="list-style-type: none"> <li>• Bring a regular report to the meeting about what credits are being used and discuss what to publish, etc.</li> </ul>	Submitted: 8/7/12	GIO & Co- Chairs

<b>Application Subcommittee:</b>		
<b>Description:</b>	<b>Date Assigned:</b>	<b>Follow Up By:</b>
Google Map Engine <ul style="list-style-type: none"> <li>• Negotiate with Google through the existing Google contract with DoIT</li> </ul>	Submitted: 9/4/12	GIO
SwGi/Version 10.1 Migration <ul style="list-style-type: none"> <li>• MD iMap infrastructure being kept at Esri Version 10.0 at present</li> <li>• DoIT providing a server for development at Esri Version 10.1 at present</li> <li>• Meeting scheduled w/Amazon for Wed. 9/5/12</li> <li>• 10.1 migration anticipated by January 2013 by CGIS</li> <li>• 1 meeting at CGIS</li> <li>• Not yet created design</li> <li>• Invite Esri to participate in a design session</li> </ul>	Updated: 11/20/12; 9/4/12; 7/17/12; 3/23/12 Submitted: 3/6/12	GIO
Application Submission Procedures <ul style="list-style-type: none"> <li>• Update detailed procedures for application creation and update</li> <li>• Resend Application Submission Procedures draft to Technical Committee (Co-chairs)</li> </ul>	Submitted: 6/21/11	Technical Committee
Code Acquisition for MD iMap Portal <ul style="list-style-type: none"> <li>• <b>DoIT developers working with DoIT staff to obtain code from various application developers</b></li> <li>• <del>Provide updated worksheet to Kenny Miller for review, after updates have been applied (Kaushik Dutta)</del></li> <li>• <del>Development Code Worksheet Generated (Kaushik Dutta)</del></li> <li>• <del>Date of Launch — add this additional column and information to worksheet (Kaushik Dutta)</del></li> <li>• <del>Work on filling in missing information (Kaushik Dutta &amp; Kenny Miller)</del></li> <li>• <del>Meeting to be scheduled to discuss next steps</del></li> <li>• <del>Excel spreadsheet inventory being produced by CGIS and MES</del></li> <li>• <del>Actively being pursued</del></li> <li>• <del>Obtain Flex code from CGIS and MES for MD iMap based applications</del></li> </ul>	Updated: <b>12/4/12;</b> 7/5/11; 6/7/11; 1/4/11; 12/21/10; 12/7/10; 11/16/10 Submitted: 10/19/10	<b>GIO Office</b>

<b>Data &amp; Resources Subcommittee:</b>		
<b>Description:</b>	<b>Date Assigned:</b>	<b>Follow Up By:</b>

<p>Topography Updates</p> <ul style="list-style-type: none"> <li>• Share Salisbury map service URL with the group</li> </ul>	<p>Submitted: 6/5/12</p>	<p>GIO</p>
<p>REST Endpoint Service Descriptions</p> <ul style="list-style-type: none"> <li>• Any changes that need to be made to these descriptions or legends should be submitted to Ashley Buzzeo</li> </ul>	<p>Submitted: 12/20/11</p>	<p>MD iMap Service Data Owners</p>
<p>WFS-Enabled OSPREY Services</p> <ul style="list-style-type: none"> <li>• Instructions and list of available WFS-enabled services to be added to Portal early September</li> <li>• Ownership in question</li> <li>• Follow up with owners of OSPREY data to determine if layers can be WFS-enabled</li> </ul>	<p>Updated: 9/4/12; 3/23/12 Submitted: 12/6/11</p>	<p>Kenny Miller</p>
<p>GIS/Archives Appraisal Questions</p> <ul style="list-style-type: none"> <li>• Distribute survey to as many municipal, county and state agencies, as possible, for potential participation</li> </ul>	<p>Submitted: 7/5/11</p>	<p>Technical Committee</p>
<p>Feedback/Requests concerning MD iMap</p> <ul style="list-style-type: none"> <li>• Statewide tax map service being developed by MDP – will be made available on MD iMap in future</li> <li>• PFA map service now includes a field “State Eligible” w/ Yes or No</li> <li>• Look to obtain most recent statewide DEM from Salisbury and discuss effort/timeline for generating hillshade and getting posted</li> <li>• Still updating</li> <li>• Add Plat # to parcel</li> <li>• Maybe add address</li> <li>• Add PFA in/out: resistance to this update</li> <li>• Check for hillshade, which can be added as map service, @ MDP</li> <li>• Add Hillshade Service: Inquire at DNR if they have a hillshade available – to check</li> <li>• Add Map/Parcel ID Look-Up: Follow up with requestor (Jason Zhao – MDE) to clarify request</li> </ul>	<p>Updated: 9/4/12; 3/23/12; 10/4/11 Submitted: 6/7/11</p>	<p>Jim Cannistra</p>
<p>Point of Interest/Place Name Geocoder</p> <ul style="list-style-type: none"> <li>• <b>Research concerning development of composite geocoder underway</b></li> <li>• Composite geocoder on task list for CGIS FY2013</li> <li>• Ashley Buzzeo will work with Brad Wolters to determine if this composite geocoder will meet these additional search criteria needs</li> </ul>	<p>Updated: <b>12/4/12;</b> 9/4/12 Submitted: 1/18/11</p>	<p>Ashley Buzzeo</p>
<p>WFS Services</p> <ul style="list-style-type: none"> <li>• Top 10 list to be assembled during next Data &amp; Resources Subcommittee meeting</li> <li>• <del>List of enable services, email to group</del></li> </ul>	<p>Updated: 4/5/11 Submitted: 3/15/11</p>	<p>Data &amp; Resources Subcommittee</p>
<p>Web Mercator Data Service Projection</p> <ul style="list-style-type: none"> <li>• DoIT recreating MD iMap map services in 10.1 Web Mercator projection</li> <li>• Need to move projections to Web Mercator</li> <li>• Per MES, EMMA replacement will use Web Mercator projection</li> </ul>	<p>Updated: 11/20/12; 3/6/12; 10/4/11;</p>	<p>GIO Office</p>

