

**NEBRASKA STATE RECORDS BOARD  
MEETING: September 15, 2009**

Nebraska State Capitol  
Room 1507  
Lincoln, NE  
September 15, 2009  
9:00 A.M.

# AFFIDAVIT OF PUBLICATION

State of Nebraska }  
LANCASTER COUNTY, } ss.

**NOTICE OF PUBLIC MEETING**  
Notice is hereby given of a public meeting of the Nebraska State Records Board on Tuesday, September 15, 2009 at 9:00 AM in room 1507 of the State Capitol, Lincoln, Nebraska. The agenda, which is kept continually current, will include public hearings on Addendum Two to the Interagency Agreement Between the Board of Engineers and Architects and the Nebraska State Records Board, Addendum One to the Interagency Agreement Between the Board of Geologists and the Nebraska State Records Board, Addendum One to the Interagency Agreement Between the Board of Landscape Architects and the Nebraska State Records Board, Addendum Thirteen to Interagency Agreement Between the Secretary of State and the Nebraska State Records Board, Addendum Fourteen to Interagency Agreement Between the Secretary of State and the Nebraska State Records Board, Approval of Escrow Agreement and Disaster Recovery Plan guarantee for the Network Manager Contract, Consideration of 12 State and Local Grant Applications, Approval of the definition "Durable Medium Definition" to be included in the Rules and Regulations (Title 430) of the Secretary of State, and the process to acquire NII software source code and supporting documentation. The agenda is available at the Office of the Secretary of State, Room 2300 State Capitol, for public inspection during regular business hours.  
#5790671 11 Aug. 14

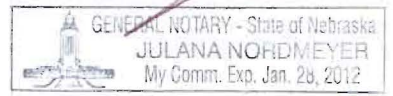
The undersigned, being first duly sworn, deposes and says that she/he is a Clerk of the Lincoln Journal Star, legal newspaper printed, published and having a general circulation in the County of Lancaster and State of Nebraska, and that the attached printed notice was published in said newspaper one successive time(s) the first insertion having been on the 14 day of August A.D., 2009 and thereafter on \_\_\_\_\_, 20\_\_\_\_ and that said newspaper is the legal newspaper under the statutes of the State of Nebraska. The above facts are within my personal knowledge and are further verified by my personal inspection of each notice in each of said issues.

[Signature]

Subscribed in my presence and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2009

[Signature] Notary Public

Printer's Fee, \$ \_\_\_\_\_



5790671



## More Information About the Selected Activity

<b>Calendar Admin</b>	?
<b>Join nebAnnounce</b>	?
<b>Open Meetings Act</b>	
<b>Edit nebAnnounce</b>	?
<b>Home</b>	

<b>Organization</b>	Nebraska State Records Board
<b>Activity</b>	Meeting
<b>Date of Activity</b>	Tuesday, 09/15/2009
<b>Time of Activity</b>	Meeting starts at 9:00 AM Central
<b>Last Updated</b>	Tuesday, 08/11/2009
<b>Location</b>	Room 1507 Nebraska State Capitol 1445 K Street Lincoln, NE
<b>Details</b>	Public Meeting for the Nebraska State Records Board
<b>Meeting Agenda</b>	<a href="http://">http://</a>
<b>Meeting Materials</b>	<a href="http://">http://</a>
<b>Person to Contact for Additional Information:</b>	
<b>Name</b>	Cathy Danahy
<b>Title</b>	Executive Director
<b>Address</b>	1445 K Street Lincoln, NE
<b>Telephone</b>	(402) 471-2745
<b>E-Mail</b>	<a href="mailto:cathy.danahy@sos.ne.gov">cathy.danahy@sos.ne.gov</a>
<b>Agency Homepage</b>	<a href="http://www.sos.state.ne.us/">http://www.sos.state.ne.us/</a>

## NEBRASKA STATE RECORDS BOARD AGENDA

Room 1507, State Capitol  
Lincoln, NE  
September 15, 2009 – 9:00 A.M.

1. CALL TO ORDER, ROLL CALL
2. ANNOUNCEMENT OF NEBRASKA OPEN MEETING ACT  
The Act and reproducible written materials to be discussed at the open meeting are located in the back of the meeting room. A copy of the Open Meetings Act is posted in the back of the meeting room.
3. NOTICE OF HEARING  
Public notice of the meeting was given by posting notice in the Lincoln Journal Star on August 14, 2009 and on the State of Nebraska's online Public Meeting Calendar. A current copy of The agenda is located in the Secretary of State's office, listing the date, time and location of the meeting.
4. ADOPTION OF AGENDA
  - a. **Action Item:** Approval of Agenda
5. APPROVAL OF MINUTES
  - a. **Action Item:** Approval of July 22, 2009 meeting minutes
6. PUBLIC COMMENT
7. CHAIRMAN'S REPORT
  - a. ADDENDA & AGREEMENTS
    1. **Action Item:** Addendum Thirteen to the Interagency Agreement between the Office of the Secretary of State and the NE State Records Board.
    2. **Action Item:** Addendum Fourteen to the Interagency Agreement between the Office of the Secretary of State and the NE State Records Board.
    3. **Action Item:** Addendum Two to the Interagency Agreement between the Board of Engineers and Architects and the NE State Records Board.
    4. **Action Item:** Addendum One to the Interagency Agreement between the Board of Geologists and the NE State Records Board.
    5. **Action Item:** Addendum One to the Interagency Agreement between the Board of Landscape Architects and the NE State Records Board.
  - b. ACQUISITION OF NII SOFTWARE SOURCE CODE  
Report to confirm receipt of acquisition of NII software source code documentation pursuant to the terms of the current contract upon expiration of that contract.
8. LEGAL COUNSEL'S REPORT
  - a. **Action Item:** Approval of the definition "Durable Medium"
  - b. Sample of Escrow Agreement to be attached to Network Manager Contract
  - c. **Action Item:** Approval of Disaster Recovery guarantee for Network manager Contract
  - d. LB 403 Implementation

9. EXECUTIVE DIRECTOR'S REPORT

- a. State/Local Grant Status Report
- b. Reinvested Revenue Report
- c. **Action item:** NSRB - Cash Fund Balance
- d. Post Grant Project Reports
  1. Thomas County Clerk/Assessor – *Land Record Information System Enhancement* – post grant report.
  2. Supreme Court - *Computerized Record Keeping for Public Submission of Applications for Mandatory Continuing Legal Education (MCLE) and Tracking MCLS Credits* – post grant report.
  3. Hayes County Assessor –*Geographic Information Implementation*– post grant report.
  4. DAS/CIO NE Geospatial Data Sharing & Web Services Network (Larry Zink)

10. GRANT APPLICATIONS (Testimony & Discussion)

1. University of Nebraska Board of Regents – *Migrating from Tangible to Online: Digitizing Microfiche and Print Nebraska State Documents* - \$24,998.00 (Richard Graham, Assistant Professor/Media Services & Beth Goble, Nebraska Library Commission)
2. Arthur County Assessor – GIS System - \$20,612.00 (Becky Swanson, Arthur County Assessor)
3. Blaine County – *GIS System for Blaine County Assessor's Office*- \$25,000.00 (Dale Hanna, GIS Western Resources)
4. Hooker County Assessor – *GIS System* - \$25,000.00 (Dave Sullivan, Hooker County Assessor)
5. Logan County Assessor – *GIS System for Logan County Assessor's Office* – \$25,000.00 (Dale Hanna, GIS Western Resources)
6. McPherson County Assessor – *GIS System for McPherson County Assessor's Office* - \$25,000.00 (Dale Hanna, GIS Western Resources)
7. Lincoln County – *Lincoln County/City of North Platte Enhanced Web Service* – \$25,000.00 (Dennis Sullivan, Lincoln County Assessor, GIS Technician)
8. Richardson County – *Enhancement of Richardson County Land Record Information Management and Web Access* - \$25,000.00
9. Valley County Assessor – *Geographic Information Implementation & Web Access* – \$25,000.00 (Pamela Arnold, Valley County Assessor)
10. Hamilton County Surveyor – *Hamilton County Mapping Update* - \$25,000.00 (Duane Katt, Hamilton County Surveyor)
11. Board of Barber Examiners – *Enhancement/Restructuring of Barber Licensing System* - \$4,391.00 (Ron Pella, Agency Director)
12. NE State Treasurer – *NebraskaSpending.com – Third Phase* - \$20,000.00 (*Tabled From May 27, 2009 State Records Board meeting*) (Trent Fellers)

11. GRANT APPLICATIONS (Consideration)

1. **Action Item:** University of Nebraska Board of Regents – *Migrating from Tangible to Online: Digitizing Microfiche and Print Nebraska State Documents* - \$24,998.00
2. **Action Item:** Arthur County Assessor – GIS System - \$20,612.00
3. **Action Item:** Blaine County – *GIS System for Blaine County Assessor's Office*- \$25,000.00
4. **Action Item:** Hooker County Assessor – *GIS System* - \$25,000.00
5. **Action Item:** Logan County Assessor – *GIS System for Logan County Assessors Office* – \$25,000.00
6. **Action Item:** McPherson County Assessor – *GIS System for McPherson County Assessor's Office* - \$25,000.00
7. **Action Item:** Lincoln County – *Lincoln County/City of North Platte Enhanced Web Service* – \$25,000.00
8. **Action Item:** Richardson County – *Enhancement of Richardson County Land Record Information Management and Web Access* - \$25,000.00
9. **Action Item:** Valley County Assessor – *Geographic Information Implementation & Web Access* – \$25,000.00

10. **Action Item:** Hamilton County Surveyor – *Hamilton County Mapping Update* - \$25,000.00  
(*Tabled from 05/27/2009 NSRB meeting*)
11. **Action Item:** Board of Barber Examiners – *Enhancement/Restructuring of Barber Licensing System* - \$4,391.00
12. **Action Item:** NE State Treasurer – *NebraskaSpending.com – Third Phase* - \$20,000.00 (*Tabled From May 27, 2009 State Records Board meeting*)
  
12. FINANCE REVIEW SUBCOMMITTEE (Auditor Mike Foley, Chair)
  - a. NI Pricewaterhouse Annual Audit Report
  
13. NEBRASKA.GOV REPORTS
  - a. General Manager's Report
  - b. **Action Item:** Project Priority Report
  
14. DATE FOR NEXT MEETING  
Wednesday, December 2, 2009  
9:00 A.M.  
Room 1507, State Capitol, Lincoln, NE
  
15. ADJOURNMENT
  - a. **Action Item:** Move to adjourn

Prepared 9/10/2009



## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of July 22, 2009

**Agenda Item 1. CALL TO ORDER, ROLL CALL.** The meeting was called to order by Chairman John A. Gale at 9:00 A.M. on July 22, 2009, in Room 1507 of the State Capitol, Lincoln, Nebraska.

A Roll Call was taken. The following Board members were present:

John A. Gale, Secretary of State, State Records Administrator and Chairman;  
Leslie S. Donley, representing the Attorney General;  
Brenda Decker, representing the Governor;  
Michael D. Foley, Auditor of Public Accounts  
Trent Fellers, representing the State Treasurer;  
Carlos Castillo, Director of Administrative Services;  
Thomas D. Freimuth, representing the Legal Profession;  
Julie A. Beno, representing Libraries;  
Michael P. Edgcombe, representing the Media

Absent:

Ryne D. Seaman, representing the Banking Industry;  
John P. Curry, representing the Insurance Industry;  
Timothy L. Loewenstein, Representing the General Public

Staff in attendance:

Cathy Danahy, Executive Director;  
Tracy Marshall, Recording Clerk;  
Ron Moravec, Legal Counsel

**Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT.** Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, at today's meeting of the Nebraska State Records Board, a copy of its Agenda and all reproducible written material to be discussed at the open meeting portion of this agenda will be made available for examination and copying by members of the public at the time of discussion. The materials will be located on the table to the right of the public seating area. A current copy of the Nebraska Open Meetings Act is available for examination and is posted by the table to the right of the public seating area.

**Agenda Item 3. NOTICE OF HEARING.** Chairman Gale announced public notice of the meeting was given by posting notice in the Lincoln Journal Star newspaper on June 23, 2009 and on the state's website public meeting calendar. A copy of the Notice and Affidavit of Publication by the printer is included in the Board records. A current copy of the agenda has been kept in the Secretary of State's office.

**Agenda Item 4. ADOPTION OF AGENDA.** Ms. Beno moved to adopt the agenda as presented; motion seconded by Mr. Freimuth.

Voting For:	Beno Edgecombe	Castillo Foley	Decker Freimuth	Donley Gale	Fellers
Voting Against:	None				
Absent:	Curry	Loewenstein	Seaman		

The motion carried.

**Agenda Item 5. APPROVAL OF MINUTES.** Ms. Donley moved to approve the May 27, 2009 meeting minutes as presented; motion seconded by Mr. Freimuth. Ms. Decker requested some corrections. On page 3, Agenda Item 7.b.1. she pointed out 'Nebraska' was misspelled in two places. Ms. Decker also pointed to the votes recorded for Agenda Item 9 on page 10, Agenda Item 10 on page 11 and Agenda Item 12.b on page 12 show Ms. Decker voting when she was not present at the meeting; Ms. Scofield was in attendance representing the Governor. She requested the misspellings be corrected and her name be deleted from those votes. Chairman Gale said the vote will be taken on the minutes to be approved as amended.

Voting For:	Beno Edgecombe	Castillo Freimuth	Decker Gale	Donley Fellers
Voting Against:	None			
Abstaining:	Foley			
Absent:	Curry	Loewenstein	Seaman	

The motion carried.

**Agenda Item 6. PUBLIC COMMENT.** Chairman Gale asked the members of the audience if anyone wished to come forward to provide public comment on any of the agenda items. No audience member indicated a desire to provide public comment.

**Agenda Item 7. RFP EVALUATION SUBCOMMITTEE REPORT ON NETWORK MANAGER CONTRACT (CLOSED SESSION).** At 9:13 A.M., Ms. Donley moved that the Nebraska State Records Board go into closed session for the purpose of receiving legal advice regarding the response to the request for proposal for a Network Manager to manage the Nebraska.gov Network and for the protection of the public interest; motion seconded by Ms. Decker.

Voting For:	Beno Edgecombe	Castillo Foley	Decker Freimuth	Donley Gale	Fellers
Voting Against:	None				
Absent:	Curry	Loewenstein	Seaman		

The motion carried.

Noting the motion passes, Chairman Gale moved the Board into closed session at 9:14 A.M. for the purpose of discussion of contract negotiations and possible award of a contract on RFP 2784z1 for Nebraska.gov network manager.



Chairman Gale declared a ten minute break in Closed Session at 10:08 A.M.

At 10:22 A.M., outside of the Closed Session, Ms. Donley moved that the Nebraska State Records Board adjourn from this closed session regarding the response to the request for proposal for a Network Manager to manage the Nebraska.gov Network and return to the public meeting portion of the State Records Board; motion seconded by Ms. Decker.

Voting For:	Beno	Castillo	Decker	Donley	
	Edgecombe	Foley	Freimuth	Gale	Fellers
Voting Against:	None				
Absent:	Curry	Loewenstein	Seaman		

The motion carried.

Chairman Gale reconvened the State Records Board in open session at 10:24 A.M.

**Agenda Item 8. DETERMINATION OF CONTRACT AWARD ON RFP 2784z1 FOR NEBRASKA.GOV NETWORK MANAGER.**

Mr. Freimuth distributed a copy of a motion. Mr. Freimuth made the following motion: I move that the Nebraska State Records Board approve the proposed negotiated contract between the Nebraska State Records Board and Nebraska Interactive, Inc. for operation of the Nebraska.Gov website portal commencing on February 1, 2010, conditioned upon the following; 1. Nebraska Interactive, Inc. providing a revised disaster recovery plan which assures the Nebraska State Records Board that on or before April 1, 2010, its facility in Allen, Texas will be a disaster recovery system capable of instant recovery of services; 2. Nebraska Interactive, Inc. providing a written form of escrow agreement to be attached to the contract that meets all escrow conditions of the contract and, which shall be approved by the escrow agent, Nebraska Interactive, Inc. and the Nebraska State Records Board, before signing; 3. The revised disaster recovery plan and escrow agreement being submitted to the Boards' Executive Director and its General Counsel on or before September 1, 2009 for review and recommendation to a Board meeting in September of 2009.

Chairman Gale pointed out the distributed motion reads somewhat different than the stated motion. Mr. Freimuth made the motion that the written motion just distributed to the Board members be the motion made. It reads:

"I move that the Nebraska State Records Board approve the proposed negotiated contract between the Nebraska State Records Board and Nebraska Interactive, Inc. for operation of the Nebraska.Gov website portal commencing on February 1, 2010, and authorize the Chair to sign the contract, conditioned upon:

1. Nebraska Interactive, Inc. shall provide a revised disaster recovery plan which assures the Nebraska State Records Board that on or before April 1, 2010, its facility in Allen, Texas will be upgraded to a disaster recovery system capable of immediate recovery of services/business continuity for NII.
2. Nebraska Interactive, Inc. shall provide a written form of escrow agreement to be attached to the contract that meets all escrow conditions of the contract and, which shall be approved by the escrow agent, Nebraska Interactive, Inc. and the Nebraska State Records Board, before signing by the parties.
3. The revised disaster recovery plan and escrow agreement shall be submitted to the Boards' Executive Director and its General Counsel on or before September 1, 2009 for review and recommendation to the Board meeting in September 2009"; motion seconded by Mr. Edgecombe.

Voting For:	Beno	Castillo	Decker	Donley	
	Edgecombe	Freimuth	Gale	Fellers	
Voting Against:	Foley				

Absent: Curry Loewenstein Seaman

The motion carried.

Chairman Gale thanked all those who were involved in assisting with the RFP.

Mr. Foley motioned to direct the staff of the Records Board to acquire the software source code documentation pursuant to the terms of the current contract upon expiration of that contract; motion seconded by Mr. Castillo. Mr. Moravec informed the Chair that the proposed motion would not be appropriate at this meeting since the specific reason for this meeting was to discuss the upcoming contract. He indicated this would be another matter for the September, 2009 meeting. Chairman Gale said he would accept the motion, indicating that the Board needs to move ahead with the process and the Board could reconfirm the motion in September.

Voting For: Beno Castillo Decker Edgecombe Foley
Freimuth Gale Fellers

Voting Against: Donley

Absent: Curry Loewenstein Seaman

The motion carried.

Chairman Gale said the staff will proceed with contacting Mr. Brent Hoffman of Nebraska Interactive, Inc. about the escrow agreement and disaster recovery issues and will bring back to the Board in September for approval. He also directed the staff to proceed with contacting Mr. Hoffman about the software source code request and report back to the Board in September.

Agenda Item 9. DATE FOR NEXT MEETING. Chairman Gale announced the date of the next Records Board meeting will be Tuesday, September 15, 2009 in Room 1507, State Capitol, Lincoln, Nebraska.

Chairman Gale announced both Tom Freimuth and Tim Loewenstein have been reappointed by the Governor for a second term on the State Records Board. He also thanked and acknowledged Mr. Greg Lemon, private Contractor, Laura Petersen, DAS/Risk Management and Mr. Keith Dey, Department of Motor Vehicles for their valuable assistance in the RFP process.

Agenda Item 10. ADJOURNMENT. Ms. Decker moved to adjourn the meeting.

All members signified by saying "aye". Chairman Gale declared the meeting adjourned at 10:58 A.M.

Handwritten signature of John A. Gale in blue ink above a horizontal line.

John A. Gale
Secretary of State
State Records Administrator
Chairman, State Records Board

**Addendum Thirteen  
to the  
Interagency Agreement Between  
Office of the Secretary of State  
and  
Nebraska State Records Board**

This addendum thirteen to the Interagency Agreement between the Secretary of State and the Nebraska State Records Board, fully signed on April 18, 1995, sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

This addendum thirteen covers services described below. The Secretary of State has statutory authority to assess and collect the fees described herein.

**Project:** LLC Change of Agent/Office filings

**Price Structure:**

Fee is based on each individual report filed.

Filing	End User Fee	SOS Received	Nebraska.gov Received	NSRB Received
LLC Change of Agent or Office	\$18.00	\$15.00	\$2.70	\$.30

**Terms:** Nebraska.gov will process the total of all transactions through the Nebraska.gov merchant. These funds will be deposited on behalf of the Secretary of State in a designated state account. Nebraska.gov will submit an invoice to the Secretary of State for the total amount of the Nebraska.gov portal fees collected at the close of each month. Terms of payment are net 45 days. Nebraska.gov will remit payment to the NSRB for the 10% margin share according to contract.

By: Ronald D. Morawiec Date: 8-11-09  
 Authorized Officer  
 Secretary of State

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized Officer  
 Nebraska State Records Board

**Addendum Fourteen  
to the  
Interagency Agreement Between  
Office of the Secretary of State  
and  
Nebraska State Records Board**

This addendum fourteen to the Interagency Agreement between the Secretary of State and the Nebraska State Records Board, fully signed on April 18, 1995, sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

This addendum fourteen covers services described below. The Secretary of State has statutory authority to assess and collect the fees described herein.

**Project:** Foreign and Domestic Corporation Biennial Tax Reports

**Price Structure:**

Fee is based on each individual report filed.

Filing	End User Fee	SOS Received	Nebraska.gov Received	NSRB Received
Foreign and Domestic Corporation Reports	Variable – Occupation Tax Fee + Portal Fee	Occupation Tax Fee	\$3.00 ACH OR 3% Credit Card	10% of Nebraska.gov portal fee

**Terms:** Nebraska.gov will process the total of all transactions through the Nebraska.gov merchant. These funds will be deposited on behalf of the Secretary of State in a designated state account. Nebraska.gov will submit an invoice to the Secretary of State for the total amount of the Nebraska.gov portal fees collected at the close of each month. Terms of payment are net 45 days. Nebraska.gov will remit payment to the NSRB for the 10% margin share according to contract.

By:   
Authorized Officer  
Secretary of State

Date: 8-11-09

By: \_\_\_\_\_  
Authorized Officer  
Nebraska State Records Board

Date: \_\_\_\_\_

**Addendum Two  
to the  
Interagency Agreement Between  
Engineers and Architects, Board of  
and  
Nebraska State Records Board**

This addendum two to the Interagency Agreement between the Nebraska Board of Engineers and Architects and the Nebraska State Records Board sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

This addendum covers all transactions requiring processing of a fee through Nebraska.gov and overrides and replaces the 2001 addendum one.

**Price Structure:**

The Nebraska Board of Engineers & Architects has statutory authority to assess and collect the fees described herein. Nebraska.gov shall receive 5% of the fees processed electronically for the Nebraska Board of Engineers and Architects, of which 10% will be shared with the Nebraska State Records Board.

<b>Entity:</b>	<b>Fee Split Amount:</b>
Board of Engineers and Architects	95% of fee
Nebraska.gov	5% of fee
Nebraska State Records Board	10% of Nebraska.gov fees

**Terms:** Nebraska.gov will process the total of all transactions through the Nebraska.gov merchant. These funds will be deposited on behalf of the Nebraska Board of Engineers and Architects in a designated state account. Nebraska.gov will submit an invoice to the Nebraska Board of Engineers and Architects for the total amount of the Nebraska.gov fee share collected at the close of each month. Terms of payment are net 45 days. Nebraska.gov will remit payment to the NSRB for the 10% margin share according to contract.

By: Melinda Pearson  
Authorized Officer  
Engineers and Architects, Board of

Date: July 14, 2009

By: \_\_\_\_\_  
Authorized Officer  
Nebraska State Records Board

Date: \_\_\_\_\_

**Addendum One  
to the  
Interagency Agreement Between  
Board of Geologists  
and  
Nebraska State Records Board**

This addendum one to the Interagency Agreement between the Board of Geologists and the Nebraska State Records Board, fully signed on September 26, 2000 sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

This addendum covers all transactions requiring processing of a fee through Nebraska.gov.

**Price Structure:**

The Board of Geologists has statutory authority to assess and collect the fees described herein. Nebraska.gov shall receive 5% of the fees processed electronically for the Board of Geologists, of which 10% will be shared with the Nebraska State Records Board.

<b>Entity:</b>	<b>Fee Split Amount:</b>
Board of Geologists	95% of fee
Nebraska.gov	5% of fee
Nebraska State Records Board	10% of Nebraska.gov fees

**Terms:** Nebraska.gov will process the total of all transactions through the Nebraska.gov merchant. These funds will be deposited on behalf of the Board of Geologists in a designated state account. Nebraska.gov will submit an invoice to the Board of Geologists for the total amount of the Nebraska.gov fee share collected at the close of each month. Terms of payment are net 45 days. Nebraska.gov will remit payment to the Nebraska State Records Board for the 10% margin share according to contract.

By: *Melinda Pearson* Date: *7/24/09*  
Authorized Officer  
Board of Geologists *ED Bd of Engineers, Arch*  
*See attached Board minutes.*

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Officer  
Nebraska State Records Board

Nebraska Board of Geologists  
**Board Meeting Minutes**  
**April 23, 2009**

**4 Financial Profile Report** - January, February, March 2009  
Report provided for review.

**5 Fiscal Activity Report to Date** - January, February, March 2009  
FY 08/09 database report provided for review

**6 Other Financial Matters**

**a Revised Travel Reimbursement Policy**

The Travel Reimbursement Policy was updated to reflect an AS State Accounting memo stating "original" receipts are no longer required to be attached to the expense reimbursement document. This allows employees to scan the original receipts, attach to the reimbursement document and submit them in electronic form.

**b FY09/10 Memorandum of Understanding (MOU) - Board of Landscape Architects**

The FY08-09 Memorandum of Understanding will expire June 30, 2009. Charges for FY09-10 will increase to \$1,488.83 per month or \$17,340 per year. Office staff will track time and expense associated with providing administrative support for FY08-09. Information will be assembled and provided at the July 23, 2009 board meeting to allow time to review options before the January 2010 legislative session. ED Pearson discussed MOU as projected in budgeting for fiscal year. Board of Engineers and Architects (EA) will look at different ideas and continuing to collect data to determine true cost of administration.

**Action** Motion by Grimm, second by Svingen to approve MOU renewal as presented. Voting Yes: Kemp, Svingen, Grimm, Anderson, Correll, Shroder. Voting No: None. Absent: Olafsen Lackey.

**c NE.GOV funding proposals for on-line credit card activity**

ED Pearson and Weaver met with Nebraska Interactive staff on March 4, 2009, to renegotiate charges for on-line credit card activity fees.

Nebraska.gov offered to allow the Board to use their payment portal for the current 5% service fee and they would cover the credit card and banking activity fees. The Board could pay the service fee or charge all or a percentage of the fee to the customer.

**Action** Motion by Anderson, Second by Kemp to have the Board assume the 5% service fee to Nebraska.gov for on-line credit card activity. Voting Yes: Kemp, Svingen, Grimm, Anderson, Correll, Shroder. Voting No: None. Absent: Olafsen Lackey.

**d Cash Fund Interest Income**

A memo from the State Investment Officer noted the decrease in earned income from the cash fund is expected to continue. The primary objectives will continue to be safety of the principal and liquidity of funds for daily cash needs.

**e Letter from Attorney General approving contract revisions for Charles Borcharding and The Johnson Group**

The Board approved revisions for The Johnson Group's contract for legislative liaison services for January 1, 2009 through June 30, 2009 with a

**Addendum One  
to the  
Interagency Agreement Between  
State Board of Landscape Architects  
and  
Nebraska State Records Board**

This addendum one to the Interagency Agreement between the Nebraska State Board of Landscape Architects and the Nebraska State Records Board, bully signed on September 13, 2000, sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

This addendum covers all transactions requiring processing of a fee through Nebraska.gov.

**Price Structure:**

The State Board of Landscape Architects has statutory authority to assess and collect the fees described herein. Nebraska.gov shall charge a portal fee of 5% of the value of each transaction processed electronically for the Nebraska Board of Landscape Architects, of which 10% will be shared with the Nebraska State Records Board.

<b>Entity:</b>	<b>Fee Split Amount:</b>
Nebraska State Board of Landscape Architects	100% of fee
Nebraska.gov	5% portal fee
Nebraska State Records Board	10% of Nebraska.gov fees

**Terms:** Nebraska.gov will process the total of all transactions through the Nebraska.gov merchant. These funds will be deposited on behalf of the State Board of Landscape Architects in a designated state account. Nebraska.gov will retain the amount of the Nebraska.gov portal fee. Nebraska.gov will remit payment to the NSRB for the 10% margin share according to contract.

By: *Manuel Paez* Date: *7/24/09*  
Authorized Officer *ED Board of E&A*  
Nebraska Board of Landscape Architects  
*See attached Board minutes.*

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Officer  
Nebraska State Records Board



Nebraska State Board of Landscape Architects  
**Board Meeting Minutes**  
April 7, 2009

b **FY09/10 Memorandum of Understanding (MOU) - Board of Landscape Architects**

The FY08-09 Memorandum of Understanding will expire June 30, 2009. Charges for FY09-10 will increase to \$1,030 per month or \$12,360 per year. Office staff will track time and expense associated with providing administrative support for FY08-09. Information will be assembled and provided at the July 14, 2009 board meeting to allow time to review options before the January 2010 legislative session.

Renewal Letter, Reimbursement Schedule, revised MOU, and MOU change anticipation letter were provided for review.

ED Pearson discussed MOU as projected in budgeting for fiscal year. Board of Engineers and Architects (EA) will look at different ideas and continue to collect data to determine true cost of administration. Chairperson Bryers asked to be included in any discussions or meetings.

c **NE.GOV funding proposals for on-line credit card activity**

ED Pearson and Weaver met with Nebraska Interactive staff on March 4, 2009, to renegotiate charges for on-line credit card activity fees.

Nebraska.gov offered to allow the Board to use their payment portal for the current 5% service fee and would cover the credit card and banking activity fees. The Board could pay the service fee or charge all or a percentage of the fee to the customer. The Board elected to have the licensee pay the 5% service fee.

**Approval of MOU and All Financial Matters**

**Action** Motion by Kissel, second by Wells to approve MOU and other financial matters as discussed. Voting Yes: Bryers, Wells, Rodie, Kissel. Voting No: None. Absent: Bergt, Royster.

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**C Applications**

1 a **Application Overview Sheet with licensing requirements and checklist**  
Form provided

2 a **Applications for Licensure by Reciprocity - Class 2 w/CLARB certificate**

#34517 Larry Blankenship – NE - Has not taken L.A.R.E. exams as required by Neb. Rev. Stat. § 81-8,196 (2).

**Action** Motion by Wells, second by Rodie to defer Larry Blankenship's request for reciprocity to next meeting for further discussion. Voting Yes: Rodie, Wells. Voting No: Bryers. Abstain: Kissel. Absent: Bergt, Royster.

#34824 Kevin Pfeiffer – MN – only three years work experience under licensed landscape architect – see if applicant can verify additional year under licensed landscape architect. Board discussed whether experience under a licensed engineer or architect could be accepted.

**Action** Motion by Rodie, second by Wells to defer Pfeiffer to next meeting pending verification of additional year of experience under licensed landscape architect. Voting Yes: Rodie, Wells, Bryers. Voting No: None. Abstain: Kissel. Absent: Bergt, Royster.



## REVISED STATUTES OF NEBRASKA

# UNIFORM PHOTOGRAPHIC COPIES OF BUSINESS AND PUBLIC RECORDS AS EVIDENCE ACT

**25-12,112. Admissibility of reproduced records in evidence; destruction of records; approval.** If any business, institution, member of a profession or calling, or department or agency of government in the regular course of business or activity has kept or recorded any memorandum, writing entry, print, representation, or combination thereof of any act, transaction, occurrence, or event and in the regular course of business has caused any or all of the same to be recorded, copied, or reproduced by any photographic, photostatic, optical imagery, microfilm, microcard, miniature photographic, optical disk, or other process which accurately reproduces or forms a **durable medium** for so reproducing the original, the original may be destroyed in the regular course of business unless held in a fiduciary capacity or unless its preservation is required by law and, with respect to agencies or departments of government, if the State Records Administrator approves such destruction. Such reproduction, when satisfactorily identified, is as admissible in evidence as the original itself in any judicial or administrative proceeding whether the original is in existence or not and an enlargement or facsimile of such reproduction is likewise admissible in evidence if the original reproduction is in existence and available for inspection under the direction of the court. The introduction of a reproduced record, enlargement, or facsimile does not preclude admission of the original.

**Source:** Laws 1951, c. 56, § 1, p. 188; Laws 1969, c. 105, § 6, p. 481; Laws 1991, LB 25, § 1; Laws 1994, LB 980, § 1.

**25-12,113. Sections, how construed.** Sections 25-12,112 to 25-12,114 shall be so interpreted and construed as to effectuate their general purpose of making uniform the law of those states which enact it.

**Source:** Laws 1951, c. 56, § 2, p. 189.

**25-12,114. Act, how cited.** Sections 25-12,112 to 25-12,114 may be cited as the Uniform Photographic Copies of Business and Public Records as Evidence Act.

**Source:** Laws 1951, c. 56, § 3, p. 189.

## **Membership of the Durable Medium Advisory Panel**

William P. Ptacek, Deputy Secretary of State for Records Management, Chair

Randall J. Cecrle, Workers' Compensation Court

Steve Cherep, Department of Health and Human Services

Kevin Conway, Nebraska Hospital Association

Brenda Decker, Chief Information Officer

Larry J. Dix, Nebraska Association of County Officials

Michael S. Dulaney PhD, Nebraska Council of School Administrators

Andrea Faling, Nebraska State Historical Society

John H. Ferneau, Nebraska Public Power District

William M. Miller, Deputy State Court Administrator

L. Lynn Rex, Nebraska League of Municipalities

Walter Weir, University of Nebraska

Ron Moravec, Chief Deputy Secretary of State, Legal Counsel

## **Durable Medium Definition**

Durable medium shall be any information storage medium that is created by a durable process.

A process shall be the combination of hardware, software, storage media, techniques and procedures used to manage, create, store, retrieve, and delete information belonging to the custodian agency.

A process shall be a durable process if it meets all of the following criteria:

- (1) The process is capable of creating and storing information for the required records retention period as specified by the Records Retention and Disposition Schedules approved by the State Records Administrator and the State Archivist;
- (2) The process can be migrated to a successor process when necessary and will retain all information available in the original process after migration to the successor process;
- (3) The process maintains the integrity of information in a readily accessible manner, makes it retrievable, makes it processable through an established usual or routine set of procedures using available hardware and software, and makes it accurately reproducible in a human-readable form as determined by the needs of the custodian agency;
- (4) The process provides for disaster recovery backups, which are periodically, depending on a retention schedule, verified for restorability and readability, and can be stored in a separate geographical location from the original information.
- (5) The process is demonstrated to create and maintain information for the retention period as specified, in an accurate, reliable, trustworthy, dependable and incorruptible manner.
- (6) The process allows the removal of information when it reaches the end of its required retention period.
- (7) The process is documented so as to demonstrate to a reasonable person compliance with these criteria.

Written Best Practices and Procedures may be developed as voluntary guidelines for use by any agency in furtherance of implementation of the above definition of durable medium, as it relates to records retention and disposition schedules. Any Best Practices and Procedures developed are guidelines only and do not have the force and effect of rule and regulation or of law.

TITLE 430 - STATE RECORDS ADMINISTRATOR

NUMERICAL CHAPTER RULE INDEX

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TITLE 430 – STATE RECORDS ADMINISTRATOR

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TITLE 430 - STATE RECORDS ADMINISTRATOR

Chapter 1 - DEFINITION OF TERMS

001 The following definitions shall be applied to and are construed to define terminology that exists in the Records Management Act, R.R.S. 1943, section 84-1201 through 84-1220, and all additions and amendments thereto, and terminology that exists in the Rules and Regulations of the State Records Administrator.

001.01 Agency shall mean any department, division, office, commission, court, board, or any other unit or body, however designated, of the state government or of the government of any local political subdivision.

001.02 Agency head shall mean the chief or principal officer or representative in any such agency, or the presiding judge of any court, by whatever title known; and when an agency consists of a single official, the agency and the agency head are one and the same.

001.03 State Agency shall mean an agency of state government; local agency shall mean an agency of a local political subdivision.

001.04 State Executive Agency shall mean an agency of the executive branch of state government, including all administrative offices and bodies operating within the executive branch. When an administrative office or body is charged with varied functions of executive and legislative or judicial functions, it shall be considered a state executive agency, unless expressly declared by general law to be an instrumentality of the legislative or judicial branch.

001.05 Local Political Subdivision shall mean any county, city, village, township, district, authority, or other public corporation or political entity, whether existing under charter or general law, except that a metropolitan class city or a district or other unit which is considered to be an integral part of state government is not included in the term.

001.06 Record shall mean any book, document, paper, photograph, microfilm, sound recording, or other material regardless of physical form or characteristics, made or received pursuant to law, charter, ordinance, or other authority, in the connection with the transaction of official business.

001.07 State record shall mean a record which normally is maintained within the custody or control of a state agency, or any other record which is designated or treated as a state record according to general law.

*Orig filed 9-5-75  
Hon. Steve E.  
Henderson*

TITLE 430

001.08 Local record shall mean a record of a local political subdivision or any agency thereof, unless designated or treated as a state record under general law.

001.09 Court record shall mean a record maintained by any court existing pursuant to the Constitution or statutes of Nebraska.

001.10 Legislative record shall mean a record created or maintained by the Legislature pursuant to the Constitution or statutes of Nebraska.

001.11 Essential record shall mean a state or local record which is within one or the other of the following categories and which shall be preserved pursuant to this Act: Category A: Records containing information necessary to the operations of government under all conditions, including a period of emergency created by a disaster, or: Category B: Records not within Category A, but which contain information necessary to protect the rights and interests of persons or to establish or affirm the powers and duties of state or local governments in the resumption of operations after a disaster.

001.12 Preservation duplicate shall mean a copy of an essential record, which is used for the purpose of preserving the record pursuant to the Records Management Act.

001.13 Disaster shall mean any occurrence of fire, flood, storm, earthquake, explosion, epidemic, riot, sabotage, or other conditions of extreme peril resulting in substantial injury or damage to persons or property within the state, whether such occurrence is caused by an act of nature or of man, including an enemy of the United States.

001.14 Nonrecord materials shall mean those materials not included within the definition of the word records.

001.15 The recommendation "retain permanently" shall mean that a record may not be destroyed, but shall not prevent the transfer of that record from the office of the legal custodian to the State Archives for preservation, or, if it is an essential record, to an area designated by the Administrator.

001.16 Administrator shall mean the State Records Administrator.

001.17 Board shall mean the State Records Board.



001.18 Durable medium shall be any information storage medium that is created by a durable process. A process shall be the combination of hardware, software, storage media, techniques and procedures used to manage, create, store, retrieve, and delete information belonging to the custodian agency. A process shall be a durable process if it meets the criteria set forth in 001.18A through 001.18G:

001.18A The process is capable of creating and storing information for the required records retention period as specified by the Records Retention and Disposition Schedules approved by the State Records Administrator and the State Archivist.

001.18B The process can be migrated to a successor process when necessary and will retain all information available in the original process after migration to the successor process.

001.18C The process maintains the integrity of information in a readily accessible manner, makes it retrievable, makes it processable through an established usual or routine set of procedures using available hardware and software, and makes it accurately reproducible in a human-readable form as determined by the needs of the custodian agency.

001.18D The process provides for disaster recovery backups, which are periodically, depending on a retention schedule, verified for restorability and readability, and can be stored in a separate geographical location from the original information.

001.18E The process is demonstrated to create and maintain information for the retention period as specified, in an accurate, reliable, trustworthy, dependable and incorruptible manner.

001.18F The process allows the removal of information when it reaches the end of its required retention period.

001.18G The process is documented so as to demonstrate to a reasonable person compliance with these criteria.

001.18H Written Best Practices and Procedures may be developed as voluntary guidelines for use by any agency in furtherance of implementation of the above definition of durable medium, as it relates to records retention and disposition schedules. Any Best practices and Procedures developed are guidelines only and do not have the force and effect of rule and regulation or law.



EFFECTIVE DATE: \_\_\_\_\_

DEPOSIT ACCOUNT NUMBER: \_\_\_\_\_

## **THREE-PARTY ESCROW SERVICE AGREEMENT**

### **1. Introduction.**

This Three Party Escrow Service Agreement (the "**Agreement**") is entered into by and between Nebraska Interactive, LLC. (the "**Depositor**"), and by the Nebraska State Records Board (the "**Beneficiary**") and by Iron Mountain Intellectual Property Management, Inc. ("**Iron Mountain**"). Depositor, Beneficiary, and Iron Mountain may be referred to individually as a "Party" or collectively as the "Parties" throughout this Agreement.

(a) The use of the term services in this Agreement shall refer to Iron Mountain services that facilitate the creation, management, and enforcement of software or other technology escrow accounts as described in Exhibit A attached hereto ("**Services**"). A Party shall request Services under this Agreement by submitting a work request for certain Iron Mountain Services ("**Work Request**") via written instruction or the online portal maintained at the website located at [www.ironmountainconnect.com](http://www.ironmountainconnect.com), or other websites owned or controlled by Iron Mountain that are linked to that website (collectively the "**Iron Mountain Website**").

(b) The Beneficiary and Depositor have, or will have, entered into a license agreement or other agreement conveying intellectual property rights to the Beneficiary, and the Parties intend this Agreement to be considered as supplementary to such agreement, pursuant to Title 11 United States [Bankruptcy] Code, Section 365(n).

### **2. Depositor Responsibilities and Representations.**

- (a) Depositor shall make an initial deposit that is complete and functional of all proprietary technology and other materials covered under this Agreement ("**Deposit Material**") to Iron Mountain within thirty (30) days of the Effective Date. Depositor may also update Deposit Material from time to time during the Term of this Agreement provided a minimum of one (1) complete and functional copy of Deposit Material is deposited with Iron Mountain at all times. At the time of each deposit or update, Depositor will provide an accurate and complete description of all Deposit Material sent to Iron Mountain using the form attached hereto as Exhibit B.
- (b) Depositor represents that it lawfully possesses all Deposit Material provided to Iron Mountain under this Agreement free of any liens or encumbrances as of the date of their deposit. Any Deposit Material liens or encumbrances made after their deposit will not prohibit, limit, or alter the rights and obligations of Iron Mountain under this Agreement. Depositor warrants that with respect to the Deposit Material, Iron Mountain's proper administration of this Agreement will not violate the rights of any third parties.
- (c) Depositor represents that all Deposit Material is readable and useable in its then current form; if any portion of such Deposit Material is encrypted, the necessary decryption tools and keys to read such material are deposited contemporaneously.
- (d) Depositor agrees, upon request by Iron Mountain, in support of Beneficiary's request for verification Services, to promptly complete and return the Escrow Deposit Questionnaire attached hereto as Exhibit Q. Depositor consents to Iron Mountain's performance of any level(s) of verification Services described in Exhibit A attached hereto and Depositor further consents to Iron Mountain's use of a subcontractor to perform verification Services. Any such subcontractor shall be bound by the same confidentiality obligations as Iron Mountain and shall not be a direct competitor to either Depositor or Beneficiary. Iron Mountain shall be responsible for the delivery of Services of any such subcontractor as if Iron Mountain had performed the Services. Depositor represents that all Deposit Material is provided with all rights necessary for Iron Mountain to verify such proprietary technology and materials upon receipt of a Work Request for such Services or agrees to use commercially reasonable efforts to provide Iron Mountain with any necessary use rights or permissions to use materials necessary to perform verification of the Deposit Material. Depositor agrees to reasonably cooperate with Iron Mountain by providing reasonable access to its technical personnel for verification Services whenever reasonably necessary.

### **3. Beneficiary Responsibilities and Representations.**

- (a) Beneficiary acknowledges that, as between Iron Mountain and Beneficiary, Beneficiary assumes all responsibility for the completeness and functionality of all Deposit Material.
- (b) Beneficiary may submit a verification Work Request to Iron Mountain for one or more of the Services defined in Exhibit A attached hereto and further consents to Iron Mountain's use of a subcontractor if needed to provide such Services. Beneficiary warrants that Iron Mountain's use of any materials supplied by Beneficiary to perform the verification Services described in Exhibit A is lawful and does not violate the rights of any third parties.

### **4. Iron Mountain Responsibilities and Representations.**

- (a) Iron Mountain agrees to use commercially reasonable efforts to provide the Services requested by Authorized Person(s) (as identified in the "Authorized Person(s)/Notices Table" below) representing the Depositor or Beneficiary in a Work Request. Iron Mountain may reject a Work Request (in whole or in part) that does not contain all required information at any time upon notification to the Party originating the Work Request.

- (b) Iron Mountain will conduct a visual inspection upon receipt of any Deposit Material and associated Exhibit B. If Iron Mountain determines that the Deposit Material does not match the description provided by Depositor represented in Exhibit B attached hereto, Iron Mountain will notify Depositor of such discrepancies and notate such discrepancy on the Exhibit B.
- (c) Iron Mountain will provide notice to the Beneficiary of all Deposit Material that is accepted and deposited into the escrow account under this Agreement.
- (d) Iron Mountain will work with a Party who submits any verification Work Request for Deposit Material covered under this Agreement to either fulfill any standard verification Services Work Request or develop a custom Statement of Work (“SOW”). Iron Mountain and the requesting Party will mutually agree in writing to an SOW on the following terms and conditions that include but are not limited to: description of Deposit Material to be tested; description of Verification testing; requesting Party responsibilities; Iron Mountain responsibilities; Service Fees; invoice payment instructions; designation of the paying Party; designation of authorized SOW representatives for both the requesting Party and Iron Mountain with name and contact information; and description of any final deliverables prior to the start of any fulfillment activity. After the start of fulfillment activity, each SOW may only be amended or modified in writing with the mutual agreement of both Parties, in accordance with the change control procedures set forth therein.
- (e) Iron Mountain will hold and protect Deposit Material in physical or electronic vaults that are either owned or under the control of Iron Mountain, unless otherwise agreed to by the Parties.
- (f) Upon receipt of written instructions by both Depositor and Beneficiary, Iron Mountain will permit the replacement or removal of previously submitted Deposit Material. The Party making such request shall be responsible for getting the other Party to approve the joint instructions.

## 5. **Payment.**

The Party responsible for payment designated in Exhibit A (“**Paying Party**”) shall pay to Iron Mountain all fees as set forth in the Work Request (“**Service Fees**”). Except as set forth below, all Service Fees are due within thirty (30) calendar days from the date of invoice in U.S. currency and are non-refundable. Iron Mountain may update Service Fees with a ninety (90) calendar day written notice to the Paying Party during the term of this Agreement. The Paying Party is liable for any taxes related specifically to Services purchased under this Agreement or shall present to Iron Mountain an exemption certificate acceptable to the taxing authorities. Applicable taxes shall be billed as a separate item on the invoice. Depositor and Beneficiary agree that if this Agreement terminates during the term for any reason, other than for the fault of Iron Mountain, all prepaid fees shall be non-refundable. Any Service Fees not collected by Iron Mountain when due shall bear interest until paid at a rate of one percent (1%) per month (12% per annum) or the maximum rate permitted by law, whichever is less. Notwithstanding, the non-performance of any obligations of Depositor to deliver Deposit Material under the License Agreement or this Agreement, Iron Mountain is entitled to be paid all Service Fees that accrue during the Term of this Agreement.

## 6. **Term and Termination.**

- (a) The “**Term**” of this Agreement is for a period of one (1) year from the Effective Date (“**Initial Term**”) and will automatically renew for additional one (1) year terms (“**Renewal Term**”) and continue in full force and effect until one of the following events occur: (i) Depositor and Beneficiary provide Iron Mountain with sixty (60) days’ prior written joint notice of their intent to terminate this Agreement; (ii) Beneficiary provides Iron Mountain and Depositor with sixty (60) days’ prior written notice of their intent to terminate this Agreement; (iii) the Agreement terminates under another provision of this Agreement; or (iv) any time after the Initial Term, Iron Mountain provides a sixty (60) days’ prior written notice to the Depositor and Beneficiary of Iron Mountain's intent to terminate this Agreement. If the Effective Date is not specified above, then the last date noted on the signature blocks of this Agreement shall be the Effective Date.
- (b) Unless the express terms of this Agreement provide otherwise, upon termination of this Agreement, Iron Mountain shall return the Deposit Material to the Depositor. If reasonable attempts to return the Deposit Material to Depositor are unsuccessful, Iron Mountain shall destroy the Deposit Material.
- (c) In the event of the nonpayment of undisputed Service Fees owed to Iron Mountain, Iron Mountain shall provide all Parties to this Agreement with written notice of Iron Mountain's intent to terminate this Agreement. Any Party to this Agreement shall have the right to make the payment to Iron Mountain to cure the default. If the past due payment is not received in full by Iron Mountain within thirty (30) calendar days of the date of such written notice, then Iron Mountain shall have the right to terminate this Agreement at any time thereafter by sending written notice to all Parties. Iron Mountain shall have no obligation to perform the Services under this Agreement (except those obligations that survive termination of this Agreement) so long as any undisputed Service Fees due Iron Mountain under this Agreement remain unpaid.

## 7. **General Indemnity.**

Subject to Sections 10 and 11 and the provisions of the Contractual Provisions Attachment, as it applies to the Beneficiary and attached hereto as Exhibit D, each Party shall defend, indemnify and hold harmless the others, their corporate affiliates and their respective officers, directors, employees, and agents and their respective successors and assigns from and against any and all claims, losses, liabilities, damages, and expenses (including, without limitation, reasonable attorneys’ fees), arising under this Agreement from the negligent or intentional acts or omissions of the indemnifying Party or its subcontractors, or the officers, directors, employees, agents, successors and assigns of any of them.

## 8. Warranties.

- (a) IRON MOUNTAIN WARRANTS ANY AND ALL SERVICES PROVIDED HEREUNDER SHALL BE PERFORMED IN A WORKMANLIKE MANNER. EXCEPT AS SPECIFIED IN THIS SECTION, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, AGAINST INFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW. AN AGGRIEVED PARTY MUST NOTIFY IRON MOUNTAIN PROMPTLY OF ANY CLAIMED BREACH OF ANY WARRANTIES AND SUCH PARTY'S SOLE AND EXCLUSIVE REMEDY FOR BREACH OF WARRANTY SHALL BE RETURN OF THE PORTION OF THE FEES PAID TO IRON MOUNTAIN BY PAYING PARTY FOR SUCH NON-CONFORMING SERVICES. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH ABOVE FAILS OF ITS ESSENTIAL PURPOSE. THE WARRANTY PROVIDED IS SUBJECT TO THE LIMITATION OF LIABILITY SET FORTH IN THIS AGREEMENT.
- (b) Depositor warrants that all Depositor information provided hereunder is accurate and reliable and undertakes to promptly correct and update such Depositor information during the Term of this Agreement.
- (c) Beneficiary warrants that all Beneficiary information provided hereunder is accurate and reliable and undertakes to promptly correct and update such Beneficiary information during the Term of this Agreement.
- (d) Ownership Warranty. Depositor warrants that it is the owner or legal custodian of the Deposit Material and has full authority to store the Deposit Material and direct their disposition in accordance with the terms of this Agreement. Depositor shall reimburse Iron Mountain for any expenses reasonably incurred by Iron Mountain (including reasonable legal fees) by reason of Iron Mountain's compliance with the instructions of Depositor in the event of a dispute concerning the ownership, custody or disposition of Deposit Material stored by Depositor with Iron Mountain.

## 9. Confidential Information.

Iron Mountain shall have the obligation to reasonably protect the confidentiality of the Deposit Material. Except as provided in this Agreement Iron Mountain shall not use or disclose the Deposit Material. Iron Mountain shall not disclose the terms of this Agreement to any third Party. If Iron Mountain receives a subpoena or any other order from a court or other judicial tribunal pertaining to the disclosure or release of the Deposit Material, Iron Mountain will notify the Parties to this Agreement unless prohibited by law. After notifying the Parties, Iron Mountain may comply in good faith with such order. It shall be the responsibility of Depositor or Beneficiary to challenge any such order; provided, however, that Iron Mountain does not waive its rights to present its position with respect to any such order. Iron Mountain will cooperate with the Depositor or Beneficiary, as applicable, to support efforts to quash or limit any subpoena, at such party's expense. Any party requesting additional assistance shall pay Iron Mountain's standard charges or as quoted upon submission of a detailed request.

## 10. Limitation of Liability.

NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, ALL LIABILITY, IF ANY, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, OF ANY PARTY TO THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNT EQUAL TO ONE YEAR OF FEES PAID OR OWED TO IRON MOUNTAIN UNDER THIS AGREEMENT. IF CLAIM OR LOSS IS MADE IN RELATION TO A SPECIFIC DEPOSIT OR DEPOSITS, SUCH LIABILITY SHALL BE LIMITED TO THE FEES RELATED SPECIFICALLY TO SUCH DEPOSITS. THIS LIMIT SHALL NOT APPLY TO ANY PARTY FOR: (I) ANY CLAIMS OF INFRINGEMENT OF ANY PATENT, COPYRIGHT, OR TRADEMARK; (II) LIABILITY FOR DEATH OR BODILY INJURY; (III) PROVEN THEFT; OR (IV) PROVEN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

## 11. Consequential Damages Waiver.

IN NO EVENT SHALL ANY PARTY TO THIS AGREEMENT BE LIABLE TO ANOTHER PARTY FOR ANY INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, LOST PROFITS OR LOST DATA OR INFORMATION, ANY COSTS OR EXPENSES FOR THE PROCUREMENT OF SUBSTITUTE SERVICES, OR ANY OTHER INDIRECT DAMAGES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE EVEN IF THE POSSIBILITY THEREOF MAY BE KNOWN IN ADVANCE TO ONE OR MORE PARTIES.

## 12. General.

- (a) Incorporation of Work Requests. All valid Depositor and Beneficiary Work Requests are incorporated into this Agreement.
- (b) Purchase Orders. In the event that the Paying Party issues a purchase order or other instrument used to pay Service Fees to Iron Mountain, any terms and conditions set forth in the purchase order which constitute terms and conditions which are in addition to those set forth in this Agreement or which establish conflicting terms and conditions to those set forth in this Agreement are expressly rejected by Iron Mountain.
- (c) Right to Make Copies. Iron Mountain shall have the right to make copies of all Deposit Material as reasonably necessary to perform the Services. Iron Mountain shall copy all copyright, nondisclosure, and other proprietary notices and titles contained on Deposit

Material onto any copies made by Iron Mountain. Any copying expenses incurred by Iron Mountain as a result of a Work Request to copy will be borne by the Party requesting the copies. Iron Mountain may request Depositor's reasonable cooperation in promptly copying Deposit Material in order for Iron Mountain to perform this Agreement.

- (d) Choice of Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of Nebraska, as if performed wholly within the state and without giving effect to the principles of conflicts of laws.
- (e) Authorized Person(s). Depositor and Beneficiary must each authorize and designate one person whose actions will legally bind such party ("Authorized Person" who shall be identified in the Authorized Persons (s) Notices Table of this Agreement) and who may manage the Iron Mountain escrow account through the Iron Mountain website or written instruction. The Authorized Person for each the Depositor and Beneficiary will maintain the accuracy of their name and contact information provided to Iron Mountain during the term of this Agreement.
- (f) Right to Rely on Instructions. Iron Mountain may act in reliance upon any instruction, instrument, or signature reasonably believed by Iron Mountain to be genuine and from an Authorized Person(s), officer, or other employee of a Party. Iron Mountain may assume that such representative of a Party to this Agreement who gives any written notice, request, or instruction has the authority to do so. Iron Mountain will not be required to inquire into the truth or evaluate the merit of any statement or representation contained in any notice or document reasonably believed to be from such representative. With respect to Release and Destruction of Deposit Materials, Iron Mountain shall rely on an Authorized Person(s).
- (g) Force Majeure. No Party shall be liable for any delay or failure in performance due to events outside the defaulting Party's reasonable control, including without limitation acts of God, earthquake, labor disputes, shortages of supplies, riots, war, acts of terrorism, fire, epidemics, or delays of common carriers or other circumstances beyond its reasonable control. The obligations and rights of the excused Party shall be extended on a day-to-day basis for the time period equal to the period of the excusable delay.
- (h) Notices. All notices regarding Exhibit C (release) shall be sent by commercial express mail or other commercially appropriate means that provide prompt delivery and require proof of delivery. All other correspondence, including invoices, payments, and other documents and communications, may be sent electronically or via regular mail. The Parties shall have the right to rely on the last known address of the other Parties. Any correctly addressed notice to last known address of the other Parties that is relied on herein and that is refused, unclaimed, or undeliverable because of an act or omission of the Party to be notified as provided herein shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by electronic mail, the postal authorities by mail, through messenger or commercial express delivery services.
- (i) No Waiver. No waiver of rights under this Agreement by any Party shall constitute a subsequent waiver of this or any other right under this Agreement.
- (j) Assignment. No assignment of this Agreement by Depositor or Beneficiary or any rights or obligations of Depositor or Beneficiary under this Agreement is permitted without the written consent of Iron Mountain, which shall not be unreasonably withheld or delayed. Iron Mountain shall have no obligation in performing this Agreement to recognize any successor or assign of Depositor or Beneficiary unless Iron Mountain receives clear, authoritative and conclusive written evidence of the change of parties.
- (k) Severability. In the event any of the terms of this Agreement become or are declared to be illegal or otherwise unenforceable by any court of competent jurisdiction, such term(s) shall be null and void and shall be deemed deleted from this Agreement. All remaining terms of this Agreement shall remain in full force and effect. If this paragraph becomes applicable and, as a result, the value of this Agreement is materially impaired for any Party, as determined by such Party in its sole discretion, then the affected Party may terminate this Agreement by written notice to the others.
- (l) Independent Contractor Relationship. Depositor and Beneficiary understand, acknowledge, and agree that Iron Mountain's relationship with Depositor and Beneficiary will be that of an independent contractor and that nothing in this Agreement is intended to or should be construed to create a partnership, joint venture, or employment relationship.
- (m) Attorneys' Fees. In any suit or proceeding between the Parties relating to this Agreement, the prevailing Party will have the right to recover from the other(s) its costs and reasonable fees and expenses of attorneys, accountants, and other professionals incurred in connection with the suit or proceeding, including costs, fees and expenses upon appeal, separately from and in addition to any other amount included in such judgment. This provision is intended to be severable from the other provisions of this Agreement, and shall survive and not be merged into any such judgment.
- (n) No Agency. No Party has the right or authority to, and shall not, assume or create any obligation of any nature whatsoever on behalf of the other Parties or bind the other Parties in any respect whatsoever.
- (o) Disputes. Any dispute, difference or question relating to or arising among any of the Parties concerning the construction, meaning, effect or implementation of this Agreement or the rights or obligations of any Party hereof will be submitted to, and settled by arbitration by a single arbitrator chosen by the corresponding Regional Office of the American Arbitration Association in accordance with the Commercial Rules of the American Arbitration Association. The Parties shall submit briefs of no more than 10 pages and the arbitration hearing shall be limited to two (2) days maximum. The arbitrator shall apply Nebraska law. Unless otherwise agreed by the Parties, arbitration will take place in Kansas City, Missouri. Any court having jurisdiction over the matter may enter judgment on the award of the arbitrator. Service of a petition to confirm the arbitration award may be made by regular mail or by commercial express mail, to the attorney for the Party or, if unrepresented, to the Party at the last known business address. If however, Depositor or Beneficiary refuse to submit to arbitration, the matter shall not be submitted to arbitration and Iron

Mountain may submit the matter to any court of competent jurisdiction for an interpleader or similar action. Unless adjudged otherwise, any costs of arbitration incurred by Iron Mountain, including reasonable attorney's fees and costs, shall be divided equally and paid by Depositor and Beneficiary.

- (p) **Regulations.** All Parties are responsible for and warrant, to the extent of their individual actions or omissions, compliance with all applicable laws, rules and regulations, including but not limited to: customs laws; import; export and re-export laws; and government regulations of any country from or to which the Deposit Material may be delivered in accordance with the provisions of this Agreement.
- (q) **No Third Party Rights.** This Agreement is made solely for the benefit of the Parties to this Agreement and their respective permitted successors and assigns, and no other person or entity shall have or acquire any right by virtue of this Agreement unless otherwise agreed to by all the parties hereto.
- (r) **Entire Agreement.** The Parties agree that this Agreement, which includes all the Exhibits attached hereto and all valid Work Requests submitted by the Parties, is the complete agreement between the Parties hereto concerning the subject matter of this Agreement and replaces any prior or contemporaneous oral or written communications between the Parties. There are no conditions, understandings, agreements, representations, or warranties, expressed or implied, which are not specified herein. Each of the Parties herein represents and warrants that the execution, delivery, and performance of this Agreement has been duly authorized and signed by a person who meets statutory or other binding approval to sign on behalf of its business organization as named in this Agreement. This Agreement may only be modified by mutual written agreement of the Parties.
- (s) **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
- (t) **Survival.** Sections 6 (Term and Termination), 7 (General Indemnity), 8 (Warranties), 9 (Confidential Information), 10 (Limitation of Liability) 11(Consequential Damages Waiver), and 12 (General) of this Agreement shall survive termination of this Agreement or any Exhibit attached hereto.

