

Facilitating the sharing and coordinated use of spatially referenced data in Delaware

**Meeting Minutes**  
**DGDC Executive Council Meeting**  
**10:00 a.m., December 17, 2009**  
**Room 133, Haslet Armory**  
**122 William Penn Street**  
**Dover, DE**

**ATTENDANCE**

*Executive Council Members*

- Mike Mahaffie, OMB  
Non-Voting Chair
- Bill Hickox, DTI  
Proxy for Sec. Sills
- Terry Whitham, DSHS  
Proxy for Sec. Schiliro
- Marti Dobson, DelDOT  
Proxy for Sec. Wicks
- NV Raman, DNREC  
Proxy for Sec. O'Mara
- John Talley, DGS
- Buddy Lynch, Sussex Co.  
Proxy for County Admin  
Baker
- Michael Petit de Mange,  
Kent County Administrator
- Roger Barlow, USGS  
Federal Liaison
- Dick Sacher, UD  
DGDC Academic  
Representative
- Lillian Wang, DGS  
DGDC At-Large  
Representative
- Mark Nowak, Dover  
DGDC Municipal  
Representative

*Other Attendees*

- Kim Cloud, DTI
- Sandy Schenck, DGS
- Matt Laick, DelDOT
- Pat Susi, New Castle Co.

**Welcome and Introductions**

Mike Mahaffie began the meeting at approximately 10:05 a.m.

**Approval of Minutes of June 24, 2009 Meeting**

Mike Mahaffie presented the draft meeting minutes from the [June 24, 2009 meeting](#) of the Executive Council and asked for any corrections. There being none, **a motion was made by NV Raman, and seconded by John Talley, to approve the minutes as presented.** The motion passed unanimously.

Mike Mahaffie presented a set of notes from the [October 21, 2009 Executive Council Strategic Planning Workshop](#). A minor correction was suggested. **A motion was made by Roger Barlow, and seconded by Dick Sacher, to approve the notes with the suggested correction.** The motion passed unanimously.

**DGDC Committee Report**

Mike Mahaffie gave a brief report on plans for the [Delaware GIS Conference](#), in February. There will be a day of workshops on February 9 and a full conference day on February 10.

The morning keynote speaker will be Anne Hale Miglarese, of Booz Allen Hamilton, who serves as Chair of the National Geospatial Advisory Committee. The afternoon "capstone" speaker will be Eileen Shea, Chief of the Climate Services Division of NOAA's National Climatic Data Center.

Mike handed out a draft of the schedule of presentations for the conference (attached) and explained that the schedule

might expand by a possible Executive Council meeting and perhaps additional presentations.

Mike noted that registration, just opened, has started slowly. He said that the economy and tight budgets within many organizations are holding down registration. He said that the conference planning group has tried to hold down costs but that they will need support from organizations to get people to the conference. He asked the Executive Council members to help spread the word.

**Old Business**

Mike Mahaffie presented a preliminary draft of an outline for the Delaware GIS Strategic Plan (attached) developed by consultant Michael Turner, of Applied Geographics. He asked for reactions and ideas for areas of inquiry to guide further discussions.

John Talley noted that the progress on the plan so far does not seem to be enough to suggest that the plan will be ready for roll out at the conference in February. Mike agreed and noted that the timing of the roll out might need to be altered.

There was a general discussion of the timeline. Dick Sacher noted the importance of briefing the DGDC as a whole on the draft, as well as the Executive Council. Mike suggested that perhaps a workshop with the DGDC be appropriate in January, with continued discussion at a meeting of the Executive Council during the conference in February.

Bill Hickox explained that DTI's position is that it would not be appropriate to place the coordination function within DTI. He noted that DTI appropriately provides technical infrastructure for GIS in Delaware but is not the agency that should provide oversight and management.

It was noted that there will need to be a home for the coordination function and that someone will need to provide guidance, set standards and policy, and oversee projects. Roger Barlow suggested that the Strategic Plan should clearly spell-out those responsibilities and the role of the Executive Council and coordination organization in enforcing standards and policies.

Lillian Wang suggested that the organizational form suggested in Section 4.3.1 may be too unrealistic. There was a brief discussion looking for other possible options, but no major ideas were developed. The group did express a desire for the Plan to include other possible options.