<ul style="list-style-type: none"> <li>Assess costs in labor and storage for creation of MD iMap data services (except imagery) in Web Mercator projection – Will determine with DNR &amp; CSSC (lots of variables: migration to 10, etc.)</li> </ul>	<p>4/5/11</p> <p>Submitted: 1/4/11</p>	
<p>Metadata Services</p> <ul style="list-style-type: none"> <li>Forward electronic list to group</li> <li>Updated list to be provided by Friday, 1/7/2011</li> <li>Updated list to be provided at 1/4/2011 meeting</li> <li>Remaining “offenders” actively being pursued</li> <li>Resend email to “offenders” to complete metadata</li> <li>Email resent and follow-up by Kenny Miller to occur</li> <li>MDP has provided metadata for all their services on MD iMap</li> <li>Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap</li> <li>Email sent to Kenny</li> <li>Agency leads from Tech. Comm. to make progress <ul style="list-style-type: none"> <li>Direct contact of data owners</li> </ul> </li> <li>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</li> </ul>	<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 &amp; Resources Subcommittee Co-chairs</p>

<b>Education &amp; Outreach Subcommittee:</b>		
<b>Description:</b>	<b>Date Assigned:</b>	<b>Follow Up By:</b>
<p>Twitter/Communication Plan</p> <ul style="list-style-type: none"> <li>List of every CIO for inclusion on email alerts</li> </ul>	<p>Submitted: 11/15/11</p>	<p>GIO</p>
<ul style="list-style-type: none"> <li>Link to Merlin needs to be added to MD iMap Portal webpage</li> </ul>	<p>Submitted: 12/21/10</p>	<p>Lisa Lowe</p>
<ul style="list-style-type: none"> <li>Discuss with Broadband Team concerning functionality and code availability</li> <li>Discuss adding a feedback button to MD iMap Portal webpage</li> </ul>	<p>Updated: 10/4/11</p> <p>Submitted: 12/21/10</p>	<p>Outreach Subcommittee Lisa Lowe</p>
<ul style="list-style-type: none"> <li>Recruit participants</li> <li>Obtain feedback concerning how to improve upon current outreach strategies</li> <li>Email potential new members directly</li> </ul>	<p>Updated: 5/18/10; 4/20/10</p> <p>Submitted: 3/16/10</p>	<p>Outreach Subcommittee</p>
<ul style="list-style-type: none"> <li>Proactive Marketing of MD iMap</li> </ul>	<p>Submitted: 9/21/10</p>	<p>Outreach Subcommittee</p>

<b>Security Subcommittee:</b>
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<b>Description:</b>	<b>Date Assigned:</b>	<b>Follow Up By:</b>
Charter <ul style="list-style-type: none"> <li>• Generate a charter</li> </ul>	Submitted: 12/7/10	Security Subcommittee