Note: If contracting electronically via the online portal, clicking the "I Accept" button displayed as part of the ordering process, evidences agreement to the preceding terms and conditions (the "Agreement"). If you are entering into this Agreement via the online portal on behalf of a company or other legal entity, you represent that you have the authority to bind such entity to these terms and conditions, in which case the terms "you" or "your" shall refer to such entity. If you do not have such authority, or if you do not agree with these terms and conditions, you must select the "I Decline" button.

**DEPOSITOR**

<b>COMPANY NAME:</b>	<b>Nebraska Interactive, LLC.</b>
<b>SIGNATURE:</b>	
<b>PRINT NAME:</b>	<b>Brent A. Hoffman</b>
<b>TITLE:</b>	<b>President</b>
<b>DATE:</b>	
<b>EMAIL ADDRESS</b>	<a href="mailto:bhoffman@nicusa.com">bhoffman@nicusa.com</a>

**BENEFICIARY**

<b>COMPANY NAME:</b>	
<b>SIGNATURE:</b>	
<b>PRINT NAME:</b>	
<b>TITLE:</b>	
<b>DATE:</b>	
<b>EMAIL ADDRESS:</b>	

**IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.**

<b>SIGNATURE:</b>	
<b>PRINT NAME:</b>	
<b>TITLE:</b>	
<b>DATE:</b>	
<b>EMAIL ADDRESS:</b>	<a href="mailto:ipmclientservices@ironmountain.com">ipmclientservices@ironmountain.com</a>

**NOTE: AUTHORIZED PERSON(S)/NOTICES TABLE, BILLING CONTACT INFORMATION TABLE AND EXHIBITS FOLLOW**

**DEPOSITOR -- AUTHORIZED PERSON(S)/NOTICES TABLE**

Provide the name(s) and contact information of the Authorized Person(s) under this Agreement. All notices will be sent to the person(s) at the address(es) set forth below. This is required information.

<b>COMPANY:</b>	<b>Nebraska Interactive, LLC.</b>
<b>ADMINISTRATIVE CONTACT PRINT NAME:</b>	<b>Brent A. Hoffman</b>
<b>TITLE:</b>	<b>President</b>
<b>EMAIL ADDRESS</b>	<a href="mailto:bhoffman@nicusa.com">bhoffman@nicusa.com</a>
<b>ADDRESS 1</b>	<b>301 S 13<sup>th</sup> St., Suite 301</b>
<b>CITY/STATE/PROVINCE</b>	<b>Lincoln, NE</b>
<b>POSTAL/ZIP CODE</b>	<b>68516</b>
<b>PHONE NUMBER</b>	<b>402-471-7810</b>
<b>FAX NUMBER</b>	<b>402-471-7817</b>

**BENEFICIARY -- AUTHORIZED PERSON(S)/NOTICES TABLE**

Provide the name(s) and contact information of the Authorized Person(s) under this Agreement. All notices will be sent to the person(s) at the address(es) set forth below. This is required information.

<b>COMPANY:</b>	
<b>ADMINISTRATIVE CONTACT PRINT NAME:</b>	
<b>TITLE:</b>	
<b>EMAIL ADDRESS</b>	
<b>ADDRESS 1</b>	
<b>ADDRESS 2</b>	
<b>CITY/STATE/PROVINCE</b>	
<b>POSTAL/ZIP CODE</b>	
<b>PHONE NUMBER</b>	
<b>FAX NUMBER</b>	

**IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.**

All notices should be sent to [ipmclientservices@ironmountain.com](mailto:ipmclientservices@ironmountain.com) OR  
 Iron Mountain Intellectual Property Management, Inc., Attn: Client Services  
 2100 Norcross Parkway, Suite 150  
 Norcross, Georgia, 30071, USA.  
 Telephone: 800-875-5669  
 Facsimile: 770-239-9201

**BILLING CONTACT INFORMATION TABLE**

Please provide the name and contact information of the Billing Contact under this Agreement. All Invoices will be sent to this individual at the address set forth below.

**DEPOSITOR**

PRINT NAME:	
TITLE:	
EMAIL ADDRESS	
STREET ADDRESS	
PROVINCE/CITY/STATE	
POSTAL/ZIP CODE	
PHONE NUMBER	
FAX NUMBER	
PURCHASE ORDER #	

**BENEFICIARY**

PRINT NAME:	
TITLE:	
EMAIL ADDRESS	
STREET ADDRESS	
PROVINCE/CITY/STATE	
POSTAL/ZIP CODE	
PHONE NUMBER	
FAX NUMBER	
PURCHASE ORDER #	

SIGNATURE:	
PRINT NAME:	
TITLE:	
DATE:	
EMAIL ADDRESS	

SIGNATURE:	
PRINT NAME:	
TITLE:	
DATE:	
EMAIL ADDRESS:	

DRAFT



**MUST BE COMPLETED EXHIBIT A - Escrow Service Work Request - Deposit Account Number:** \_\_\_\_\_

SERVICE Check box(es) to order service	SERVICE DESCRIPTION – THREE PARTY ESCROW AGREEMENT All services are listed below. Services in shaded tables are required for every new escrow account set up. Some services may not be available under the Agreement.	ONE-TIME FEES	ANNUAL FEES	PAYING PARTY Check box to identify the Paying Party for each service below.
<input checked="" type="checkbox"/> Setup Fee  <input checked="" type="checkbox"/> Deposit Account Fee-including Escrow Management Center Access  <input checked="" type="checkbox"/> Beneficiary Fee including Escrow Management Center Access	<p>Iron Mountain will setup a new escrow deposit account using a standard escrow agreement. Custom contracts are subject to the Custom Contract Fee noted below.</p> <p>Iron Mountain will set up one deposit account to manage and administrate access to Deposit Material that will be securely stored in controlled media vaults. Furthermore, Iron Mountain will provide account services that include unlimited deposits, electronic vaulting, access to Iron Mountain Connect™ Escrow Management Center for secure online account management, submission of electronic Work Requests, and communication of status. A Client Manager will be assigned to each deposit account and provide training upon request to facilitate secure Internet access to the account and ensure fulfillment of Work Requests. An oversize fee may apply.</p> <p>Iron Mountain will fulfill a Work Request to add a Beneficiary to an escrow deposit account and manage access rights associated with the account. Beneficiary will have access to Iron Mountain Connect™ Escrow Management Center for secure online account management, submission of electronic Work Requests, and communication of status. A Client Manager will be assigned to each deposit account and provide training upon request to facilitate secure Internet access to the account and ensure fulfillment of Work Requests.</p>			<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary  <input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary  <input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input checked="" type="checkbox"/> Add Deposit Tracking Notification	<p>At least semi-annually, Iron Mountain will send an update reminder to Depositor. Thereafter, Beneficiary will be notified of last deposit. .</p>			<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add File List Test	<p>Iron Mountain will fulfill a Work Request to perform a File List Test, which includes analyzing deposit media readability, file listing, creation of file classification table, virus scan, and assurance of completed deposit questionnaire. A final report will be sent to the Paying Party regarding the Deposit Material to ensure consistency between Depositor’s representations (i.e., Exhibit B and Supplementary Questionnaire) and stored Deposit Material.</p>			<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 1 - Inventory Test	<p>Iron Mountain will perform an Inventory Test on the initial deposit, which includes Analyzing deposit media readability, virus scanning, developing file classification tables, identifying the presence/absence of build instructions, and identifying materials required to recreate the Depositor’s software development environment. Output includes a report which will include build instructions, file classification tables and listings. In addition, the report will list required software development materials, including, without limitation, required source code languages and compilers, third-party software, libraries, operating systems, and hardware, as well as Iron Mountain’s analysis of the deposit. Fee Contingencies Enclosed.</p>			<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 2 - Deposit Compile Test	<p>Iron Mountain will fulfill a Work Request to perform a Deposit Compile Test, which includes the Inventory Test as described above plus recreating the Depositor’s software development environment, compiling source files and modules, linking libraries and recreating executable code, pass/fail determination, creation of comprehensive build instructions with a final report sent to the Paying Party regarding the Deposit Material. The Paying Party and Iron Mountain will agree on a custom Statement of Work (“SOW”) prior to the start of fulfillment.</p>			<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 3 - Deposit Usability Test – Binary Comparison	<p>Iron Mountain will fulfill a Work Request to perform one Deposit Compile Test Binary Comparison which includes a comparison of the files built from the Deposit Compile Test to the actual licensed technology on the Beneficiary’s site to ensure a full match in file size, with a final report sent to the Requesting Party regarding the Deposit Material. The Paying Party and Iron Mountain will agree on a custom Statement of Work (“SOW”) prior to the start of fulfillment.</p>			<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 4 - Deposit Usability Test – Full Usability Test	<p>Iron Mountain will fulfill a Work Request to perform one Deposit Compile Test Full Usability which includes a confirmation that the built applications work properly when installed. A final report will be sent to the Paying Party regarding the Deposit Material. The Paying Party and Iron Mountain will agree on a custom Statement of Work (“SOW”) prior to the start of fulfillment.</p>			<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Dual/Remote Vaulting	<p>Iron Mountain will fulfill a Work Request to store deposit materials in one additional location as defined within the Service Agreement. Duplicate storage request may be in the form of either physical media or electronic storage.</p>			<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Release Deposit Material	<p>Iron Mountain will process a Work Request to release Deposit Material by following the specific procedures defined in Exhibit C “Release of Deposit Materials” the Escrow Service Agreement. This does not include replacing or deleting Deposit Materials for which there is no charge.</p>			<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Custom Services	<p>Iron Mountain will provide its Escrow Expert consulting based on a custom SOW mutually agreed to by all Parties.</p>			<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Custom Contract Fee	<p>Custom contracts are subject to the Custom Contract Fee, which covers the review and processing of custom or modified contracts.</p>			<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary

Note: Parties may submit Work Requests via written instruction or electronically through the online portal.

## EXHIBIT B DEPOSIT MATERIAL DESCRIPTION

COMPANY NAME: \_\_\_\_\_ DEPOSIT ACCOUNT NUMBER: \_\_\_\_\_

DEPOSIT NAME \_\_\_\_\_ AND DEPOSIT VERSION \_\_\_\_\_

(Deposit Name will appear in account history reports)

DEPOSIT MEDIA (PLEASE LABEL ALL MEDIA WITH THE DEPOSIT NAME PROVIDED ABOVE)

MEDIA TYPE	QUANTITY	MEDIA TYPE	QUANTITY
<input type="checkbox"/> CD-ROM / DVD		<input type="checkbox"/> 3.5" Floppy Disk	
<input type="checkbox"/> DLT Tape		<input type="checkbox"/> Documentation	
<input type="checkbox"/> DAT Tape		<input type="checkbox"/> Hard Drive / CPU	
		<input type="checkbox"/> Circuit Board	

	TOTAL SIZE OF TRANSMISSION (SPECIFY IN BYTES)	# OF FILES	# OF FOLDERS
<input type="checkbox"/> Internet File Transfer			
<input type="checkbox"/> Other (please describe below):			

DEPOSIT ENCRYPTION (Please check either "Yes" or "No" below and complete as appropriate)

Is the media or are any of the files encrypted?  Yes or  No

If yes, please include any passwords and decryption tools description below. Please also deposit all necessary encryption software with this deposit.

Encryption tool name \_\_\_\_\_ Version \_\_\_\_\_

Hardware required \_\_\_\_\_

Software required \_\_\_\_\_

Other required information \_\_\_\_\_

DEPOSIT CERTIFICATION (Please check the box below to Certify and Provide your Contact Information)

<input type="checkbox"/> I certify for Depositor that the above described Deposit Material has been transmitted electronically or sent via commercial express mail carrier to Iron Mountain at the address below.	<input type="checkbox"/> Iron Mountain has inspected and accepted the above described Deposit Material either electronically or physically. Iron Mountain will notify Depositor of any discrepancies.
NAME:	NAME:
PRINT NAME:	PRINT NAME:
DATE:	DATE:
EMAIL ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	

**Note: If Depositor is physically sending Deposit Material to Iron Mountain, please label all media and mail all Deposit Material with the appropriate Exhibit B via commercial express carrier to the following address:**

Iron Mountain Intellectual Property Management, Inc.  
Attn: Vault Administration  
2100 Norcross Parkway, Suite 150  
Norcross, GA 30071

Telephone: 800-875-5669  
Facsimile: 770- 239-9201

FOR IRON MOUNTAIN USE ONLY: (NOTED DISCREPANCIES ON VISUAL INSPECTION)	

## EXHIBIT C RELEASE OF DEPOSIT MATERIAL

Deposit Account Number: \_\_\_\_\_

Iron Mountain will use the following procedures to process any Beneficiary Work Request to release Deposit Material. All notices under this Exhibit C shall be sent pursuant to the terms of Section 12(h) Notices.

1. Release Conditions. The Depositor and Beneficiary agree that a Work Request for the release of the Deposit Material to the Beneficiary shall be based solely on one or more of the following conditions (defined as “**Release Conditions**”):
  - (i) The termination by the Beneficiary of the Master Contract between the Depositor and the Beneficiary (the “Master Contract”) as provided for under the following Sections of the Master Contract: (a) III.Y.1.(a)(ii); III.Y.1(a)(iv); III.Y.1(a)(v); III.Y.1.(a)(vi); and III.Y.2.a (i. through iii).; or
  - (ii) The natural expiration of the Master Contract; or
  - (iii) Joint written instructions from the Depositor and the Beneficiary
2. Release Work Request. A Beneficiary may submit a Work Request to Iron Mountain to release the Deposit Material covered under this Agreement. Iron Mountain will send a written notice of this Beneficiary Work Request within five (5) business days to the Depositor's Authorized Person(s).
3. Contrary Instructions. From the date Iron Mountain mails written notice of the Beneficiary Work Request to release Deposit Material covered under this Agreement, Depositor Authorized Person(s) shall have ten (10) business days to deliver to Iron Mountain contrary instructions. Contrary instructions shall mean the written representation by Depositor that a Release Condition has not occurred or has been cured (“**Contrary Instructions**”). Contrary Instructions shall be on company letterhead and signed by a Depositor Authorized Person. Upon receipt of Contrary Instructions, Iron Mountain shall promptly send a copy to Beneficiary's Authorized Person(s). Additionally, Iron Mountain shall notify both Depositor and Beneficiary Authorized Person(s) that there is a dispute to be resolved pursuant to the Disputes provisions of this Agreement. Iron Mountain will continue to store Deposit Material without release pending (i) joint instructions from Depositor and Beneficiary with instructions to release the Deposit Material; or (ii) dispute resolution pursuant to the Disputes provisions of this Agreement; or (iii) receipt of an order from a court of competent jurisdiction.
4. Release of Deposit Material. If Iron Mountain does not receive timely Contrary Instructions from a Depositor Authorized Person, Iron Mountain is authorized to release Deposit Material to the Beneficiary. Iron Mountain is entitled to receive any undisputed, unpaid Service Fees due Iron Mountain from the Parties before fulfilling the Work Request to release Deposit Material covered under this Agreement. Any Party may cure a default of payment of Service Fees.
5. Termination of Agreement Upon Release. This Agreement will terminate upon the release of Deposit Material held by Iron Mountain.
6. Right to Use Following Release. Unless otherwise provided in the Master Contract, upon release of the Deposit Materials in accordance with Exhibit C, Beneficiary has the right under this Agreement to use the Deposit Materials for the sole purpose of continuing the benefits afforded to Beneficiary by the Master Contract. Notwithstanding, the Beneficiary shall not have access to the Deposit Materials unless there is a release of the Deposit Materials in accordance with this Agreement. Beneficiary shall be obligated to maintain the confidentiality of the released Deposit Materials.

**EXHIBIT Q**  
**ESCROW DEPOSIT QUESTIONNAIRE**

***Introduction***

From time to time, technology escrow beneficiaries may exercise their right to perform verification services. This is a service that Iron Mountain provides for the purpose of validating relevance, completeness, currency, accuracy and functionality of deposit materials.

***Purpose of Questionnaire***

In order for Iron Mountain to determine the deposit material requirements and to quote fees associated with verification services, a completed deposit questionnaire is requested. It is the responsibility of the escrow depositor to complete the questionnaire.

***Instructions***

Please complete the questionnaire in its entirety by answering every question with accurate data. Upon completion, please return the completed questionnaire to the beneficiary asking for its completion, or e-mail it to Iron Mountain to the attention of [verification@ironmountain.com](mailto:verification@ironmountain.com)

***Escrow Deposit Questionnaire***

**General Description**

1. What is the general function of the software to be placed into escrow?
2. On what media will the source code be delivered?
3. What is the size of the deposit in megabytes?

**Requirements for the Execution of the Software Protected by the Deposit**

1. What are the system hardware requirements to successfully execute the software? (memory, disk space, etc.)
2. How many machines are required to completely set up the software?
3. What are the software and system software requirements, to execute the software and verify correct operation?

**Requirements for the Assembly of the Deposit**

1. Describe the nature of the source code in the deposit. (Does the deposit include interpreted code, compiled source, or a mixture? How do the different parts of the deposit relate to each other?)
2. How many build processes are there?
3. How many unique build environments are required to assemble the material in the escrow deposit into the deliverables?
4. What hardware is required for each build environment to compile the software? (including memory, disk space, etc.)
5. What operating systems (including versions) are used during compilation? Is the software executed on any other operating systems/version?
6. How many separate deliverable components (executables, share libraries, etc.) are built?
7. What compilers/linkers/other tools (brand and version) are necessary to build the application?
8. What, if any, third-party libraries are used to build the software?
9. How long does a complete build of the software take? How much of that time requires some form of human interaction and how much is automated?
10. Do you have a formal build document describing the necessary steps for system configuration and compilation?
11. Do you have an internal QA process? If so, please give a brief description of the testing process.
12. Please list the appropriate technical person(s) Iron Mountain may contact regarding this set of escrow deposit materials.

***Please provide your technical verification contact information below:***

<b>COMPANY:</b>	
<b>SIGNATURE:</b>	
<b>PRINT NAME:</b>	
<b>ADDRESS 1:</b>	
<b>ADDRESS 2:</b>	
<b>CITY, STATE, ZIP</b>	
<b>TELEPHONE:</b>	
<b>EMAIL ADDRESS:</b>	

For additional information about Iron Mountain Technical Verification Services, please contact  
Manager of Verification Services at **978-667-3601 ext. 100** or by e-mail at [mailto: verification@ironmountain.com](mailto:verification@ironmountain.com)

Addendum III  
RFP 2784Z1  
Contract No. 40626 04

Amended Disaster Recovery Plan of Nebraska Interactive, Inc.

Pursuant to authority of a motion made at the Nebraska State Records Board meeting on July 22, 2009, the parties agree that the attached document, amending page 10 by addition of language, replaces and supersedes the original page 10 submitted with the vendor's RFP response regarding the disaster recovery plan of Nebraska Interactive, Inc.

The recovery strategy utilizes recovery computers and workspace at an alternate recovery facility or facilities to recover business functionality. Our primary recovery facility will be at our AT&T data center in Allen, TX.

Once the decision to declare a disaster has been made, designated NIC CDC recovery team personnel will be activated. The recovery teams will begin implementing the recovery plans and, assessing damage, retrieving items from off-site, and alerting key contacts, as outlined in the plans.

### **Data Processing Strategy:**

Warm site: In the event a disaster is declared and affects the critical automated systems, NIC CDC will recover the affected systems at the Allen, TX AT&T facility.

Mobile and Quick-Ship Options: Based on the incident and timing, NIC CDC has the option to request Agility Recovery Solutions to mobilize equipment and deliver it to Allen, TX to help augment the recovery effort.

*On or before April 1<sup>st</sup>, 2010 NIC USA will demonstrate the ability for the automated seamless transition of Nebraska's web presence and transactional functions from the primary to secondary data centers, without interruption of Electronic Services.*

### **Data Communications (Internet) Strategy:**

In the event that a disaster is experienced at the CDC, CDC staff will facilitate (with AT&T assistance) redirect communications from the Internet from DC to Allen, TX.

### **Workstation Strategy:**

Since CDC staff is not physically located in DC, office/workstation relocation should not be necessary. We will leverage all data and voice communications at NIC Corporate headquarters to work the disaster recovery process.

### **Recovery Expenses and Emergency Resource Acquisition Strategy:**

Staff will utilize their business credit cards to handle ancillary travel and lodging expenses. Major acquisitions and the purchase of special resources that exceed the spending authority of the recovery team leaders will require the review and approval of the Responsible Executive and or Executive Management.

Items identified in this plan for recovery based on the availability of "time and resources" are to be acquired and housed by NIC CDC.

## LEGISLATIVE BILL 403

Approved by the Governor April 8, 2009

Introduced by Karpisek, 32; Gloor, 35; at the request of the Governor.

FOR AN ACT relating to government; to amend sections 77-27,187, 77-5701, 77-5801, and 77-5901, Revised Statutes Cumulative Supplement, 2008; to require verification of lawful presence for purposes of public benefits; to require verification of work eligibility status for purposes of public employment, employment under public contracts, and certain tax incentives; to provide duties for the Department of Labor; to harmonize provisions; to provide an operative date; to provide severability; and to repeal the original sections.

Be it enacted by the people of the State of Nebraska,

Section 1. (1) Notwithstanding any other provisions of law, unless exempted from verification under section 3 of this act or pursuant to federal law, no state agency or political subdivision of the State of Nebraska shall provide public benefits to a person not lawfully present in the United States.

(2) Except as provided in section 3 of this act or if exempted by federal law, every agency or political subdivision of the State of Nebraska shall verify the lawful presence in the United States of any person who has applied for public benefits administered by an agency or a political subdivision of the State of Nebraska. This section shall be enforced without regard to race, religion, gender, ethnicity, or national origin.

(3) On and after the operative date of this act, no employee of a state agency or political subdivision of the State of Nebraska shall be authorized to participate in any retirement system, including, but not limited to, the systems provided for in the County Employees Retirement Act, the Judges Retirement Act, the Nebraska State Patrol Retirement Act, the School Employees Retirement Act, and the State Employees Retirement Act, unless the employee (a) is a United States citizen or (b) is a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., as such act existed on January 1, 2009, and is lawfully present in the United States.

Sec. 2. For purposes of sections 1 to 6 of this act, public benefits means any grant, contract, loan, professional license, commercial license, welfare benefit, health payment or financial assistance benefit, disability benefit, public or assisted housing benefit, postsecondary education benefit involving direct payment of financial assistance, food assistance benefit, or unemployment benefit or any other similar benefit provided by or for which payments or assistance are provided to an individual, a household, or a family eligibility unit by an agency of the United States, the State of Nebraska, or a political subdivision of the State of Nebraska.

Sec. 3. Verification of lawful presence in the United States pursuant to section 1 of this act is not required for:

(1) Any purpose for which lawful presence in the United States is not restricted by law, ordinance, or regulation;

(2) Assistance for health care services and products, not related to an organ transplant procedure, that are necessary for the treatment of an emergency medical condition, including emergency labor and delivery, manifesting itself by acute symptoms of sufficient severity, including severe pain, such that the absence of immediate medical attention could reasonably be expected to result in (a) placing the patient's health in serious jeopardy, (b) serious impairment to bodily functions, or (c) serious dysfunction of any bodily organ or part;

(3) Short-term, noncash, in-kind emergency disaster relief;

(4) Public health assistance for immunizations with respect to diseases and for testing and treatment of symptoms of communicable diseases, whether or not such symptoms are caused by a communicable disease; or

(5) Programs, services, or assistance necessary for the protection of life or safety, such as soup kitchens, crisis counseling and intervention, and short-term shelter, which (a) deliver in-kind services at the community level, including those which deliver such services through public or private, nonprofit agencies and (b) do not condition the provision of assistance, the amount of assistance provided, or the cost of assistance provided on the income or resources of the recipient.

Sec. 4. Verification of lawful presence in the United States pursuant to section 1 of this act requires that the applicant for public benefits attest in a format prescribed by the Department of Administrative Services that:

(1) He or she is a United States citizen; or

(2) He or she is a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., as such act existed on January 1, 2009, and is lawfully present in the United States.

A state agency or political subdivision of the State of Nebraska may adopt and promulgate rules and regulations or procedures for the electronic filing of the attestation required under this section if such attestation is substantially similar to the format prescribed by the Department of Administrative Services.

Sec. 5. For any applicant who has executed a document described in subdivision (2) of section 4 of this act, eligibility for public benefits shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security. Until such verification of eligibility is made, such attestation may be presumed to be proof of lawful presence for purposes of sections 1 to 6 of this act unless such verification is required before providing the public benefit under another provision of state or federal law.

Sec. 6. Each state agency which administers any program of public benefits shall provide an annual report not later than January 31 for the prior year to the Governor and the Clerk of the Legislature with respect to compliance with sections 1 to 6 of this act. The report shall include, but not be limited to, the total number of applicants for benefits and the number of applicants rejected pursuant to such sections.

Sec. 7. (1) For purposes of this section:

(a) Federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986;

(b) Public contractor means any contractor or his or her subcontractor who is awarded a contract by a public employer for the physical performance of services within the State of Nebraska; and

(c) Public employer means any agency or political subdivision of the State of Nebraska.

(2) Every public employer and public contractor shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Every contract between a public employer and public contractor shall contain a provision requiring the public contractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

(3) For two years after the operative date of this act, the Department of Labor shall make available to all private employers information regarding the federal immigration verification system and encouraging the use of the federal immigration verification system. The department shall report to the Legislature no later than December 1, 2011, on the use of a federal immigration verification system by Nebraska employers.

(4) This section does not apply to contracts awarded by a public employer prior to the operative date of this act.

Sec. 8. Section 77-27,187, Revised Statutes Cumulative Supplement, 2008, is amended to read:

77-27,187 Sections 77-27,187 to 77-27,195 and section 9 of this act shall be known and may be cited as the Nebraska Advantage Rural Development Act.

Sec. 9. (1) The Tax Commissioner shall not approve or grant to any person any tax incentive under the Nebraska Advantage Rural Development Act unless the taxpayer provides evidence satisfactory to the Tax Commissioner that the taxpayer electronically verified the work eligibility status of all newly hired employees employed in Nebraska.

(2) For purposes of calculating any tax incentive available under the act, the Tax Commissioner shall exclude hours worked and compensation paid to an employee that is not eligible to work in Nebraska as verified under subsection (1) of this section.

(3) This section does not apply to any application filed under the act prior to the operative date of this act.

Sec. 10. Section 77-5701, Revised Statutes Cumulative Supplement, 2008, is amended to read:

77-5701 Sections 77-5701 to 77-5735 and section 11 of this act shall be known and may be cited as the Nebraska Advantage Act.



Sec. 11. (1) The Tax Commissioner shall not approve or grant to any person any tax incentive under the Nebraska Advantage Act unless the taxpayer provides evidence satisfactory to the Tax Commissioner that the taxpayer electronically verified the work eligibility status of all newly hired employees employed in Nebraska.

(2) For purposes of calculating any tax incentive under the act, the Tax Commissioner shall exclude hours worked and compensation paid to an employee that is not eligible to work in Nebraska as verified under subsection (1) of this section.

(3) This section does not apply to any application filed under the Nebraska Advantage Act prior to the operative date of this act.

Sec. 12. Section 77-5801, Revised Statutes Cumulative Supplement, 2008, is amended to read:

77-5801 Sections 77-5801 to 77-5807 and section 13 of this act shall be known and may be cited as the Nebraska Advantage Research and Development Act.

Sec. 13. The Tax Commissioner shall not approve or grant to any person any tax incentive under the Nebraska Advantage Research and Development Act unless the taxpayer provides evidence satisfactory to the Tax Commissioner that the taxpayer electronically verified the work eligibility status of all newly hired employees employed in Nebraska. This section does not apply to any credit claimed in a tax year beginning or deemed to begin before January 1, 2009, under the Internal Revenue Code of 1986, as amended.

Sec. 14. Section 77-5901, Revised Statutes Cumulative Supplement, 2008, is amended to read:

77-5901 Sections 77-5901 to 77-5907 and section 15 of this act shall be known and may be cited as the Nebraska Advantage Microenterprise Tax Credit Act.

Sec. 15. (1) The Tax Commissioner shall not approve or grant to any person any tax incentive under the Nebraska Advantage Microenterprise Tax Credit Act unless the taxpayer provides evidence satisfactory to the Tax Commissioner that the taxpayer electronically verified the work eligibility status of all newly hired employees employed in Nebraska.

(2) For purposes of calculating any tax incentive available under the act, the Tax Commissioner shall exclude the hours worked and compensation paid to an employee that is not eligible to work in Nebraska as verified under subsection (1) of this section.

(3) This section does not apply to any application filed under the act prior to the operative date of this act.

Sec. 16. This act becomes operative on October 1, 2009.

Sec. 17. If any section in this act or any part of any section is declared invalid or unconstitutional, the declaration shall not affect the validity or constitutionality of the remaining portions.

Sec. 18. Original sections 77-27,187, 77-5701, 77-5801, and 77-5901, Revised Statutes Cumulative Supplement, 2008, are repealed.

# State/Local Grant Project Status Report - 6/30/2009

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Grant Balance Remaining	Balance Status	Stated Completion Date	Date of Last Payment
DAS Personnel	Online Job Application NIS Connectivity	11/23/2004	\$25,000	\$0		4/08 extended to September, 2007 11/07 extended to January, 2009	Application Withdrawn 11/17/2008
Real Estate Appraiser Board	Redesign of Website & Appraiser Database	4/18/2006	\$25,000	\$69	Not Used	6/07 extended to September, 2007	Completed November, 2008
University of Nebraska Bd. of Regents	e-Government Training	1/16/2007	\$24,541	\$11,016	Not Used	12/07 extended to July, 2008	Completed October, 2008
Accountability and Disclosure Commission	On-line Campaign Statement Filings	8/1/2007	\$25,000	\$0		3/2008 extended to	Completed September, 2008
DAS-CIO	Nebraska Geospatial Data Sharing & Web Services Network	8/1/2007	\$25,000	\$25,000		Extended to February, 2009 Extended to August, 2009	
Supreme Court	Automation for Nebraska State Library	8/1/2007	\$24,475	\$8,664	<b>\$2911.44 Not used</b>	4/2009 extended to August, 2009	August, 2008
Nebraska Liquor Control Commission	Online Excise Tax Reporting & Payment System	11/14/2007	\$25,000	\$0		October, 2008	Completed July, 2008
Historical Society	Digital Archives & Records Center Implementation Study	4/29/2008	\$25,000	\$4,078	Not Used	January, 2009	Completed January, 2009
Nemaha County Assessor	Digitizing maps/records and enhanced web page	4/29/2008	\$25,000	\$10	Not Used	March, 2009	Completed February, 2009

# State/Local Grant Project Status Report - 6/30/2009

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Grant Balance Remaining	Balance Status	Stated Completion Date	Date of Last Payment
University Of Nebraska Lincoln	NE Public Documents Digitization Project, Phase 2	11/18/2008	\$25,000	\$25,000		December, 2009	
NE Volunteer Service Commission	Trainer/Trainee Online Database Search	11/18/2008	\$25,000	\$22,045		August, 2009	June, 2009
Accountability and Disclosure	Online Campaign Statement Filing II	5/27/2009	\$25,000	\$25,000		January, 2010	
Supreme Court	Computerized record keeping for public submission of applications for Mandatory Continuing Legal Education (MCLE) and tracking MCLE credits	5/27/2009	\$25,000	\$25,000		December, 2009	
Douglas County Corrections	Jail Management Web Access Program	5/27/2009	\$25,000	\$25,000		May, 2010	
Hayes County Assessor	Geographic Information Implementation	5/27/2009	\$25,000	\$0		December, 2009	Completed June, 2009
Thomas County Clerk/ Assessor	Land Record Information System Enhancement	5/27/2009	\$25,000	\$0		December, 2009	Completed June, 2009
<b>TOTALS</b>			<b>\$399,016</b>	<b>\$170,882</b>			

<b>DOLLARS AWARDED:</b>			<b>FY09: \$175,000</b>				
<b>DOLLARS LEFT TO AWARD:</b>			<b>FY09: \$75,000</b>				
9/25/2017 14:41							

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<b>Notes</b>
Completed August, 2009
Completed August, 2009

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**Notes**

07/09 Extended  
to February  
2010 2  
invoices paid  
\$1,148.75 &  
\$4,565.

Completed  
July, 2009



## Reinvested Revenue Grant Status Report as of 6/30/2009

<b>Project Description</b>	<b>Date Awarded</b>	<b>Original Amount</b>	<b>Grant Amount Remaining</b>	<b>Date of Last Activity</b>
One-Stop Business Registration	7/20/2006	\$42,500	\$0	Completed November, 2008
Google Search Engine II	8/1/2007	\$25,000	\$3,597	April, 2009
<b>TOTALS</b>		<b>\$67,500</b>	<b>\$3,597</b>	



# NSRB - CASH FUND BALANCE

## State Records Board - Revenues & Expenditures

FY 08-09

	<u>Apr, 09</u>	<u>May, 09</u>	<u>Jun, 09</u>			
<b>Revenues:</b>						
Sale of Service	\$540,795.54	\$505,275.59	\$475,935.57			
General Business Fees	\$120.67	\$229.88	\$112.93			
Driver Records	\$1,435.00	\$1,477.00	\$1,369.00			
Investment Income	\$2,369.28	\$3,404.34	\$2,445.74			
<b>Total</b>	<b>\$544,720.49</b>	<b>\$510,386.81</b>	<b>\$479,863.24</b>			
<b>Expenditures:</b>						
State Agency Payment	\$345,233.70	\$327,326.05	\$298,142.34			
NIC/Other Contractual Services	\$187,738.92	\$166,992.69	\$215,199.28			
Personal Services	\$1,141.97	\$1,141.92	\$1,141.97			
Misc. Expense	\$378.06	\$160.08	\$541.93			
<b>Total</b>	<b>\$534,492.65</b>	<b>\$495,620.74</b>	<b>\$515,025.52</b>			
<b>Profit (Loss)</b>	\$10,227.84	\$14,766.07	(\$35,162.28)			
<b>Fund Balance:</b>	<b>\$847,990.26</b>	<b>\$862,756.33</b>	<b>\$827,594.05</b>			
<b>Grant Encumbrances:</b>			\$170,881.90			
<b>Reinvested Revenue:</b>			\$3,597.00			
<b>Unencumbered Funds:</b>			\$653,115.15			

Office of  
**Thomas County Clerk**  
Clerk of District Court ~ Register of Deeds  
Election Commissioner ~ Assessor  
P.O. Box 226 ~ Thedford, NE 69166  
Phone 308-645-2261 ~ Fax 308-645-2623  
Email ~ [clerk@thomas.nacone.org](mailto:clerk@thomas.nacone.org)

July 30, 2009

NE State Records Board  
Records Management Division  
Secretary of State's Office  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508

Dear Board Members;

I would like to take this time to Thank You for the \$25,000 grant for our GIS Land Records Management System. This grant has helped tremendously in our budget. We are currently in the process of splitting out the new parcels in the county. Once this is completed we will be implementing the new soils into the system. Our goal is to be completed by November 2009.

Sincerely,

Lorissa Hartman  
Thomas County Assessor

**Nebraska  
M  
C  
L  
E  
Commission**

**To: State Records Board**

**From: Nebraska MCLE Commission**

**Date: August 3, 2009**

**RE: Report of Grant funds for MCLE**

**Our plan was to use the Records Board Grant funds to assist us in building a custom program to track approval of vendors for legal education, monitor attorney compliance with mandatory education and to make attorney transcripts available on line. We have secured the software Iowa is using under a term payment plan which requires we send payments to Iowa. We have hired Zirous corporation to modify the Iowa version of the computer program to be consistent with the Nebraska rules. We have developed an action plan that allocates duties that must be fulfilled in order to have the program up and running.**

**The Court is working now with Zirous to get the program up and running and the following is complete:**

**Servers are set up and VPN accounts established. We have previewed the look of the face of the website which Zirous has completed for us. The initial changes to the Iowa program will be ready for us to preview on August 18th and Zirous will demonstrate it for us then.**

**Ultimately we will owe Zirous \$65,000.00 for the changes in the program. Our payment terms required that we pay \$25,000.00 initially, another \$15,000 is due by mid August and the balance upon completion of the installation when the program is up and running, we expect that at the first of October.**

**Zirous billed the first installment of \$25,000 to the Records Board in mid July and the funds were paid to Zirous by the Board. We have proceeds from a grant from Nebraska State Bar Foundation which will pay for the next 2 payments when they are due. So we are well on our way to fulfilling our goal of a functioning system when the attorneys can begin amassing education credits in October of 2009.**

08/10/2009

NE State Records Board:

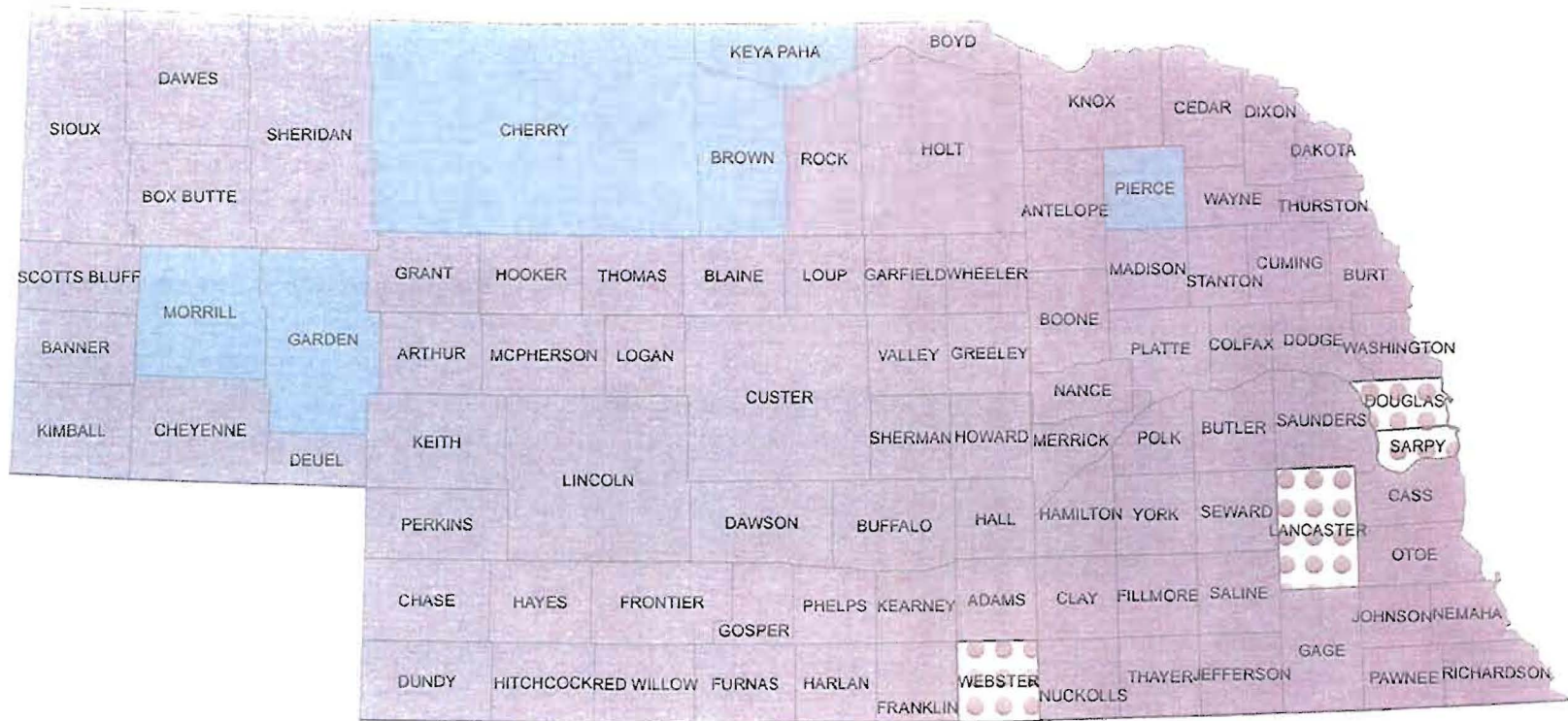
Hayes County began our GIS Project with GIS Workshop downloading our maps for us and getting our computers set up to run the programs and edit the maps. They held a training session in our office to teach us the program and begin editing our county's map. At this time, we are near completion of splitting parcels, drawing small tracts, and assigning parcel identification numbers to each parcel.

GIS Workshop held an additional training workshop here in our office Thursday, August 6<sup>th</sup>, and we have begun to trace the rural acres to label land use for each parcel. This program, as we progress will also convert our soil code changes to be submitted to the state by Dec. 30, 2009. As we are diligently working on our project, making it a high priority task, we do realize that this is a very large project, and very time consuming. We have downloaded the program to 3 computers, so that as much time and personnel as possible is directed exclusively for this. Our difficulty in devoting the majority of our time exclusively to this project is we are an ex-officio office and are required to remain up to date within all offices we are responsible for. Our goal has been and is to complete this by Dec. 30<sup>th</sup> and we will continue to strive towards that goal. If we do see that it is not possible to meet this deadline, we will notify you before the Dec. 30<sup>th</sup> deadline.

If you have any questions, or would like to volunteer your help, let us know!

Respectfully,

Sue Messersmith  
Hayes County Clerk



**County Coding**

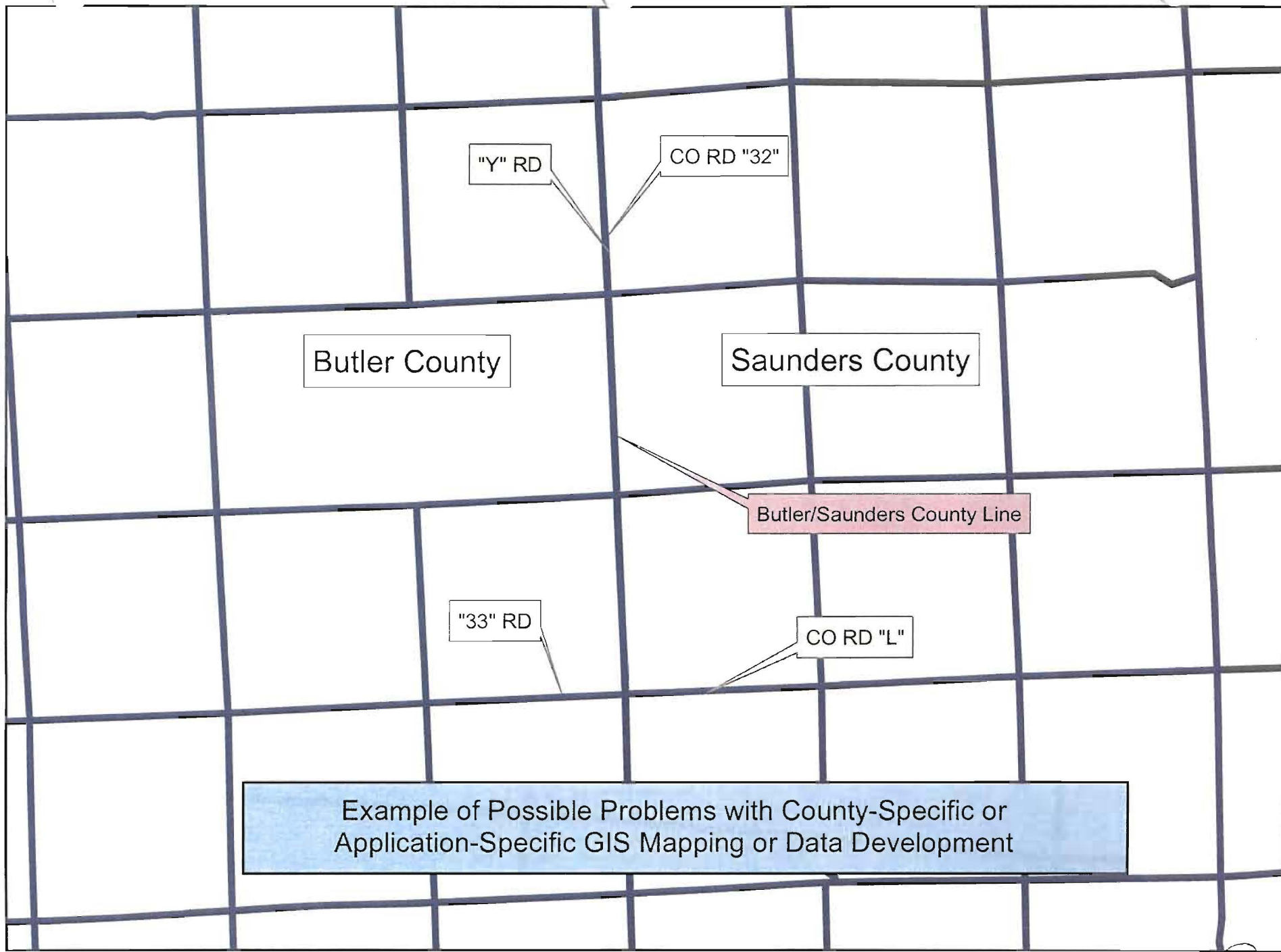
Available Data

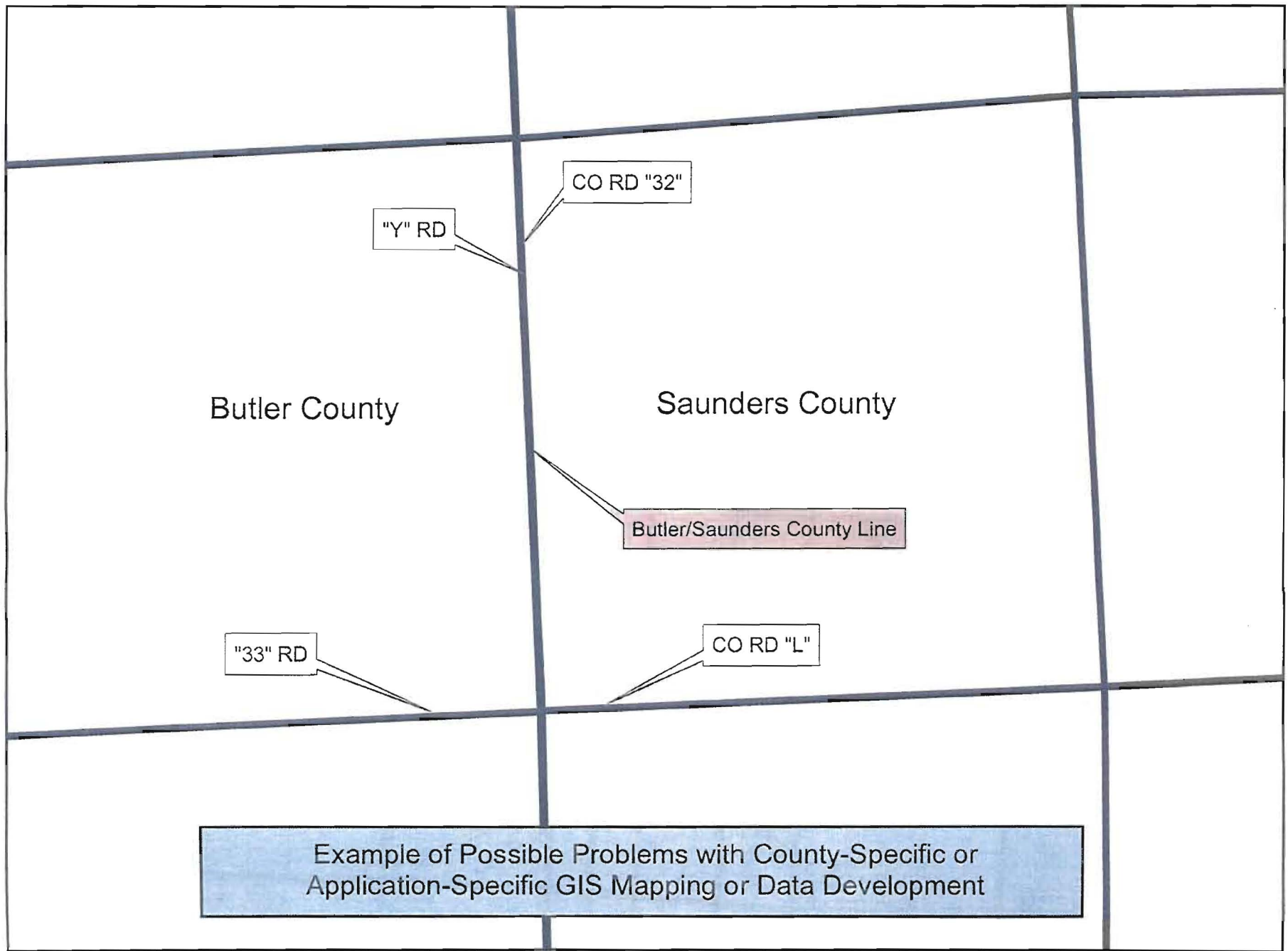
-  PSC Streets Data
-  No Data Available
-  Other Streets Data

**Data Available for Nebraska Master Road Address Database  
as of 8-11-2009**

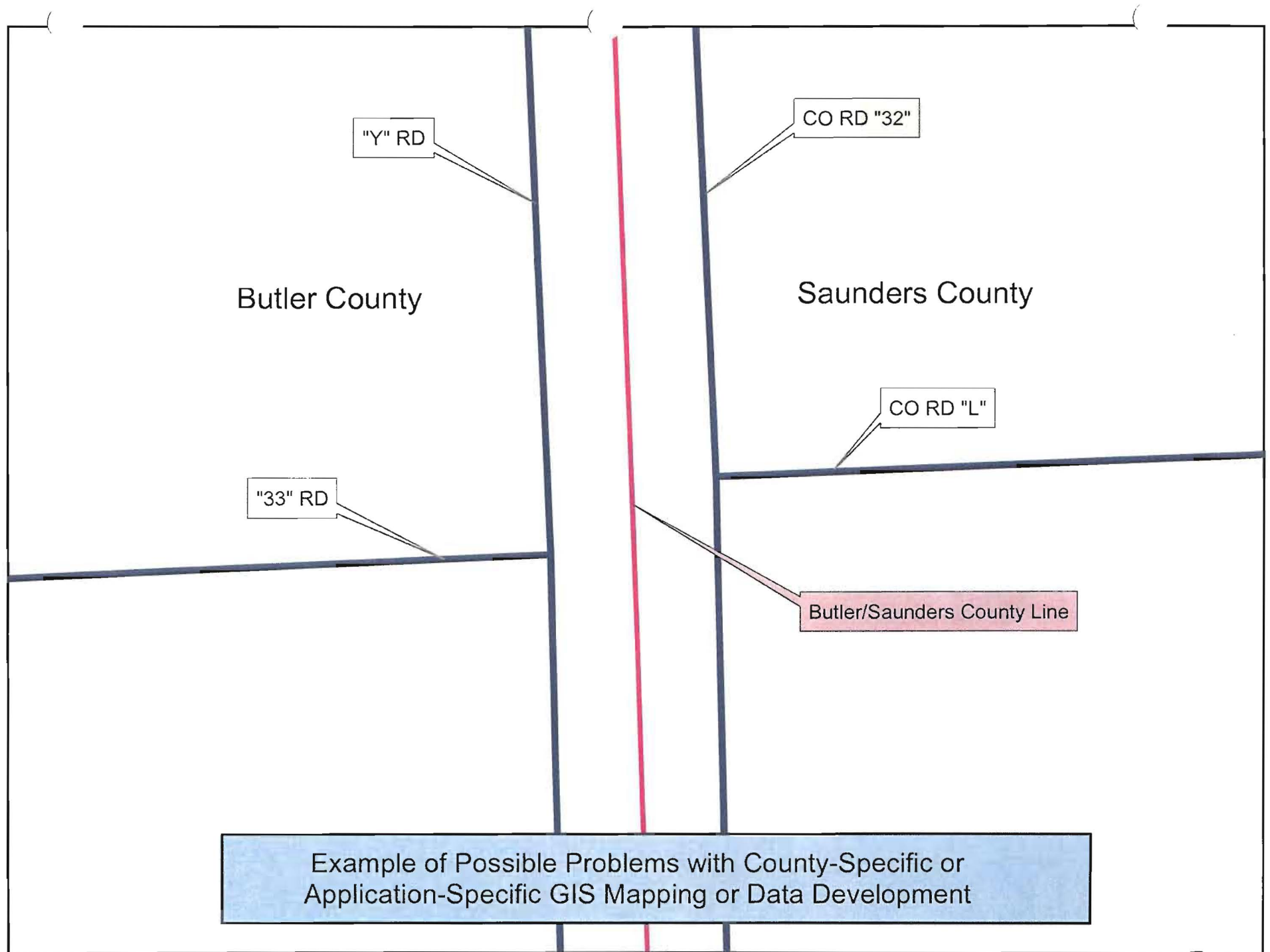
Population of Counties Missing Streets Data -- overall less than 1.5% of Nebraska's Population

Brown - 3,354	Cherry - 5,934	Garden - 1,995	Keya Paha - 892
Morrill - 5,171	Pierce - 7,564		





(11)





**APPLICANT: UNIVERSITY OF NEBRASKA BOARD OF REGENTS**

**PROJECT TITLE:** *Migrating from tangible to Online: Digitizing to Microfiche and Print*

**AMOUNT REQUESTED:** \$24,998

**AGENCY HISTORY:**

06/16/2000 Data Storage of Geologic Logs from Water-Well Registrations (\$24,805)

08/01/2001 Archiving & Digital access to Conservation Survey Division Aerial

Photography Collection (\$25,000)

\*09/27/2005 Digitization of Nebraska Public Documents (Phase I) (\$23,000)

01/16/2007 Basic e-Government Training and Follow Up Guidance (\$24,541)

\*11/18/2008 Digitization of Nebraska Public Documents Project Phase 2 (\$25,000)

**SUMMARY (I, Q3):** Digitizing & make accessible on the internet, key NE State agency publications.

**BENEFICIARY OF SERVICE (II, Q2):** Citizens, researchers & State employees

**\$ TO BE USED FOR (II, Q7):** Hardware, software, digitization equipment & labor.

**GRANT CRITERIA (MET/NOT MET):**

- Required: 1. (II, Q9): YES  
2. (III, Q3): YES  
3. (II, Q13): YES

- Considered: 4. (II, Q10): YES  
5. (II, Q11): YES (U of N, NE Library Commission & state agencies)  
6. (II, Q12): YES

**RECOMMENDATION:** Board direction needed.

\*The two grants above (Phase I and Phase II) were requested through University of Nebraska – Lincoln Libraries. The NE Library Commission has collaborated on these grants as well as the one attached. Suggest asking Beth Goble (NE Library Commission) to explain why this is not Phase III.

**Nebraska.gov comments:** The grant is for converting documents into electronic records. The method to “deliver” these records is already in place (i.e. NE Library Commission). So the question for the board is are they going to pay for creating electronic records, or pay for creating access to electronic records? This also applies to all the county GIS grants as well.

What is the return on the board’s investment with this grant?

There is no impact or expansion of the portal with this grant.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**State Agency Grant Application Review**

Applicant: Board of Regents, University of Nebraska, for the University of  
Nebraska-Lincoln on behalf of its Libraries

Project Title: Migrating from tangible to online: Digitizing microfiche and print  
Nebraska State Documents

Resolution passed by the Technical Advisory Committee on August 28, 2009:

The committee, having reviewed the grant application entitled "Migrating from tangible to online: Digitizing microfiche and print Nebraska State Documents," finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

(Vote: Brown-Yes, Decker-Yes and Weir-Abstain)

-----  
Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

July 15, 2009

VIA EMAIL

Cathy Danahy, Executive Director  
Nebraska State Records Board  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, Nebraska 68508  
cathy.danahy@sos.ne.gov

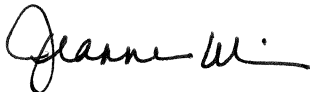
Dear Ms. Danahy:

The Board of Regents of the University of Nebraska, for the University of Nebraska-Lincoln (UNL) is pleased to submit a proposal to your organization on behalf of Mr. Richard Graham entitled "Migrating from tangible to online: Digitizing microfiche and print Nebraska State Documents."

The total request is for \$24,998 for the proposed period November 1, 2009 through June 1, 2010. Our EIN # is 47-0049123 and our DUNS # is 55-545-6995. Our participation is administratively approved for submission on behalf of the Board of Regents by the appropriate University officials, as evidenced by my signature as an authorized official on this letter of transmittal.

Questions regarding the technical aspects of this project should be directed to Mr. Graham at (402) 472-5410. Administrative questions should be directed to Julie Poykko-Post, Grant Coordinator, at (402) 472-6174 or [jpoykkopost2@unl.edu](mailto:jpoykkopost2@unl.edu). We look forward to our involvement in this project.

Sincerely,



Jeanne Wicks  
Director

JW/jpp

**APPLICATION FOR STATE RECORDS BOARD GRANT  
TO IMPROVE ACCESS TO PUBLIC INFORMATION  
University of Nebraska-Lincoln (State Agency)**

**I. GRANT SUMMARY**

**1. Name of agency applying for grant:**

Board of Regents, University of Nebraska, for the University of Nebraska-Lincoln on behalf of its Libraries

**2. Title of project:**

Migrating from tangible to online: Digitizing microfiche and print Nebraska State Documents.

**3. Brief description of project:**

The scope of the project is to digitize and make accessible on the Internet key Nebraska State Agency publications currently available only in microfiche or print format. State employees, citizens, and researchers will have access to traditionally "challenging" materials. Microfiche scanning equipment will be acquired by the University Libraries. Initially, approximately 200 reports of the Nebraska Game and Parks Commission and former Department of Public Institutions will be scanned from microfiche, converted to .pdf files, cataloged, and made available online via the Library Commission online catalog. To fill gaps in the microfiche collection, additional reports of these agencies will be scanned from print by the Library Commission, using existing equipment. Future microfiche and print materials will be migrated to online through the continued collaboration between the Nebraska Library Commission and the University Libraries.

**4. Grant request amount:**

\$24,998

**5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.**

No.

## II. GRANT DETAIL

### 1. Please describe the project in detail (you may attach this description).

Public records laws require Nebraska state government agencies to make their records and documents accessible to the public. The Internet now makes it much easier for agencies to comply with information requests by posting reports to their web sites. Usually only recent reports are posted. Some early reports spanning 1980-1956 are being made available online via the *Nebraska Public Documents* database hosted by UNL Love Library. Since 2005 the Nebraska Library Commission has been downloading reports from agency web sites or scanning from print and making them available via NLC catalog and *State Publications Online* web site.

However the majority of Nebraska state documents are still only available as *microfiche*, a 4-by-5-inch piece of photographic film containing printed information in a size too small to be seen by the naked eye, or as printed volumes held primarily at the Library Commission and the State Archives. From 1972-2005 the Nebraska Library Commission produced microfiche and distributed it to a network of depositories, including the University of Nebraska-Libraries, as part of its Nebraska Publications Clearinghouse Service.

The initial advantage of compact storage has given way to the many challenges the medium now presents: deterioration/fragility and specialized equipment to view. Few options remain for providing access to the many resources available as microfiche, because equipment and materials are no longer being produced by suppliers.

Of the many reports and plans on microfiche, the Nebraska Library Commission and the University of Nebraska-Libraries have identified a priority list of items based on requests and research needs. These include nearly 200 items from the Nebraska Game and Parks Commission spanning 1970-2003 and documents from the former Department of Public Institutions that range from 1973-1986 and would provide the greatest and most immediate benefit from migration to a digital environment. In total, this project would convert close to 45,000 pages at nearly \$.50 per page. To accomplish this end, an initial investment of \$16,725 is required to purchase the needed digital equipment for the University Libraries. \$6,000 is requested to fund scanning/labor costs for the University Libraries to digitize the initial set of microfiche.

To fill gaps in the microfiche collection, additional reports of these agencies will be scanned from print by the Library Commission, using existing staff and equipment.

The Nebraska Library Commission will host the digitized content through its online catalog, as well as provide cataloging and data back up. Upon the completion of the Game and Parks and DPI documents, additional documents will continue to be digitized on demand, with any additional scanning costs to be funded by the University Libraries (microfiche) or the Library Commission (print).

**2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

Digitizing the microfiche reports and studies of the Game and Parks and former Department of Public Institutions will not only benefit the citizens of Nebraska and researchers worldwide, but by establishing digitization protocols and procedure, also will enable the future successful migration of additional Nebraska documents only available as microfiche.