NV Raman and Bill Hickox noted that the role of DTI in GIS coordination may be analogous to its current role as provider of mainframe/data center provider for state agencies. It hosts the data and the hardware and the management of the data is handled by the agencies. The group also suggested that the contractor flesh out these roles as well.

There was a discussion centered on what might be in Section 3.2.2 of the Plan. John Talley suggested that the Plan include all of the Framework layers and also an enumeration of other important data sets in this section and set out approaches to maintain those data sets. Mike Mahaffie suggested that this task would be better handled in a business plan developed following the strategic plan.

There was also a discussion of having the Plan sketch out architecture for GIS coordination. This would include both the technical infrastructure needed to host and share data as well as an organizational architecture to guide data management.

Michael Petit de Mange asked if there has been any reaction from the Office of Management and Budget to the idea of having the GIS coordination effort housed within OMB and/or State Planning. Mike Mahaffie said that there had been no negative reaction.

John Talley suggested that Michael Turner work closely with DTI on the "mission and activities" section (4.3.3).

## New Business

### *Horizontal and Vertical Datums*

Mike Mahaffie noted that the DGDC membership, at their December 3, 2009 meeting, had voted to ask that the Executive Council “work towards a change in state law to set the state’s standard coordinate system as NAD 83 (2007) Delaware State Plane meters, with a vertical datum of NAVD 88, and to specify that data be maintained (though not necessarily displayed) in meters on both the horizontal and vertical axes.”

There was a general discussion of this idea and whether or not this is something that should be handled in legislation. There is reference to a state coordinate system in existing state law ([6 Del. Code, Chapter 55](#)), but Sandy Schenck pointed out that that section refers mostly to the surveying community and that there is no mention in state law of an elevation datum. To propose a change in that section, he noted, might be seen as a meddling in surveying business by the GIS community. That is something, he noted, that we do not want to do.

Roger Barlow noted the importance of having a state standard for horizontal coordinates and an elevation datum when overseeing public data projects.

Sandy said that the National Geodetic Survey (NGS) has plans to update the current horizontal and vertical datums in the spring and that it might be wise to wait at least until the spring, to see whether or not any changes by the NGS will need to be taken into account.

There is a new working group on elevation issues that will continue to look into datum issues and will report back to the DGDC and Executive Council. This group includes members with deep technical knowledge who will be better able to provide guidance going forward.

There was consensus among the group that the Executive Council should hold off on taking any action until at least the spring. It was also suggested that the appropriate action, eventually, would be to adopt a standard that sets out horizontal and vertical datums.

### *Broadband Grant and Orthophotography*

Kim Cloud reported that the state has been given a grant from the federal government to create a publicly-accessible map of broadband availability within the state. As part of that grant, she reported that there is now \$110,000 available for an orthophotography project. She explained that the terms of the grant would require that the orthos be collected in 2011.

There was a general discussion of how this might be accomplished. Roger Barlow noted that there will be orthophotography collected for all of New Castle County in 2010 and that that could be combined with Kent and Sussex data in 2011. There is also possible funding from the National Geospatial Intelligence Agency for Kent County data collection (because of the presence of the Dover Air Force Base).

There was discussion of the costs that were involved in the 2007 orthophotography project and what the possible costs of a 2011 project might be.

**A motion was made by John Talley, seconded by NV Raman, to task Mike Mahaffie to bring together a working group to develop proposals for a 2011 orthophotography project and have it “shovel-ready” for Executive Council consideration.** The motion passed unanimously.

There was general discussion of the idea. It was suggested that there be consideration of how and whether to include a Land Use/Land Cover update in the orthophotography project or might there be another way to update that data. Pat Susi suggested that the on-going planning spurred by the increase in employment at Aberdeen Proving Ground as a result of the Defense Base Closure and Realignment Commission (BRAC) may lead to an opportunity to partner with Maryland on a project.