**COMPLETED ACTION ITEMS:**

<b>Description:</b>	<b>Date Assigned:</b>	<b>Follow Up By:</b>
Google Earth Builder Update <ul style="list-style-type: none"> <li>• Check DoIT standards/plans for web browser utilization</li> </ul>	Submitted: 6/5/12	GIO
MDP Evaluation of City Engine <ul style="list-style-type: none"> <li>• Determine current status of ELA amendment and discuss with Anthony Puzzo</li> </ul>	Submitted: 6/5/12	Deputy GIO & Jim Cannistra
Central License Server <ul style="list-style-type: none"> <li>• Anyone else using? – DNR, MDOT changing firewall, Port Transit</li> <li>• 104 licenses, 86 available</li> <li>• 2 licenses open on desktop counts as 2 in use</li> <li>• Sense of usage in a month (logging IP addresses)</li> <li>• Each agency needs to consider what happens when connection is down</li> <li>• Back up manager still needs internet</li> <li>• Contact Barney Krucoff if you want to test your agencies' accessibility to CLS</li> </ul>	Updated: 3/23/12  Submitted: 12/6/11	Technical Committee
ELA License Request Form/Website <ul style="list-style-type: none"> <li>• Website is now ready (Must have SwGi connectivity to access) <a href="https://www.doit.state.md.us/selectsurvey/TakeSurvey.aspx?SurveyID=n4LJ5n4">https://www.doit.state.md.us/selectsurvey/TakeSurvey.aspx?SurveyID=n4LJ5n4</a></li> </ul>	Updated: 2/8/12; 12/20/11; 12/6/11 Submitted: 11/1/11	GIO
ELA Renewal <ul style="list-style-type: none"> <li>• Anthony Puzzo/post openly</li> <li>• DoIT SwGi page posted</li> <li>• Post GSA price schedule for reference</li> </ul>	Updated: 3/23/12 Submitted: 11/1/11	GIO
ELA <ul style="list-style-type: none"> <li>• Provide to Executive Committee</li> <li>• Provide list of contributing agencies to MD iMap Tech Committee</li> <li>• Provide list of contributing agencies</li> </ul>	Updated: 3/23/12; 11/1/11; 8/2/11 Submitted: 7/19/11	GIO
Socrata <ul style="list-style-type: none"> <li>• Next call on Friday (3/23/2012)</li> <li>• Easiest way to public from MD iMap to Socrata</li> <li>• Esri click/ship issues</li> <li>• Another method: Separate REST service for Socrata to consume</li> <li>• Explore difficult ways to publish</li> <li>• Demo GIS data options to group</li> </ul>	Updated: 3/23/12  Submitted: 3/6/12	CGIS

<p>Application Specific Services</p> <ul style="list-style-type: none"> <li>Facilitate a discussion with CGIS concerning potential options for map service storage and organization</li> </ul>	<p>Updated: 11/1/11</p> <p>Submitted: 7/5/11</p>	<p>GIO</p>
<p>Log Package Acquisition</p> <ul style="list-style-type: none"> <li>Provide package name and cost for next meeting</li> </ul>	<p>Submitted: 12/6/11</p>	<p>Michael Bentivegna</p>
<p>NAIP 2011 Imagery</p> <ul style="list-style-type: none"> <li>Sent to CGIS and posted</li> <li>Check that DNR has this information to be posted on MD iMap</li> </ul>	<p>Updated: 3/23/12</p> <p>Submitted: 12/6/11</p>	<p>Kevin Coyne</p>
<p>GreenPrint Mapping Application</p> <ul style="list-style-type: none"> <li>Follow up with Ashley Buzzeo</li> <li>Determine if GreenPrint version on MD iMap infrastructure can be removed</li> </ul>	<p>Submitted: 11/15/11</p>	<p>Kevin Coyne</p>
<p>Data Submission Policy Updates:</p> <ul style="list-style-type: none"> <li>Add "Update frequency, "Last updated" and "WFS-enable: Y/N" in Data Submission Policy</li> </ul>	<p>Submitted: 10/4/2011</p>	<p>Data and Resources Subcommittee</p>
<p>Security Model</p> <ul style="list-style-type: none"> <li>On hold for funding availability</li> <li>Provide a copy of MD iMap Security Presentation to Brian Sivak (Jim Cannistra)</li> <li>Price quotes from proposal submission to be updated</li> <li>Additional documentation needed to address: <ul style="list-style-type: none"> <li>Cost of Delay</li> <li>Justification of security (limitations, efficiencies)</li> <li>Needs Assessment to determine groups and definitions</li> </ul> </li> <li>Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting</li> <li>Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting</li> <li>Document for presentation to Exec. Comm. at Oct. meeting</li> <li>Demo accompanying document to Exec. Comm. at Oct. meeting</li> <li>In progress, to be submitted by next Tech. Comm. meeting (10/5/10)</li> </ul>	<p>Updated: 6/7/11; 3/1/11; 10/27/10; 10/19/10; 9/21/10</p> <p>Submitted: 8/3/10</p>	<p>Security Subcommittee</p>
<p>SHA Basemap</p> <ul style="list-style-type: none"> <li>Cached and uncached versions of basemap and 6" imagery allowing for access by CADD users</li> <li>CGIS in the process of determining server capacity vs. need</li> <li>Labeling issue resolved</li> <li>Water issue being reviewed</li> <li>Cache being reviewed by SHA, awaiting their response</li> <li>MXD being generated, cache to follow</li> <li>Obtain information from SHA, re-cache and add as map service to MD iMap</li> </ul>	<p>Updated: 9/4/12; 3/23/12; 3/6/12; 12/6/11</p> <p>Submitted: 10/4/11</p>	<p>Ashley Buzzeo</p>