In their current state, many Nebraska documents rest in obscurity, because few libraries have the means to allow patrons to view, let alone print or copy, the documents on microfiche. Once these items have migrated online, they become indexed and instantly available to those with Internet access (which many libraries can provide).

By bringing these reports and studies into the digital realm, libraries will add to the transparency of the state's governing agencies and departments, as more information is made easily available to citizens, researchers, and state employees.

**3. Timeline for implementation (a specific completion date (MM/YYYY) must be provided). Grant funds lapse if not expended prior to completion date.**

We anticipate the acquisition of equipment and digitization of the 200 microfiche of reports and studies from the Game and Parks agency and former Department of Public Institutions to be completed by 06/2010.

Deadlines include:

Hardware and scanning equipment bids and selection by Richard Graham and UNL Purchasing Dept. November 2009.

Selection and training of scanning assistant, beginning digitization. December 2009.

Completion of digitization. May/June 2010.

Quality control checks and file uploading will continue throughout December 2009 and June 2010.

**4. State agency contribution to project (labor, equipment, etc.).**

The University of Nebraska-Lincoln will provide the location for housing and maintaining the equipment and oversee the labor and training in the production of digitized materials, totaling nearly 5 hours per week for 20 weeks.

Costs for permanently hosting and linking digitized documents will be funded by the Nebraska Library Commission. Existing staff time and scanning equipment will be used to identify materials, scan from print if necessary, catalog, provide quality-control to prepare files for posting, and link them from the NLC online catalog. Staff time is estimated at 2 hours per document.

**5. Is other funding available for this project (explain)?**

No.

**6. Does the project require additional statutory authority (explain)?**

No.

**7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

\$2,200	Computer and monitor (see attached bid)
\$660	software (contained in computer bid)
\$13, 865	digitization equipment (see attached bid)
\$6,000	labor/production costs (\$10.00 per hour X 600 hrs*)
\$2,273	indirect costs at reduced rate of 10% of total direct costs as agreed to by Nebraska State agencies
\$24,998	TOTAL Costs

\* 3 hours per microfiche, 200 microfiche = 600 hrs.

**8. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

None of the partnering institutions has money in its budget to cover the initial equipment purchase for this digitizing project, nor would internal labor provide such a large amount of digitized titles. The Nebraska Library Commission is committed to host and maintain the original set of digitized fiche, including future documents and reports. Both partners will continue to produce and provide digitized microfiche and print reports beyond the initial project.

**9. Please describe how this project will enhance the delivery of state agency services or access to those services.**

Because microfiche is rapidly becoming an extinct medium, it's become difficult for citizens, researchers, and even state employees to easily access the information found on it. Much of the content within the Game and Parks and Department of Public

Institutions materials contains data and evidence on issues pertinent to the State of Nebraska.

**10. Please describe how this project will improve the efficiency of state agency operations.**

Access to a digital version of a state microfiche document will provide three distinct advantages: able to be more quickly located through keyword and subject searching by being part of a larger database, extensive viewing difficulties are diminished, and the stress of archiving or maintaining proper conditions for fiche storage lessened.

**11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

Both the Nebraska Library Commission and the University of Nebraska-Lincoln have identified the need to migrate in-demand and relevant microfiche documents, and other Nebraska state agencies may request or select additional future materials to be placed online. This project will not only strengthen the collaboration between the NLC and UNL, but provide opportunities to interact with various other state agencies and departments as we continue on with additional documents and materials.

**12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**

Nebraska.gov links to all Nebraska state agency web sites. Nebraska.gov also partners with the Nebraska Library Commission to provide an "Ask a Librarian" email/chat service, and provide web pages to answer "How do I" questions.

**13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.**

No.

### **III. TECHNICAL INFORMATION**

**1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.**

A computer and monitor are required that can provide the necessary memory and storage to hold large image files and accommodate storage transfer media. Digitization equipment (Scan Pro 2000) is able to provide quicker digital conversion of microfiche,



with appropriate lens to view other types of microfiche. Software (CS4) is required to repair damage, crop, enhance, and convert image files to downloadable/viewable .pdf files. Specs: (see also attached bids)

Computer Hardware: Dell Precision Workstation PWS T3400 with core 2 Quad Q6600 processor, 4 gigs of ram, 256 md pcie x16 nVidia Quadro FX570 dual dvi video card, 16X DVD+/-RW w/ Cyberlink PowerDVD and Rozio Creator Dell Ed, 19:1 media card reader. 80 gb and 320 gb hard drives, 5 year prosupport for IT extended warranty. Dell 24 inch ultrasharp 2408 WFP monitor.

Digitization Hardware: ScanPro 2000 Base Unit, with Universal Fiche Transport, opaque function and 7x to 105x lens.

**2. Address any technical issues with the proposed technology including:**

- **Conformity with general accepted industry standards. Projects which**
- **interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines**
- **(NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

This project will utilize the *Western States Digital Imaging Best Practices*

<http://www.bcr.org/cdp/best/digital-imaging-bp.pdf> , a nationally recognized standard for production of digital images from text, photographs, maps, and other formats. The standard specifies creation of high-resolution TIFF images as the first step. The standard for scanning from film is 400 dpi or higher. Formats such as JPEG images or PDF files are produced from the TIFFS for presentation on the web. Our project will create multi-page PDF files.

**Note:** The Nebraska Secretary of State Records Management Division is producing archival-quality microfilm from TIFF images. For example, TIFF images of Nebraska state agency publications are provided to RM by the Library Commission for microfilm production.

**3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

While the content provided as a .PDF file requires software to view it, it is freely available for download and included in many browsers. .PDF files are searchable and able to be manipulated or read by programs that accommodate the visually impaired. These files also allow for future migration.

**4. Describe how technical support will be provided.**

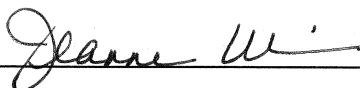
The Nebraska Library Commission will collaborate with the University Libraries' Computing Operations & Research Services (CORS) to provide technical support. CORS will be responsible for the installation and maintenance of the digital equipment and software. The Library Commission will provide the public interface and hosting for all digital content.

**IV. CONTACT INFORMATION & SIGNATURE**

**Contact person for any questions regarding this application:** Richard Graham, Media Services Librarian, University of Nebraska-Lincoln, N220 LL, UNL, Lincoln NE 68588-4100

Phone #: 402-472-5410 E-mail: rgraham7@unl.edu

Signed this 15<sup>th</sup> day of July, 2009.

  
\_\_\_\_\_  
Jeanne Wicks, Director, Office of Sponsored Programs  
Authorizing Official, University of Nebraska-Lincoln

*Computer/Software Bid*

Request #HD000000027761 has been Resolved. If you have any problems, please FORWARD this notification to CORS2@unl.edu with a request to keep it open. Otherwise, this case will automatically close in 5 days.

Work Log :

6/5/2009 7:15:00 PM jcollins1

\$2200 Dell Precision Workstation PWS T3400 with core 2 Quad Q6600 processor, 4 gigs of ram, 256 md pcie x16 nVidia Quadro FX570 dual dvi video card, 16X DVD+/-RW w/ Cyberlink PowerDVD and Rozio Creator Dell Ed, 19:1 media card reader, Dell 24 inch ultrasharp 2408 WFP monitor, 80 gb and 320 gb hard drives, 5 year prosupport for IT extended warranty runs

\$130 UNL campus Microsoft fee.

\$530 for the Acrobat CS4 Master Collection (contains Photoshop and Acrobat Professional v9, etc.)

Description : Time of request: Tuesday June 2nd, 2009 9:42:16 AM

Your Name: Richard Graham

Phone: x5410

Email: rgraham7@unl.edu

Priority: Standard

Talked To CORS: No

Description: Applying for a grant for a Scan Pro 2000. I need a price quote for a computer (added RAM) and monitor (24" lcd/landscape/portrait) that can support it. Also, software to support digital image and pdf creation. Thanks!!

MIS

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Microfilm Imaging Systems, Inc.

402-346-7211

2530 Harney Street

800-346-1365

Omaha NE 68131

402-346-6643 Fax

Curt@MicrofilmImaging.com

July 15, 2009

Rich Graham  
University of Nebraska Lincoln  
Love Library  
15th and R  
Lincoln, NE 68588-0410

Dear Rich:

I am pleased to submit our quotation for the ScanPro 2000 Microfilm Scanner.

ScanPro 2000 Base Unit, with	\$13,865.00
Universal FicheTransport, opaque function and 7x to 105x lens	

Optional AUTOMATIC SCANNING – scans a page from the microfilm and automatically advances to the next page and continues the process converting microfilm to computer images. Price = \$3500.00

A brochure with specifications is attached for your consideration.  
If you have questions, please call me on my cell phone 402-690-7063.

Sincerely,

Curtis Reiter  
President  
Microfilm Imaging Systems, Inc.

**APPLICANT: ARTHUR COUNTY ASSESSOR**

**PROJECT TITLE:** *GIS System for Arthur County Assessor's Office*

**AMOUNT REQUESTED:** \$20,612

**AGENCY HISTORY:** First grant application

**SUMMARY (I, Q3):** Purchase GIS System to comply with 77-1363 State of Nebraska Assessor Regulations

**BENEFICIARY OF SERVICE (II, Q2):** Arthur County

**\$ TO BE USED FOR (II, Q7):** Purchase GIS System

**GRANT CRITERIA (MET/NOT MET):**

Required: 1. (II, Q9): Yes (increase accuracy and efficiency of assessing property and increase speed of retrieval)

2. (Tech III, Q3): YES

3. (II, Q13): N/A

Considered: 4. (II, Q10): YES – provide tools for accuracy and efficiency in assessing property and updating parcel, agricultural and land use boundaries.

5. (II, Q11): YES

6. (II, Q12): NO

**RECOMMENDATION:** Suggest approve\*.

The Board has approved similar grants for other counties:

05/2005 Kearney County (\$25,000) GIS Workshop – **Approved**

01/2006 Merrick County (\$25,000) GIS Workshop – **Approved**

04/2008 Nemaha County (\$25,000) GIS Workshop – **Approved**

07/2006 Polk County (\$17,500) GIS Workshop – **Approved**

05/09 Thomas County (\$25,000) GIS Workshop - **Approved**

05/09 Hayes County (\$25,000) GIS Workshop – **Approved**

**\*NOTE:** (email 9/3/09) from Becky Swanson, Arthur County Assessor: *"I requested \$20612 to pay for the GIS service. However, Dale Hanna [GIS Western Resources] needed a down payment to get started on the project so I had to budget for that amount so we could start on the project. We would be satisfied with the \$15000 if that is all we will be qualified for now that I paid \$5000 directly to Dale."*

**Nebraska.gov comments:** I, Q5 - No return on Investment for the Board

II, Q8 –To meet Legislative Statues

II, Q12. – The county is considering a Web site, without a Web site this project does not have the electronic ability provide or “Deliver” information through the Electronic gateway.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicants: Arthur County  
Blaine County  
Hooker County  
Logan County  
McPherson County

Project Title: (Various Titles)

Resolution passed by the Technical Advisory Committee on August 28, 2009:

The committee, having reviewed five related grant applications from Arthur County, Blaine County, Hooker County, Logan County, and McPherson County relating to GIS systems, finds that:

- The projects are technically feasible.
- It is unknown if the proposed technology is appropriate for the projects. With regard to the proposal from Dale Hanna, insufficient information or detail was provided to determine the appropriateness of the technology. Another proposal was provided from GIS Workshop. It is unclear which approach the counties will pursue and what activities are specifically to be provided by each vendor. The applications themselves provided very little detail regarding the technical approach of the proposed county projects. One application (Hooker County) did include a more detailed proposal from GIS Workshop, but it was not clear if this was the approach selected by Hooker County and whether the details of this GIS Workshop proposal applied to the other applicants or not.
- It is unknown if technical elements can be accomplished within the proposed time frame and budget. The GIS Workshop proposal states that "pricing is dependent on all six counties moving forward with the project." Only five of the listed counties submitted grant requests – Arthur, Blaine, Hooker, Logan, and McPherson. It is unknown what the status of the project is with respect to the sixth county, Grant County.
- The Committee recommends that the contract(s) with the vendor clearly provide that the county owns the data and that they have a right to get a complete copy of the data in a non-proprietary, readable format upon request.
- Storage of public data, including backup data, should be done at an appropriate location, not to include an individual's private residence.
- The Committee recommends that any grant(s) awarded should contain a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

(Vote: Brown-Yes, Decker-Yes and Weir-Yes)

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Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

**ARTHUR COUNTY CLERK  
BECKY SWANSON  
PO BOX 126  
205 FIR STREET  
ARTHUR, NE 69121  
308-764-2203**

September 11, 2009

TO: Nebraska State Records Board

RE: Arthur County Grant Application

Thank you for considering Arthur County for one of your grants. I, Becky Swanson, will be unable to attend the hearing on September 15<sup>th</sup>. I am also the County Clerk and Clerk of the District Court. I prepare the county budget, the hearing is September 16<sup>th</sup> at 8:00 a.m. and I am still preparing it.

The 2009-2010 assessors' budget is \$9,750.00. It is difficult to pay the bills and with an additional expense for the GIS project, it will be very hard to pay for it.

Arthur County is a small sandhills county of 444 persons. There are 720 square miles. We are strictly an agricultural community. Most all of the tax burden falls on the rancher.

If Arthur County could get the GIS system we would be able to implement the new soil survey, which is mandated, by 2010. The GIS System would allow us to have a more accurate inventory of the soils and we would have more current maps available to the customers. Eventually, we would like to establish a website with information available from GIS.

Dale Hanna, GIS Specialist for GIS Western Resources Inc. has been very helpful in answering technical questions and explaining how the system works. If Arthur County is awarded the grant, he will implement the system and assist my office in the use of the program. Mr. Hanna will be representing Arthur County at the September 15<sup>th</sup> meeting.

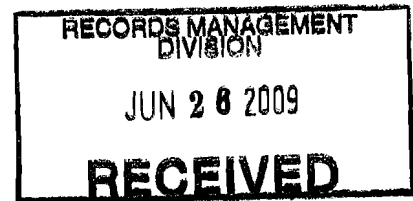
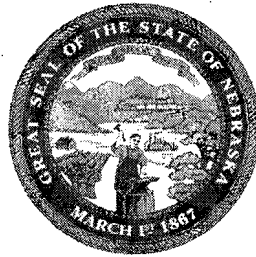
If you have any questions, please do not hesitate to call me at 308-764-2203.

Sincerely,  
Becky Swanson  
Arthur County Assessor



**Nebraska State  
Records Board**  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

**John A. Gale**  
Chairman



## **APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Agency)**

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects, which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

### **Grant Criteria**

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <http://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

## **I. GRANT SUMMARY**

1. Name of agency applying for grant: Arthur County Nebraska
2. Title of project: GIS System for Arthur County Assessor's Office
3. Brief description of project: **The Arthur County Assessor has need of a GIS system to become compliant with State of Nebraska Assessor regulations.**  
**The Assessor has obtained bids for a GIS system, which will fill the Counties needs and now is seeking assistance in funding the project.**
4. Grant request amount \$20612.00
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.  
**No there will not be a fee for accessing these records.**

## **II. GRANT DETAIL**

- 1. Please describe the project in detail (you may attach this description).**

**This project is the implementation of a Geospatial Information System (GIS) to be used in updating property assessment values, which will bring Arthur County into compliance with State Statute Section 77-1363. The system will create classes and subclasses to reflect uses appropriate for the valuation of such land according to law and is based on soil classification standards developed by the Natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator. The Arthur County Assessor shall utilize this system to implement soil surveys in the assessment year after the soil survey maps become available to achieve more uniform and proportionate valuations.**

**This GIS offers tools that can aid in the quick, efficient, and accurate updating of parcel and agricultural land use boundaries, land capability groups and property value assessments. This system will also eliminate inaccuracies in current estimation of road acreage and conflicts between current land use classifications with NRCS Soil Survey Data. This system will also provide distinguishable section boundaries, accurate public land survey system section data and predefined home site and farm site acreages.**

**The total initial cost of the System is \$20,612.00 and the yearly upkeep cost is \$25.00 to \$55.00 per hour depending on the complexity of the needed programming. This upkeep cost will be provided for in the annual Arthur County Assessor's budget.**

- 2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

**This System will benefit Arthur County by bringing the County into compliance with statute 77-1363 and by making the assessment of Arthur County property more efficient.**

**The Arthur County Assessor will use this GIS system to update property assessment values by using soil classification standards developed by the Natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator.**

- 3. Timeline for implementation (*a specific completion date (MM/YYYY) must be provided*). *Grant funds lapse if not expended prior to completion date.***

**The scheduled completion date for this project is 12/31/2009.**

4. **Subdivision contribution to project (labor, equipment etc.).**

**The Arthur County Assessor will provide copies of all existing agricultural cadastral and survey maps. The assessor's office will also help with the reviewing of all the material.**

5. **Is other funding available for this project (explain)?**

**No, there was no funding for the GIS Project budgeted in the 2008/2009 fiscal year. However, I will budget for partial payment in the 2009/2010 budget.**

6. **Does the project require additional statutory authority (explain)?**

**Adequate statutory authority is already in place for this project.**

7. **Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

**This grant money will be used to help pay the projected \$20612.00 expense of installing a GIS system in the Arthur County Assessor's Office to use in assessing rural property in Arthur County. (See attached bids from two vendors)**

8. **Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

**Arthur County is a small county of 720 square miles, in west-central Nebraska with a population of 444 people including one village. Arthur County is really stressed to keep up the additional expenses of state mandated requirements . Once this GIS system is installed, minimal maintenance will be required and can easily be provided for in the existing assessor's budget.**

9. **Please describe how this project will enhance the delivery of agency services or access to those services.**

**This GIS system will increase the accuracy and efficiency of assessing Arthur County rural property. It will also increase the speed in retrieving information when requested by customers.**

10. **Please describe how this project will improve the efficiency of agency operations.**

**This GIS system will provide tools that can aid in the quick, efficient, and accurate updating of parcel and agricultural and land use boundaries, Land Capability Groups and property value assessment.**

11. **Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

Local, state and federal land use information will be combined to create the database in this system. Once compiled, the information in this GIS system will be compatible with the surrounding counties and can be adapted for their use with minimal modification. Because state and federal land use information is being used this system will facilitate the easy transfer of information among systems when needed.

12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Arthur County is considering developing a website, which will be linked to the official state portal(Nebraska.gov). This website will provide information and links for all Arthur County offices including the Arthur County Assessor's office.

13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.

No this project will not involve the licensing, permitting or regulation of business.

### **III. TECHNICAL INFORMATION**

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

Required hardware and software: Standard desktop CPU or laptop, with Microsoft WindowsXP and Microsoft Access 2003 or 2007. Internet connectivity will be required if Arthur County wishes to link their database to the databases of neighboring counties. Parcel soil summaries and maps will be created using a Soil Summary Report Generator built on the Microsoft Access platform (provided by the vendor). This hardware and software configuration was selected because the Arthur County assessor's office wanted a system that is not overly complex, that is easy to use, and that will allow the county to meet the requirement of Neb.Rev.Stat.Sec.77-1363. This system can also be expanded in the future to include more extensive and in depth property assessment tools.

2. Address any technical issues with the proposed technology including:
- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**

- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security, and scalability (future needs for growth or adaptation).**

**All parcel boundaries created for the purpose of soil extraction will be created in compliance with NITC Land Record Information Standards, and Geospatial Metadata Standards. This is important because the NITC and the Nebraska GIS Steering Committee are committed to the standardization of geospatial datasets for Nebraska. This sets standards / guidelines for modernization of land records that are currently maintained on paper in the local courthouse. These guidelines also ensure that counties that are planning on modernizing their records conform with other land record datasets that currently exist or are being created across the state. (Sections 2.0-2.2 in the NITC Land Record Information Standards document).**

**Following the NITC guidelines will insure the compatibility of the Arthur County land records with statewide county, state and federal land records.**

**The proposed GIS system has been proven reliable, secure and is designed to adapt and grow to meet future needs.**

- 3. Describe how the project will comply with the State's Technology Access Clause: (<http://www.nitc.state.ne.us/standards/index.html>) under 2.Accessibility Architecture.**

**Persons with disabilities can request the information this technology provides from the county assessor via telephone, email, or by visiting the county assessor's office. Land use summaries and parcel maps can then be delivered via email, printed hard copies, or can be mailed.**

- 4. Describe how technical support will be provided.**

**Minimal maintenance and technical support should be required once the project is completed. Any technical support that is needed will be provided by the vendor on a level of effort basis (hourly rate). The vendor will attempt to remotely solve any technical issues (via telephone,email,etc.), and then provide onsite assistance if the problem isn't resolved.**

#### **IV. CONTACT INFORMATION & SIGNATURE**

**Contact person for any questions regarding this application:  
Becky Swanson**

**Phone # 308-764-2203 E-mail becky.swanson@nebraska.gov**

Signed this 22nd day of June, 2009.

Becky Swanson  
Agency Director

Please return to:

**Cathy Danahy**  
**Nebraska State Records Board**  
**440 S 8<sup>th</sup> St. Suite 210**  
**Lincoln, NE 68508**  
**(402) 471-2745**

The following table outlines projected cost estimates based on the Task Level (TABLE 1), hourly rate (TABLE 1), and total number of hours required to accomplish each task.

**TABLE 2: ESTIMATED PROJECT COST**

TASK ID	TASK	DESCRIPTION	TASK LEVEL	TASK HOURS	COST
1	SOURCE DATA ACQUISITION <sup>1</sup>	CADASTRALS, SURVEYS, ASSESSMENT CARDS	1	0	\$0
2	PROJECT RESEARCH <sup>2</sup>	TERRASCAN & MIPS DATABASE INTEGRATION	1	0	\$0
3	ONSITE DATABASE INSTALLATION/SETUP	UPDATE TERRASCAN/MIPS DATABASES	1	20	\$900
4	HARDWARE, SOFTWARE, & DATA REVIEW <sup>2</sup>	ID ASSESSOR SOFTWARE & DATABASE	2	0	\$0
5	DATABASE CONSTRUCTION	FORMAT TO MIMIC ASSESSOR DATABASE	2	1	\$35
6	DATA EXTRACTION & ATTRIBUTION	SOIL EXTRACTION (20 MINUTES PER SECTION)	2	240	\$8,400
7	DATA QUALITY CONTROL	TOPOLOGY CHECKS (1/3 OF EXTRACTION HOURS)	2	80	\$2,800
8	DATA REVISIONS	DATA CORRECTIONS (15 MINUTES PER 1/4 OF TOTAL PARCELS)	2	58	\$2,015
9	DATA ACQUISITION	NRCS SOILS ACQUISITION & FORMATTING	3	1	\$25
10	SOIL MAP CREATION	CREATE SOIL MAPS (10 MINUTES PER PARCEL) FOR REVIEW	3	153	\$3,837
11	SOIL SUMMARY REPORT GENERATION	GENERATE SOIL SUMMARIES FOR REVIEW (2.5 MINUTES PER PARCEL)	3	38	\$950
12	PROJECT MANAGEMENT	SUPERVISION OF PROJECT ORGRANIZATION, PROGRESS, & COMPLETION (5% OF TOTAL HOURS)	PROJ MGT	30	\$1,650
<b>TOTAL</b>				<b>591<sup>3</sup></b>	<b>\$20,612</b>

<sup>1</sup>Provided by the county assessor

<sup>2</sup>Included in the initial consultation

<sup>3</sup>Total hours less Project Management hours



**PAYMENT SCHEDULES**

Prior to the start of the project, Arthur County would be required to provide \$5,000 project initiation fee. This fee will be deducted from the overall project cost. Following project completion, the remaining amount for 2009 would become due.

In order to accommodate budget restrictions that counties may face, payment schedules have been calculated that would satisfy county needs as well as those of the contracting agency. The following outlines proposed payment schedules.

**TABLE 3: PROPOSED PAYMENT SCHEDULES**

SCHEDULE	2009	2010	2011
PAID IN FULL	\$15,612 <sup>1</sup>	----	----
2 YEARS	\$5,306 <sup>2</sup>	\$10,718 <sup>2</sup>	----
3 YEARS	\$5,204 <sup>3</sup>	\$5,828 <sup>3</sup>	\$5,516 <sup>3</sup>

<sup>1</sup>Project cost based on \$5,000 project initiation fee, with remaining amount to be paid at project completion.

<sup>2</sup>Project cost based on \$5,000 project initiation fee, with remainder of 2009 amount to be paid at project completion. 2010 payment based on remainder of project cost plus a 4% financing fee.

<sup>3</sup>Project cost based on \$5,000 project initiation fee, with remainder of 2009 amount (1/3 of remaining project cost, less \$5,000 initiation fee) to be paid at project completion. 2010 payment based on project cost (less \$5,000 initiation fee) divided over three years, plus a 6% financing fee. 2011 payment based on remaining 1/3 of project cost (less \$5,000 initiation fee) plus a 6% financing fee.

**PROJECT SCHEDULE**

Based on the previously outlined assumptions and tasks, it is estimated that **12 weeks** would be required to complete the project. Any modifications to the previously outlined project assumptions or tasks could affect project length, as well as overall project cost.

## Pricing and Financing Information

The following provides the total and detailed costs for the services and deliverables described in this proposal.

The following is a summary of costs for each county. This pricing is dependent on all six counties moving forward with the project. Detailed price sheets are listed separately for each county. The following pricing shows significant savings of between \$10,000 to \$20,000 per county if each county were to work independently.

The financing option is interest free, allowing each county to spread the cost of the project over 5 years. Using this financing program does NOT impact delivery date of the system, tools or training.

Arthur County, NE	\$18,820 (approx. 920 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$3,964
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$3,964
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$3,964
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$3,964
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$3,964
Blaine County, NE	\$23,900 (approx. 1400 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,780
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,780
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,780
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,780
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,780
Grant County, NE	\$24,750 (approx. 1500 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,950
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,950
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,950
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,950
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,950
Hooker County, NE	\$23,050 (approx. 1300 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,610
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,610
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,610
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,610
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,610
Logan County, NE	\$23,475 (approx. 1350 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,695
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,695
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,695
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,695
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,695
McPherson County, NE	\$24, 537 (approx. 1475 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,907
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,907
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,907
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,907
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,907

### *Ongoing Maintenance and Support Fees*

After the 5th year payment, each county will be responsible for an annual support/hosting/maintenance fee of \$1,500 per county per year.

**APPLICANT: BLAINE COUNTY ASSESSOR**

**PROJECT TITLE:** *GIS System for Blaine County Assessor's Office*

**AMOUNT REQUESTED:** \$25,000

**AGENCY HISTORY:** First grant requested.

**SUMMARY (I, Q3):** Purchase GIS System to comply with 77-1363 State of Nebraska Assessor Regulations

**BENEFICIARY OF SERVICE (II, Q2):** Blaine County

**\$ TO BE USED FOR (II, Q7):** Install a GIS System.

**GRANT CRITERIA (MET/NOT MET):**

Required: 1. (II, Q9): Yes (increase accuracy and efficiency of assessing property and increase speed of retrieval)

2. (Tech III, Q3): YES

3. (II, Q13): N/A

Considered: 4. (II, Q10): YES – provide tools to aid in the accurate updating of parcel and agricultural land use boundaries; property value assessment.

5. (II, Q11): YES

6. (II, Q12): YES

**RECOMMENDATION:** Suggest approve. \*

Board has approved similar grants for other counties:

05/2005 Kearney County (\$25,000) GIS Workshop – **Approved**

01/2006 Merrick County (\$25,000) GIS Workshop – **Approved**

04/2008 Nemaha County (\$25,000) GIS Workshop – **Approved**

07/2006 Polk County (\$17,500) GIS Workshop – **Approved**

05/09 Thomas County (\$25,000) GIS Workshop - **Approved**

05/09 Hayes County (\$25,000) GIS Workshop – **Approved**

**\*NOTE:** (email 9/3/09) from April Wescott, Blaine County Clerk: *“The amount that is in my 2009-2010 budget for this year that I have set aside for GIS is \$11,258.00. This includes the start up fee of \$5,000 plus the \$6,258 which will be paid out in December 2009. “ **Appears County needs \$13,742** (\$25,540 - \$11, 258 = \$13,742).*

**Nebraska.gov comments:** I, 5 - No return on Investment for the Board

II, 8 –To meet Legislative Statues

II, 12. –The County is currently developing a web site, so this project does not have the electronic ability to provide or “Deliver” information through the Electronic gateway.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicants: Arthur County  
Blaine County  
Hooker County  
Logan County  
McPherson County

Project Title: (Various Titles)

Resolution passed by the Technical Advisory Committee on August 28, 2009:

The committee, having reviewed five related grant applications from Arthur County, Blaine County, Hooker County, Logan County, and McPherson County relating to GIS systems, finds that:

- The projects are technically feasible.
- It is unknown if the proposed technology is appropriate for the projects. With regard to the proposal from Dale Hanna, insufficient information or detail was provided to determine the appropriateness of the technology. Another proposal was provided from GIS Workshop. It is unclear which approach the counties will pursue and what activities are specifically to be provided by each vendor. The applications themselves provided very little detail regarding the technical approach of the proposed county projects. One application (Hooker County) did include a more detailed proposal from GIS Workshop, but it was not clear if this was the approach selected by Hooker County and whether the details of this GIS Workshop proposal applied to the other applicants or not.
- It is unknown if technical elements can be accomplished within the proposed time frame and budget. The GIS Workshop proposal states that "pricing is dependent on all six counties moving forward with the project." Only five of the listed counties submitted grant requests – Arthur, Blaine, Hooker, Logan, and McPherson. It is unknown what the status of the project is with respect to the sixth county, Grant County.
- The Committee recommends that the contract(s) with the vendor clearly provide that the county owns the data and that they have a right to get a complete copy of the data in a non-proprietary, readable format upon request.
- Storage of public data, including backup data, should be done at an appropriate location, not to include an individual's private residence.
- The Committee recommends that any grant(s) awarded should contain a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

(Vote: Brown-Yes, Decker-Yes and Weir-Yes)

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Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

September 10, 2009

Nebraska State Records Board  
440 S 8<sup>th</sup> St. Ste. 210  
Lincoln, Nebraska 68508

Honorable Board Members,

Please consider Blaine County for the Grant to Improve Access to Public Information. My District Court schedule will prevent me from appearing in person on the hearing day. Please accept this letter as explanation and clarification.

With a population of 480, our county is one of the smaller counties in Nebraska. However, I believe that our people expect and deserve the same services and level of service as any other county.

The 2009-2010 Assessor's budget is \$20,658. This is expected to cover all costs for the year. It would be difficult to manage funding of this GIS project on top of the other costs of this office. This grant money will be used to accomplish this task. It will allow us to implement the best GIS program at this time. It is one that will also be relevant in the future as technology continues to change.

I have asked Dale Hanna to represent me at this hearing. Mr. Hanna is the project manager for GIS WESTERN RESOURCES INC. I have contracted with this company to complete this state mandate by December 2009. He will answer any questions that you may have about the GIS program. My grant application includes the estimated cost of this project.

Thank you for this opportunity to improve services in rural Nebraska.

Respectfully,

April Wescott  
Blaine County Clerk

Nebraska State  
Records Board  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

John A. Gale  
Chairman



## APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Agency)

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects, which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

### Grant Criteria

*Projects requesting funding must meet criteria #1-3.* In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

## **I. GRANT SUMMARY**

1. Name of agency applying for grant: Blaine County Nebraska
2. Title of project: GIS System for Blaine County Assessors Office
3. Brief description of project: **The Blaine County Assessor has need of a GIS system to become compliant with State of Nebraska Assessor regulations.**  
**The Assessor has obtained bids for a GIS system, which will fill the Counties needs and now is seeking assistance in funding the project.**
4. Grant request amount \$25,000.00
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.  
**No there will not be a fee for accessing these records.**

## **II. GRANT DETAIL**

- 1. Please describe the project in detail (you may attach this description).**

**This project is the implementation of a Geospatial Information System (GIS) to be used in updating property assessment values, which will bring Blaine County into compliance with State Statute Section 77-1363. The system will create classes and subclasses to reflect uses appropriate for the valuation of such land according to law and is based on soil classification standards developed by the Natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator. The Blaine County Assessor shall utilize this system to implement soil surveys in the assessment year after the soil survey maps become available to achieve more uniform and proportionate valuations.**

**This GIS offers tools that can aid in the quick, efficient, and accurate updating of Parcel and Agricultural Land use boundaries, Land Capability Groups and Property value assessments. This system will also eliminate inaccuracies in current estimation of road acreage and conflicts between current land use classifications with NRCS Soil Survey Data. This system will also provide distinguishable section boundaries, accurate Public Land Survey System section data and predefined home site and farm site acreages.**

**The total initial cost of the System is \$25,540.00 and the yearly upkeep cost is \$25.00 to \$55.00 per hour depending on the complexity of the needed programming. This upkeep cost will be provided for in the annual Blaine County Assessors budget.**

- 2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

**This System will benefit Blaine County by bringing the County into compliance with statute 77-1363 and by making the assessment of Blaine County Property more efficient.**

**The Blaine County Assessor will use this GIS system to update property assessment values by using soil classification standards developed by the natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator.**

- 3. Timeline for implementation (*a specific completion date (MM/YYYY) must be provided*). *Grant funds lapse if not expended prior to completion date.***

**The scheduled completion date for this project is 06/01/2010.**



4. Subdivision contribution to project (labor, equipment etc.).

The Blaine County Assessor will provide copies of all existing agricultural cadastral and survey maps.

5. Is other funding available for this project (explain)?

Yes, Partial funding has been budgeted from Blaine County funds in the 2009 /2010 assessor's budget.

6. Does the project require additional statutory authority (explain)?

Adequate statutory authority is already in place for this project.

7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).

This grant money will be used to help pay the projected \$25,540.00 expense of installing a GIS system in the Blaine County Assessors Office to use in assessing Rural Property in Blaine County. (See attached bid)

8. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

Blaine County is a small county of 780 Square miles, in central Nebraska with a population of 480 people including two villages and one unincorporated village. This County is sorely stressed to keep up the additional expenses of state mandated requirements created by a burgeoning electronic world. Once this GIS system is installed, minimal maintenance will be required and can easily be provided for in the existing assessors budget.

9. Please describe how this project will enhance the delivery of agency services or access to those services.

This GIS system will increase the accuracy and efficiency of assessing Blaine County property. It will also increase the speed in retrieving information when requested by customers.

10. Please describe how this project will improve the efficiency of agency operations.

This GIS system will provide tools that can aid in the quick, efficient, and accurate updating of Parcel and Agricultural and land use boundaries, Land Capability Groups and property value assessment.

11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.

Local, State and Federal land use information will be combined to create the database in this system. Once compiled, the information in this GIS system will be compatible with the surrounding counties and can be adapted for their use with minimal modification. Because State and Federal Land use information is being used this system will facilitate the easy transfer of information among systems when needed.

12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?

Blaine County is currently in the process of developing a web site, which will be linked to the Official State portal (Nebraska.gov). This web site will provide information and links for all Blaine County Offices including the Blaine County Assessors' office.

13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.

No this project will not involve the licensing, permitting or regulation of business.

### **III. TECHNICAL INFORMATION**

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

This project will use the existing county computers and Internet connection. The Vender will provide the GIS software necessary to meet the requirements of State Statute 77-1363 and also fulfill the needs of Blaine County.

2. Address any technical issues with the proposed technology including:
- Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).
  - Compatibility with existing institutional and/or statewide infrastructure.
  - Reliability, security, and scalability (future needs for growth or adaptation).

All parcel boundaries created for the purpose of soil extraction will be created in compliance with NITC Land Record Information Standards, and Geospatial Metadata Standards. This is important because the NITC and

the Nebraska GIS Steering Committee are committed to the standardization of geospatial datasets for Nebraska. This sets standards / guidelines for modernization of land records that are currently maintained on paper in the local courthouse. These guidelines also ensure that counties that are planning on modernizing their records conform with other land record datasets that currently exist or are being created across the state. (Sections 2.0-2.2 in the NITC Land Record Information Standards document).

Following the NITC guidelines will insure the compatibility of the Blaine County land records with statewide County, State and Federal land records.

The proposed GIS system has been proven reliable, secure and is designed to adapt and grow to meet future needs.

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

The information retrieved from this GIS system will be available to people with disabilities by telephoning, emailing, or visiting the Blaine County assessors' office.

4. Describe how technical support will be provided.

The Blaine County Assessor will be able to receive technical help from the vendor by calling the help desk at any time to receive assistance by telephone or request a service call.

#### IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

April C Wescott

Phone # 308-547-2222 ext. 201 E-mail: clerk@blaine.nacone.org

Signed this 30<sup>th</sup> day of June, 2009

April C. Wescott

Agency Director

Please return to:

Cathy Danahy

Nebraska State Records Board

440 S 8<sup>th</sup> St. Suite 210

Lincoln, NE 68508

(402) 471-2745

(Last updated 04/28/2008)

**BLAINE COUNTY SOIL EXTRACTION COST ESTIMATE**

06/16/09

April Westcott  
145 Lincoln Ave.  
Brewster, NE 68821

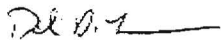
I appreciate having had the opportunity to discuss how I might be able to assist Blaine County with the calculation of updated soil acreages within the county. Based on our discussion, I have constructed the following cost estimate.

This projected estimate includes:

- Project description, including Blaine County's goals
- Projected cost estimate for project completion
- Proposed payment schedules, should the county agree to proceed with the project
- Projected time line for project completion

I look forward to the opportunity to provide the following services to Blaine County. Please feel free to contact me with any questions you may have.

Sincerely,



Dale Hanna  
(308) 530-9967  
P.O. Box 1166 North Platte, NE 69103  
dale@gogiswest.com

Estimate

**PROJECT DESCRIPTION**

The Blaine County (Nebraska) Assessor's Office is seeking assistance with the incorporation of recently updated Natural Resources Conservation Service (NRCS) Soil Survey Data into the county's current property assessment software (TerraScan), thus allowing the county to achieve compliance with Neb. Rev. Stat. Sec. 77-1363, which states:

Agricultural land and horticultural land shall be divided into classes and subclasses of real property under section 77-103.01, including, but not limited to, irrigated cropland, dryland cropland, grassland, wasteland, nurseries, feedlots, and orchards, so that the categories reflect uses appropriate for the valuation of such land according to law. Classes shall be inventoried by subclasses of real property based on soil classification standards developed by the Natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator. County assessors shall utilize and implement soil surveys in the assessment year after the soil survey maps become available from the Natural Resources Conservation Service of the United States Department of Agriculture. Nothing in this section shall be construed to limit the classes and subclasses of real property that may be used by county assessors or the Tax Equalization and Review Commission to achieve more uniform and proportionate valuations.

Source: Laws 1985, LB 271, § 8; Laws 1988, LB 1207, § 5; Laws 1989, LB 361, § 17; Laws 1991, LB 320, § 9; Laws 1994, LB 902, § 19; Laws 1995, LB 490, § 139; Laws 1997, LB 270, § 81; Laws 1999, LB 403, § 7; Laws 2001, LB 170, §15; Laws 2004, LB 973, § 30; Laws 2006, LB 808, § 36.

To help Blaine County achieve their goal, Geospatial Information System (GIS) tools and geospatial models would be utilized to:

1. Define parcel and Land Capability Group (LCG) boundaries.
2. Extract recently defined NRCS Soil Survey Soils and calculate the total area of each soil type for each parcel LCG.
3. Incorporate updated soil database into existing property assessment software (TerraScan).

**PROJECT ASSUMPTIONS**

This project estimate is based on the following assumptions. Modifications to these assumptions may lead to potential increases or decreases in project costs and completion time.

1. All parcel boundary, LCG boundary, and soil extraction and acreage calculations would be performed by Mr. Hanna.
2. To assist with parcel and LCG boundary extraction and decrease the overall cost of the project, the Blaine County Assessor's office would provide Mr. Hanna with any sources pertaining to the delineation of current property boundaries, including but not limited to:
  - a. Recent property assessment reports
  - b. Cadastral maps
  - c. Surveys
  - d. Past county soil surveys

3. To assist with conversion from existing soil codes to current NRCS soil codes the Blaine County Assessor’s office would provide Mr. Hanna with a Microsoft Excel spreadsheet containing the most current soil conversion information.
4. Mr. Hanna would obtain the following geospatial data required for parcel boundary, LCG boundary, and soil extraction:
  - a. Natural Resources Conservation Service / United States Department of Agriculture, National Agriculture Imagery Program County Mosaics (2006 (1m) & 2007 (2m)).
  - b. Natural Resources Conservation Service, SSURGO Soil Survey Spatial and Tabular Data (2008).
  - c. Nebraska Department of Roads, General Highway Maps (1999).
5. Mr. Hanna would integrate the extracted soils database into the current property assessment software (TerraScan), with technical assistance from the software provider. Blaine County would be responsible for any charges the software provider might implement for integration of the updated soils database.
6. Mr. Hanna would provide the Blaine County Assessor’s Office with summaries (LCG maps, soils maps, and soil acreage summaries) for each parcel within the county as Adobe PDF files for review by county officials and landowners. Following review and verification of each parcel summary, all summaries would be provided to the Blaine County Assessor for attachment to assessment files and/or TerraScan parcel records, and for dispersal to landowners.

**ESTIMATED COST SUMMARY**

The following table outlines standard project Task Levels and associated hourly rates. Task Levels are determined by the complexity and/or skill level required to complete a task. Therefore, more complex tasks will have a higher hourly rate associated.

**TABLE 1: TASK LEVEL HOURLY RATE BREAKDOWN**

TASK LEVEL	HOURLY RATE
PROJECT MANAGEMENT	\$55.00
LEVEL 1 (ADVANCED TASK)	\$45.00
LEVEL 2 (INTERMEDIATE TASK)	\$35.00
LEVEL 3 (ENTRY LEVEL TASK)	\$25.00

The following table outlines projected cost estimates based on the Task Level (TABLE 1), hourly rate (TABLE 1), and total number of hours required to accomplish each task.

**TABLE 2: ESTIMATED PROJECT COST**

ITEM	TASK	DESCRIPTION	TASK LEVEL	TASK HOURS	COST
1	SOURCE DATA ACQUISITION*	CADASTRALS, SURVEYS, ASSESSMENT CARDS	1	0	\$0
2	PROJECT RESEARCH**	TERRASCAN & MIPS DATABASE INTEGRATION	1	0	\$0
3	ONSITE DATABASE INSTALLATION/SETUP	UPDATE TERRASCAN/MIPS DATABASES	1	20	\$900
4	HARDWARE, SOFTWARE, & DATA REVIEW**	REVIEW ASSESSOR SOFTWARE & DATABASE FOR INTEGRATION	2	0	\$0
5	DATABASE CONSTRUCTION	FORMAT SOIL DATABASE TO MIMIC CURRENT ASSESSOR DATABASE	2	1	\$35
6	DATA EXTRACTION & ATTRIBUTION	PARCEL & LCG EXTRACTION (20 MINUTES PER SECTION)	2	240	\$8,400
7	DATA QUALITY CONTROL	DATA ACCURACY CHECKS (1/3 OF TOTAL EXTRACTION HOURS)	2	80	\$2,800
8	DATA REVISIONS	DATA CORRECTIONS (15 MINUTES PER 1/4 OF TOTAL PARCELS)	2	95	\$3,336
9	DATA ACQUISITION	NRCS SOILS ACQUISITION & FORMATTING	3	1	\$25
10	SOIL MAP CREATION	CREATE SOIL MAPS (10 MINUTES PER PARCEL)	3	254	\$6,354
11	SOIL SUMMARY REPORT GENERATION	GENERATE SOIL SUMMARIES FOR REVIEW (2.5 MINUTES PER PARCEL)	3	64	\$1,600
12	PROJECT MANAGEMENT	SUPERVISION OF PROJECT ORGRANIZATION, PROGRESS, & COMPLETION	PROJ MGT	38	\$2,090
<b>TOTAL</b>				<b>755</b>	<b>\$25,540</b>

\*PROVIDED BY COUNTY ASSESSOR

\*\*INCLUDED IN CONSULTATION

**PAYMENT SCHEDULES**

Prior to the start of the project, Blaine County would be required to provide \$5,000 project initiation fee. This fee will be deducted from the overall project cost. Following project completion, the remaining amount for 2009 would become due.

In order to accommodate budget restrictions that counties may face, payment schedules have been calculated that would satisfy county needs as well as those of the contracting agency. The following outlines these proposed payment schedules.

**TABLE 3: PROPOSED PAYMENT SCHEDULES**

SCHEDULE	2009	2010	2011
PAID IN FULL	\$20,540 <sup>1</sup>	-----	-----
2 YEARS	\$7,770 <sup>2</sup>	\$13,281 <sup>2</sup>	-----
3 YEARS	\$6,847 <sup>3</sup>	\$7,669 <sup>3</sup>	\$7,258 <sup>3</sup>

<sup>1</sup>Project cost based on \$5,000 project initiation fee, with remaining amount to be paid at project completion.  
<sup>2</sup>Project cost based on \$5,000 project initiation fee, with remainder of 2009 amount to be paid at project completion. 2010 payment based on remainder of project cost plus a 4% financing fee.  
<sup>3</sup>Project cost based on \$5,000 project initiation fee, with remainder of 2009 amount (1/3 of remaining project cost) to be paid at project completion. 2010 payment based on project cost (less \$5,000 initiation fee) divided over three years, plus a 6% financing fee. 2011 payment based on remaining 1/3 of project cost (less \$5,000 initiation fee) plus a 6% financing fee.

**PROJECT SCHEDULE**

Based on the previously outlined assumptions and tasks, it is estimated that the project would take **15 weeks** to complete. Any modifications to the previously outlined project assumptions or tasks could affect project length, as well as overall project cost.



**APPLICANT: HOOKER COUNTY ASSESSOR**

**PROJECT TITLE:** *GIS System for Hooker County Assessor's Office*

**AMOUNT REQUESTED:** \$25,000\*

**AGENCY HISTORY:** First grant requested.

**SUMMARY (I, Q3):** Purchase of GIS System to become compliant with State of NE Assessor regulations.

**BENEFICIARY OF SERVICE (II, Q2):** Hooker County

**\$ TO BE USED FOR (II, Q7):** Help pay \$24,063\* expenses installing GIS System.

**GRANT CRITERIA (MET/NOT MET):**

Required: 1. (II, Q9): YES (Increase accuracy & efficiency of assessing property  
2. (III, Q3): YES  
3. (II, Q13): N/A

Considered: 4. (II, Q10): YES (provide tools for accuracy and efficiency in  
updating of boundaries & property value assessment)  
5. (II, Q11): YES  
6. (II, Q12): YES

**RECOMMENDATION:** Suggest approve \$24,063

**\*NOTE:** County contacted and \$24,063 is the correct amount requested. (email 09/07/09 from Dave Sullivan) states: " ...\$24,063 is the correct amount and is based on the original bid by Dale Hanna. The county's budget, while not final includes \$6,000 for county funding of this project."

Board has approved similar grants for other counties:

05/2005 Kearney County (\$25,000) GIS Workshop – **Approved**

01/2006 Merrick County (\$25,000) GIS Workshop – **Approved**

04/2008 Nemaha County (\$25,000) GIS Workshop – **Approved**

07/2006 Polk County (\$17,500) GIS Workshop – **Approved**

05/09 Thomas County (\$25,000) GIS Workshop - **Approved**

05/09 Hayes County (\$25,000) GIS Workshop – **Approved**

**Nebraska.gov comments:**

I, Q5 - No return on Investment for the Board

II, Q8 –To meet Legislative Statues

II, Q12 - This project will only add a link to the Parcel lookup. The County is currently developing a web site, so this project does not have the electronic ability to provide or “Deliver” information through the Electronic gateway, even when completed.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicants: Arthur County  
Blaine County  
Hooker County  
Logan County  
McPherson County

Project Title: (Various Titles)

Resolution passed by the Technical Advisory Committee on August 28, 2009:

The committee, having reviewed five related grant applications from Arthur County, Blaine County, Hooker County, Logan County, and McPherson County relating to GIS systems, finds that:

- The projects are technically feasible.
- It is unknown if the proposed technology is appropriate for the projects. With regard to the proposal from Dale Hanna, insufficient information or detail was provided to determine the appropriateness of the technology. Another proposal was provided from GIS Workshop. It is unclear which approach the counties will pursue and what activities are specifically to be provided by each vendor. The applications themselves provided very little detail regarding the technical approach of the proposed county projects. One application (Hooker County) did include a more detailed proposal from GIS Workshop, but it was not clear if this was the approach selected by Hooker County and whether the details of this GIS Workshop proposal applied to the other applicants or not.
- It is unknown if technical elements can be accomplished within the proposed time frame and budget. The GIS Workshop proposal states that "pricing is dependent on all six counties moving forward with the project." Only five of the listed counties submitted grant requests – Arthur, Blaine, Hooker, Logan, and McPherson. It is unknown what the status of the project is with respect to the sixth county, Grant County.
- The Committee recommends that the contract(s) with the vendor clearly provide that the county owns the data and that they have a right to get a complete copy of the data in a non-proprietary, readable format upon request.
- Storage of public data, including backup data, should be done at an appropriate location, not to include an individual's private residence.
- The Committee recommends that any grant(s) awarded should contain a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

(Vote: Brown-Yes, Decker-Yes and Weir-Yes)

-----  
Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

**Nebraska State  
Records Board**  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

**John A. Gale**  
Chairman



## **APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Agency)**

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects, which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

### **Grant Criteria**

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

**I. GRANT SUMMARY**

1. Name of agency applying for grant: Hooker County Nebraska
2. Title of project: GIS System for Hooker County Assessor's Office
3. Brief description of project: **The Hooker County Assessor has need of a GIS system to become compliant with State of Nebraska Assessor regulations.**  
**The Assessor has obtained bids for a GIS system, which will fill the Counties needs and now is seeking assistance in funding the project.**
4. Grant request amount \$25,000.00
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.  
**No there will not be a fee for accessing these records.**

## II. GRANT DETAIL

1. Please describe the project in detail (you may attach this description).

This project is the implementation of a Geospatial Information System (GIS) to be used in updating property assessment values, which will bring Hooker County into compliance with State Statute Section 77-1363. The system will create classes and subclasses to reflect uses appropriate for the valuation of such land according to law and is based on soil classification standards developed by the Natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator. The Hooker County Assessor shall utilize this system to implement soil surveys in the assessment year after the soil survey maps become available to achieve more uniform and proportionate valuations.

This GIS offers tools that can aid in the quick, efficient, and accurate updating of Parcel and Agricultural Land use boundaries, Land Capability Groups and Property value assessments. This system will also eliminate inaccuracies in current estimation of road acreage and conflicts between current land use classifications with NRCS Soil Survey Data. This system will also provide distinguishable section boundaries, accurate Public Land Survey System section data and predefined home site and farm site acreages.

The total initial cost of the System is \$24,063.00 and the yearly upkeep cost is \$25.00 to \$55.00 per hour depending on the complexity of the needed programming. This upkeep cost will be provided for in the annual Hooker County Assessor's budget.

2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.

This System will benefit Hooker County by bringing the County into compliance with statute 77-136 and by making the assessment of Hooker County Property more accessible and efficient.

The Hooker County Assessor will use this GIS system to update property assessment values by using soil classification standards developed by the natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator.

3. Timeline for implementation (*a specific completion date (MM/YYYY) must be provided*). *Grant funds lapse if not expended prior to completion date.*

The scheduled completion date for this project is 06/01/2010.

**4. Subdivision contribution to project (labor, equipment etc.).**

**The Hooker County Assessor will provide copies of all existing agricultural cadastral and survey maps.**

**5. Is other funding available for this project (explain)?**

**Yes, Partial funding has been budgeted from Hooker County funds in the 2009 /2010 assessor's budget.**

**6. Does the project require additional statutory authority (explain)?**

**Adequate statutory authority is already in place for this project.**

**7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

**This grant money will be used to help pay the projected \$24,063.00 expense of installing a GIS system in the Hooker County Assessor's Office to use in assessing Agricultural Property in Hooker County. (See attached bids from two vendors)**

**8. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

**Hooker County is a small county of 720 Square miles, in central Nebraska with a population of 783 people including the village of Mullen. This County is sorely stressed to keep up the additional expenses of state mandated requirements created by a burgeoning electronic world. Once this GIS system is installed, minimal maintenance will be required and can easily be provided for in the existing assessor's budget.**

**9. Please describe how this project will enhance the delivery of agency services or access to those services.**

**This GIS system will increase the accuracy and efficiency of assessing Hooker County property. It will also increase the speed in retrieving information when requested by customers.**

**10. Please describe how this project will improve the efficiency of agency operations.**

**This GIS system will provide tools that can aid in the quick, efficient, and accurate updating of Parcel and Agricultural and land use boundaries, Land Capability Groups and property value assessment.**

**11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

Local, State and Federal land use information will be combined to create the database in this system. Once compiled, the information in this GIS system will be compatible with the surrounding counties and can be adapted for their use with minimal modification. Because State and Federal Land use information is being used this system will facilitate the easy transfer of information among systems when needed.

12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?

Hooker County currently has a website and we would like to include a link to Hooker County Online which would allow access to the GIS information, or how to access that information. This web site provides information and links for all Hooker County Offices including the Hooker County Assessors' office, and is linked to the Official State portal (Nebraska.gov).

13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.

No this project will not involve the licensing, permitting or regulation of business.

### **III. TECHNICAL INFORMATION**

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

This project will use the existing county computers and Internet connection. The Vender will provide the GIS software necessary to meet the requirements of State Statute 77-136 and also fulfill the needs of Logan County.

2. Address any technical issues with the proposed technology including:

- Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).
- Compatibility with existing institutional and/or statewide infrastructure.
- Reliability, security, and scalability (future needs for growth or adaptation).

All parcel boundaries created for the purpose of soil extraction will be created in compliance with NITC Land Record Information Standards, and Geospatial Metadata Standards. This is important because the NITC and



the Nebraska GIS Steering Committee are committed to the standardization of geospatial datasets for Nebraska. This sets standards / guidelines for modernization of land records that are currently maintained on paper in the local courthouse. These guidelines also ensure that counties that are planning on modernizing their records conform with other land record datasets that currently exist or are being created across the state. (Sections 2.0-2.2 in the NITC Land Record Information Standards document).

Following the NITC guidelines will insure the compatibility of the Hooker County land records with statewide County, State and Federal land records.

The proposed GIS system has been proven reliable, secure and is designed to adapt and grow to meet future needs.

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

The information retrieved from this GIS system will be available to people with disabilities by telephoning, emailing, or visiting the Hooker County assessors' office.

4. Describe how technical support will be provided.

The Hooker County Assessor will be able to receive technical help from the vendor by calling the help desk at any time to receive assistance by telephone or request a service call.

#### **IV. CONTACT INFORMATION & SIGNATURE**

Contact person for any questions regarding this application:

Dave Sullivan

Phone # 308-546-2244 E-mail soscou93@nebnet.net

Signed this 29th day of June, 2009

  
\_\_\_\_\_  
Agency Director

Please return to:

Cathy Danahy  
Nebraska State Records Board  
440 S 8<sup>th</sup> St. Suite 210  
Lincoln, NE 68508  
(402) 471-2745

**HOOKER COUNTY SOIL EXTRACTION COST ESTIMATE**

06/10/09

Dave Sullivan  
P.O. Box 184  
Mullen, NE 69152

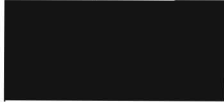
I appreciate having had the opportunity to discuss how I might be able to assist Hooker County with the calculation of updated soil acreages within the county. Based on our discussion, I have constructed the following cost estimate.

This projected estimate includes:

- Project description, including Hooker County's goals
- Projected cost estimate for project completion
- Proposed payment schedules, should the county agree to proceed with the project
- Projected time line for project completion

I look forward to the opportunity to provide the following services to Hooker County. Please feel free to contact me with any questions you may have.

Sincerely,



Dale Hanna  
(308) 530-9967  
P.O. Box 1166 North Platte, NE 69103  
dale@gogiswest.com

**PROJECT DESCRIPTION**

The Hooker County (Nebraska) Assessor's Office is seeking assistance with the incorporation of recently updated Natural Resources Conservation Service (NRCS) Soil Survey Data into the county's current property assessment software (TerraScan), thus allowing the county to achieve compliance with Neb. Rev. Stat. Sec. 77-1363, which states:

Agricultural land and horticultural land shall be divided into classes and subclasses of real property under section 77-103.01, including, but not limited to, irrigated cropland, dryland cropland, grassland, wasteland, nurseries, feedlots, and orchards, so that the categories reflect uses appropriate for the valuation of such land according to law. Classes shall be inventoried by subclasses of real property based on soil classification standards developed by the Natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator. County assessors shall utilize and implement soil surveys in the assessment year after the soil survey maps become available from the Natural Resources Conservation Service of the United States Department of Agriculture. Nothing in this section shall be construed to limit the classes and subclasses of real property that may be used by county assessors or the Tax Equalization and Review Commission to achieve more uniform and proportionate valuations.

Source: Laws 1985, LB 271, § 8; Laws 1988, LB 1207, § 5; Laws 1989, LB 361, § 17; Laws 1991, LB 320, § 9; Laws 1994, LB 902, § 19; Laws 1995, LB 490, § 139; Laws 1997, LB 270, § 81; Laws 1999, LB 403, § 7; Laws 2001, LB 170, §15; Laws 2004, LB 973, § 30; Laws 2006, LB 808, § 36.

To help Hooker County achieve their goal, Geospatial Information System (GIS) tools and geospatial models would be utilized to:

1. Define parcel and Land Capability Group (LCG) boundaries.
2. Extract recently defined NRCS Soil Survey Soils and calculate the total area of each soil type for each parcel LCG.
3. Incorporate updated soil database into existing property assessment software (TerraScan).

**PROJECT ASSUMPTIONS**

This project estimate is based on the following assumptions. Modifications to these assumptions may lead to potential increases or decreases in project costs and completion time.

1. All parcel boundary, LCG boundary, and soil extraction and acreage calculations would be performed by Mr. Hanna.
2. To assist with parcel and LCG boundary extraction and decrease the overall cost of the project, the Hooker County Assessor's office would provide Mr. Hanna with any sources pertaining to the delineation of current property boundaries, including but not limited to:
  - a. Recent property assessment reports
  - b. Cadastral maps
  - c. Surveys
  - d. Past county soil surveys

3. To assist with conversion from existing soil codes to current NRCS soil codes the Hooker County Assessor's office would provide Mr. Hanna with a Microsoft Excel spreadsheet containing the most current soil conversion information.
4. Mr. Hanna would obtain the following geospatial data required for parcel boundary, LCG boundary, and soil extraction:
  - a. Natural Resources Conservation Service / United States Department of Agriculture, National Agriculture Imagery Program County Mosaics (2006 (1m) & 2007 (2m)).
  - b. Natural Resources Conservation Service, SSURGO Soil Survey Spatial and Tabular Data (2008).
  - c. Nebraska Department of Roads, General Highway Maps (1999).
5. Mr. Hanna would integrate the extracted soils database into the current property assessment software (TerraScan), with technical assistance from the software provider. Hooker County would be responsible for any charges the software provider might implement for integration of the updated soils database.
6. Mr. Hanna would provide the Hooker County Assessor's Office with summaries (LCG maps, soils maps, and soil acreage summaries) for each parcel within the county as Adobe PDF files for review by county officials and landowners. Following review and verification of each parcel summary, all summaries would be provided to the Hooker County Assessor for attachment to assessment files and/or TerraScan parcel records, and for dispersal to landowners.

**ESTIMATED COST SUMMARY**

The following table outlines standard project Task Levels and associated hourly rates. Task Levels are determined by the complexity and/or skill level required to complete a task. Therefore, more complex tasks will have a higher hourly rate associated.

**TABLE 1: TASK LEVEL HOURLY RATE BREAKDOWN**

TASK LEVEL	HOURLY RATE
PROJECT MANAGEMENT	\$55.00
LEVEL 1 (ADVANCED TASK)	\$45.00
LEVEL 2 (INTERMEDIATE TASK)	\$35.00
LEVEL 3 (ENTRY LEVEL TASK)	\$25.00

The following table outlines projected cost estimates based on the Task Level (TABLE 1), hourly rate (TABLE 1), and total number of hours required to accomplish each task.

