

**NEBRASKA STATE RECORDS BOARD  
MEETING: February 13, 2013**

Nebraska State Capitol  
Room 1507  
Lincoln, NE  
February 13, 2013  
9:00 A.M.

# AFFIDAVIT OF PUBLICATION

*State of Nebraska* } ss.  
LANCASTER COUNTY, }

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 January 11, 2013 and thereafter on \_\_\_\_\_, 20\_\_\_\_

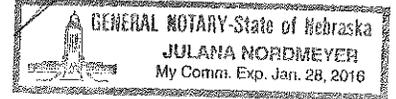
and that said newspaper is the legal newspaper under the statutes of the State of Nebraska.

The above facts are within my personal knowledge and are further verified by my personal inspection of each notice in each of said issues.

Subscribed in my presence and sworn to before me on \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**NOTICE OF PUBLIC MEETING**  
Notice is hereby given of a public meeting of the Nebraska State Records Board on Wednesday, February 13, 2013 at 9:00 AM, Room 1507, Ne State Capitol, Lincoln, NE. The agenda, which is kept continually current, is available at the Office of the Secretary of State, Suite 2300, State Capitol, Lincoln, NE for public inspection during regular business hours.  
#7203976 11 Jan 11



720 3976

Organization	Nebraska State Records Board
Activity	Public Hearing
Date of Activity	Wednesday, 02/13/2013
Time of Activity	Meeting starts at 9:00 AM Central
Last Updated	Wednesday, 02/06/2013
Location	NE State Education Association 605 South 14th St 4th Floor Board Room
Details	Meeting
Meeting Agenda	<a href="http://www.staterecordsboard.ne.gov/agenda.html">http://www.staterecordsboard.ne.gov/agenda.html</a>
Meeting Materials	<a href="http://">http://</a>
Person to Contact for Additional Information:	
Name	Cathy Danahy
Title	Executive Director
Address	440 South 8th Street Suite 210 Lincoln, NE 68508
Telephone	(402) 471-2745
Fax	(402) 471-2406
E-Mail	<a href="mailto:cathy.danahy@nebraska.gov">cathy.danahy@nebraska.gov</a>
Agency Homepage	<a href="http://">http://</a>

## NEBRASKA STATE RECORDS BOARD AGENDA

NE State Education Association  
605 South 14<sup>th</sup> Street  
4<sup>th</sup> Floor Board Room  
Lincoln, NE  
February 13, 2013 – 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
4. ADOPTION OF AGENDA
  - a) **Action Item:** Approval of Agenda
5. APPROVAL OF MINUTES
  - a) **Action Item:** Approval of January 31, 2013 meeting minutes
6. PUBLIC COMMENT
7. CHAIRMAN'S REPORT
  - a) AGREEMENTS & ADDENDA
    1. **Non-action items:** Electronic Government Service Level Agreements between Nebraska Interactive, LLC, the NE State Records Board and NE Legislative Council, City of Beaver City, Cass County, City of McCook, Keya Paha County, and Thayer County. Signed by Chairman Gale pursuant to Board authority.
    2. **Non-action item:** Addenda (PayPort Payment) to the Electronic Government Service Level Agreements between Nebraska Interactive, LLC, the NE State Records Board and the City of Beaver City, Cass County, City of McCook, Kaya Paha County, Lancaster County Sheriff, Thayer County Treasurer, and Thayer County Clerk. Signed by Chairman Gale pursuant to Board authority.
    3. **Non-action Item:** Addendum Four to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the NE State Records Board and the Legislative Council – Lobbyist Registration.
    4. **Action Item:** Addendum Five to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the NE State Records Board and the State Electrical Division – Apprentice Electrician License Application.
    5. **Action Item:** Addendum One to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the NE State Records Board and the Department of Motor Vehicles – Registration Renewal.
    6. **Action Item:** Addendum Seven to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the NE State Records Board and the Department of Motor Vehicles – Interlock License Order, Renewal, and Duplicates.

7. **Action Item:** Blanket Addenda (Real Estate Tax Payment) to the Electronic Government Service Level Agreements between Nebraska Interactive, LLC, and NE State Records Board.
8. **Action Item:** Blanket Addenda (Event Registration) to the Electronic Government Service Level Agreements between Nebraska Interactive, LLC, and NE State Records Board.
8. ORIENTATION AND POLICIES/GUIDELINES SUBCOMMITTEE (Julie Beno, Chair)
  - a) **Action Item:** Grant Application proposed changes (Brenda Decker)
  - b) **Action Item:** GIS Supplemental Questionnaire proposed changes (Brenda Decker)
  - c) **Action Item:** GIS Compliance Checklist – New (Brenda Decker)
  - d) **Action Item:** Resume FY 13-14 grant program
9. EXECUTIVE DIRECTOR’S REPORT
  - a) **Action Item:** NSRB Cash Fund Balance
  - b) NSRB Grant Status Report
  - c) Final Grant Reports (Pierce County Assessor, Cass County Assessor, Cheyenne County Assessor, and Thayer County Assessor)
10. NEBRASKA.GOV REPORTS
  - a) Disaster Recovery Upgrade – (Progress update)
  - b) Report on the cause for delayed payment transactions on September 30, 2012
  - c) New VISA Transparency Rule – Discussion
  - d) General Manager’s Report
  - e) **Action Item:** Project Priority Report
  - f) **Action Item:** 2013 Business Plan
11. DATE FOR NEXT MEETING  
Wednesday, May 1, 2013  
9:00 A.M.  
Room 1507  
State Capitol  
Lincoln, NE
12. ADJOURNMENT  
**Action Item:** Move to adjourn

Updated 2/7/2013



## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of January 31, 2013

#### **Agenda Item 1. CALL TO ORDER, ROLL CALL**

The meeting of the Nebraska State Records Board was called to order by Chairman John A. Gale at 9:05 A.M. on January 31, 2013, 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;  
Michael D. Foley, Auditor of Public Accounts;  
Don Stenberg, State Treasurer;  
Scott Keene, representing the Insurance Industry;  
Carlos Castillo, Director of Administrative Services;  
Julie A. Beno, representing Libraries;  
Brian Buescher, representing the Legal Profession;  
Brenda L. Decker, representing the Governor;  
Leslie S. Donley, representing the Attorney General;  
Mike Konz, representing the Media;  
Greg Osborn, representing the General Public

Absent: Ryne D. Seaman, representing the Banking Industry

Staff in attendance:

Cathy Danahy, Executive Director;  
Colleen Byelick, Legal Counsel;  
Tracy Marshall, Recording Clerk

#### **Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT**

Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting and a copy of the Nebraska Open Meetings Act are located to the right of the public seating area.

#### **Agenda Item 3. NOTICE OF HEARING**

Chairman Gale announced public notice of the meeting was duly published in the Lincoln Journal Star on December 31, 2012 and on the state's website Public Meeting Calendar. The public notice and proof of publication relating to the meeting will be attached to and made a part of the meeting minutes.

#### **Agenda Item 4. ADOPTION OF AGENDA**

Mr. Buescher moved to adopt the agenda as presented; seconded by Mr. Keene.

Voting For:                      Beno                      Buescher                      Castillo                      Decker                      Donley

	Foley Stenberg	Gale	Keene	Konz	Osborn
Voting Against:	None				
Absent:	Seaman				

The motion carried.

**Agenda Item 5. APPROVAL OF MINUTES**

Chairman Gale asked for a motion to approve the minutes of the November 14, 2012 meeting. Ms. Beno moved to approve the minutes; seconded by Mr. Osborn.

Voting For:	Beno Gale	Buescher Keene	Castillo Konz	Donley Osborn	Foley Stenberg
Not Voting:	Decker				
Voting Against:	None				
Absent:	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. NEBRASKA INTERACTIVE CONTRACT**

**Agenda Item 7.a TESTIMONY**

The following individuals provided testimony to the service of Nebraska Interactive, LLC:

1. Douglas County Clerk of the District Court – John Friend  
Mr. Friend provided positive testimony regarding the services of Nebraska.gov and recommended renewal of the contract for two years.
2. Supreme Court – JUSTICE System - Janice Walker, State Court Administrator & Bill Miller, Deputy State Court Administrator  
Ms. Walker and Mr. Miller provided positive testimony regarding the services of Nebraska.gov and recommended renewal of the contract for two years.
3. Department of Motor Vehicles – www.Click DMV Services - Beverly Neth, Director  
Ms. Neth provided positive testimony regarding the services of Nebraska.gov and recommended renewal of the contract for two years.

Chairman Gale declared a recess at 10:30 A.M.

Chairman Gale reconvened the meeting at 10:45 A.M.

4. Secretary of State – Business Services - Colleen Byelick  
Ms. Byelick provided positive testimony regarding the services of Nebraska.gov and recommended renewal of the contract for two years.

5. Chief Information Officer – State of Nebraska – Brenda Decker  
Ms. Decker provided positive testimony regarding the OCIO partnership with Nebraska.gov and recommended renewal of the contract for two years.
6. Nebraska Interactive Representatives Brent Hoffman, General Manager, Nebraska Interactive, LLC and Carmen Easley, Director of Operations, Nebraska Interactive, LLC.  
Mr. Hoffman and Ms. Easley provided a report of accomplishment of the Nebraska portal operations and services.

**Agenda Item 7.b REPORTS**

**1. Network Operations Manger Review Subcommittee Report (John Gale Chair)**

Chairman Gale reported a letter was sent to Mr. Harry Herington, CEO, NIC, Inc. on behalf of the Network Operations Manager Review Subcommittee on January 15, 2013 requesting consideration of Nebraska Interactive, LLC using the State’s merchant bank and for payment processing, changing from a 90/10 revenue split to an 85/15 revenue split if a two year renewal were approved by the Board. He reported a subsequent phone call occurred between Chairman Gale and Mr. Herington on January 28, 2013. Chairman Gale said an 85/15 revenue split was unacceptable to Mr. Herington since during the negotiations of the current contract technology enhancements to the Nebraska portal were promised by NIC under the 90/10 revenue split. NIC said they have invested accordingly in technology enhancements and staff hiring and/or retention. Mr. Herington gave a tentative “yes” to using the State’s merchant bank. Mr. Herington indicated NIC is willing to enter into transition discussions with the NE State Treasurer. Chairman Gale said other conversational matter included NIC’s disaster recovery system and the 2012 outage for which they were ultimately fined. Mr. Herington explained circumstances leading to the outage and indicated NIC has hired new IT staff and will be sending his new top IT officer, Jeff Shaw, to Nebraska to meet with the Board and update them on the changes they are making to their system to correct and improve the Ashburn, VA and Allen, TX operations. Mr. Herington would like to visit with the Board personally next summer to talk about their e-government relationship and what the future may hold.

**2. Finances Review Subcommittee Report (Mike Foley, Chair)**

Mr. Foley distributed a chart originally circulated at the November 14, 2012 meeting and explained the numbers were pulled from the PricewaterhouseCoopers audit. He reported his CPA, Brent Kubicek and Brent Hoffman have been in contact and additional data was secured for analysis by the Finances Review Subcommittee. He said the numbers in the distributed chart were both G&A expenses and cash dividends. In the past two years \$2.6 million in dividends from the subsidiary corporation in Nebraska to the parent corporation in Kansas were in addition to the G&A expenses going from the subsidiary to the parent corporation.

11:45 A.M. Ms. Decker left the meeting.

11:47 A.M. Ms. Decker returned to the meeting.

After further comments from each Board member, Ms. Brenda Decker moved that the State Records Board renew the current contract with NIC for an additional two years; seconded by Mr. Keene.

Voting For:	Beno Gale	Buescher Keene	Castillo Konz	Decker Osborn	Donley Seaman
Voting Against:	Foley	Stenberg			
Absent:	Seaman				

The motion carried.

**Agenda Item 12. DATE FOR NEXT MEETING**

Chairman Gale announced the next NE State Records Board meeting will be held on Wednesday, February 13, 2013 at 9:00 A.M. in Room 1507, State Capitol Building, Lincoln, Nebraska.

**Agenda Item 13. ADJOURNMENT**

Ms. Donley moved to adjourn the meeting. All members present signified by saying "aye". Chairman Gale declared the meeting adjourned at 12:38 P.M.

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

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Date

## Summary List Electronic Government Service Level Agreements

Nebraska.gov submits these signed Electronic Government Service Level Agreements to the Board. The agreements use the approved template, and replace the original Interagency Agreements signed between these agencies and the Nebraska State Records Board. No action necessary.

	NSRB Chairman <u>Signature</u>
Beaver City, City of	
Cass County	12/17/2012
Keya Paha County	12/17/2012
Legislative Council	
McCook, City of	12/17/2012
Thayer County	12/17/2012

**Electronic Government Service Level Agreement  
with  
<Partner Name>**

This Agreement is made by and among Nebraska Interactive, LLC, a Nebraska Limited Liability Company (Manager), the Nebraska State Records Board (the "NSRB"), and <Partner Name>, a state, county or local government of Nebraska ("Partner").

This Agreement is subordinate to the State of Nebraska Contract between NSRB and Manager to operate and manage the Nebraska.gov Network ("the Master Contract") and is subject to all terms and conditions therein.

WHEREAS, Partner is a data providing/collecting entity with which electronic communication is desired; and

WHEREAS, Manager desires to access and/or electronically collect such data in order to develop, maintain, and enhance electronic services to Partner.

NOW, THEREFORE, in consideration of the mutual conditions, covenants, and premises contained in this Agreement, the parties agree as follows:

- 1) PURPOSE – The purpose of this Agreement is to grant Manager the access and authority to electronically collect data for the purpose of providing electronic services which may include interface and database development, application development and support, and payment processing hardware and support, and to set forth conditions and responsibilities associated with said electronic services. Any desired services and associated charges or fees will be set forth in an addendum to this Agreement.
- 2) INTERFACE AND DATABASE DEVELOPMENT – Manager will provide a customer friendly interface to successfully update application data and/or accept and complete user Electronic Payments. Manager will establish a database to properly store the payment information and provide appropriate reporting to the Partner offices. Manager will provide online access to the Partner to view transactions for any particular day or cumulative timeframe and their subsequent status via the Internet.
- 3) APPLICATION SUPPORT
  - a) Manager agrees to provide support to users who require access to an online service set forth in an addendum to this Agreement. Such support shall include answering user questions and addressing problems related to screen or report formats, codes, abbreviations, billing policy, error messages, problems and other access concerns.
  - b) It is agreed that the Partner will be responsible for answering all user questions related to the Partner's business processes, as well as the Partner's rules and regulations, policies and procedures applicable to an addendum to this Agreement.
  - c) Manager agrees to participate in any and all meetings that the Partner identifies as necessary in order for Manager to provide a high level of customer support. The Partner

agrees to supply Manager with all information necessary so that Manager can assist user as indicated above.

- d) The Partner agrees to grant access to information necessary for Manager to perform updates or maintenance for electronic access to public records for services set forth in addendums related to this Agreement.
- e) The Partner agrees to update and keep Manager informed on substantive changes in the law relating to electronic services provided by Manager.

4) SERVICE HARDWARE SUPPORT (if applicable)

- a) Manager shall provide hardware support for payment processing service cards and/or swipe hardware, if such hardware is used by Partner and if it has been obtained through Manager. Such support shall be directed to answering Partner questions and resolving problems related to installation, use of the check/card swipe hardware, codes, abbreviations, and error messages.
- b) Manager shall repair or replace any defective card swipe hardware furnished through Manager to Partner. If required, replacement card swipe hardware will be shipped to arrive within two business days.
- c) Manager agrees to participate in all meetings that the Partner identifies as necessary in order for Manager to provide hardware Service support. Partner agrees to supply Manager with all information necessary (within Partner's control) to aid Manager to assist Partner staff users at the Service hardware support level agreed above.

5) HARDWARE OWNER – Partner agrees that the card and/or check swipe hardware and all related equipment, supplies, or materials supplied to the Partner under this Agreement are owned by Manager.

6) CHANGES IN NETWORK - Both parties will provide thirty (30) days written notice of any planned, material changes in Network operations affecting the Partner's online service, unless otherwise agreed to by both parties. A "material change" is defined as a change that adds to the complexity of an Application or diminishes the services provided. These changes will include, but are not limited to file format changes, changes in data transfer and retrieval procedures, Application coding changes, URL migrations and interface content changes.

7) PARTNER FEES – Partner is responsible for correctly calculating any Partner fees and providing those fee calculations to Manager. Manager will not assume liability for Partner Application fee miscalculations that have been approved by the Partner as functionally correct. Also, Manager will not assume liability for Partner fee miscalculations due to system errors not caused by any act or omission on the part of Manager.

8) COSTS AND COMPUTER SYSTEMS FOR ELECTRONIC PAYMENT – Manager shall be responsible for all costs in supplying electronic payment reports and payment transaction confirmation numbers to the user. This includes the cost for Manager's interface with the Partner's system in order to provide such electronic payment reports and user payment transaction confirmation number. Such system shall:

- a) Supply the payment confirmation number to the user in an understandable and logical format acceptable to the Partner;
  - b) Supply reports to the Partner in an understandable and logical format; and
  - c) Be tested, reviewed, and approved by the Partner before it is offered to the user.
- 9) ONLINE CARD SECURITY – Manager is responsible for online security consistent with online payment card industry standards, specifically, The Payment Card Industry’s Data Security Standards (“PCI DSS”).
- 10) TECHNOLOGY STANDARD –Manager agrees to comply with all published Nebraska Information Technology Commission (NITC) standards. NITC standards are available at <http://nitc.ne.gov/standards/>
- 11) CONFIDENTIALITY All materials and information provided by the Partner or acquired by the Manager on behalf of the Partner shall be regarded as confidential information. All materials and information provided by the Partner or acquired by the Manager on behalf of the Partner shall be handled in accordance with Federal and State Law, and ethical standards. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential, as required by Federal and State Law. The Manager shall not be responsible for treatment contrary to State and Federal Law by the State, any agency, members of the public, or others not under the control of Manager.
- 12) AGREEMENT REPRESENTATIVES AND NOTICES - All matters relating to this Agreement shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this Agreement.

Mailing address: <Partner Name>  
<Partner Address>  
<Partner City, State, Zip Code>  
Phone: <Contact Phone>  
Fax: <Contact Fax>  
Email: <Contact Email>

Mailing Address: General Manager/Network Manager  
301 S 13, Suite 301  
Lincoln, NE 68508  
Phone: 402 471 7810  
Fax: 402-471-7817  
Email: [ne-general-manager@nicusa.com](mailto:ne-general-manager@nicusa.com)

Mailing Address: Secretary of State  
1445 K Street, Suite 2300  
Lincoln, NE 68509  
Phone: 402-471-1572  
Fax: 402-471-3237

13) TERMINATION OF CONTRACT -

- a) Either Partner or the Manager shall have the right to terminate this Agreement or any addendum, for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the “for cause” reason, including citation to any specific provision of this Agreement, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the Agreement or any addendum. A reasonable period of time of not less than sixty (60) days shall be given to cure, unless as otherwise agreed to by the parties.

For purposes of this Agreement, the phrase “for cause” shall mean any material breach by any party to this Agreement of the terms or conditions of this Agreement and any addendum.

In any instance of material breach by any party to this Agreement, the rights to pursue any and all remedies are available to the parties under the State Contract Claims Act.

- b) At the option of the Manager and with thirty (30) days advance written notice to the Partner and NSRB, the Manager may terminate an addendum to this Agreement for a particular service if:
  - i) There is insufficient interest in such service as demonstrated by low use and inadequate funding; or
  - ii) There is a continuing failure by the Partner to update and make necessary information available to Manager as required by this agreement.

14) TERM OF AGREEMENT - This Agreement shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals thereof, unless earlier terminated in accordance with the terms of this Agreement.

15) RELATIONSHIP OF PARTIES - Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this Agreement and not an agent or employee of the NSRB or the Partner.

16) CHANGES, MODIFICATIONS OR AMENDMENTS - This Agreement may be changed, modified or amended at any time by an instrument in writing signed by the NSRB, Manager and the Partner.

17) MARKETING - Partner may provide reasonable marketing space in its publications (if and/or when such exists) at no charge, to allow promotion of Manager or its services.

18) EXHIBIT SPACE - The Partner may provide NSRB or Manager complimentary exhibit space and/or speaker time at any appropriate conventions and/or seminars, which Partner may host (if and/or when such exist).

19) PAYMENT OF FEES – Users of payment services set forth in an addendum to this Agreement will have several payment methods provided by Manager. The following outlines the Agreement for these payment methods.