## Introductions

**MD iMap Template Demo/Discussion (Presentation Available)**

- GitHub for code sharing purposes
- HTML5/JavaScript/CSS programming language being used for development
- Dojo open source toolkit being implemented
- jQuery is another available toolkit and open source framework for development utilization
- Applications have the ability to pull in GIS services from multiple servers
- Template to be registered in ArcGIS Online to share with others
  - This template would be implemented along with unique map services for deployment of unique applications
- Can also stand up the template on a server directly
  - Don't need to use ArcGIS Online to deploy a new application
  
- Starting with Smart, Green and Growing applications as pilot group for redevelopment (AgPrint first)
- Research has revealed 16 applications which are similar to the Smart, Green & Growing applications which will be accommodated by the first template developed
  - Anticipate a quick migration of these other applications after the template is finalized
- Application redevelopment is being completed in conjunction with migration of map services to 10.1 ArcGIS Server at DoIT
- Working with those whose applications are being migrated to solicit feedback and add additional functionality into the applications
- Not recommending that all applications be put into AGO, but the option is there based on the user base and the tools/capabilities to be included in an application
- For more complex applications anticipate developers using this template as a base and putting together the more enhanced capabilities in the future
- Framework being designed as widget-based framework allowing for new tools to be dropped into the existing framework
  - Allows for developers to spend time developing beyond the main framework and not reinvent the basic framework repeatedly
  
- Pulled down the Basic Viewer from AGO to use as the code base
  - Works well on desktop and mobile devices, still HTML/JavaScript/CSS, can be registered in AGO or work completely independent of the Cloud
- This template abides by the state standard, but also has the flexibility to be used beyond
  - Includes place holder for more complex tools, reporting, geoprocessing tools, etc.
  
- Configurable – select template, pick and choose which tools you want to show up and which you do not
- Would be made available through the maryland.arcgis.com account, would require a log-in to access
- Can use the webmap capabilities inside of AGO to:
  - Determine which layers will be shown
  - Enable and configure pop-ups
  - Determine the basemap before publishing this information to the Maryland template
  - AGO tags are available for others who might search for the map on the web

- Reliance on the webmap in AGO is not required to utilize the template, but want to be able to leverage the AGO resources also
- Manage access to webmaps and sharing can be conducted through AGO
  - Same webmap can be deployed in multiple web locations
- New gallery selection in the AGO templates, the template is residing on DoIT servers, so as updates are applied, they are pushed through to the central template
  - Servers at DoIT are currently only for development, will determine in the future where the central templates will be housed and supported
  - An agency could put a template on their own server, make available to their group and wrap the applications with this new template
  - Can create new templates in the gallery and make those available to the maryland.arcgis.com community
- Configuration of an application will be completed similar to deploying an application on AGO
  - Select which Maryland-specific theme to apply (Ex. – Smart, Green and Growing skin)
  - Link to agency specific logos URLs
    - Opportunity to automate some of these selections for specific themes
- A Dojo Dijit has been modified to create a Table of Contents as a unique tool not available in AGO
  - Includes the ability to turn on and off layers and allows for transparencies to be set for each layer
  - Example of not having to create tools from scratch, take other code and add in a modular fashion
- Tools which will be added to cover the universe of MD iMap tools
  - Search capabilities, more enhanced options than what is available from Esri currently
  - Might end up with 2 search functions: geocoding function and a keyword (query) function
    - Esri to add GeoIQ search capabilities to expand query options of search function
    - Additional resources and enhancements to be added in the upcoming future
  - Basic AGO tools over 16 base applications, except identify tool within the Coastal Atlas application
  - Add to Map
    - Allow for a user to add another service from a REST endpoint into the application
  - Add, remove, link for each layer
  - Download from Socrata, description of each layer
  - Better identify tool
    - Native identify function, click on feature and get pop-up, instead of having to activate the tool and then click
  - Enhance pop-up html configurations
    - Perhaps allow for photos, more enhanced components

**Question:** What other core tools should be added to these applications/templates to be available to the group?

**Response:** Where You Are/Geolocation tool – identify the location of the user

- Save to .jpg or georeference .pdf
- Add shapefile into an online application – anticipate prove as a challenge
- Charting capabilities
- Preset zoom scales (county, zip code, etc.)

