

MD iMap Technical Committee Meeting Minutes

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

Date: 12/15/09

Time: 12:55 PM – 2:55 PM

Attendees: *This information was not recorded for this meeting.*

Summary: *The following minutes cover the notes that were taken during the MD iMap Technical Committee meeting that was held at location, date and time period noted above. This document is published for reference purposes only, and any questions as to its contents must be directed to either the Maryland State Geographic Information Officer (GIO) or the co-chairs of the MD iMap Technical Committee.*

AGENDA:

- Introductions
 - 1:00 PM – 1:15 PM
- Review of November 3, 2009 Meeting Minutes
 - 1:05 PM – 1:10 PM
- Recap of GIS Subject Matter Stat – Ken Miller
 - 1:10 PM – 1:30 PM
- Business Plan Development – Ken Miller
 - 1:30 PM – 1:45 PM
- Coordination Opportunities (1:45 PM – 2:30 PM)
 - Parcels – Survey Update / MOU for iMap service refresh – Graham Petto
 - Application Development: Rapid Prototyping Recap – Kaushik Dutta
 - Broadband Mapping for Municipalities – Doug Adams
 - Public School Construction – Ken Miller
- Outreach to Other Partners – Draft Letter
 - 2:30 PM – 2:45 PM
- Other Business / Next Steps / Action Items
 - 2:45 PM – 3:00 PM

MEETING NOTES:

- **TOPIC #1: Introductions (1:07 PM – 1:08 PM)**
 - *Round-the-room.*
- **TOPIC #2: Review of November 3, 2009 Meeting Minutes (1:08 PM – 1:10 PM)**
 - Mainly were working on the content for the GIS Stat meeting, so the minutes were kept to a minimum. – G. Petto
 - Formatted so that the minutes are for publication. – D. Adams.
 - The previous minutes will be reformatted and posted to the Net. – G. Petto
- **TOPIC #3: Recap of GIS Subject Matter Stat – Ken Miller (1:10 PM – 1:30 PM)**
 - Meeting was held at the StateStat office.
 - Able to review all documentation with the Governor, as well as, demo two (2) applications for the Governor.
 - The Governor was supportive of the Executive Order for the GIO.
 - Governor expressed that he will sign the Executive Order when it is finalized.

- This order is in progress and includes the establishment of the Office of GIS within the Office of IT.
 - Kenny Miller will be moved to his office within the next six months. – K. Boone
- MOU
 - Data sharing.
 - Enterprise License Agreement (ELA).
 - MD iMap Technical Committee will continue to formalize the data sharing documentation to help to fit the data sharing needs of the State.
- Drafting of a letter from the Governor to <AGENCY> to instruct them to work with the MD iMap Technical Committee to generate basemap layers for MD iMap.
- (NEW) TOPIC #3A: Review of Documents from Ken Miller.
 - **Executive Order** (1:15 PM – 1:19 PM)
 - Updates were proposed by D. Adams.
 - **MOU Draft** (1:19 PM – 00:00 PM)
 - Can the “intent” of the Executive Order be shared with the rest of the municipalities? – D. Adams
 - *The group did not object to this approach as long as the formal documents that are currently under development are not distributed.*
 - MSGIC Co-Chairs will distribute this information.
 - The MOU Draft review was recommended to occur as a WebEx session. – D. Adams.
 - **Letter of Support to the Emergency Number Systems Board** (1:23 PM – 1:24 PM)
 - Main intent is the last sentence of the third paragraph. This should be higher up in the document. – D. Adams.
 - The purpose of the document should be the last sentence of the first paragraph. – B. Weaver
- TOPIC #4: Business Plan Development – Graham Petto (1:31 PM – 1:43 PM)
 - Graham noted that assistance is requested to generate a Business Plan for MD iMap.
 - This Business Plan will be presented to the Numbers Board.
 - Doug recommended reviewing the MSGIC Plan prior to generating the Business Plan.
 - MSGIC (Business) Plan Template.
 - Business Plan will call for annual funding (approx. \$5 million) from the Numbers Board for the following datasets:
 - Aerial Photography
 - Cadastral
 - Street Centerline
 - Business Plan Goals: (*tentative*)
 - By 2nd week in February 19, 2010, a final draft will be available.
 - By 1st week of March 2010, the document will be ready to present to the numbers board.
 - Questions:
 - How will this Business Plan be presented to the Numbers Board? – D. Adams
 - Do we need to look in to alternative funding sources to fund this effort if the municipalities and Numbers Board do not support this effort (*financially*)? – D. Adams
 - Business Plan development.
 - Kenny Miller is supposed to lead this effort. – D. Adams
 - Various other sources will need to put in time in order to validate the content that relates to their own work/datasets (within the Business Plan). – D. Adams