- a) Electronic Check Payments—When Manager is providing payment processing services, Manager will split the fee collected from the user into two transactions: 1. the portal fee and 2. the Partner fee. Manager will send the Partner fee collected from the user to the designated Partner bank account. Manager will send the portal fee amount to an account designated by Manager. The portal fee payable to Manager is outlined in any addendum to this Agreement. Funds will be disbursed to the appropriate Partner bank account within three (3) business days of Manager receiving such funds. Manager shall provide Partner a detailed accounting report (with sensitive identifying information removed) showing all receipts and disbursements described in this section.
- b) Credit Card Payments - When Manager is providing payment processing services, Manager will split the fee collected from the user into two transactions: 1. the portal fee and 2. the Partner amount due. Manager will send the Partner fee collected from the user to the designated Partner bank account. Manager will send the portal fee amount to an account designated by Manager. The portal fee payable to Manager is outlined in any addendum to this Agreement. Funds will be disbursed to the appropriate Partner bank account within three (3) business days of Manager receiving such funds. Manager shall provide Partner a detailed accounting report (with sensitive identifying information removed) showing all receipts and disbursements described in this section.
- c) Return/Chargeback - In the event a return/chargeback is received, user may incur an additional \$15.00 charge by Manager for the recovery of the handling and processing of these returns/chargebacks. The amount charged by Manager for the recovery of the handling and processing of these returns/chargebacks is subject to change without notification to the Partner. Manager will provide online access to a report to the Partner detailing all returns/chargebacks and reasons for the returns/chargebacks on each business day.
- d) Refunds --Refunds (funds credited back to the customer) will be initiated by the Partner based on the method provided to the Partner by the Manager. Refunds will be deducted from future Partner disbursements based on the transaction date of the refund.
- e) Credit Card Chargebacks--Manager will be responsible for the initial handling and recovery of all monies associated with chargebacks. In the event the Manager is unable to collect funds within sixty (60) days from receipt of notice, Manager will deduct chargeback from a future Partner disbursement. Partner will then be responsible for any business process needed to recover funds for chargebacks.
- f) Check Returns--Returned checks will be deducted from Partner Disbursement at the time the return is processed. The Partner will be responsible for collection of any returned checks due to insufficient funds, closed accounts, etc.
- g) Fees -Manager will be responsible for all electronic check processing fees, all credit card merchant account fees and chargeback account fees for the Manager merchant ID and for the Partner merchant ID unless otherwise set forth in an addendum to this Agreement.
- h) Subscription Services – When Manager is providing subscriber services, such services will be provided in accordance with terms and conditions set forth in the Master Contract Section III, FF –PAYMENT, and any amendments.



## Summary List PayPort Payments Addenda

Nebraska.gov submits these signed Addenda to the Electronic Government Service Level Agreements to the Board. The agreements are for the PayPort Payment online application provided by Nebraska.gov, and use the approved template. No action necessary.

### New PayPort Addenda

### NSRB Chairman Signature

Beaver City, City of	Addendum 1	
Cass County Treasurer	Addendum 1	12/17/2012
Keya Paha County Treasurer	Addendum 1	12/17/2012
Lancaster County Sheriff	Addendum 2	01/26/2013
McCook, City of	Addendum 1	12/17/2012
Thayer County Treasurer	Addendum 1	12/17/2012
Thayer County Clerk	Addendum 2	12/17/2012

**Addendum One  
to the  
Electronic Government Service Level Agreement Between  
Nebraska Interactive, LLC,  
Nebraska State Records Board,  
and  
(Partner – a state, county or local government of Nebraska)**

This Addendum One to the Electronic Government Service Level Agreement made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and (Partner – a state, county or local government of Nebraska) 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. (Partner) has authority to assess and collect the fees described herein.

**Project:** PayPort for (Partner)  
**Revenue Type:** Instant Access  
**Implementation:** 2012

**Price Structure is subject to a 10% share of portal revenues.**

Service	(Partner) Fee	Nebraska.gov Portal Fee	NSRB Share
<b>PayPort Credit Card</b>	Full statutory/assessed fee charged by Partner	2.49%	10% of Nebraska.gov Portal Fee
<b>PayPort Electronic Check</b>	Full statutory/assessed fee charged by Partner	\$1.75	10% of Nebraska.gov Portal Fee

**Terms:** Nebraska.gov will process the total of all transactions through the Nebraska Interactive merchant account. The shared revenue received pursuant to this addendum shall be deposited by Nebraska.gov in the accounts designated by (Partner) and the NSRB.

**Security:** A list of Nebraska.gov security provisions may be found at <http://www.nebraska.gov/securitypolicy.html>

By: \_\_\_\_\_ Date: \_\_\_\_\_  
General Manager – Brent Hoffman  
Nebraska Interactive, LLC

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman – Secretary of State John Gale  
Nebraska State Records Board

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Officer  
(Partner – a state, county, or local govt. of NE)

**Addendum Four  
to the  
Electronic Government Service Level Agreement Between  
Nebraska Interactive, LLC,  
Nebraska State Records Board,  
and  
Nebraska Legislative Council**

This Addendum Four to the Electronic Government Service Level Agreement made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and the Nebraska Legislative Council (NLC) 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. The (NLC) has authority to assess and collect the fees described herein.

**Project:** Lobbyist Registration for Nebraska Legislative Council  
**Revenue Type:** Instant Access  
**Implementation:** 2012

Service	NLC Fee	Nebraska.gov Share
<b>Lobbyist Registration Credit Card</b>	Full statutory/assessed fee charged by Partner	5%

**Terms:** Nebraska.gov will process the total of all transactions through the Nebraska Interactive merchant account. The shared revenue received pursuant to this addendum shall be deposited by Nebraska.gov in the accounts designated by NLC and the NSRB.

**Security:** A list of Nebraska.gov security provisions may be found at <http://www.nebraska.gov/securitypolicy.html>

By:   
 \_\_\_\_\_  
 General Manager – Brent Hoffman  
 Nebraska Interactive, LLC

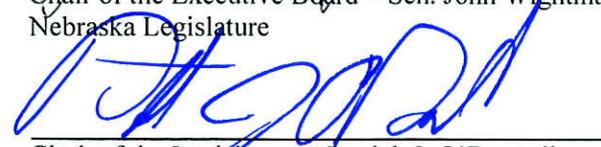
Date: 12/17/12

By: \_\_\_\_\_  
 Chairman – Secretary of State John Gale  
 Nebraska State Records Board

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

By:   
 \_\_\_\_\_  
 Chair of the Executive Board – Sen. John Wightman  
 Nebraska Legislature

Date: 12-6-12

By:   
 \_\_\_\_\_  
 Clerk of the Legislature – Patrick J. O'Donnell  
 Nebraska Legislature

Date: 11-30-12

## Summary

### Nebraska Legislative Council

#### Addendum Four

**Project:** Lobbyist Registration

This addendum covers all fees related to the collection of fees for compensated and non-compensated Lobbyist Registrations which are required annually under Nebraska State Statute. Nebraska Revised Statute 49-1480.01

(1) The Clerk of the Legislature shall collect a fee of two hundred dollars for an application for registration by a lobbyist for each principal if the lobbyist receives or will receive compensation for such lobbying. Except as provided by section 49-1434, a lobbyist who receives compensation shall include an individual who is an employee or member of a principal whose duties of employment, office, or membership include engaging in lobbying activities.

(2) A fee of fifteen dollars shall be collected for an application by a lobbyist for each principal if the lobbyist is not receiving and will not be receiving compensation for such lobbying. Any lobbyist who receives compensation who did not anticipate receiving such compensation at the time of application for registration shall, within five days of the receipt of any compensation, file an amended registration form which shall be accompanied by an additional fee of one hundred eighty-five dollars for such year.

(3) The registration of a lobbyist for each of his or her principals may be renewed by the payment of a fee as provided by subsections (1) and (2) of this section. Such fee shall be paid to the Clerk of the Legislature on or before December 31 of each calendar year. The registration of a lobbyist for each of his or her principals shall terminate as of the end of the calendar year for which the lobbyist registered unless the registration is renewed as provided in this section.

**Current Process:**

Lobbyists must complete a paper form, which is provided to the office of Accountability and Disclosure and this form must be delivered/mailed to the Clerk of the Legislature's office with payment by check or cash.

**Project Overview/Proposal:**

The project would allow for online registration and payment of associated fees.

**Market Potential/Target Audience**

As of 2012, there were 312 compensated lobbyists currently registered in Nebraska with a total of 684 registrations of \$200 among them. There were also 57 non-compensated registrations of \$15 each.

# State of Nebraska

## Accountability and Disclosure Commission

P.O. BOX 95086  
Lincoln, Nebraska 68509  
nadc.nol.org



11th Floor, State Capitol  
Phone (402) 471-2522  
Fax (402) 471-6599

### **Memorandum of Understanding Lobbyist and Principal Electronic Filing System**

This memorandum of understanding is intended to document the intent of the Nebraska Legislature (Legislature) and the Nebraska Accountability and Disclosure Commission (Commission) regarding the functioning and maintenance of the Lobbyist and Principal Electronic Filing System. The Legislature and the Commission are jointly referred to as the parties.

#### Statutory Obligations

The obligations of lobbyists and principals to make certain filings are set forth in the Nebraska Political Accountability and Disclosure Act (NPADA). The parties note that pursuant to the NPADA, registration and other filings by lobbyists and principals are made with the office of the Clerk of the Legislature. Pursuant to the NPADA, the Commission is charged with the enforcement of the filing requirements.

Pursuant to Laws 2012, LB 782, a system of electronic filing for lobbyists and principals must be developed and implemented with electronic filing being mandatory by January 1, 2015.

The Legislature has developed such a system at its own expense which became operational on or before November 30, 2012.

#### Maintenance of the Lobbyist and Principal Electronic Filing System

The Legislature, at its own expense, shall maintain the Lobbyist and Principal Electronic Filing System. It shall update or modify the system, as needed, including for purpose of accommodating amendments to the NPADA affecting the filing requirements of Lobbyists and principals.

#### Registration Fees and Processing Fees

The parties acknowledge that a lobbyist must pay a fee to register as a lobbyist for a principal and to renew a registration as a lobbyist for a principal. To facilitate the payment of these fees electronically, the Legislature has contracted with Nebraska.gov

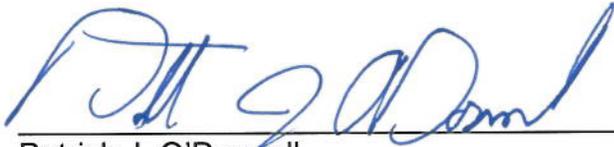
to establish a portal by which these fees can be paid by credit card. For its services, Neb.gov will receive a transaction fee of five percent of the amount of each transaction. The Commission will pay each of these transaction fees. In the event that the billing for the transaction fee is directed to the Legislature, the Legislature may in turn bill the Commission for the same amount. In the event that the transaction fee is deducted by Neb.gov before transfer of the balance of the registration fee, the Legislature may bill the Commission for the amount deducted.

Access To System

The Legislature will provide the Commission with sufficient access to the Lobbyist and Principal Electronic Filing System such that the Commission can fulfill its statutory enforcement duties.

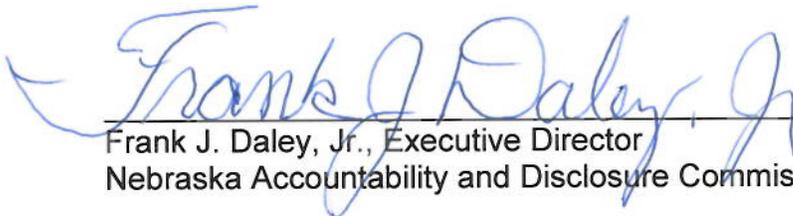
Nature of Document

This document is a memorandum of understanding. It is intended to describe the role of Legislature and the role of the Commission in the operation and maintenance of the Lobbyist and Principal Electronic Filing System. It is not intended to be a binding contract.



Patrick J. O'Donnell  
Clerk of the Legislature

Date: 1-3-13



Frank J. Daley, Jr., Executive Director  
Nebraska Accountability and Disclosure Commission

Date: 1-2-13

**Addendum Five  
to the  
Electronic Government Service Level Agreement Between  
Nebraska Interactive, LLC,  
Nebraska State Records Board,  
and  
Nebraska State Electrical Division**

This Addendum Five to the Electronic Government Service Level Agreement made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and Nebraska State Electrical Division (NSED) 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. The (NSED) has authority to assess and collect the fees described herein.

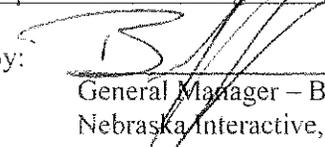
**Project:** Apprentice Electrician License Applications for Nebraska State Electrical Division  
**Revenue Type:** Instant Access  
**Implementation:** 2013

**Price Structure is subject to a 10% share of portal revenues.**

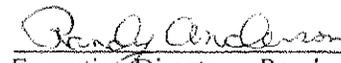
Service	(Partner) Fee	Nebraska.gov Portal Fee	NSRB Share
Apprentice Electrician License Application Credit Card	Full statutory/assessed fee charged by Partner	\$3.00	10% of Nebraska.gov Portal Fee

**Terms:** Nebraska.gov will process the total of all transactions through the state selected credit card merchant. These funds will be deposited on behalf of the Nebraska State Electrical Division. Nebraska.gov will submit an invoice to the Nebraska State Electrical Division for the total amount of the Nebraska.gov Transaction Fees collected at the close of each month. Terms of payment are net 45 days.

**Security:** A list of Nebraska.gov security provisions may be found at <http://www.nebraska.gov/securitypolicy.html>

By:  Date: 2-5-13  
 General Manager – Brent Hoffman  
 Nebraska Interactive, LLC

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chairman – Secretary of State John Gale  
 Nebraska State Records Board

By:  Date: 2-5-13  
 Executive Director – Randy Anderson  
 Nebraska State Electrical Division

## Summary

### Nebraska State Electrical Division

#### Addendum Five

**Project:** Apprentice Electrician License Applications – Interactive

Create an online Apprentice Electrician License application.

**Current Process:**

Individuals, who wish to work as an apprentice electrician in the State of Nebraska, need to apply for and maintain an apprentice electrician license. This application is available in paper form or online using a fillable PDF. Forms must be mailed or delivered to the Nebraska State Electrical Division (NSED) office. The information is then manually data entered into an administration system by NSED staff.

An apprentice electrical license is the first step in earning other State electrical licenses. Apprentice electricians are not authorized to complete any electrical work except under direct supervision of a licensed electrician.

**Project Overview/Proposal:**

Nebraska Interactive and NSED are developing an online application for individuals that wish to obtain an apprentice electrical license. This service will collect the individual's information and electronically transfer it to the NSED backend database for records keeping. NSED will print and mail the license to the applicant. When electing to use the online application, the user will enter the required form information and payment information online.

The cost of an apprentice electrical license is \$20 per year and must be renewed bi-annually. Since renewals are only done every other year, the cost of the license varies based on the year. Even years the cost of the license is \$20. On odd years the cost of the license is \$40 since they will have the license for two years.

This online service will be available 24 hours a day, 7 days a week except for down times required for maintenance.

**Market Potential/Target Audience**

This application has the potential at 100% adoption to generate \$1,677 annually for Nebraska.gov and \$186 for the NSRB. Online adoption is targeted at 50% upon initial launch of the service, which would amount to \$838 annual revenue for Nebraska.gov and \$93 for the NSRB.

All individuals that would like to begin study for an electrical license are eligible for the online application except for qualified aliens.

**Information on what the fee presented is based upon:**

Nebraska Interactive has evaluated the cost of the development as well as the continued maintenance of the service and proposes installing a \$3.00 fee to the user to contribute to the existing revenue generated by the 3 existing NSED applications needed to support all 8 existing applications for the NSED.

**Anticipated volume of users of the application and what percentage of the total potential users is the anticipated volume:**

Approximate annual volume is 621 users that would be eligible to use the online application. Online adoption is targeted for 50% upon initial launch of the service. Nebraska Interactive plans on creating marketing materials to distribute to electrical schools and businesses that employ a large number of apprentice electricians to achieve this adoption rate.

**Expected rate of return (in what time period):**

Nebraska Interactive aims to add this service to the existing suite of online services for NSED to enhance internal NSED processes, increase public efficiencies and increase services that contribute to the Nebraska Interactive self-funded model. Adding online services also has the potential to increase awareness and adoption of other online services. It is not expected that this project will ever pay for itself.

**NI's investment in this application (any costs incurred):**

Nebraska Interactive's investment in the project for the initial development is estimated at \$21,750 and includes project management, business analysis, development and testing by Nebraska Interactive. Ongoing maintenance and updating of the application including requested enhancements is done at no cost to the State Electrical Division.

**NI's risk (in providing this service):**

As with all applications that Nebraska Interactive provides for the State of Nebraska, all costs related to hosting, hardware, licensing and security are assumed by Nebraska.gov.

**Addendum One**  
**to the**  
**Electronic Government Service Level Agreement for**  
**Motor Vehicle Registration Renewal Payment Application**  
**Between**  
**Nebraska Interactive, LLC,**  
**Nebraska State Records Board,**  
**and**  
**Motor Vehicles, Department of**

This Addendum One to the Electronic Government Service Level Agreement for Motor Vehicle Registration Renewal Payment Application made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and the Department of Motor Vehicles (DMV) 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. The DMV has authority to assess and collect the fees described herein.

This Addendum One supersedes and replaces Schedule A, dated November 2008.

**Project:** Motor Vehicle Registration Renewal

**Revenue Type:** Instant Access

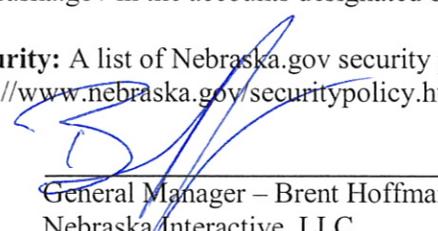
**Implementation:** 2013

**Price Structure is subject to a 10% share of portal revenues.**

Service	(Partner) Fee	Nebraska.gov Portal Fee	NSRB Share
<b>Motor Vehicle Registration Renewal Electronic Check</b>	Full statutory/assessed fee charged by Partner	\$3.00	10% of NI Portal Fee
<b>Motor Vehicle Registration Renewal Credit Card</b>	Full statutory/assessed fee charged by Partner	3.00% with a \$3.00 minimum per renewal	10% of NI Portal Fee

**Terms:** Nebraska.gov will process the total of all transactions through the Nebraska Interactive merchant account. The shared revenue received pursuant to this addendum shall be deposited by Nebraska.gov in the accounts designated by (Partner) and the NSRB.

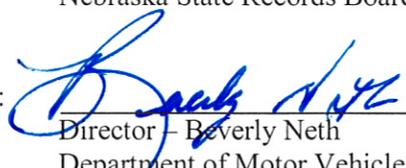
**Security:** A list of Nebraska.gov security provisions may be found at <http://www.nebraska.gov/securitypolicy.html>

By:   
 General Manager – Brent Hoffman  
 Nebraska Interactive, LLC

Date: 1/24/13

By: \_\_\_\_\_  
 Chairman – Secretary of State John Gale  
 Nebraska State Records Board

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

By:   
 Director – Beverly Neth  
 Department of Motor Vehicles

Date: 1/24/13

## Summary

### Addendum One to the Electronic Government Service Level Agreement for Motor Vehicle Registration Renewal Payment Application

**Project:** Motor Vehicle Registration Renewal

This addendum addresses fees related to online motor vehicle registration renewals.

**Current Process:**

Online motor vehicle registration renewals is an active service and has been online since 2008.

**Project Overview/Proposal:**

This addendum proposes a modification to the collection of fees for online motor vehicle registration renewals.

All existing services and standard rates will remain in effect.

**Market Potential/Target Audience:**

In 2012, there were 2,059,571 motor vehicles eligible to use the online service to renew. This number does not take into account the number of records that do not have insurance information or have issues that prevent them from renewing online.

You cannot use the service if one of the following applies:

- Changes to the information on the registration
- Trucks with registered weight of more the 27 tons
- Current registration has been expired for one year or more

**Information on what the fee presented is based upon:**

Currently to renew your motor vehicle registration online you can pay your DMV renewal fee along with a fee of 3% if you use a credit card, or \$3.00 if you use a check (ACH).

When a credit card is used for a renewal that is less that \$19, the merchant costs total more than the 3% portal fee imposed. Additionally the NSRB share of 10% of the 3% fee compounds the revenue lost by Nebraska.gov.

In 2012, 68% (66,168) of all credit card transations made less than \$1. Of all credit card transactions, 96% (92,840) make \$3 or less.

**Anticipated volume of users of the application and what percentage of the total potential users is the anticipated volume:**

In 2012, there were 145,908 online renewal transactions. It is roughly a 7% adoption rate.

**Expected rate of return over a period of time:**

With the implementation of a \$3.00 minimum fee for credit card transactions for online motor vehicle registration renewals, Nebraska.gov could realize an additional monthly profit of around \$4,600 that contributes to the self-funded model. The NSRB could realize an increase in revenue from these same transactions of around \$4,60 per month.

**NI's investment in this application (any costs incurred):**

This service is a strong revenue generating application that helps support approximately 280 non revenue generating applications that Nebraska.gov builds, maintains, manages, and supports. Additionally, this service will be redesigned in the new common application template to strengthen the Nebraska DMV online presence, customer experience, and satisfaction. In 2012, Nebraska.gov completed three projects for non revenue generating applications, and had two more in progress. DMV's suite of online services.

**NI's risk in providing this application:**

As with all applications that Nebraska.gov provides for the State of Nebraska, all costs related to hosting, hardware, licensing, security etc., are assumed by Nebraska.gov. Every project involves project management, development, testing and ongoing customer support that is not charged to the partner.

**Addendum Seven  
to the  
Electronic Government Service Level Agreement Between  
Nebraska Interactive, LLC,  
Nebraska State Records Board,  
and  
Motor Vehicles, Department of**

This Addendum Seven to the Electronic Government Service Level Agreement made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and the Department of Motor Vehicles (DMV) 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. The DMV has authority to assess and collect the fees described herein.

**Project: Interlock License Order, Renewal, & Duplicates for DMV**  
**Revenue Type: Instant Access**  
**Implementation: 2013**

**Price Structure is subject to a 10% share of portal revenues.**

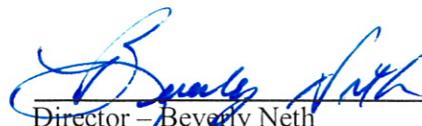
Service	(Partner) Fee	Nebraska.gov Portal Fee	NSRB Share
<b>Online Ignition Interlock Permit Order/Renewal/Duplicate Electronic Check</b>	Full statutory/assessed fee charged by Partner	\$3.00	10% of NI Portal Fee
<b>Online Ignition Interlock Permit Order/Renewal/Duplicate Credit Card</b>	Full statutory/assessed fee charged by Partner	\$3.00	10% of NI Portal Fee

**Terms:** Nebraska.gov will process the total of all transactions through the Nebraska Interactive merchant account. The shared revenue received pursuant to this addendum shall be deposited by Nebraska.gov in the accounts designated by (Partner) and the NSRB.