**TABLE 2: ESTIMATED PROJECT COST**

ITEM	TASK	DESCRIPTION	TASK LEVEL	TASK HOURS	COST
1	SOURCE DATA ACQUISITION*	CADASTRALS, SURVEYS, ASSESSMENT CARDS	1	0	\$0
2	PROJECT RESEARCH**	TERRASCAN & MIPS DATABASE INTEGRATION	1	0	\$0
3	ONSITE DATABASE INSTALLATION/SETUP	UPDATE TERRASCAN/MIPS DATABASES	1	20	\$900
4	HARDWARE, SOFTWARE, & DATA REVIEW**	REVIEW ASSESSOR SOFTWARE & DATABASE FOR INTEGRATION	2	0	\$0
5	DATABASE CONSTRUCTION	FORMAT SOIL DATABASE TO MIMIC CURRENT ASSESSOR DATABASE	2	1	\$35
6	DATA EXTRACTION & ATTRIBUTION	PARCEL & LCG EXTRACTION (20 MINUTES PER SECTION)	2	240	\$8,400
7	DATA QUALITY CONTROL	DATA ACCURACY CHECKS (1/3 OF TOTAL EXTRACTION HOURS)	2	80	\$2,800
8	DATA REVISIONS	DATA CORRECTIONS (15 MINUTES PER 1/4 OF TOTAL PARCELS)	2	84	\$2,953
9	DATA ACQUISITION	NRCS SOILS ACQUISITION & FORMATTING	3	1	\$25
10	SOIL MAP CREATION	CREATE SOIL MAPS (10 MINUTES PER PARCEL)	3	225	\$5,625
11	SOIL SUMMARY REPORT GENERATION	GENERATE SOIL SUMMARIES FOR REVIEW (2.5 MINUTES PER PARCEL)	3	56	\$1,400
12	PROJECT MANAGEMENT	SUPERVISION OF PROJECT ORGANIZATION, PROGRESS, & COMPLETION	PROJ MGT	35	\$1,925
<b>TOTAL</b>				<b>707</b>	<b>\$24,063</b>

\*PROVIDED BY COUNTY ASSESSOR

\*\*INCLUDED IN CONSULTATION

**PAYMENT SCHEDULES**

Prior to the start of the project, Hooker County would be required to provide \$5,000 project initiation fee. This fee will be deducted from the overall project cost. Following project completion, the remaining amount for 2009 would become due.

In order to accommodate budget restrictions that counties may face, payment schedules have been calculated that would satisfy county needs as well as those of the contracting agency. The following outlines these proposed payment schedules.

**TABLE 3: PROPOSED PAYMENT SCHEDULES**

SCHEDULE	2009	2010	2011
PAID IN FULL	\$19,063 <sup>1</sup>	-----	-----
2 YEARS	\$7,032 <sup>2</sup>	\$12,513 <sup>2</sup>	-----
3 YEARS	\$6,354 <sup>3</sup>	\$7,117 <sup>3</sup>	\$6,735 <sup>3</sup>

<sup>1</sup>Project cost based on \$5,000 project initiation fee, with remaining amount to be paid at project completion.

<sup>2</sup>Project cost based on \$5,000 project initiation fee, with remainder of 2009 amount to be paid at project completion. 2010 payment based on remainder of project cost plus a 4% financing fee.

<sup>3</sup>Project cost based on \$5,000 project initiation fee, with remainder of 2009 amount (1/3 of remaining project cost) to be paid at project completion. 2010 payment based on project cost (less \$5,000 initiation fee) divided over three years, plus a 6% financing fee. 2011 payment based on remaining 1/3 of project cost (less \$5,000 initiation fee) plus a 6% financing fee.

**PROJECT SCHEDULE**

Based on the previously outlined assumptions and tasks, it is estimated that the project would take **15 weeks** to complete. Any modifications to the previously outlined project assumptions or tasks could affect project length, as well as overall project cost.



**\*\*\*DRAFT\*\*\***

**Arthur County, NE  
Blaine County, NE  
Grant County, NE  
Hooker County, NE  
Logan County, NE  
McPherson County, NE**

**Proposal for Professional Services  
Assessor GIS**

**GIS Workshop, Inc.**

415 N 66<sup>th</sup> St, Suite 7  
Lincoln, NE 68505  
TEL: 402-436-2150  
FAX: 402-436-2152

[www.gisworkshop.com](http://www.gisworkshop.com)



**ESRI  
Technology**  
AUTHORIZED  
BUSINESS PARTNER

**Transmittal Letter**

May 19, 2009

Dear Becky (Arthur County), April (Blaine County), Toni (Grant County), Dave (Hooker County), Pat (Logan County) and Judy (McPherson County):

Following is GIS Workshop's proposal describing GIS Workshop's approach building an assessment GIS for all 6 of your counties. My goal has been to leverage the economies of scale associated with grouping all of you into one project and basing costs on your individual parcel counts. By working on six counties at once, we can realize **significant** savings for each county. Each county is saving between \$10,000 to \$20,000 because of the saving in development and training time by grouping together. The pricing in this proposal is only valid if all six counties move forward with implementing GIS.

Most importantly, this project will ensure that all the counties comply with the state legislation mandating that county assessors within Nebraska start using the new digital soils surveys for assessment purposes on January 1, 2010.

I offered 3 different scenarios in our meeting last year, each offering different levels of involvement by you and your staff. The approach I have settled on requires the least amount of assistance from you and your staff...most of you are ex-officio offices, so I understand the pressure you are under to manage multiple offices. GIS Workshop will perform **ALL of the GIS construction and ALL OF THE MAINTENANCE** going forward. This means you don't have to worry about remembering how to work on the GIS or worry about keeping it maintained. We will do it all for you. We have several smaller counties on this program today. Each of you would access the GIS through a secure, private website. The web site would have the your cadastral maps, soil maps and Terrascan/County Solutions/MIPS data all loaded and linked together. When a split occurs or a change occurs you simply notify us and we make the change to the GIS for you.

- *GIS Workshop, Inc. will perform all the GIS build and all of the ongoing maintenance for your group.*

Ordinarily, I split the costs over 2 – 3 years. For your group, I have split the costs out over 5 years to further minimize the impact to your county budgets. Splitting the costs out will NOT delay construction or delivery of your GIS project...we just are giving you more time to pay for it. You will get access to the system as soon as we finish it (approx. 6-9 months).

Lastly, please remember GIS Workshop, Inc. is dedicated to serving you and your neighbors. Please check our references provided for ALL of our counties near the end of the proposal...you will find our customer service second –to-none. We have built over 50 of these systems in Nebraska. It is important you hire a company with the proper training and resources to perform this work for you.

- *We are the only GIS company approved by the Nebraska Association of County Officials to perform Assessment GIS work in the State of Nebraska.*

We can arrange another face-to-face meeting or we can talk as a group via telephone. I can also show you what the web site would look like

Sincerely Yours,

GIS WORKSHOP



Marcus Tooze, President



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## Company Information

### Company Description

We are committed to total client satisfaction through delivery of complete assessor GIS solution packages. GIS Workshop pledges to work closely with each of the County Assessor's Department staff to create and deliver the Assessor GIS system, training and post-delivery support. Our locale enables us to provide timely, on-site support and training to ensure that each County Assessor's Department will achieve maximum benefit from this new technology.

GIS Workshop develops best-in-class GIS technology and employs a professional staff that will exceed the goals for this project.

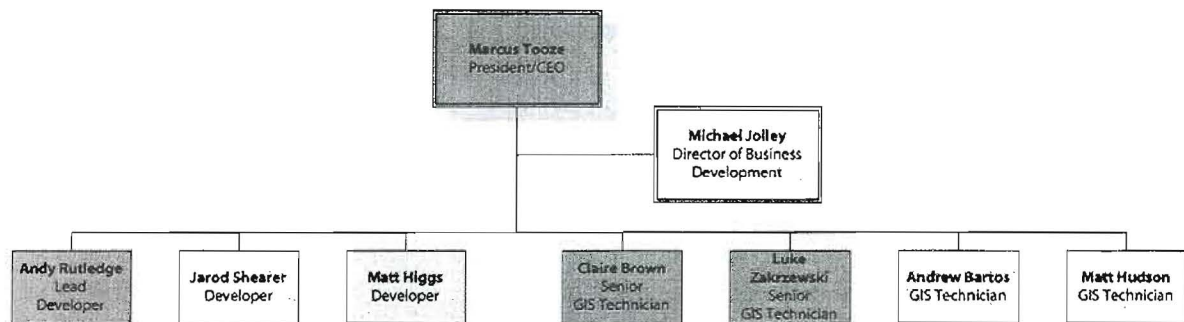


Figure 1: GIS Workshop employs a flat management structure encouraging involvement from all personnel

### Company Headquarters

#### GIS Workshop, Inc.

415 N. 66<sup>th</sup> Street, Suite 7

Lincoln, NE 68505

TEL: 402-436-2150

FAX: 402-436-2152

EMAIL: [mtooze@gisworkshop.com](mailto:mtooze@gisworkshop.com)

Contact: Marcus Tooze

### Company Information

GIS Workshop carries full professional errors and omissions liability, general liability, software development liability and workers comprehensive Insurance at the levels (or higher) required by each County. Insurance certificates are available upon request.

### Organizational Structure

We have a large staff dedicated to assessment GIS. You can call our help line any time between 7am and 7pm for assistance with your GIS...there are no call or time limits for support!

#### Project Manager: Marcus Tooze

Mr. Tooze has over 18 years experience in GIS applications for all levels of government and corporate America. He moved to the United States to obtain his M.S. in Geography and was recruited by the US Army Corps of Engineers in Champaign, IL to implement GIS for US Department of Defense installations around the world. He is past-president of the Nebraska GIS/LIS Association. Mr. Tooze has extensive experience in GIS applications for county level government, and is sensitive to the needs of staff and public alike. Mr. Tooze will act as project manager for the joint County project and provide the interface between GIS Workshop, Inc. technicians and County staff. In addition, Mr. Tooze will provide QA/QC oversight. Mr. Tooze is available 100% for this project.

---

**Senior GIS Technician & ESRI Certified Training Specialist: Claire Brown, GISP**

Ms. Brown is a GIS Technician at GIS Workshop specializing in Assessor, E911, Agriculture, and Law Enforcement systems and data collection. Ms. Brown is an ESRI certified trainer in ArcView as well as an Authorized Trimble GPS trainer. Ms. Brown has over 8 years of GIS experience in government applications. Ms. Brown is a graduate of the University of Nebraska-Lincoln receiving a B.S. in Geography with a concentration in Geographic Information Systems. She has worked for several agencies helping them start their GIS departments. Ms. Brown manages the GIS development for a majority of our assessor clients. She will provide hands on leadership in the development of each County's Assessor GIS, will direct all data development, and will provide training to the County staff. She is available 100% for this project.

**Senior GIS Developer: Jarod Shearer**

Mr. Shearer is our second most senior developer with GIS Workshop. His experience lies primarily in agricultural assessment software development and database integration. He has extensive experience in both Microsoft and UNIX environments. He is an accomplished programmer in C, C++ (MFC), embedded C++, Visual Basic, Map Objects, ArcObjects, and Java. Mr. Shearer received his B.S. in Computer Science from the University of Nebraska-Lincoln. His skills are most useful in mobile application customization and application development. Mr. Shearer will be available for the duration of the project, specifically for software installation and system configuration tasks.

## **Project Approach**

### *Overview*

GIS Workshop, Inc. will

1. Collect and scan your cadastral maps and collect a copy of your MIPS/County Solutions/Terrascan database in preparation for building your GIS.
2. Construct the parcel boundary layer, land use and soils layer for the ag parcels in each county.
3. Train you how to use the private/secure web site to perform the soil calculations (its easy to use and we can train you in a matter of minutes)
4. Perform all necessary ongoing splits and changes to the GIS. You won't have to perform any maintenance or use complicated GIS software.
5. Provide you with unlimited telephone support and help you use the GIS.

### *Cadastral and Survey Map Scanning*

To ensure the most accurate data capture, GIS Workshop proposes to coordinate with each County Assessors office to collect copies of all agricultural cadastral and survey maps that exist within the county. GIS Workshop will scan these maps into a digital format and use them for preparation of your GIS.

### *Section Control Development*

Each County may have some survey corner control available. GIS Workshop, Inc. will utilize these data where they are available. In those areas where no GPS control exists, GIS Workshop will utilize several sources of data in place of these data to estimate the corner location.

- (a) USGS DOQQs (Digital Ortho-Quarter Quads)
- (b) USDA FSA imagery
- (c) Existing PLSS digital data (from USGS 1:24,000 topographical maps)

In all cases where GIS Workshop, Inc. has estimated the corner control locations, these may be easily replaced in the future with survey grade corner control points.

### *Parcel and Land Use Digitizing*

We propose a standard digitizing approach to data entry. GIS Workshop will begin by digitizing (digitally tracing) the property boundaries from the scanned cadastral maps. As each parcel is digitized, the correct PIN number will be attached to the parcel by GISW staff.

Upon completion of the parcel layer, GIS Workshop will build the land use layer using information from each counties Terrascan/County Solutions/MIPS database. We will not try and match the data, but use it as a guide to digitize the correct grass, ag and irrigated areas using the new 2007 imagery as the actual guide.

### *Proposed Technology - Hardware*

You do not need to buy any new computers. GIS Workshop, Inc. will host the GIS on our servers. All you need is a simple computer with an Internet connection to access the GIS.

### *Proposed Technology - Software*

You will not need to buy any GIS software. You will use the GIS Workshop, Inc. GIS software across the Internet.

The online GIS software enable you to look at the GIS, search by parcel number, address or name and perform soils calculations quickly and easily.

Saline County Assessor Property Search and Mapping - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address http://saline.gisworkshop.com/ Go Links


Google Search 244 blocked Check AutoLink AutoFill Options

## Saline County Assessor

*Property Search and Mapping*

### Georgene Eggebraaten

### Saline County Assessor



Home

Saline County Home

Nebraska DPAT

Nebraska TERC

Protest Guidelines

Calendar

Contact Us

Help / Tutorial

**Owner:**

Last Name, FirstName

**Parcel ID:**

999999999

<b>Address:</b>	<b>Number</b>	<b>Street</b>	
	<input type="text"/>	<input type="text"/>	<input type="button" value="Submit"/>
	300	3rd	
	200	North School	
	400	B R	

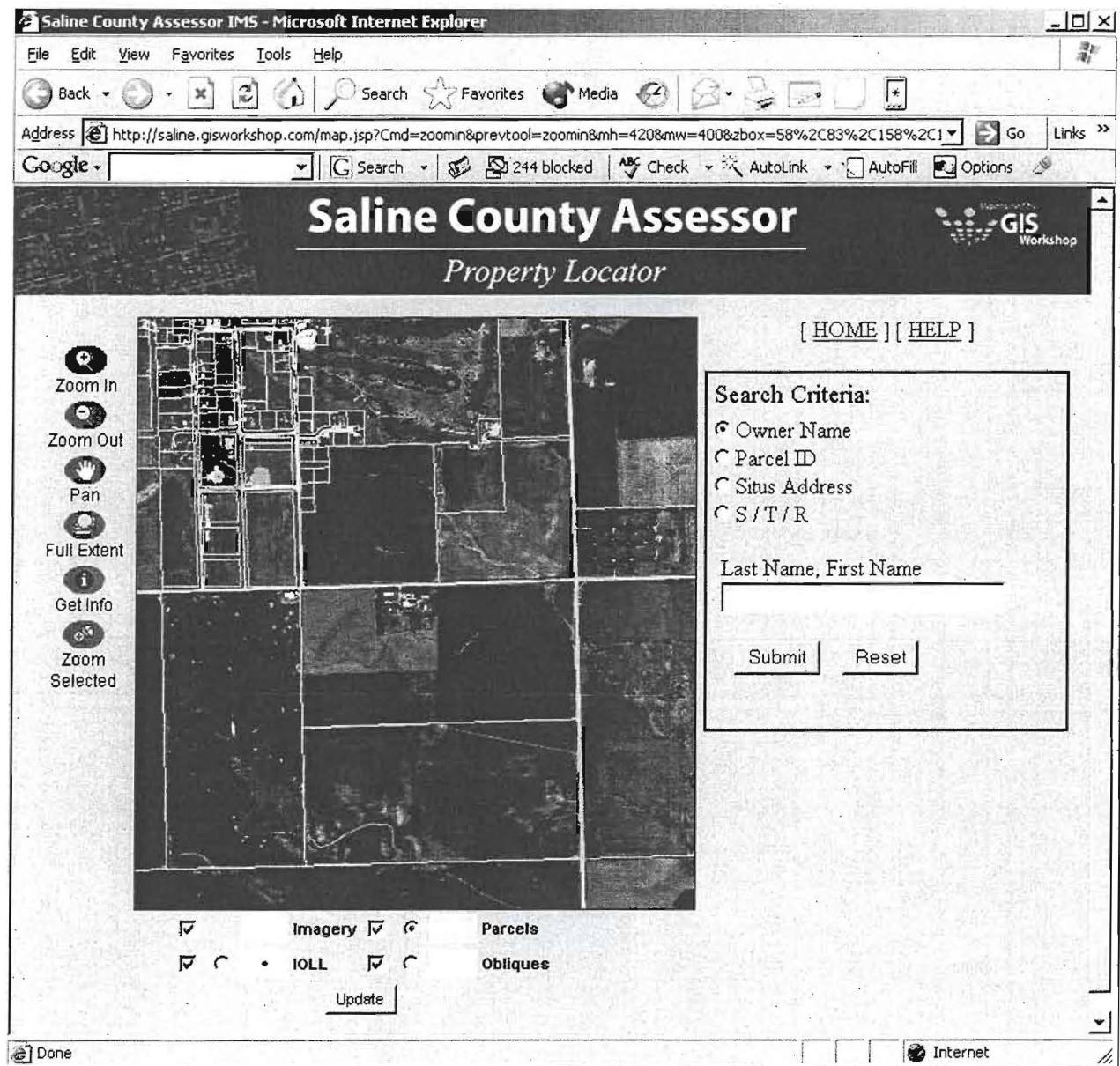
**Map:** [NEW! Search by map for parcels and imagery](#)

This site is continuously changing. All data was last updated on April 14th, 2006  
Current sketch and building characteristics may not be reflected in current year valuation.

Disclaimer: The public information contained herein is furnished as a public service by the Saline County Assessor's Office. All information was collected for the purpose of developing the annual Property Tax Roll as provided for the Chapter 77 of the Nebraska Revised Statutes. The Saline County Assessor's Office makes no warranties, either expressed or implied, concerning the accuracy, completeness, reliability or

Done Internet

The simple search interface lets you quickly get to the property record you are interested in.



The map view lets you look at the GIS without any complicated software or training.

The screenshot shows a web browser window displaying a GIS application. The browser address bar shows the URL: <http://gis.gemworkshop.com:8080/DawesIMS/imap.asp>. The application interface includes a search bar with the text "LostName, FirstName" and buttons for "Submit" and "Reset". The main area is a map showing land parcels with various soil and land use codes. A table on the right side of the screen provides a detailed report for a specific parcel, 31-49-191A.

PARCEL: 31-49-191A			
Landuse	Soil	PAT Code	Acres
Range	CaG	1G1	102.17125
Dry	AcD	2D	7.07966
Range	UsF	4G	19.28664
Range	KeD	2G	143.80258
Range	OhF	4G	182.23384
Range	RxD	4G1	10.60659
Range	AcD	2G	30.53385
Range	CdF	4G	9.77186

At the bottom of the application, there is a legend and layer control section with checkboxes for "Soils", "Landuse", and "Parcels". A status bar at the bottom right indicates "All data was last updated on August 5th, 2004". The browser's taskbar shows several open applications, including "Microsoft Outlook", "GIS Workshop JobFinder", and "Dawes County IMS".

You can perform an acreage count on any parcel at any time. The report on the right of the screen give you the acre counts for each land use and new soil type in the parcel, along with the correct LVG codes.

You can also look up the property card for the parcel you are looking at as well (this is from your Terrascan/County Solutions/MIPS database).

County Assessor Parcel Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail

Address Google | Search 216 blocked Check Look for Map Autofill Options

## Some County Assessor

### Parcel Details

[LOGIN](#)

**Owner Information:**

Current Owner:	SMITH, DELORES JEAN
Mailing Address:	ETAL RR 3 BOX 73 NE 69025-0000

**Property Information:**

Images:				
Parcel Number:	320024474			
Situs Address:				
Tax District:	100			
Property Class:	Agricultural			
Assessed Values	Total	Land	Improvements	Outbuildings
2005	87,085	87,085	0	0
2005 Tax Levy:	1.644663			
2005 Taxes Due:	\$1,432.26			

**Parcel Characteristics:**

Legal Description:	PT SE1/4; W1/2NE1/4; SW1/4 25-8-28 323A PRECINCT
Market Area:	1
Parcel Size (Acres):	323.0

**Ag. Land Information:**

Soil Symbol	Land Class	Acres	Value per Acre	Total Value
HA	DRY	70.0	420	29,400
HAC	DRY	9.0	420	3,780
CUF	DRY	3.0	225	675
HA	GRAS	6.0	250	1,500
HAC	GRAS	1.0	250	250
CUF	GRAS	234.0	220	51,480

**Farm Residence Data:**

Building Style:		Total Floor Area:	
Year Built:		Quality / Condition:	
Exterior Wall:		Roofing Type:	

Internet

An example of an agricultural property page.



Some of our counties choose to make this part of the web site available to the public so real estate professionals, bankers and insurers can look up information without having to call into your office.

### Training

GIS Workshop, Inc., will be performing all the GIS construction and ongoing maintenance tasks. You will only need a few minutes training to use the web site to perform soil/LVG code calculations. Any changes you want made, you just forward the maps and/or changes to us and we take care of them.

### Unlimited Support

GIS Workshop always includes unlimited telephone and on-line support program for all assessor projects. This allows us to provide our expertise without the delay right across the telephone and Internet. If you are having a problem with the GIS, simply call us and one of techs will be able to help you immediately. There are no time or volume limits for our support.

### Backups

GIS Workshop, Inc. provides this service to all our assessor clients. We back up your GIS data in three separate physical locations:

1. Our downtown Lincoln server farm
2. Our offices on the eastern side of the City of Lincoln
3. A weekly copy is stored in my basement vault at my own home!

Of course GIS Workshop, Inc. will never use, sell or profit from your GIS database in any way. We provide this service only to give you peace of mind that your data are secure.

## Schedule

### Project Responsibilities

GIS Workshop expects each County Assessor Department to provide and/or be responsible for the following items:

#### County Assessor Department Responsibilities

- (1) Have a computer with an Internet connection available (dial up will not be fast enough!).
- (2) Providing full access to the Terrascan/County Solutions/MIPS Appraisal/CAMA database for purposes of connecting the web site.
- (3) Provide other pertinent documents as deemed necessary
- (4) Providing all available existing GPS section control in Stateplane, NAD83 coordinates and interfacing with the county surveyor to collect these data

### Project Schedule

The GIS Workshop team is ready to start this six county Assessor GIS project after acceptance and receipt of a signed contract according to the tasks described in this proposal. We anticipate project completion 6-18 months after notice to proceed based on the above outlined steps. GIS Workshop, Inc cannot be held responsible for delays due to third parties or county offices.

TASK	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
1 Notice to Proceed	X											
2 Assessor Staff Interviews		X										
3 Section/Quarter Section Control collection												
4 Data Compilation (plat, cadastral, deed research)				X	X							
5 Data Entry (parcel compilation and associated annotation)												
6 PID Document research and attribution												
7 QA/QC												
8 Terrascan CAMALink extension customization/development												
9 Implementation		X	X	X	X	X	X	X	X	X	X	X
10 Training		X	X	X	X	X	X	X	X	X	X	X
12 ***FINAL ACCEPTANCE***												X

## Pricing and Financing Information

The following provides the total and detailed costs for the services and deliverables described in this proposal.

The following is a summary of costs for each county. This pricing is dependent on all six counties moving forward with the project. Detailed price sheets are listed separately for each county. The following pricing shows significant savings of between \$10,000 to \$20,000 per county if each county were to work independently.

The financing option is interest free, allowing each county to spread the cost of the project over 5 years. Using this financing program does NOT impact delivery date of the system, tools or training.

Arthur County, NE	\$18,820 (approx. 920 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$3,964
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$3,964
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$3,964
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$3,964
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$3,964

Blaine County, NE	\$23,900 (approx. 1400 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,780
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,780
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,780
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,780
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,780

Grant County, NE	\$24,750 (approx. 1500 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,950
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,950
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,950
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,950
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,950

Hooker County, NE	\$23,050 (approx. 1300 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,610
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,610
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,610
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,610
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,610

Logan County, NE	\$23,475 (approx. 1350 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,695
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,695
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,695
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,695
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,695

McPherson County, NE	\$24, 537 (approx. 1475 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,907
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,907
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,907
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,907
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,907

### *Ongoing Maintenance and Support Fees*

After the 5th year payment, each county will be responsible for an annual support/hosting/maintenance fee of \$1,500 per county per year.

## References

### *Hamilton County, NE: Assessment GIS and Assessor Property Web Page*

Hamilton County engaged the services of GIS Workshop, Inc. to develop their cadastral GIS database. The system forms the first step in developing a countywide GIS to help Hamilton County administrators manage physical and economic resources efficiently. The Hamilton County Board has elected to involve their mapping technician in the GIS creation process. The mapping technician will work directly with GIS Workshop staff and learn the GIS from the ground up. GIS actively promotes this type of interaction and involvement by clients so they may learn as much as possible about the GIS.

Project Contact: Patricia Sandberg (402) 694-2757

### *Butler County, NE: Assessors GIS and E911 GIS*

Butler County engaged the services of GIS Workshop, Inc. to develop their cadastral GIS database. The system forms the first step in developing a countywide GIS to help Butler County administrators manage physical and economic resources efficiently. We are currently 100% complete with parcel compilation, and recently demonstrated the ArcGIS GIS/Terrascan CAMA Live-Link. The Butler County Assessors staff members are an excellent example of the success that our approach to GIS data development and assessor staff training takes. In just a matter of a few months, the assessor staff members were completing land transfers, subs, and splits on the new digital GIS maps without assistance from GIS Workshop, Inc.

Project Contact: Vickie Donoghue (402) 367-7420

### *Saline County, NE: Assessors GIS*

Saline County recently selected GIS Workshop to create the base platform for their countywide enterprise GIS. GIS Workshop, Inc. is creating both the parcel and land use layer during the first phase of the project. GIS Workshop will be delivering data in a staged system and providing training to all the assessors' staff over the 12-month project. In addition, GIS Workshop is aiding the surveyor's office in transitioning towards using GIS to record corner monumentation information. Both the internal GIS and web-based GIS will connect to the Terrascan CAMA via GIS Workshops patented CAMALink software.

Project Contact: Georgene Eggebraaten (402) 821-2588

### *Seward County, NE: Assessors GIS and E911 GIS*

Seward County selected GIS Workshop, Inc. to create both the parcel and land use layers and create a street centerline database in addition to integrating imagery, soils and various other data layers. GIS Workshop, Inc. is working with Alltel and Plant Equipment to generate and install the Master Street Address Guide (MSAG) for Seward County. Seward County elected to have their GIS built with survey-quality parcel measurements in mind. We constructed the database in a manner allowing the GIS staff to fill in the database with survey data as filed with the Registrar of Deeds. This approach will allow Seward County to build a survey accurate GIS over time, while meeting the assessors needs for immediate digital mapping and rural property acreage measurements. Seward County is making use of our free web-based project tracking service so that County Officials can track development of the system on a daily basis.

Project Contact: Marilyn Hladky, (402) 643-3311

### *Kearney County, NE: County Enterprise and Assessors GIS*

GIS Workshop recently finished the Kearney County Assessment GIS. Assessor staff is completing the land use layers and PID portion of the project. GIS Workshop linked ArcGIS to the AS400 based MIPS CAMA through Bosonova to provide CAMALink capabilities.

Project Contact: Linda Larsen (308) 832-2625

### *Additional Nebraska Assessor Client List and Contacts*

Cass County, Bob Van Dyne, (402) 296-9310

Dawes County, Connie Sandoz, (308) 432-0103

Franklin County, Ruth Jackson, (308) 425-6229

Gage County, Patty Mulligan, (402) 223-1308

Jefferson County, Arliss Brown, (402) 729-3103

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Kimball County, Alice Ryschon, (308) 235-2362  
Knox County, Monica McManigal, (402) 288-4255  
Merrick County, Jan Placke, (308) 262-1534  
Phelps County, Melodie Marvin, (308) 995-4061  
Seward County, Marilyn Hladky, (402) 643-3311  
Thayer County, Karla Joe, (402) 768-6417

**APPLICANT: LOGAN COUNTY ASSESSOR**

**PROJECT TITLE:** *GIS System for Logan County Assessor's Office*

**AMOUNT REQUESTED:** \$25,000

**AGENCY HISTORY:** First grant requested.

**SUMMARY (I, Q3):** Seeking assistance in funding a GIS System for Logan County.

**BENEFICIARY OF SERVICE (II, Q2):** Logan County

**\$ TO BE USED FOR (II, Q7):** Help pay the projected \$22,896 for GIS system.

**GRANT CRITERIA (MET/NOT MET):**

Required: 1. (II, Q9): YES (increase speed, efficiency and accuracy of accessing records).

2. (III, Q3): YES

3. (II, Q13): N/A

Considered: 4. (II, Q10): YES (provide tools for accuracy and efficiency in accessing Logan County Property/increase retrieval speed)

5. (II, Q11): YES (State, local and Federal land use)

6. (II, Q12): YES

**RECOMMENDATION:** Suggest approve.

If approve, suggest grant of \$22,896.00 (see (II, Q7) and email (09/08/09) from Richard Cook: *"We only need the \$22,896.00 to cover the expense of the initial install and setup. We have budgeted \$5000.00 in the Assessors budget to cover the initial start up fee needed before work can begin and will continue budgeting this amount to cover any upkeep in future years."*

Board has approved similar grants for other counties:

05/2005 Kearney County (\$25,000) GIS Workshop – **Approved**

01/2006 Merrick County (\$25,000) GIS Workshop – **Approved**

04/2008 Nemaha County (\$25,000) GIS Workshop – **Approved**

07/2006 Polk County (\$17,500) GIS Workshop – **Approved**

05/09 Thomas County (\$25,000) GIS Workshop - **Approved**

05/09 Hayes County (\$25,000) GIS Workshop – **Approved**

**Nebraska.gov comments:**

I, Q5 - No return on Investment for the Board

II, Q8 –To meet Legislative Statues

II, Q12. – This project will only add a link to the Parcel lookup, which we provide for all counties. This means the electronic ability to “Deliver” information through the Electronic gateway, does not exist with this project, even when completed.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicants: Arthur County  
Blaine County  
Hooker County  
Logan County  
McPherson County

Project Title: (Various Titles)

Resolution passed by the Technical Advisory Committee on August 28, 2009:

The committee, having reviewed five related grant applications from Arthur County, Blaine County, Hooker County, Logan County, and McPherson County relating to GIS systems, finds that:

- The projects are technically feasible.
- It is unknown if the proposed technology is appropriate for the projects. With regard to the proposal from Dale Hanna, insufficient information or detail was provided to determine the appropriateness of the technology. Another proposal was provided from GIS Workshop. It is unclear which approach the counties will pursue and what activities are specifically to be provided by each vendor. The applications themselves provided very little detail regarding the technical approach of the proposed county projects. One application (Hooker County) did include a more detailed proposal from GIS Workshop, but it was not clear if this was the approach selected by Hooker County and whether the details of this GIS Workshop proposal applied to the other applicants or not.
- It is unknown if technical elements can be accomplished within the proposed time frame and budget. The GIS Workshop proposal states that "pricing is dependent on all six counties moving forward with the project." Only five of the listed counties submitted grant requests – Arthur, Blaine, Hooker, Logan, and McPherson. It is unknown what the status of the project is with respect to the sixth county, Grant County.
- The Committee recommends that the contract(s) with the vendor clearly provide that the county owns the data and that they have a right to get a complete copy of the data in a non-proprietary, readable format upon request.
- Storage of public data, including backup data, should be done at an appropriate location, not to include an individual's private residence.
- The Committee recommends that any grant(s) awarded should contain a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

(Vote: Brown-Yes, Decker-Yes and Weir-Yes)

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Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

KENNETH KRAMER, COMMISSIONER  
REX LANKA, COMMISSIONER

JERRY JOHNSON, COMMISSIONER  
PAT HARVEY, CLERK

## COUNTY OF LOGAN

P.O. Box 8  
STAPLETON, NEBRASKA 69163

September 3, 2009

TO: Nebraska State Records Board.

RE: Logan County Grant Application

I Pat Harvey, Logan County Assessor will not be able to attend the hearing for the Logan County Grant Application on September 15, 2009 because of other office obligations so I hereby submit this statement of my goals for the Logan County GIS system.

Goals:

1. I would like to see an accurate inventory of soils and assessed acres within our County and also accomplish the State Statute requirement of 77-1363 to make the assessment of Logan County rural property more efficient. The current system being used does not do that.
2. A future goal of the system would be to have digitized, maps and property information available to anyone with Internet Access.

Our County is small in size as well as population, our tax dollars come from local taxpayers and we have been close to our levy limit. We do have some central assessed properties but most of our taxes come from local sources, therefore we have had limited resources and time to dedicate to implementing a GIS system, and this Grant would assist us in being able to complete this proposed project.

I have one full time employee. I hold five offices because I am an ex-officio County Clerk, Assessor, Clerk of the District Court, Register of Deeds and Election Commissioner.

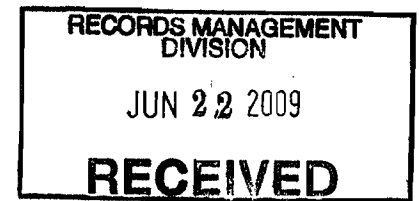
This statement is respectfully submitted by the Logan County Assessor, Pat Harvey.

Pat Harvey  
Logan County Assessor



**Nebraska State  
Records Board**  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

**John A. Gale**  
Chairman



## **APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Agency)**

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects, which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

### **Grant Criteria**

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?/OSBRAApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

**I. GRANT SUMMARY**

1. Name of agency applying for grant: Logan County Nebraska
2. Title of project: GIS System for Logan County Assessors Office
3. Brief description of project: **The Logan County Assessor has need of a GIS system to become compliant with State of Nebraska Assessor regulations.**  
**The Assessor has obtained bids for a GIS system, which will fill the Counties needs and now is seeking assistance in funding the project.**
4. Grant request amount \$25,000.00
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

**No there will not be a fee for accessing these records.**

## **II. GRANT DETAIL**

### **1. Please describe the project in detail (you may attach this description).**

**This project is the implementation of a Geospatial Information System (GIS) to be used in updating property assessment values, which will bring Logan County into compliance with State Statute Section 77-136. The system will create classes and subclasses to reflect uses appropriate for the valuation of such land according to law and is based on soil classification standards developed by the Natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator. The Logan County Assessor shall utilize this system to implement soil surveys in the assessment year after the soil survey maps become available to achieve more uniform and proportionate valuations.**

**This GIS offers tools that can aid in the quick, efficient, and accurate updating of Parcel and Agricultural Land use boundaries, Land Capability Groups and Property value assessments. This system will also eliminate inaccuracies in current estimation of road acreage and conflicts between current land use classifications with NRCS Soil Survey Data. This system will also provide distinguishable section boundaries, accurate Public Land Survey System section data and predefined home site and farm site acreages.**

**The total initial cost of the System is \$22,896.00 and the yearly upkeep cost is \$25.00 to \$55.00 per hour depending on the complexity of the needed programming. This upkeep cost will be provided for in the annual Logan County Assessors budget.**

### **2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

**This System will benefit Logan County by bringing the County into compliance with statute 77-1363 and by making the assessment of Logan County Property more efficient.**

**The Logan County Assessor will use this GIS system to update property assessment values by using soil classification standards developed by the natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator.**

### **3. Timeline for implementation (*a specific completion date (MM/YYYY) must be provided*). *Grant funds lapse if not expended prior to completion date.***

**The scheduled completion date for this project is 06/01/2010.**

**4. Subdivision contribution to project (labor, equipment etc.).**

**The Logan County Assessor will provide copies of all existing agricultural cadastral and survey maps.**

**5. Is other funding available for this project (explain)?**

**Yes, Partial funding has been budgeted from Logan County funds in the 2009 /2010 assessor's budget.**

**6. Does the project require additional statutory authority (explain)?**

**Adequate statutory authority is already in place for this project.**

**7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

**This grant money will be used to help pay the projected \$22,896.00 expense of installing a GIS system in the Logan County Assessors Office to use in assessing Rural Property in Logan County. (See attached bids from two vendors)**

**8. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

**Logan County is a small county of 576 Square miles, in central Nebraska with a population of 791 people including two villages. This County is sorely stressed to keep up the additional expenses of state mandated requirements created by a burgeoning electronic world. Once this GIS system is installed, minimal maintenance will be required and can easily be provided for in the existing assessors budget.**

**9. Please describe how this project will enhance the delivery of agency services or access to those services.**

**This GIS system will increase the accuracy and efficiency of assessing Logan County property. It will also increase the speed in retrieving information when requested by customers.**

**10. Please describe how this project will improve the efficiency of agency operations.**

**This GIS system will provide tools that can aid in the quick, efficient, and accurate updating of Parcel and Agricultural and land use boundaries, Land Capability Groups and property value assessment.**

**11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

**Local, State and Federal land use information will be combined to create the database in this system. Once compiled, the information in this GIS system will be compatible with the surrounding counties and can be adapted for their use with minimal modification. Because State and Federal Land use information is being used this system will facilitate the easy transfer of information among systems when needed.**

- 12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**

**Logan County is currently in the process of developing a web site, which will be linked to the Official State portal (Nebraska.gov). This web site will provide information and links for all Logan County Offices including the Logan County Assessors' office.**

- 13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.**

**No this project will not involve the licensing, permitting or regulation of business.**

### **III. TECHNICAL INFORMATION**

- 1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.**

**This project will use the existing county computers and Internet connection. The Vender will provide the GIS software necessary to meet the requirements of State Statute 77-136 and also fulfill the needs of Logan County.**

- 2. Address any technical issues with the proposed technology including:**

- Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- Compatibility with existing institutional and/or statewide infrastructure.**
- Reliability, security, and scalability (future needs for growth or adaptation).**

**All parcel boundaries created for the purpose of soil extraction will be created in compliance with NITC Land Record Information Standards, and Geospatial Metadata Standards. This is important because the NITC and the Nebraska GIS Steering Committee are committed to the standardization**

of geospatial datasets for Nebraska. This sets standards / guidelines for modernization of land records that are currently maintained on paper in the local courthouse. These guidelines also ensure that counties that are planning on modernizing their records conform with other land record datasets that currently exist or are being created across the state. (Sections 2.0-2.2 in the NITC Land Record Information Standards document).

Following the NITC guidelines will insure the compatibility of the Logan County land records with statewide County, State and Federal land records.

The proposed GIS system has been proven reliable, secure and is designed to adapt and grow to meet future needs.

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

The information retrieved from this GIS system will be available to people with disabilities by telephoning, emailing, or visiting the Logan County assessors' office.

4. Describe how technical support will be provided.

The Logan County Assessor will be able to receive technical help from the vendor by calling the help desk at any time to receive assistance by telephone or request a service call.

#### **IV. CONTACT INFORMATION & SIGNATURE**

Contact person for any questions regarding this application:

**Richard C. Cook**

Phone # 308-636-6157 E-mail richcook47@hotmail.com

Signed this 19 day of June, 2009

Pat Harvey, Logan Co. Clerk/Assessor  
Agency Director



Please return to:

**Cathy Danahy**  
Nebraska State Records Board  
440 S 8<sup>th</sup> St. Suite 210  
Lincoln, NE 68508  
(402) 471-2745

(Last updated 04/28/2008)

The following table outlines projected cost estimates based on the Task Level (TABLE 1), hourly rate (TABLE 1), and total number of hours required to accomplish each task.

**TABLE 2: ESTIMATED PROJECT COST**

TASK ID	TASK	DESCRIPTION	TASK LEVEL	TASK HOURS	COST
1	SOURCE DATA ACQUISITION <sup>1</sup>	CADASTRALS, SURVEYS, ASSESSMENT CARDS	1	0	\$0
2	PROJECT RESEARCH <sup>2</sup>	TERRASCAN & MIPS DATABASE INTEGRATION	1	0	\$0
3	ONSITE DATABASE INSTALLATION/SETUP	UPDATE TERRASCAN/MIPS DATABASES	1	20	\$900
4	HARDWARE, SOFTWARE, & DATA REVIEW <sup>2</sup>	ID ASSESSOR SOFTWARE & DATABASE	2	0	\$0
5	DATABASE CONSTRUCTION	FORMAT TO MIMIC ASSESSOR DATABASE	2	1	\$35
6	DATA EXTRACTION & ATTRIBUTION	SOIL EXTRACTION (20 MINUTES PER SECTION)	2	192	\$6,720
7	DATA QUALITY CONTROL	TOPOLOGY CHECKS (1/3 OF EXTRACTION HOURS)	2	64	\$2,240
8	DATA REVISIONS	DATA CORRECTIONS (15 MINUTES PER 1/4 OF TOTAL PARCELS)	2	94	\$3,281
9	DATA ACQUISITION	NRCS SOILS ACQUISITION & FORMATTING	3	1	\$25
10	SOIL MAP CREATION	CREATE SOIL MAPS (10 MINUTES PER PARCEL) FOR REVIEW	3	250	\$6,250
11	SOIL SUMMARY REPORT GENERATION	GENERATE SOIL SUMMARIES FOR REVIEW (2.5 MINUTES PER PARCEL)	3	63	\$1,575
12	PROJECT MANAGEMENT	SUPERVISION OF PROJECT ORGRANIZATION, PROGRESS, & COMPLETION (5% OF TOTAL HOURS)	PROJ MGT	34	\$1,870
<b>TOTAL</b>				<b>685<sup>3</sup></b>	<b>\$22,896</b>

<sup>1</sup>Provided by the county assessor

<sup>2</sup>Included in the initial consultation

<sup>3</sup>Total hours less Project Management hours

**Pricing and Financing Information**

The following provides the total and detailed costs for the services and deliverables described in this proposal.

The following is a summary of costs for each county. This pricing is dependent on all six counties moving forward with the project. Detailed price sheets are listed separately for each county. The following pricing shows significant savings of between \$10,000 to \$20,000 per county if each county were to work independently.

The financing option is interest free, allowing each county to spread the cost of the project over 5 years. Using this financing program does NOT impact delivery date of the system, tools or training.

**Arthur County, NE \$18,820 (approx. 920 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$3,964
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$3,964
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$3,964
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$3,964
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$3,964

**Blaine County, NE \$23,900 (approx. 1400 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,780
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,780
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,780
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,780
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,780

**Grant County, NE \$24,750 (approx. 1500 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,950
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,950
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,950
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,950
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,950

**Hooker County, NE \$23,050 (approx. 1300 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,610
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,610
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,610
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,610
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,610

**Logan County, NE \$23,475 (approx. 1350 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,695
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,695
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,695
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,695
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,695

**McPherson County, NE \$24,537 (approx. 1475 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,907
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,907
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,907
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,907
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,907

*Ongoing Maintenance and Support Fees*

After the 5th year payment, each county will be responsible for an annual support/hosting/maintenance fee of \$1,500 per county per year.



**APPLICANT: MCPHERSON COUNTY ASSESSOR**

**PROJECT TITLE:** *GIS System for McPherson County*

**AMOUNT REQUESTED:** \$25,000

**AGENCY HISTORY:** First grant requested.

**SUMMARY (I, Q3):** Purchase of GIS System to become compliant with State of NE Assessor regulations.

**BENEFICIARY OF SERVICE (II, Q2):** General public, other government agencies, real estate professionals

**\$ TO BE USED FOR (II, Q7):** McPherson County

**GRANT CRITERIA (MET/NOT MET):**

Required: 1. (II, Q9): YES  
2. (III, Q3): YES  
3. (II, Q13): N/A

Considered: 4. (II, Q10): YES (provide tools to aid in efficient & accurate updating of parcel and agricultural & land use boundaries & property value assessment)  
5. (II, Q11): YES  
6. (II, Q12): YES (N/A)

**RECOMMENDATION:** Suggest approve.\*

**Board has approved** similar grants for other counties:

05/2005 Kearney County (\$25,000) GIS Workshop – **Approved**

01/2006 Merrick County (\$25,000) GIS Workshop – **Approved**

04/2008 Nemaha County (\$25,000) GIS Workshop – **Approved**

07/2006 Polk County (\$17,500) GIS Workshop – **Approved**

05/09 Thomas County (\$25,000) GIS Workshop - **Approved**

05/09 Hayes County (\$25,000) GIS Workshop – **Approved**

**\*NOTE:** Requesting higher of 2 bids: GIS Western Resources \$25,808; GIS Workshop \$24,537.

(email 9/3/09) from Judy Dailey, McPherson County Clerk: *“I have \$800 in my Assessor’s budget for aerial photos which will not be used this year, so thought I could use that \$800 to fund the additional cost of the GIS System”*

**Nebraska.gov comments:**

I, Q5 - No return on Investment for the Board

II, Q8 –To meet Legislative Statues

II, Q12. – This project does not have the electronic ability to provide or “Deliver” information through the Electronic gateway.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicants: Arthur County  
Blaine County  
Hooker County  
Logan County  
McPherson County

Project Title: (Various Titles)

Resolution passed by the Technical Advisory Committee on August 28, 2009:

The committee, having reviewed five related grant applications from Arthur County, Blaine County, Hooker County, Logan County, and McPherson County relating to GIS systems, finds that:

- The projects are technically feasible.
- It is unknown if the proposed technology is appropriate for the projects. With regard to the proposal from Dale Hanna, insufficient information or detail was provided to determine the appropriateness of the technology. Another proposal was provided from GIS Workshop. It is unclear which approach the counties will pursue and what activities are specifically to be provided by each vendor. The applications themselves provided very little detail regarding the technical approach of the proposed county projects. One application (Hooker County) did include a more detailed proposal from GIS Workshop, but it was not clear if this was the approach selected by Hooker County and whether the details of this GIS Workshop proposal applied to the other applicants or not.
- It is unknown if technical elements can be accomplished within the proposed time frame and budget. The GIS Workshop proposal states that "pricing is dependent on all six counties moving forward with the project." Only five of the listed counties submitted grant requests – Arthur, Blaine, Hooker, Logan, and McPherson. It is unknown what the status of the project is with respect to the sixth county, Grant County.
- The Committee recommends that the contract(s) with the vendor clearly provide that the county owns the data and that they have a right to get a complete copy of the data in a non-proprietary, readable format upon request.
- Storage of public data, including backup data, should be done at an appropriate location, not to include an individual's private residence.
- The Committee recommends that any grant(s) awarded should contain a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

(Vote: Brown-Yes, Decker-Yes and Weir-Yes)

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Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

County Clerk & Election Commissioner  
County Clerk of District Court  
County Assessor  
County Register of Deeds

JUDY M. DAILEY  
P.O. BOX 122  
TRYON, NEBRASKA 69167  
(308) 587-2363

**MCPHERSON COUNTY CLERK**

September 10, 2009

**TO: NEBRASKA STATE RECORDS BOARD**

Thank you for allowing me the privilege of applying for the GIS Grant for the McPherson County Assessor's Office. I am sorry I am not able to meet with you in person. I have other office commitments on that day that will not allow me to be out of the office.

I am an Ex-Officio County Clerk, which means that due to the population of our county being under 4000, the elected office of County Clerk also "inherits" the offices of Assessor, Register of Deeds, Election Commissioner and Clerk of District Court. Because of the duties and schedules of the combined offices and having minimal office help, it is very hard to spend time out of the office.

I wanted to take this opportunity to tell you about McPherson County and why we would be grateful to be considered as an applicant for the grant for a McPherson County GIS system.

McPherson County is a small, rural county, 24 x 36 miles, located in the Nebraska Sandhills. We have one unincorporated town in our county, which is Tryon, the county seat. We have a population of 533. Our county is mainly made up of ranches, plus there are several people living here who work for the Union Pacific Railroad. We have always been a conservative county and are operating on very limited budgets.

Without the help of a grant, we would never be able to consider the implementation of the GIS System. The GIS system would be a helpful tool to the Assessor's office in the mandated implementation of the new NRCS Soil Survey, and would increase the speed in retrieving assessment information, when requested by our customers. It would also be of great benefit to all McPherson County offices, to have this system.

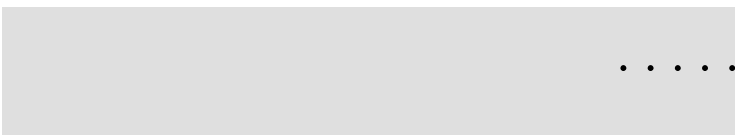
If we are successful in obtaining the grant, we would enlist the assistance of GIS Western Resources Inc. and would work with Dale Hanna, the GIS Specialist, for the implementation of the GIS System. Mr. Hanna will be present to represent McPherson County at the September 15<sup>th</sup> meeting and can answer any technical questions which you may have.

Again my apologies, for not being able to meet with you personally. I would be most happy to entertain any questions you might have about my office, by phone. Please feel free to call me at the following number, (308) 587-2363.

I appreciate your consideration of McPherson County receiving the grant to help us implement a GIS system.

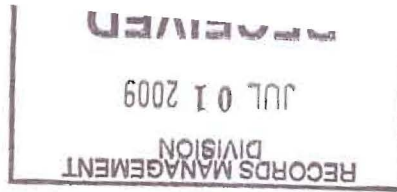
Sincerely,

Judy M. Dailey  
McPherson County Clerk



.....

County Clerk & Election Commissioner  
County Clerk of District Court  
County Assessor  
County Register of Deeds



JUDY M. DAILEY  
P.O. BOX 122  
TRYON, NEBRASKA 69167  
(308) 587-2363

## MCPHERSON COUNTY CLERK

June 29, 2009

Cathy Danahy  
Nebraska State Records Board  
440 S. 8<sup>th</sup> St, Suite 210  
Lincoln, NE. 68508

Dear Cathy;

Enclosed please find an Application for State Records Board Grant to Improve Access to Public Information from McPherson County.

Please feel free to contact my office at (308) 587-2363 if you have need for any further Information on this matter.

Sincerely,

A handwritten signature in blue ink that reads "Judy M. Dailey".

Judy M. Dailey  
McPherson County Clerk/Assessor

.....



**Nebraska State  
Records Board**  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

**John A. Gale**  
Chairman



## **APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Agency)**

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects, which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

### **Grant Criteria**

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

## **I. GRANT SUMMARY**

1. Name of agency applying for grant: McPherson County, Nebraska .
2. Title of project: GIS System for McPherson County Assessor's Office.
3. Brief description of project: **The McPherson County Assessor has need of a GIS system to become compliant with State of Nebraska Assessor regulations. The Assessor has obtained bids for a GIS system, which will fill the Counties needs and now is seeking assistance in funding the project.**
4. Grant request amount \$25,000.00
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.  
  
**No, there will not be a fee for accessing these records.**



## **II. GRANT DETAIL**

- 1. Please describe the project in detail (you may attach this description).**

**This project is the implementation of a Geospatial Information System (GIS) to be used in updating property assessment values, which will bring McPherson County into compliance with State Statute Section 77-1363. The system will create classes and subclasses to reflect uses appropriate for the valuation of such land according to law and is based on soil classification standards developed by the Natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator. The McPherson County Assessor shall utilize this system to implement soil surveys in the assessment year after the soil survey maps become available to achieve more uniform and proportionate valuations.**

**This GIS offers tools that can aid in the quick, efficient, and accurate updating of Parcel and Agricultural Land use boundaries, Land Capability Groups and Property value assessments. This system will also eliminate inaccuracies in current estimation of road acreage and conflicts between current land use classifications with NRCS Soil Survey Data. This system will also provide distinguishable section boundaries, accurate Public Land Survey System section data and predefined home site and farm site acreages.**

**The total initial cost of the System is \$25,808 and the yearly upkeep cost is \$25 to \$55 per hour, based on the complexity and or skill level required to complete a task. This upkeep cost will be provided for in the annual McPherson County Assessor's budget.**

- 2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

**This System will benefit McPherson County by bringing the County into compliance with statute 77-136 and by making the assessment of McPherson County Property more efficient.**

**The McPherson County Assessor will use this GIS system to update property assessment values by using soil classification standards developed by the natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator.**

- 3. Timeline for implementation (*a specific completion date (MM/YYYY) must be provided*). *Grant funds lapse if not expended prior to completion date.***

**The scheduled completion date for this project is 06/01/2010.**

4. **Subdivision contribution to project (labor, equipment etc.).**

**The McPherson County Assessor will provide copies of all existing agricultural cadastral and survey maps.**

5. **Is other funding available for this project (explain)?**

**Yes. Partial funding will be budgeted from McPherson County funds in the 2009 /2010 Assessor's budget.**

6. **Does the project require additional statutory authority (explain)?**

**Adequate statutory authority is already in place for this project.**

7. **Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

**This grant money will be used to help pay the projected \$25,808 expense of installing a GIS system in the McPherson County Assessor's Office to use in assessing Rural Property in McPherson County. (See attached bids from two vendors)**

8. **Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

**McPherson County is a small county of 864 Square miles, in central Nebraska with a population of 520 people including one unincorporated village. McPherson County has no other revenue source other than property taxes, and we are financially stressed to keep up the additional expenses of state mandated requirements created by a burgeoning electronic world. Once this GIS system is installed, minimal maintenance will be required and can easily be provided for in the existing Assessor's budget.**

9. **Please describe how this project will enhance the delivery of agency services or access to those services.**

**This GIS system will increase the accuracy and efficiency of assessing McPherson County property. It will also increase the speed in retrieving information when requested by customers.**

10. Please describe how this project will improve the efficiency of agency operations.

This GIS system will provide tools that can aid in the quick, efficient, and accurate updating of Parcel and Agricultural and land use boundaries, Land Capability Groups and property value assessment.

11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.

Local, State and Federal land use information will be combined to create the database in this system. Once compiled, the information in this GIS system will be compatible with the surrounding counties and can be adapted for their use with minimal modification. Because State and Federal Land use information is being used this system will facilitate the easy transfer of information among systems when needed.

12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?

McPherson County would like to be able to develop a web site in the future, which will be linked to the Official State portal (Nebraska.gov). This web site would provide information and links for all McPherson County Offices including the McPherson County Assessor's office.

13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.

No this project will not involve the licensing, permitting or regulation of business.

### **III. TECHNICAL INFORMATION**

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

**Required hardware and software:** This project will use the existing county computers and Internet connection. The Vender will provide the GIS software necessary to meet the requirements of State Statute 77-136 and also fulfill the needs of McPherson County. Parcel soil summaries and maps will be created using a Soil Summary Report Generator built on the Microsoft Access Platform.

This hardware and software configuration was selected because the McPherson County Assessor's Office wanted a system that is not complex, that is easy to use and that will allow the county to meet the requirements of Neb. Rev. Stat. Sec. 77-1363. This system can also be expanded in the future to include more extensive and in depth property assessment tools.

**2. Address any technical issues with the proposed technology including:**

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security, and scalability (future needs for growth or adaptation).**

All parcel boundaries created for the purpose of soil extraction will be created in compliance with NITC Land Record Information Standards, and Geospatial Metadata Standards. This is important because the NITC and the Nebraska GIS Steering Committee are committed to the standardization of geospatial datasets for Nebraska. This sets standards / guidelines for modernization of land records that are currently maintained on paper in the local courthouse. These guidelines also ensure that counties that are planning on modernizing their records conform with other land record datasets that currently exist or are being created across the state. (Sections 2.0-2.2 in the NITC Land Record Information Standards document).

Following the NITC guidelines will insure the compatibility of the McPherson County land records with statewide County, State and Federal land records. The proposed GIS system has been proven reliable, secure and is designed to adapt and grow to meet future needs.

**3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

Persons with disabilities can request the information this technology provides from the County Assessor via telephone, e-mail, or by visiting the County Assessor's office, Land use summaries and parcel maps can then be delivered via e-mail, printed hard copy, or can be mailed.

4. Describe how technical support will be provided.

Minimal maintenance and technical support should be required once the project is completed. Any technical support that is needed will be provided by the vendor on a level of effort basis (hourly rate). The vendor will attempt to remotely solve any technical issues (via telephone, e-mail, etc) and then provide onsite assistance if the problem isn't resolved.

**IV. CONTACT INFORMATION & SIGNATURE**

Contact person for any questions regarding this application:

McPherson County Clerk, Judy M. Dailey

Phone # 308-587-2363 E-mail clerk@mcperson.nacone.org

Signed this 29<sup>th</sup> day of June, 2009.

  
\_\_\_\_\_  
Agency Director

Please return to:

Cathy Danahy  
Nebraska State Records Board  
440 S 8<sup>th</sup> St. Suite 210  
Lincoln, NE 68508  
(402) 471-2745

*(Last updated 04/28/2008)*

## MCPHERSON COUNTY SOIL EXTRACTION

06/29/09

The following table outlines projected cost estimates based on the Task Level (TABLE 1), hourly rate (TABLE 1), and total number of hours required to accomplish each task.

**TABLE 2: ESTIMATED PROJECT COST**

TASK ID	TASK	DESCRIPTION	TASK LEVEL	TASK HOURS	COST
1	SOURCE DATA ACQUISITION <sup>1</sup>	CADASTRALS, SURVEYS, ASSESSMENT CARDS	1	0	\$0
2	PROJECT RESEARCH <sup>2</sup>	TERRASCAN & MIPS DATABASE INTEGRATION	1	0	\$0
3	ONSITE DATABASE INSTALLATION/SETUP	UPDATE TERRASCAN/MIPS DATABASES	1	20	\$900
4	HARDWARE, SOFTWARE, & DATA REVIEW <sup>2</sup>	ID ASSESSOR SOFTWARE & DATABASE	2	0	\$0
5	DATABASE CONSTRUCTION	FORMAT TO MIMIC ASSESSOR DATABASE	2	1	\$35
6	DATA EXTRACTION & ATTRIBUTION	SOIL EXTRACTION (20 MINUTES PER SECTION)	2	288	\$10,080
7	DATA QUALITY CONTROL	TOPOLOGY CHECKS (1/3 OF EXTRACTION HOURS)	2	96	\$3,360
8	DATA REVISIONS	DATA CORRECTIONS (15 MINUTES PER 1/4 OF TOTAL PARCELS)	2	92	\$3,227
9	DATA ACQUISITION	NRCS SOILS ACQUISITION & FORMATTING	3	1	\$25
10	SOIL MAP CREATION	CREATE SOIL MAPS (10 MINUTES PER PARCEL) FOR REVIEW	3	246	\$6,146
11	PROJECT MANAGEMENT	SUPERVISION OF PROJECT ORGRANIZATION, PROGRESS, & COMPLETION (5% OF TOTAL HOURS)	PROJ MGT	37	\$2,035
<b>TOTAL</b>				<b>744<sup>3</sup></b>	<b>\$25,808</b>

<sup>1</sup>Provided by the county assessor

<sup>2</sup>Included in the initial consultation

<sup>3</sup>Total hours less Project Management hours

## MCPHERSON COUNTY SOIL EXTRACTION

06/29/09

3. To assist with conversion from existing soil codes to current NRCS soil codes the McPherson County Assessor's Office would provide Mr. Hanna with a Microsoft Excel spreadsheet containing the most current soil conversion information.
4. Mr. Hanna would obtain the following geospatial data required for parcel boundary, LCG boundary, and soil extraction:
  - a. Natural Resources Conservation Service / United States Department of Agriculture, National Agriculture Imagery Program County Mosaics (2006 (1m) & 2007 (2m)).
  - b. Natural Resources Conservation Service, SSURGO Soil Survey Spatial and Tabular Data (2008).
  - c. Nebraska Department of Roads, General Highway Maps (1999).
5. Mr. Hanna would integrate the extracted soils database into the current property assessment software (MIPS), with technical assistance from the software provider. McPherson County would be responsible for any charges the software provider might implement for integration of the updated soils database.
6. Mr. Hanna would provide the McPherson County Assessor's Office with summaries (LCG maps, soils maps, and soil acreage summaries) for each parcel within the county as Adobe PDF files for review by county officials and landowners. Following review and verification of each parcel summary, all summaries would be provided to the McPherson County Assessor for attachment to assessment files and/or MIPS parcel records, and for dispersal to landowners.

#### ESTIMATED COST SUMMARY

The following table outlines standard project Task Levels and associated hourly rates. Task Levels are determined by the complexity and/or skill level required to complete a task. Therefore, more complex tasks will have a higher hourly rate associated.

**TABLE 1: TASK LEVEL HOURLY RATE BREAKDOWN**

TASK LEVEL	HOURLY RATE
PROJECT MANAGEMENT	\$55.00
LEVEL 1 (ADVANCED TASK)	\$45.00
LEVEL 2 (INTERMEDIATE TASK)	\$35.00
LEVEL 3 (ENTRY LEVEL TASK)	\$25.00

## Pricing and Financing Information

The following provides the total and detailed costs for the services and deliverables described in this proposal.