- TOPIC #5: Coordination Opportunities (1:43 PM – 2:53 PM)
 - TOPIC #5A: Parcels – Survey Update / MOU for iMap service refresh – Graham Petto (1:43 PM – 1:52 PM)
 - Survey was conducted with local jurisdictions. Information is *still* coming in.
 - Local jurisdictions are noting that they are developing and maintaining their own parcels.
 - MDP is working on an MOU to refresh the Parcel (Map) Service that is available through MD iMap.
 - Is this an MOU that should be a one-time deal? – G. Petto
 - The MOU should be written so that monthly updates occur until the Statewide MOU is approved and set in to action. – D. Adams
 - The points within the Parcel Map Service cannot be queried against. – James.
 - Issues like this need to be addressed so that users of the system can have what they need when they utilize the Map Services within MD iMap.
 - Need to address whether the data is available for download or not. – D. Adams
 - The MOU will need to be updated to include this text. – G. Petto
 - *This also needs to be reflected within the new Business Plan.*
 - There currently isn't a formal timeline for this effort, but first quarter 2010 is the general target date. – G. Petto
 - TOPIC #5B: Application Development: Rapid Prototyping Recap – Kaushik Dutta (1:52 PM – 2:09 PM; 2:13 PM – 2:34 PM)
 - Subcommittees need to be combined. – K. Dutta
 - Application Subcommittee MD iMap
 - Rapid Prototype Group
 - **Subcommittee Action Item #1:** Move the MMRG Portal (ArcIMS 9.1) to the MD iMap Portal
 - Just the METADATA database within the MMRG Portal.
 - Funding = Approx. \$30,000
 - K. Boone is meeting with CGIS (on 12/16/09) to pursue to the Metadata CAT Grant.
 - One key element that will need to be worked in is that the Metadata CAT grant is focused on...education.
 - To incorporate an “education” aspect to this Grant, a “Wiki” will need to be incorporated in to the Grant application.
 - ArcGIS Portal Discussion
 - “Portal Toolkit”
 - ***Geoportal Extension*** to ArcGIS Server.
 - Noted that this new extension is impressive. – K. Boone
 - Through the new ELA for the State, this extension will be available to the State.
 - This new extension would require that the State’s metadata be migrated in to ArcGIS Server.
 - This would need to be an item within the Grant application.
 - K. Boone needs a Cost Estimate from Ashley Buzzeo prior to including this within the Grant application.
 - K. Boone will provide an update on this matter during the next MD iMap Technical Committee meeting.