**Security:** A list of Nebraska.gov security provisions may be found at <http://www.nebraska.gov/securitypolicy.html>

By:   
 General Manager – Brent Hoffman  
 Nebraska Interactive, LLC  
 Date: 1/24/13

By: \_\_\_\_\_  
 Chairman – Secretary of State John Gale  
 Nebraska State Records Board  
 Date: \_\_\_\_\_

By:   
 Director – Beverly Neth  
 Department of Motor Vehicles  
 Date: 1/24/13

## Summary

### Motor Vehicles, Department of

#### Addendum Seven

**Project:** Driver License Services – Interlock License

Enhance Online Driver License Services to accept a new license type of Ignition Interlock Permit (IIP) for applications, renewals, and duplicates.

**Current Process:**

Currently individuals that wish to obtain their IIP need to visit a driver license office.

**Project Overview/Proposal:**

Modify the existing Online Driver License Services to accept the new IIP type to allow individuals to order their IIP online once approved. This project is phase 4 of 4 projects that Nebraska.gov and the DMV are working on to move all IIP Processing for individuals online:

Project One: Ignition Interlock Eligibility (New Free Public Service) – Individuals can go online to find out if they are eligible for an IIP, eg: first offenders are eligible immediately, second offenders need to wait 45 days, and there may be reinstatement requirements that need to be met before being eligible. Individuals tend to call often to find out if they are eligible and often complain of long wait times to get through to someone. This project requires application development to interact with the DMVs system to check for eligibility and reinstatement requirements. It is not a revenue generating application.

Project Two: Ignition Interlock Information and Disclaimer (New Free Public Service) – Interlock Vendors can submit information to the DMV about the Interlock installation on a vehicle. This project requires application development that would collect information from a vendor and transmit it to the DMV. This would replace a paper form and is not a revenue generating application.

Project Three: Interlock Ignition Application (New Free Public Service) – Individuals that are eligible for an IIP can apply for the permit online. This project requires application development that would collect information from the applicant and display to the DMV in an online administrative system. Once the application is accepted, the information would be transmitted to the DMV and notification sent to the applicant about obtaining the permanent document. This would replace a paper form and is not a revenue generating application.

Project Four: Driver License Services IIP Order (Change to Existing Service) – Individuals that have been approved for an IIP can order the permit/license online. This project requires application development that would modify the existing Driver License Services online application to allow for a new document type of IIP. Currently individuals ordering their IIP need to go to a DMV Driver License Service location to do so.

**Market Potential/Target Audience**

The DMV currently supports around 400 DUI cases monthly and can receive 50-60 new DUI cases on any given day especially after the weekend. In 2011, there were 2,306 IIPs issued. That number doubled in 2012 to 4,697. An individual that receives a DUI and would like to obtain an IIP could spend hours calling to determine eligibility, and visiting the office on multiple

occasions until the permit is issued. This initiative is aimed at keeping these individuals off of the phone with the DMV and out of DMV offices during the entire IIP application process.

**Information on what the fee presented is based upon:**

The fee for this license is \$47.50. \$40 DMV Ignition Interlock Fund, \$5 DMV Cash Fund, \$2.50 DMV Security Fee.

Driver license renewals, permits, and duplicates contribute \$1.25 per transaction to Nebraska.gov (\$0.45 Nebraska.gov/\$0.125 NSRB) after merchant costs. Because of the increased cost of this license, the merchant costs exceed 80% of the revenue due to Nebraska.gov and the NSRB. Due to this, Nebraska.gov is proposing a new Portal fee of \$3.00 per online IIP transaction (Order, Renewal, Duplicate). This increase will also be used to support all four of the Interlock applications being developed and maintained by Nebraska.gov. Three of the four services are not revenue generating and are being implemented to increase DMV and public efficiencies.

**Anticipated volume of users of the application and what percentage of the total potential users is the anticipated volume:**

Because of the high increase in volume of IIP's obtained from 2011 and 2012, it's difficult to forecast the potential future volume. Averaging the volume of IIP permit applications in the past two years, and assuming 32% adoption which is our current adoption rate for driver license renewals and duplicates, we anticipate that 1,120 individuals use the online application annually and generate \$1,759 for Nebraska.gov and \$336 for the NSRB.

**Expected rate of return (in what time period):**

There is no anticipated rate of return for this service. The cost (see below) to develop and maintain these four applications will likely never be realized by the revenue generated by this increase for the IIP online option. The effort is agreed upon by Nebraska.gov to continue to build online services that support the Nebraska.gov and DMV partnership. Revenue generated by existing applications and processes that contribute to the self-funded model, make it possible to develop and maintain this suite of services for the DMV at no cost.

**NI's investment in this application (any costs incurred):**

This initiative is anticipated to cost around \$100,000 to manage, document, develop and test. Additional reoccurring cost is assumed by Nebraska.gov for the maintenance, storage, security, upgrades, etc. of the applications.

**NI's risk (in providing this service):**

As with all applications that Nebraska.gov provides for the State of Nebraska, all costs related to hosting, hardware, licensing and security are assumed by Nebraska.gov. Every project involves project management, development, testing and customer support that is not charged to the partner. There is no guarantee that anyone will use the services developed and no guaranteed rate of return.

## Summary

### Nebraska County Government

#### Blanket Addendum

**Project:** Online Real Estate Tax Payments

This addendum covers all fees related to the collection of fees for Real Estate Tax Payments.

**Current Process:**

Nebraska Interactive worked with Sarpy, Polk and York Counties to create a way to collect payments for Real Estate Taxes online.

Since that service went online, other counties have expressed an interest in working with Nebraska Interactive to collect the fees owed for Real Estate Taxes online.

**Project Overview/Proposal:**

The blanket addendum is being proposed to allow other counties to use Nebraska Interactive to collect online payments for Real Estate Taxes.

Nebraska Interactive will work with each interested county to collect payments.

The fees will remain the same for each county. Since the fees will be the same rate for each county, Nebraska Interactive is requested approval of a blanket addendum for the collection of Real Estate Tax Payments. This will allow for set up to be completed in a timely manner and collection of fees started immediately, rather than waiting for the quarterly meetings of the Nebraska State Records Board.

**Market Potential/Target Audience:**

All counties in Nebraska make up the market potential for this service. We welcome all counties to use our payment processing system.

Once a county selects NI to process payments, anyone owing property taxes to that county is eligible to use the service. The users will include those property owners that no longer have a mortgage, as most people select to have the property taxes included in the mortgage payment.

**Information on what the fee presented is based upon:**

This is a service that is unique, in that other vendors are offering ways to collect online payments. In order to be competitive, we are requesting the rates of 2.49% for credit cards and \$3.00 for ACH

After researching with other counties the following rates are being charged:

Dodge County: Using Point and Pay for 2.9% on credit cards; no checks accepted

Gage County: Using NACO/MIPS for 2.5% for credit cards and \$2 for ACH

Hall County: Using Point and Pay for 2.5% for credit cards; no checks accepted

Lancaster County: Using Official Payments for 2.5% for credit cards and \$3 for ACH

The fees collected by the other vendors are not subject to a 10% share going to the Nebraska State Records Board.

**Anticipated volume of users of the application and what percentage of the total potential users is the anticipated volume:**

The anticipated volume is not easily predicted. A majority of the population has a mortgage, which included the payment of taxes. Only a small amount of people are responsible for paying the taxes, and there are many options in which to pay.

**Provide the expected rate of return over a period of time?**

For the year 2012 for Sarpy County

2012	Transactions	Potential	Adoption
Sarpy	1,642	25,000	6.56%

Potential for 2013

County	Potential	at 6% adoption	20%
Polk	5,500	330	1,100
York	8,500	510	1,700

For 2012

Total Portal fees	\$30,765.68
NSRB Share	\$ 3,076.57
Total Merchant Fees	\$14,763.53
Total Development Cost	\$10,500.00
<b>Total after expenses*</b>	<b>\$ 2,425.58</b>

\*Not including operating expenses such as office space, customer service, etc.

**NI's investment in this application (any costs incurred):**

The hours, as of the end of 2012, incurred by NI has been 84 hours. This includes all stages of the project, including development and testing. With billing \$125 per hour, the time investment is \$10,500.

An insert was created, printed and sent to Polk County. They placed the inserts in mailings that notified property owners that taxes are due. The insert made people aware that for the first time, they can pay the taxes owed online.

There are additional, ongoing fees for running online applications such as customer service, security, back up servers, etc.

**NI's risk in providing this application:**

Anytime a transaction is completed online, there is a certain element of risk. NI provides the money to the partner, at times prior to receipt of that money. If there are any returns, NI has to research and gain those funds back from the partner.

NI has dedicated time and resources to building this service, with the intent to have additional counties use the service. There is a risk in losing market share by not offering this service, as county officials are looking to offer online real estate tax payments for the first time, or to switch providers.

County Treasurers appreciate the value and the customer service provided by NI. They are looking to expand efficiencies, by having one reporting system to reconcile instead of multiple ones for each provider.

**Addendum One  
to the  
Electronic Government Service Level Agreement Between  
Nebraska Interactive, LLC,  
Nebraska State Records Board,  
and  
(Partner – a state, county or local government of Nebraska)**

This Addendum One to the Electronic Government Service Level Agreement made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and (Partner – a state, county or local government of Nebraska) 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. (Partner) has authority to assess and collect the fees described herein.

**Project:** Real Estate Tax Payments for (Partner)  
**Revenue Type:** Instant Access  
**Implementation:** 2013

**Price Structure is subject to a 10% share of portal revenues.**

Service	(Partner) Fee	Nebraska.gov Portal Fee	NSRB Share
<b>Real Estate Tax Payments Credit Card</b>	Full statutory/assessed fee charged by Partner	2.49%	10% of Nebraska.gov Portal Fee
<b>Real Estate Tax Payments Electronic Check</b>	Full statutory/assessed fee charged by Partner	\$3.00	10% of Nebraska.gov Portal Fee

**Terms:** Nebraska.gov will process the total of all transactions through the Nebraska Interactive merchant account. The shared revenue received pursuant to this addendum shall be deposited by Nebraska.gov in the accounts designated by (Partner) and the NSRB.

**Security:** A list of Nebraska.gov security provisions may be found at <http://www.nebraska.gov/securitypolicy.html>

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 General Manager – Brent Hoffman  
 Nebraska Interactive, LLC

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chairman – Secretary of State John Gale  
 Nebraska State Records Board

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized Officer  
 (Partner – a state, county, or local govt. of NE)

## Summary

### Nebraska City, County and State Government

#### Blanket Addendum

**Project:** Online Event Registration

This addendum covers all fees related to the collection of fees for Event Registration.

**Current Process:**

This is a new service that is going to be offered by Nebraska Interactive. It will allow the partner to set up conferences and collect the necessary associated fees.

The previous event registration applications will no longer be used.

**Project Overview/Proposal:**

The blanket addendum is being proposed to allow all levels of government in Nebraska to use Nebraska Interactive to use the event registration system.

The fees will remain the same for each office. Since the fees will be the same rate for each county, Nebraska Interactive is requested approval of a blanket addendum. This will allow for set up to be completed in a timely manner and collection of fees started immediately, rather than waiting for the quarterly meetings of the Nebraska State Records Board.

The new event registration system is a comprehensive system that allows the users great flexibility with numerous options. This system allows administrators to set up events as needed, with a quick turn-around.

New features include setting a maximum number of attendees, with the option to create a waiting list that would notify someone if an event is full and someone was to cancel. Another feature includes the ability to print name tags, using the attendee list.

**Market Potential/Target Audience:**

This new service has a huge market potential. Anyone who is running a conference and wants to use online registration can use this service. We also see it being used with local municipalities for various activities, such as parks and recreation events and lessons.

**Information on what the fee presented is based upon:**

For 2012, the Department of Agriculture and Department of Economic Development used Nebraska Interactive for a custom registration application.

- Dept of Ag – 57 registered with \$4,423.00 disbursed. NI received \$177.00
- Dept of Econ Dev – 115 registered with \$14,300 disbursed. NI billed \$300 per event.

There is a company called regonline.com that offers an online conference registration.

- \$3.95 per person
- 4.95% in merchant fees
- Payment made only once a month
- The fees collected by the other vendors are not subject to a 10% share going to the Nebraska State Records Board.

**Anticipated volume of users of the application and what percentage of the total potential users is the anticipated volume:**

The anticipated volume is not easily predicted. This service has a large potential, at both the state and local levels.

Currently, there is interest with Douglas County to use the service for Environmental Services Webcast Series.

- There are 7 webcasts during the year
- \$15 registration fee
- Average of 20 people attend each event
- With 100% adoption
  - 10% fee =  $\$1.50 \times 20$  people = \$30.00 per event, with 7 events = \$210.00 for the year

The State Electrical Division is also interested in using this service

- ❖ Electrical Code Class
  - \$40 fee
  - Approximately 500 annually attending
  - With 75% adoption
    - 10% fee =  $\$4.00 \times 375 = \$1,500$
- ❖ Exam Registration
  - \$40 fee
  - Approximately 620 annually attending
  - with 75% adoption
  - 10% fee =  $\$4.00 \times 465 = \$1,860$

To compare NI rates to the competitor:

Douglas County	Attendees	Cost	NI Fee	Competitor fee	Cost savings to agency
			10%	\$3.95 +4.95%	
Webinar	20	\$15.00	\$30.00	\$97.76	\$67.76
7 events	140	\$15.00	\$210.00	\$684.32	\$474.32

State Electrical Division	Attendees	Cost	NI Fee	Competitor fee	Cost savings to agency
			10%	\$3.95 +4.95%	
Electrical code class	500*	\$40.00	\$1,500.00	\$2,297.07	\$797.07
Exam registration	620*	\$40.00	\$1,860.00	\$2,848.37	\$988.37

\*75% adoption rate used

\*\* Does not include 10% revenue to NSRB.

**Expected rate of return over a period of time:**

The expected rate in not able to be estimated at this time. There are always fees that will be incurred with operating the online service.

**NI’s investment in this application (any costs incurred):**

Nebraska Interactive continues to invest in services that can have an impact for agencies at all levels of government. Our services have a high level of quality and support that agencies have come to expect and depend on for their online needs.

The time investment has yet to be completed, as this project is still in development. There will be costs involved to market the new service and gain interest.

There are additional, ongoing fees for running online applications such as customer service, security, back up servers, etc.

**NI’s risk in providing this application:**

Anytime a transaction is completed online, there is a certain element of risk. NI provides the money to the partner, at times prior to receipt of that money. If there are any returns, NI has to research and gain those funds back from the partner.

When a service is offered by an outside vendor, there is a risk to Nebraska agencies when NI services are not used. A loss of market share can prove to be harmful to everyone involved. There is also the monetary loss to the NSRB, since there is no current 10% shared revenue for outside vendors.

**Addendum One  
to the  
Electronic Government Service Level Agreement Between  
Nebraska Interactive, LLC,  
Nebraska State Records Board,  
and  
(Partner – a state, county or local government of Nebraska)**

This Addendum One to the Electronic Government Service Level Agreement made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and (Partner – a state, county or local government of Nebraska) 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. (Partner) has authority to assess and collect the fees described herein.

**Project:** Event Registration for (Partner)  
**Revenue Type:** Instant Access  
**Implementation:** 2013

**Price Structure is subject to a 10% share of portal revenues.**

Service	(Partner) Fee	Nebraska.gov Portal Fee	NSRB Share
Event Registration Payments Credit Card	Full statutory/assessed fee charged by Partner	10.00%	10% of Nebraska.gov Portal Fee
Event Registration Payments Electronic Check	Full statutory/assessed fee charged by Partner	10.00%	10% of Nebraska.gov Portal Fee

**Terms:** Nebraska.gov will process the total of all transactions through the Nebraska Interactive merchant account. The shared revenue received pursuant to this addendum shall be deposited by Nebraska.gov in the accounts designated by (Partner) and the NSRB.

**Security:** A list of Nebraska.gov security provisions may be found at <http://www.nebraska.gov/securitypolicy.html>

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 General Manager – Brent Hoffman  
 Nebraska Interactive, LLC

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chairman – Secretary of State John Gale  
 Nebraska State Records Board

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized Officer  
 (Partner – a state, county, or local govt. of NE)

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

The Nebraska State Records Board is sponsoring a grant program for Nebraska government 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. No grant request shall exceed \$25,000.00. 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. Nebraska government agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

**Applications received by April 20, 2011 will be considered for funding by the NE State Records Board at their meeting on July 20, 2011.**

**NOTE:** Loss of Funding. The NE State Records Board may be unable to award grant funds, in whole or in part, in the event funding is no longer available.

### Grant Criteria

Grant projects requesting funding must meet criteria #1-3.

1. Enhance the delivery of local government agency services and improve the public and business access to those services.
2. Meet the all applicable Nebraska Information Technology Commission Standards and Guidelines. 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?osbraapplication/init/init/None>.

In addition, the following criteria will be considered when reviewing applications:

- Does the project enhance the delivery of state/local government agency services and improve the public, government and business access to those services?
- Does the project reduce the amount of reliance on human capital, paper, and office overhead?
- Does the project span more than one office or agency?
- What is the size of the customer base for this service and the geographic impact?
- Is there financial and or in kind contribution from other partners?
- Is there documented community support for the project?

**Responses are required to all questions in Parts I, II & III in order to be considered for funding:**

**Part I. Grant Summary**

1. Name of agency applying for grant \_\_\_\_\_
2. Title of project \_\_\_\_\_
3. Brief description of project:
  
4. Grant amount requested \$ \_\_\_\_\_
  
5. If the grant is to create an application, is the application to have a fee associated with its use for accessing public records, or is the application free for use by the public, businesses and other governmental agencies?

**If there is to be a fee, provide any statutory authorization for assessing the fee.**

~~If the grant application is for a Geographic Information System project, do you and the agency you represent agree to share the data collected in that project, without costs, with other interested government agencies in the State that may have a need for such data?~~

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6. Answer the following questions if the grant application is for a Geographic Information System / Geospatial project. If your answer to any of these questions is "no", please explain.

a. Do you and the agency you represent agree to provide the data created through the project electronically by means of a geodatabase collected in your project, without costs, with other government agencies in the State that may have a need for such data?

A complete set of data in the form of a geodatabase (spatial, attribute, and metadata) will be provided to the NE Office of the Chief Information Officer within 30 days of completion of project. The data provided will need to meet the Land Record Information and Mapping Standards outlined in the supplemental questionnaire. Future updates to the geodatabase, after implementation of the project, will also need to be made available to the NE Office of the Chief Information Officer at no cost.

b. If your project incorporates web mapping services, are you willing to make use of current state resources by linking your project to web and data services that are maintained through other online state agency repositories? This would be for data not created by your project but is needed for your project to be effective (ie. base maps such as aerial imagery, street centerlines, and other authoritative base map data provided as a service through NebraskaMAP.gov).

c. If your project will be creating web mapping services, are you willing to make available the web services (ie. REST service), without costs, by registering the web service through the NebraskaMAP.gov metadata portal?

6.

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## Part II. Grant Detail

1. Please describe the project in detail, to include your vision for the project. (You may attach this description).
2. Please describe who the beneficiary or recipient of this service will be.
3. What is the projected activity for access or use of the proposed service?
4. Timeline for implementation of the project (a specific completion date (MM/YYYY) must be provided). Grant funds may lapse if not expended prior to completion date.

- 5. Please specify in detail your, or any other Subdivision(s) contribution to the project (financial, labor, equipment etc.). Provide specific dollar amounts.**
  
- 6. Is other funding available for this project (explain)? Please explain what efforts your agency has made to obtain funding.**
  
- 7. Does the project require additional statutory authority (explain)?**
  
- 8. 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) and describe the relationship, if any, between a vendor and you or your agency.**
  
- 9. Why the grant money is needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**
  
- 10. Should available fund not allow the NSRB to grant the full amount requested, but a reduced amount, would this project still be financially feasible?**

**11. Please describe how this project will enhance the delivery of government agency services and improve the public and/or business access to those services.**

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

**13. Please describe how this project will facilitate collaboration between either local, state, federal and/or other public or private institutions.**

**14. 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, located at: <http://www.nebraska.gov/index.phtml?section=business>, and the One-Stop Online Business registration system located at: <https://www.nebraska.gov/osbr/index.cgi>**

**15. Community Support. Please include letters of support to document the public expression that has caused you to implement this application.**

**Part III. Technical Information**

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

**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, geospatial data and web services network) must meet NITC technical standards and guidelines. (The 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).**
- **Sustainability (ability to manage future maintenance)**
- **Items in non-compliance or becoming outdated after completion of project**

**3. Describe how the project will comply with the State's Technology Access Clause: meet all applicable Nebraska Information Technology Commission Standards and Guidelines. A copy of the Standards are available at: <http://www.nitc.state.ne.us/standards/index.html>, under 2. Accessibility Architecture.**

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

**Part IV. STATE LAW COMPLIANCE**

Nebraska law, sections 4-108 through 4-114 state that no political subdivision of the State shall provide public benefits, to include grants or contracts, to a person not lawfully present in the United States. If this application is awarded in whole or in part, and during the time the grant is in effect, the undersigned, on behalf of the political subdivision grant applicant, by signing this grant application, affirmatively states and acknowledges that the political subdivision will comply with this law.