The following is a summary of costs for each county. This pricing is dependent on all six counties moving forward with the project. Detailed price sheets are listed separately for each county. The following pricing shows significant savings of between \$10,000 to \$20,000 per county if each county were to work independently.

The financing option is interest free, allowing each county to spread the cost of the project over 5 years. Using this financing program does NOT impact delivery date of the system, tools or training.

Arthur County, NE	\$18,820 (approx. 920 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$3,964
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$3,964
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$3,964
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$3,964
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$3,964

Blaine County, NE	\$23,900 (approx. 1400 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,780
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,780
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,780
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,780
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,780

Grant County, NE	\$24,750 (approx. 1500 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,950
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,950
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,950
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,950
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,950

Hooker County, NE	\$23,050 (approx. 1300 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,610
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,610
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,610
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,610
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,610

Logan County, NE	\$23,475 (approx. 1350 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,695
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,695
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,695
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,695
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,695

McPherson County, NE	\$24,537 (approx. 1475 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,907
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,907
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,907
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,907
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,907

### Ongoing Maintenance and Support Fees

After the 5th year payment, each county will be responsible for an annual support/hosting/maintenance fee of \$1,500 per county per year.



**APPLICANT: LINCOLN COUNTY/CITY OF NORTH PLATTE**

**PROJECT TITLE:** *Lincoln County/City of North Platte Enhanced Web Service*

**AMOUNT REQUESTED:** \$25,000

**AGENCY HISTORY:** First grant requested.

**SUMMARY (I, Q3):** Expand web page to include real estate assessment and taxation information, make detailed maps and property information available.

**BENEFICIARY OF SERVICE (II, Q2):** County and city offices, businesses, general public

**\$ TO BE USED FOR (II, Q7):** **\*\*See email (9/3/09) below.** Design/build/host land records IMS for public access. (see attached bid)

**GRANT CRITERIA (MET/NOT MET):**

- Required: 1. (II, Q9): YES (24/7 access to all users)  
2. (III, Q3): YES  
3. (II, Q13): (N/A)

- Considered: 4. (II, Q10): YES (reduce office traffic)  
5. (II, Q11): YES (information used by other counties and state agencies)  
6. (II, Q12): YES

**RECOMMENDATION:** Suggest approve.

**\*NOTE:** Grant request is for \$25,000. Section II, Q1 states \$80,000 has been budgeted by the county. The cost of the project is \$84,000.

**\*\**(email 9/3/09)*** from Tammy White, Lincoln County Board of Commissioners: *"...the actual proposed amount for phase I (land record modernization phase) is \$84,000. The \$80,000 figure is a typo. Phase 2, the implementation of the web site to share the new database and GIS is for \$25,000."*

***(email 09/08/09)*** questions to and response from Tammy White: The \$ 25,000 you are seeking is to complete phase II of your project and not as the second payment of \$ 28,000 (July 1, 2009) for phase I, correct? *Yes, that is correct.*

**Nebraska.gov comments:** I, Q5 - No return on Investment for the Board

II, Q8 –To meet Legislative Statues

II, Q11. – The links on the portal for the pad site currently exist. The county would make the electronic records available through this current link, after creating the electronic record. There would be no increased access to these electronic records through the NSRB portal.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicant: Lincoln County

Project Title: Lincoln County/City of North Platte enhanced web service

Resolution passed by the Technical Advisory Committee on August 28, 2009:

The committee, having reviewed the grant application entitled "Lincoln County/City of North Platte enhanced web service," finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- It is unknown if the technical elements can be accomplished within the proposed time frame and budget. The application states that there are to be three separate payments of \$28,000 for the project. Based on information received at the Committee meeting, it appears the applicant has already made the first payment. This grant request would be applied to the second payment. It is unknown how the third payment would be funded.

(Vote: Brown-Yes, Decker-Yes and Weir-Yes)

-----  
Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

# Board of Commissioners



# Lincoln County, Nebraska

JOSEPH R. HEWGLEY  
DUANE K. DETERDING  
WILLIS ROETHEMEYER

301 NORTH JEFFERS  
NORTH PLATTE, NE 69101-3997  
308-534-4350

June 22, 2009



## Nebraska State Records Board

John A. Gale, Chairman  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

On behalf of the Lincoln County Board of Commissioners and the City of North Platte, Nebraska, please accept the enclosed grant application in consideration of State Records Board Grant to improve access to Public Information.

The application is a collaborative effort between Lincoln County and the City of North Platte, Nebraska.

The County has dedicated \$80,000 for the Geographic Information System technology and are continuing to support this project through the use of the GIS tech that is currently on staff, the Information Technology Director and the contract with GIS Workshop. The County chose to consult with GIS Workshop to ensure we have the necessary support, training, and quality control, that is necessary to make the transition to the new GIS system successful.

Thank you for your consideration, we look forward to speaking with you regarding our application.

Respectfully,

Willis Roethemeyer, Chairman  
Lincoln County Board of Commissioners



## Mayor's Office

---

June 23, 2009

211 West Third Street  
North Platte, Nebraska 69101  
(308) 535-6724  
Fax: (308) 535-6720

Nebraska State Records Board  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508

RE: Lincoln County/City of North Platte GIS Grant Funds

Dear Sir/Madam:

On behalf of the City of North Platte, we are writing this letter in support of a project lead by Lincoln County in collaboration with the City of North Platte.

Over the past several years Lincoln County and the City of North Platte have partnered on a number of projects focusing on GIS system improvements. Through this current project, the system will make information available on the internet which will improve citizen access to public information without increasing the need for additional staff. This system will improve the efficiency of both County and City government in that information such as deeds, assessments, land use, zoning, etc. will be readily available and easy to access which will expand and enhance the services provided by both the County and the City to citizens, businesses and other agencies twenty four hours a day seven days a week.

The City of North Platte feels that this project is long overdue and look forward to having all public information within easy reach of all governmental employees and most citizens of the community. The GIS project will continue to grow and improve the overall efficiency of governmental operations for years to come. Thank you for your time, and we look forward to working with you and the Lincoln County Officials involved in this much anticipated and much needed technology upgrade.

Sincerely,

Marc Kaschke  
Mayor

**Nebraska State  
Records Board**  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

**John A. Gale**  
Chairman



## **APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Agency)**

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

### **Grant Criteria**

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

## **I. GRANT SUMMARY**

**1. Name of agency applying for grant** Lincoln County.

**2. Title of project** Lincoln County/City of North Platte enhanced web service

**3. Brief description of project:**

The project will expand the current Lincoln County Web Page, to include real estate assessment and taxation information in a web-based format, making detailed maps and property information available to anyone with internet access. Additional layers will be included for various county and City of North Platte departments.

**4. Grant request amount** \$ 25,000

**5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.** No

## II. GRANT DETAIL

### 1. Please describe the project in detail (you may attach this description).

Lincoln County, in cooperation with the City of North Platte, is in the process of updating its land record management system. Part of this upgrade includes converting an outdated paper based cadastral map system to a digital GIS based mapping system.

The new GIS based land record management system will allow us to integrate many of the county offices and city offices that deal with land records. For example, the Surveyors office will directly edit and manage GPS based section corner control as it upgrades the Public Land Survey System (PLSS) layer...these updated control points will be available to the Assessor and Register of Deeds offices immediately through the GIS. Other layers dependent upon the parcel database will reflect these changes automatically too (such as the planning/zoning layer). This approach removes the duplication of effort involved in maintaining numerous paper maps at the city and county offices.

The new system will be totally online upon completion, which will make it accessible not only to county offices (Register of Deeds, County Clerk, County Treasurer, County Surveyor, Planning and Zoning Commission), but City of North Platte Offices and of course, the general public. There has been great interest from the appraisal companies, real estate agents, and banks to be able to access this information online rather than coming into the courthouse. This makes information accessible and reduces the amount of time it takes for individuals to gather the information needed.

Lincoln County has currently invested \$80,000 for the Geographic Information System technology through GIS Workshop Inc, by using a three year financing option. The County of Lincoln has hired GIS Workshop as the consultant in this process to ensure we have the necessary support, training, quality control, etc. that is required to make the transition to the new GIS system successful.

### 2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.

While departments such as Register of Deeds, Assessors, Roads Department, Surveyor Department, County Clerk, County Treasurer, Noxious Weeds, Commissioners, Planning and Zoning, in Lincoln County and the City of North Platte will be the immediate beneficiaries of this GIS system, the availability of the public to access this information will be immeasurable. There has been lots of interest from the appraisers, real estate agents, Farm Service Agency, Natural Resource Districts, village clerks, and the general public to access this information online rather than taking the extra time to visit the courthouse for information. The general public and private businesses will be notified of the availability of this



information via newspaper articles and word of mouth. There will be a link on Lincoln County's and the City of North Platte's website to direct users to this site.

Land Use and ownership records will be made available for Farm Service Agency, agricultural land use information will be made available to the Natural Resources Districts, tax information will be available for the general public as well as appraisers, and banks for their immediate access. The City of North Platte will be able access the online photos to determine location of new construction or demolition of buildings to assist with the planning and zoning services.

Everything included on the web site is public information and employees of Lincoln County and the City of North Platte are very willing to assist the public with questions and information, however, having this data available on-line will be a more convenient and efficient way to disseminate the information.

**3. Timeline for implementation (a specific completion date (MM/YYYY) must be provided). Grant funds lapse if not expended prior to completion date.**

The project will be completed by December 31, 2009

**4. Subdivision contribution to project (labor, equipment etc.).**

Lincoln County and the City of North Platte will supply labor with the information technology services. Lincoln County also employs a GIS Technician who is solely responsible for monitoring and inputting information into the program. Equipment such as computers, monitors, and software necessary to implement this project have already been purchased.

**5. Is other funding available for this project (explain)?**

Due to the ever increasing costs of insurance and equipment to Lincoln County and the City of North Platte and the reduced revenues, there will not be any monies available in the next budget year to further develop this system.

**6. Does the project require additional statutory authority (explain)?**

No

**7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

Due January 1, 2009	\$28,000
Due July 1, 2009	\$28,000
Due July 1, 2010	\$28,000

**7. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

The grant monies will be used efficiently and effectively to improve services to the tax payers of Lincoln County and the surrounding areas by allowing access online to

land record information. With the limited budget increases, the cost of projects mandated by the State, and reduced revenues, the project would not advance without grant monies. Once the grant monies are expended, Lincoln County will continue to employ a GIS technician and Information Technology technician who will be responsible for supervising the project and reporting back to the City of North Platte public officials and Lincoln County Board of Commissioners. Lincoln County has pledged to cover annual licensing fees, and contract fees.

**9. Please describe how this project will enhance the delivery of agency services or access to those services.**

Private citizens, businesses and other governmental agencies will have access to real estate ownership, assessment and taxation information 24/7, via the Internet. Currently, this information is only accessible during office hours. This will allow the anonymity that property owner's request when researching like properties for assessment and protest purposes.

**10. Please describe how this project will improve the efficiency of agency operations.**

The project will significantly reduce both counter and telephone traffic to the County and City offices. Staff members will be able to spend more time on other required duties and less on researching requested assessment data.

**11. Please describe how this project will facilitate collaboration among other local, State and federal agencies and other public institutions.**

The project is using data compiled by the Lincoln County Assessors and Surveyors Departments. Other departments that have had input in this project are Register of Deeds, Treasurer, Clerk, Sheriff, Noxious weeds, Planning and Zoning and County Roads Department. All of these departments will benefit from being able to access information. Other entities such as the Natural Resource Districts, Farm Service Agencies, emergency management, villages, the Resource and Conservations Districts will all be able to utilize information supplied by Lincoln County and the City of North Platte for research required for projects.

**11. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**

The project will support public/private partnerships through the delivery of public information services via the official state portal via the Property Assessment Division (PAD). PAD list and makes available links to all county information sites on its page at <http://pat.nol.org/counties/index.html>.

**12. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.**

No.

### **III. TECHNICAL INFORMATION**

- 1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.**

Lincoln County has chosen to have GIS Workshop host the primary web system. This choice means Lincoln County does not have to make a large capital investment in web hardware, software and personnel to maintain the system.

- 2. Address any technical issues with the proposed technology including:**

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

The GIS and web site will be constructed to meet the Nebraska GIS guidelines for Land Record Modernization. All hardware and software systems will be constructed using ESRI based technology, the common GIS technology in use by state and local agencies in NE today.

- 3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

This project meets the applicable standards for GIS technology (metadata and mapping standards) as described in the Clause.

- 4. Describe how technical support will be provided.**


The project will be supported locally by the Information Systems Department of the City of North Platte and Lincoln County. The vendor GIS Workshop, will also support it.

#### **IV. CONTACT INFORMATION & SIGNATURE**

Contact persons for any questions regarding this application:

Tammy White, Board Assistant  
Lincoln County Commissioners  
(308)535-3585      [whitetj@co.lincoln.ne.us](mailto:whitetj@co.lincoln.ne.us)

Brian Patterson, Information Technology services  
(308)535-3500 ext. 119      [pattersonbm@co.lincoln.ne.us](mailto:pattersonbm@co.lincoln.ne.us)

Signed this 22<sup>nd</sup> day of June, 2009  
  
\_\_\_\_\_  
Agency Director

Please return to:

Cathy Danahy  
Nebraska State Records Board  
440 S 8<sup>th</sup> St. Suite 210  
Lincoln, NE 68508  
(402) 471-2745

*(Last updated 04/28/2008)*



## **Lincoln County, NE**

### **Proposal Phases 1 and 2: Enterprise/Land Record GIS**

**09.02.2008**

#### **GIS Workshop, Inc.**

415 N 66<sup>th</sup> St, Suite 7  
Lincoln, NE 68505  
TEL: 402-436-2150  
FAX: 402-436-2152

[www.gisworkshop.com](http://www.gisworkshop.com)



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## Organizational Description

### *Introduction*

GIS Workshop has been providing quality GIS data and analysis solutions to a wide array of corporate and government agencies (Butler County Assessor, NE; Hamilton County Assessor, NE; Clay County Sheriff, NE; Saline County Assessor, NE; Seward County Assessor, NE; Platte County Assessor, NE; Franklin County Assessor, NE; Thayer County Assessor, NE; etc.).

GIS Workshop has worked extensively with county level agencies to provide customized spatial information management and analysis solutions. GIS Workshop staff has over 20 years combined experience in GIS analysis in a wide variety of vertical markets (municipal government, environmental engineering, civil engineering, satellite imagery analysis, agriculture, defense and telecommunications).

We are committed to total client satisfaction through delivery of complete GIS solution packages. GIS Workshop pledges to work closely with Lincoln County staff to create and deliver the cadastral GIS system, training and post-delivery support. Our locale enables us to provide timely, on-site support and training to ensure that Lincoln County Assessors' office will achieve maximum benefit from this new technology.

### *Home Office/Contact Information*

GIS Workshop, Inc.  
415 N 66<sup>th</sup> Street, Suite 7  
Lincoln, NE  
Ph: (402) 436 2150  
Fax: (402) 436 2152  
Email: mtooze@gisworkshop.com

Contact: Marcus Tooze

All work will be performed at this location.

### *Organizational Structure*

#### *Project Manager: Marcus Tooze*

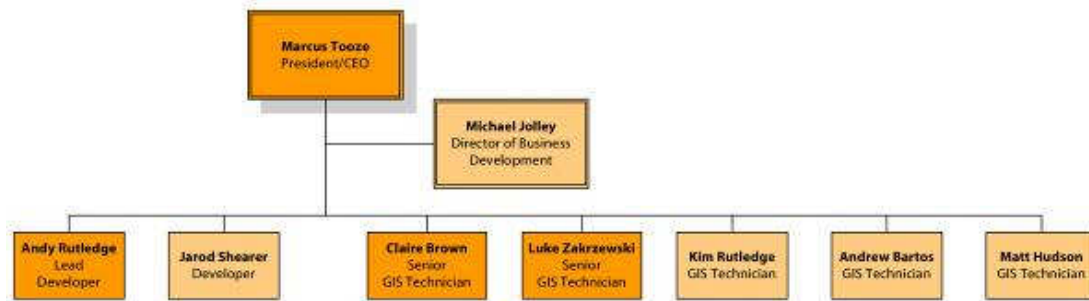
Mr. Tooze has over 12 years experience in GIS applications for all levels of government and corporate America. He moved to the United States to obtain his M.S. in Geography and was recruited by the US Army Corps of Engineers in Champaign, IL to implement GIS for US Department of Defense installations around the world. He was recently elected as president of the Nebraska GIS/LIS Association. Mr. Tooze has extensive experience in GIS applications for county level government, and is sensitive to the needs of staff and public alike. Mr. Tooze will act as project manager for the Lincoln County project and provide the interface between GIS Workshop, Inc. technicians and Lincoln County staff. In addition, Mr. Tooze will provide QA/QC oversight. Mr. Tooze is available 100% for this project.

#### *Senior GIS Developer: Andrew Rutledge*

Mr. Rutledge is the lead programmer at GIS Workshop, Inc. and will act as the IT integration expert. He has extensive experience in both Microsoft and UNIX environments. He is an accomplished programmer in C, C++ (MFC), Visual Basic, Map Objects, PERL, TKL/TCL, SQL (Oracle and SQL), Motif, JavaScript, HTML, DHTML, etc. Mr. Rutledge's skills will be utilized periodically throughout the life of the project and will be available on an as needed basis for particular application development and customization needs. In addition, Mr. Rutledge will be made available for GIS hardware and software installation.

*Senior GIS Technician and ESRI Certified Training Specialist: Claire Brown*

Ms. Brown is an ESRI certified trainer in ArcView9.x. Ms. Brown will be available on as needed basis for training purposes. Ms. Brown has over 6 years of GIS experience in government applications. Ms. Brown is a graduate of the University of Nebraska-Lincoln and has worked for several agencies helping them start up their GIS sections. She has been trained in the use of ESRI Arc/Info database design and advanced applications.



*Affirmative Action Statement*

GIS Workshop, Inc. is an Affirmative Action/Equal Opportunity Institution. No person will be denied opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, disabled veteran or Vietnam era veteran status.



## Project Approach: Phase 1 GIS

### *Introduction*

GIS Workshop, Inc. proposes a staged approach to the data development effort. We will develop the land record database on a township-by-township approach, beginning in the rural portions of Lincoln County. This enables us to make partial deliveries of data to Lincoln County staff. We estimate delivery of the first township 8 weeks after project initialization. Partial deliveries of complete townships will enable the Lincoln County Assessor staff to become familiar with the GIS system from project initialization. This approach to client involvement ensures that county staff is comfortable with the system operation at the time of completion. All data will meet NITC standards and all data will be documented with the appropriate NITC standard metadata.

### *Step 1: Interview Process*

This operation can best succeed with the full cooperation of all County parties. This initial interview process will (1) provide County officials with the opportunity to meet the GIS Workshop team. We will be working closely with County officials and staff, and it is important that a solid professional relationship is ensured from the outset (2) provide GIS Workshop with more detailed information on the Lincoln County appraisal and taxation system that is currently in place (3) allow County staff to design the database system based on their needs assessment and using GIS Workshop's expertise to suggest database solutions.

### *Step 2: Cadastral and Survey Map Source Documentation Research*

To ensure the most accurate data capture, GIS Workshop proposes to coordinate with the Lincoln County Assessors office to collect copies of all cadastral, survey maps, Tam maps, and city plats that exist within the county. The cadastral maps are in relatively good shape allowing GIS Workshop to scan the maps for implementation into the GIS. In some cases, however, the maps have been altered to account for newer development. It will be necessary to work closely with the Assessor's office in identifying these areas in order to input the correct property boundaries and correct Ownership information. These maps will be scanned into a digital format and "rectified" into the Nebraska Stateplane, NAD83 coordinate system in preparation for incorporation into the GIS.

### *Step 3: Section Control Development*

Lincoln County may have some survey control for section corners available. Any section control data that the County Surveyor has for the county will be loaded into the GIS. In those areas where no new GPS control exists, GIS Workshop will utilize several sources of data in place of these data.

- (a) Existing survey control: The surveyor must translate these data into Nebraska Stateplane, NAD83 for incorporation into the GIS.
- (b) DOQQs (Digital Ortho-Quarter Quads): These data may be used to place corner control in particularly difficult areas. These data may also be used to QA/QC other control sources.
- (c) Existing PLSS digital data (from USGS 1:24,000 topographical maps).

### *Step 4: Parcel Digitizing*

We propose a standard digitizing approach to data entry. GIS Workshop will begin by digitizing (digitally tracing) the scanned/rectified cadastral maps. These maps will form the first stage in creating GIS base map and give us a starting point for referencing and cross checking against the other land record information.



*GIS Workshop utilizes the latest cadastral map rectification technology based on our military image processing experience. This approach ensures the most accurate digital cadastral map possible using the digitizing approach.*

#### ***Step 5: MIPS CAMALink (CAMA/Appraisal Database Integration)***

Once the GIS has been created, GIS Workshop will install its MIPS CAMALink software conduit. The software allows users to read the MIPS CAMA in “real-time” from ArcGIS (see Product Examples section for further details).

#### ***Step 6: GISW Assessor Editor and Advanced COGO Tool (Specialized Editing Tools)***

Once the GIS has been created, GIS Workshop will install its Assessor COGO tool. This tool allows assessor staff to enter meets and bounds surveys directly into the GIS.

#### ***Step 6: GISW Landuse Calculator Tool (Specialized Analysis Tools)***

After the county has finished creating the landuse layer under GIS Workshop, Inc. guidance, GIS Workshop will install the “Landuse Calculator” tool which will allow the assessor staff to quickly count acres of landuse and soil type by PID and PAT code.

#### ***Ownership of Data***

All tabular and GIS databases created as a part of this project are owned solely by Lincoln County, NE. GIS Workshop, Inc. maintains an archive copy of these data simply as proof of project completion. GIS Workshop, Inc. never distributes or sells GIS data without county permission.

#### ***Customer Support***

GIS Workshop always includes an on-line support program for all assessor projects. This allows us to provide our expertise without the delay right across the Internet. This support feature allows GIS Workshop to watch county staff perform edits, check for data integrity, and diagnose other problems. This feature reduces GIS downtime while waiting for a technician to arrive on-site. Our integrated tools make it easy for our helpdesk personnel to resolve data and editing problems. Robust security prevents unauthorized access so your computers remain safe and secure. If problems with the GIS are diagnosed to be of a significant nature, a GIS Workshop technician will visit the County to provide on-site technical support.

GIS Workshop provides free phone support for 6 months after final product delivery. GIS Workshop firmly believes in field support of any and all products delivered. Lincoln County staff (not just the assessor’s staff) will be encouraged to make use of our expertise. All of this is in addition to our 1-on-1 on-site training.

#### ***Client Involvement***

GIS Workshop promotes active client involvement in GIS database development projects. GIS Workshop, Inc. at a minimum expects to place an employee in the client office at multiple points in the data development process to garner staff client expertise in particularly complex sections of the county. We find that the involvement of the County Assessor staff provides several key enhancements to the project:

- 1) Enhanced QA/QC. The client knows their data best and can provide useful QA/QC oversight during system development.
- 2) Gradual transition. The County Assessor and her staff will be involved with the GIS data and system from the outset. This encourages a smooth transition from the paper system to the digital system over time, rather than abruptly changing systems at the end of the project.
- 3) Training. Client interaction will provide the County Assessor and her staff members with useful 'on-the-system' training and interaction, this providing a useful base for 'official' system training.

### Training

GIS Workshop has certified ESRI ArcGIS trainers on staff. We will actively engage the county staff during the data development project. This hands-on approach provides county staff with the best kind of training available and prepares staff for final system implementation training. Our philosophy is "*client self-sufficiency*". As a result of our continual training and classroom style sessions, Lincoln County staff will be fully equipped to maintain and utilize the GIS without additional help from GIS Workshop, Inc.

Our primary concern is that county staff gains the ability to maintain and update the GIS. Parcel data editing and manipulation will be directed at the County Assessor and her staff, during our on-site data development sessions (where GIS Workshop, Inc. staff are working at the clients location) and in the final training sessions at system implementation time. We propose a number of varied training solutions:

1. A comprehensive two-day training session (at your location or at GIS Workshop's ESRI Authorized Learning Center training facility in Lincoln, NE) focusing on data entry and editing. This session will be geared towards the County Assessor and her staff – those who would be maintaining the parcel map information.
2. Special Applications: One-on-one training. Throughout the life of the project, it is our experience that we will develop small applications for any number of county departments, interested in a specific GIS solution for a specific spatial problem. For example, any handheld computer field GIS applications that get developed would only be of use or interest to the Weed Management Specialist, or County Roads Superintendent. In addition, we will supply basic GPS training to staff members that believe they would benefit from this technology.

Our training provision is very flexible. The provisions stated above may be used as guide for county staff to develop their own training needs assessment and utilize GIS Workshop training staff in the manner that they see fit (e.g., increase number of 1-on-1 sessions vs. 'generic' group training).

GIS Workshop firmly believes in delivering a system solution (product, system, and training) that enables a client to run, utilize and update the GIS without additional help from GIS Workshop. Of course, we will be more than pleased to provide a quote for additional system capabilities and GIS solutions within the assessor's office, or any other branch of Lincoln County government (E911, DOT, etc.).

### Proposed Technology - Software

ESRI based technology is the sensible data platform and software choice for today and the future of GIS in Lincoln County. The majority of state and local agencies within Nebraska are selecting ESRI based products. As an ESRI business partner, we are well versed in ESRI systems, and can advise and assist in purchasing ESRI software.

At a minimum, a single license of ArcView 9.x software will suffice. We recommend using the more advanced ArcEditor if possible.

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*Proposal Technology - Hardware*

GIS Workshop will work with county staff to catalogue existing hardware capabilities for GIS use. We will then make recommendations for conservative upgrades if necessary. We can aid county officials in configuring and ordering such equipment using our own in-house system administrators at no extra cost to the county.

Based on our cursory review of Lincoln County computers, we recommend that the assessors office purchase at least on standalone (non-WYSE) computer system with the following minimum specifications:

Processor: Pentium Duo Core 2.2 GHz

Memory: 2 GB

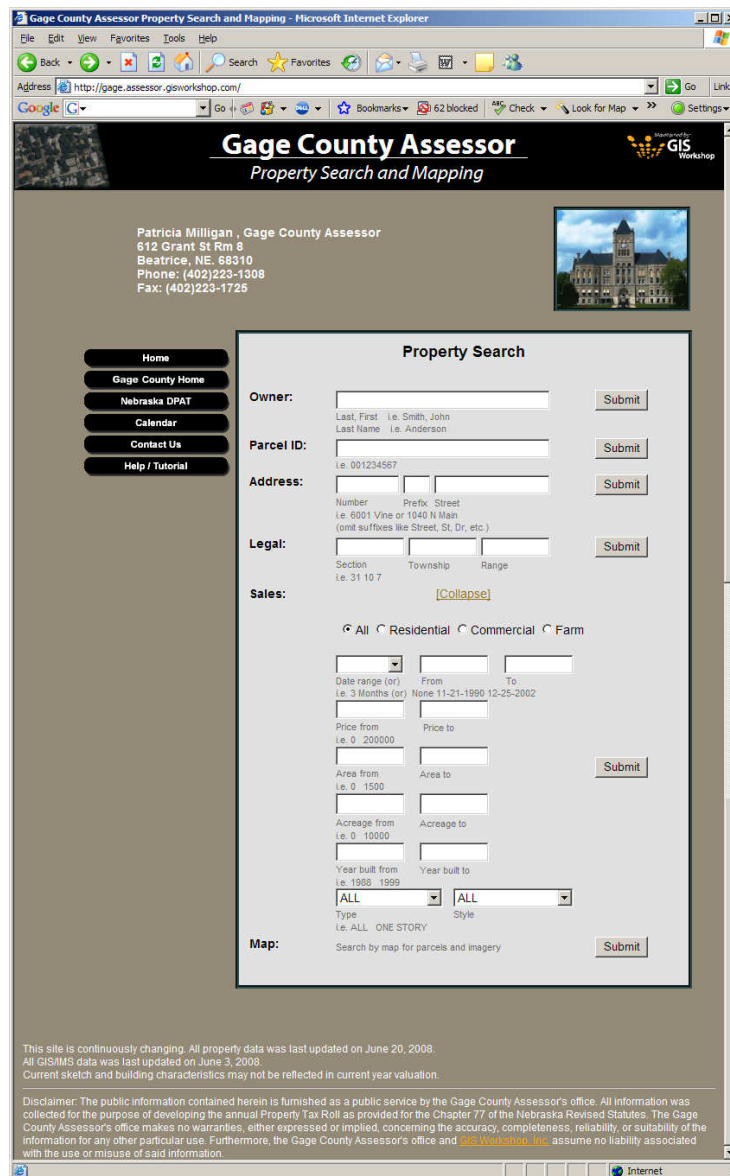
Hard disk: 80 GB, 7200 rpm

Video card: 128Mb

## Project Approach: Phase 2 IMS (Optional)

The board may choose to have GISW put a web site up at as part of this project.

GIS Workshop, Inc. proposes to design and build a web site page for Lincoln County. The web page will allow anybody with Internet access to search for land record information on Terrascan/CS/MIPS without having to call or visit the Lincoln County Courthouse. This may significantly reduce the call and desk traffic for ordinary information requests normally made at the courthouse. The Internet system will be hosted on GIS Workshop, Inc. servers for 24/7 availability.



**Gage County Assessor**  
Property Search and Mapping

Patricia Milligan, Gage County Assessor  
612 Grant St. Rm 8  
Beatrice, NE, 68310  
Phone: (402)223-1308  
Fax: (402)223-1725

**Property Search**

**Owner:**    
Last, First i.e. Smith, John  
Last Name i.e. Anderson

**Parcel ID:**    
i.e. 001234567

**Address:**      
Number Prefx Street  
i.e. 6001 Vine or 1040 N Main  
(omit suffixes like Street, St, Dr, etc.)

**Legal:**      
Section Township Range  
i.e. 31 10 7

**Sales:**   
 All  Residential  Commercial  Farm

Date range (or) From  To   
i.e. 3 Months (or) None 11-21-1990 12-25-2002

Price from  Price to   
i.e. 0 200000

Area from  Area to   
i.e. 0 1500

Acreage from  Acreage to   
i.e. 0 10000

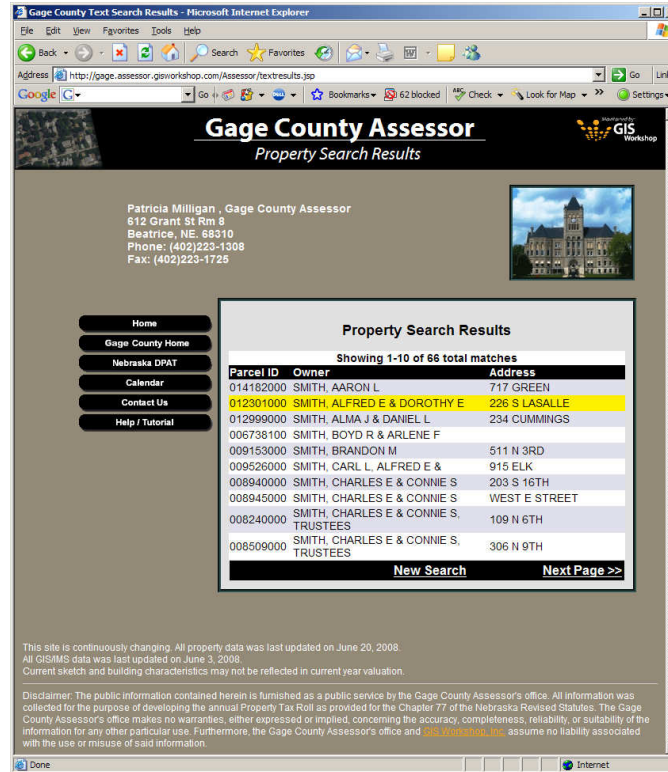
Year built from  Year built to   
i.e. 1988 1999

Type  Style   
i.e. ALL ONE STORY

**Map:**   
Search by map for parcels and imagery

This site is continuously changing. All property data was last updated on June 20, 2008.  
All GIS/IMS data was last updated on June 3, 2008.  
Current sketch and building characteristics may not be reflected in current year valuation.  
Disclaimer: The public information contained herein is furnished as a public service by the Gage County Assessor's office. All information was collected for the purpose of developing the annual Property Tax Roll as provided for the Chapter 77 of the Nebraska Revised Statutes. The Gage County Assessor's office makes no warranties, either expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the information for any other particular use. Furthermore, the Gage County Assessor's office and GIS Workshop, Inc. assume no liability associated with the use or misuse of said information.

**Figure 8: Gage County’s site is shown as an example. Note the different search functions that are available. This example shows the “map” function, which would not be available initially on the Lincoln County version.**



**Figure 9: Results are shown in a list format.**




Gage Assessor Report Page - Microsoft Internet Explorer

Address: http://gage.assessor.gisworkshop.com/Assessor/report.jsp?pid=012301000&sprtype=nu

## Gage County Assessor

Property Details

Patricia Milligan, Gage County Assessor  
 612 Grant St Rm 8  
 Beatrice, NE, 68310  
 Phone: (402)223-1308  
 Fax: (402)223-1725



### Gage County Assessor Report

[New Search](#)

**Parcel Information**

Parcel ID: 012301000  
 Links: [Photo #1](#) [Sketch #1](#) [Map](#)  
 Map Number: 0000-00-0-10380-000-0000  
 Current Owner: SMITH, ALFRED E & DOROTHY E

226 S LASALLE  
 BEATRICE, NE 68310-0000  
 Situs Address: 226 S LASALLE  
 Tax District: 157  
 Tax ID:  
 School District: SCH 15 BEATRICE  
 Neighborhood: 10  
 Property Class: Single Family  
 Lot Width x Depth: 60 x 198  
 Legal Description: S 60' LOT 9 BLK 8 HARRINGTONS RE SUB

**Assessed Values**

Year	Total	Land	Improvements	Outbuildings
2006	38,930	1,125	37,805	0
2007	28,290	1,125	27,165	0

**2007 Tax Information**

Taxes: \$560.20  
 Tax Levy: 2.063393

**Historical Valuation Information**

Year	Billed Owner	Land	Impr.	Outbldg.	Total	Taxable	Taxes
2007	SMITH, ALFRED E & DOROTHY E	1,125	27,165	0	28,290	28,290	\$560.20
2006	SMITH, ALFRED E & DOROTHY E	1,125	27,165	0	28,290	28,290	\$553.26
2005	SMITH, ALFRED E & DOROTHY E	1,125	20,785	0	21,910	21,910	\$436.84
2004	SMITH, ALFRED E & DOROTHY E	1,125	20,785	0	21,910	21,910	\$438.46
2003	SMITH, ALFRED E & DOROTHY E	1,125	20,785	0	21,910	21,910	\$441.28



**Residential Datasheet**

Type: Single-Family	Heat Type: 100% FORCED AIR
Quality: 20 Fair	Foundation:
Arch. Type: 1 STORY	Slab Area:
Year Built: 1915	Crawl Area:
Actual Age: 93	Basement Area: 187
Ext. Wall 1: 100% VINYL	Min Finish:
Ext. Wall 2:	Rec Finish:
Base Area: 1,097	Part Finish:
Total Area: 1,097	Bedrooms: 2
Style 1: 100% One-Story	Bathrooms: 1
Style 2:	Garage Type: DETACHED
Roof Type: COMP SHINGLES	Garage Area: 308

**Miscellaneous Improvements**

Improvement	Year	Units
SLAB W/ROOF		95
OPEN SL PRCH/STP		60

**Photos and Sketches**

Photo	Sketch
	

**Figure 10: The user is presented with the appraisal information. In this case we are showing an urban parcel. The layout for commercial and agricultural properties is slightly different.**



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**Web Site Hosting**

GIS Workshop will host the website on our redundant servers for Lincoln County. We will include the first 12 months of hosting fees at no cost. All data are copies of Lincoln County's Land Record databases. This negates any security issues as we do not access the Lincoln County databases direct.

**Web Site Data Maintenance**

We update the land record database every 24h, but it is up to Lincoln County to select an update period based on sales activity within the county.

## References

### *Hamilton County, NE: Assessment GIS and Assessor Property Web Page*

Hamilton County engaged the services of GIS Workshop, Inc. to develop their cadastral GIS database. The system forms the first step in developing a countywide GIS to help Hamilton County administrators manage physical and economic resources efficiently. The Hamilton County Board has elected to involve their mapping technician in the GIS creation process. The mapping technician will work directly with GIS Workshop staff and learn the GIS from the ground up. GIS actively promotes this type of interaction and involvement by clients so they may learn as much as possible about the GIS.

Project Contact: Nancy Sabell (402) 694 2757

### *Butler County, NE: Assessors GIS and E911 GIS*

Butler County engaged the services of GIS Workshop, Inc. to develop their cadastral GIS database. The system forms the first step in developing a countywide GIS to help Butler County administrators manage physical and economic resources efficiently. We are currently 100% complete with parcel compilation, and recently demonstrated the ArcGIS GIS/MIPS CAMA Live-Link. The Butler County Assessors staff members are an excellent example of the success that our approach to GIS data development and assessor staff training takes. In just a matter of a few months, the assessor staff members were completing land transfers, subs, and splits on the new digital GIS maps without assistance from GIS Workshop, Inc.

Project Contact: Helen Macoubrie (402) 367 7420

### *Saline County, NE: Assessors GIS*

Saline County recently selected GIS Workshop to create the base platform for their countywide enterprise GIS. GIS Workshop, Inc. is creating both the parcel and land use layer during the first phase of the project. GIS Workshop will be delivering data in a staged system and providing training to all the assessors' staff over the 12-month project. In addition, GIS Workshop is aiding the surveyor's office in transitioning towards using GIS to record corner monumentation information. Both the internal GIS and web-based GIS will connect to the Terrascan CAMA via GIS Workshops patented CAMALink software.

Project Contact: Georgene Eggebraaten (402) 821 2588

### *Seward County, NE: Assessors GIS and E911 GIS*

Seward County selected GIS Workshop, Inc. to create both the parcel; land use layers and create a street centerline database in addition to integrating imagery, soils and various other data layers. GIS Workshop, Inc. is working with Alltel and Plant Equipment to generate and install the Master Street Address Guide (MSAG) for Seward County. Seward County elected to have their GIS built with survey-quality parcel measurements in mind. We constructed the database in a manner allowing the GIS staff to fill in the database with survey data as filed with the Registrar of Deeds. This approach will allow Seward County to build a survey accurate GIS over time, while meeting the assessors needs for immediate digital mapping and rural property acreage measurements. Seward County is making use of our free web-based project tracking service so that County Officials can track development of the system on a daily basis.

Project Contact: Marilyn Hladky, (402) 643-3311

### *Kearney County, NE: County Enterprise and Assessors GIS*

GIS Workshop recently finished the Kearney County Assessment GIS. Assessor staff is completing the land use layers and PID portion of the project. GIS Workshop linked ArcGIS to the AS400 based MIPS CAMA through Bosonova to provide CAMALink capabilities.

Project Contact: Linda Larsen (308) 832 2625

### *Additional Nebraska Assessor Client List and Contacts:*

Cass County, Bob Van dyne, (402) 296 9310

Dawes County, Connie Sandoz, (308) 432 0103

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Franklin County, Ruth Jackson, (308) 425 6229  
Gage County, Patty Mulligan, (402) 223 1308  
Jefferson County, Arliss Lincoln, (402) 729 3103  
Kimball County, Alice Ryschon, (308) 235 2362  
Knox County, Monica McManigal, (402) 288 4255  
Merrick County, Jan Placke, (308) 262 1534  
Phelps County, Marilyn Manning, (308) 995 4061  
Seward County, Marilyn Hladky, (402) 643 3311  
Thayer County, Russ Loontjer, (402) 768 6417

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## **Project Schedule**

The GIS Workshop team will be ready to start the Lincoln County GIS project on October 1<sup>st</sup>, 2008 and will take 6 months to completion.

GIS Workshop prides itself on providing a superior level of service encompassing accuracy and timeliness in product delivery. GIS Workshop provides a simple guarantee to all clients. Products will be delivered on time as per the agreed contract. We propose a partial delivery system based on townships. This will enable Lincoln County staff to become familiar with the GIS system and data piece by piece through the life of the project.

## **County Obligations**

The successful creation of the GIS can only be attained through the full cooperation of Lincoln County staff. GIS Workshop expects Lincoln County to provide and/or be responsible for:

- (1) Providing all available existing GPS section control in Stateplane, NAD83 coordinates and interfacing with the county surveyor to collect these data.
- (2) Providing full access to MIPS CAMA database for purposes of installing and customizing the ArcGIS CAMALink
- (3) Providing access to all cadastral maps, tam maps, plattes and surveys (mapped and written legals) necessary for GIS Workshop, Inc., to complete the GIS.
- (4) All hardware and software purchases (under the direction of GIS Workshop staff).
- (5) Entering all PID's under GIS Workshop guidance.
- (6) Correcting all property boundaries and related GIS data, where cadastral maps were incorrectly drafted.
- (7) Entering new parcels after delivery of the township (under direction of GIS Workshop staff).
- (8) Creation of the landuse layer (under direction of GIS Workshop staff)

## Pricing Information

Several additional products and services have been included at no charge to the county (on-line support, free phone support, etc).

	Cost (\$)
<b>Project Products and Services: Deliverables</b>	
<b>Phase 1: GIS</b>	
a. Parcel Layer, including IOLL Layer: Improvements on lease land layer. Includes \$5000 discount for City of North Platte CAD dataset availability.	
b. Digital Ortho-Photography: 2005/6/7 color DOQQs integrated into GIS in NE SPCS, NAD83	
c. NRCS Soil Survey Layer (SSURGO).	
d. Software Training (2 days ESRI certified training for up to two employees at our facility in Lincoln, NE).	
e. GIS Workshop, Inc. "MIPS CAMALink" AV9.x extension. . Annual licensing of \$800 after first 12 months applies.	
f.	
g. GIS Workshop, Inc. "Assessor Editing Tools" AV9.x extension. Annual licensing of \$800 after first 12 months applies.	
h. GIS Workshop, Inc. "Advanced Assessor Editing Tools" AV9.x extension. . Annual licensing of \$800 after first 12 months applies.	
i. GIS Workshop, Inc. "Landuse Calculator" AV9.x. . Annual licensing of \$800 after first 12 months applies.	
j. Phone support (12 months of phone support after delivery of final township). Annual phone support after free period is \$1000.	
k. On-line support (12 months of on-line support after delivery of final township). Annual phone support after free period is \$1000.	
l. Data QA/QC (12 months of data QA/QC support after delivery of final township). Annual data QA/QC support after free period is \$1000.	
m. Hardware and software recommendations	
n. Public Relations	<b>\$84,000</b>
<b>Phase 2: IMS (Optional)</b>	
o. Design/build/host land records IMS for public access. Hosted on GISW servers.	<b>\$25,000</b>

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## Financing Options

### *GIS Workshop Financing Option*

GIS Workshop offers our own short term, interest free financing scheme based on the Lincoln County appropriation funding cycle.

Use of this interest free funding does not delay product delivery in any way. All systems are delivered and installed upon completion and delivery is not related to payment schedule.

### **Phase 1: Land Record GIS (\$84,000 over three funding years, no options)**

Due January 1, 2009	\$28,000
Due July 1, 2009	\$28,000
Due July 1, 2010	\$28,000

If the county elects to enter into an agreement for GISW to construct the land record IMS in Phase 2, \$25,000 is due upon Phase 2 completion.

**APPLICANT:** **RICHARDSON COUNTY ASSESSOR**

**PROJECT TITLE:** *Enhancement of Richardson County land Record Information Management and Web Access*

**AMOUNT REQUESTED:** \$25,000

**AGENCY HISTORY:** First grant requested.

**SUMMARY (I, Q3):** Replace paper based cadastral mapping with GIS technology.

**BENEFICIARY OF SERVICE (II, Q2):** Richardson County realtors, property owners, appraisers, banks, and insurance companies.

**\$ TO BE USED FOR (II, Q7):** Did not provide an answer to this question. *Copy of bid will be forthcoming.* See II, Q1. Indicated they signed a contract with GIS Workshop in September, 2008. Paragraph #2 indicates a \$76,000 price tag for the project.

**GRANT CRITERIA (MET/NOT MET):**

Required: 1. (II, Q9): YES (internet access to records by citizens and businesses)  
2. (III, Q3): YES  
3. (II, Q13): YES

Considered: 4. (II, Q10): YES (county offices staff efficiency)  
5. (II, Q11): YES (information used by other counties and state agencies)  
6. (II, Q12): YES (public partnership with PAD)

**RECOMMENDATION:** Suggest Approve\*

**NOTE:** have approved similar grants for other counties:  
05/2005 Kearney County (\$25,000) GIS Workshop – **Approved**  
01/2006 Merrick County (\$25,000) GIS Workshop – **Approved**  
04/2008 Nemaha County (\$25,000) GIS Workshop – **Approved**  
07/2006 Polk County (\$17,500) GIS Workshop – **Approved**  
05/09 Thomas County (\$25,000) GIS Workshop - **Approved**  
05/09 Hayes County (\$25,000) GIS Workshop – **Approved**

**NOTE:** 9/1//2009 – Regina Cummins, County Assessor reported: The entire project will cost \$ 76,000.00. Due to funding matters, the County is on the 3 payment plan. The County General (\$17,000) and Assessor's budget, (\$8,000) (TOTAL of \$ 25,000) have paid the first of three payments of \$ 25,000. If the grant is approved, the \$25,000 will be used for the second of three payments.

For the third payment, Regina said they have not completely decided how that will be funded, but supposedly will be paid by the County (she said probably from the county inheritance fund).

The \$ 3,000 the grant application mentions (Grant Detail, Sec. II, Q 4) is included in the \$ 76,000 figure.

**Nebraska.gov comments:** I, 5 - No return on Investment for the Board  
II, 12 - This project will only add a link to the Parcel lookup. This project does not require the electronic ability to provide or “Deliver” information through the Electronic gateway, even when completed.



Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicant: Richardson County

Project Title: Enhancement of Richardson County Land Record Information  
Management and Web Access

Resolution passed by the Technical Advisory Committee on August 28, 2009:

The committee, having reviewed the grant application entitled "Enhancement of Richardson County Land Record Information Management and Web Access," finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- It is unknown if the technical elements can be accomplished within the proposed time frame and budget. The cost of the project is \$76,000, and there is no indication of additional funding beyond the grant request for \$25,000.
- If the grant is awarded, the Committee recommends a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

(Vote: Brown-Yes, Decker-Yes and Weir-Yes)

-----  
Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

JUN 5 2009

RECEIVED

April 30, 2009

Mr. John Gale, Chariman  
Nebraska State Records Board  
440 South 8th St, Ste 210  
Lincoln, NE 68508

Re: Nebraska State Records Board  
Electronic Technology Grant

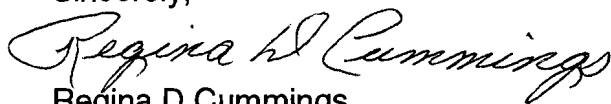
Dear Mr. Gale:

Thank you for considering our grant application for the "Enhancement of Richardson County Land Record Information Management and Access" project.

Although Richardson County is applying for this grant, the new digital land records management system and web site will serve not only county offices, but local towns and villages and the public too. Access to the information will be available on the Internet with no cost to those accessing the information, be it other government agencies, businesses or the general public. By providing web-based access to Richardson County land records, we believe we are enhancing access to public information and government services without increasing direct and indirect staffing costs.

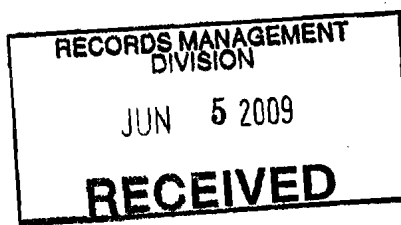
We request the committee's kindness in considering and approving the Richardson County grant application so that we may enhance public service in the 21st century. Thank you for your time and we appreciate your effort in helping the county. Should you have any questions or need more information, please free to contact me at the above address, phone number or e-mail at richcoassessor@sentco.net.

Sincerely,



Regina D Cummings  
Richardson County Assessor

Nebraska State  
Records Board



John A. Gale  
Chairman



440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

## **APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Agency)**

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

### **Grant Criteria**

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available

at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>
4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

## **I. GRANT SUMMARY**

1. Name of agency applying for grant Richardson County, NE
2. Title of project "Enhancement of Richardson County Land Record Information Management and Web Access"
3. Brief description of project:  
Richardson County is planning on modernizing its land record management

information system through the replacement of paper based cadastral mapping with GIS technology. In addition, intra county office, local government (towns villages, etc) and public access to these map data and associated land record information will be made available via Internet.

4. Grant request amount \$ 25,000
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

No

## II. GRANT DETAIL

1. Please describe the project in detail (you may attach this description).

Richardson County has signed a contract with GIS Workshop, Inc., of Lincoln, NE in September of '08 for a Geographic Information System providing layers for parcel identification and land use in a digital format. This system will completely overhaul our current land record information management system. The new digital land record information will be interfaced with our existing CAMA database and access to other county departments, city agencies and the public will be granted via the Internet.

The cost for the project is \$76,000. For this project to be possible in the county's extremely tight budget it was necessary to negotiate a three-year financing option with the final payment being due on July 2010. The next logical step would be to make this data readily available to the public. With this project, anyone with Internet access will have the capability to search real estate information without having to contact the assessor's office.

The system will be hosted on GIS Workshop, Inc. servers, making the county information constantly available. The design will give users access to the assessment database by name, address or parcel ID numbers. If those elements are unknown, the user will be able to pan the site map and manually select a parcel. Once the user has found the parcel they are interested in, they may view the assessment data connected with it.

The Richardson County Web Site will contain a hyperlink to direct users to this web site. This funding request is being made by a single entity, however, many other jurisdictions will benefit. The city or village office for the communities in the county have been most anxious for this type of information. The county seat, Falls City, feel this mapping system would be helpful to the villages & other offices in our Courthouse will be able to benefit as well. The Noxious Weed Dept. will have access to property owners and address information when they

have to issue notices or spray for weeds. The County Sheriff will have access to ownership information as well as photos and aerial photos of the land to determine if they have the correct location. The clerk should be able to have voter precincts by maps. Tax information will be included on the site, which will reduce counter and telephone traffic to the County Treasurer's office.

Everything included on the web site will be public information. While we are very willing to comply with the request we receive, having this data available on-line will be a more convenient and efficient way to disseminate the information especially to the public.

Data regarding the assessment and taxation of real property in Richardson County is currently available to the public by calling and then, our office faxing the requested information, by written request or visiting our office in the county courthouse. The past several years we have seen an increased demand for this information from appraisers, realtors, banks, insurance companies and the public. Recently the Nemaha Natural Resource District and the Farm Service Agency have made requests for ownership, deed information and assessment data. Most out of state request cannot believe we don't have a Web Site with this information available. There is a Richardson County Web Site but only has general information on it through the Richardson County Clerk's site, not for particular parcels or legal information. We receive many requests as to when we will have this information available.

**2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

Richardson County property owners will have access to their valuation and assessment information at any time. Realtors, appraisers, banks and insurance companies will also have access to real estate information needed for their business-related activities. Assessment information is requested on a daily basis and we are asked if the information is available over the Internet, which it is not at this time. The public will be notified of the web site by mailings, newspaper articles and informing anyone who comes into the office.

**3. Timeline for implementation (*a specific completion date (MM/YYYY) must be provided*). *Grant funds lapse if not expended prior to completion date.***

The completion date will be no later than July 2010.

**4. Subdivision contribution to project (labor, equipment etc.).**

Richardson County will be making a considerable investment for the base technology and computer upgrades to implement the GIS system. The project will require approximately \$3,000 of needed hardware equipment, which is not purchased yet. The Richardson County Assessor's office staff will contribute labor

to compile information, with continuing updates to assure an accurate and up-to-date result. GIS will be scanning maps, setting up the web site, and training the assessor & staff.

**5. Is other funding available for this project (explain)?**

No. Budget cuts and limitations have not allowed for the funding of a project of this size. Thus, the reason for not having any money set aside to start such an endeavor.

**6. Does the project require additional statutory authority (explain)?**

With limited budget increases, projects that are not mandated by law are the last to be considered. If grant funds are not received, this project will be delayed for several years and other financing will have to be sought. After the project is completed the County Commissioners have pledged to cover an annual fee for hosting the project on GIS Workshop, Inc. servers. They will, also, cover the cost of programming updates for Arc View GIS software & licensing.

**7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

Private citizens, businesses and other governmental agencies will have access to real estate ownership, assessment and taxation information, plus soil maps continually, via the internet. Citizens of Nebraska have a right to have their property valued uniformly and proportionately with similar property. When doing research, property owners sometimes wish to remain anonymous. This project will enable them to do their research without having to come to or call the assessor's office.

It is not economical for every user to have Arc View GIS software and licensing, especially in a smaller county. The server uses ERSI Arc IMS (Internet Mapping System) software, which enables the user to access the data with standard computer software.

**8. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

This project will reduce both telephone and counter traffic to the county Offices. Staff members researching assessment data due to the requests we receive will spend much less time on these requests. Plus, the public will appreciate the ease and capability of having the information readily available. It will open up the office time to keep review of properties and assessments up to date.

**9. Please describe how this project will enhance the delivery of agency services or access to those services.**

Other county offices benefiting from the project will be the county road department, county sheriff, county clerk, county treasurer, noxious weed department & others. Various other entities benefiting from the project would include but not limited to: The cities & villages in Richardson County, the fire districts, Farm Service Agency and the Nemaha Natural Resources District.

The information will be available to anyone with Internet access, at no charge to the user and with no need for special computer software. Those seeking service from our office will no longer need to telephone or come into our office only when the courthouse is open.

**10. Please describe how this project will improve the efficiency of agency operations.**

By switching to a digital cadastral mapping system, Richardson County will achieve greater efficiency both in the maintenance of land records (GIS will allow us to digitally manipulate and update the maps instead of drawing with pencils) and in our ability to service information requests (we will no longer have to reference a separate computer database or card file to find the right paper map). The web site further enhances our ability to provide access to these data.

**11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

Land records information (property ownership, property boundary location, etc) are in demand on a daily basis by most other city, county and state agencies. For example, the NDOR might wish to know who owns a property adjacent to a state highway because they will be limiting access because of road construction. Or, the weeds supervisor might need to know who owns a property so that they may send them a notice. By making these data available via the Internet, we are supporting collaboration by sharing our key land record information.

**12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**

This project will directly service the delivery of public services via the Nebraska.gov site because the County web site will be linked directly off the PAD web site at <http://pat.ne.gov/counties/index.html>.

**13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.**



No

### **III. TECHNICAL INFORMATION**

- 1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.**

We will leverage our existing investment in computer hardware and networking technology. Access to the public system will be through the Internet. For those who do not have Internet access in their home or business, our local library offers computer services and the Internet at no charge to the user, as well as most of our schools.

- 2. Address any technical issues with the proposed technology including:**

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

The new mapping system will follow all applicable NITC GIS Council guidelines for parcel mapping and metadata. The primary technology will be ESRI based, thus ensuring compatibility with surrounding counties and most state agencies.

- 3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

Because the technology is primarily map and requires interaction with such maps, our ability to comply with this clause is limited, but the system will comply where applicable.

This technology is currently being used by over 20 counties in the State of Nebraska, nine of which are counties where the Nebraska Department of Revenue. Property Assessment Division handles the county assessment function. The web site will be patterned after other sites developed for this same purpose, to assure compliance with the standards set by the Nebraska Information Technology Commission. This project will be designed to allow access to users with disabilities.

**4. Describe how technical support will be provided.**

GIS Workshop, Inc. employs ERSI certified instructors for training the county staff, and for follow-up telephone support. GIS Workshop, Inc. will host and maintain the web application.

**IV. CONTACT INFORMATION & SIGNATURE**

**Contact person for any questions regarding this application:**

REGINA D CUMMINGS  
COUNTY ASSESSOR

Phone # (402) 245-4012

E-Mail: richcoassessor@sentco.net

Signed this 1 day of June, 2009

*Richardson County Assessor's Office*  
Agency Director  
*Regina D Cummings*  
Assessor

**Please return to:**

**Cathy Danahy**  
**Nebraska State Records Board**  
**440 S 8<sup>th</sup> St. Suite 210**  
**Lincoln, NE 68508**  
**(402) 471-2745**

*(Last updated 04/28/2008)*



## **Richardson County, NE**

### **Scope of Work**

**Assessor/Enterprise GIS  
Aerial Imagery  
(Optional) Web Site**

**09.08.2008**

#### **GIS Workshop, Inc.**

415 N 66<sup>th</sup> St, Suite 7  
Lincoln, NE 68505  
TEL: 402-436-2150  
FAX: 402-436-2152

[www.gisworkshop.com](http://www.gisworkshop.com)



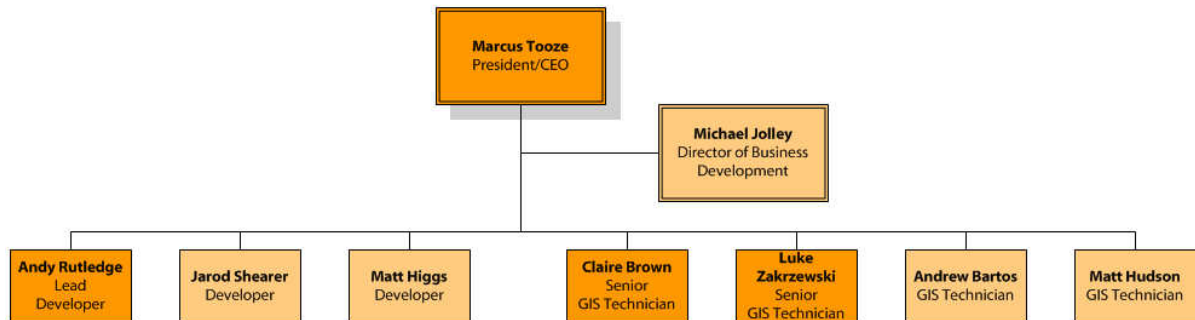
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## Company Information

GIS Workshop, Inc., (GISW) has been providing quality Assessment GIS data and analysis solutions to a large number of assessment offices in Nebraska for more than 10 years. GISW staff has over 40 years combined experience in GIS implementation and are extremely experienced in Nebraska assessment systems. GISW is the only GIS company in Nebraska that can provide the automatic soils calculation and database linking necessary to build a complete assessment GIS for Richardson County, NE to ensure compliance with the PAD mandate to use the new soil survey.

We are headquartered in Lincoln, NE, and employ University of Nebraska system graduates that are experienced in GIS and computer science technology.



**Figure 1: GISW employs UNL, UNK, and UNO graduates from around the state.**

GISW carries full professional errors and omissions liability, general liability, software development liability and workers comprehensive Insurance. Insurance certificates are available upon request.