- Public Facing Application.
 - Need to have a common, standard template.
 - It would be beneficial to first do a requirement (*look-and-feel*) gathering for this application.
 - How do the users want to see the MD iMap application?
 - Asked for a few, key applications that are being developed so that they can be used as examples to users when supplying information pertaining to how they want site to look-and-feel. – K. Dutta
 - When we go to the user community, we need to have an application first. Then you need to go out to the community and ask:
 - What types of applications do you want to have to support you? – D. Adams
 - Based on the Public Access Portal, what do you want it to do (from the list of application types)? – D. Adams
 - [Survey Monkey](#) could be used, but it will need to be VERY organized and could possibly ask for too much information. – D. Adams.
 - *A discussion ensued that focused on making a template available that gave users a set of items that they can manipulate to generate their own look-and-feel for the Public Facing Application for MD iMap.*
 - There are three (3) templates that are currently available (which should be used):
 - StateStat Template
 - MD iMap Template
 - OSPREY (Viper) Template
 - A security model must be put in place so that users can log in based on credentials.
- **Subcommittee Action Item #2:** Need to have two (2), main templates:
 - *K. Dutta needs to follow-up with DNR, CGIS and ESRI to get the templates that he needs.*
 - Basic Template
 - The “Marylander’s Plant Trees” application (noted below) is currently considered an advanced template. But this should be the basic template. – K. Boone
 - Advanced Template
 - Marylander’s Plant Trees
 - Zoom In/Out
 - Go To Address
 - Overlay Layers / Map Services
 - Clickable Map w/ Participating Businesses that are involved with the \$25 coupon program.
- Rapid Application Development
 - If the Governor asks for data to be in a map, does this mean that a brand new application must be developed? – D. Adams
 - We will eventually need a template application to handle requests of this nature. – K. Boone
- The original MD iMap.com is still up-and-running. Who do we contact to get this taken down because when someone Google’s MD iMap, this original site is the first search result? – G. Petto.
 - Need to work with MES / ESRI to get this taken down. – K. Boone
 - The site should not be taken down until the MD iMap Portal / Website is launched. – K. Boone

- MD iMap Logo
 - Another State Agency contacted DNR asking for a high – resolution image quality.
 - K. Boone asked someone to generate a logo for MD iMap.
 - Need to have “MD iMap” and “One Map, One Maryland.”
 - Need to have one graphical (non-text) and one graphical with text).
 - B. Weaver will work on this.
- (NEW) TOPIC #5C: MD iMap Application Error Reporting. – K. Boone (2:46 PM – 2:53 PM)
 - *This item was tabled for now, and needs to be discussed further at a later time.*
 - Have a “Contact Us” link for each application. – D. Adams
 - Within the web form, offer additional fields to enable people to comment and / or ask for more information. – D. Adams
 - If the form was more like a “Blog”, then a “Blog Administrator” would need to exist. – K. Boone
 - The Application Subcommittee would need to hold a meeting that focuses on this feedback mechanism; i.e., Blog, Wiki, etc. – D. Adams
 - This tool could easily be a “buy-in” mechanism for the Counties with interacting with MD iMap. – D. Adams
- TOPIC #5D: Broadband Mapping for Municipalities – Doug Adams (2:09 PM – 2:13 PM)
 - \$100,000,000 is currently being sought after to supply the State (Public buildings) with Broadband access; i.e., the **StateStat XML import application** could also utilize these funds.
 - It would be nice to have one application that is focused on the needs of the user community.
- TOPIC #5E: Public School Construction – Graham Petto (2:34 PM – 2:46 PM)
 - What would you like to see in an application that is used to map your budget? – D. Adams
 - This is a good opportunity for the Application Subcommittee to do someone outreach for “look-and-feel”.
 - Transportation Base Map Layer includes Schools. (??)
 - There is a question for how often the Schools dataset is validated.
- TOPIC #6: Outreach to Other Partners – Draft Letter (1:24 PM – 1:31 PM)
 - Updates were recommended. – D. Adams and K. Boone.
 - Due to the absence of a Co-Chair, should this Committee be “Chaired” by one person? – D. Adams.
 - **Need feedback from Kenny Miller on this matter.**
 - Doug will coordinate with Lisa (DNR) to post a list of GIS contacts on the MD iMap website within the MSGIC website.
- TOPIC #7: Other Business / Next Steps / Action Items (2:53 PM – 2:55 PM)
 - First and Third Tuesday of each Month:
 - Meeting schedule for MD iMap Technical Committee in 2010.

-END MEETING-