**Part V. CONTACT INFORMATION & SIGNATURE**

**Contact person, and title, for any questions regarding this application:**

\_\_\_\_\_ Printed Name \_\_\_\_\_ Title

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

**Physical Address:**  
\_\_\_\_\_  
\_\_\_\_\_

I, the Authorized Representative of \_\_\_\_\_, certify to the Nebraska State Records Board that the applicant/agency has the necessary authority to undertake the proposed project, will comply with Affirmative Action requirements and provide a drug free workplace environment.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

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

**Please return completed application to:**

**Executive Director  
Nebraska State Records Board  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508-2294  
(402) 471-2745  
(402) 471-2406 (fax)**

<b>Board Staff use only, do not fill in below this line</b>	
Grant Request Number: _____	Date Request Received: _____
Grant Amt Requested: _____	Grant Request Score: _____
Technical Comm. Recommendation: _____	
Grant Disposition: _____	Date of Mtg Minutes: _____

(Last updated 02/07/2011)



**Supplemental Questionnaire for State Funded Entities  
working on Land Record Information and Mapping-Related  
Grant Applications**

*Nebraska State Records Board*



If you have indicated in the State Records Board Grant that your project is for a Geographic Information Systems / Geospatial project you are required to complete this supplemental questionnaire. Submit this questionnaire along with the State Records Board Grant Application.

**Name of agency applying for grant:**

**Title of Project:**

**Data Sharing / Data Integration**

A major focus of the State Records Board grant program is enhancing access to public records. Not only the general public, but also other public agencies benefit from facilitating access to public records. There are numerous applications for which substantial benefits can be derived by integrating data across jurisdictional boundaries. Other geospatial data and metadata repositories maintained by state agencies should be integrated into projects where possible, as not to reduplicate efforts. The Nebraska Information Technology Commission (NITC) has implemented land record information and mapping standards and guidelines. Even though data sharing and integration is not listed specifically as a NITC standard it is promoted when possible. It is also an interest of the State Records Board to promote data sharing and data integration.

**Please describe whether your agency would be willing to share periodic updates of GIS/Geospatial enabled property parcel data, such that other agencies might integrate that data into statewide or regional datasets to provide a resource for public agencies and the general public and any restrictions that you anticipate might apply. Use additional pages if necessary.**

**Collaboration and Sustainability**

In most instances, the development of a local government GIS system and the related geospatial data involves a fairly costly initial upfront investment along with long-term maintenance and sustainability costs. These costs are frequently offset by the benefits gained through coordination and collaboration that an integrated GIS can bring to local/state government and related public entities. For example, with property parcel data and maps the County Register of Deeds, the County Surveyor, and the County Assessor all frequently maintain and make changes to aspects of this data and the data is also commonly used by local public safety agencies, local emergency responders, local transportation agencies and state agencies such as the Dept. of Revenue, Dept. of Roads, and Game and Parks Commission. After a grant initiated project has been completed, there is the task of maintaining the GIS system, updating geospatial data, integration with other local/state GIS systems, and making the system sustainable over time.

**Please describe the level and nature of any multi-agency/department involvement in the planning and proposed management of your proposed GIS/Geospatial system. Indicate how you plan to address future maintenance, sustainability, and integration opportunities with other local and state GIS systems. Use additional pages if necessary.**

**Supplemental Questionnaire for State Funded Entities working on Land Record Information and Mapping-Related Grant Applications**

The following questions refer to specific NITC Land Record Information and Mapping Standards and Guidelines. Use additional pages as necessary. These standards and guidelines are located at the following website: <http://nitc.nebraska.gov/standards/3-202.html>.

- 1.1 Datum.** Local government multipurpose GIS/LIS (Geographic Information System/Land Information System) and their associated geospatial data layers should be based on the North American Datum (NAD) 83 and the North American Vertical Datum (NAVD) 88. Any existing systems developed based on other datums should consider conversion to these datum.

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**

- 1.2 Projection.** The Nebraska (State) Plane Coordinate System, NAD 83, should be used as the primary map projection system for the recording of positions in local land-data systems in Nebraska. Selection of any other projection should be done reluctantly and only after most careful consideration. The plane coordinate values for a point on the earth's surface may be expressed in either meters or feet.

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**

- 1.3 Geodetic Control.** GIS/LIS systems developed with the goal of providing a multipurpose cadastre for local government use should be referenced to a local geodetic reference framework that is properly connected to the National Spatial Reference System (NSRS).

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**

**1.4 Public Land Survey System Control.**

**1.4.1 PLSS Geodetic Framework.** For all land in Nebraska that is subdivided according to the Public Land Survey System (PLSS), the geodetic reference framework for the cadastre should be the section corners of the PLSS for each section.

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**

**1.4.2 Locate, Monument, and GPS Primary Corners.** At a minimum, local government entities developing a geospatial land information system should initially invest in a precision Global Positioning System (GPS) survey to locate, re-monument as necessary, and obtain the geographic coordinates of the major boundary defining corners that legally define the boundaries of their county jurisdiction(s). These precision GPS survey coordinates for the boundary defining corners should be collected and integrated as framework data into the land information system. This effort should be coordinated with officials from the adjacent county(ies) to ensure agreement on the location of the shared corners.

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**

**1.5 PLSS Base Map.** Local governments considering the development of a multipurpose GIS, should consult with the Nebraska State Surveyor's Office to locate and access the best available data on the Public Land Survey System (PLSS) for their geographic area. To assist the State Surveyors Office in maintaining a repository of the best available PLSS data, local governments participating in the Nebraska Land Information System Program should share any enhanced PLSS data, for their geographic area, with the State Surveyors Office so that it might be integrated into the PLSS repository database.

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**

**1.6 Ortho-base (Aerial Layer) or Base Maps.** Both a Public Land Survey System base map and an orthophoto (surface features) imagery base map should be used to provide the geospatial reference framework upon which a local government multipurpose land information system is developed. Both base maps should be tied to the National Spatial Reference System and have a level of spatial accuracy appropriate to the range of applications planned for a given area. Jurisdictions should acquire new imagery of urban areas at least every five years and of rural areas at least every ten years. Jurisdictions experiencing rapid or slow growth may need to adjust this timetable (IAAO 2009).

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**

**1.7 Map Scale and Spatial Accuracy.**

**1.7.1 Minimum Horizontal Accuracy Standard.** Public entities developing a GIS/LIS program should conduct data collection and development in a manner to achieve at least the minimum level of horizontal spatial accuracy consistent with the National Horizontal Map Accuracy Standards corresponding to a 1:12,000 (1"= 1,000') scale map (90% of the "well defined" horizontal locations must be within ±33.3 ft. of their real world location).

**1.7.2 Additional Accuracy Considerations.** Beyond this minimum horizontal map accuracy, public entities are encouraged to consider the following recommended map scales and their corresponding National Horizontal Map Accuracy Standards in determining the positional accuracy needed for base maps in the development of a local government GIS/LIS:

Relative Size of Property Parcels	Map Scale	Nat'l Horizontal Map Accuracy Standard	Equivalent Metric Scale
Urban areas	1:600 (1" = 50')	±1.7 ft.	1:500
	1:1,200 (1" = 100')	±3.3 ft.	1:1,000
Large urban & suburban	1:2,400 (1" = 200')	±6.7 ft.	1:2,500
Rural areas	1:4,800 (1" = 400')	±13.3 ft.	1:5,000
	1:9,600 (1" = 800')	±26.7 ft.	1:10,000
	1:12,000 (1"= 1,000')	±33.3 ft.	1:10,000

**Please describe how you would comply with these standards if you are awarded a Nebraska State Records Board grant.**

**1.8 Legal Lot and Parcel Layers.** Data on two interrelated types of land subdivision (i.e. legally subdivided lots and ownership tracts) are necessary to provide the foundation for a wide variety of local government GIS/LIS applications that involve land subdivision and/or ownership.

a). The legal lot feature or layer consists of legal land subdivisions. These are aliquot portions of the PLSS, filed subdivision plats and irregular tracts defined by filed deeds.

b). The parcel feature or layer defines ownership tracts of land. These tracts may group multiple legal lots into one taxable account and that typically represents the boundaries of a landowner's property. These data features or layers include locational coordinates for points representing property corners, lines between property corners representing property boundaries and closed polygons representing the property area.

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**

**1.9 Parcel Identifiers.**

a). Each county/region should adopt a system of unique, permanent feature identifiers (PID) that provide the link between each graphic land ownership parcel polygon and the attribute information (ownership, size, situs address, value, etc.) related to that specific land ownership property parcel.

b). A county/region PID system must be designed in a manner such that a unique, statewide PID can be defined and maintained for each property parcel by using the county FIPS code (Federal Information Processing Standards Publications) as a prefix to the county/region's PID system.

c). To maintain this unique one-to-one association between a specific property parcel and its related attribution information, new PIDs should be assigned whenever a property parcel is altered by either splitting it into two or more parcels or by combining two or more parcels to form a new parcel. The previous PIDs should not be used for these new modified parcels, but the historical PID associations should be maintained through a parent/child PID reference table.

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**

**1.10 Spatial Data Format.** A broad range of state and regional applications require property parcel information. Many of these applications require the combining of data across jurisdictional boundaries. To facilitate these applications, the property parcel spatial (graphic) data should be either maintained in a manner that allows it to be readily integrated into a spatial relational database format or be capable of being exported into a common geographic data format (i.e., shapefile), while including the parcel identifiers.

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**

**1.11 Metadata.** All geospatial land record databases, and their associated attribute databases should be documented with Federal Geographic Data Committee (FGDC) compliant metadata outlining how the data was derived, attribute field definitions and values, map projections, appropriate map scale, contact information, access and use restrictions, etc.

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**

**1.11.1 NebraskaMAP Metadata.** The NebraskaMAP (<http://NebraskaMAP.gov>) is a state sponsored GIS web-based portal for finding and accessing a wide variety of GIS/geospatial data related to the geographic area of Nebraska. Many of the NebraskaMAP functions required metadata. All developers of Nebraska-related GIS data are encouraged to use the site to either upload existing metadata and/or use the online tools available on the site to create metadata for your GIS/geospatial land record information and mapping. Before metadata can be either created or uploaded on the site, a brief user registration is necessary.

**Please describe how you would follow this guideline if you are awarded a Nebraska State Records Board grant.**

**1.12 Attribute Data.** To provide the foundation necessary for a wide variety of local government applications, non-graphic, attribute data should be organized within the GIS/LIS, which describes individual property parcels relative to their basic parcel characteristics, tenure, value, history, buildings and units within the parcel, and tax status.

In most cases, much of this attribute data will already exist in separate databases within a variety of local agencies and should be referenced to the graphic property parcel via the unique PID. To meet a range of state and regional applications that require property parcel information, the following types of property parcel data should be maintained (for every property parcel?) and (be) available in a manner that allows it to be harvested, translated, and integrated into a statewide property parcel attribute dataset. These attribute values may be maintained in one or more separate relational databases that are referenced by a unique PID and not directly integrated into a GIS.

- PID# ..... Parcel identifier (county FIPS code plus local government PID)
- Situs Address ..... Address of parcel (may be multiple fields)
- Owner Address ..... Address of property owner (may be multiple fields)
- Township ..... Township #
- Section ..... Section #
- Range ..... Range #
- Range Direction ..... East or West
- Legal Description ..... Narrative legal description of parcel
- Assessed Value ..... Total assessed value of property (land and improvements)
- Land Value ..... Assessed value of land
- Area (Deeded) ..... Area of parcel according to the deed
- Property Class ..... (Res, Ag, Com, Rec., Ind.)
- Property Sub-class ..... i.e., Ag (Dryland, Irrigated, Grassland/Pasture, Waste)
- Ownership type ..... Federal, State, County, Private, Tribal, Exempt, Other and Unknown
- Tax District ..... County ID plus Tax Dist. #
- School District ..... State number definition
- Landuse ..... Actual landuse with NPAT defined general categories
- Property Parcel Type ..... NPAT defined categories: (i.e., Single Family, Multi-Family, Commercial, Industrial, Agriculture, Recreational, Mineral Interest-Nonproducing, Mineral Interest-Producing, State Assessed, or Exempt)
- Status ..... NPAT defined categories:  
(Improved, Unimproved, or IOLL)
- Location ..... (Urban, Sub-urban, Rural)(NPAT defined)
- City Size ..... 1<sup>st</sup> class, 2<sup>nd</sup> class, primary, metro, or village
- Source Document ..... Sales/transfer reference or document (book, page & date)
- Sales Date ..... Most recent sales/transfer date
- Sales Value ..... Most recent sales value

**Please describe how you would comply with this standard if you are awarded a Nebraska State Records Board grant.**



**Compliance Checklist and Evaluation**  
**for State Funded Entities working on Land Record Information and Mapping-**  
**Related Grant Applications**

*Nebraska State Records Board*



**To be completed by Review Panel Members.**

<b>NSRB Grant Applicant:</b>			
<b>Title of Project:</b>			
<b>Date of Payment Request:</b>			
<b>Reviewer Information</b>			
<b>Name</b>		<b>Date</b>	
<b>Email</b>		<b>Phone</b>	

**Compliance Summary**

Place an "X" in the appropriate column

<b>Standard / Requirement</b>	<b>Compliance</b>	<b>Non-Compliance</b>	<b>Questions or Concerns</b>
Data Sharing / Data Integration			
Collaboration and Sustainability			
1.1 Datum			
1.2 Projection			
1.3 Geodetic Control			
1.4.1 PLSS Geodetic Framework			
1.4.2 Locate, Monument, and GPS Primary Corners			
1.5 PLSS Base Map			
1.6 Ortho-base and PLSS Base Maps			
1.7.1 Map Scale and Spatial Accuracy			
1.8 Legal Lot and Parcel Layers			
1.9 Parcel Identifiers			
1.10 Spatial Data Format			
1.11 Metadata			
1.12 Attribute Data			
Summary Totals:			

**Compliance Checklist and Evaluation  
for State Funded Entities working on Land Record Information and Mapping-Related Grant  
Applications**

**Data Sharing / Data Integration.** A major focus of the State Records Board grant program is enhancing access to public records. Not only the general public, but also other public agencies benefit from facilitating access to public records. There are numerous applications for which substantial benefits can be derived by integrating data across jurisdictional boundaries. Other geospatial data and metadata repositories maintained by state agencies should be integrated into projects where possible, as not to reduplicate efforts. The Nebraska Information Technology Commission (NITC) has implemented land record information and mapping standards and guidelines. Even though data sharing and integration is not listed specifically as a NITC standard it is promoted when possible. It is also an interest of the State Records Board to promote data sharing and data integration. Please describe whether your agency would be willing to share periodic updates of GIS/Geospatial enabled property parcel data, such that other agencies might integrate that data into statewide or regional datasets to provide a resource for public agencies and the general public and any restrictions that you anticipate might apply.

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Collaboration and Sustainability.** In most instances, the development of a local government GIS system and the related geospatial data involves a fairly costly initial upfront investment along with long-term maintenance and sustainability costs. These costs are frequently offset by the benefits gained through coordination and collaboration that an integrated GIS can bring to local/state government and related public entities. For example, with property parcel data and maps the County Register of Deeds, the County Surveyor, and the County Assessor all frequently maintain and make changes to aspects of this data and the data is also commonly used by local public safety agencies, local emergency responders, local transportation agencies and state agencies such as the Dept. of Revenue, Dept. of Roads, and Game and Parks Commission. After a grant initiated project has been completed, there is the task of maintaining the GIS system, updating geospatial data, integration with other local/state GIS systems, and making the system sustainable over time. Please describe the level and nature of any multi-agency/department involvement in the planning and proposed management of your proposed GIS/Geospatial system. Indicate how you plan to address future maintenance, sustainability, and integration opportunities with other local and state GIS systems. Use additional pages if necessary.

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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The following questions refer to specific NITC Land Record Information and Mapping Standards and Guidelines. These standards and guidelines are located at the following website:  
<http://nitc.nebraska.gov/standards/3-202.html>.

**1.1 Datum.** Local government multipurpose GIS/LIS (Geographic Information System/Land Information System) and their associated geospatial data layers should be based on the North American Datum (NAD) 83 and the North American Vertical Datum (NAVD) 88. Any existing systems developed based on other datums should consider conversion to these datum.

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.2 Projection.** The Nebraska (State) Plane Coordinate System, NAD 83, should be used as the primary map projection system for the recording of positions in local land-data systems in Nebraska. Selection of any other projection should be done reluctantly and only after most careful consideration. The plane coordinate values for a point on the earth's surface may be expressed in either meters or feet.

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.3 Geodetic Control.** GIS/LIS systems developed with the goal of providing a multipurpose cadastre for local government use should be referenced to a local geodetic reference framework that is properly connected to the National Spatial Reference System (NSRS).

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.4 Public Land Survey System Control.**

**1.4.1 PLSS Geodetic Framework.** For all land in Nebraska that is subdivided according to the Public Land Survey System (PLSS), the geodetic reference framework for the cadastre should be the section corners of the PLSS for each section.

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.4.2** Locate, Monument, and GPS Primary Corners. At a minimum, local government entities developing a geospatial land information system should initially invest in a precision Global Positioning System (GPS) survey to locate, re-monument as necessary, and obtain the geographic coordinates of the major boundary defining corners that legally define the boundaries of their county jurisdiction(s). These precision GPS survey coordinates for the boundary defining corners should be collected and integrated as framework data into the land information system. This effort should be coordinated with officials from the adjacent county(ies) to ensure agreement on the location of the shared corners.

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.5 PLSS Base Map.** Local governments considering the development of a multipurpose GIS, should consult with the Nebraska State Surveyor’s Office to locate and access the best available data on the Public Land Survey System (PLSS) for their geographic area. To assist the State Surveyors Office in maintaining a repository of the best available PLSS data, local governments participating in the Nebraska Land Information System Program should share any enhanced PLSS data, for their geographic area, with the State Surveyors Office so that it might be integrated into the PLSS repository database.

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.6 Ortho-base (Aerial Layer) or Base Maps.** Both a Public Land Survey System base map and an orthophoto (surface features) imagery base map should be used to provide the geospatial reference framework upon which a local government multipurpose land information system is developed. Both base maps should be tied to the National Spatial Reference System and have a level of spatial accuracy appropriate to the range of applications planned for a given area. Jurisdictions should acquire new imagery of urban areas at least every five years and of rural areas at least every ten years. Jurisdictions experiencing rapid or slow growth may need to adjust this timetable (IAAO 2009).

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.7 Map Scale and Spatial Accuracy.**

**1.7.1 Minimum Horizontal Accuracy Standard.** Public entities developing a GIS/LIS program should conduct data collection and development in a manner to achieve at least the minimum level of horizontal spatial accuracy consistent with the National Horizontal Map Accuracy Standards corresponding to a 1:12,000 (1"= 1,000') scale map (90% of the "well defined" horizontal locations must be within ±33.3 ft. of their real world location).

**1.7.2 Additional Accuracy Considerations.** Beyond this minimum horizontal map accuracy, public entities are encouraged to consider the following recommended map scales and their corresponding National Horizontal Map Accuracy Standards in determining the positional accuracy needed for base maps in the development of a local government GIS/LIS:

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.8 Legal Lot and Parcel Layers.** Data on two interrelated types of land subdivision (i.e. legally subdivided lots and ownership tracts) are necessary to provide the foundation for a wide variety of local government GIS/LIS applications that involve land subdivision and/or ownership.

- a). The legal lot feature or layer consists of legal land subdivisions. These are aliquot portions of the PLSS, filed subdivision plats and irregular tracts defined by filed deeds.
- b). The parcel feature or layer defines ownership tracts of land. These tracts may group multiple legal lots into one taxable account and that typically represents the boundaries of a landowner’s property. These data features or layers include locational coordinates for points representing property corners, lines between property corners representing property boundaries and closed polygons representing the property area.

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.9 Parcel Identifiers.**

- a). Each county/region should adopt a system of unique, permanent feature identifiers (PID) that provide the link between each graphic land ownership parcel polygon and the attribute information (ownership, size, situs address, value, etc.) related to that specific land ownership property parcel.
- b). A county/region PID system must be designed in a manner such that a unique, statewide PID can be defined and maintained for each property parcel by using the county FIPS code (Federal Information Processing Standards Publications) as a prefix to the county/region’s PID system.
- c). To maintain this unique one-to-one association between a specific property parcel and its related attribution information, new PIDs should be assigned whenever a property parcel is altered by either splitting it into two or more parcels or by combining two or more parcels to form a new parcel. The previous PIDs should not be used for these new modified parcels, but the historical PID associations should be maintained through a parent/child PID reference table.

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.10 Spatial Data Format.** A broad range of state and regional applications require property parcel information. Many of these applications require the combining of data across jurisdictional boundaries. To facilitate these applications, the property parcel spatial (graphic) data should be either maintained in a manner that allows it to be readily integrated into a spatial relational database format or be capable of being exported into a common geographic data format (i.e., shapefile), while including the parcel identifiers.

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.11 Metadata.** All geospatial land record databases, and their associated attribute databases should be documented with Federal Geographic Data Committee (FGDC) compliant metadata outlining how the data was derived, attribute field definitions and values, map projections, appropriate map scale, contact information, access and use restrictions, etc.

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**1.11.1 NebraskaMAP Metadata.** The NebraskaMAP (<http://NebraskaMAP.gov>) is a state sponsored GIS web-based portal for finding and accessing a wide variety of GIS/geospatial data related to the geographic area of Nebraska. Many of the NebraskaMAP functions required metadata. All developers of Nebraska-related GIS data are encouraged to use the site to either upload existing metadata and/or use the online tools available on the site to create metadata for your GIS/geospatial land record information and mapping. Before metadata can be either created or uploaded on the site, a brief user registration is necessary. (Note: This is currently a guideline rather than a standard).

