

MD iMap Technical Committee Meeting Minutes

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

Date: 07/19/11

Time: 1:00 PM – 3:00 PM

Attendees: Rowland Agbede (DOA), Ashley Buzzeo (CGIS), Jim Cannistra (MDP), Kevin Coyne (DNR), Kaushik Dutta (MDTA), Julia Fischer (DBED), Kenny Miller (GIO), Anthony Puzzo (Esri) and Frank Siano (MDE)

AGENDA:

- 1:00 – 1:10 Introductions
- 1:10 – 1:30 GIO Updates – Kenny Miller
 - 1:10 – 1:20 Executive Decision (Disclaimer Splash Screen)
- 1:30 – 1:50 Application Subcommittee Updates
- 1:50 – 2:10 Data & Resources Subcommittee Updates
- 2:10 – 2:30 Outreach Subcommittee Updates
- 2:30 – 2:50 Security Subcommittee Updates
- 2:50 – 3:00 Additional Business

NEW ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
ELA <ul style="list-style-type: none"> • Provide list of contributing agencies 	7/19/11	Kenny Miller

ON-GOING ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Statewide GIS Strategic Plan	Submitted: 1/4/11	Kenny Miller
ArcGIS 10 Migration <ul style="list-style-type: none"> • 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: 6/21/11; 11/16/10 Submitted: 9/21/10	Technical Committee

Application Subcommittee:

Description:	Date Assigned:	Follow Up By:
Application Specific Services	Submitted:	Kenny Miller

<ul style="list-style-type: none"> Facilitate a discussion with CGIS concerning potential options for map service storage and organization 	7/5/11	
Support of StateStat Application (Capital Budget & ARRA applications) <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
Application Submission Procedures <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
License Agreement in regards to Code Sharing <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 	Updated: 7/5/11; 6/21/11 Submitted: 6/7/11	Kenny Miller
Code Acquisition for MD iMap Portal <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 	Updated: 7/5/11; 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"> Holding off until after July 5th launch of Fast Track application 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: 6/21/11; 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:	Technical Committee

	10/19/10	
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 <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>	Updated: 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	Kenny Miller Application Subcommittee Technical Committee
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:
GIS/Archives Appraisal Questions <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
Archive Data <ul style="list-style-type: none"> Working along with Tim Baker to set up presentation or discussion for 8/16/11 Tech Comm meeting Invite Tim Baker (State Archives) to next Technical Committee meeting to discuss options 	Updated: 7/19/11; 7/5/11 Submitted: 6/21/11	Co-chairs
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	Submitted:	Ashley Buzzeo

<ul style="list-style-type: none"> • Check availability of metadata for this data 	3/1/11	
“Political Boundaries” Map Service <ul style="list-style-type: none"> • Review the “Political Boundaries” map service, determine the source and last update date 	Submitted: 6/7/11	Ashley Buzzeo Brad Wolters
Eastern Shore Imagery Assimilation <ul style="list-style-type: none"> • Eastern Shore imagery is now on production server • Rename “NAIP” service to “Composite” service • 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) • Check server space available versus need • Cost estimate for additional storage space for new imagery 	Updated: 6/21/11; 4/5/11 Submitted: 3/15/11	Ashley Buzzeo Jim Cannistra
Point of Interest/Place Name Geocoder <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
WFS Services <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 	Updated: 4/5/11 Submitted: 3/15/11	Ashley Buzzeo Data & Resources Subcommittee
WFS Services <ul style="list-style-type: none"> • Agency sharing policy needed; Exec. Comm. to be consulted 	Submitted: 1/18/11	Kenny Miller Exec. Comm.
WFS Service Testing <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 Comm 	Updated: 3/1/11 Submitted: 1/4/11	Data & Resources Subcommittee
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 • 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 	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	Data & Resources Subcommittee Co-chairs

<ul style="list-style-type: none"> • 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 	Submitted: 4/20/10	
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 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: 4/5/11; 3/1/11; 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? 	Updated: 10/19/10; 10/5/10;	Technical Committee

<ul style="list-style-type: none"> ○ 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>9/21/10</p> <p>Submitted: 9/7/10</p>	
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Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Ramona <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>	Ashley Buzzeo
<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 	Submitted: 3/1/11	Lisa Lowe Kevin Coyne
<ul style="list-style-type: none"> ● Link to Merlin needs to be added to MD iMap Portal webpage 	Submitted: 12/21/10	Lisa Lowe
<ul style="list-style-type: none"> ● Discuss adding a feedback button to MD iMap Portal webpage 	Submitted: 12/21/10	Outreach Committee Lisa Lowe
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 	<p>Updated: 9/7/10; 5/18/10</p> <p>Submitted: 4/20/10</p>	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 	<p>Updated: 5/18/10; 4/20/10</p> <p>Submitted: 3/16/10</p>	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"> ● Provide a copy of MD iMap Security Presentation to Brian Sivak (Jim Cannistra) ● Price quotes from proposal submission to be updated 	<p>Updated: 6/7/11; 3/1/11;</p> <p>10/27/10;</p>	Security Subcommittee