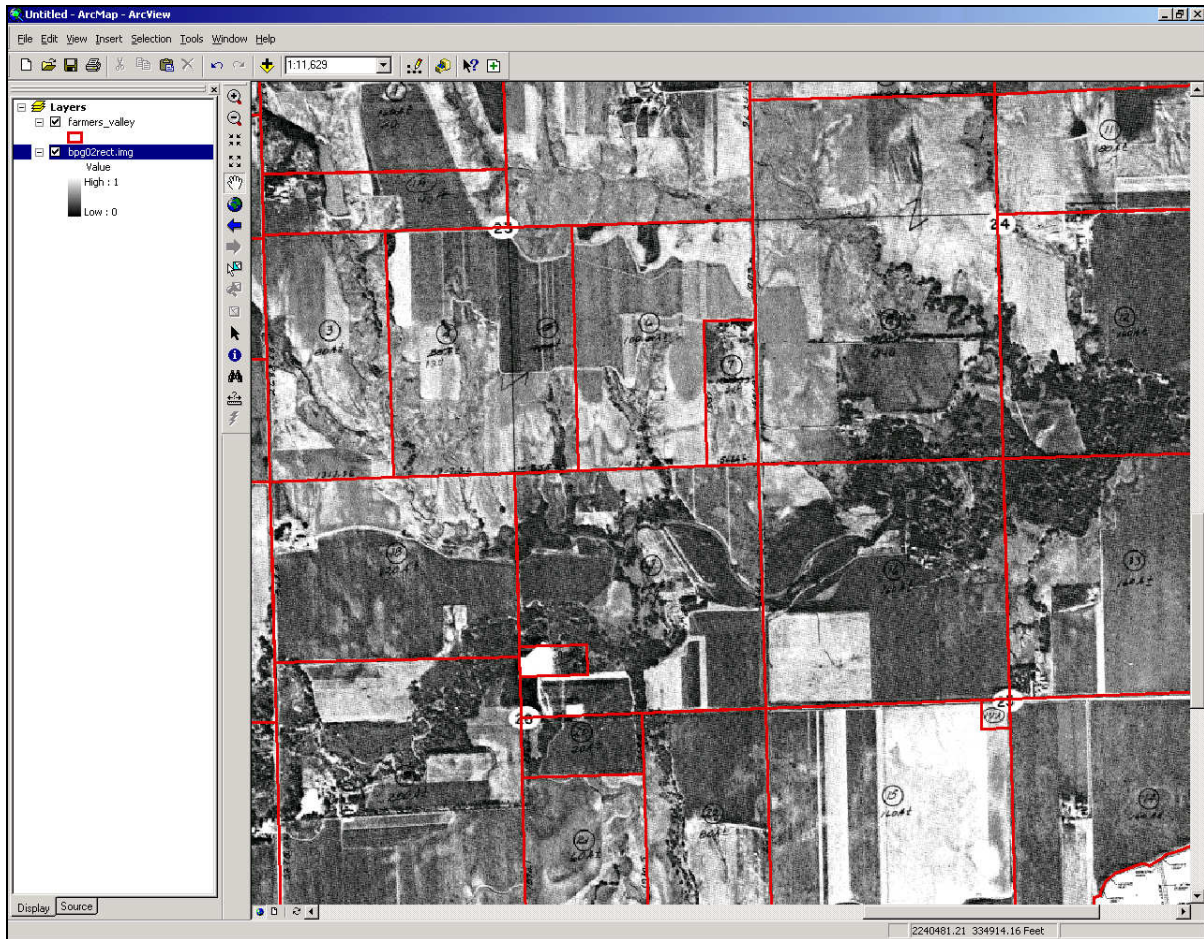
## Project Overview

### *GIS Construction for Cadastral Mapping and Soil Calculations*

GISW will collect and scan the assessment (rural and town) cadastral maps from Richardson County. GISW will rectify these maps into the Nebraska State Plane Coordinate System [NESPCS], NAD83 coordinate system in preparation for incorporation into the GIS (note: the Nebraska GIS Steering Committee and Nebraska State Surveyor recommend that counties use the NESPC system for assessment GIS).

The rectification process will utilize any GPS corner control that the surveyor may have available. The system is constructed to incorporate new corner and quarter control the surveyor may collect in the future. Incorporation of new survey control into the GIS over time will gradually "tighten" the accuracy of the GIS.

GISW will extract (digitize) the property boundaries from the scanned cadastral maps to create the digital parcel layer. GISW will enlist the assistance of the Richardson Assessor's staff in populating the Parcel Identification Number for each parcel. This process is typically done on a township-by-township basis allowing the Richardson Assessor staff to become familiar with the editing capabilities of the software in addition to accepting a sense of ownership over these data.



**Figure 2: A scanned cadastral map, rectified to the NE State Plane Coordinate System, with parcel lines digitized in red**

Upon completion of the parcel layer, GISW will direct the Richardson Assessor staff in the creation of the Land Use layer. The Richardson Assessor staff will create this layer, which identifies the various Land Use codes for particular areas of a parcel, with the supervision of GISW. County staff will identify the various areas of a particular land use, digitize the boundaries of that land use, and incorporate those data into the GIS for analysis and reporting.

GISW will supply Richardson County with both the old and new NRCS soils layers and assist Richardson County in identifying where soils have changed and assist in using the GIS and GISW software tools to calculate the new acreage counts per the State of Nebraska requirements for 2009.



**Figure 3: An example in Platte County showing the parcel lines (red), land use layer (transparent colors), and the soils (thin black lines), overlaid together for purposes of rural assessment acreage calculation**

### **Hardware**

Based on our cursory review of Richardson County computers, we recommend that Richardson County purchase one new computer with the following minimum specifications:

- Processor: Pentium duo core 2.5 GHz
- Memory: 4Gb
- Hard drive: 100Gb, 7200 RPM
- Optical Drive: DVD-ROM (DVD reader at a minimum)
- O/S: Windows XP Professional (not Vista)

Hardware costs are not included in this proposal. We recommend you work with your usual computer vendor. A machine with these specifications should be around \$1,000.

### **Proposed Technology - Software**

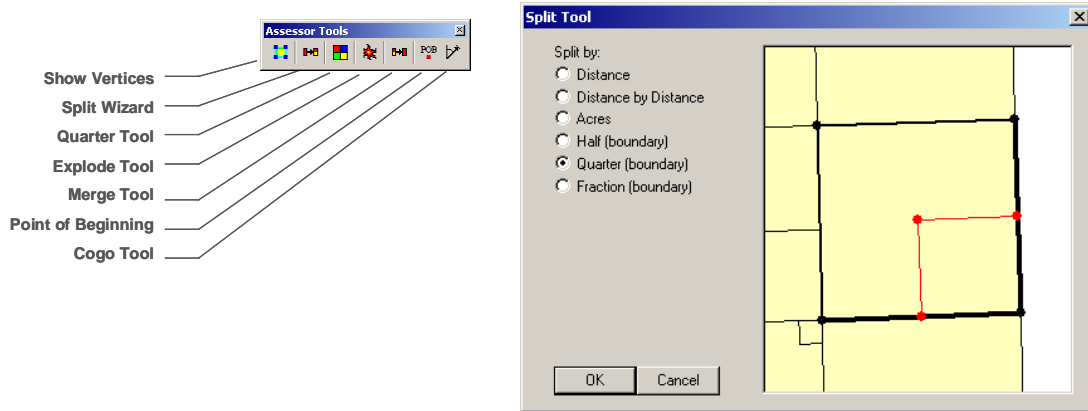
The State of Nebraska Property Assessment Division and all county assessors in Nebraska use ESRI GIS software. We recommend that Richardson County follow suit for full compatibility. We recommend one single license of ESRI ArcView Desktop Software (currently version 9.3).

### **GISW Specialized Software Tools**

GISW has developed several very specialized GIS tools for digital cadastral map maintenance, soil calculations, and database connectivity. We are the only GIS company in Nebraska that offers a complete suite of tools that the assessor needs to maintain and use the assessment GIS. GISW is the only company in Nebraska offering tools that fully link and are compatible with the Terrascan/CS/MIPS appraisal database currently in use at Richardson County Assessor’s office.

### **GISWorks Assessor Extension**

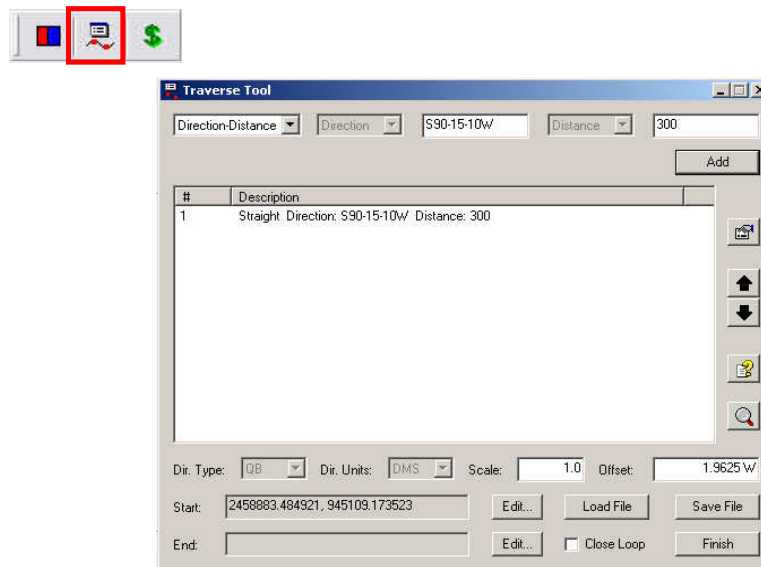
The **GISWorks Assessor Extension** incorporates those tools required for simplifying cadastral/parcel land management. It allows the assessor to quickly and easily perform property splits and measurements without using paper and pencil.



**Figure 4: The assessor toolbar, built specifically for NE assessors to manage parcel splits**

### **GISWorks Advanced Editor Extension**

The **GISWorks Advanced Editor Extension** enhances the editing capabilities of ArcView by allowing users to features based on survey data or using the advanced curve and deflection methods of editing. The tool allows the assessor to quickly input survey and meets and bounds style data.



**Figure 5: The GISWorks Advanced Editor Extension gives the assessor full survey (meets and bounds) data entry capability**

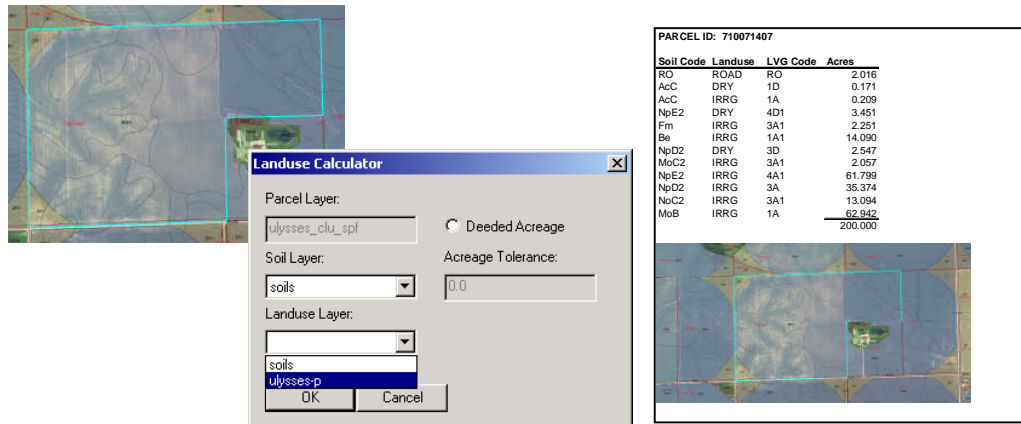
### **GISWorks Land Use Calculator Extension**

The **GISWorks Land Use Calculator Extension** allows the assessor to quickly and easily calculate soil/land class acreages and values for each agricultural parcel in the county.



This tool allows assessment professionals to recalculate valuations based on the GIS data, or calculates valuations based on the deeded acreage for the parcel. Along with the automatic generation of a Property Assessment Department (PAD) code, the tool calculates the number of acres for each land use/soil type combination. It also includes a built in acreage tolerance permitting the user to exclude any acreages calculated below the tolerance level.

GISW's Land Use Calculator is the **ONLY GIS tool that works directly with Terrascan/CS/MIPS appraisal database.**

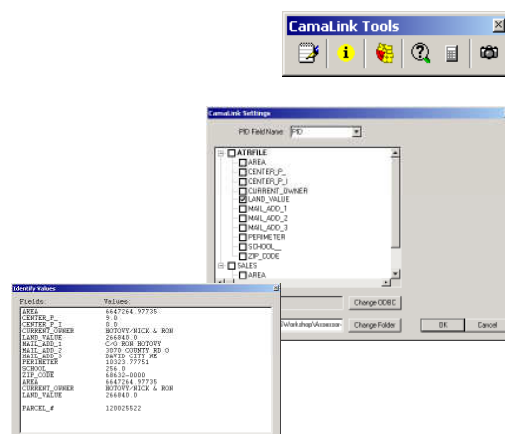


**Figure 6: Acreage counting is made simple, fast, and accurate using the GISWorks Land Use Calculator Extension. Now you can get rid of that dot map counter!**

### GISWorks CAMalink Extension

The **GISWorks CAMalink Extension** integrates a variety of appraisal tools to allow the assessor to combine data from the Terrascan/CS/MIPS appraisal database into the GIS to make various maps and perform various appraisal analyses.

GISW's CAMalink is the **ONLY GIS tool that works directly with Terrascan/CS/MIPS appraisal database.**



**Figure 7: The CAMalink tool allows the assessor to combine the GIS with the data rich appraisal/CAMA database.**

### Training

As an ESRI Business Partner, GISW has certified ESRI ArcGIS trainers on staff. We will actively engage the county staff during the data development project. This hands-on approach provides county staff with the best kind of training available and prepares staff for final system implementation training. Our

philosophy is “*client self-sufficiency.*” As a result of our continual training and classroom style sessions, Richardson County staff will be fully equipped to maintain and utilize the GIS without additional help from GISW.

1. A comprehensive two-day training session (at GISW’s ESRI GIS Learning Center training facility in Lincoln, NE) focusing on data entry and editing. This session focuses on the County Assessor and his/her staff – those who would be maintaining the parcel map information. This proposal includes this two-day training session for two (2) people.
2. One-on-one training. GISW will provide one-on-one training to the assessor and his/her staff throughout the life of the project. The staff will learn GIS editing and maintenance functions and be able to fully operate the GIS.

### **Support**

GISW always includes ***unlimited telephone and on-line support program*** for all assessor projects. This allows us to provide our expertise without the delay right across the Internet. This support feature allows GISW to watch county staff perform edits, check for data integrity, and diagnose other problems. This feature reduces GIS downtime while waiting for a technician to arrive on-site.

GISW will provide free telephone & online support for 12 months after final product delivery. Annual support options are available after this initial support term.

### **Project Responsibilities**

#### **Richardson County Assessor Department Responsibilities**

- (1) All hardware and software purchases (under the direction of GISW staff)
- (2) Providing full access to Terrascan/CS/MIPS database for purposes of installing and customizing the GISWorks CAMALink Extension
- (3) Provide other pertinent documents as deemed necessary
- (4) Providing all available existing GPS section control in State Plane, NAD83 coordinates and interfacing with the county surveyor to collect these data
- (5) Entering all PID’s under GISW guidance
- (6) Correcting property boundaries, where cadastral maps were incorrectly drafted
- (7) Entering new parcels after delivery of the township (under direction of GISW staff)
- (8) Creation of the land use layer (under direction of GISW staff)
- (9) Assist in the clarification of any questions that may occur

## Aerial Imagery

The following shows an example of digital aerial imagery from Sioux county in Nebraska. The image is not even shown at full resolution, yet the clarity and quality are excellent. The photos supplied as part of this project may be blown up to 8.5 x 11 size with no loss of quality.



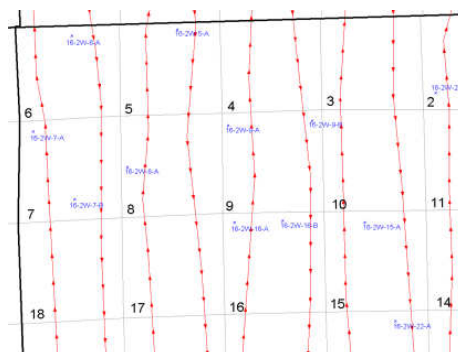
GIS Workshop has flown GIS integrated rural improvement photography for a number of counties in Nebraska, including Saline County, Kearney County, Phelps County, Hamilton County and Merrick County. In all cases, the digital data were delivered ready to use in their GIS, with no need to sort through imagery. You can even incorporate the imagery directly onto your assessor web site in a matter of minutes

### *Imagery Capture*

GIS Workshop will capture the imagery at an appropriate elevation, with regards to safety.

### *Flight Plan/Path Recording Using GPS Technology*

GIS Workshop leases its own aircraft for both vertical and oblique aerial imagery collection. We employ a GPS tracking device that enables us to plot our exact track via a Geographic Information System and capture the GPS location of every single frame photographed. By coupling the digital camera to the GPS, we completely negate the possibility of misplacing a frame in the wrong place in the county.



The figure above shows an example of the aircraft GPS track and GPS point of every photo frame supplied as part of the deliverables. The client can choose to receive these data in a GIS format and incorporate the aircraft track and imagery capture points into their Geographic Information System. The thick black lines denote the township boundaries. The thin gray lines denote the section lines. The black numbers show the section number. The red arrowed lines show the actual aircraft track flown. The blue crosses and numbers denote the position of the improvement in the section. The user will be able to click on a point, and retrieve the digital image associated with that point.

### ***Photographic Technology***

GIS Workshop utilizes the latest digital technologies that exceed picture quality and control from any film based camera. Digital technology allows us to record the exact location of the photograph using a GPS (Global Positioning System) coupled to the camera.



*GIS Workshop, Inc. uses the latest Nikon/Kodak digital camera technology for the sharpest, highest resolution oblique imagery. At over \$7000, these digital cameras far surpass any "old" film style camera in capability and performance. Our camera system is capable of 6 megapixel resolutions, enabling the client to pick out the smallest details on buildings and lots.*

### ***Customer After Sales Support***

GIS Workshop will fly any re-fly any photograph rejected by the county for any reason up to 3 months after delivery at no cost to the county, weather permitting.

### ***Imagery Schedule***

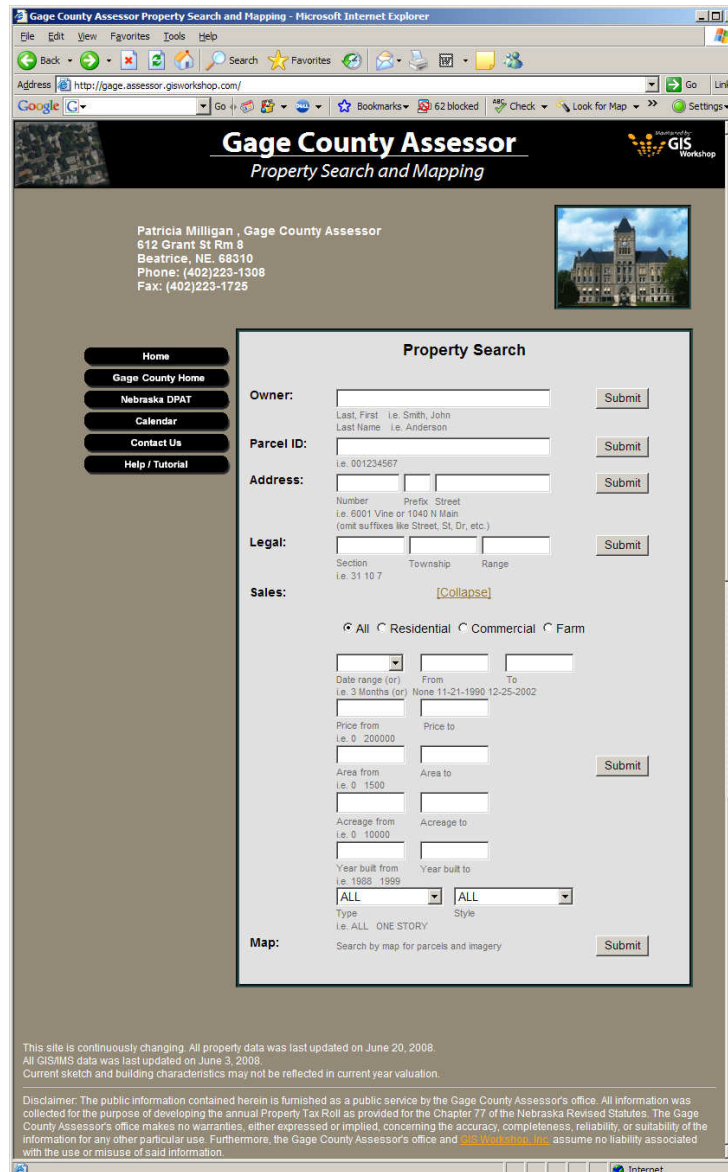
The GIS Workshop team will be ready to start the Richardson County imagery project on November 1<sup>st</sup>, 2008 (beginning of leaf off season).

## Internet Web Page (Optional)

The board/assessor may choose to have GISW put a web site up at additional cost as part of this project.

GIS Workshop, Inc. proposes to design and build a web-based appraisal/assessment page for Richardson County. The web page will allow anybody with Internet access to search for real estate information on Terrascan/MIPS without having to call or visit the Richardson County Assessors office. This may significantly reduce the call and desk traffic for ordinary information requests normally made at the assessor's office. The Internet system will be hosted on GIS Workshop, Inc. servers for 24/7 availability.

The assessor has control over which information is displayed from the property card.



**Gage County Assessor**  
Property Search and Mapping

Patricia Milligan, Gage County Assessor  
612 Grant St Rm 0  
Beatrice, NE, 68310  
Phone: (402)223-1308  
Fax: (402)223-1725

Home  
Gage County Home  
Nebraska DPAT  
Calendar  
Contact Us  
Help / Tutorial

**Property Search**

Owner:    
Last, First i.e. Smith, John  
Last Name i.e. Anderson

Parcel ID:    
i.e. 001234567

Address:    
Number Prefix Street  
i.e. 6001 Vine or 1040 N Main  
(omit suffixes like Street, St, Dr, etc.)

Legal:      
Section Township Range  
i.e. 31 10 7

Sales:   
 All  Residential  Commercial  Farm

Date range (or) From  To   
i.e. 3 Months (or) None 11-21-1990 12-25-2002

Price from  Price to   
i.e. 0 200000

Area from  Area to    
i.e. 0 1500

Acresage from  Acresage to   
i.e. 0 10000

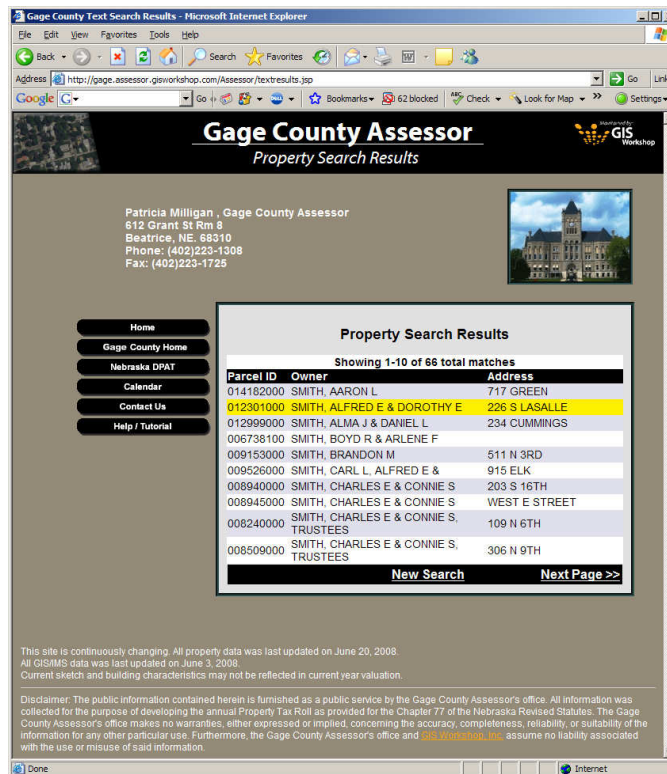
Year built from  Year built to   
i.e. 1988 1999

Type  Style   
i.e. ALL ONE STORY

Map:    
Search by map for parcels and imagery

This site is continuously changing. All property data was last updated on June 20, 2008.  
All GIS/MIS data was last updated on June 3, 2008.  
Current sketch and building characteristics may not be reflected in current year valuation.  
Disclaimer: The public information contained herein is furnished as a public service by the Gage County Assessor's office. All information was collected for the purpose of developing the annual Property Tax Roll as provided for the Chapter 77 of the Nebraska Revised Statutes. The Gage County Assessor's office makes no warranties, either expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the information for any other particular use. Furthermore, the Gage County Assessor's office and GIS Workshop, Inc. assume no liability associated with the use or misuse of said information.

Figure 8: Gage County's site is shown as an example. Note the different search functions that are available.



**Gage County Assessor**  
Property Search Results

Patricia Milligan, Gage County Assessor  
612 Grant St Rm 8  
Beatrice, NE, 68310  
Phone: (402)223-1308  
Fax: (402)223-1729

Home  
Gage County Home  
Nebraska DPAT  
Calendar  
Contact Us  
Help / Tutorial

**Property Search Results**  
Showing 1-10 of 66 total matches

Parcel ID	Owner	Address
014162000	SMITH, AARON L	717 GREEN
<b>012301000</b>	<b>SMITH, ALFRED E &amp; DOROTHY E</b>	<b>226 S LASALLE</b>
012999000	SMITH, ALMA J & DANIEL L	234 CUMMINGS
006738100	SMITH, BOYD R & ARLENE F	
009163000	SMITH, BRANDON M	511 N 3RD
009526000	SMITH, CARL L, ALFRED E &	915 ELK
008940000	SMITH, CHARLES E & CONNIE S	203 S 16TH
008945000	SMITH, CHARLES E & CONNIE S	WEST E STREET
008240000	SMITH, CHARLES E & CONNIE S, TRUSTEES	109 N 6TH
008509000	SMITH, CHARLES E & CONNIE S, TRUSTEES	306 N 9TH

[New Search](#) [Next Page >>](#)

This site is continuously changing. All property data was last updated on June 20, 2008.  
All GIS/MG data was last updated on June 3, 2008.  
Current sketch and building characteristics may not be reflected in current year valuation.  
Disclaimer: The public information contained herein is furnished as a public service by the Gage County Assessor's office. All information was collected for the purpose of developing the annual Property Tax Roll as provided for the Chapter 77 of the Nebraska Revised Statutes. The Gage County Assessor's office makes no warranties, either expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the information for any other particular use. Furthermore, the Gage County Assessor's office and GIS Workshop, Inc. assume no liability associated with the use or misuse of said information.

Figure 9: Results are shown in a list format.


Gage Assessor Report Page - Microsoft Internet Explorer

Address: <https://gage.assessor.gisworkshop.com/Assessor/report.jsp?pid=012301000&proptype=null>

## Gage County Assessor

Property Details

Patricia Milligan, Gage County Assessor  
 812 Grant St Rm 8  
 Beatrice, NE, 68310  
 Phone: (402)223-1308  
 Fax: (402)223-1725



### Gage County Assessor Report

[New Search](#)

Parcel Information	
Parcel ID:	012301000
Links:	<a href="#">Photo #1</a> <a href="#">Sketch #1</a> - <a href="#">Map</a>
Map Number:	0000-00-0-10380-000-0000
Current Owner:	SMITH, ALFRED E & DOROTHY E
Situs Address:	226 S LASALLE BEATRICE, NE 68310-0000
Tax District:	157
Tax ID:	
School District:	SCH 15 BEATRICE
Neighborhood:	10
Property Class:	Single Family
Lot Width x Depth:	60 x 198
Legal Description:	S 60' LOT 9 BLK 8 HARRINGTONS RE SUB

Assessed Values				
Year	Total	Land	Improvements	Outbuildings
2008	38,930	1,125	37,805	0
2007	28,290	1,125	27,165	0

2007 Tax Information	
Taxes:	\$560.20
Tax Levy:	2.063393

Historical Valuation Information							
Year	Billed Owner	Land	Impr.	Outldg.	Total	Taxable	Taxes
2007	SMITH, ALFRED E & DOROTHY E	1,125	27,165	0	28,290	28,290	\$560.20
2006	SMITH, ALFRED E & DOROTHY E	1,125	27,165	0	28,290	28,290	\$553.26
2005	SMITH, ALFRED E & DOROTHY E	1,125	20,785	0	21,910	21,910	\$436.84
2004	SMITH, ALFRED E & DOROTHY E	1,125	20,785	0	21,910	21,910	\$438.46
2003	SMITH, ALFRED E & DOROTHY E	1,125	20,785	0	21,910	21,910	\$441.28

Residential Datasheet			
Type:	Single-Family	Heat Type:	100% FORCED AIR
Quality:	20 Fair	Foundation:	
Arch. Type:	1 STORY	Slab Area:	
Year Built:	1915	Crawl Area:	
Actual Age:	93	Basement Area:	187
Ext. Wall 1:	100% VINYL	Min Finish:	
Ext. Wall 2:		Rec Finish:	
Base Area:	1,097	Part Finish:	
Total Area:	1,097	Bedrooms:	2
Style 1:	100% One-Story	Bathrooms:	1
Style 2:		Garage Type:	DETACHED
Roof Type:	COMP SHINGLES	Garage Area:	308

Miscellaneous Improvements		
Improvement	Year	Units
SLAB W/ROOF		95
OPEN SL PRCH/STP		60


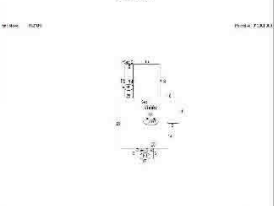
Photos and Sketches	
Photo	Sketch
	

Figure 10: The user is presented with the appraisal information. In this case we are showing an urban parcel. The layout for commercial and agricultural properties is slightly different.

### Web Site Hosting

GIS Workshop will host the website on our redundant servers for Richardson County. We will include the first 12 months of hosting fees at no cost.

### **Web Site Data Maintenance**

We recommend a monthly shipment of updated parcel/CAMA data, but it is up to Richardson County to select an update period based on sales activity within the county. GIS Workshop will include the first year of web data maintenance at no cost.

### **GIS Project Schedule**

The GISW team is ready to start the Richardson County, NE Assessor GIS project after acceptance and receipt of a signed contract according to the tasks described in this proposal. We anticipate project completion 6 months after notice to proceed based on the above outlined steps. Because of our reliance on the assessor's office to perform certain steps in the project, we cannot be held liable for any delays in delivering the finished product.

### **Pricing Information**

The following pricing and package is **FULLY INCLUSIVE**, providing the assessor with everything she needs for a fully functional assessment GIS. There are no hidden charges or expenses. The cost is based on the size of the county. This provides the total and detailed costs for the services and deliverables described in this scope of work (maintenance schedule begins on the 1<sup>st</sup> day after product acceptance). Variations and/or additions to those tasks/features/service stated within are subject to additional costs at our standard consulting rate of \$125 per hour. Any change orders must be documented and added as an addendum to this scope with the additional costs for said change order added to the following costs.



<b>Deliverables by Task</b>	<b>Cost (\$)</b>
<b>COSTS FOR PROPOSED SERVICES:</b>	
<b>Step 1 – GIS Services</b>	<b>\$60,000</b>
A) Parcel map development and soils integration.....	Included
<b>Deliverable:</b> Complete Sections Layer	
<b>Deliverable:</b> Complete Parcel Layer	
<b>Deliverable:</b> Complete Digital Ortho-Photography Layer	
<b>Deliverable:</b> Complete Soils Layer	
<b>Step 2 – Proposed Hardware, Software, &amp; Tools</b>	<b>\$1,500</b>
A) Hardware Recommendations.....	Included
B) ESRI ArcView Desktop Software – Single-use license.....	\$1,500
C) GISWorks Extensions & Tools for ESRI ArcGIS Software.....	Included
1) GISWorks Assessor Extension.....	Included
2) GISWorks Advanced Editing Extension.....	Included
3) GISWorks Land Use Extension.....	Included
4) GISWorks CAMALink Extension (for MIPS).....	Included
<i>***Annual licensing of \$800/year applies on July 1<sup>st</sup>, 2009 and each subsequent year for all GISWorks Extensions***</i>	
<b>Deliverable:</b> Hardware Recommendations	
<b>Deliverable:</b> ESRI ArcView Software	
<b>Deliverable:</b> GISWorks Tools & Extensions	
<b>Step 3 – Training Sessions</b>	<b>Included</b>
A) Intro to ArcGIS I – 2-Day Training Class.....	Included
B) Special Applications: One-on-One Training.....	Included
<b>Deliverable:</b> 2-Day Training Session: Intro to ArcGIS I ESRI Certified Training Class for 2 people	
<b>Deliverable:</b> Specialized Application Training – As needed during contract term	
<b>Step 4 – Support</b>	<b>Included</b>
A) Annual GIS Telephone Support (1 <sup>st</sup> 12 months after delivery of final township).....	Included
B) Annual GIS Online Support (1 <sup>st</sup> 12 months after delivery of final township).....	Included
<b>Deliverable:</b> 6 Months Telephone Support	
<b>Deliverable:</b> 6 Months Online Support	
<b>Aerial Imagery</b>	<b>\$15,000</b>
<b>Deliverable:</b> Rural improvement aerial imagery	
<b>Total Costs for above listed Services</b>	<b>\$76,500</b>
<b>Internet Mapping Site (Optional)</b>	<b>\$25,000</b>
<b>Deliverable:</b> Land Record Internet Mapping Web site	

**APPLICANT: VALLEY COUNTY ASSESSOR**

**PROJECT TITLE:** *Geographic Information Implementation & Web Access*

**AMOUNT REQUESTED:** \$25,000\*

**AGENCY HISTORY:** First grant requested.

**SUMMARY (I, Q3):** Implement GIS & make it accessible to the public

**BENEFICIARY OF SERVICE (II, Q2):** General public, other government agencies, real estate professionals

**\$ TO BE USED FOR (II, Q7):** Purchase GIS system & web site setup.

**GRANT CRITERIA (MET/NOT MET):**

Required: 1. (II, Q9): YES  
2. (III, Q3): YES  
3. (II, Q13): N/A

Considered: 4. (II, Q10): YES (save county personnel time in maintenance and research for the general public & real estate professionals)  
5. (II, Q11): YES  
6. (II, Q12): YES

**RECOMMENDATION:** Suggest approve. Board direction requested on amount to approve.\*

Board has approved similar grants for other counties:

05/2005 Kearney County (\$25,000) GIS Workshop – **Approved**  
01/2006 Merrick County (\$25,000) GIS Workshop – **Approved**  
04/2008 Nemaha County (\$25,000) GIS Workshop – **Approved**  
07/2006 Polk County (\$17,500) GIS Workshop – **Approved**  
05/09 Thomas County (\$25,000) GIS Workshop - **Approved**  
05/09 Hayes County (\$25,000) GIS Workshop – **Approved**

**\*NOTE:** See bullet #4 on *Technical Review Committee Report (attached)*. Ask applicant to clarify. Appears money for the project (\$27,000) is already budgeted, with \$10,000 already spent. (09/08/09 email) Pam Arnold indicated Phase I = \$27,000. \$10,000 has been paid and \$17,000 is budgeted; Phase II - \$15,000 which is not budgeted. \$15,000 is needed to move forward with Phase II. \$25,000 was requested to offset both the \$17,000 owed on the contract for Phase I and \$15,000 for Phase II.

**NOTE:** See bullet #5 on *Technical Review Committee Report (attached)*. On the application, page 2, I, Q5 The response to the question asking if a 'fee' will be charged is 'NO'; however, on page 6 of the GIS Workshop Phase II proposal, under the *Introduction*, it states "The website will allow subscribers with Internet access to search for real estate information on Terrascan without having to call or visit the Valley County offices." (09/08/09) email – question and subsequent response (from Pam Arnold) Will the 'subscribers' be charged a fee? "No".

**Nebraska.gov comments:**

I, Q5 - No return on Investment for the Board

II, Q8 –To meet Legislative Statues

II, Q11. - This project will only add a link to the Parcel lookup, which we provide for all counties.

This means the electronic ability to “Deliver” information through the Electronic gateway, does not exist with this project, even when completed.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicant: Valley County Assessor

Project Title: Geographic Information Implementation & Web Access

Resolution passed by the Technical Advisory Committee on August 28, 2009:

The committee, having reviewed the grant application entitled "Geographic Information Implementation & Web Access," finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- It is unknown if the technical elements can be accomplished within the proposed time frame and budget.
- The proposal indicated that Phase 1 costs are \$27,000 for the GIS system and Phase 2 costs are \$15,000 for the GIS Web portal. A project representative indicated that \$10,000 has already been expended on Phase 1. The additional \$17,000 for completion of Phase 1 has been budgeted by the county.
- Clarification is needed with respect to the availability of the GIS information on a Web site with no fees or subscriptions required.
- If the grant is awarded, the Committee recommends a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

(Vote: Brown-Yes, Decker-Yes and Weir-Yes)

-----  
Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir



Office of  
Valley County Assessor  
125 S 15<sup>th</sup>, Suite 203  
Ord, NE 68862  
Phone 308-728-5081 – Fax 308-728-7725  
E-mail – [assessor@valley.nacone.org](mailto:assessor@valley.nacone.org)

June 30, 2009

Cathy Danahy  
Nebraska State Records Board  
440 S 8<sup>th</sup> St., Suite 210  
Lincoln, NE 68508

Dear Cathy,

Enclosed please find our application for the State Records Board Grant to Improve Access to Public Information. We feel that our office would benefit greatly with funds from this grant. Thank you for giving us consideration in the project.

Sincerely,

A handwritten signature in blue ink that reads "Pamella K Arnold". The signature is written in a cursive style.

Pamella K Arnold  
Valley County Assessor

Nebraska State  
Records Board  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

John A. Gale  
Chairman



## APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Agency)

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

### Grant Criteria

*Projects requesting funding must meet criteria #1-3.* In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

## **I. GRANT SUMMARY**

1. **Name of agency applying for grant**            **Valley County Assessor**
2. **Title of project**        **Geographic Information Implementation & Web Access.**
3. **Brief description of project:**

**Implement GIS for Valley County, to modernize current record keeping of land records(cadastral maps, soils, planning/zoning, et.) and start the integration of assessment digital land record information and other departments (planning/zoning) to make it accessible to the public & various entities who utilize the information for their business. The goal is to have digitized maps and property information available to anyone with Internet access.**

4. Grant request amount \$ 25,000
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.    No

## **II. GRANT DETAIL**

### **1. Please describe the project in detail (you may attach this description).**

**Valley County has elected to construct a Geographic Information System (GIS) that will be accessible on the Internet through a Website designed for Valley County.**

**The GIS project has been initiated by the Valley County Assessor's and Planning and Zoning Departments. It will assist in and simplify providing more current and precise parcel information for assessment and land valuation and planning/zoning. It will allow and expedite the process for property splits and measurements through this program. It will assist the Assessor in calculating soil and land class acreages and values for each agricultural parcel in the county. It will assist in calculating valuations based on the GIS data according to the deeded acreage for each parcel, which will more efficiently maintain this information to provide current and correct data.**

**Valley County routinely receives inquiries for property information (valuations, assessment data, current zoning designation, etc) from multiple entities, locally as well as from outlying counties and states. Requests come from Banks, Insurance Companies, Appraisers, Realtors, and also the public in general. Many requests are local, although requests come from throughout the State and numerous are out of State requests. Many times the above entities travel miles to visit our office to obtain this information, or they choose to call us requesting the information. The current system requires that records be located and copied manually before being transferred to the interested party, either in person or by fax. Many have questioned if Valley County has a website for them to access the information they need, as numerous counties do. Upon completion GIS will save the Assessor's Office & Planning/Zoning Office time and the taxpayers money to be able to provide them with the internet address where they could search for the information needed. It will be easily accessible to them through the internet without the time and cost of travel. Requests include property owners, location, legal description, assessment data, and soil data. GIS will not only assist with the above, but also with providing layers for parcel identification and land use in a digital format, and current up-to-date information readily available on the internet.**

**The implementation of a GIS system would be very beneficial for not only the Valley County Assessor's & Planning/Zoning offices but for inquiring parties as well. Information pertaining to a property's owner, location, legal description, assessment data, and soil data & Planning/Zoning information could all be easily accessed. The maintenance of such information would be simplified as well. This simplification**



would allow for more prompt and accurate maintenance, modification, and requests for information could be granted in a nearly instantaneous fashion. The GIS system will aid the Valley County Assessor's & Planning/Zoning Offices tremendously in keeping the records current and correct.

2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.

Beneficiaries include:

1. Valley County tax paying public. The general public will be able to access land record and associated information 24/7.
2. Other county and village/town agencies and offices will be able to access and share information without the need to provide paper copies or visit each others' offices.
3. Real estate professionals (realtors, appraisers, banks and insurance companies) will be able to access information vital to their day to day operations at any time.

Currently, we have frequent calls asking for valuations and assessment information along with the question of whether or not our information is available on the internet.

3. Timeline for implementation (*a specific completion date (MM/YYYY) must be provided*). *Grant funds lapse if not expended prior to completion date.*

We are just starting to implement the GIS by entering parcel numbers, which is just the beginning phase. I doubt we will have it completed before December, 2010.

4. Subdivision contribution to project (labor, equipment etc.).

Valley County Assessor and staff will be assisting with compiling information, data entry, and maintaining current data to assure all information is correct and up-to-date. GIS Workshop will be compiling data, scanning cadastral maps, designing & building our website, and will provide certified training to office employees, and one-on-one training as needed. The initial fee includes one year of unlimited online & telephone support service. Once we are on line with this project there will be a yearly cost for software maintenance and support which will be determined at that time.

5. Is other funding available for this project (explain)? No. The Valley County Commissioners voted to purchase this program over a two year period due to the fact that the Cadastral maps for Valley County are in very poor condition and the expense of new Cadastral maps would be unaffordable.

6. Does the project require additional statutory authority (explain)? No

7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).

Grant money will be used to pay for purchase of GIS database construction, training, support and for the design and construction of the web portal.

Phase 1: Valley County GIS system : \$27,000

Phase 2: Valley County GIS Web portal: \$15,000

Annual fee for maintenance & support to be determined after full implementation.

8. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

Grant money would be utilized to offset the initial cost of the GIS program and setting up a web site to help Valley County budget. The County Board is having to cut budgets in the coming year. The service will be sustained with taxpayers' monies once the grant money is expended.

8. Please describe how this project will enhance the delivery of agency services or access to those services.

This project will enable the general public to quickly and easily access land record information without the need to visit the courthouse. Other county and town/village departments will be able to share and retrieve information without having to visit other offices and make copies. Finally, real estate professionals will be able to access information important for their day-to-day operations without having to call county staff or visit the courthouse.

9. Please describe how this project will improve the efficiency of agency operations.

The project will allow County personnel to maintain updated information with less time involved once all the maps and layers are brought up to date. It will also save County personnel time to perform other duties instead of spending time researching valuations for the general public and especially real estate professionals.

10. Please describe how this project will facilitate collaboration among other local, State and federal agencies and other public institutions.

Other offices within Valley County will benefit from this project. The County Clerk, County Treasurer, Weed Department, Road Department, Sheriff's Department and others will be able to utilize this program for land records information. Other local entities outside of the Courthouse such as the villages of Arcadia, North Loup, Arcadia, Elyria, the school district, the Fire Districts, And many others will also be able to utilize this program.

11. Please describe how this project will support public/private partnerships in the Delivery of public services through the Official State portal, Nebraska.gov?

The project will support public/private partnerships through the delivery of public information services via the official state portal via the Property Assessment Division (PAD). PAD lists and makes available links to all county information sites on its page at <http://pat.nol.org/counties/index.html>.

13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.

No.

### **III. TECHNICAL INFORMATION**

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

ESRI software was selected for the GIS as it seems most counties and agencies in Nebraska use ESRI. All other specialized hardware/software will be supplied by GIS Workshop, Inc.

2. Address any technical issues with the proposed technology including:

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines**

(NITC standards and guidelines are located at:  
<http://www.nitc.state.ne.us/standards/>).

- Compatibility with existing institutional and/or statewide infrastructure.
- Reliability, security and scalability (future needs for growth or adaptation).

The GIS and web site will be constructed to meet the Nebraska GIS guidelines for Land Record Modernization as per the GIS Council.

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

This project meets the applicable standards for GIS technology (metadata and mapping standards) as described in the Clause.

4. Describe how technical support will be provided.

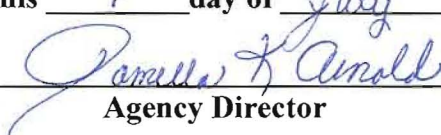
GIS Workshop, Inc. will provide our technical support for the program and website. GIS utilizes certified instructors for training the county staff, and for follow-up telephone support. The county will supply monthly data base changes to GIS for GIS to maintain the application.

#### **IV. CONTACT INFORMATION & SIGNATURE**

Contact person for any questions regarding this application:

Pamella K Arnold

Phone #308-728-5081      E-mail [Assessor@valley.nacone.org](mailto:Assessor@valley.nacone.org)

Signed this 7 day of July, 2009  
  
\_\_\_\_\_  
Agency Director

Please return to:

Cathy Danahy  
Nebraska State Records Board  
440 S 8<sup>th</sup> St. Suite 210  
Lincoln, NE 68508  
(402) 471-2745

## AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

This Agreement is for limited professional consulting services (hereinafter referred to as "Agreement") to be provided by GIS WORKSHOP, INC. for Valley County, NE (hereinafter referred to as "Client") as indicated below on the date set forth below.

### Article 1 – Scope of Services

- 1.1 Personnel: GIS WORKSHOP, INC. will rely upon various employees and consultants to work on Client's Project. Hourly rates are set forth in the attached Scope of Work, Exhibit A.
- 1.2 General Services Provided: GIS WORKSHOP, INC. will compile the necessary documentation and coordinate with appropriate parties to provide the products/services as specifically described in the attached Scope of Work, Exhibit A.
- 1.3 Relationship of Parties: GIS WORKSHOP, INC. provides client services as an "independent contractor" and nothing in the Agreement shall be construed to create a relationship of employer/employee or a partnership.

### Article 2 – Fee Arrangement

- 2.1 Professional Fees and Costs: Professional fees will be charged as set forth in the Scope of Work. Only the CLIENT may authorize additional work items and charges in writing. Additional work items will be conducted on a time and materials basis.
- 2.2 Terms of Payment: GIS WORKSHOP, INC. will charge for the services performed pursuant to the payment schedule listed in the Scope of Work, Exhibit A. All invoices are payable immediately upon receipt. An interest charge of 2% per month shall be added to all invoice amounts not paid within 30 days of the date of such invoice.

In the event an invoice is not paid within 30 days of receipt, GIS WORKSHOP, INC. reserves the right to require a deposit. This deposit shall be paid immediately upon request by GIS WORKSHOP, INC. in addition to any outstanding fees due and shall be retained by GIS WORKSHOP, INC. through completion of its services on the Project.

In its sole discretion, GIS WORKSHOP, INC. shall suspend all work on the Project until payment of fees and the deposit described above is made to GIS WORKSHOP, INC. Client hereby agrees to hold GIS WORKSHOP, INC. harmless from all liability, including, but not limited to, all expenses, lost profits, etc., which may arise as a result of suspension of work due to your non-payment of fees.

### Article 3 – Special Terms and Conditions

- 3.1 Project Coordination: GIS WORKSHOP, INC. will rely upon Client to perform and satisfy certain conditions, including such following special conditions as may be necessary:
  - (a) Clients designated project officer and/or representative shall closely coordinate with GIS WORKSHOP, INC. regarding changes in Client's Project, scheduling, or unanticipated problems. Changes to the proposed work effort of GIS WORKSHOP, INC. will be authorized timely in writing.
  - (b) Client will promptly notify GIS WORKSHOP, INC. in writing should any changes in conceptual designs, engineering specifications, or legal or physical control of the Project change at any time.
  - (c) Client will provide GIS WORKSHOP, INC. with all materials in your possession relevant to the services to be performed by GIS WORKSHOP, INC.

- (d) Client will allow GIS WORKSHOP, INC. to review and approve any document or work product, which uses or incorporates any portion of any work product produced by GIS WORKSHOP, INC. before its release to any person(s) or entity. Client further allows GIS WORKSHOP, INC. to correct any Client interpretation or representation of the technical content of the work produced by GIS WORKSHOP, INC.
- 3.2 Conditions as Necessary: In order for GIS WORKSHOP, INC. to complete the Scope of Work, Client agrees to provide GIS WORKSHOP, INC. with the following items, as initialed:
- (a) \_\_\_\_\_ *Cadastral Books*  
County will provide all County Cadastral Books to GIS Workshop for scanning.
  - (b) \_\_\_\_\_ *CS/MIPS/TerraScan CAMA Database*  
County will provide a copy of the CS/MIPS/TerraScan CAMA database to GIS Workshop.
  - (c) \_\_\_\_\_ *Available GPS Section Control*  
County will provide any available Section Control data the County Surveyor has for the county.
- 3.3 Insurance: GIS WORKSHOP, INC. maintains workers' compensation, employer's liability, and auto insurance in the amounts statutorily required by the State of Nebraska.
- 3.4 Dispute Resolution: To resolve any conflicts that arise during the provision of services on the Project or following the completion of services, the Client and GIS WORKSHOP, INC. agree that all disputes between them arising out of or relating to this Agreement shall be submitted to mediation unless the parties mutually agree otherwise. The Client and GIS WORKSHOP, INC. further agree to include a similar mediation provision in all Agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all Agreements with subcontractors, sub-consultants, or material-men so retained, thereby providing for mediation as the only method for dispute resolution between the parties to those Agreements. In the event that the conflict cannot be resolved using mediation, the Client and GIS WORKSHOP, INC. agree to settle the conflict by arbitration in accordance with the rules of the American Arbitration Association under its Construction Industry Arbitration Rules in effect on the effective date of this Agreement, and judgment on the award rendered by the arbitrators(s) may be entered in any court having jurisdiction thereof.

*Strike*  
*RKa*

**Article 4 – General Terms and Conditions**

- 4.1 Disclaimer of Warranties: Limitation of Liability. GIS WORKSHOP, INC. MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO ANY INFORMATION, DATA, OR OTHER INFORMATION THAT IS PROVIDED TO GIS WORKSHOP, INC. FROM CLIENT THAT IS INCLUDED, UTILIZED, INCORPORATED, OR USED IN WHOLE OR IN PART IN GIS WORKSHOP, INC.'S SCOPE OF WORK. ANY OTHER WARRANTIES SHALL BE EXPRESSLY AGREED UPON BY THE PARTIES IN WRITING. GIS WORKSHOP, INC. SHALL NOT BE LIABLE TO CLIENT FOR DAMAGES OF ANY KIND OR NATURE ALLEGEDLY SUFFERED BY CLIENT, INCLUDING BUT NOT LIMITED TO, INDIRECT, SPECIAL, EXEMPLARY, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON WARRANTY, CONTRACT, OR TORT (INCLUDING, WITHOUT LIMITATION, STRICT LIABILITY).

**Article 5 – Miscellaneous**

- 5.1 Governing Law: Although certain of the obligations set forth in this Agreement may, by necessity, be performed in states or countries beyond the State of Nebraska, this Agreement shall be in all respects interpreted, governed by, and construed in accordance with the laws of the State of Nebraska.

- 5.2 Assignment: Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.
- 5.3 Severability and Survival: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
- 5.4 Amendment: This Agreement shall not be amended except by written instrument signed by the parties hereto. This Agreement constitutes the entire and integrated Agreement by and between the parties and supersedes any and all prior negotiations, whether written or oral.
- 5.5 Indemnification: Client agrees to hold GIS WORKSHOP, INC. free and harmless from any and all claims, and shall indemnify GIS WORKSHOP, INC. for any claim arising from any negligent act of omission on the part of the Client or any other person or entity acting on its behalf.
- 5.6 Entire Agreement: This Agreement contains the entire agreement between GIS WORKSHOP, INC. and Client, superseding all prior and contemporaneous written or oral understandings between the parties. No change or modification to this Agreement shall be valid or binding unless the same is in writing and signed by the parties hereto.
- 5.7 Authorization: The individual signing this Agreement for and on behalf of both parties represents that he or she is a duly authorized agent of his or her respective principal. We agree to the terms and conditions set forth in this Agreement.

## Client Contact Information:

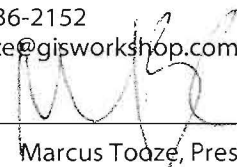
Pamella Arnold – County Assessor  
**Valley County, NE**  
 125 S 15<sup>th</sup> St  
 Ord, NE 68862-1444  
 TEL:  
 FAX:  
 EMAIL:

By:   
 Authorized Signature

Printed Name: Pamella K Arnold  
 Date: 10-1-08

## GIS Workshop Contact Information:

Mr. Marcus E. Tooze – President  
**GIS Workshop, Inc.**  
 415 N 66<sup>th</sup> St, Suite 7  
 Lincoln, NE 68505  
 TEL: 402-436-2150  
 FAX: 402-436-2152  
 EMAIL: mtooze@gisworkshop.com

By:   
 Marcus Tooze, President

Date: 9/9/08

Federal Tax ID No.: 47-0820253

EXHIBIT A: Scope of Work



**Valley County, NE**

**Exhibit A: Scope of Work  
Assessor/Enterprise GIS**

**09.09.2008**

**GISW**

415 N 66<sup>th</sup> St, Suite 7  
Lincoln, NE 68505  
TEL: 402-436-2150  
FAX: 402-436-2152

[www.gisworkshop.com](http://www.gisworkshop.com)





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## Company Information

GISW (GISW) has been providing quality Assessment GIS data and analysis solutions to a large number of assessment offices in Nebraska for more than 10 years. GISW staff has over 40 years combined experience in GIS implementation and are extremely experienced in Nebraska assessment systems. GISW is the only GIS company in Nebraska that can provide the automatic soils calculation and database linking necessary to build a complete assessment GIS for Valley County, NE.

We are headquartered in Lincoln, NE, and employ University of Nebraska system graduates that are experienced in GIS and computer science technology.

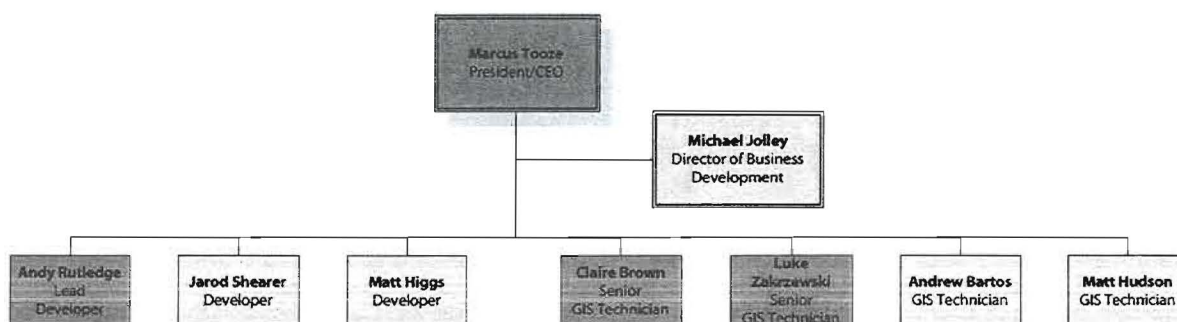


Figure 1: GISW employs UNL, UNK and UNO graduates from around the state.

GISW carries full professional errors and omissions liability, general liability, software development liability and workers comprehensive Insurance. Insurance certificates are available upon request.

## Project Overview

### *GIS Construction for Cadastral Mapping and Soil Calculations*

GISW will collect and scan approximately 150 pages of assessment cadastral maps from Valley County. GISW will rectify these maps into the Nebraska Stateplane, NAD83 coordinate system in preparation for incorporation into the GIS.

GISW will extract (digitize) the property boundaries from the scanned cadastral maps to create the digital parcel layer. GISW will enlist the assistance of the Valley Assessor's staff in populating the Parcel Identification Number for each parcel. This process is typically done on a township-by-township basis allowing the Valley Assessor staff to become familiar with the editing capabilities of the software in addition to accepting a sense of ownership over these data.

Upon completion of the parcel layer, GISW will direct the Valley Assessor staff in the creation of the Land Use layer. The Valley Assessor staff will create this layer, which identifies the various Land Use codes for

particular areas of a parcel, with the supervision of GISW. County staff will identify the various areas of a particular land use, digitize the boundaries of that land use, and incorporate those data into the GIS for analysis and reporting.

GISW will supply Valley County with both the old and new NRCS soils layers and assist Valley County in identifying where soils have changed and assist in using the GIS and GISW software tools to calculate the new acreage counts per the States requirements for 2009.

#### *Hardware*

Based on our cursory review of Valley County computers, the existing computer hardware is sufficient for implementing GIS technology.

#### *Proposed Technology - Software*

The State of Nebraska Property Assessment Division and all county assessors in Nebraska use ESRI GIS software. We recommend that Valley County follow suit for full compatibility. We recommend one single license of ESRI ArcView Desktop Software (currently version 9.2).

#### *GISW's Specialized Software Tools*

GISW has developed several very specialised GIS tools for digital cadastral map maintenance, soil calculations and database connectivity. We are the only GIS company in Nebraska that offers a complete suite of tools that the assessor needs to maintain and use the assessment GIS.

#### *GISWorks Assessor Extension*

The **GISWorks Assessor Extension** incorporates those tools required for simplifying cadastral/parcel land management.

#### *GISWorks Advanced Editor Extension*

The **GISWorks Advanced Editor Extension** enhances the editing capabilities of ArcView by allowing users to features based on survey data or using the advanced curve and deflection methods of editing.

#### *GISWorks Land Use Calculator Extension*

The **GISWorks Land Use Calculator Extension** provides assessment professionals with an advanced valuation tool allowing the calculation of acreages based on parcel ID, land use and soil type. This allows assessment professionals to recalculate valuations based on the GIS data, or calculates valuations based on the deeded acreage for the parcel. Along with the automatic generation of a Property Assessment Department (PAD) code, the tool calculates the number of acres for each land use/soil type combination. It also includes a built in acreage tolerance permitting the user to exclude any acreages calculated below the tolerance level.

### **GISWorks CAMALink Extension**

The **GISWorks CAMALink Extension** integrates a variety of appraisal tools ensuring accurate, simple tax assessment. Designed for integration with the TerraScan CAMA/appraisal software package, the toolbox provides assessors and appraisers with the ability to incorporate CAMA/appraisal data into their GIS automatically, thereby enhancing analysis and reporting capabilities

### **Training**

As an ESRI Business Partner, GISW has certified ESRI ArcGIS trainers on staff. We will actively engage the county staff during the data development project. This hands-on approach provides county staff with the best kind of training available and prepares staff for final system implementation training. Our philosophy is "*client self-sufficiency*". As a result of our continual training and classroom style sessions, Valley County staff will be fully equipped to maintain and utilize the GIS without additional help from GISW

1. A comprehensive two-day training session (at GISW's ESRI GIS Learning Center training facility in Lincoln, NE) focusing on data entry and editing. This session focuses on the County Assessor and her staff – those who would be maintaining the parcel map information. This proposal includes this two-day training session for one (1) person.
2. One-on-one training. GISW will provide one-on-one training to the assessor and her staff throughout the life of the project

### **Support**

GISW always includes unlimited telephone and on-line support program for all assessor projects. This allows us to provide our expertise without the delay right across the Internet. This support feature allows GISW to watch county staff perform edits, check for data integrity, and diagnose other problems. This feature reduces GIS downtime while waiting for a technician to arrive on-site.

GISW will provide free telephone & online support for 6 months after final product delivery. Annual support options are available after this initial support term.

### **Project Responsibilities**

#### **Valley County Assessor Department Responsibilities**

- (1) All hardware and software purchases (under the direction of GISW staff)
- (2) Providing full access to Terrascan CAMA database for purposes of installing and customizing the GISWorks CAMALink Extension
- (3) Provide other pertinent documents as deemed necessary
- (4) Providing all available existing GPS section control in Stateplane, NAD83 coordinates and interfacing with the county surveyor to collect these data

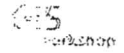
- 
- (5) Entering all PID's under GISW guidance
  - (6) Correcting property boundaries, where cadastral maps were incorrectly drafted
  - (7) Entering new parcels after delivery of the township (under direction of GISW staff)
  - (8) Creation of the land use layer (under direction of GISW staff)
  - (9) Assist in the clarification of any questions that may occur

#### *Project Schedule*

The GISW team is ready to start the Valley County, NE Assessor GIS project after acceptance and receipt of a signed contract according to the tasks described in this proposal. We anticipate project completion 4-18 months after notice to proceed based on the above outlined steps.