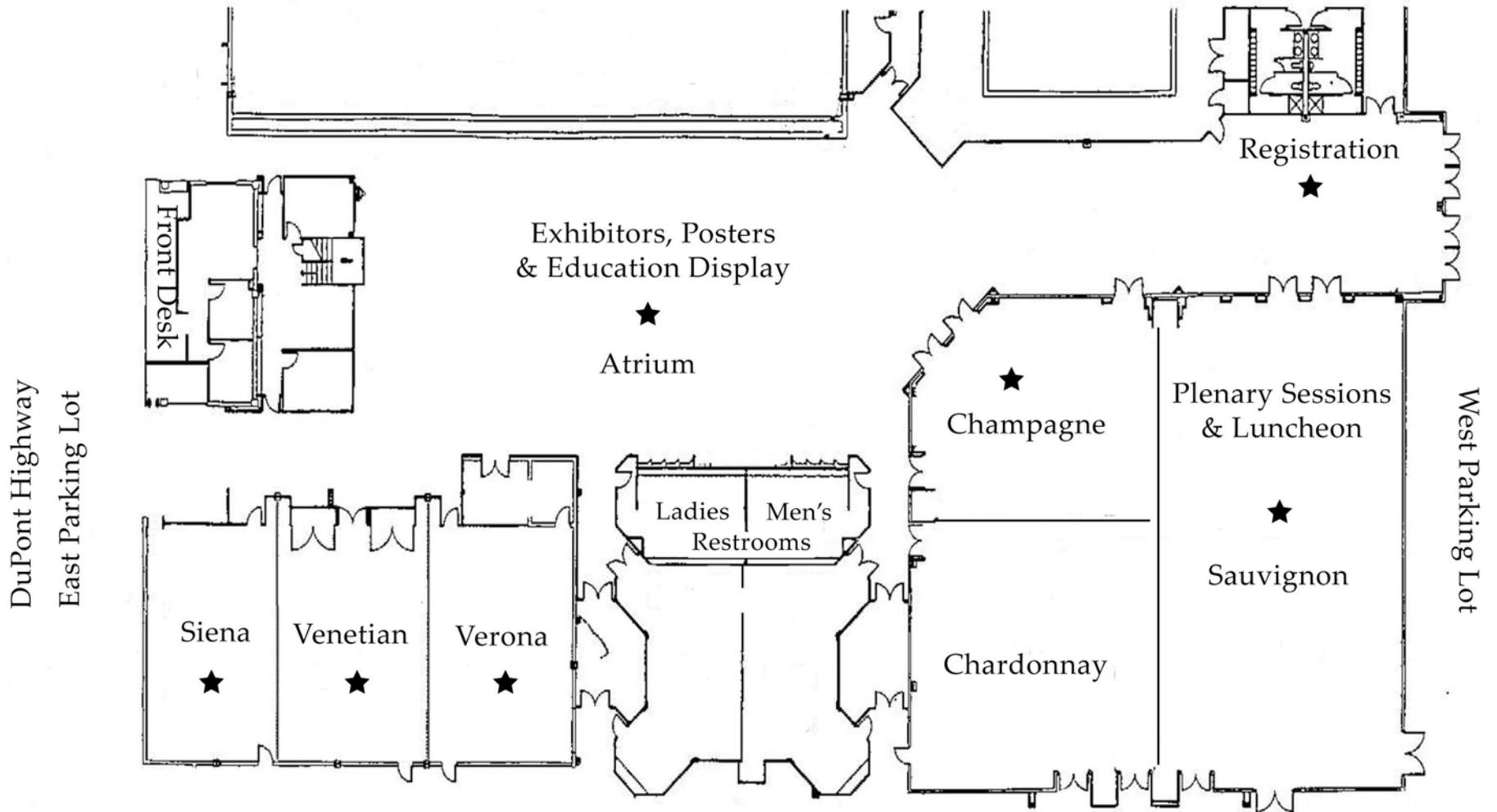
It was suggested that the working group include Sandy Schenck, Kim Cloud, Roger Barlow, Matt Laick and Michael Townshend.