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:**

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**1.12 Attribute Data.** To provide the foundation necessary for a wide variety of local government applications, non-graphic, attribute data should be organized within the GIS/LIS, which describes individual property parcels relative to their basic parcel characteristics, tenure, value, history, buildings and units within the parcel, and tax status. In most cases, much of this attribute data will already exist in separate databases within a variety of local agencies and should be referenced to the graphic property parcel via the unique PID. To meet a range of state and regional applications that require property parcel information, the following types of property parcel data should be maintained and be available in a manner that allows it to be harvested, translated, and integrated into a statewide property parcel attribute dataset. These attribute values may be maintained in one or more separate relational databases that are referenced by a unique PID and not directly integrated into a GIS.

- PID# ..... Parcel identifier (county FIPS code plus local government PID)
- Situs Address ..... Address of parcel (may be multiple fields)
- Owner Address ..... Address of property owner (may be multiple fields)
- Township ..... Township #
- Section ..... Section #
- Range ..... Range #
- Range Direction ..... East or West
- Legal Description ..... Narrative legal description of parcel
- Assessed Value ..... Total assessed value of property (land and improvements)
- Land Value ..... Assessed value of land
- Area (Deeded) ..... Area of parcel according to the deed
- Property Class ..... (Res, Ag, Com, Rec., Ind.)
- Property Sub-class ..... i.e., Ag (Dryland, Irrigated, Grassland/Pasture, Waste)
- Ownership type ..... Federal, State, County, Private, Tribal, Exempt, Other and Unknown
- Tax District ..... County ID plus Tax Dist. #
- School District ..... State number definition

Landuse ..... Actual landuse with NPAT defined general categories  
Property Parcel Type... NPAT defined categories: (i.e., Single Family, Multi-Family, Commercial, Industrial, Agriculture, Recreational, Mineral Interest-Nonproducing, Mineral Interest-Producing, State Assessed, or Exempt)  
Status ..... NPAT defined categories: (Vacant, Improved, Improved only) (Improved, Unimproved, or IOLL)  
Location ..... NPAT defined (Urban, Sub-urban, Rural)  
City Size..... 1st class, 2nd class, primary, metro, or village  
Source Document..... Sales/transfer reference or document (i.e. book, page & date)  
Sales Date..... Most recent sales/transfer date  
Sales Value..... Most recent sales value

- Compliance**
- Non-compliance**
- Questions or Concerns Regarding Compliance**

**Comments:** \_\_\_\_\_  
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**NSRB - CASH FUND BALANCE**  
**State Records Board - Revenues & Expenditures**  
**FY 12-13**

	<u>Oct, 2012</u>	<u>Prior Year Oct, 2011</u>	<u>Nov, 2012</u>	<u>Prior Year Nov, 2011</u>	<u>Dec, 2012</u>	<u>Prior Year Dec, 2011</u>
<b><u>Revenues:</u></b>						
Sale of Service	\$501,554.51	\$483,453.66	\$570,147.47	\$459,150.83	\$505,233.59	\$524,022.11
General Business Fees	\$122.94	\$130.87	\$70.99	\$118.87	\$73.29	\$108.75
Driver Records	\$666.00	\$1,310.00	\$702.00	\$1,387.00	\$2,565.00	\$892.00
Investment Income	\$1,443.75	\$1,534.15	\$1,429.47	\$1,728.86	\$1,847.12	\$2,113.18
<b>Total</b>	<b>\$503,787.20</b>	<b>\$486,428.68</b>	<b>\$572,349.93</b>	<b>\$462,385.56</b>	<b>\$509,719.00</b>	<b>\$527,136.04</b>
<b><u>Expenditures:</u></b>						
State Agency Payment	\$319,723.17	\$308,034.63	\$363,116.94	\$293,109.55	\$323,678.08	\$335,975.09
NIC	\$162,377.79	\$158,777.93	\$185,059.10	\$148,684.12	\$160,585.67	\$168,879.80
Other Contractual Services	\$20,908.80	\$3,270.00	\$1,733.76		\$76,506.00	\$53,000.00
Personal Services	\$3,026.84	\$2,982.53	\$2,815.12	\$2,982.56	\$2,815.10	\$2,982.56
Operating Transfer Out						
Misc. Expense	\$408.77	\$889.18	\$223.74	\$576.85	\$569.50	\$451.61
<b>Total</b>	<b>\$506,445.37</b>	<b>\$473,954.27</b>	<b>\$552,948.66</b>	<b>\$445,353.08</b>	<b>\$564,154.35</b>	<b>\$561,289.06</b>
<b><u>Profit (Loss)</u></b>	<b>(\$2,658.17)</b>	<b>\$12,474.41</b>	<b>\$19,401.27</b>	<b>\$17,032.48</b>	<b>(\$54,435.35)</b>	<b>(\$34,153.02)</b>
<b><u>Fund Balance:</u></b>	<b>\$725,041.09</b>	<b>\$683,836.81</b>	<b>\$744,442.36</b>	<b>\$700,869.29</b>	<b>\$690,007.01</b>	<b>\$666,716.27</b>

Grant Encumbrances

\$181,179.38

Unencumbered Funds

\$508,827.63

# State/Local Grant Project Status Report - 12/31/2012

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Grant Balance Remaining	Balance Status	Stated Completion Date	Date of Last Payment
Alliance, City of	Municipal Code Re-codification and Electronic Publishing	7/20/2011	\$16,000	\$7,280		Extended to March, 2013	May, 2012
Cass County	County WebGIS	7/25/2012	\$20,707	\$0		December 31, 2012	Completed December, 2012
Cheyenne County	County WebGIS	7/25/2012	\$19,758	\$0		December 31, 2012	Completed December, 2012
Dodge County	Assessor GIS and County WebGIS	7/25/2012	\$23,742	\$23,742		June 30, 2013	
Garfield County	Assessor GIS and County WebGIS	7/25/2012	\$23,742	\$23,742		June 30, 2013	
Greeley County	Assessor GIS and County WebGIS	7/25/2012	\$23,742	\$23,742		June 30, 2013	
Harlan County	Assessor GIS and County WebGIS	7/25/2012	\$23,742	\$23,742		June 30, 2013	
Hitchcock County	Assessor GIS and County WebGIS	7/25/2012	\$23,742	\$23,742		June 30, 2013	
Pierce County	County WebGIS	7/25/2012	\$12,300	\$12,300		December 31, 2012	December, 2012
Plattsmouth Public Library	Digitization of Plattsmouth Newspaper	7/25/2012	\$23,742	\$18,721		February 28, 2013	October, 2012
Saunders County	Assessor GIS and County WebGIS	7/25/2012	\$23,742	\$23,742		June 30, 2013	
Seward County	County WebGIS	7/25/2012	\$7,300	\$0		December 31, 2012	Completed October, 2012
Thayer County	County WebGIS	7/25/2012	\$23,742	\$0		December 31, 2012	Completed December, 2012
NE Real Estate Commission	On-Line License Renewal	7/20/2011	\$22,011	\$427		Extended to March, 2013	November, 2012
<b>TOTALS</b>			<b>\$288,011</b>	<b>\$181,179</b>			
	<b>FY2013 Grant Awards</b>		<b>\$250,000</b>				
	<b>Grants Carried over from FY2012</b>		<b>\$38,011</b>				

**Project Completion Report:**  
Cass County, Nebraska  
County-wide WebGIS Site

*Prepared for:*

*The Nebraska State Records Board*

*By Cass County, NE*

**January 7<sup>th</sup>, 2013**

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## **Project Overview**

The Cass County Assessor and the Board of Commissioners received \$20,706.50 in grant funding from the Nebraska State Records Board Grant Program for a WebGIS project. The total initial cost of the project contracted by GISW was \$21,800. The purpose of this WebGIS project was to allow several County departments to share county information (maps, data, etc), across departments and with the public.

Cass County has established the Assessor's department as the foundation for GIS information for subsequent departments within the county to participate in using GIS information through the development of this web-based site. The WebGIS will have tabs for various departments within the county, specifically for the Assessor, Election Commissioner, Emergency Manger, and Planning/Zoning Departments. Each tab contains layers that were identified as useful to each department as requested by the public. The County saw the project as an avenue to share county maps and data across all County departments, other government agencies, businesses and with the public through a new WebGIS solution.

Cass County feels that this project has successfully enhanced the delivery of local government agency services and improves government, public and business access to those services via the WebGIS system described below.

## **Scope of Work: Cass County NE Webgis site**

Cass County hired GISW to configure the GISW county WebGIS template for Cass County. This system builds up on the existing assessment GIS in the Assessor's office.

### **Assessor Tab**

GISW configured the WebGIS to work with the TerraScan assessment software database in place with Cass County. The TerraScan CAMA database is now downloaded on a nightly basis to power the property information component of the WebGIS application.

The Assessor tab features the data layers and tools specific to the needs of the Assessment staff, real estate professionals and land owners. Below are actual screen shots from the Cass County WebGIS site found at <http://cass.gisworkshop.com> (Figure 1). The WebGIS will allow anyone with Internet access to search for information and view maps concerning Cass County property ownership, sales information and other assessment/appraisal data.

# Cass County Project Completion Report

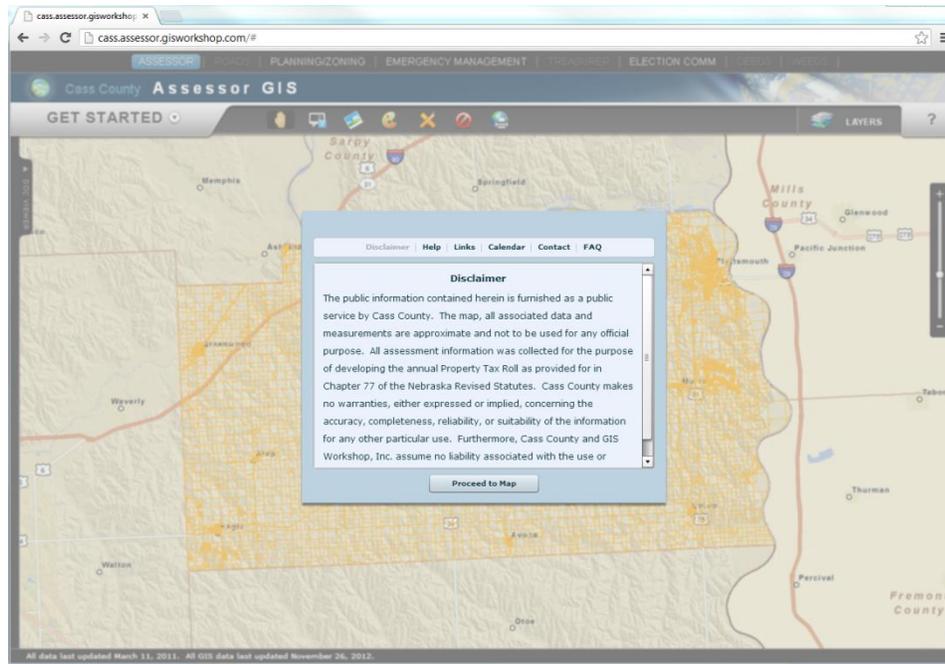


Figure 1: Opening screen (Assessor Tab) of GIS Workshop’s Enterprise WebGIS for Cass County, NE.

The WebGIS opens to the Assessor tab with parcels, sections and a street base map layers visible (Figure 2). The user can toggle the background mapping between the satellite view that includes 2012 FSA aerial photography and the default street base map.

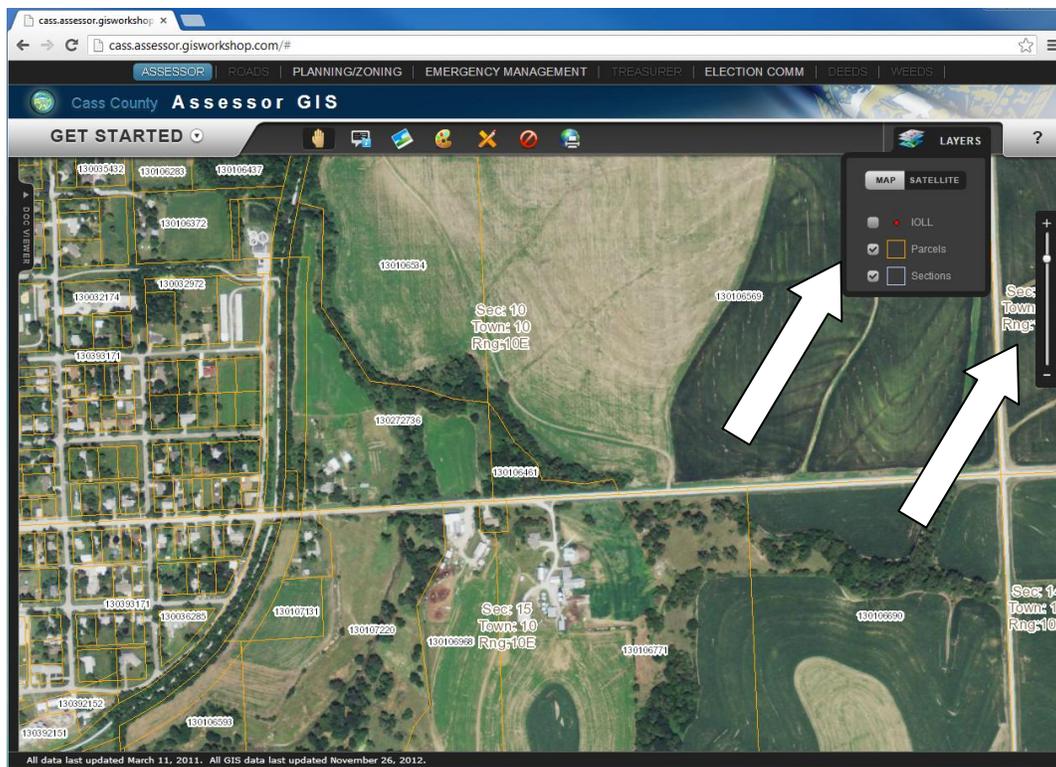


Figure 2: Assessor Tab layers for Cass County, NE and the zoom tool.

## Cass County Project Completion Report

Cass County will coordinate with GISW to update the GIS parcel layer on a monthly basis. The GIS parcel layer contains the property boundary geometry and parcel identification number. The parcel identification is used to join the parcel boundary information from the GIS data layer with the information from the TerraScan database “on the fly” using GISW proprietary technology.

### Description of WebGIS Capabilities

#### Searches (Get Started)

Complete property and sales information is available within seconds via the search features. Under the ‘Get Started’ drop-down menu, ‘Find a Property’ options include owner name, parcel ID, address, or legal description (Figure 3). In addition, the user may use additional sales data filters to narrow the search by date range, price range, year built, or other pertinent parameters. For example, the user may search for “Smith” in the owner name field. The user can then select a particular property and the map will zoom into the chosen parcel as well as highlight the parcel polygon (Figure 4).

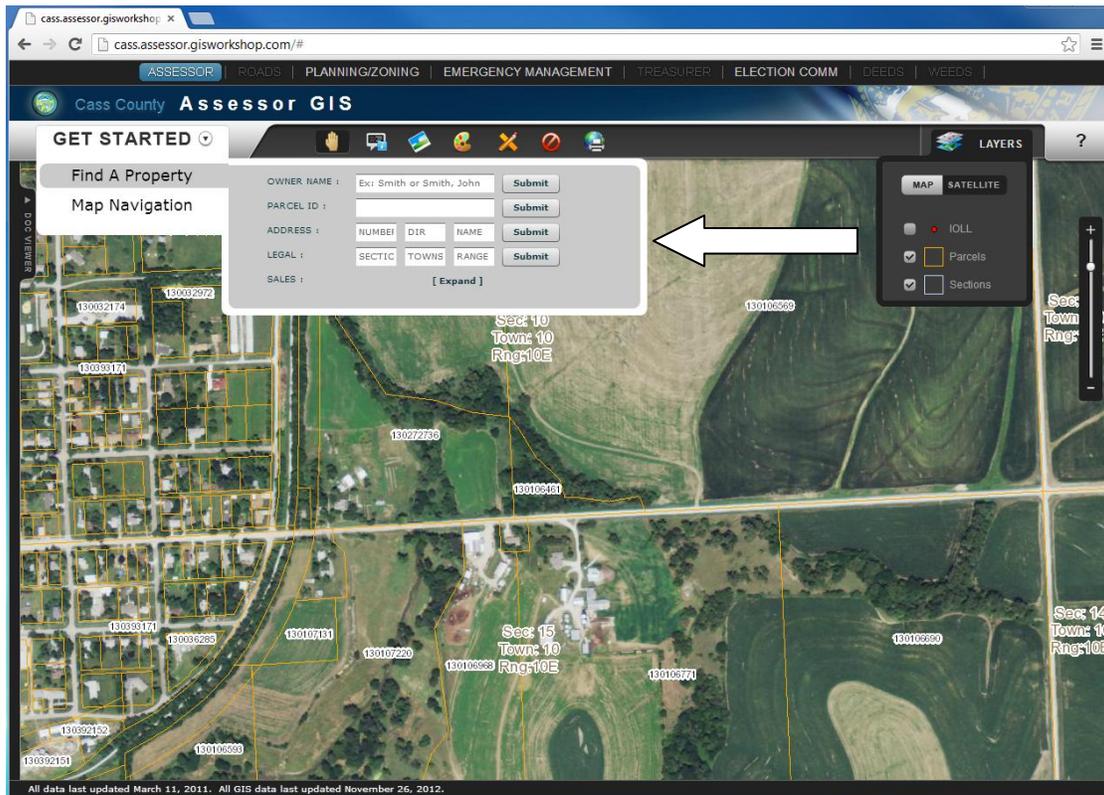


Figure 3: Assessor tab showing property search box

# Cass County Project Completion Report

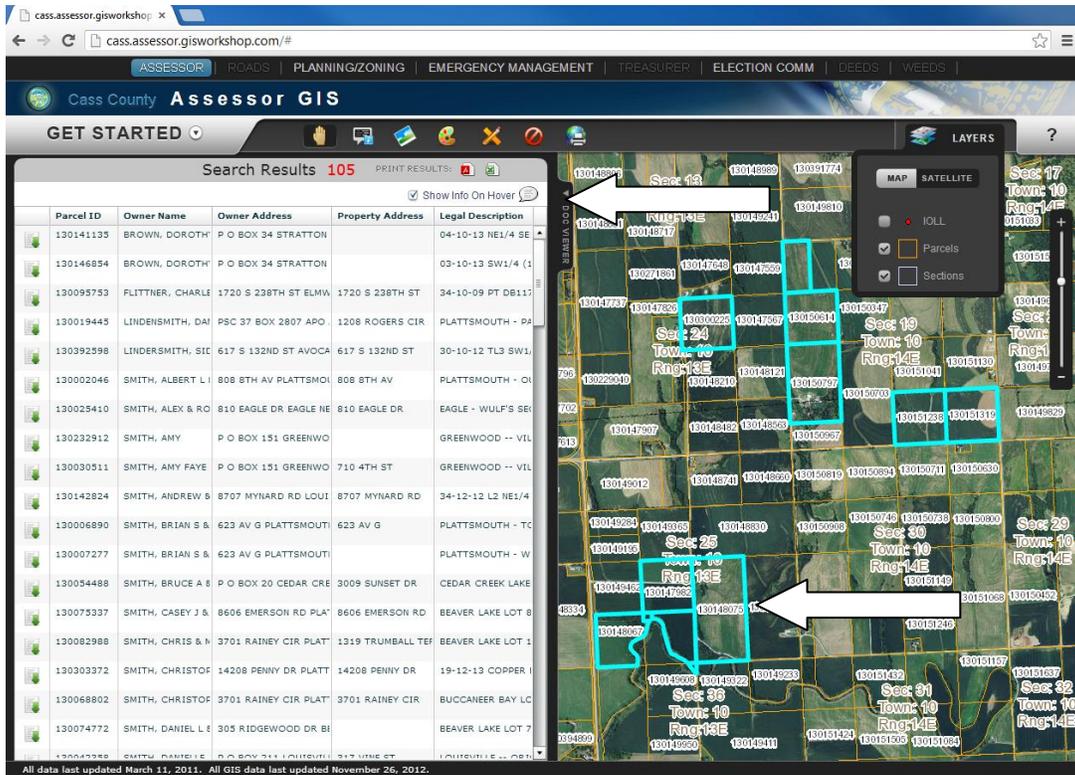


Figure 4: Property search results (note the map changed the extent to show highlighted parcels)

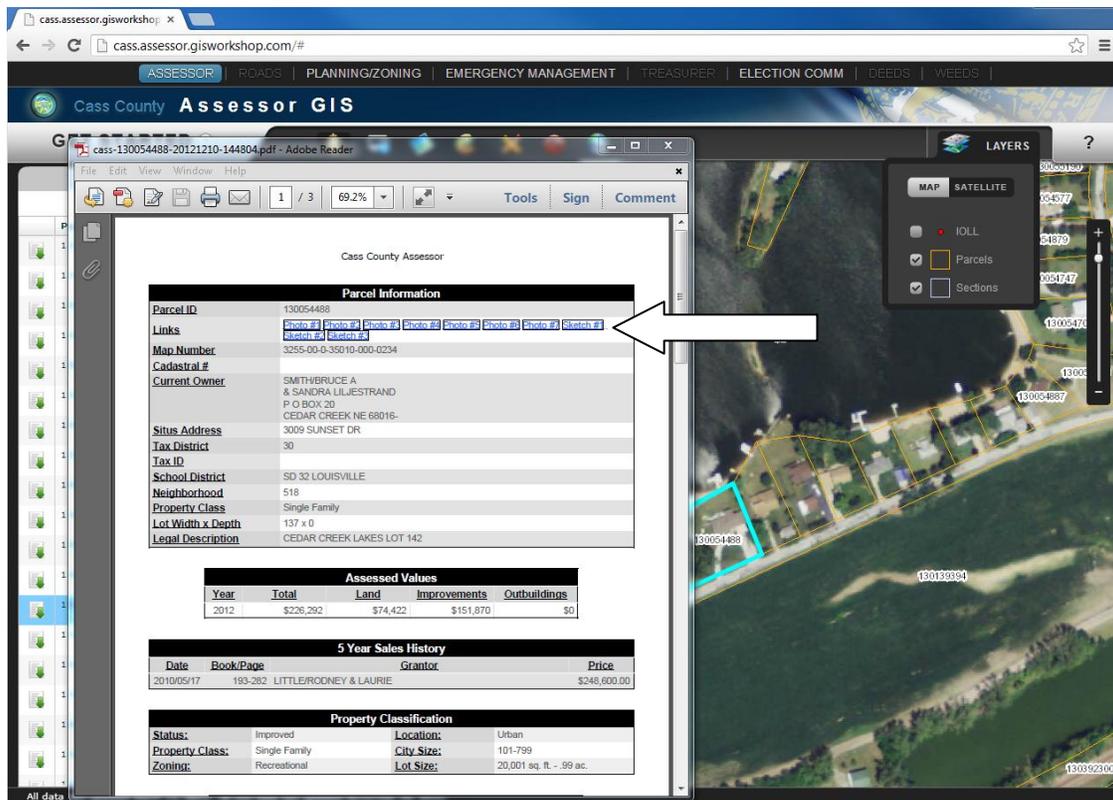


Figure 5: PDF Property Record Card (note hyperlinks to photos and sketches of the property)

## Cass County Project Completion Report

The list of search results can be exported to a PDF document or downloaded as a Microsoft Excel document. The full property report card is displayed with links to photos, value, sale, building and land information (Figure 5). This feature is available for property search results to identify results and greatly expands the value of the system for government, public and business use. For example, appraisers and real estate agents can easily find the name and address of property owners without having to go to the courthouse.