## Pricing Information

<u>Deliverables by Task</u>	<u>Cost (\$)</u>
<b>COSTS FOR PROPOSED SERVICES:</b>	
Step 1 – GIS Services	\$27,000
A) Parcel map development and soils integration	Included
<b>Deliverable:</b> Complete Sections Layer	
<b>Deliverable:</b> Complete Parcel Layer	
<b>Deliverable:</b> Complete Digital Ortho-Photography Layer	
<b>Deliverable:</b> Complete Soils Layer	
Step 2 – Proposed Hardware, Software, & Tools	\$1,500
A) Hardware Recommendations	Included
B) ESRI ArcView Desktop Software – Single-use license	Available direct from ESRI
C) GISWorks Extensions & Tools for ESRI ArcGIS Software	Included
1) GISWorks Assessor Extension	Included
2) GISWorks Advanced Editing Extension	Included
3) GISWorks Land Use Extension	Included
4) GISWorks CAMALink Extension (for MIPS)	Included
<i>***Annual licensing of \$800/year applies on July 1<sup>st</sup>, 2009 and each subsequent year for all GISWorks Extensions***</i>	
<b>Deliverable:</b> Hardware Recommendations	
<b>Deliverable:</b> ESRI ArcView Software	
<b>Deliverable:</b> GISWorks Tools & Extensions	
Step 3 – Training Sessions	Included
A) Intro to ArcGIS I – 2-Day Training Class	Included
B) Special Applications: One-on-One Training	Included
<b>Deliverable:</b> 2-Day Training Session: Intro to ArcGIS I ESRI Certified Training Class for 2 people	
<b>Deliverable:</b> Specialized Application Training – As needed during contract term	
Step 4 – Support	Included
A) Annual GIS Telephone Support (1 <sup>st</sup> 12 months after delivery of final township)	Included
B) Annual GIS Online Support (1 <sup>st</sup> 12 months after delivery of final township)	Included
<b>Deliverable:</b> 12 Months Telephone Support	
<b>Deliverable:</b> 12 Months Online Support	
<b>Total Costs for above listed Services</b>	<b>\$27,000</b>
<b>COSTS FOR ANNUAL SOFTWARE MAINTENANCE &amp; SUPPORT (After 1<sup>st</sup> year):</b>	
<u>ESRI Software Maintenance</u>	
1) Annual Maintenance for ESRI ArcView 9.2 Desktop Software – Single Use license	\$400/year
<i>***Payable directly to ESRI***</i>	
<u>GIS Workshop Software Maintenance</u>	
1) GISWorks Assessor Extension	\$800/year
2) GISWorks Advanced Editing Extension	\$800/year
3) GISWorks Land Use Extension	\$800/year
4) GISWorks CAMALink Extension	\$800/year
<u>GIS Workshop Maintenance &amp; Support</u>	
1) Annual GIS Telephone Support	\$2,000/year
2) Annual GIS Online Support	\$1,000/year
3) Annual QA/QC Support	\$1,000/year



Use of this interest free funding does not delay product delivery in any way. GISW will deliver and install all systems upon completion. Delivery is unrelated to the payment schedule.

Example:

**Valley Assessor GIS (\$27,000 over two funding years, first payment delayed until July 1, 2009)**

Due July 1, 2009 \$10,000

Due July 1, 2010 \$17,000

Corrected by Marcus Toole  
6/23/09

## References

Please feel free to contact any of our NE assessor clients and ask them about our performance. You may also contact Larry Dix at NACO to ask about our standing in the assessment community.

Hamilton County, Patricia Sandberg (402) 694-2757  
Butler County, Vickie Donoghue (402) 367-7420  
Saline County, Georgene Eggebraaten (402) 821-2588  
Seward County, Marilyn Hladky, (402) 643-3311  
Kearney County, Linda Larsen (308) 832-2625  
Cass County, Bob Van Dyne, (402) 296-9310  
Dawes County, Connie Sandoz, (308) 432-0103  
Franklin County, Ruth Jackson, (308) 425-6229  
Gage County, Patty Mulligan, (402) 223-1308  
Jefferson County, Arliss Brown, (402) 729-3103  
Kimball County, Alice Ryschon, (308) 235-2362  
Knox County, Monica McManigal, (402) 288-4255  
Merrick County, Jan Placke, (308) 262-1534  
Phelps County, Melodie Marvin, (308) 995-4061  
Thayer County, Karla Joe, (402) 768-6417  
Antelope County, Julie Harrison, (402) 887 4515  
Chase County, Dotty Bartels, (308) 882 7506  
Clay County, Linda Whiting, (402) 762 3792  
Cuming County, Cherry Kreikemeier (402) 372 6000  
Dixon County, Amy Watchhorn, (402) 755 5601  
Fillmore County, Joan Ackland (402) 759 3613  
Frontier County, Regina Andrijeski (308) 367 8637  
Madison County, Jeff Hackerott, (402) 454 3311  
Otoe County, Andrea Walters, (402) 873 9520  
Perkins County, Bonnie Appel, (308) 352 4938  
Platte County, Vanora Mulligan, (402) 563 4902  
Polk County, Linda Anderson, (402) 747 4491  
Red Willow County, Sandra Kotschwar, (308) 345 4388  
Sioux County, Wendi McCormick, (308) 668 2401  
Thomas County, Wendy Rinestine (308) 645 2264



September 30, 2008

Assessor  
Pamella K. Arnold  
125 S 15th St.  
Ord, NE 68862

Re: Addendum - Adding planning/zoning layer to the scope/contract

Dear Ms. Arnold:

As per our conversation today, GISW agrees to add the planning/zoning layer to your GIS as part of the existing scope/contract. Valley County will need to supply GISW with an appropriate planning/zoning map that we may digitize at your convenience.

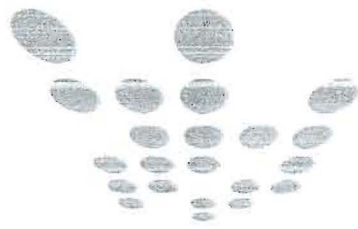
Should you have any further questions or concerns, please contact me at your convenience.

Best regards,



Marcus Tooze  
President

**GISW**  
415 N 66<sup>th</sup> Street, Suite 7  
Lincoln, NE 68505  
TEL: 402-436-2150  
FAX: 402-436-2152  
EMAIL: [mtooze@gisworkshop.com](mailto:mtooze@gisworkshop.com)  
WEB: [www.gisworkshop.com](http://www.gisworkshop.com)



# GIS Workshop

## Valley County, NE

### Phase 2 Assessor Enterprise GIS

**05.30.2009**

#### **GIS Workshop, Inc.**

415 N 66<sup>th</sup> St, Suite 7  
Lincoln, NE 68505  
TEL: 402-436-2150  
FAX: 402-436-2152

[www.gisworkshop.com](http://www.gisworkshop.com)



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## Company Information

### Company Description

GIS Workshop has been providing quality GIS data and analysis solutions to a wide array of corporate and government agencies (Butler County, NE; Hamilton County, NE; Clay County, NE; Saline County, NE; Seward County, NE; Platte County, NE; etc.).

GIS Workshop works extensively with county level agencies to provide customized spatial information management and analysis solutions. GIS Workshop staff has over 50 years combined experience in GIS analysis in a wide variety of vertical markets (municipal government, environmental engineering, civil engineering, satellite imagery analysis, agriculture, defense, and telecommunications).

We are committed to total client satisfaction through delivery of complete GIS solution packages. GIS Workshop pledges to work closely with the Valley County staff to create and deliver the Web Mapping Website, training, and post-delivery support. Our locale enables us to provide timely, on-site support and training to ensure that Valley County will achieve maximum benefit from this new technology.

GIS Workshop develops best-in-class GIS technology and employs a professional staff that will exceed the goals for this project.

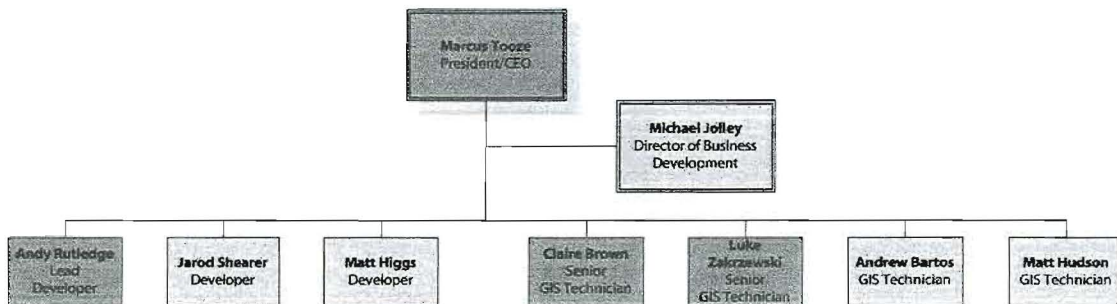


Figure 1: GIS Workshop employs a flat management structure encouraging involvement from all personnel

### Company Headquarters

**GIS Workshop, Inc.**  
 415 N. 66<sup>th</sup> Street, Suite 7  
 Lincoln, NE 68505  
 TEL: 402-436-2150  
 FAX: 402-436-2152  
 EMAIL: [mtooze@gisworkshop.com](mailto:mtooze@gisworkshop.com)

Contact: Marcus Tooze

### Company Information

### Change of Ownership

At no time in the last twelve (12) months has ownership or control of GIS Workshop, Inc. changed.

### **Contract Performance**

At NO time in the last five (5) years has GIS Workshop had a contract terminated for default. Termination for default is defined as a notice to stop performance delivery due to the vendor's non-performance or poor performance, and the issue was either not litigated due to inaction on the part of the vendor or litigated and such litigation determined the vendor to be in default.

At NO time in the last five (5) years has GIS Workshop had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason which termination occurred before completion of all obligations under the initial contract provisions.

### **Affirmative Action Statement**

GIS Workshop, Inc. is an Affirmative Action/Equal Opportunity Institution. No person will be denied opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, disabled veteran or Vietnam era veteran status.

### **Insurance**

GIS Workshop carries full professional errors and omissions liability, general liability, software development liability and workers comprehensive Insurance at the levels (or higher) stated in the RFP. Insurance certificates are available upon request.

### *Organizational Structure*

#### **Project Manager: Michael Jolley**

Mr. Jolley is Director of Business Development at GIS Workshop, Inc. possessing over 15 years experience in program and project management. As Director of Business Development, Mr. Jolley is responsible for all marketing and sales functions of GIS Workshop. In addition, Mr. Jolley provides program and project management expertise for all Economic Development, Public Works/Utilities, and Law Enforcement systems. Mr. Jolley is a member of the Nebraska Economic Development Association, the Mid-America Economic Development Council, and the Nebraska GIS/LIS Association. Prior to joining GIS Workshop, Mr. Jolley was instrumental in the establishment of Vision Manufacturing, a Contract Electronics Manufacturing company in San Diego, CA. As Materials Manager, he designed and developed multiple company divisions, providing project management expertise. Mr. Jolley earned his B.B.A. from the University of San Diego in Business Administration specializing in Strategic Management. He will act as project manager for the Web GIS project, providing the interface between GIS Workshop, Inc. technicians and the Valley County staff. Mr. Jolley is available for the duration of the project, providing support and organizational expertise.

**Senior GIS Developer: Jarod Shearer**

Mr. Shearer is our most senior developer with GIS Workshop. His experience lies primarily in GPS and external sensor integration, chiefly with Trimble GPS and ESRI software. He has extensive experience in both Microsoft and UNIX environments. He is an accomplished programmer in C, C++ (MFC), embedded C++, Visual Basic, Map Objects, ArcObjects, and Java. Mr. Shearer received his B.S. in Computer Science from the University of Nebraska-Lincoln. His skills are most useful in mobile application customization and application development. Mr. Shearer will be available for the duration of the project, specifically for software installation and system configuration tasks.

**GIS/Web Developer: Matt Higgs**

Mr. Higgs is the newest member of the GIS Workshop team. His experience lies primarily in web development and integration. He has extensive experience in both Microsoft and UNIX environments. He is an accomplished programmer in C, C++ (MFC), embedded C++, Visual Basic, Map Objects, ArcObjects, and Java. Mr. Higgs received his B.S. in Computer Science from the University of Nebraska-Lincoln. His skills are most useful in website design and development and application development. Mr. Higgs will be available 100% for the duration of the project.

## Project Overview

GIS Workshop has developed a set of procedures for county GIS/Website development that sets us apart from other companies and consultants. We apply heavy emphasis to quality, training and most important, direct client contact, and immediate on-site support.

### *Introduction*

GIS Workshop, Inc. proposes to design and build a GIS Mapping Website for Valley County. The website will allow subscribers with Internet access to search for real estate information on Terrascan without having to call or visit the Valley County offices. This may significantly reduce the call and desk traffic for ordinary information requests normally made at the Courthouse. GIS Workshop, Inc. will host the Internet mapping system on our servers for 24/7 availability. Sampled sites are available at <http://butler.gisworkshop.com>

### *Project Deliverables*

After careful evaluation of the desired mapping website functionality, GIS Workshop recognizes the following deliverables represent the complete project:

<b>Step:</b>	<b>Deliverable:</b>
<b>1. GIS Services</b>	Assessor/Equalization Mapping Website Design & Development including: <ul style="list-style-type: none"> <li>• Interview Process</li> <li>• Application Design &amp; Build</li> <li>• CAMA/Admin Data Integration</li> <li>• Secure Login development</li> <li>• Implementation &amp; Site Linking</li> </ul>
<b>2. Hosting, Maintenance, &amp; Support</b>	Services including: <ul style="list-style-type: none"> <li>• Annual mapping website hosting</li> <li>• Monthly CAMA updates</li> <li>• Annual Telephone/Online Support</li> </ul>

## Step 1: GIS Services

### *Interview Process*

This operation can best succeed with the full cooperation of all County parties. This initial interview process will (1) provide County officials with the opportunity to meet the GIS Workshop team, (2) provide GIS Workshop with more detailed information on the Valley County appraisal system currently in place, and (3) allow County staff to design the mapping website based on their needs using GIS Workshop's expertise to suggest various solutions. We will be working closely with County officials and staff, and it is important that a solid professional relationship be ensured from the outset.

### Application Design & Build

To ensure the system functions as desired by assessor staff, GIS Workshop will design and build the web interfaces based on their direction.

The initial page introduces the user to the Valley County main web page. On this page, the user interacts with the basic search interface, allowing them to search via Owner Name, Parcel ID, or address (if available in Terrascan).

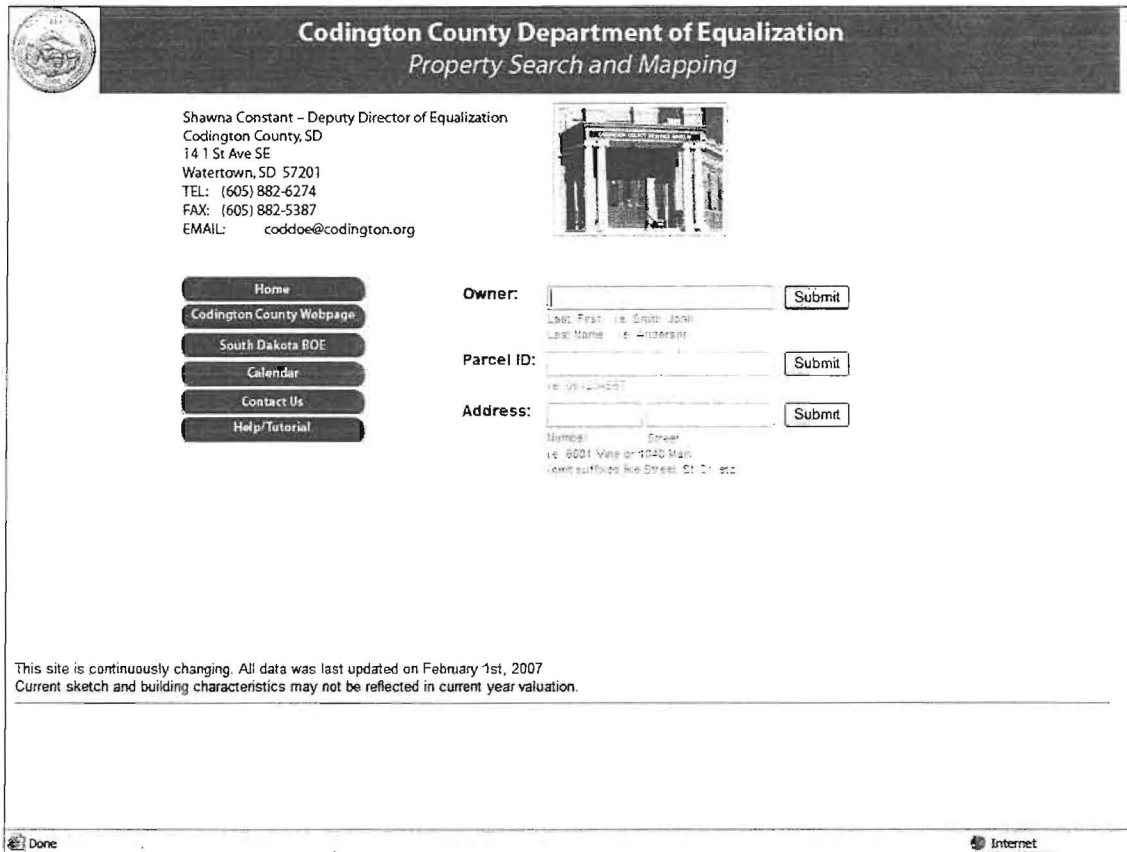


Figure 2: Example web page

The site presents the Search results in a simple layout, listing all matches to the search criteria. If the user creates a query resulting in multiple parcels (e.g., searches for all parcels owned by “Smith” in the county), the site will return a table of parcel records listing the name and address of all matches.



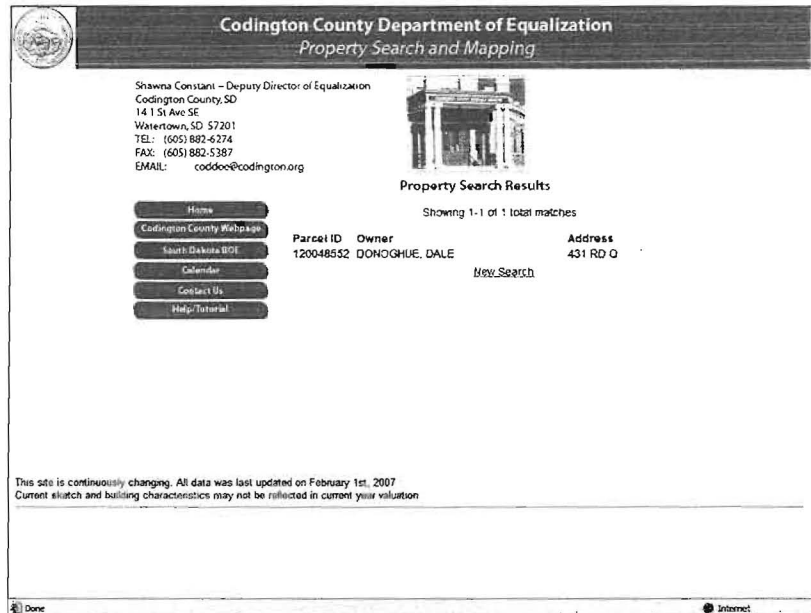


Figure 3: Example of the Search Results page

Once the user has found the parcel they are interested in, they may view the data. The layout, type, and amount of data available to the user are up to the Valley County staff. The system can display any piece of information from Terrascan. The Property Records Sheet displays the data selected by Valley County (as noted in Appendix A). In addition, it is impossible for anyone but the assessor to change any of the data.

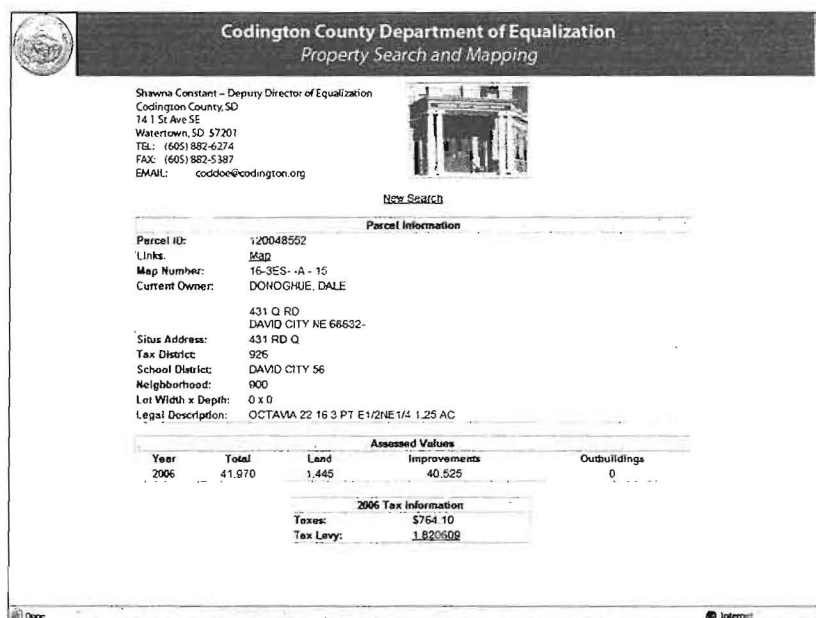


Figure 4: Example Property Results Listing - Initial Page

**Parcel Information**

Parcel ID: 120048552  
 Links: [Map](#)  
 Map Number: 16-9E-S1-A-15  
 Current Owner: DONOGHUE, DALE  
 431 Q RD  
 DAVID CITY NE 68632-  
 Situs Address: 431 RD Q  
 Tax District: 926  
 School District: DAVID CITY 56  
 Neighborhood: 900  
 Lot Width x Depth: 0 x 0  
 Legal Description: OCTAVA 22 16 3 PT E1/2NE1/4 1.25 AC

Assessed Values				
Year	Total	Land	Improvements	Outbuildings
2006	41,970	1,445	40,525	0

**2006 Tax Information**

Taxes: \$764.10  
 Tax Levy: 1.820608

**Residential Datasheet**

Type:	Single-Family	Heat Type:	50% RADIATOR HOT WATER
Quality:	30 Average	Foundation:	
Arch. Type:		Slab Area:	
Year Built:	1920	Crawl Area:	
Actual Age:	87	Basement Area:	952
Ext. Wall 1:	100% SIDING	Main Finish:	
Ext. Wall 2:		Rec Finish:	
Base Area:	1,176	Part Finish:	
Total Area:	2,352	Bedrooms:	4
Style 1:	100% Two-Story	Bathrooms:	1
Style 2:		Garage Type:	
Roof Type:	WOOD SHAKES	Garage Area:	


Figure 5: Continuation of Property Results Page

The property photographs and sketches provided by Valley County in Terrascan are available for viewing by the user by clicking on the links.

**Adjusted Structure Cost**

Improvement	Year	Units
KNEE-WALL PORCH		60
DET GAR FAIR COND		576
DET GAR FAIR COND		1120
CONCRETE FLOOR		1120
DET GAR FAIR COND		576
CONCRETE FLOOR		576
UTILITY BLDG		60

**Photos and Sketches**

Photo	Sketch
	

Click to enlarge pictures  
 Please note that these photographs and sketches may be larger than the current resolution of your screen. You may want to either download them to your computer (right-click, "Save Target As" in Internet Explorer), or configure your web browser to scale large images to fit.

This site is continuously changing. All data was last updated on February 1st, 2007.  
 Current sketch and building characteristics may not be reflected in current year valuation.

Disclaimer: The public information contained herein is furnished as a public service by the Butler County Assessor's Office. All information was collected for the purpose of developing the annual Property Tax Roll as provided for the Chapter 77 of the Nebraska Revised Statutes. The Butler County Assessor's Office makes no warranties, either expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the information for any other particular use. Furthermore, the Butler County Assessor's Office and \_\_\_\_\_ assume no liability associated with the use or misuse of said information.

Figure 6: Property Pictures and Sketches from Terrascan

### *CAMA/Admin Data Integration*

The assessor can select any of the Terrascan data recorded by parcel for display in the web system. The Mapping Website will simply extract the data from the Terrascan software suite. GIS Workshop will include the Terrascan data identified by the Valley County as noted in Appendix A.

### *Implementation & Site Linking*

Once the Assessor and GIS Workshop staff determine a final web design and select the Terrascan data for display, GIS Workshop staff will begin developing the application code. GIS Workshop staff will work with county IT staff to identify likely locations for placing hyperlinks to the new web page. GIS Workshop will make the site available to county staff via a password-protected page to beta test the system.

### **Proposed Technology - Software**

ESRI based technology is the sensible software choice for today and the future of GIS in Valley County. GIS Workshop will utilize ESRI ArcGIS Server software to create a fully customized, yet statewide compliant web-based mapping system.

### **Proposal Technology - Hardware**

GIS Workshop maintains state-of-the-art servers specifically built to serve ArcGIS Server based applications across the web. In addition, GIS Workshop leases a T-3 fiber connection to the Internet, the fastest possible commercial connection available today to ensure the fastest possible delivery of your application.

## **Step 2: Hosting, Maintenance, & Support**

### *Hosting*

GIS Workshop will host the website on our redundant servers for Valley County. We will include the first 12 months of hosting fees at no cost.

### *Maintenance*

We recommend a monthly shipment of updated parcel/CAMA data, but it is up to Valley County to select an update period based on sales activity within the county. GIS Workshop will include the first year of maintenance at no cost.

### *Support*

Our extensive GIS experience provides us with the ability to tailor support packages specific to your needs, thereby utilizing your resources as efficiently and as cost-effectively as possible. GIS Workshop firmly believes in field support of all products delivered. Support options are available via telephone,

online, and email. GIS Workshop operates telephone and on-line support teams. Our on-line support system is a web-based application ([www.gotomeeting.com](http://www.gotomeeting.com)) that allows us to quickly view the User's desktop, take control of the desktop, and allow the user to view our desktop during a support call. This quick, simple system allows us to diagnose problems quickly in real time. It also allows us to perform group and 1-on-1 training sessions via the web. GIS Workshop supports a 1-800 customer support line from 8 am – 6 pm CST for fast response to customer problems.

GIS Workshop will include support for the first year at no additional cost.

After the initial year of hosting, maintenance, and support, an annual hosting, maintenance, and support fee is due.

## **Project Responsibilities & Schedule**

### *Valley County Project Responsibilities*

- (1) Providing full access to GIS and Terrascan databases for purposes of installing and customizing the assessor web system
- (2) Providing updated GIS, and Terrascan data for incorporation into the system on a monthly basis
- (3) Assist in the clarification of any questions that may occur

### *Project Schedule*

The GIS Workshop team is ready to start the Valley County, NE Mapping Website project after acceptance and receipt of a signed contract according to the tasks described in this proposal. We anticipate project completion 16 weeks after notice to proceed based on the above outlined steps. GIS Workshop prides itself on providing a superior level of service encompassing accuracy and timeliness in product delivery. GIS Workshop provides a simple guarantee to all clients...GIS Workshop will deliver products on time as per the agreed contract. GIS Workshop, Inc cannot be held responsible for delays due to third parties.

**Pricing Information**

*Pricing by Task/Deliverable*

The Mapping Website includes one year of hosting, maintenance, and support fees, following which, the maintenance fee will be due on the 1<sup>st</sup> day of the month 12 months from signing of the agreement. The system will be hosted on GIS Workshops specialized ArcGIS Servers, connected to the Internet through a T-3 dedicated fiber line. The following are the costs for these services:

<b>Deliverables by Task</b>	<b>Cost (\$)</b>
<b>COSTS FOR PROPOSED SERVICES:</b>	
Step 1: GIS Services	\$15,000
A) Interview Process	Included
B) Application Design & Build	\$15,000
C) CAMA/Admin Data Incorporation	Included
D) Implementation & Site Linking	Included
<b>Deliverable:</b> Secure Assessor/Equalization Mapping Website	
Step 2: Hosting, Maintenance, & Support – 1 <sup>st</sup> year	Included
A) Hosting	Included
B) Maintenance – Monthly CAMA updates	Included
C) Support	Included
<b>Deliverable:</b> 12 Months Hosting	
<b>Deliverable:</b> 12 Months Maintenance	
<b>Deliverable:</b> 12 Months Telephone Support	
<b>Deliverable:</b> 12 Months Online Support	
<b>Total Costs for above listed Services</b>	<b>\$15,000</b>
<b>ANNUAL COSTS FOR ANNUAL HOSTING, MAINTENANCE, &amp; SUPPORT (After 1<sup>st</sup> year):</b>	
Hosting, Maintenance, & Support	\$4,000/year
A) Annual Mapping Website Hosting	Included
B) Maintenance – Monthly CAMA updates	Included
C) Telephone/Online Support	Included

## Appendix

### *Appendix A. Included Web Site Information – Preliminary List*

- 1) Parcel ID
- 2) Current Owner with mailing address
- 3) Situs
- 4) Legal Description
- 5) Property Class
- 6) Neighborhood
- 7) Tax District
- 8) Assessed Value
- 9) Taxes
- 10) Levy
- 11) Sales Information
  - a) Book & Page
  - b) Grantor
  - c) Sale Date
  - d) Sale Price
- 12) Property Data (residential or commercial)
- 13) Building Data
- 14) Miscellaneous Improvements
- 15) Photo
- 16) Sketch
- 17) Disclaimer

**APPLICANT: HAMILTON COUNTY SURVEYOR – (Amended Application)  
(Tabled from May 27, 2009 Board meeting pending amended application)\***

**PROJECT TITLE:** *Hamilton County Mapping Update*

**AMOUNT REQUESTED:** \$25,000

**AGENCY HISTORY:** First grant application

**SUMMARY (I, Q.3):** city and village parcel and/or property data within Hamilton County as well as making the information available via the internet.

**BENEFICIARY OF SERVICE (II, Q2):** Cities, villages, government, utilities, fire & rescue, title insurance companies, property owners and beyond.

**\$ TO BE USED FOR (II, Q7):** Fund research, data entry, and/or collection of the City of Aurora and the Villages of Phillips, Hampton, Giltner, Marquette, Hordville, and Stodckham (see specific cost breakdown in Q7).

**GRANT CRITERIA (MET/NOT MET):**

- Required: 1. (Q9): Yes (currently info in office only – move to internet)  
2. (Tech III, Q3): YES  
3. (Q13): N/A

- Considered: 4. (Q10): YES – increase county office operation efficiency  
5. (Q11): YES  
6. (Q12): YES

**RECOMMENDATION:** Suggest approve.

**NOTE: Revisions made to the original application (per Hamilton County):**

- The revised application replaced the word “maps “or “mapping” with “parcel” and/or “property data”.
- The revised application also includes the hiring of a GIS Administrator.
- The grant money will be spent on research, data collection and data entry for each project (See answer to II, Q 7, page 4) and will be payable to Hamilton County GIS.

**\*Minutes from May 27, 2009 NSRB meeting: 8.e.8.** *Hamilton County Surveyor – Hamilton County Mapping Update - \$25,000.00.* Mr. Loewenstein said the grant asks to update maps, not the data. He would like to show support and see Hamilton County redo the application to indicate the wish to update their ‘data’ so maps may be created from the data and also make it available to the public. Chairman Gale pointed out the Board does not normally fund work done by county employees. He suggested the Board could approve the GIS portion \$18,500 and not the salary portion of the request. Mr. Hayes moved to table the grant until the September 15, 2009 State Records Board meeting subject to an amended application; seconded by Mr. Foley. Voting For: 12; Voting against: None

**Nebraska.gov comments:** This will have no impact on the portal resources, nor will there be an expansion of information. This grant is requesting funding to create an electronic record. The link currently exists on the PAD Tax site so the information will be made available to the internet, but the state portal will only have access to the link, not the information contained within the link or site.



Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicant: Hamilton Co. Surveyor / Hamilton County GIS

Project Title: Hamilton County parcel and/or property data update

Resolution passed by the Technical Advisory Committee on August 28, 2009:

The committee, having reviewed the grant application entitled "Hamilton County parcel and/or property data update," finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

(Vote: Brown-Yes, Decker-Yes and Weir-Yes)

-----  
Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

**Nebraska State  
Records Board**  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

**John A. Gale**  
Chairman



## **APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (State Agency)**

The Nebraska State Records Board is sponsoring a grant program for state agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects (not to exceed \$25,000). The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. State agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

### **Grant Criteria**

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of state government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>
4. Improve the efficiency of state agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

State agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

## **I. GRANT SUMMARY**

- 1. Name of agency applying for grant** Hamilton Co. Surveyor / Hamilton County GIS
- 2. Title of project** Hamilton County parcel and/or property data update
- 3. Brief description of project:** Updating city and village parcel and/or property data within Hamilton County as well as making the information available via the internet. The current Aurora map was last updated in 1976. The village maps have not been updated in 50-75 years.
- 4. Grant request amount** \$25,000.00
- 5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.**

No.

## **II. GRANT DETAIL**

### **1. Please describe the project in detail (you may attach this description).**

The project will consist of:

- (a) Updating the city parcel and/or property data for Aurora, and the villages of Phillips, Marquette, Giltner, Hampton, Hordville, and Stockham.
- (b) Making the information available via the internet.
- (c) Weekly updating of data on website.

### **2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

The benefits of this project would be vast. City and village governments along with individual property owners, handicapped, utility companies, law enforcement, fire and rescue, surveyors, abstractors, title insurance companies, and attorneys could all benefit from this project.

### **3. Timeline for implementation (*a specific completion date (MM/YYYY) must be provided*). *Grant funds lapse if not expended prior to completion date.***

12/30/2010

### **4. State agency contribution to project (labor, equipment etc.).**

Labor for this project will be contracted through Katt Surveying and all equipment used in the plotting of maps will be from the County Surveyor and County GIS offices.

### **5. Is other funding available for this project (explain)?**

No. We have no available funds to proceed with this project

### **6. Does the project require additional statutory authority (explain)?**

No

**7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

The Grant money will be used to fund the research, data entry, and/or collection of the City of Aurora and the Villages of Phillips, Hampton, Giltner, Marquette, Hordville, and Stockham.

Aurora: Research \$3200.00 Data Entry and/or Collection \$3000.00  
Phillips: Research \$1800.00 Data Entry and/or Collection \$1800.00  
Marquette: Research \$1800.00 Data Entry and/or Collection \$1650.00  
Giltner: Research \$2000.00 Data Entry and/or Collection \$1800.00  
Hampton: Research \$2000.00 Data Entry and/or Collection \$1800.00  
Hordville: Research \$1200.00 Data Entry and/or Collection \$1200.00  
Stockham: Research \$1200.00 Data Entry and/or Collection \$550.00

**8. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

We do not have available funds to proceed with this project. Hamilton County and the City of Aurora have committed to the maintenance and updating of the project after the completion by hiring a County GIS administrator.

**9. Please describe how this project will enhance the delivery of state agency services or access to those services.**

This project will make updated and accurate parcel and/or property data that is only available at the county offices available via the internet. Having internet accessibility would cut back on the amount of time spent by county officials researching information for individuals. This will also cut down on the number of miles driven to the courthouse to look up information.

**10. Please describe how this project will improve the efficiency of state agency operations.**

By having updated parcel and/or property data and access to the data via the internet it would significantly speed up the operations of the county government.

**11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

This project would give the City and Villages access to readily available County information via the internet.

**12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**

This project will support everyone in the delivery of the public information via the internet.

- 13. Does the project involve the licensing, permitting or regulation of business?  
If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.**

No

### **III. TECHNICAL INFORMATION**

- 1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.**

There is no additional hardware, software or communications needed.

- 2. Address any technical issues with the proposed technology including:**

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

This project will conform to all NITC standards and guidelines.

This project will be compatible with all ArcGIS applications as well as CAD software.

This project will be on our Hamilton County website. It will be set-up as a read only application and will be kept up to date with all future need and growth.

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

We will have the project accessible via the internet.

4. Describe how technical support will be provided.

There will be a GIS Administrator on staff to answer any questions and/or resolve any issues that may occur.

#### **IV. CONTACT INFORMATION & SIGNATURE**

**Contact person for any questions regarding this application:**

Duane A. Katt – Hamilton County Surveyor  
Adam Darbro – Hamilton County GIS Administrator

**Phone #** 402-886-2229 **E-mail** [kattsurveying@aol.com](mailto:kattsurveying@aol.com)  
402-694-4366 [hamcogis@hamilton.net](mailto:hamcogis@hamilton.net)

Signed this 22 day of July, 2009 \_\_\_\_\_

\_\_\_\_\_  
**Agency Director**

**Please return to:**

**Cathy Danahy**  
**Nebraska State Records Board**  
**440 S 8<sup>th</sup> St. Suite 210**  
**Lincoln, NE 68508**  
**(402) 471-2745**

*(Last updated 04/29/2008)*

**APPLICANT: BOARD OF BARBER EXAMINERS**

**PROJECT TITLE:** *Enhancement/Restructuring of Barber Licensing System*

**AMOUNT REQUESTED:** \$4,391.00

**AGENCY HISTORY:** Second grant requested (9/27/2005 *Licensing System Update* grant awarded for \$25,000).

**SUMMARY (I, Q3):** Upgrade current licensing system to comply with recent legislation (renew license bi-annually instead of annually) and initiation of Booth Rental Permit). SOS Staff researched and determined LB132, 71-216 includes authority to charge Booth Rental of \$100 and changes annual to bi-annual license renewal.

**BENEFICIARY OF SERVICE (II, Q2):** SOS staff determined per phone call 1,454 Barbers; 24 Instructors, 500 Shops and 3 Schools.

**\$ TO BE USED FOR (II, Q7):** Pay for IT related services (OCIO) to make website and system modifications to support enhancements and reports and forms redesign.

**GRANT CRITERIA (MET/NOT MET):**

- Required: 1. (II, Q9): YES  
2. (III, Q3): YES  
3. (II, Q13): ? (See Nebraska.gov Comments below)\*

- Considered: 4. (II, Q10): YES (automation of otherwise manual process)  
5. (II, Q11): N/A  
6. (II, Q12): N/A

**RECOMMENDATION:** Irrespective of the number of beneficiaries, we recommend approval of this application based upon the 7-5 vote to approve the Supreme Court MCLE Tracking grant application and the 9-3 vote to approve the Douglas County Corrections Web Access Program grant application on may 27, 2009.

**NOTE:** Have approved similar grant for this agency 09/27/2005. Grant approved for \$25,000 for *Barber Licensing System Update*.



**Nebraska.gov comments:** I, 5 – There is currently a fee for licensures and renewals but this is not available online. These enhancements do not include online payments. If the grant were to include the CIO's office to make enhancements to allow online renewals, utilizing the Boards gateway, the board would have a return on their investment.

**\*II, 13 – This is a perfect opportunity to integrate with the Business one-stop. The ability for shop owners and license holders to file their Bi-Annual Filings, Sales Taxes and Licensures would be a value add and providing online renewals a return on investment to the board for the business one-stop.**

NOTE:

6/08/2009

LB 195, Sec. 53, of the 2009 Legislative session, which incorporated LB 132 that proposed barbering licensing changes, amended section 71-201 to provide for the new "booth rental permit" which requires a barber to obtain a \$100 booth rental permit every 2 years, even-numbered. A barber can move as many times as they wish during that 2 year period and do not have to obtain a new rental permit each time. They must get a renewal of the permit during the even-numbered years. ALL that is required of a barber that moves around is that 10 days before they move they must notify the Examiners Board.

Ron Pella, when I asked if he knew how many might be involved in the booth rental permit process, could only say a significant number - as a lot of barbers do that now adays - move frequently from rental chair to rental chair.

The Bill, sec. 56, in amending sec. 71-216, changed licensing and renewal of barber licenses from every year to every two years - even numbered.

Ron

Ronald D. Moravec  
Chief Deputy Secretary of State  
Secretary of State's Office  
PO Box 94608  
State Capitol, Suite 2300  
Lincoln, Nebraska 68509-4608  
Phone (402) 471-4071

Technical Advisory Committee  
to the  
Nebraska State Records Board

**State Agency Grant Application Review**

Applicant: Board of Barber Examiners

Project Title: Enhancement/Restructuring of Barber Licensing System

Resolution passed by the Technical Advisory Committee on August 28, 2009:

The committee, having reviewed the grant application entitled "Enhancement/Restructuring of Barber Licensing System," finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

(Vote: Brown-Yes, Decker-Abstain and Weir-Yes)

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Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

Nebraska State  
Records Board  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

John A. Gale  
Chairman



## APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (State Agency)

The Nebraska State Records Board is sponsoring a grant program for state agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects (not to exceed \$25,000). The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. State agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

### Grant Criteria

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of state government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>
4. Improve the efficiency of state agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

State agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

*Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

*THIS PDF DOCUMENT IS AN EMAIL ONLY SUBMISSION.*

## **I. GRANT SUMMARY**

1. **Name of agency applying for grant** Board of Barber Examiners

2. **Title of project** Enhancement/Restructuring of Barber Licensing System

3. **Brief description of project:**

Upgrade the current barber Licensing System to comply with recently passed legislation which provides for two year licensing renewals (currently they are renewed annually), and the initiation of a Booth Rental Permit. In addition to compliance, these features enhance delivery of agency services for our clients and the public while improving the efficiency of our agency operations.

4. **Grant request amount** \$ 4,391.00

5. **Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.**

No.

Existing licensing fees remain unchanged, the only changes are the billing period will be extended for a two year period, currently they are renewed annually. The only addition will be Booth Rental Permit assessments are one hundred dollars for the two year licensing period.

## **II. GRANT DETAIL**

1. **Please describe the project in detail (you may attach this description).**

Existing system will be modified to allow the licensee features of a two year licensing period and Booth Rental Permits which will identify a self employed person or an independent contractor type operation. Various reports and routine automated features for renewal and delinquencies will require modification accordingly.

**2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

Beneficiary of this service will be our licensee and those individuals who are conducting business as an independent contractor or a self employed person. These individuals will be afforded the convenience of renewing every other year. Access to forms and information will be available through the modified web site which provides broad access to agency information, procedures, and all applications.

**3. Timeline for implementation (a specific completion date (MM/YYYY) must be provided). Grant funds lapse if not expended prior to completion date.**

Upon grant receipt, project could be completed within six months, July 1, 2010.

**4. State agency contribution to project (labor, equipment etc.).**

Agency will contribute time and talent necessary to design, install, test, and implement the systems modifications and enhancements.

**5. Is other funding available for this project (explain)?**

No other funding available.

**6. Does the project require additional statutory authority (explain)?**

Existing statutory authority is sufficient to support this project.

**7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

Grant money will be used to pay for IT related services to make system and web site modifications to support the noted system enhancements. Some reports and forms will need to be redesigned and updated.

**8. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

As a cash funded agency no funds were appropriated for the legislative enhancement of the system. Therefore, no other funds are available. System support will be provided by this agencies existing budget.

**9. Please describe how this project will enhance the delivery of state agency services or access to those services.**

Project will enhance agency services by complying with newly passed legislation, provide greater convenience to our licensees, improve enforcement control by automation of processes.

(inspections, violations, compliances issued, licensing functions, and the enforcement of standards to our profession.)

**10. Please describe how this project will improve the efficiency of state agency operations.**

Project will improve agency efficiency by automation of otherwise manual processes, and by avoiding potential control deficiencies that accompany a manual process.

**11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

Not applicable.

**12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**

Not applicable.

**13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.**

Yes.

Project will provide compliance to existing laws and rules and regulations and does involve the licensing and regulations of the industry. Project will allow integration with the state system by offering the public and our licensee full access to our web site, for our statutes, rules and regulations, and applications for licensure, and school listings.

### **III. TECHNICAL INFORMATION**

- 1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.**

Software modification needed only. Changes need to comply with the new amendments to the Barber Act.

- 2. Address any technical issues with the proposed technology including:**

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

The work will be performed by the Office of the CIO to ensure compliance with state standards.

- 3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

The project will be completed by the Office of the CIO to ensure compliance with state access and technology requirements.

- 4. Describe how technical support will be provided.**

Internal IT services will be used and services from the Office of the CIO.

**IV. CONTACT INFORMATION & SIGNATURE**

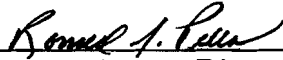
**Contact person for any questions regarding this application:**

Ronald J. Pella  
\_\_\_\_\_

Phone # (402) 471-2051

E-mail barbers.board@nebraska.gov

Signed this 12th day of June, 2009



\_\_\_\_\_  
Agency Director

**Please save to your desktop and send as an email attachment to:**

**Cathy Danahy  
Cathy.Danahy@sos.ne.gov  
(402) 471-2745**

*(Last updated 04/29/2008)*



## Barbers, Board

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**From:** Schlitt, Laurie  
**Sent:** Friday, June 05, 2009 2:34 PM  
**To:** Barbers, Board  
**Cc:** Schlitt, Laurie; Hattan, David; Delay, John  
**Subject:** Estimate for Barbers Board

We had discussed adding in a new type of license for Booth Rentals. This would be modeled after the shops, and require a new data entry screen, new procedures for renewals, late licenses, and restoring licenses. It would also require new reports, all using Shops as the initial model.

We were also going to change the licensing from annually to every 2 years. This will require a change to renewals, the renewal forms, and receipts.

I estimate that this would take between 40 and 50 hours of programming and testing time. This would come to about \$3200 - \$4000.

With this change, I would also recommend that we look at upgrading the system to use Access 2007. I would recommend that you look into purchasing Office Suite 2007, which would include Word, Excel, Access, and other packages.

Office 2003 is still supported by Microsoft, but it will not be supported forever.

This would help to ensure that your software environment will be supported by Microsoft well into the future.

If you look at prices for Office Suite 2007, be sure that the version of the suite you are looking at includes Access.

You may want to contact the State Purchasing Bureau to see if the State can acquire this software at a special rate.

Thank you!

Laurie Schlitt  
Work Phone: 402-471-0836  
Fax: 471-4864  
laurie.schlitt@nebraska.gov

6/5/2009

## Cost Estimate for Barber Board Tech Support

<b>Cost Estimate Summary</b> <b>(Average Rate \$42.00/Hr)</b>		
Task	Hours	Dollars
General/Meetings		
Common Architecture		
Applications		
Testing/Debugging		
Contingency		
Management (7%)		
<b>Grand Total</b>		

<b>Development Estimate Breakdown</b>		
Task	Total Hours	Dollars
<i>General/Meetings</i>		
Status, Progress Mtgs		
Requirements Spec		
<i>Common Architecture</i>		
GUI Adaptation / Stylesheets		
Database Implementations		
Application Server Architecture		
<i>Application Areas</i>		
Public Interface		
Admin Interface		
System(s) Interface		
Application Security		
<b>Technical Support and Training</b> (Projected Estimate)	4	\$42.00
Accessibility Testing		
<i>System Testing/Debugging</i>		
Total	4	\$168.00
Contingency (15%)	0.6	\$51.00
<b>Grand Total</b>	<b>4.6</b>	<b>\$391.00</b>

**APPLICANT: NE STATE TREASURER**  
(Tabled from May 27, 2009 Board meeting pending LB 16 outcome)

**PROJECT TITLE:** *Nebraskaspending.com(Phase III)*

**AMOUNT REQUESTED:** \$20,000

**AGENCY HISTORY: Previous grant approved:** 2008 Nebraskaspending.com (Phase II) - (\$25,000) – originally requested \$50,000 11/2007. Grant was tabled. Request changed to \$25,000 and approved 01/2008.

**SUMMARY (Q.3):** Phase III of project. Build a custom design interface; reinforce the infrastructure and content; provide interface and navigation updates; improve agency level expenditure reporting update 2007 expenditures to reflect 2008 numbers doubling amount of information in the current Historical Data section, adding a County budget section, adding a School System Budget section and adding a University of Nebraska section.

**SIZE OF PUBLIC SERVED (Q2):** state, federal and local elected officials and their staff, students, teachers, general public and other demographic concerned with state spending habits and practices.

**\$ TO BE USED FOR (Q7):** Vendor provided (Pickering Creative Group) services including custom web design, proofing sessions, navigation rollovers, custom formatting template, site infrastructure planning, site outline development, infrastructure setup and content population.

**GRANT CRITERIA (MET/NOT MET):**

- Required: 1. (Q9): YES  
2. (Tech III, Q3): YES  
3. (Q13): YES (N/A)

- Considered: 4. (Q10): YES - users can access information directly rather than making requests  
5. (Q11): YES – any agency is free to publish information about their finances on this sight.  
6. (Q12): YES – fosters better transparency

**RECOMMENDATION:** Approve, if Board wishes to reward a second grant for continued funding of this project.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**State Agency Grant Application Review**

Applicant: Treasurer

Project Title: NebraskaSpending.com

Resolution passed by the Technical Advisory Committee on May 15, 2009:

The committee, having reviewed the grant application entitled "NebraskaSpending.com," finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

(Vote: Weir-Yes and Decker-Yes)

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Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

Nebraska State  
Records Board  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

John A. Gale  
Chairman



## APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (State Agency)

The Nebraska State Records Board is sponsoring a grant program for state agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects (not to exceed \$25,000). The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. State agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

### Grant Criteria

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of state government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRAApplication/init/init/None>
4. Improve the efficiency of state agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

State agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

## **I. GRANT SUMMARY**

1. Name of agency applying for grant Shane Osborn, Treasurer State of Nebraska
2. Title of project NebraskaSpending.com
3. Brief description of project:

This project can be considered the next update or, Third Phase, of the NebraskaSpending.com website. The goal is to: build a custom design interface; reinforce the infrastructure and content; provide interface and navigation updates; improve agency level expenditure reporting; update the 2007 expenditures to reflect 2008 numbers; doubling the amount of information in the current Historical Data section; adding a County Budget section; adding a School System Budget section; and adding a University of Nebraska section.

4. Grant request amount \$ 20,000
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

No fee for accessing records. This site will be free to the public.

## **II. GRANT DETAIL**

1. Please describe the project in detail (you may attach this description).

This project can be considered the next update or, Third Phase, of the NebraskaSpending.com website. The goal is to: build a custom design interface; reinforce the infrastructure and content; provide interface and navigation updates; improve agency level expenditure reporting; update the 2007 expenditures to reflect 2008 numbers; doubling the amount of information in the current Historical Data section; adding a

County Budget section; adding a School System Budget section; and adding a University of Nebraska section.

This update will continue with the mission of NebraskaSpending.com by providing Nebraska residents with timely and thorough state spending information. This update will improve the overall usefulness of the website by providing additional areas of spending information that will attract and retain new users.

Since going live on January 9, 2009, NebraskaSpending.com has not only provided a valuable public service to Nebraska residents, but has garnered critical acclaim from journalists, editorial boards and public advocacy groups as being one of the most comprehensive state spending and transparency websites in the United States.

**2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

Beneficiaries of NebraskaSpending.com include: state, federal, and municipal elected officials and members of their staff; students; teachers; general public; and any other demographic concerned with state spending habits and practices. Activity for the website has been steady. So far we've had 308,237 hits and average 20 to 40 visitors each day. We expect those numbers to double with the introduction of the University and other local governments financial numbers.

**3. Timeline for implementation (a specific completion date (MM/YYYY) must be provided). Grant funds lapse if not expended prior to completion date.**

Site will be finished by June, 2009.

**4. State agency contribution to project (labor, equipment etc.).**

In addition to providing general web maintenance and timely updates of spending figures, the Treasurer's office will: provide conceptual ideas for the visual elements of the site; provide images for the conceptual design if necessary; provide Database Extracts from the NIS system to be used with the site database; provide direction on what and how users search the database information; provide assistance with the final testing prior to site launch; attend GRAVEL instruction on updating site information.

**5. Is other funding available for this project (explain)?**

Treasurer's office will be sharing the cost for some of the project, but needs the grant to fulfill the bulk of the expenses.

**6. Does the project require additional statutory authority (explain)?**

Currently, the Treasurer is required to keep a true just accounting of all state funds; this project fits with that mission.

**7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

Since NebraskaSpending.com was conceived to be a resource for Nebraska taxpayers, Treasurer Osborn believes every effort must be made to expand and improve the quality and thoroughness of the spending information. Additionally, Treasurer Osborn believes that adding new sections to the website will assist in attracting and retaining new users. The website will continue to be sustained and managed by State Treasury staff members.

**Costs Summary:**

The Nebraska State Treasurer has retained Pickering Creative Group, formerly known as aijalon creative communications, to provide the site updates. An estimate for the site has been set at \$20,000. This includes:

- Custom web site design
- Proofing sessions
- Navigation rollovers
- Custom formatting template
- Site infrastructure planning
- Site outline development
- Infrastructure setup
- Content population (up to 15 pages)

This estimate will create the site with some interactive tables based on information in the CAFR, Annual Budget Report, as well as other agency reports. It will include a searchable database, which will interact with the state records, to provide accurate spending information.

**1. CUSTOM DESIGN INTERFACE**

Included:

- Custom web site design
- Proofing sessions
- Navigation rollovers
- Custom formatting template

**Details:**

The site design will also include rollover states, and pop-out navigation. Rollover states are a design feature in which the navigation buttons will highlight or somehow visually change when the mouse is rolled over them. The pop-out navigation will display the sub-links in each area when a navigation button is moused over. The benefit to this type of navigation is that the visitor is able to view all of the pages available in each area, and directly visit any page on the site through fewer clicks. Our designers will ensure the pop-out navigation menus remain clean, consistent, and do not in any way interfere with the overall visitor experience.

This estimate also includes the development of a custom developed GRAVEL formatting template to accommodate specific page layouts and styles you want to achieve. Pickering Creative recommends usage of the custom template for the home page that will allow you



more flexibility in presenting information and featuring key areas of the web site to visitors.

## **INFRASTRUCTURE & CONTENT**

Included:

- Site infrastructure planning
- Site outline development
- Infrastructure setup
- Content population (up to 15 pages)

### **Details:**

The Nebraska State Treasurer's office and Pickering inc. will work together to update the current interface offered by the public spending site, nebraskaspending.com, to expand the information provided to the public by implementing the following projects:

- Interface and navigation updates
- Agency level expenditure reporting
- Updating current 2007 expenditures to 2008
- Adding Historical Data
- Creation of county budgets
- School systems

### **Interface and navigation updates**

Pickering has identified a few interface updates that would enhance the look and experience of the current site. Updates included in the estimate will be presented to the Nebraska State Treasurer's office and reviewed for overall feedback. Before implementation of the updates, all revisions will be tested and revised if necessary to ensure functionality in all major browsers. The updates include: 1) widening the design to accommodate wider screen resolutions (1024 width) 2) trail navigation adjustments to increase ease of use by the user 3) Navigation design revisions and development

### **Agency level expenditure reporting**

Individual pages will be created to display the 93 Agency level expenditures. All pages will utilize the same Flash technology that is currently used to show statewide expenditures. The map areas will have click-through functionality that will allow visitors to drill down to specific information including more charts, text and graphs. The pages of information will be editable by the GRAVEL user(s) and the actual charts and maps will be editable only by Pickering.

Design changes to the site will include adding a new 1st tier link.

### **Updating current 2007 expenditures to 2008**

The nebraskaspending.com site currently displays 2007 expenditures. Pickering will use the provided information to update data to 2008 figures. The information will be displayed in the same format as the current site. Pickering will also create navigation to previous year's data.

### **Historical Data section**

A Main Navigation item will be added to the site to accommodate a new area for historical data from the last ten years. A flash bar chart will graphically represent the data of five pages of xls document entitled "Schedule of Total Expenditures by agency all

funds last 10 years.xls”. The bar chart will feature click-through functionality to allow users the ability to drill down to additional information, in much the same way as the pie charts. Additional information may be displayed in pie charts or tabled data like the current site. Copywriting will be provided by State Treasurer’s office. The pages of information will be editable by the GRAVEL user(s) and the actual charts and maps will be editable only by Pickering

### **County Budget section**

This section is a new area of the site that will have a corresponding Main Navigation button. Along with the main navigation design and development will be the page layout and implementation to display all data. Early analysis of the data suggests that we will use a similar page style and data display to the rest of the site, but it may be determined that we need to add or develop custom display features within the scope and budget of the project.

Douglas county will be the first county to be displayed in this area. This area will allow for growth as counties are added. Copywriting will be provided by State Treasurer’s office. The pages of information will be editable by the GRAVEL user(s) and the actual charts and maps will be editable only by Pickering.

### **School Systems / Other Budgets section**

Omaha public schools information will be placed in this area. Similar to the layout of the county budgets area, the overall layout will be determined as the design process progresses.

We will use a similar page style and data display to the rest of the site, but it may be determined that we need to add or develop custom display features within the scope and budget of the project. This area will allow for growth as other budgets are added.

Copywriting will be provided by State Treasurer’s office. The pages of information will be editable by the GRAVEL user(s) and the actual charts and maps will be editable only by Pickering.

### **University of Nebraska Section**

This section of the site will include information about the University of Nebraska system. Users will be able to access this section either from a (to be added) Main Menu navigation button, or from the “State Dollars To Be Spent” pie chart, by clicking on the related wedge. The main page of the section will include a chart with a wedge for each of the campuses and some introductory text. There will also be a 2nd tier list of the campuses (visible throughout the section). Users can either click through the pie chart or on the 2nd tier to get to the campus page. Each Campus page will include 2 pie charts, one for Revenues (combined operating and non-operating) and Expenses. In addition, the data will show up in table form below.

### **GRAVEL WEB SITE MANAGEMENT**

Included:

- GRAVEL user license w/unlimited users
- GRAVEL training session(s)
- Unlimited Updates
- Scalable Architecture
- Unlimited Support
- Web site statistics
- Domain Name Management

**Details:**

Your web site will be implemented in to GRAVEL. A GRAVEL user account provides unlimited access to your web site from any computer with an internet connection. The GRAVEL Web Site Management System empowers users to maintain full control over the management of their web site.

GRAVEL training sessions will be provided to your selected users prior to the launch of the web site. A Pickering Creative staff member will conduct the training session, and show your users the processes for managing the information on your site. The training sessions can be conducted in house at Pickering Creative, or through an online demo where your users log in to a demo site and observe the training session. The details and scheduling of the training sessions will be outlined before the site is launched and the number of GRAVEL users has been determined.

**Unlimited Pages**

GRAVEL users have the ability to make an unlimited amount of changes or additions to their web site. Pickering Creative does not charge clients on the amount of pages they create as they grow their site.

**Scalable Architecture**

If your web site requires a customized feature to meet your individual needs, GRAVEL provides the flexibility for Pickering Creative developers to create a customized tool that clients can manage using GRAVEL. These may include: customized page layouts, online database browsers, or customized registration forms to name a few.

**Unlimited Support – Admin User**

GRAVEL users are also provided with unlimited technical support. The Admin user is able to call for support and have any questions answered by the Pickering Creative staff. GRAVEL support is the assistance and recommendations provided to your GRAVEL administrative user as they update the web site.

**Web Site Statistics**

GRAVEL will provide you a detailed breakdown of your web site statistics. Some of the statistics that are available include: individual page visits, total page views, top pages viewed each month and top referrers.

**Domain Name Management**

Pickering Creative provides management of your web site's domain name to ensure your web site and domain are protected and online at all times. This includes yearly renewals, and updates to server information should something change in the future.

**2. Interactive Map/ Chart Estimate****Project Definition:**

This estimate includes the re-design and creation of the State Spending Map to be housed on the NE State Spending site. The map will be created in Flash to reduce it in size and fit within the allotted content space in the new site design.

By utilizing Flash, a web site visitor will roll over each pie chart section. The map areas will still be clickable to view related information for each area selected. Once area is

selected information such as percentages and categories will be available. The pages of information will be editable by the GRAVEL user(s).

### **3. General Provisions**

Pickering Creative will not discriminate against any employee or applicant for employment, employed in the performance of this agreement, with respect to the person's hiring, tenure, terms, conditions, or privileges of employment, because of race, color, religion, gender, disability, or national origin.

Pickering Creative certifies that it maintains a drug-free workplace environment to ensure workers' safety and workplace integrity. Pickering Creative agrees to provide a copy of its drug-free workplace policy at any time upon request by the State.

With the exception of GRAVEL source code, all materials developed by Pickering Creative for the Treasurer shall be the property of the State Treasurer.

This Agreement contains the entire agreement between the parties with respect to the subject matter hereof, and no waiver, alteration or modification of any of the provisions hereof or rights to act hereunder shall be binding unless in writing.

The situs of this agreement is the State of Nebraska. This Agreement shall be governed by the laws of the State of Nebraska.

### **8. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

Currently, Nebraskaspending.com is a singular source or database dedicated to state spending practices. While the information is available, it is scattered across various agencies and departments and the overwhelming concentration of raw data prohibits a reasonable person from accessing it in any sort of meaningful way. This confusion and lack of immediate access to state spending information places an undue burden on agency staff members who are eventually contacted and expected to locate the necessary data.

By providing a central clearinghouse of state spending information that is easily accessed through the use of the internet, NebraskaSpending.com prevents unnecessary communication between state agencies and the general public. As a result, agency employees can direct all spending related questions to the website and thus providing themselves with more disposable time to execute the services as outlined by their respective divisions.

Additionally, as is stated in Section 84-1201 of the Nebraska Statutes that deal with the creation of the Records Management Act: (3) *The increasing availability and use of computers is creating a growing demand for electronic access to public records, and agencies should use new technology to enhance public access to public records.* The NebraskaSpending.com project falls squarely within the boundaries of this statute because it is utilizing internet technology to provide the public with simple and immediate access to state spending records.

**9. Please describe how this project will enhance the delivery of state agency services or access to those services.**

In 1997, LB590 expanded the duties of the State Records Board to include oversight and management of electronic access to state government information, including information provided over the internet. While this mission statement properly reflects the very spirit of NebraskaSpending.com, it also serves as the foundation for a strong, robust and long-lasting collaborative effort between state agencies and the users of this website.

NebraskaSpending.com has taken pre-existing financial information scattered throughout numerous agency sources and consolidated it into a simple and easy-to-read website. Further efforts will provide a consistent, accurate, and neutral resource that will immediately benefit members from every branch of our state government.