**A motion was made by Bill Hickox, and seconded by Marti Dobson, to adjourn.** The motion passed unanimously.

## Delaware GIS Conference – February 10, 2010

8:00 am	Conference Registration		Vendor Session Networking	Continental Breakfast
9:00 am	Morning Plenary – Sauvignon Room Keynote Speaker: Anne Hale Miglarese		Welcoming Remarks	2010 GIS in Education Award 2010 Geographic Service Award
10:00 am	Break		Vendor Exhibits Open in Lobby	GIS in Education Contest Voting
10:15 am Morning Sessions	Verona Room	Venetian Room	Siena Room	Champagne Room
	Inter-Regional Transportation Planning: making Connections across Regional Borders	Marsh Vulnerability Index: Assessing the Health of Delaware's Marshes	VMT for Services of Recent Subdivision Proposals and Effects on Kent County, DE	The Impact of Building Information Modeling (BIM) tools on GIS
	Using GIS to Measure Social Equity in Transportation	Like Finding a Grain of Sand in a Bucket of Mud: Locating Sand Resources in the Delaware Estuary	York County Economic Development Plan	GIS Data Development: Comparing Code vs. RTK GPS
	Congestion Management Systems: Use of GIS in the Development of a Comprehensive Process for Identifying & Mitigating Congested Corridors	Marrying GIS and Statistics for the Analysis of Runoff Variability Across Alberta, Canada	A Planning View to GIS	LiDAR Analysis of Obstructions to Navigable Airspace at Delaware Airports
12:00 pm	Lunch – Sauvignon Room			
1:00 pm	Poster and Vendor Session – Atrium		GIS in Education Contest Voting	
1:30 pm Afternoon Sessions	Verona Room	Venetian Room	Siena Room	Champagne Room
	Combining Mass Flux with Data Visualization Techniques Using GIS	Connect, Act & Lead Globally with ESRI & ArcGIS Online	Working Smarter in the Field with ADAMobile	CSSC Mapper - A Regional GIS Initiative
	GIS-Based CMMS Solution for Water and Sewer Organizations	Supporting Geospatial Collaboration through the Concept of GeoDesign	Visualization and Integration of Travel Data In Delaware	Special Event and Damage Assessment Management
	Integrating GIS Functionality into Transportation Infrastructure Decision Support Systems: A Case Study	HIFLD WG & HIFLD to the Regions	Innovative Land Development Management for DeIDOT	Putting GIS Where It Doesn't Belong
3:15 pm	Afternoon Plenary – Sauvignon Room Capstone Speaker: Eileen Shea		K-12 Contest Award Door Prizes	

# Sheraton Dover Conference Center



**D R A F T**

State of  
**D E L A W A R E**  
**Geospatial Strategic Plan**  
**O U T L I N E**

With support from:



December, 2009

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# 1 Executive Summary

*To be completed after the plan is finalized.*

## 2 Strategic Planning Methodology

### 2.1 Project Team

- **Project Oversight:**  
Delaware Geographic Data Committee, Strategic Planning Steering Committee
- **Project Consultant:**  
Michael Turner, Applied Geographics, Inc.

### 2.2 Project Activities

1. **Kickoff & Project Planning Meeting**
2. **Stakeholder Workshop**
3. **Key Stakeholder Interviews**
4. **Report Authoring**
5. **Roll-out the plan**
  - Formal release of the plan at Delaware GIS Conference
  - Educational meetings to describe the plan
  - Advocacy for carrying out the recommendations

## 3 Current Situation

### 3.1 Who is the Delaware GIS stakeholder community?

### 3.2 Where are we now?

#### 3.2.1 Relative to the NSGIC 9 Criteria for a Successful Statewide GIS Program

1. A **full-time, paid coordinator position** is designated and has the authority to implement the state's business and strategic plans
  - **PARTIAL** – “departmental people” perform some of these functions on a *de facto* basis

2. A **clearly defined authority** exists for statewide coordination of geospatial information technologies and data production:
  - **YES**, DGDC fulfills this function
3. The statewide coordination office has a **formal relationship with the state's Chief Information Officer (CIO)**
  - **YES**. DTI is represented on DGDC Executive Council; and is further emerging through its management of the data exchange project and ESRI enterprise license agreement
4. A **champion** (politician, or executive decision-maker) is aware and involved in the process of geospatial coordination:
  - **PARTIAL**. There is awareness at senior staff levels, but not active advocacy or involvement.
5. **Responsibilities for developing the National Spatial Data Infrastructure and a State Clearinghouse** are assigned:
  - **YES**, via OMB, Office of State Planning Coordination
6. The ability exists to **work and coordinate with local governments**, academia, and the private sector:
  - **YES**, however, this is done on a de facto basis through agency involvement.
7. **Sustainable funding** sources exist to meet project needs
  - **NO, not for coordinated, enterprise GIS** at the state level
8. GIS Coordinators have the authority to enter into contracts and become capable of receiving and expending funds.
  - **YES**, there are numerous formal, governmental programs involved with GIS
9. The Federal Government works through the statewide coordinating authority
  - **PARTIAL**; formal involvement via DGDC and as much as in any other state