- What's close to me? – within a proximity/radius
- There are some applications which step users through a series of questions, which will require unique development

**Question:** Anticipate editing some of the other AGO templates, such as the storytelling template, editing template, etc?

**Response:** Anticipate getting together with some agencies and working to brand some of the additional templates for Maryland use

- Responsive design and mobile optimization being implemented to make sure that one template applied to all screen sizes is available
  - Still need to work out the tool screens
- Looking into incorporating boot strapper which will allow for loading the appropriate layout based on the screen size which is identified
  - One application, one code base, layout determine by the boot strapper
- Other options might include:
  - Load detection, load only those tools which would be applicable in a mobile environment
  - Don't load a module until someone clicks the buttons and then the components are loaded

**Question:** How much effort should be put into mobile/touch optimization?

**Response:** Extra time would be needed to move forward with additional considerations for mobile phones

**Question:** Should considerations be made for those who are using tablets?

**Response:** Fall along similar lines of secondary considerations of user experience

**Question:** When is the release of the first newly developed applications anticipated?

**Response:** January 2013

- Want to get them developed as much as possible and published once an agency is ready

### **Cascading Geocoder Discussion**

- Service has to be smart enough to pick the best fit based on the input information
- Could return a list of matches and allow users to select which match they would prefer
  - Results will tell which data layer was used to match the request
- Place naming locator: leverage the broadband work, names of public buildings which came from this dataset
- Generalized Address Geocoder: MDPV address points, centerline ranges
- Application tries to help determine what the user is looking for, whether it is a place name, zip code or address
  - A number as the first character is probably an address and would proceed down a specific path, if a letter is the first character, than the geocoder would proceed down a different path
- Additional layers to include?
  - Municipal boundaries
  - Cities & towns
  - Intersections

- Exits (SHA for highways)
- Latitude/Longitude
- Common place names
- Mile markers
- Parcel centroids
- Statewide addresses (to be coordinated by new address coordinator to be hired shortly)
- Hundred blocks
- Hope to have someone in the Addressing Manager position to begin in January 2013
- Parcel updates from counties have been coming with the address points also, have collected them, but haven't done much with them to date, can be used to test for a geocoder – 8 – 10 counties already collected, contact Jim Cannistra for more information

**Action Item:** Ashley Buzzeo to compile information and send out to the group for review and comment

### **SwGi Connection**

- Jason Keppler (DoIT) in the process of trying to make connections to CGIS through SwGi
- Latency shouldn't be there, the connection should be fast because of being inside of the network
- Once this is tested, users will have read access to the databases on staging (3 main databases of MD iMap)
- Some questions, specifically what other access besides read-only should be made available
- Once this connection is made successfully with DoIT, will go out to make some other connections with other agencies

**Action Item:** DoIT to test this week or early next week and get back to group – Jason Keppler

### **Data and Resources Subcommittee Updates**

- Noticing service issues on the system, tests will be run in the near future
  - Take all maximum idol instances, which are currently set for 60 minutes (stay running for 60 minutes until not touched and spin back down at that time), bring that number down for all map services to see if this clears up some of the issues
  - Going to conduct this only on 1 server to see what information is collected
  - Risk is there might be decreased performance because if no one has recently called a map service, there will be a delay in getting it spun up

**Action Item:** Contact the group when the testing has begun – Ashley Buzzeo

**Follow Up:** Email sent, action item completed

- Want to upgrade from service pack 3 to 5
  - Memory leak issues will be addressed with this new service pack
  - There will be a service outage which the database is updated
  - 2 hours of downtime window from 6 – 8p.m. on 1/18 anticipated to upgrade the databases
- Subcommittee to start meeting concerning the number of map services on the servers, almost at 300
  - Need to take a look at the number of map services and see if there are some which are legacy and if there are some which can be cleaned up or archived
  - Opportunity to discuss archiving again and get Tim Baker back into the conversation
- Parcel boundaries were updated
  - Staging and pre-release have been updated, anticipate production to be updated shortly

**Outreach Subcommittee Updates**

*No updates at this time*