For example, our last project contained information from the Comprehensive Annual Financial Report (CAFR) available from the office of the Nebraska State Auditor; budgets available through the Department of Administrative Services (DAS); tax revenue available through the Department of Revenue; as well as the budgets of numerous state agencies available through the Legislative Fiscal Office. This project will do the same thing with the University of Nebraska system's CAFR and

Additionally, we believe NebraskaSpending.com has set the standard for how public/private partnerships are viewed in the future. Already, Treasurer Osborn has been working with individuals, organizations, and think-tanks from the private sector who share the belief that Nebraskans have a right to see how the state is spending their tax dollars and include them in the construction process. These partnerships will prove invaluable as the project moves forward and provide new perspectives on how government and private sector entities can come together for the benefit of the citizenry.

**10. Please describe how this project will improve the efficiency of state agency operations.**

Nebraskaspending.com provides a central clearing house for state government spending information in an easy to read format. Users of the site can access information directly rather than making requests to specific government agencies.

**11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

Nebraskaspending.com allows for other state and local entities to publish information about their budgets and expenditures on the site. Any agency is free to contact us and provide information about their finances.

**12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**

Though it does not foster services for the Nebraska.gov portal, Nebraskaspending.com is a single site for the public to search for spending

information by the state of Nebraska. The site fosters better transparency and communication on state finances to the people of the State of Nebraska.

- 13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.**

There is no license or regulation.

### **III. TECHNICAL INFORMATION**

- 1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.**

**Hardware:**

Linux Distribution: CentOS Release 5  
Installation Type: Shared Host  
Storage: 3GB disk space (via RAID mirrored drives)  
CPU: Dual 2.4 GHz Xeon processors

**Software:**

Apache: 2.2.4  
APC 3.0.14  
ADODB 4.95a  
MySQL: 5.0.41  
OpenSSL 0.9.8e  
PEAR 1.6.1  
PHP: 5.2.3  
Smarty 2.6.18  
VIM 7.1  
SSH  
Flash 9.0

Several of the components listed above are supporting software for the system's operating system. The intended purpose of using flash will be to assist users in interpreting the data of State spending activities though a duplicated written and visual means.

**Communications:**

The Nebraska State Treasurer, University of Nebraska and the Pickering Group will work closely together to continue to provide state spending information to public users. This will require considerable communication efforts from all parties and will be achieved through meetings, email correspondences, and telephone conversations. Once deployed, the main mode for communication to the public will be through the website, but further promotional efforts will be conducted as part of the strategy provided by Pickering Creative in cooperation with the Nebraska State Treasurer's office.

- 2. Address any technical issues with the proposed technology including:**

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**

The system will not be interfacing directly with other state systems during phase 1 of the project. All information will be provided independently to the system which will rely upon its own database. The web site will be tested in all state-supported browsers (Internet Explorer 6.0+, Netscape 7.2+, Firefox 1.5+, Opera 9.0+) for consistency in the display and usability features of the site. The site will also meet ADA section 508 compliance standards.

- **Compatibility with existing institutional and/or statewide infrastructure.** The system (which will be independent of existing state infrastructure) will conform to a stricter, more secure set of guidelines established by both Pickering Creative and State Treasury staff.

- **Reliability, security and scalability (future needs for growth or adaptation).** This system will be hosted through the First National Technology Solution data center located in Omaha, NE. The center currently meets SAS70 requirements for the on site security provided. The center is staffed 24X7X365 to ensure reliability and stability is provided for the system support. The system will be build with scalability in mind to meet future needs of the Treasurer's desire to expand the site. This will be accomplished within the planning phase of the site development.

**3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

The system will not be interfacing directly with other state systems during phase 1 of the project. All information will be provided independently to the system which will rely upon its own database. The web site will be tested in all state-supported browsers (Internet Explorer 6.0+, Netscape 7.2+, Firefox 1.5+, Opera 9.0+) for consistency in the display and usability features of the site. The site will also meet ADA section 508 compliance standards.

**Describe how technical support will be provided.**

This system will be hosted through the First National Technology Solution data center located in Omaha, NE. The center currently meets SAS70 requirements for the on site security provided. The center is staffed 24X7X365 to ensure reliability and stability is provided for the system support. The system will be build with scalability in mind to meet future needs of the Treasurer's desire to expand the site. This will be accomplished within the planning phase of the site development.

#### **IV. CONTACT INFORMATION & SIGNATURE**

**Contact person for any questions regarding this application:**

Trent Fellers: Director of NebraskaSpending.com

Phone # (402) 471-8884 E-mail tfellers@treasurer.org

Signed this 4 day of April, 2007  
  
\_\_\_\_\_  
Agency Director

Please return to:

**Cathy Danahy**  
Nebraska State Records Board  
440 S 8<sup>th</sup> St. Suite 210  
Lincoln, NE 68508  
(402) 471-2745

*(Last updated 04/29/2008)*



# **Nebraska Interactive, LLC**

**Financial Statements**

**For The Years Ended**

**December 31, 2008 and 2007**

**Nebraska Interactive, LLC**  
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**December 31, 2008 and 2007**

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**Report of Independent Auditors**

To the Board of Directors of  
Nebraska Interactive, LLC

In our opinion, the accompanying balance sheets and the related statements of income, of changes in member's equity and of cash flows present fairly, in all material respects, the financial position of Nebraska Interactive, LLC (the "Company") at December 31, 2008 and 2007 and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits of these statements in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As discussed in Notes 2 and 5 to the financial statements, the Company changed the manner in which it accounts for uncertain tax positions effective January 1, 2007.

*PricewaterhouseCoopers LLP*  
June 26, 2009

**Nebraska Interactive, LLC**  
**Balance Sheets**  
**December 31, 2008 and 2007**

Assets	2008	2007
Current assets		
Cash and cash equivalents	\$ 821,648	\$ 959,159
Trade accounts receivable	796,788	698,884
Prepaid expenses and other current assets	7,607	8,309
Deferred income taxes	10,434	9,642
Total current assets	<u>1,636,477</u>	<u>1,675,994</u>
Property and equipment, net	15,328	13,986
Other assets	3,878	3,878
Deferred income taxes, net	11,978	11,181
Total assets	<u>\$ 1,667,661</u>	<u>\$ 1,705,039</u>
 <b>Liabilities and Member's Equity</b>		
Current liabilities		
Accounts payable	\$ 545,304	\$ 456,175
Accrued expenses	34,814	27,991
Total current liabilities	<u>580,118</u>	<u>484,166</u>
Other long-term liabilities (Notes 2 and 5)	<u>20,740</u>	<u>31,459</u>
Total liabilities	<u>600,858</u>	<u>515,625</u>
Commitments and contingencies (Notes 2 and 6)	-	-
Member's equity		
Member's equity, 100 units outstanding	113,352	113,352
Accumulated earnings	1,635,274	1,391,170
Due from affiliated companies	(681,823)	(315,108)
Total member's equity	<u>1,066,803</u>	<u>1,189,414</u>
Total liabilities and member's equity	<u>\$ 1,667,661</u>	<u>\$ 1,705,039</u>

The accompanying notes are an integral part of these financial statements.

**Nebraska Interactive, LLC**  
**Statements of Income**  
**For The Years Ended December 31, 2008 and 2007**

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	2008	2007
Revenues	\$ 2,492,174	\$ 2,333,997
Cost of portal revenues (Notes 2, 7 and 8)	<u>2,124,386</u>	<u>1,871,617</u>
Operating income	367,788	462,380
Interest income	<u>21,706</u>	<u>38,455</u>
Income before income taxes	389,494	500,835
Income tax expense (benefit)		
Current	146,979	190,882
Deferred	<u>(1,589)</u>	<u>(6,472)</u>
Net income	<u>\$ 244,104</u>	<u>\$ 316,425</u>

The accompanying notes are an integral part of these financial statements.

**Nebraska Interactive, LLC**  
**Statements of Changes in Member's Equity**  
**For The Years Ended December 31, 2008 and 2007**

	<u>Member's Equity</u>		<u>Accumulated Earnings</u>	<u>Due From Affiliated Companies</u>	<u>Total</u>
	<u>Units</u>	<u>Amount</u>			
<b>Balance, January 1, 2007</b>	100	\$ 113,352	\$ 1,122,529	\$ -	\$ 1,235,881
Reclassification of due from affiliated companies (Note 7)	-	-	-	(315,108)	(315,108)
Cumulative effect of FIN 48 (Notes 2 and 5)	-	-	(47,784)	-	(47,784)
Net income	-	-	316,425	-	316,425
<b>Balance, December 31, 2007</b>	100	113,352	1,391,170	(315,108)	1,189,414
Increase in due from affiliated companies (Note 7)	-	-	-	(366,715)	(366,715)
Net income	-	-	244,104	-	244,104
<b>Balance, December 31, 2008</b>	100	\$ 113,352	\$ 1,635,274	\$ (681,823)	\$ 1,066,803

The accompanying notes are an integral part of these financial statements.

**Nebraska Interactive, LLC**  
**Statements of Cash Flows**  
**December 31, 2008 and 2007**

	2008	2007
<b>Cash flows from operating activities</b>		
Net income	\$ 244,104	\$ 316,425
Adjustments to reconcile net income to net cash provided by operating activities		
Depreciation	8,182	5,179
Deferred income taxes	(1,589)	(6,472)
Changes in operating assets and liabilities:		
(Increase) decrease in trade accounts receivable	(97,904)	84,836
(Increase) decrease in prepaid expenses and other current assets	702	(455)
Increase (decrease) in accounts payable	89,129	(3,532)
Increase in accrued expenses	6,823	2,002
(Decrease) in other long-term liabilities	(10,719)	(16,325)
	<u>238,728</u>	<u>381,658</u>
<b>Cash flows from investing activities</b>		
Purchases of property and equipment	(9,524)	(7,889)
Advances from (payments to) affiliated companies, net	(366,715)	75,515
	<u>(376,239)</u>	<u>67,626</u>
Net cash (used in) provided by investing activities		
	<u>(376,239)</u>	<u>67,626</u>
Net increase (decrease) in cash and cash equivalents	(137,511)	449,284
Cash and cash equivalents, beginning of year	<u>959,159</u>	<u>509,875</u>
Cash and cash equivalents, end of year	<u>\$ 821,648</u>	<u>\$ 959,159</u>

The accompanying notes are an integral part of these financial statements.

**Nebraska Interactive, LLC**  
**Notes to Financial Statements**  
**December 31, 2008 and 2007**

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**1. The Company**

Nebraska Interactive, LLC, formerly Nebraska Interactive, Inc. (the "Company"), was incorporated on November 22, 1994 to design, build and operate an Internet-based portal for the State of Nebraska (the "State") that allows businesses and citizens to complete transactions and obtain government information via the Internet. The Company is an indirect wholly-owned subsidiary of NIC Inc. ("NIC").

On December 3, 1997, the Company entered into a contract with the Nebraska State Records Board ("NSRB") to provide electronic government services to enhance, operate, maintain and expand the existing portal that was developed by the Company under its 1995 contract with the Nebraska Library Commission ("NLC") and various government agencies. The contract includes limitations and provisions for the rates the Company can charge and the amount of remuneration to each government agency. The contract was to expire on January 31, 2002. However, in January 2001, the NSRB extended the contract through January 2004. On January 31, 2004, the NSRB became entitled to a perpetual for use only license to the applications developed for no additional compensation to the Company. The Company signed a new contract with the NSRB that commenced on February 1, 2004 and was to expire on January 31, 2007. The contract contains an option to extend the contract for one additional term of two years followed by a subsequent additional term of one year. In January 2006, the NSRB exercised its option to extend the contract for one additional term of two years through February 1, 2009. In November 2007, the NSRB exercised its option to extend the contract for an additional term of one year through January 31, 2010.

**2. Summary of Significant Accounting Policies**

**Cash and Cash Equivalents**

Cash and cash equivalents primarily include cash on hand in the form of bank deposits and money market funds. Cash held in sweep accounts is invested primarily in U.S. Government money market funds that purchase U.S. agency instruments or direct obligations of the U.S. Treasury or repurchase agreements secured by U.S. agency instruments. For purposes of the balance sheets and statements of cash flows, the Company considers all non-restricted highly liquid instruments purchased with an original maturity of one month or less to be cash equivalents.

**Property and Equipment**

Property and equipment are carried at cost less accumulated depreciation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is included in the statements of income for the period. The cost of maintenance and repairs is charged to expense as incurred; significant renewals and betterments are capitalized.

The Company periodically evaluates the carrying value of property and equipment to be held and used when events and circumstances warrant such a review. The carrying value of property and equipment is considered impaired when the anticipated undiscounted cash flows from the asset is separately identifiable and is less than its carrying value. In that event, a loss is recognized based on the amount by which the carrying value exceeds the fair value of the asset. Fair value is determined primarily using the anticipated cash flows discounted at a rate commensurate with the risk involved. Losses on assets to be disposed of are determined in a similar manner, except that



**Nebraska Interactive, LLC**  
**Notes to Financial Statements**  
**December 31, 2008 and 2007**

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fair values are reduced for the cost to dispose. The Company did not record any provisions for impairment of property and equipment during 2008 or 2007. There is considerable judgment necessary to determine future cash flows and, accordingly, actual results could vary significantly from such estimates.

**Revenue Recognition**

The Company recognizes revenue from providing outsourced government portal services (primarily transaction-based fees) net of the transaction fees due to the government when the services are provided. Revenues from application development services provided to the State are recognized as the services are provided at rates agreed to between the parties. For the years ended December 31, 2008 and 2007, gross revenues were \$5,840,393 and \$5,280,920, respectively, and transaction fees paid to the government were \$3,348,219 and \$2,946,923, respectively. The transaction fees that the Company must remit to state agencies for data access and other statutory fees are accrued as accounts payable at the time services are provided and must be remitted regardless of whether the Company ultimately collects fees from its customers. As a result, trade accounts receivable and payable reflect the gross amounts outstanding at the balance sheet dates.

Effective February 1, 2004, in connection with the revenues generated under the contract with the NSRB, the Company pays the NSRB 10% of net transaction revenue for certain existing services. Net transaction revenue is defined in the contract as gross revenues collected by the Company less the payment of agency portions of transaction fees. For the years ended December 31, 2008 and 2007, payments made to the NSRB under this revenue sharing arrangement totaled approximately \$148,000 and \$147,000, respectively.

**Cost of Portal Revenues**

The Company expenses as incurred the employee costs to develop, operate and maintain the government portal as cost of portal revenues in the statements of income. Cost of portal revenues includes all direct costs associated with operating the State's portal on an outsourced basis including employee compensation (including stock-based compensation), telecommunications, data processing, bank fees, merchant fees required to process credit card and automated clearinghouse transactions, maintenance and all other costs associated with the provision of dedicated client service such as office facilities.

**Stock-based Compensation**

The Company accounts for equity instruments exchanged for employee services pursuant to the provisions of Statement of Financial Accounting Standards ("SFAS") No. 123(R) (revised 2004), *Share-Based Payment*. Under the provisions of SFAS No. 123(R), stock-based compensation cost is measured at the grant date, based on the calculated fair value of the award, and is recognized as expense over the employee's requisite service period (generally the vesting period of the grant).

Eligible employees of the Company participate in NIC's stock option and restricted stock plan and stock purchase plan. For the years ended December 31, 2008 and 2007, the Company recognized approximately \$35,000 and \$18,000, respectively, in stock-based compensation expense pursuant to the provisions of SFAS No. 123(R), which has been included in cost of portal revenues in the Company's statements of income.

**Nebraska Interactive, LLC**  
**Notes to Financial Statements**  
**December 31, 2008 and 2007**

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**Income Taxes**

Deferred income taxes are recognized for the tax consequences in future years of differences between the tax basis of assets and liabilities and their financial reporting amounts at each year end based on enacted laws and statutory tax rates applicable to the periods in which differences are expected to affect taxable income. NIC, along with its subsidiaries, files a consolidated federal income tax return. The provision for income taxes is generally allocated to the Company under the separate return allocation method; however, when the Company generates losses or credits, it is given benefit for such losses or credits as they are used by other members of the consolidated group.

The Company accounts for uncertain tax positions in accordance with FASB Interpretation No. ("FIN") 48, *Accounting for Uncertainty in Income Taxes – an interpretation of FASB Statement No. 109*. Accordingly, the Company does not recognize a tax benefit for uncertain tax positions unless management's assessment concludes that it is "more likely than not" that the position is sustainable, based on its technical merits. If the recognition threshold is met, the Company recognizes a tax benefit based upon the largest amount of the tax benefit that is greater than 50 percent likely to be realized. The Company recognizes interest and penalties, if any, related to unrecognized tax benefits in income tax expense in the statements of income. The Company adopted the provisions of FIN 48 on January 1, 2007, with the cumulative effect recorded as an adjustment to the opening balance of accumulated earnings. See Note 5 for additional discussion of the Company's adoption of FIN 48.

**Indemnification**

Interpretation No. 45 of the Financial Accounting Standards Board, *Guarantor's Accounting and Disclosure Requirements for Guarantees, Including Indirect Guarantees of Indebtedness of Others*, sets forth the disclosure requirements for most guarantees and clarifies that companies recognize an initial liability for the fair value of the obligations assumed. Under the Company's contract with the State, the Company has agreed to fully indemnify the State against third party claims that the Company's services infringe upon the intellectual property rights of others and against claims arising from the Company's performance or the performance of the Company's subcontractors under the contract. The Company has not experienced such claims. Accordingly, at December 31, 2008 and 2007, the Company had not accrued any liability on the aforementioned indemnification obligations.

Under the terms of the contract with the State, the Company is bound by a performance bond commitment totaling \$500,000. The Company has never had any defaults resulting in draws on the performance bond.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Recent Accounting Pronouncements**

In September 2006, the FASB issued SFAS No. 157, *Fair Value Measurements*, which defines fair value, establishes a framework for measuring fair value in generally accepted accounting principles, and expands disclosures about fair value measurements. SFAS No. 157 does not require any new fair value measurements, but provides guidance on how to measure fair value by providing a fair value hierarchy used to classify the source of the information. Except for the portion of SFAS No. 157 that addresses nonfinancial assets and liabilities that are recognized or disclosed at fair value in the financial statements on a nonrecurring basis, which has been deferred for one additional year, the Company adopted this standard effective January 1, 2008. The partial adoption of SFAS No. 157 did not have any impact on the Company's financial statements. The Company will adopt the requirements of SFAS No. 157 that address nonfinancial assets and liabilities effective January 1, 2009. The Company does not expect the remaining adoption of SFAS No. 157 to have any impact on its financial statements.

**3. Concentration of Credit Risk**

Financial instruments that potentially subject the Company to significant concentrations of credit risk consist primarily of cash and cash equivalents and accounts receivable. During November 2008, the Federal Deposit Insurance Corporation adopted the Temporary Liquidity Guarantee Program to strengthen investor confidence and encourage liquidity in the banking system by providing full coverage on non-interest bearing deposit transaction accounts, regardless of dollar amount, for participating banks through December 31, 2009. At December 31, 2008, the amount of cash in domestic non-interest bearing commercial checking accounts was approximately \$47,000, while the amount of cash held in interest-bearing sweep accounts was approximately \$775,000. The Company limits its exposure to credit loss by investing the cash held in its sweep accounts primarily in U.S. government money market funds that purchase U.S. agency instruments or direct obligations of the U.S. Treasury or repurchase agreements secured by U.S. agency instruments. The Company performs ongoing credit evaluations of its customers and generally requires no collateral to secure accounts receivable. Due to the high credit worthiness of the Company's customers, consisting mainly of data resellers and insurance companies, the Company considers accounts receivable to be fully collectible. Accordingly, no allowance for doubtful accounts has been recorded. The Company has not experienced any significant credit loss for the periods reported.

The highest volume, most commercially valuable service the Company offers is access to motor vehicle records (referred to as DMV) through the portal. This service accounted for approximately 45% and 48% of the Company's revenue in 2008 and 2007, respectively.

A primary source of revenue is derived from data resellers, who use the portal to access DMV records for sale to the auto insurance industry. For the years ended December 31, 2008 and 2007, the Company derived 29% and 31%, respectively, of its revenues from one data reseller. At December 31, 2008 and 2007, 21% and 26%, respectively, of its accounts receivable were from this same data reseller.

**Nebraska Interactive, LLC**  
**Notes to Financial Statements**  
**December 31, 2008 and 2007**

**4. Property and Equipment**

Property and equipment consisted of the following:

	<u>December 31,</u> <u>2008</u>	<u>December 31,</u> <u>2007</u>	<u>Useful Lives</u>
Furniture and fixtures	\$ 25,048	\$ 25,048	8 years
Equipment	178,611	169,087	3-5 years
Purchased software	4,891	4,891	3 years
Leasehold improvements	7,014	7,014	Lesser of 5 years or term of lease
	<u>215,564</u>	<u>206,040</u>	
Less accumulated depreciation	<u>(200,236)</u>	<u>(192,054)</u>	
	<u>\$ 15,328</u>	<u>\$ 13,986</u>	

Depreciation expense for the years ended December 31, 2008 and 2007 was \$8,182 and \$5,179, respectively.

**5. Income Taxes**

At December 31, 2008 and 2007, deferred tax assets resulted primarily from differences between book and tax depreciation, stock-based compensation and accrued but unused employee vacation expense. Management believes NIC's consolidated taxable income in the future will more likely than not be sufficient to utilize the Company's deferred tax assets.

The Company adopted the provisions of FIN 48 on January 1, 2007 (see Note 2). As a result, the Company recognized a \$47,784 increase in the liability for unrecognized tax benefits, which resulted in a decrease to the January 1, 2007 accumulated earnings balance of \$47,784. As of January 1, 2007, after the implementation of FIN 48, the Company's unrecognized tax benefits were \$47,784, all of which would affect the Company's effective tax rate if recognized. This amount decreased by \$16,325 during 2007, as the Company considered additional information relating to its uncertain tax positions, and by \$10,719 in 2008, primarily because the statute of limitations for certain tax years relating to unrecognized tax benefits expired. It is expected that the amount of unrecognized tax benefits will change in the next 12 months. However, the Company does not expect the change to have a significant impact on its results of operations or financial condition.

**Nebraska Interactive, LLC**  
**Notes to Financial Statements**  
**December 31, 2008 and 2007**

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The Company receives certain general and administrative services from NIC and its affiliates. Such services are performed on a centralized basis, benefit all affiliates and include, among others, executive and operations management, technical consultation, human resources, accounting support and payroll processing. NIC charges the Company for such services based on an allocation methodology which NIC management believes fairly allocates amounts based on benefits received. In 2008 and 2007, the Company recognized approximately \$693,000 and \$485,000, respectively, in expense related to these services, which is included in cost of portal revenues in the statements of income.

**8. Employee Benefit Plans**

The Company, in conjunction with affiliated companies, sponsors a defined contribution 401(k) profit sharing plan. In accordance with the plan, all full-time employees are eligible immediately upon employment. A discretionary match of up to 5% of an employee's salary and a discretionary contribution may be made to the plan as determined by NIC's Board of Directors. Expense related to Company matching contributions totaled approximately \$15,000 and \$13,000 for the years ended December 31, 2008 and 2007, respectively. No discretionary contributions were made for the years ended December 31, 2008 and 2007.

Eligible employees of the Company also participate in NIC's employee stock option and restricted stock plan and stock purchase plan (see Note 2).

# General Manager's Report

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May 2009 – July 2009

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NEBRASKA . GOV

Brent Hoffman, General Manager  
*nebraska.gov*  
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## Executive Summary

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As news has been confirmed of Nebraska Interactive being awarded the Network Manager Contract for the new contract period beginning February 2010, I would like to personally thank the Nebraska State Records Board for its continued support and partnership. We have accomplished so much and have made incredible strides in offering e-government solutions to citizens and businesses to the State of Nebraska in the past 14 years and our partnership is more productive than ever. You can be sure that my team and I will continue to give our best effort day in and day out to show why Nebraska Interactive continues to be the best choice for the State of Nebraska.

An area where we have increased time, money and energy in 2009 is marketing through various avenues and we are happy to report that we are seeing very positive results. One service in particular, License Plate Renewals, is seeing rave results where we have managed to convince County Treasurers to implement suggested marketing ideas. Take Douglas County, for example: An insert was created to be included in the envelope that is mailed to Douglas County residents for registration renewals. The response was amazing. For the month of May, there were only 776 online renewals completed. After adding the marketing piece, the online renewals increased to 2,108 for June and 2,333 for July. The Douglas County Treasurer was so pleased with the results; his office issued a press release as did Nebraska.gov.

The end result of successful marketing is, of course, increased revenue, which we are also happy to report to the Board. In July 2009, Total application revenues were \$512,813, the agency share was \$297,563 and the NSRB share was \$13,772.

Marketing has also helped us stay on track to achieve many of our business plan goals. We have worked very closely with the agencies to analyze their business and citizen base in order to help decipher the most appropriate and effective marketing efforts to implement. A new application that we believe will also help market the benefits of going online is our new "Go Green!" application. This service determines how much money can be saved by using online services, instead of going to the physical office. The user types in the distance, miles per gallon for their vehicle, the fuel type used, any parking fees, and the value of their time per hour. The system will display how much money was saved, along with the carbon footprint savings.

We have also been working with the Office of the CIO to create Facebook and Twitter presence to stay in front of the social media trends involving government. Nebraska.gov currently has approximately 1,250 "fans" on its Nebraska.gov Facebook page and its Twitter news is available via attaching the current Nebraska.gov RSS feed to Twitter.

Nebraska.gov believes there to be a demand at the local level for an easy to use over-the-counter application that would allow offices to take credit card and electronic check payments in the office. Coming in the later part of the 4<sup>th</sup> quarter, using the newly created payment portal (NebPay), Nebraska.gov is developing a front end that can allow agencies to specify what they would like to accept payments for, and that could be set up for them in a very short amount of time.

So many things are happening, there is barely enough time to get out and see the sun! As always, if you would like detailed information on any of our projects, feel free to contact me or my staff at anytime.

Sincerely,

Brent Hoffman  
General Manager,  
Nebraska Interactive, LLC



**Financial Reports**

**July 2009 Financial Report**

	Month Ended 7/31/2009	Month Ended 7/31/2008	Year to Date 7/31/2009	Year to Date 7/31/2008
<b>State of Nebraska Gross Revenue</b>	\$523,811	\$499,473	\$3,663,827	\$3,386,271
<b>Revenue Other (Adjustments)</b>	\$2	\$0	\$388	(\$351)
<b>Total Revenue</b>	\$523,813	\$499,473	\$3,664,215	\$3,385,920
<b>10% NSRB Partner Share*</b>	\$13,772	\$12,532	\$96,639	\$86,946
<b>Agency Share</b>	\$297,563	\$291,331	\$2,136,911	\$1,936,004
<b>COR Other (Communication Costs)</b>	\$10,926	\$5,309	\$66,603	\$35,638
<b>Total Cost of Revenue</b>	\$320,958	\$309,172	\$2,292,463	\$2,058,588
<b>Nebraska Interactive Gross Revenue</b>	\$202,855	\$190,301	\$1,371,752	\$1,327,332
<b>Nebraska Interactive Operating Expenses</b>	\$168,876	\$160,377	\$1,211,463	\$1,111,445
<b>Nebraska Interactive Operating Income</b>	\$33,979	\$29,924	\$160,289	\$215,887
<b>Nebraska Interactive Other Income</b>	\$0	\$1,061	\$1,170	\$10,582
<b>Nebraska Interactive Net Pre-Tax Income</b>	\$33,979	\$30,985	\$161,459	\$226,469
<b>Nebraska Interactive Provision for Income Tax</b>	\$11,464	\$12,415	\$62,746	\$90,777
<b>Nebraska Interactive Net After-Tax Income</b>	\$22,515	\$18,570	\$98,713	\$135,692

\* In the month ended July and Year to Date, \$1,304.16 and \$7,690.37 (respectively) of NSRB revenue is included in the above totals which are different from the monthly Payment Statement because those amounts are directly deposited to the NSRB account, and are not invoiced. Services in which apply to these totals are (DMV Reinstatements, Specialty Plates, IFTA and Motor Vehicle Renewals)

**July 2009 YTD Revenue Contribution Report**

Revenue Contribution		7/31/2008	7/31/2009
Dept. of Motor Vehicles (Batch Drivers Records)		14.91%	15.89%
Interactive & Other Services		44.91%	47.50%
Secretary of State Services (Interactive/Batch)		15.08%	13.88%
Other (Subscriptions, Special Projects, etc.)		25.09%	22.73%

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**Agreement Requests**

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**Nebraska Secretary of State Addendum Thirteen**

**Project:** LLC Change of Agent or Office

Nebraska.gov respectfully submits this addendum to the original interagency agreement between the Office of the Secretary of State and the Nebraska State Records Board. This addendum outlines fees to be charged for online filings of Limited Liability Company Change of Agent or Office forms.

**Nebraska Secretary of State Addendum Fourteen**

**Project:** Foreign or Domestic Corporation Biennial Filings

Nebraska.gov respectfully submits this addendum to the original interagency agreement between the Office of the Secretary of State and the Nebraska State Records Board. This addendum outlines fees to be charged for online filings of Foreign or Domestic Corporation Biennial Tax reports.

**Board of Engineers and Architects Addendum Two**

**Project:** All online payment processing

Nebraska.gov respectfully submits this signed addendum to the original interagency agreement between the Board of Engineers and Architects and the Nebraska State Records Board. This addendum overrides and replaces the 2001 Addendum One. This addendum covers all transactions requiring processing of a fee through Nebraska.gov.

**Board of Landscape Architects Addendum One**

**Project:** All online payment processing

Nebraska.gov respectfully submits this signed addendum to the original interagency agreement between the Board of Landscape Architects and the Nebraska

State Records Board. This addendum covers all transactions requiring processing of a fee through Nebraska.gov.

## Board of Geologists Addendum One

**Project:** All online payment processing

Nebraska.gov respectfully submits this signed addendum to the original interagency agreement between the Board of Landscape Architects and the Nebraska State Records Board. This addendum covers all transactions requiring processing of a fee through Nebraska.gov.

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### *Nebraska.gov's 2009 Objectives*

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In planning for our 2009 business year, Nebraska.gov has identified four major objectives. Tracking existing services on a monthly basis and continuing research on market potential for new applications is our business and we continue to grow upon our past successes.

#### ***Objective #1***

Secure and increase current NSRB revenue streams by creating new fee sharing applications with an initial goal of 30% adoption for each service.

**Continuing to launch innovating and exciting applications in 2009 is at the top of our list of priorities. Working closely with key partners to ensure their needs and that of their constituents are taken care of remain is our daily business.**

1. Drivers License Renewals and Duplicates- This new online service has a market potential of approximately 12,000 renewals and duplicates a month. Nebraska.gov will work closely with the DMV to determine a pricing model that will maximize adoption.
2. EFS Original Filings – This will be the newest in the online suite of services provided by the Secretary of State's UCC Division.
3. International Registration Plan (IRP) – This application will allow motor carriers from all over the US to register with the Nebraska DMV.
4. Limited Criminal History Searches – Nebraska.gov will work with the Nebraska State Patrol to allow constituents to submit requests for criminal history reports.
5. LLC/LLP Reports – These are the first online corporation filings

for the Secretary of State Business division launching in January 2009. The market potential for this application is approximately 30,000 per year.

**Progress Report:**

**1. Department of Motor Vehicles – Driver’s License Renewals**

- *Functional Specifications complete and signed*
- *Work to begin on Technical Specifications postponed due to agency in-house database changes*
- *Anticipated launch date: Dependent on when Agency is ready. A new launch has not been decided upon.*
- 

**2. Secretary of State– EFS Original Filings**

- *Testing phase nearly complete*
- *Anticipated launch date: October 2009*

**3. Department of Motor Vehicles- International Registration Plan (IRP)**

Launch date: 05/18/2009

The web address for this application is:

<https://mcscdmv.ne.gov/WEB2E>

**4. State Patrol – Limited Criminal History Searches**

- *Preliminary discussions have been held*
- *Technical barriers exist at the agency level- indefinitely postponed*

**5. Secretary of State – LLC Biennial Reports and LLP Annual Reports**

Launch date: 01/05/2009

The web address for this application is:

[https://www.nebraska.gov/corp\\_filing/](https://www.nebraska.gov/corp_filing/)

**Additional Revenue Services:**

***Department of Health and Human Services – Health Professional License Monitoring***

Launch date: 07/01/2009

The web address for this application is:

<https://www.nebraska.gov/hlm/>

**Secretary of State – LLC Change of Agent**

- *Application in development*
- *Anticipated launch date – November 2009*

**Department of Motor Vehicles – Individual Driving Record Search**

- *Application in development*
- *Anticipated launch date – November 2009*

**NE Liquor Control Commission- Shipper Tax Payment**

- *Application in planning phase*
- *Anticipated launch date: December 2009*

**Secretary of State – Foreign and Domestic Corporation Tax Reports**

- *Application in planning phase*
- *Anticipated launch date – January 2010*

**The Nebraska Board of Engineers & Architects- License Applications**

- *Application in planning phase*
- *Anticipated launch date: January 2010*

**The Cornhusker State Industries – Payment Application**

- *Application is in Concept phase*
- *Anticipated launch date: August 2010*

**Objective #2**

Focus on push technologies and opportunities to leverage Web 2.0

Citizens and business owners are becoming more sophisticated all the time in their understanding of and implementation of technology in their day-to-day lives. Expectations have now been raised to the level that just having something online is not enough. Users no longer want to have to go after information; they prefer that it be delivered to them, in a format that they specify.

1. Health Profession License Monitoring – A new subscription service will allow health facilities to sign up to be notified of any changes in the status of their employees' licenses.
2. Payment engine reports delivered – One of the upgrades to the Nebraska.gov payment engine (TPE) will mean that agency representatives responsible for reconciling online payments can choose to have their reports emailed to them daily, weekly, or monthly rather than having to access TPE and compile them manually.

## Progress Report:

### ***Department of Health and Human Services – Health Professional License Monitoring***

- *Launched July 2009*
- *Marketing Team contacting health facilities and associations to raise awareness*
- *Nebraska.gov will highlight this service at the annual Hospital Association conference*
- *Three subscription customers so far*

### ***TPE 2.0***

- *Court eFiling service has been migrated to TPE 2.0. There are over 20 courts set up at this time, and more in progress.*
- *Court ePayments service brought up on TPE 2.0.*
- *DMV services now all process through the upgraded payment engine, including all 93 counties for license plate renewals.*
- *DHHS – Office of Vital Records birth certificate ordering service now on TPE 2.0.*
- *Department of Economic Development payment processing now on TPE 2.0.*
- *Liquor Control Commission services migrated to new payment engine.*

## **Objective #3**

Increase user adoption for newly launched applications by 30%

**When new applications become more tenured, tracking monthly productivity and transaction history vs. market potential shows where opportunity still lies within these services. Nebraska.gov consistently reviews our applications to make sure we are reaching our full potential of citizen awareness.**

1. EFS Continuations and Terminations – Nebraska.gov and the office of the Secretary of State have identified a market potential of approximately 3700. Marketing strategies will be on-going.
2. International Fuel Tax Agreement (IFTA) Quarterly payments are paid by Motor Carriers who transport cargo across the State of Nebraska. Market potential show approximately 6,800 per year
3. Drivers License Reinstatements – Market Potential is about 30,000 per year. Nebraska.gov will work closely with the DMV to evaluate monthly adoption to ensure maximum revenue potential.
4. DMV Online Message Plates – The market shows a potential of about 7500 plates per year. Nebraska.gov will work closely with the DMV to accomplish 2009 goals.

### **Progress Report:**

#### **\*\*Notes on original marketing plan goals:**

1. Adoption of EFS Continuations and Terminations online has increased to nearly 90% - Marketing focus was shifted to LLC/LLP reports  
 May 2009 – 129  
 June 2009 – 148  
 July 2009 - 164
2. IFTA and IRP marketing plan being developed with the DMV  
 From May 1 to July 31, 2009  
 Online payments - 188  
 Over-the-counter – 1,272
3. Adoption of Drivers License Reinstatements has increased to nearly 70% - Marketing focus was shifted to Motor Vehicle Renewals  
 May 2009 – 1479 online transactions, 976 over-the-counter  
 June 2009 – 1518 online transactions, 943 over-the-counter  
 July 2009 – 1408 online transactions, 1209 over-the-counter
4. DMV Message Plates being featured on State of Nebraska Facebook and Twitter pages, but concentrated marketing has not begun.  
 May 2009 – 364 online transactions, 183 message and 21 husker plates ordered by paper form

June 2009 – 423 online transactions, 193 message and 39 husker plates ordered by paper form

July 2009 – 426 online transactions, 169 message and 25 husker plates ordered by paper form

**\*\*Additional adoption efforts on applications not listed in original marketing plan goals:**

***LLC/LLP reporting***

Just before the April 1<sup>st</sup> deadline for the Limited Liability Company and Limited Liability Partnership reports due to the Office of the Secretary of State, Nebraska.gov ran an advertisement in the Daily Record, a local Omaha publication targeting businesses and business professionals. During the period that the notice was running in the paper, online filings increased by 300%, saving over 40 personnel hours, and ensuring that over 700 additional entities got their reports in under the deadline.

Another ad was run at the end of April; however response was not as good.

RESULTS: First year online adoption for the filing period was approximately 20%

FUTURE FOCUS: Nebraska.gov will work with the SOS Corporations Division to increase adoption next filing period through suggested methods such as email or postcard reminders instead of paper form mailings.

***E-Filing***

Nebraska.gov continues to drive adoption of this service in partnership with the Administrative Office of the Courts. Nebraska.gov representatives provide in-person demonstrations and telephone/web conference training for both attorneys and court clerks. New court jurisdictions are consistently being added to those available for online filing, and Nebraska.gov has over 500 attorneys subscribed to the service.

RESULTS: There are now approximately 5% of all court filings in the state being performed electronically.

May 2009 – 1,077 transactions

June 2009 – 1,121 transactions

July 2009 - 1,102 transactions

FUTURE FOCUS: Nebraska.gov will continue work with the Administrative Office of the Courts to train clerks and raise awareness in the legal community. Currently in testing is a process for Bulk electronic filing. There are 4-5 large firms in Nebraska who are interested in taking advantage of this service. When bulk filing is available, adoption for eFiling is expected to jump to 30% or higher.

***License Plate Renewals***

Nebraska.gov continues to work with the County Treasurer's and the State DMV to drive adoption for the online license plate renewal application.



An insert was created to be included in the envelope that is mailed to Douglas County residents for registration renewals. The response was amazing. For the month of May, there were 776 online renewals completed. After adding the marketing piece, the online renewals increased to 2,108 for June and 2,333 for July. The Douglas County Treasurer was so pleased with the results; his office issued a press release. Nebraska.gov also issued a press release through our channels.

The inserts have been printed and delivered to Douglas County so it can be included in mailings for the remainder of the year. Nebraska.gov and the Douglas County Treasurer continue to keep the lines of communication open as the progress of this application is monitored.

Stanton County is the only other county in Nebraska that mails the renewal notice postcards in envelopes. The County Treasurer was contacted and agreed to include inserts in the future mailings.

Meetings have been held with the officials at the Lancaster County Treasurer's office. Different marketing options have been discussed and will continue to be evaluated. Currently, posters have been placed within the office and tear pads have been placed at every window. There were 381 online renewals in June, with an increase to 546 in July.

Meetings have also been held with Cass County and Seward County Treasurers to look at different marketing opportunities.

The county treasurers are very limited with their budgets. This means that there are no additional funds for marketing. Keeping this in mind, for August mailings, two county treasurers were contacted and agreed to highlight the website address that appears on the front of the renewal postcard. For July, both Dodge and Washington Counties had 15 online renewals each. As of 11am on August 25, Dodge County has completed 60 online renewals and Washington County has 43 online renewals.

Given the success, and low cost, of highlighting the postcards, there are ten counties that have agreed to highlight the website address on the postcard in the future. They include Dodge, Washington, Gage, Saunders, Otoe, Saline, Lincoln, York, Seward, and Valley. More counties will be contacted and asked to implement this marketing method.

Nebraska.gov continues to contact additional counties to discuss various marketing options.

NIC, the parent company, was able to get Nebraska.gov in contact with a company that analyzes websites and offers suggestions for increasing visibility on the web. The focus is on key, or search, words, when looking for a site. An analysis of the website proved very helpful as keywords were discussed and changes have been made. The information provided is useful not only for the License Plate renewal application, as well as all future applications.

RESULTS: The County Treasurers and State DMV officials will continue to be contacted as results are monitored and new methods are discussed and implemented.

May 2009 – 1,922 online transactions

June 2009 – 3,208 online transactions

July 2009 – 3,638 online transactions

FUTURE FOCUS: Each month, Nebraska.gov will be measuring marketing metrics and implement new strategies if needed.

### ***Health License Monitoring***

The Nebraska Hospital Association has been helpful in providing information as Nebraska.gov makes organizations aware of the new Health License Monitoring system. An article appeared in their newsletter to alert their members to the new system. Nebraska.gov will be advertising for the upcoming annual conference, along with the Project Manager speaking at the event.

Letters were sent to hospital administrators across Nebraska, to make them aware of the new service. In addition, phone calls have been made to various hospitals, nursing homes and assisted living centers to give people the opportunity to sign up for the system.

Nebraska.gov has given presentations to demonstrate the system to potential users. We will continue to offer this option as we increase awareness of the new application.

### **Criminal, Civil, and Traffic Court Case Payments**

When this application launched in July, there was a press release issued by the Administrative Office of the Courts, as well as one released by Nebraska.gov. This is a pilot program operating in Lancaster County and District Courts. Nebraska.gov created posters to advertise the service and placed them in the county and district court clerks' offices. The district court is providing business card size take-aways to individuals making payments over the counter. Stickers with the URL for online payments are being applied to court documents issued to individual payees. The district and county courts made announcements regarding the new service to attorneys, and Nebraska.gov is also contacting law firms.

RESULTS: Over \$20,000 dollars has been collected for the courts since the launch of the new service.

FUTURE FOCUS: Each month, Nebraska.gov will be measuring marketing metrics and implement new strategies if needed. Starting in September, additional courts will be integrated into the payment application.

Nebraska.gov is working to set up the processing side, and Administrative Office of the Courts is creating a training schedule.

**Objective #4**

Leverage new Customer Service Support position to increase efficiencies in billing, services and operations.

**Because Nebraska.gov has added a full time customer service position in the latter part of 2008, we are now able to review and analyze incoming calls, emails and day to day questions/issues with online services to increase efficiencies.**

## Customer Service Support Goals

- Track Bugs in applications to help find efficient solutions
- Track billing Issues and propose solutions
- Track general questions and provide updated FAQs
- Help create efficiencies in internal operations

**Progress Report:**

Nebraska.gov is leveraging Microsoft SharePoint as internal system designed to track bugs, and issues, questions in order to identify areas where efficiencies can be created.

Both Nebraska.gov and in Office of the Secretary of State documented calls from users of the interactive corporate document credit card purchase service. Several issues were identified as the cause of the majority of the calls: confusion over a quantity box that was only necessary for certain kinds of orders, the ability to attempt to check out with an empty shopping cart, and a problem caused by Google searches which resulted in users placing orders for the wrong corporate documents. In February, based on the documentation of issues, programming fixes were implemented, tested and rolled out. Since then, the only user calls related to this service that Nebraska.gov has documented are from users who require assistance getting through the application. No further issues have been reported.

Analysis of this reporting is on-going, and further updates will be provided as more information is gathered.

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**Nebraska.gov Portal Management**


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**Application Enhancements:****(May)**

- 1. Board of Public Accountancy – Individual and Firm renewals**

- 2. **Health and Human Services – Governor’s Wellness Award (Peer Review)**  
(June)
- 1. **Department of Motor Vehicles – Specialty License Plate ordering**  
(July)
- 1. **Department of Motor Vehicles – Specialty Plates**
- 2. **Department of Health and Human Services - Birth Certificate Order Administration**
- 3. **Liquor Control Commission – Licensee Search**

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## *Nebraska.gov* Expanding the Network

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### **New Services:**

#### ***Department of Economic Development- Conference Registration Form***

**Launch date:** 08/24/2009

The Department of Economic Development and Nebraska.gov worked together to develop a second online registration form for delegates to register for the Nebraska Travel Conference that will be held October 20<sup>th</sup>-22<sup>nd</sup>. The registration was set up for users to submit their online payment. The form was activated on August 24<sup>th</sup>, 2009.

#### ***Board of Engineers and Architects - Conference Registration Form***

**Launch date:** 08/25/2009

The Board of Engineers and Architects and Nebraska.gov worked together to develop an online registration form for an upcoming continuing education seminar. Registrants submit their information, which is collected and sent to the Board in a file that can be imported directly into their database, eliminating the need for data entry. The form was activated on August 25<sup>th</sup>, 2009.

### **Pipeline Services:**

#### ***ServeNebraska – Volunteer Registry Search***

-Anticipated launch date: September 2009

#### ***Nebraska Accountability and Disclosure - Commission Campaign Statements***

- Anticipated launch date- December 2009

#### ***Board of Public Accountancy - CPE Continuing Education Reporting***

- Anticipated launch date- November 2009

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*Nebraska.gov's 2009 Marketing Plan*

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**Connecting with our Partners*****2009 Nebraska Spirit Art Contest***

On June 5, the winners of the Nebraska Spirit Art Contest, along with their families and teachers, participated in the Award Day celebration. The day started with a ceremony with Governor Heineman and Secretary of State Gale, held in the Wherry room at the State Capitol. The ceremony was followed by a tour of the Capitol, given by Roxanne Smith. After the tour was completed, the group gathered at the Governor's mansion for lunch and a tour of the mansion. The day's events concluded by a visit to the Lincoln Children's Zoo.

Press releases were issued to make people aware of the voting and then of the winners for the contest.

The winners of the 2009 Nebraska Spirit Art Contest are:

Kindergarten: Michaela Keller

First Grade: Jon Keller

Second Grade: Marissa Salber

Third Grade: Kaila Avent

Fourth Grade: Nathaniel Kiolbasa

Fifth Grade: Mackenzie Allen

***Nebraska.gov Monthly Newsletters***

Every month, Nebraska.gov issues a newsletter featuring such items as recently launched applications, adoption rates for existing programs, and future projects.

The newsletter is available each month at the partner portal at

<http://www.nebraska.gov/partner/docs/newsletters.htm>

***Go Green!***

A new application can now be found on the homepage of the Nebraska.gov website. The Go Green! Application is a new tool that gives people a way to determine how much money can be saved by using online services, instead of going to the physical office. The user types in the distance, miles per gallon for their vehicle, the fuel type used, any parking fees, and the value of their time per hour. The system will display how much money was saved, along with the carbon footprint savings.

This tool can be found at [www.nebraska.gov](http://www.nebraska.gov). Click on the icon of the green leaf, found underneath the Recovery.Nebraska.gov banner on the right side of the page.

## New Applications and Connecting with Local Government

### ***Administrative Office of the Courts- Criminal, Traffic, and Civil Court***

#### ***Case Payments***

Based upon the success of both the eFiling application and the Waiverable Citation payments application created by Nebraska.gov, the Courts requested another online service that would interact directly with each individual County or District Court. The application allows users to make payments on judgments, alimony, probation fees etc. online and have them applied directly to their case, saving them a trip to the court clerk's office, and saving the clerk's time for payment processing and data entry.

- *Launched July 2009*

#### ***Nebraska.gov – NebP.A.Y.S. Payments At Your Service***

Nebraska.gov believes there to be a demand at the local level to an easy to use over-the-counter application that would allow offices to take credit card and electronic check payments in the office. Using the newly created payment portal (NebPay) Nebraska.gov is developing a front end that can allow agencies to specify what they would like to accept payments for, and that could be set up for them in a very short amount of time.

- *Application in planning phase*
- *Anticipated launch November 2009*

## User Outreach and Connecting with the Community

**Nebraska.gov Facebook and Twitter presence** – Nebraska.gov has been working with the Office of the CIO to create Facebook and Twitter presence to stay in front of the social media trends involving government. Nebraska.gov currently has approximately 1,250 "fans" on its Nebraska.gov Facebook page and its Twitter news is available via attaching the current Nebraska.gov RSS feed to Twitter.

#### **Conventions/Conferences**

Nebraska.gov has been working with partners to identify opportunities to increase awareness of online applications. The following is a list of conventions/conferences that we will be participating in this year.

- October 14-16 - Nebraska Hospital Association Annual Convention
  - Project Manager will be speaking
  - Providing advertising in packets
- October 14-16 – Nebraska State Bar Association Annual Convention
  - Exhibit Booth

- November 3-4 – Nebraska Society of Certified Public Accountants Fall CPE Conference
  - Assist Nebraska Board of Public Accountancy with their booth
  - Provide marketing materials for distribution
- December 9-11 – Nebraska Association of County Officials – Annual Conference
  - Exhibit Booth

**Lincoln Food Bank – Campaign Against Hunger**

The staff at Nebraska.gov participated in this year’s local food bank drive. A barrel was picked up and placed in the office to gather donations. The barrel was filled with donations. We look forward to participating again next year.

***Lincoln American Marketing Association***

The Business Development Manager is a member of the Lincoln chapter of the American Marketing Association. Special speakers are featured during a monthly luncheon. Breakfast meetings are also held which narrow down the scope and offer a more interactive setting. All types of events offer opportunities to network and raise awareness for Nebraska.gov and the services we provide.

***Lincoln Chamber of Commerce***

On May 13, 2009, a Face the Chamber event was attended. The featured speaker was Dr. Frederik Ohles, President of Nebraska Wesleyan University. It was an interesting presentation. It was a good opportunity to network.

There are monthly Chamber Coffees, which give the opportunity to hear from different levels of government, as well as Lincoln Public Schools. The meetings are informative, along with another opportunity to increase knowledge of Nebraska.gov.

We will continue to attend meetings and events as schedules permit.

For further details or additional information, please contact:

Carmen Easley, Director of Marketing  
Nebraska.gov  
402.471.2154  
[carmen@nicusa.com](mailto:carmen@nicusa.com)

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**Network Report**

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**NETWORK**

**Downtime Report for Nebraska.gov servers:**

**May:**

Uptime: 99.945%

Avg. response time: 0.624 s

**June:**

Uptime: 100.00%

Avg. response time: 0.585s

**July:**

Uptime: 99.972%

Avg. response time: 0.623s

**Network Issues Detail Report**

- May 22, 2009 – IP provider, AT&T Networking issues  
Impact: Web site was down for small periods  
Period: Sporadically between 12:30 pm to 3:00 pm
- July 24, 2009 – Load Balancer fail over problems  
Impact: Web site was down  
Period: Approximately 4:42 pm to 4:57 pm

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**Technical Update**

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- Continuing to analyzing and upgraded code on all applications in preparation or server migrations and virtual environment background.
- Migrating our credit card services over to use the new version of our payment engine, TPE 2.0. TPE 2.0 continues to be PCI/DSS compliant. It also was designed to allow for SAS70 compliance as well. There are also many improvements to reporting and account management.
- Upgrading our ftp server. The new server will allow us to integrate our ftp account with our customer database. This will simplify account management and allow users to manage their accounts using only CDB.

For further details or additional information, please contact:

Bruce Rice, Director of Development  
Nebraska.gov  
402.471.7813  
[bruce@nicusa.com](mailto:bruce@nicusa.com)



Title	Project Start Date	Target Launch Date	Partner	Project Phase	Owner	Revenue Type	Work scope	Comments	
Eng & Arch Application for Exam FE/PE	4/29/2009	1/1/2010	Engineers and Architects, Board of	Concept	Rasmussen, Jennifer	Transaction	New Application	Board of Engineers & Architects decided to proceed with Reciprocal license project first. Postponed.	
Engineers & Architects- Applications for Licenses	6/24/2009	1/25/2010	Engineers and Architects, Board of	Concept	Zywiec, Jessica	Transaction	New Application	On target.	
NLCC S-1 Tax Payment	8/12/2009	12/31/2009	Liquor Control Commission	Concept	Zywiec, Jessica	Transaction	New Application	On target.	
Internship Application	2/4/2009	10/30/2009	Blind and Visually Impaired	Planning	Zywiec, Jessica	Free	New Application	Waiting on Agency. New target date will need to be decided.	
Motor Registration- New Plate Year	1/1/2009		Nebraska.Gov Internal	Planning	Zywiec, Jessica	Transaction	Application Enhancement	On hold-per DMV request.	
BPA Rewrite	4/9/2009	12/14/2009	Public Accountancy, Board of	Planning	Zywiec, Jessica	Transaction	Application Enhancement	On target.	
NADC- B-1 Campaign Statement	2/2/2009	1/29/2010	Accountability and Disclosure Commission	Planning	Zywiec, Jessica	Grant/Time and Materials	New Application	On target	
Foreign and Domestic Corporation Biennial Reports	6/24/2009	1/4/2010	Secretary of State	Planning	Rasmussen, Jennifer	Transaction	New Application	On target.	
Engineers and Architects Seminar signup	6/1/2009	8/3/2009	Engineers and Architects, Board of	Planning	Rasmussen, Jennifer	Free	New Application	Just a quick form to allow people to register themselves online. Might tie into Nebpay at a later date.	
Over the Counter payments	7/1/2009	9/18/2009	County Government	Planning	Rasmussen, Jennifer	Transaction	New Application	Pending agreement for fees.	
NE Environmental Trust (Website Redesign)	7/29/2009	12/1/2009		Planning	Zywiec, Jessica	Free	New Application	On target.	
CSI- Website Redesign	8/21/2009	12/1/2009	Correctional Services, Department of	Planning	Zywiec, Jessica	Free	New Application	On target.	
Cornhusker State Industries (CSI)- Redesign	8/24/2009	12/31/2009	Correctional Services, Department of	Planning	Zywiec, Jessica	Transaction	New Application	On target.	
IFTA Credential e-Payment enhancement.	7/8/2009	10/30/2009	Motor Vehicles, Department of	Development	Zywiec, Jessica	Transaction	Application Enhancement	On Target. Waiting on Agency to Proceed.	

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Re-design for State Personnel	4/29/2009	9/30/2009	Administrative Services	Development	Zywiec, Jessica	Free	New Application	On target.	
Department of Insurance Website Redesign	6/17/2009	9/21/2009	Insurance, Department of	Development	Zywiec, Jessica	Free	New Application	On target.	
WorkWell Health Survey and Admin	8/1/2008	11/30/2009	Health & Human Services, Department of	Development	Rasmussen, Jennifer	Grant/Time and Materials	New Application	Planning phase was longer than anticipated. May affect target launch date.	
Driver's License Renewal	11/13/2008	8/3/2009	Motor Vehicles, Department of	Development	Zywiec, Jessica	Transaction	N/A	Waiting on Agency to begin Technical meetings. New target date for launch will be decided when technical meetings begin.	
LLC Change of Registered Agent or Office	3/9/2009	9/1/2009	Secretary of State	Development	Rasmussen, Jennifer	Transaction	N/A	Necessary functional changes identified through development. New target launch date is Nov. 30th.	
DMV- One time Drivers Record Search	6/25/2009	11/16/2009	Motor Vehicles, Department of	Development	Zywiec, Jessica	Transaction	Application Enhancement	On target.	
Real Estate Sales license renewal enhancements	8/5/2009	8/31/2009	Real Estate Commission	Testing	Rasmussen, Jennifer	Transaction	Application Enhancement	Agency expected to approve roll out by Sept. 2nd.	
Real Estate Broker license renewal enhancements	8/5/2009	8/31/2009	Real Estate Commission	Testing	Rasmussen, Jennifer	Transaction	Application Enhancement	Agency expected to approve roll out by Sept. 2nd.	
Real Estate Associate Broker renewal enhancements	8/5/2009	8/31/2009	Real Estate Commission	Testing	Rasmussen, Jennifer	Transaction	Application Enhancement	Agency expected to approve roll out by Sept. 2nd.	
Real Estate Branch Office Renewal enhancements	8/5/2009	8/31/2009	Real Estate Commission	Testing	Rice, Bruce	Transaction	Application Enhancement	Agency expected to approve roll out by Sept. 2nd.	
Judge Review	9/1/2008	5/1/2009	Court Administrator, State	Testing	Rasmussen, Jennifer	Free	New Application	Filing enhancements which replaced this in priority, per Courts request have rolled out. Development is complete and testing is in progress. Target for launch is Sept 14th.	
EFS Original Filings	1/1/2009	7/1/2009	Secretary of State	Testing	Rasmussen, Jennifer	Transaction	New Application	New target launch date Oct. 1st.	
ServeNebraska Trainer/Trainee Search and Data management	8/1/2008	8/1/2009	Volunteer Service Commission (ServeNebraska)	Testing	Rasmussen, Jennifer	Grant/Time and Materials	New Application	Development phase delays have resulted in new target launch date of October 1st.	

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Payment Processing for SFM Blueprint application	11/1/2008	3/16/2009	Fire Marshal, State	Testing	Rasmussen, Jennifer	Transaction	New Application	Payment Engine API delivered to Standard Digital Imaging for testing. Waiting for testing to begin.	
Specialty Plates	12/1/2008	7/1/2009	Motor Vehicles, Department of	Rollout	Zywiec, Jessica	Transaction	Application Enhancement	Launched on 7/1/09.	
NLCC License Search Enhancements	9/30/2008	7/29/2009	Liquor Control Commission	Rollout	Zywiec, Jessica	Free	Application Enhancement	Launched July 29th, 2009.	
Dept of Labor Website Redesign	1/28/2009	4/13/2009	Labor, Department of	Rollout	Zywiec, Jessica	Free	N/A	Templates have been delivered to the agency for content migration.	
Banking and Finance Web Site Redesign	3/30/2009	9/1/2009	Banking & Finance	Rollout	Rasmussen, Jennifer	Free	N/A	New web site templates delivered to agency. Content migration timeline and target launch date to be determined internally.	
Engineers & Architects Web site redesign	4/1/2009	8/31/2009	Engineers and Architects, Board of	Rollout	Rasmussen, Jennifer	Free	N/A	New web site templates delivered to agency. Content migration timeline and target launch date to be determined internally.	
Dept of Labor-LMI Redesign	4/13/2009	6/19/2009	Labor, Department of	Rollout	Zywiec, Jessica	Free	N/A	Delivered to the Agency on a CD June 17th, 2009.	
International Registration Plan (IRP)	10/1/2008	5/18/2009	Motor Vehicles, Department of	Rollout	Zywiec, Jessica	Transaction	New Application	Launched May 18th, 2009.	
License Plate Voting Contest	4/20/2009	5/4/2009	Motor Vehicles, Department of	Rollout	Zywiec, Jessica	Free	New Application	Ne.gov assisted DMV in creating an online survey for citizens to vote for one of the NE 4 plate designs.	
Travel and Tourism Conference Registration	7/31/2009	8/24/2009	Travel & Tourism, Division of	Rollout	Zywiec, Jessica	Free	New Application	On Target.	
Efiling enhancements for summons and hearing	1/1/2009	6/1/2009	Court Administrator, State	Maintenance	Rasmussen, Jennifer	Transaction	Application Enhancement	Launched 07/22/2009.	
Governor's Wellness Award Enhancements	12/8/2008	3/31/2009	Health & Human Services, Department of	Maintenance	Rasmussen, Jennifer	Free	Application Enhancement	Launched 05/01/09	
Budget/Audit Database Search updates	12/8/2008	1/6/2009	Auditor of Public Accounts	Maintenance	Rasmussen, Jennifer	Free	Application Enhancement	Launched 01/06/09	

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Birth Certificate Administration enhancements	5/1/2009	7/13/2009	Health & Human Services, Department of	Maintenance	Rasmussen, Jennifer	Free	Application Enhancement	Launched 07/21/2009.	
Title	Project Start Date	Target Launch Date	Partner	Project Phase	Owner	Revenue Type	Work scope	Comments	
Accounting enhancement for eFiling	6/19/2009	8/3/2009	Court Administrator, State	Maintenance	Rasmussen, Jennifer	Transaction	Application Enhancement	Launched 8/4/2009	
Health Professional License Monitoring Service	9/15/2008	6/1/2009	Health & Human Services, Department of	Maintenance	Rasmussen, Jennifer	Transaction	New Application	Launched 07/01/2009.	
District/County Court Payments	11/14/2008	6/30/2009	Court Administrator, State	Maintenance	Rasmussen, Jennifer	Transaction	New Application	Launched 07/22/2009	
LLC and LLP Reporting	4/1/2008	1/5/2009	Secretary of State	Maintenance	Rasmussen, Jennifer	Transaction	New Application	Launched 01/05/09	
Conference Registration	2/23/2009	3/10/2009	Travel & Tourism, Division of	Maintenance	Zywiec, Jessica	Free	New Application	Launched 03/10/09	
Mandatory Continuing Legal Education Mail form	5/5/2009	5/18/2009	Court Administrator, State	Maintenance	Rasmussen, Jennifer	Free	New Application	Launched 05/11/2009.	

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