### 3.2.2 Relative to Framework Data Layer Development Status

*Stay tuned... Coming in next draft...*

### 3.3 Strengths

- Small geography, lower data acquisition costs
- Extremely strong statewide data
  - Only state with statewide: parcels, 1 foot ortho, 2 foot contours
- Collaborative spirit across the stakeholder community

- Geospatial resources at the University of Delaware

### **3.4 Weaknesses**

- No unified focal point for state government GIS efforts
  - No centralized staff to do “communal” work on behalf of the enterprise
  - Collegial, cooperative efforts have gone as far as they can

### **3.5 Opportunities**

- DTI is becoming involved with enterprise GIS efforts for state government
  - Development of data exchange project
  - Procurement of an ESRI enterprise license agreement (ELA)

## **4 Vision & Goals**

### **4.1 Problem Statement**

- Delaware state government geospatial organization emerged and evolved principally on an agency basis
- While there is an overall geospatial governance structure via the DGDC, there are not any resources at the DGDC’s disposal to carry out its recommendations
- The current situation has resulted in some structural inefficiencies and duplication of effort and inhibits increased adoption of the technology by additional agencies

### **4.2 Strategic Goal**

- The creation of a GIS unit within state government that will:
  - Serve as a focal point for *statewide* geospatial initiatives
  - Provide *common* services to all state agencies
    - Without inhibiting agency-based geospatial business activity
  - That will facilitate communication and collaboration across state agencies
  - That will facilitate communication and collaboration with other levels of government (i.e., local govt. and Federal), academia and the private sector

### **4.3 Programmatic Goals**

- The programmatic goals described below pertain to the organizational and operational details of how to implement the strategic goal of creating a GIS unit to help serve the enterprise needs of state government.

#### **4.3.1 Organizational form**

- There are two principal options

## **1. Creation of a new office**

- Clearly create a focal point for staffing of statewide geospatial initiatives
  - Opportunity to create a “brand” for statewide GIS
- Can be unambiguously focused on new mission and activities (outlined below in 4.3.3)
- Location of office needs to be determined (options are outlined below in 4.3.2)

## **2. Federated model with existing personnel**

- Recognition that creation of a “new office” and positions might be difficult in the current fiscal environment
- Thus, create this capacity through the use of existing agency personnel that are dedicated to the mission and activities (described below in 4.3.3)
- Candidate personnel might include people from OMB, Office of State Planning and DTI who are pursuing some of these tasks on a part-time basis already

### **4.3.2 Organizational location**

- There are two leading options

#### **1. Department of Technology & Information (DTI)**

- DTI equivalents are the most common location for statewide GIS offices in other states
- DTI is focused on technology and GIS administration has major technological components
  - However, statewide GIS administration also contains other critical non-technological components such as geospatial data administration and interagency coordination and collaboration
- DTI will be the location of shared technology infrastructure
  - For example, the data exchange platform that is under construction
- DTI already provides support across multiple state agencies