<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) 	10/19/10; 9/21/10 Submitted: 8/3/10	
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COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:

Introductions

Round-the-room

GIO Updates – Kenny Miller:

ELA

- Aiming to get in front of the Board of Public Works at August 10th meeting
- Consolidating budgeted funds, from different agencies, still being worked out
- Everyone asked has agreed to contribute estimated amount
 - Action Item: List of contributing agencies to be provided – Kenny Miller
- To hire GIS professional with 1 year of experience for help desk and help process license requests
 - Inventory of agency licenses
 - Separate licenses previously owned versus requested under ELA needs to be tracked
 - Provisional licenses can be loaded with licenses and tracked and reports on checked out licenses
 - § Available with ArcGIS 10 license manager
 - § Tracks version 10 and version 9.3 licenses through manager
 - Check out licenses for a specific period of time
 - Also used to distributing stand-alone licenses
- Process for license requests (each agency send new license request to DoIT)
 - Some levels of authentication would be needed to validate request
 - Gatekeeper at each agency
 - Short-term requests managed proactively
- Website needed (internet?, intranet?)
 - How much information should be shared publicly?
 - § Process
 - § Form
 - § Monthly status reports
 - § Copy of license agreement
 - Washington, D.C., North Carolina and Kansas are examples of sharing this information publicly
- DoIT responsible for annual report to Esri
- 3 year agreement with 4 and 5 year options

- Sole source contract

New GIO in Governor's Office

- Barney Krucoff – coming from D.C. OCTO (GIO)
- Working out of Governor's Office
- Start end of August
- Determine responsibilities of Barney vs. Kenny
 - Handling of operations, strategic visioning, etc.

Maryland Healthcare Commission – State Agency

- Using MapInfo
- Small services contract on the street for GIS support
- GIS person recently retired
- Buying census data

OSPREY

- End of summer expect to have a public facing version and a secure version
 - Common operating picture
 - § Lots of entities looking at the same map at the same time
 - § Conference in using WebEx
 - Pricing out hosting and attendee numbers

Disclaimer Splash Screen:

- What about splash screen which contains welcome and instructional information?
 - Can this type of splash screen remain?
 - What if the splash screen is programmed to not pop-up after the user has closed it once?

Interface Branding

Default View

- Pop-ups in lower, left corner (covering WV and VA)
- Left navigation screen with 4 tabs (Welcome, Layers, Legend, Results)
 - Able to be closed or docked to free up more of the screen for the map
- Right, bottom corner include “Powered by MD iMap”
- Address look-up bar located in a bar across the top of the mapping screen (widget – default open)
- 2 buttons to switch basemap (Streets, Aerial)
- Expand Map option in upper, right corner
 - Maximize real estate of map
 - No state branding on expanded version of map
 - 2nd direct link must be provided for applications not hosted in the same place they are being pushed out to the web
- Standardize icons for main functions (Print, RSS feed, etc.)
- Statewide view
- Ability to move pop-ups of widgets
- Globe and navigation bar located in upper, left corner of map
- Upper right corner links (Terms of User, Help/About, Other Links)
- Lower, right corner Locator Map

- Expandable from and retractable to corner of main map
- Top, left corner Agency logo
 - Can be a link to another page
- Works for any programming language
- Apply these standards to MD iMap applications

Application Subcommittee Updates:

No updates available

Data & Resources Subcommittee Updates:

- 2005 and 2007 stand-alone NAIP services available on MD iMap
- “Composite” service available
 - All new applications to use this service
 - Replaces “NAIP Imagery” service
 - Send out tweet concerning this change
 - Determine additional information dissemination strategy
- 6” imagery services missing 30 tiles
 - Contractor has been made aware
 - CGIS awaiting response and data from contractor
- Basemap
 - Last level caching
 - Restarted caching
 - Removed parks from all scales of basemap
 - § Issue from funding source (Broadband Team) made call to remove parks from this layer
 - § Awaiting response from BB Team as to how to make parks available
 - Break out of all basemap layers to individual layers/services

Additional Business:

Esri UC Conference

- How to address navigation through available on-line maps on Portal
 - Adobe book to page through options
 - § Description and link included
 - Kentucky as an example
- Option to create a arcgis.com group
 - Register services and maps to this group
 - Feeds into central repository
- arcgis.com additional functionality
 - Add shapefiles, .kmls, .csv files
 - Create services
 - New hosting capabilities
- Version 10.1
 - All 64 bit
 - New Lidar tools and functions
 - New 3D technology rolled into core of 10.2 release
- More Cloud options (public and private)
 - VBlock – network, storage, server private cloud connected to public cloud configurations

- **New mobile capabilities**
 - **Cross compile Flex applications to Android and iOS mobile platforms**
- **Esri Resource Center**
 - **Additional templates are available for more specific areas of interest**

-END MEETING-