### Map Navigation

A slider bar for general zoom in/out viewing is available at all times. Easy panning or the ability to move the map around is possible via the pan tool icon located in the toolbar (Figure 6). Additionally, under the 'Get Started' drop down menu, the map navigation option allows the user to 'zoom to section/township/range' (Figure 7). The user may enter a specific section/township/range or latitude/longitude (GPS coordinate) and then the map zooms into the specified location.

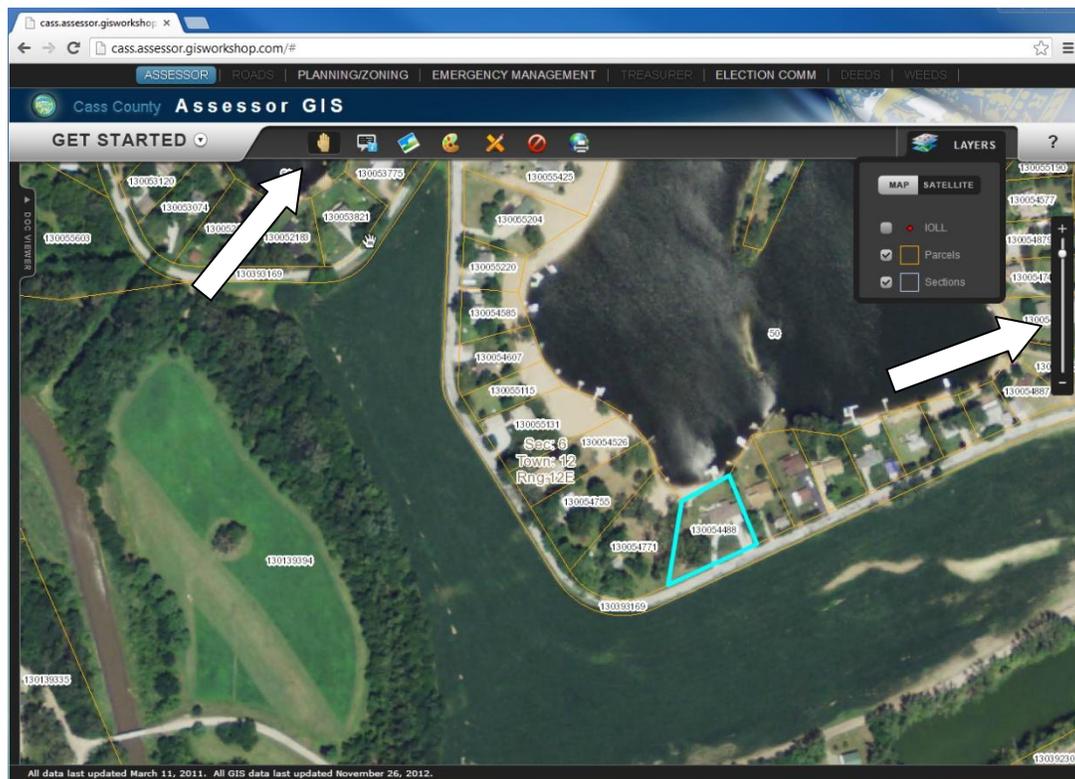


Figure 6: Zoom slider bar (right side) and activated pan tool icon (hand) in horizontal toolbar

## Cass County Project Completion Report

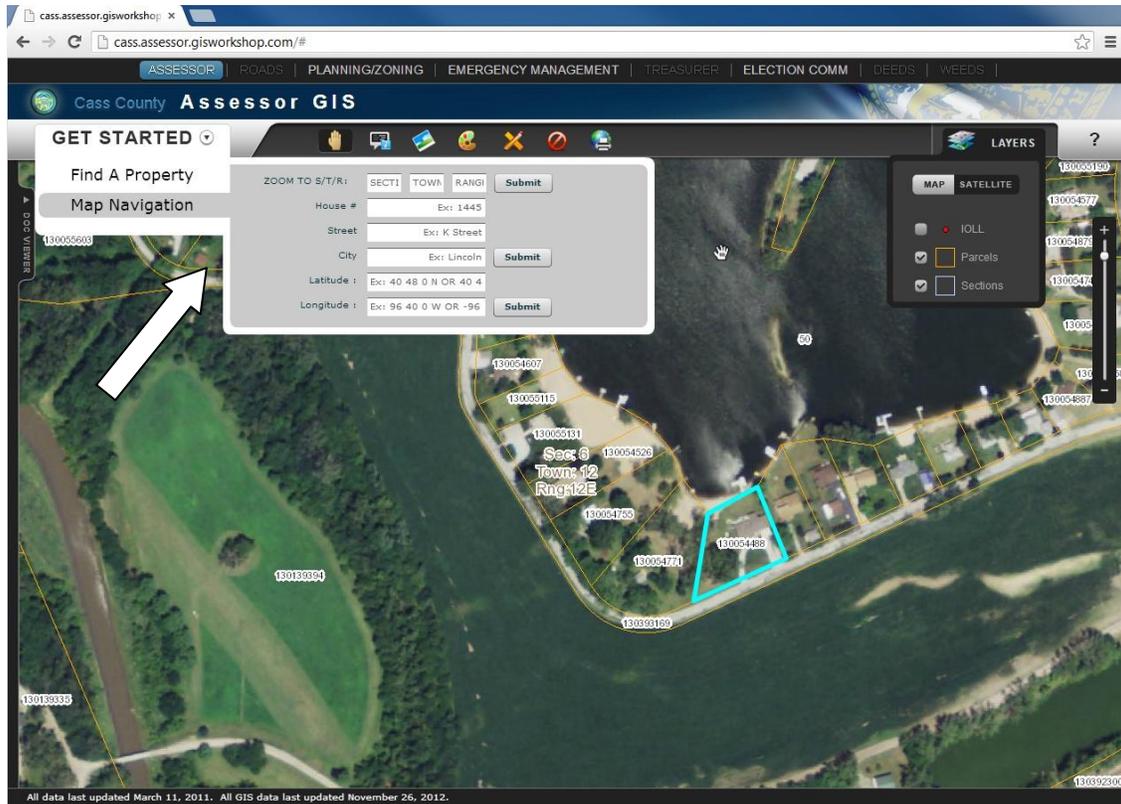


Figure 7: User enters section/township/range

### Identify tool

The Identify Tool allows a user to click on the map to get results for all map visible layers. The user can click on a map inside a parcel and the WebGIS will return a pop-up window with basic parcel, owner name, and address information (Figure 8).

# Cass County Project Completion Report

The screenshot shows the Cass County Assessor GIS web application. The browser address bar displays `cass.assessor.gisworkshop.com/#`. The navigation menu includes: ASSESSOR, ROADS, PLANNING/ZONING, EMERGENCY MANAGEMENT, TREASURER, ELECTION COMM, DEEDS, WEEDS. The main header reads "Cass County Assessor GIS" and "GET STARTED". The "Identify Results" panel is active, showing a table of parcel information. A white arrow points from the "Identify Results" header to the table. Another white arrow points from the map to the table. The map view shows a satellite image of a residential area with parcel boundaries overlaid. The "LAYERS" panel is visible on the right, showing "MAP" and "SATELLITE" options, and checkboxes for "IOLL", "Parcels", and "Sections".

Parcel	OwnerName	OwnerAddress	PropertyAddress	LegalDescription
130054771	WASZGIS, JEFFER	10256 Y...	3007 SUNSET DR	CEDAR CREEK LAKES L...

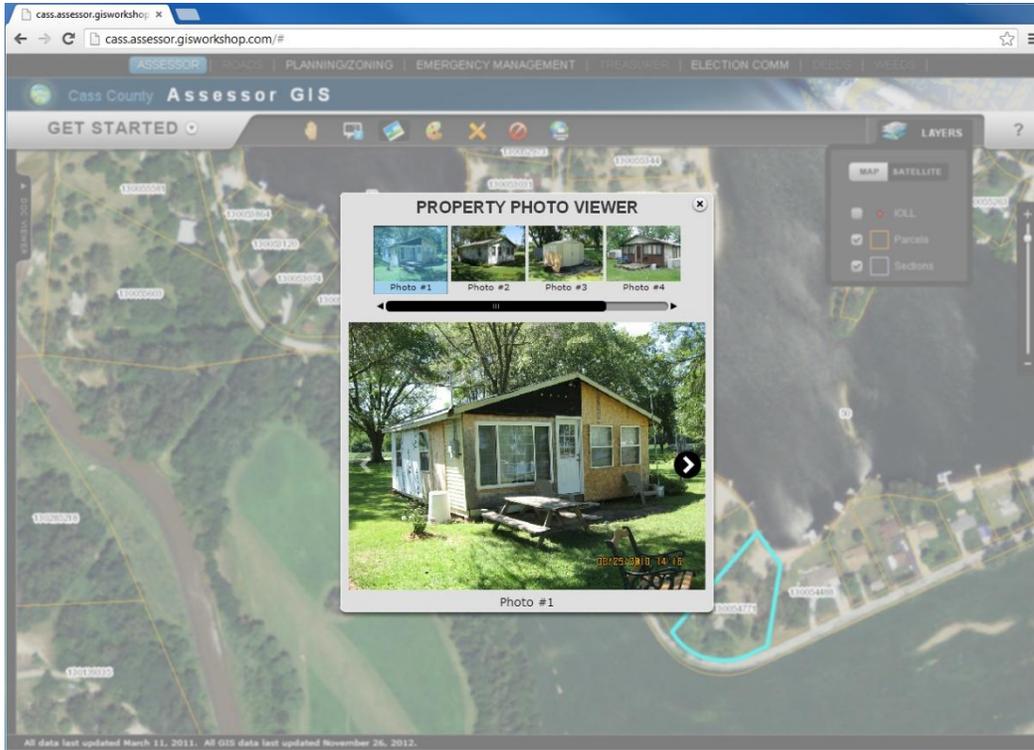
I	R	SEC	RD_SEC	S T R	Shape_Length	Shape_Area
12	12E	6	G-6	Sec. 6, T12N	21009.481215	27734214.339543

All data last updated March 11, 2011. All GIS data last updated November 26, 2012.

Figure 8: Activated Identify tool results on Assessor tab

**Photo Tool**

The Photo Tool is a great way to view individual building improvements. The tool reads the assessment database for all available photos and sketches and displays them in a photo window (Figure 9).

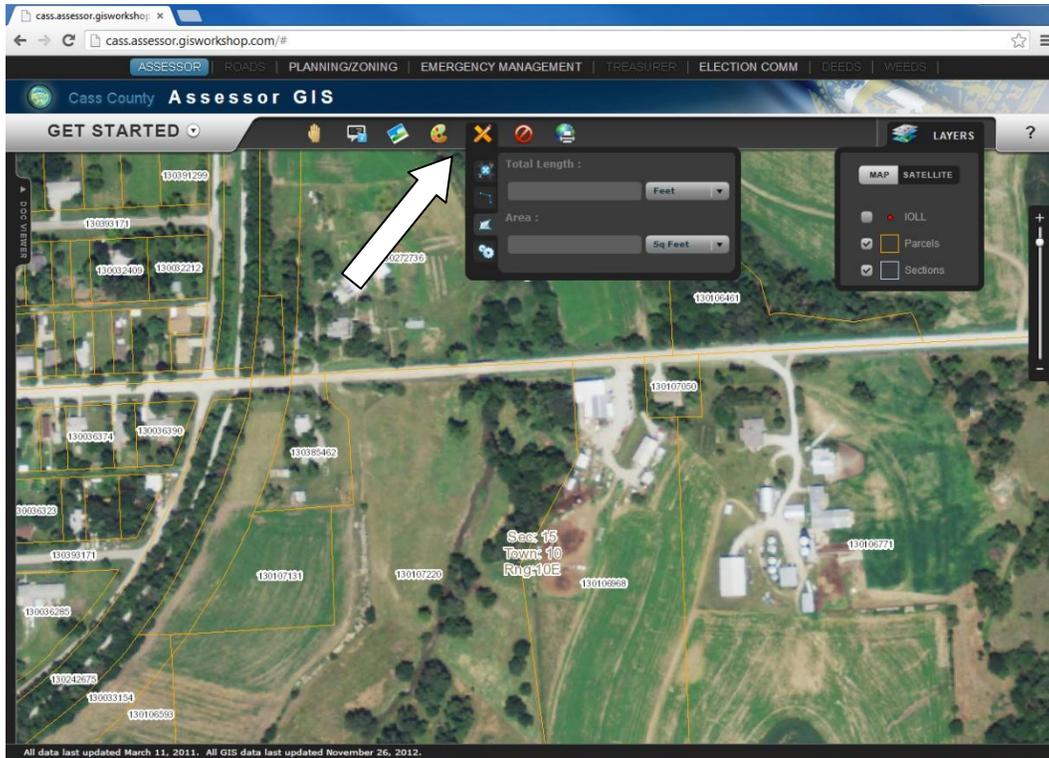


**Figure 9: Property Photo Viewer Tool shows all available images from the Assessor’s database**



### **Measurement tool**

Length (feet, meters, miles, and kilometers) and area (acres, square feet, square meters, square miles, and square kilometers) measurements can be easily performed via the Measurement Tool (Figure 11). Using this tool, simply click at the starting point and double click at the ending point to measure a length or draw a polygon by clicking at each vertex location to measure the area. The total measurement appears in a box at the top of the screen as seen in the figure below.



**Figure 11: Measurement tool showing available options for measurement of area**

### **Print Tool**

The Print Tool will convert the current map image from the WebGIS interface to a PDF document (Figures 12 & 13). The Print Tool is helpful for sharing a specific screen view of a map location. We are able to share a screen view with a colleague in an email or print that view to paper and mark up.

## Cass County Project Completion Report

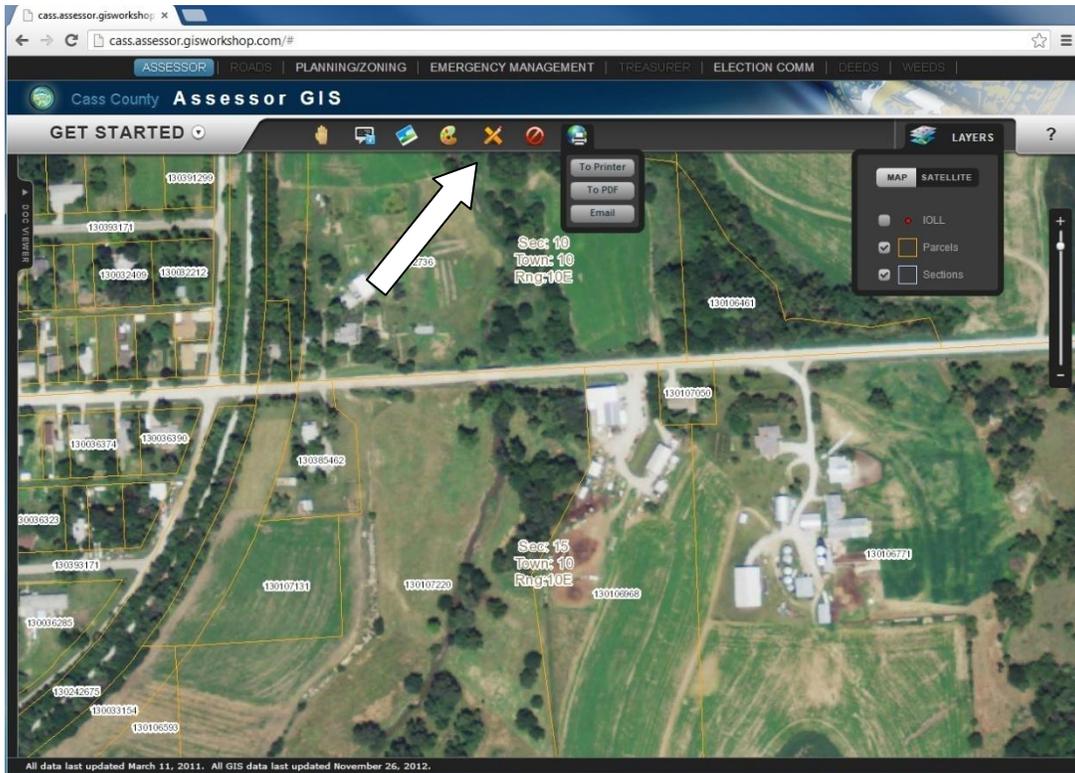
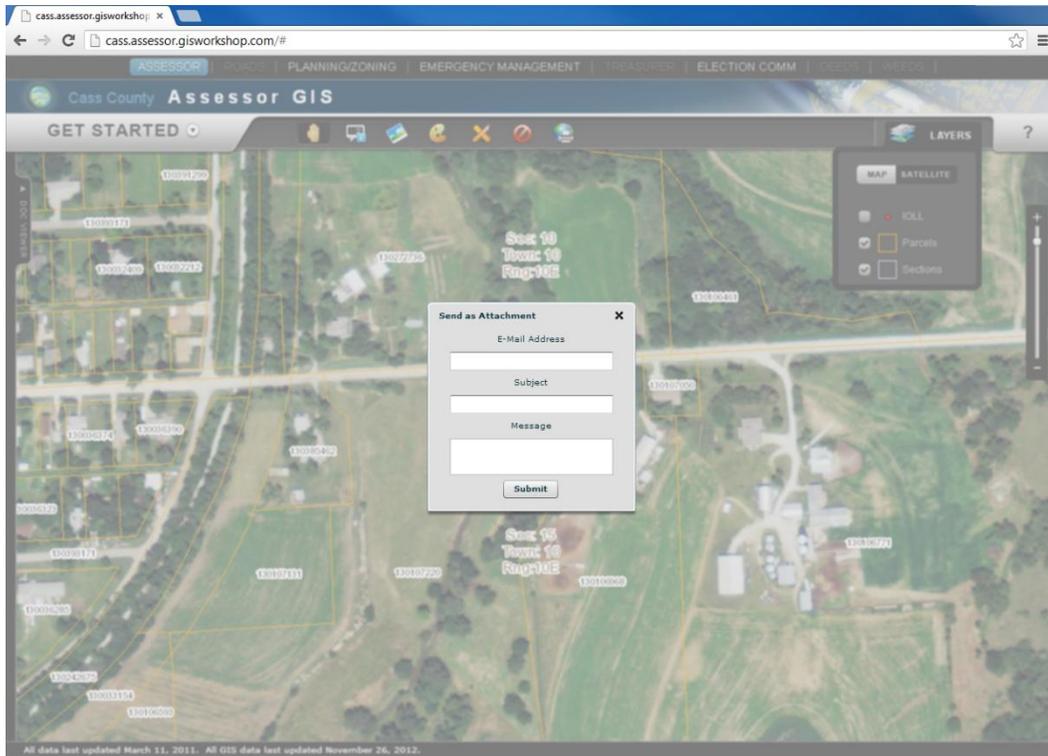


Figure 12: Print tool showing available options – here the user may send the screen grab to a local printer, PDF document or email

## Cass County Project Completion Report



**Figure 13: Print tool showing available options (email option demonstrated)**

### **Election Commissioner Tab**

The Election Commissioner tab features the data layers and tools specific to the needs of the Election Commissioner Department. The WebGIS will allow anyone with Internet access to search for information and view maps concerning Cass County Election Commissioner (EC) specific data. For example, the EC department or the general public can see the color-coded school districts and commissioner districts as a separate layer within the map.

The Cass County Election Commissioner coordinated with GISW to supply the necessary Voting Precinct data, Commissioner boundaries data, and create the school district layer.

### **Tools**

Tools on the Election Commissioner tab mirror those listed for the Assessor Tab.