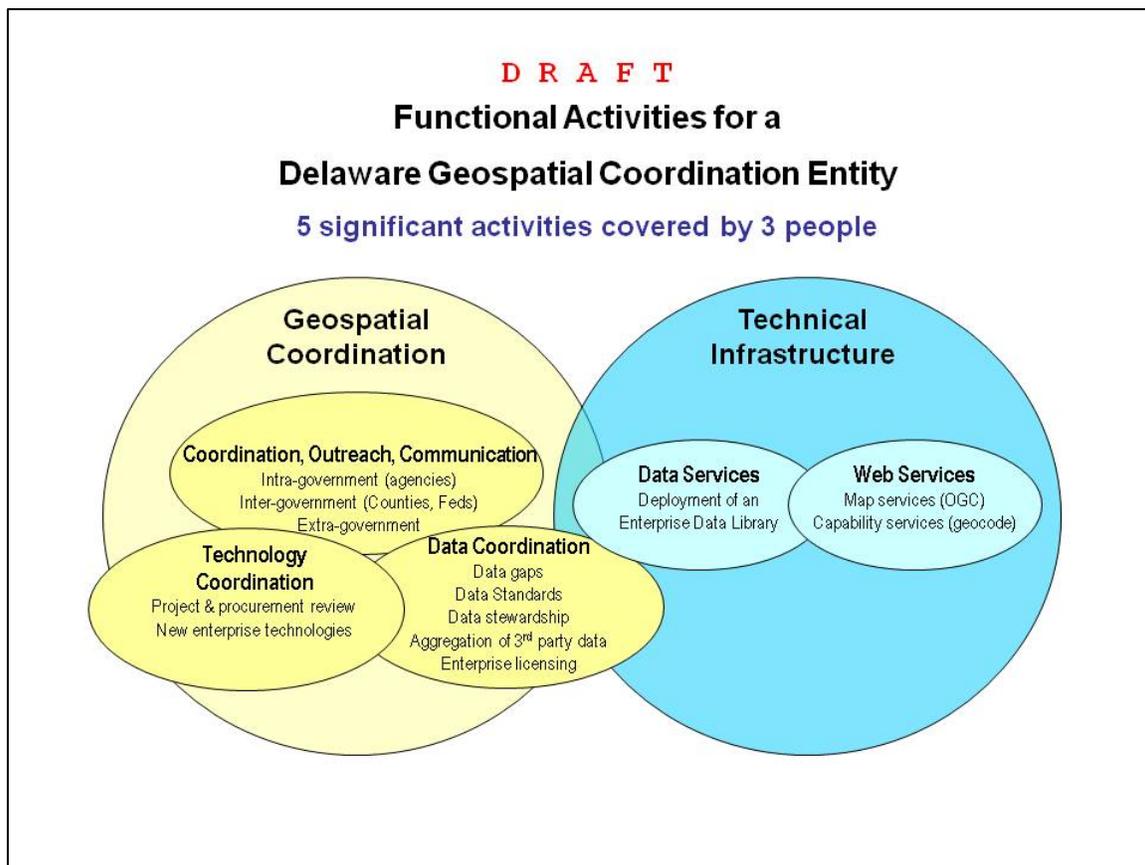
#### **2. Office of Management & Budget (OMB)**

- OMB is identified by statute (Title 29, Sub-chapter IV, Section 9141) as housing a person who is “assigned the role of State Geospatial Data Coordinator and shall serve as the nonvoting Chair of the Executive Council of the Delaware Geographic Data Committee.”
- OMB already has linkages and provides support across multiple state agencies

- OMB, largely through the Office of State Planning, has significant linkages to local governments who are important geospatial stakeholders

### 4.3.3 Mission and activities

- The graphic below provides a *preliminary*, overview of the **activities** that a centralized GIS unit would perform. This series of activities has been constructed based on the assumption that it would be a small team of 2-3 people.



- Ideally, the GIS Unit would be comprised of three people with the following roles:
  1. **Geospatial Information Officer (GIO):** Would serve as the group leader and would be responsible for overall geospatial coordination in Delaware.
  2. **Geospatial Data Manager:** Would be responsible for the assembly and management of a statewide geospatial database/repository. The current project to develop the DTI data exchange will result in an infrastructure that could house this database and this person might fulfill the role of managing the data contents of that system, as well as the relationship with data contributors.

3. **Geospatial Developer:** Would provide application development and management capabilities to the team. Having this expertise in-house would lessen the reliance on contractors for application development and would enable this unit to provide application support to agencies that are newly implementing GIS technology.
- If it is not possible to create all three positions, it is possible that an initial team of two would be sufficient at the outset, and that a Geospatial Data Manager could be found who possessed some application development skills.

## **5 Requirements**

*To be developed following consensus on the programmatic goal development...*

### **5.1 Inventory of Existing Infrastructure & Suitability Assessment**

### **5.2 Data Requirements**

### **5.3 Technology Requirements**

### **5.4 Resource Requirements**

### **5.5 Standards**

### **5.6 Organizational Needs**

#### **5.6.1 Executive Support**

#### **5.6.2 Coordination & Oversight Procedures**

#### **5.6.3 Policy**

#### **5.6.4 Staffing**

#### **5.6.5 Budget Requirements**

#### **5.6.6 Outreach & Community Development**

#### **5.6.7 Assessing Risk**

## **6 Implementation Program**

*To be developed following consensus on the programmatic goal development...*

### **6.1 Lessons Learned**

### **6.2 Implementation of Sub-Projects**

### **6.3 Phasing & Milestones**

### **6.4 Budget Plan**

### **6.5 Marketing the Program**

### **6.6 Measuring Success & Recalibration**

## **7 Appendices**