### **Emergency Management Tab**

The Emergency Management tab features the data layers and tools specific to the needs of the EM staff, and the general public interested in EM specific information. Below are actual screen shots from the Emergency Management tab on the new Cass County WebGIS site found at <http://cass.gisworkshop.com>.

GISW coordinated with the Emergency Manager to gather the required information for the Emergency Management-specific data layers. The Emergency Manager will be providing GISW with hazardous materials and explosives locations. Upon receiving that information, GISW will include these with the

existing layers on the EM tab and this tab will be complete. We expect to supply this information to GISW in the first quarter of 2013.

### **Tools**

Tools on the Emergency Management tab mirror the Assessor tab, with the addition of a buffer tool.

#### **Buffer tool**

The Emergency Management and the Planning/Zoning tabs feature an additional tool, the Buffer Tool. The buffer tool identifies features within a user-defined radius (feet or meters) of a selected parcel or user-defined line, point or polygon (Figures 14 & 15). This information is available as a report that can be printed to a PDF document or exported to Microsoft Excel (Figure 15).

This tool has many uses for both the Emergency Management as well as the Planning/Zoning tab. For example, a new building development may include chemicals that could be harmful to surrounding areas if those areas include heavily populated areas or animals on a feedlot. The Zoning department may want to create a buffer around that particular parcel to see all surrounding parcels that might be affected by potentially harmful chemicals. They could identify all parcels within the selected buffer zone, export the parcel information into an excel document, and perform a mail merge to contact the landowners of all these parcels. The Emergency Management department may also use the buffer tool to determine the areas surrounding hazardous materials or explosives locations that may be affected by a potential emergency.

# Cass County Project Completion Report

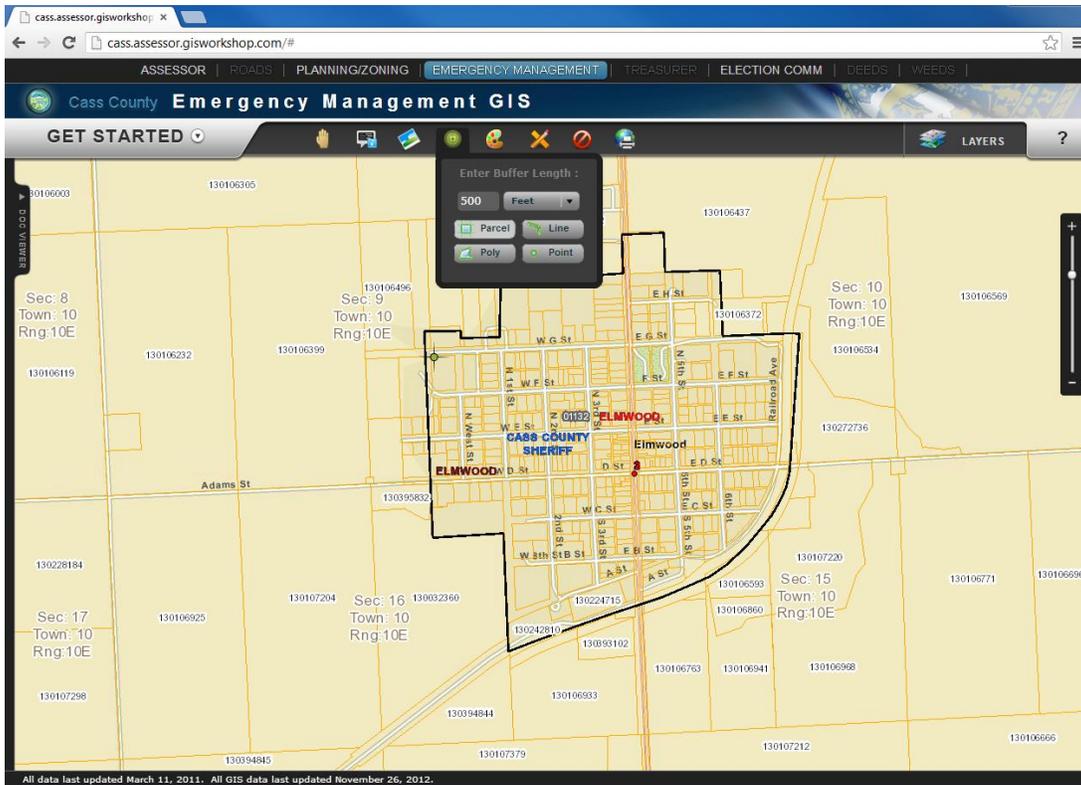


Figure 14: Activated Buffer tool with 500' radius and parcel selection options

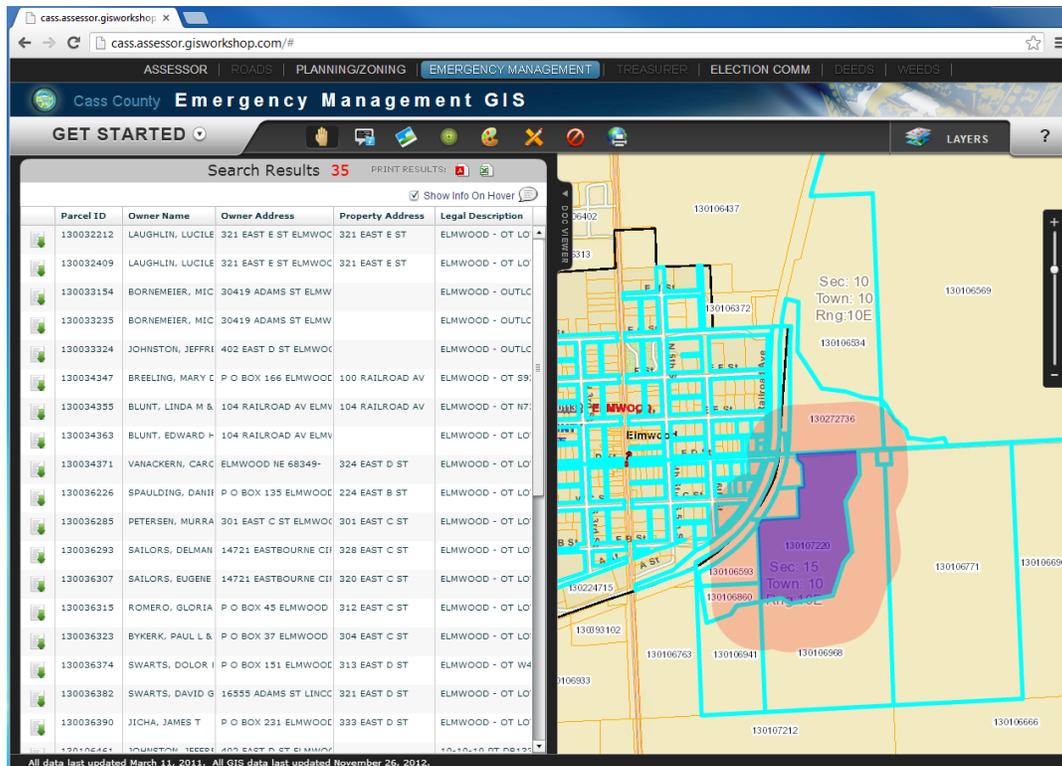


Figure 15: Property owner search results from the buffer analysis

## Cass County Project Completion Report

Parcel	OwnerName	OwnerAddress	PropertyAddress	Legal
1	130032212 LAUGHLIN, LUCILE	321 EAST E ST ELMWOOD NE 68349-	321 EAST E ST	ELMWOOD - OT LOTS 1 TO 3 BLK 13"
2	130032405 LAUGHLIN, LUCILE	321 EAST E ST ELMWOOD NE 68349-	321 EAST E ST	ELMWOOD - OT LOTS 4 TO 6 BLK 13"
3	130033154 BORNEMEIER, MICHAEL J & PAMELA S BORNEMEIER	30419 ADAMS ST ELMWOOD NE 68349-		ELMWOOD - OUTLOTS LOT 9 NW1/4 NW1/4 15-10-10 (1.85)"
4	130033235 BORNEMEIER, MICHAEL J & PAMELA S BORNEMEIER	30419 ADAMS ST ELMWOOD NE 68349-		ELMWOOD - OUTLOTS S11 OF LOT 9 NW1/4 NW1/4 & LOT 5 EXC ULMER SUBDIV" LOT 1 NE1/4 NW
5	130033324 JOHNSTON, JEFFREY M & BONNIE S BREWER	402 EAST D ST ELMWOOD NE 68349-		ELMWOOD - OUTLOTS LOT 14 EXC S11 OF 14 SE1/4 SW1/4 10-10-10 (2.72)"
6	130034347 BREEUNG, MARY D	P O BOX 166 ELMWOOD NE 68349-	100 RAILROAD AV	ELMWOOD - OT S92' LOTS 21 & 22 BLK 13"
7	130034355 BLUNT, LUNDA M & EDWARD H	104 RAILROAD AV ELMWOOD NE 68349-	104 RAILROAD AV	ELMWOOD - OT N73' LOTS 21 & 22 BLK 13"
8	130034363 BLUNT, EDWARD H & LUNDA M	104 RAILROAD AV ELMWOOD NE 68349-		ELMWOOD - OT LOTS 19 & 20 BLK 13"
9	130034371 VANACKERN, CAROL LEA 324 EAST D STREET	ELMWOOD NE 68349-	324 EAST D ST	ELMWOOD - OT LOT 18 BLK 13"
10	130036226 SPAULDING, DANIEL	P O BOX 135 ELMWOOD NE 68349-	224 EAST B ST	ELMWOOD - OT LOTS 12 TO 14 BLK 26"
11	130036285 PETERSEN, MURRAY L & ELIZABETH M	301 EAST C ST ELMWOOD NE 68349-	301 EAST C ST	ELMWOOD - OT LOTS 1 TO 8 & VAC ALLEY BLK 25"
12	130036293 SAILORS, DELMAN D & ANGELINE M	14721 EASTBOURNE CIR WAVERLY NE 68462-	328 EAST C ST	ELMWOOD - OT LOTS 17 TO 19 BLK 24"
13	130036307 SAILORS, EUGENE A	14721 EASTBOURNE CIR WAVERLY NE 68462-	328 EAST C ST	ELMWOOD - OT LOT 15 EXC W10' & ALL LOT 16 BLK 24"
14	130036315 ROMERO, GLORIA J & ALBINO	P O BOX 45 ELMWOOD NE 68349-	312 EAST C ST	ELMWOOD - OT LOT 14 & W10' LOT 15 BLK 24"
15	130036323 BYKERK, PAUL L & F M	P O BOX 37 ELMWOOD NE 68349-	304 EAST C ST	ELMWOOD - OT LOTS 11 TO 13 BLK 24"
16	130036374 SWARTS, DAVID G & EULA M	P O BOX 151 ELMWOOD NE 68349-	313 EAST D ST	ELMWOOD - OT W40' LOT 5 ALL LOT 6 & E30' LOT 7 BLK 24"
17	130036382 SWARTS, DAVID G & JERRY JOE TRUSTEES OF SWARTS FAMILY TRUST	16555 ADAMS ST LINCOLN NE 68527-	321 EAST D ST	ELMWOOD - OT LOT 4 & E10' LOT 5 BLK 24"
18	130036390 JICHA, JAMES T	P O BOX 231 ELMWOOD NE 68349-	333 EAST D ST	ELMWOOD - OT LOTS 1 TO 3 BLK 24"
19	130106461 JOHNSTON, JEFFREY M & BONNIE S BREWER	402 EAST D ST ELMWOOD NE 68349-		10-10-10 PT DB133 P565 SW1/4 SE1/4 (2.51)"
20	130106569 SWARTS, BOYD G & MARY J(TTEES OF THE SWARTS FAMILY TRUST	16555 ADAMS ST LINCOLN NE 68527-		10-10-10 S1/2 NE1/4 EXC TL43 & S1/2 NW1/4 E OF RR EXC HWY & SE1/4"EXC PT DB133 P565 (247.1
21	130106593 BORNEMEIER, MICHAEL & PAMELA S BORNEMEIER	30419 ADAMS ST ELMWOOD NE 68349-		15-10-10 LOT 8 NW1/4 NW1/4 (6)"
22	130106771 BORNEMEIER, DANNY L & MYRNA L	30511 ADAMS ST ELMWOOD NE 68349-	30511 ADAMS ST	15-10-10 W1/2 NE1/4 EXC PT DB122 P360 (79.82)"
23	130106860 BORNEMEIER, MICHAEL J & PAMELA S BORNEMEIER	30419 ADAMS ST ELMWOOD NE 68349-		15-10-10 PT LOT 13 SW1/4 NW1/4 (6)"
24	130106941 BORNEMEIER, MICHAEL J & PAMELA S BORNEMEIER	30419 ADAMS ST ELMWOOD NE 68349-		15-10-10 PT LOT 13 SW1/4 NW1/4 (14)"
25	130106968 BORNEMEIER, MICHAEL J & PAMELA S BORNEMEIER	30419 ADAMS ST ELMWOOD NE 68349-	30413 ADAMS ST	15-10-10 PT SE1/4 NW1/4 EXC PT DB122 P360 & PT LOT 6 NE1/4 NW1/4" (49.07)"
26	130107050 BORNEMEIER, MICHAEL	30419 ADAMS ST ELMWOOD NE 68349-2149	30419 ADAMS ST	15-10-10 PT DB122 P360 NE1/4 NW1/4 (45)"
27	130107131 BORNEMEIER, MICHAEL J & PAMELA S BORNEMEIER	30419 ADAMS ST ELMWOOD NE 68349-		15-10-10 S11 OF LOT 6 EXC PT ULMER SUB LOT 2 E1/2 NW1/4 (3.46)"
28	130107220 BORNEMEIER, MICHAEL J & PAMELA S BORNEMEIER	30419 ADAMS ST ELMWOOD NE 68349-		15-10-10 PT SE1/4 NW1/4 & PT LOT 6 NE1/4 NW1/4 EXC ULMER SUB LOT 2"(22.05)"
29	130221509 JOHNSTON, JEFFREY M & BONNIE S BREWER	402 EAST D ST ELMWOOD NE 68349-	402 EAST D ST	ELMWOOD - OUTLOTS S11 OF LOT 14 SE1/4 SW1/4 10-10-10 (.28)"
30	130242667 LOWER PLATTE SOUTH NRD	P O BOX 83581 LINCOLN NE 68501-		ELMWOOD - OUTLOTS LOT 13 S1/2 SW1/4 10-10-10 (3.82)"
31	130242675 LOWER PLATTE SOUTH NRD	P O BOX 83581 LINCOLN NE 68501-		ELMWOOD - OUTLOTS TL3 & FRAC PT TL4 INCL PARCEL 9 & EXC PARCEL 4" 15-10-10 (2.34)"
32	130272736 JOHNSTON, JEFFREY M & BONNIE S BREWER	402 EAST D ST ELMWOOD NE 68349-		10-10-10 PT LOTS 2 & 27 SW1/4 (16.05)"
33	130385462 ULMER, RODNEY L & RUTH M & RONDA L BURNS	112 N 1ST ST ELMWOOD NE 68349-	401 EAST D ST	15-10-10 ULMER SUBDIV LOT 2 NE1/4 NW1/4 (1.40)"
34	130385476 ULMER, RODNEY L & RUTH M & RONDA L BURNS	112 N 1ST ST ELMWOOD NE 68349-		ELMWOOD - ULMER SUBDIV LOT 1 (.81) INSIDE CITY LIMITS"
35	130393171 VILLAGE OF ELMWOOD	P O BOX 62 ELMWOOD NE 68349-		ELMWOOD - STREETS

**Figure 16: Property owner search results exported to Excel**

### Planning and Zoning Tab

The Planning and Zoning tab features the data layers and tools specific to the needs of the P&Z staff, real estate professionals and land owners. Below are actual screen shots from the Planning and Zoning tab on the new Cass County WebGIS site found at <http://Cass.gisworkshop.com>. The WebGIS will allow anyone with Internet access to search for information and view maps concerning planning and zoning specific information. For example, the P&Z department or the general public can see points for swine confinement and wellhead protection layers. This information will be useful both to the P&Z staff but many of the landowners and farmers in the area as well.

The Cass County Planning and Zoning Administrator coordinated with GISW to supply the zoning maps as well as the swine confinement locations. In addition, the County supplied GISW with information to create the wellhead and floodplain layers.

### Tools

Tools on the Planning and Zoning tab mirror the Emergency Management Tab.

**TRAINING**

GISW provided an on-line training to all four county departments on 12/19/12 to help get County staff comfortable using the new WebGIS site so County staff may answer questions from users.

**Project Schedule – project on schedule**

GISW projected the project completion to occur on or before December 31, 2012. Cass County is pleased to announce that, with GISWs help, it was able to officially launch the WebGIS website, <http://cass.gisworkshop.com>, officially on 12/31/12. The County will be providing GISW with the remaining information to complete the Emergency Management tab to complete the project as contracted in the original scope of work.

**Project Completion Report:**  
Pierce County, Nebraska  
County-wide WebGIS Site

*Prepared for:*

*The Nebraska State Records Board*

*By Pierce County, NE*

**November 30<sup>th</sup>, 2012**

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## **Project Overview**

The Pierce County Assessor and the Board of Commissioners applied for and received \$12,300 in grant funding for their WebGIS project from the Nebraska State Records Board Grant Program.

Pierce County has established the Assessor's department as the foundation for GIS information through a long-standing partnership GIS Workshop, Inc., (GISW). The County has constructed and maintained a GIS parcel property layer for a number of years. The County saw the project as an avenue to share GIS parcel property data across all County departments, other government agencies, businesses and with the public through a new WebGIS solution.

Pierce County feels that this project has successfully enhanced the delivery of local government agency services and improves government, public and business access to those services via the WebGIS system described below.

## **Scope of work: Pierce County, NE WebGIS Site**

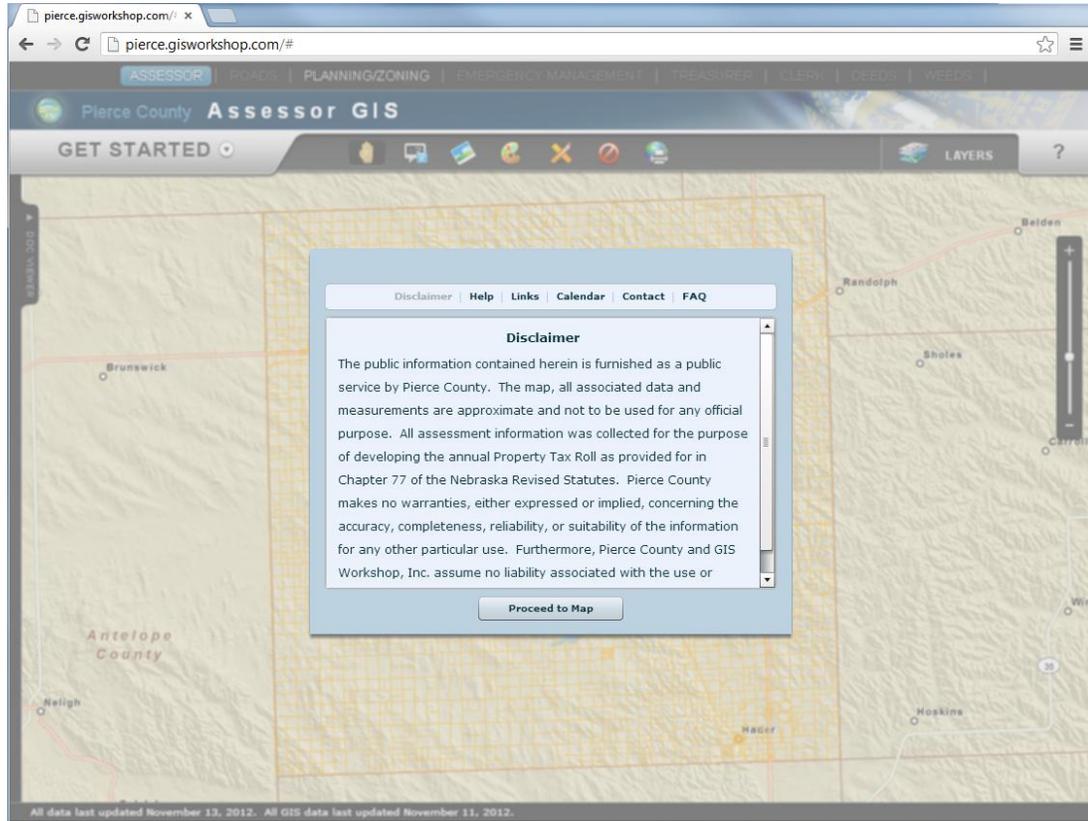
Pierce County contracted GISW to build and configure the GISW county WebGIS template for Pierce County. This system builds upon the existing assessment GIS in the Assessor's Office.

## **Assessor Tab**

GISW configured the WebGIS to work with the TerraScan assessment software database in place with Pierce County. The TerraScan database is now downloaded on a nightly basis to power the property information component of the WebGIS application.

The Assessor tab features the data layers and tools specific to the needs of the Assessment staff, real estate professionals and public alike. Below are actual screen shots from the Pierce County WebGIS site found at <http://pierce.gisworkshop.com>. The WebGIS will allow anyone with Internet access to search for information and view maps concerning Pierce County property ownership, sales information and other assessment/appraisal data.

*Pierce County, NE: Project Completion Report for NE State Records Board*



**Figure 1: Opening screen of the Pierce County, NE WebGIS site.**

The WebGIS opens to the Assessor tab with parcels, sections and a street base layers visible (Figure 2). The user can toggle the background mapping between the satellite view that includes 2012 FSA aerial photography and the default street base map.

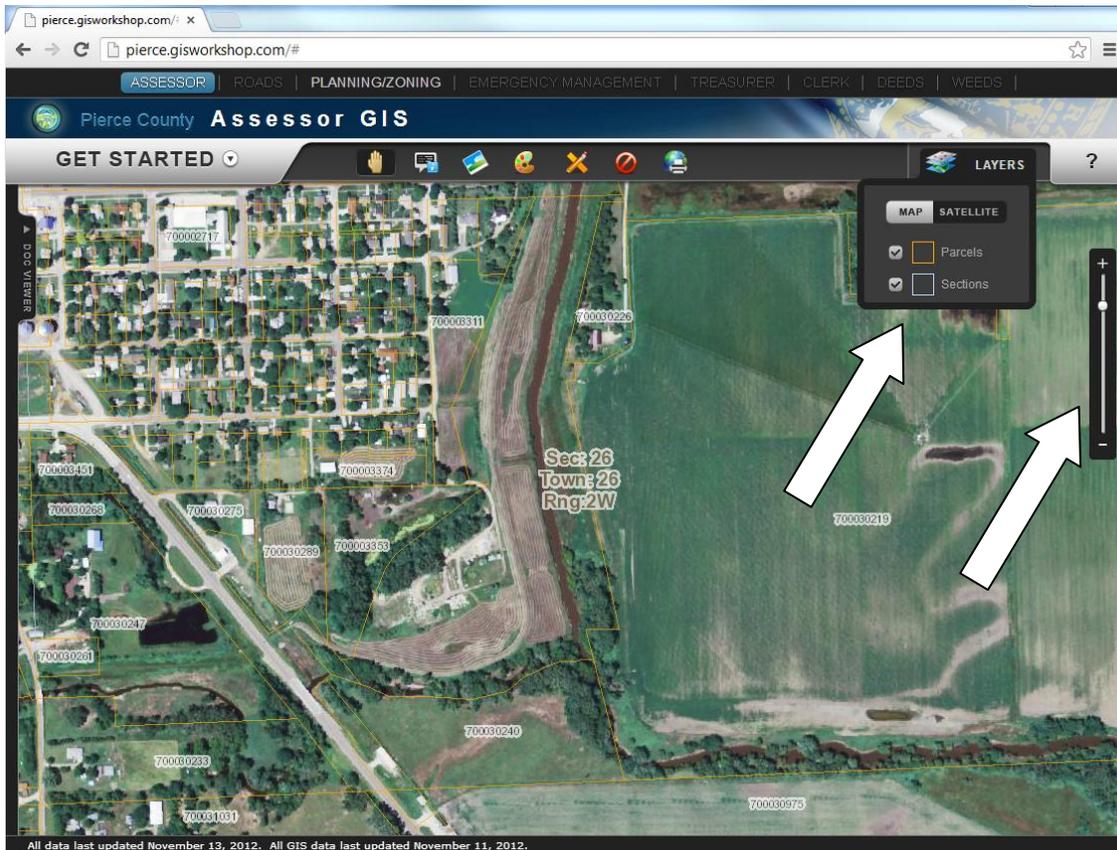


Figure 2: Map layers for Pierce County, NE and the zoom tool.

Pierce County coordinates with GISW to update the GIS parcel data layer. The GIS parcel layer contains the property boundary geometry and parcel identification number. The parcel identification is used to join the parcel boundary information from the GIS data layer with the information from the TerraScan database “on the fly” using GISW’s proprietary technology.

## Description of WebGIS Capabilities:

### Searches (Get Started)

Complete property and sales information is available within seconds via the search function. Under the ‘Get Started’ drop-down menu, ‘Find a Property’ options include owner name, parcel ID, address, or legal description (Figure 3). In addition, the user may use additional sales data filters to narrow the search (sales date range, price range, year built, or other pertinent parameters).

Pierce County, NE: Project Completion Report for NE State Records Board

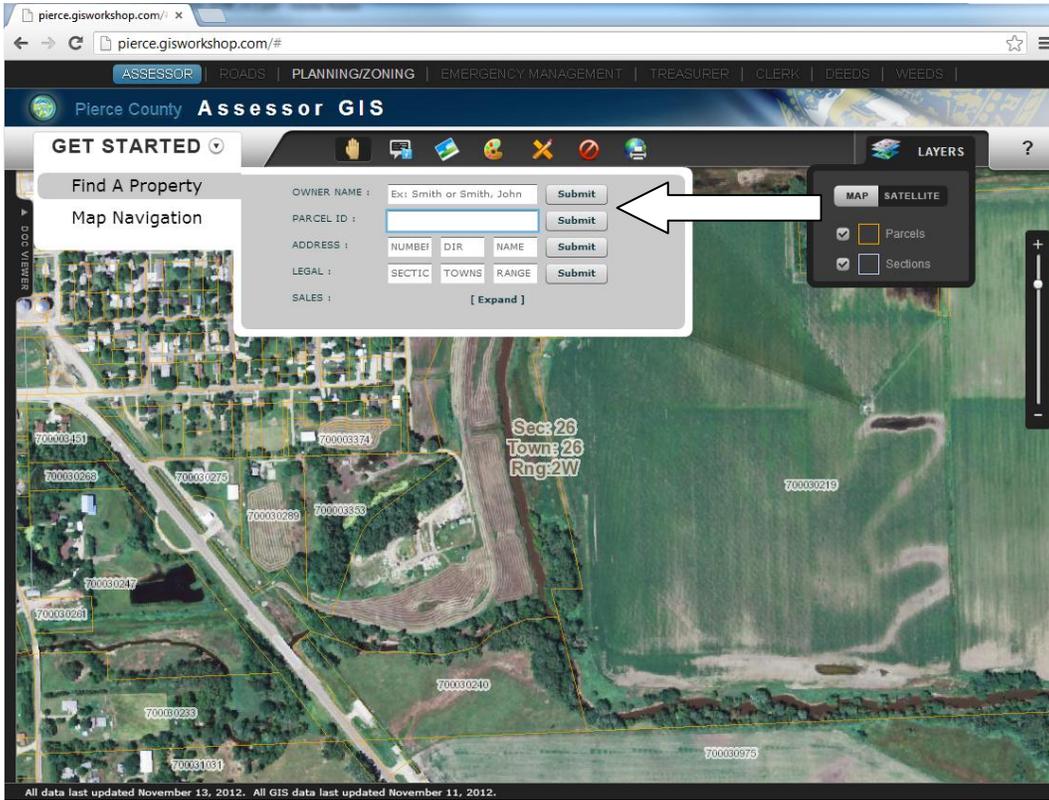


Figure 3: Assessor tab showing property search box

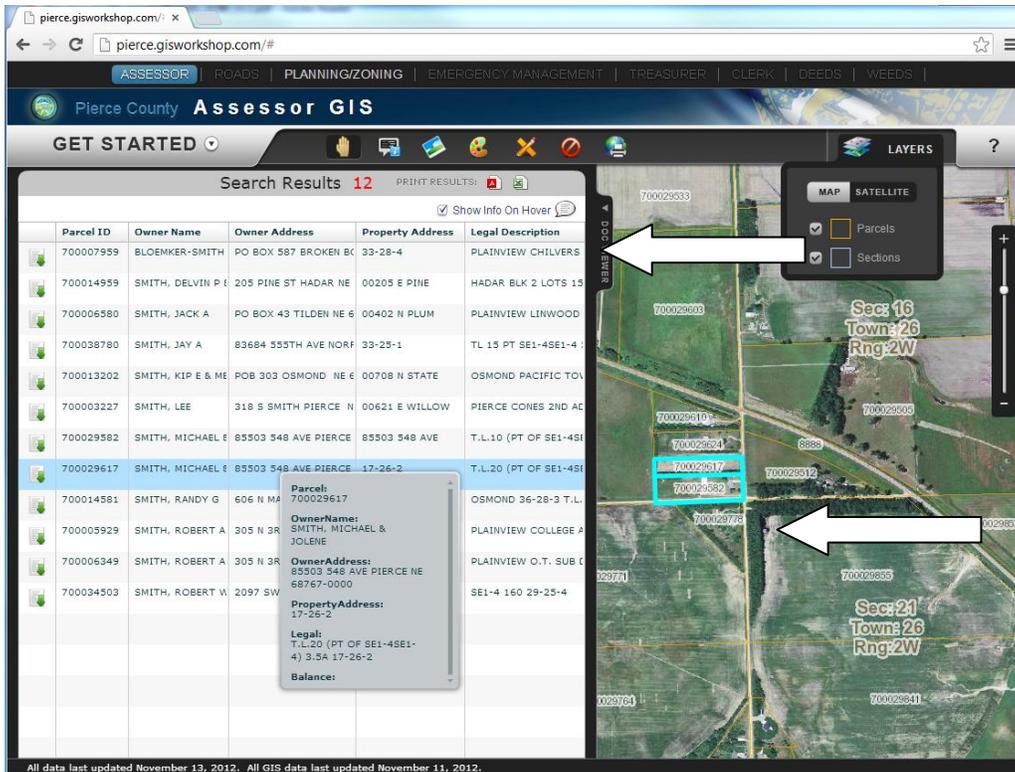


Figure 4: Property search results (note the map changed the extent to show highlighted parcel)

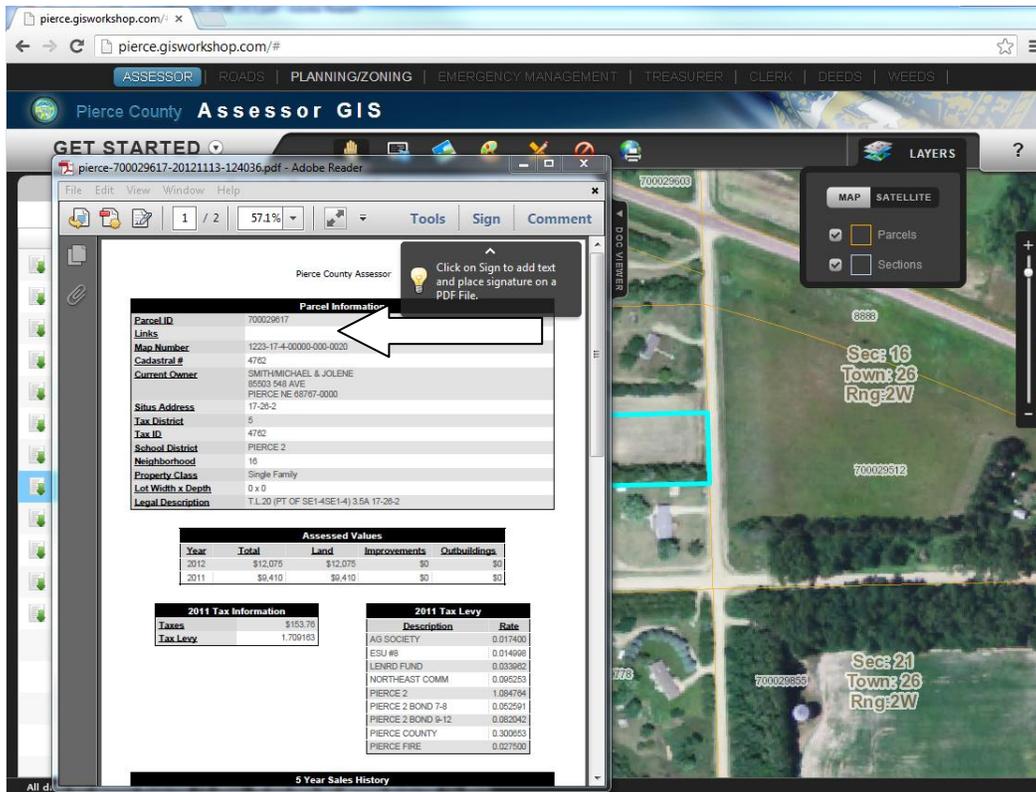


Figure 5: PDF Property Record Card (note hyperlinks to photos and sketches of the property if available)

The list of search results can be exported to a PDF document or downloaded as a Microsoft Excel document (Figure 4). This feature is available for property search results and identify results and greatly expands the value of the system for government, public and business use. For example, land men can easily find the name and address of property owners without having to go to the courthouse.

Once the user finds the property of interest, clicking on the property makes the map zoom into the chosen parcel and the parcel polygon is highlighted. The full property report card is displayed with links to photos, value, sale, building and land information (Figure 5).

### Map Navigation

A slider bar for general zoom in/out viewing is available at all times (Figure 6). Additionally, under the 'Get Started' drop down menu, the map navigation option allows the user to 'zoom to section/township/range' (Figure 7). Easy panning or the ability to move the map around is possible via the pan tool icon located in the toolbar. The user may enter a specific section/township/range or latitude/longitude (GPS coordinate) and then the map zooms into the specified location.

Pierce County, NE: Project Completion Report for NE State Records Board

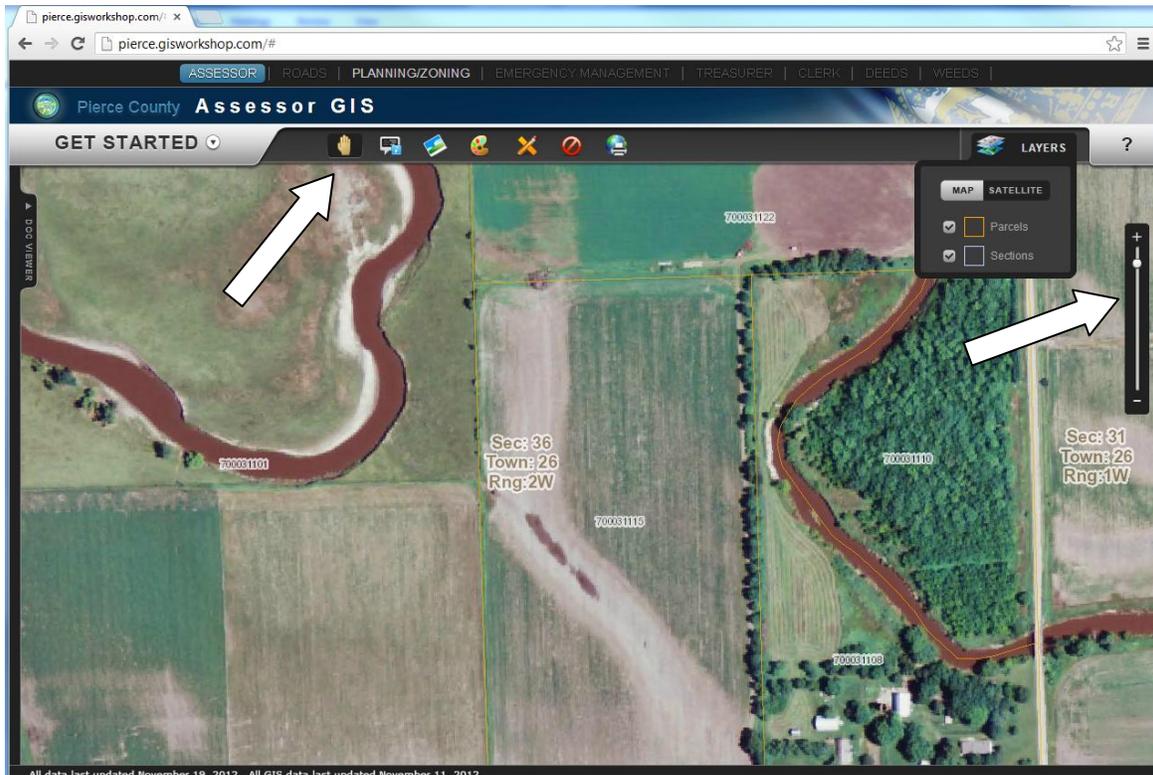


Figure 6: Zoom slider bar (right side) and activated pan tool icon (hand) in horizontal toolbar

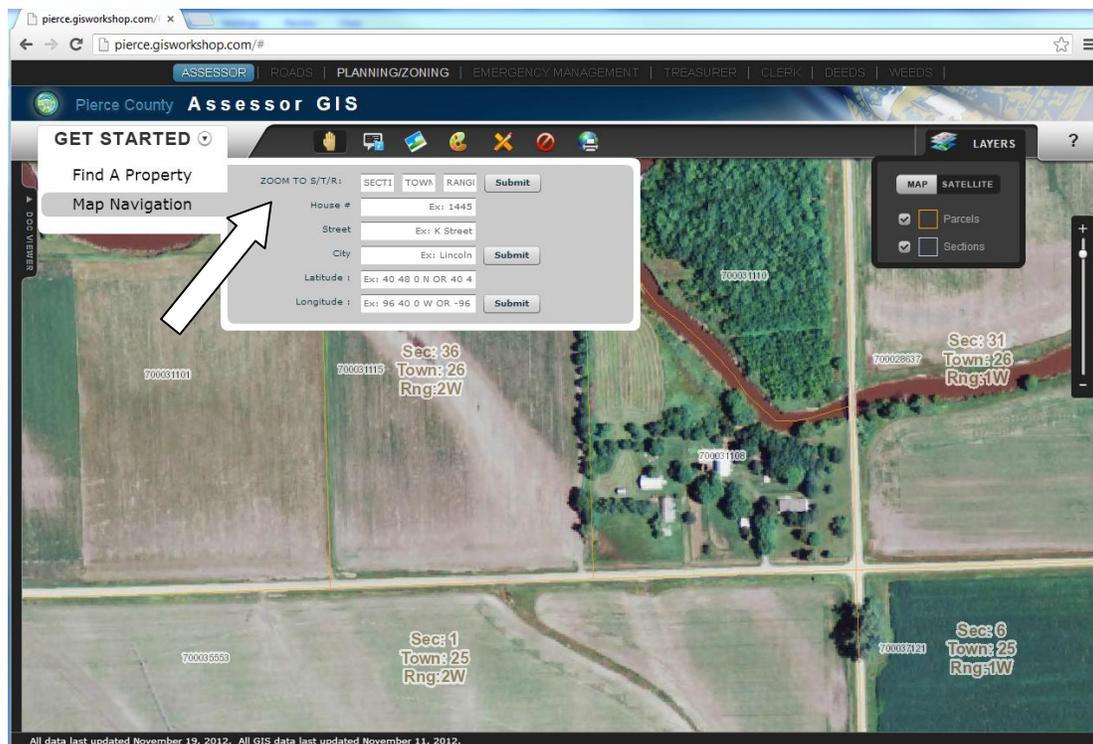


Figure 7: User enters section/township/range

### Identify tool

The Identify Tool allows a user to click on the map to get results for all map visible layers. The user can click on a map inside a parcel and the WebGIS will return the parcel details as well as other layers such as sections, land use or soils if they are available and turned on in the layers menu (Figure 8).

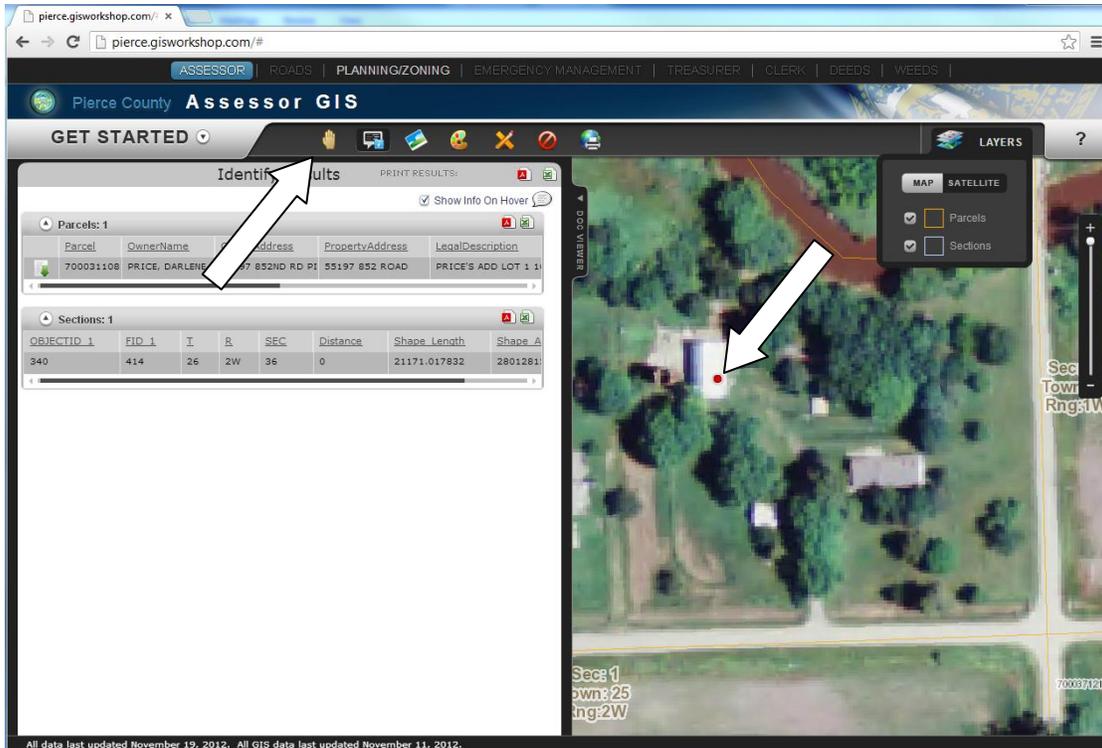


Figure 8: Activated Identify tool results on Assessor tab

**Photo Tool**

The Photo Tool is a great way to view individual building improvements. The tool reads the assessment database for all available photos and sketches and displays them in a photo window (Figure 9).



**Figure 9: Property Photo Viewer Tool shows all available images from the Assessor’s database**

### Drawing Tool

The drawing tool offers a wide range of options to mark up the map. The drawing tool offers options for point, line, polygon and text size, color and transparency (Figure 10). The drawing tool combined with the print to email tool has drastically improved the capability for clients to provide immediate feedback to GISW technicians.

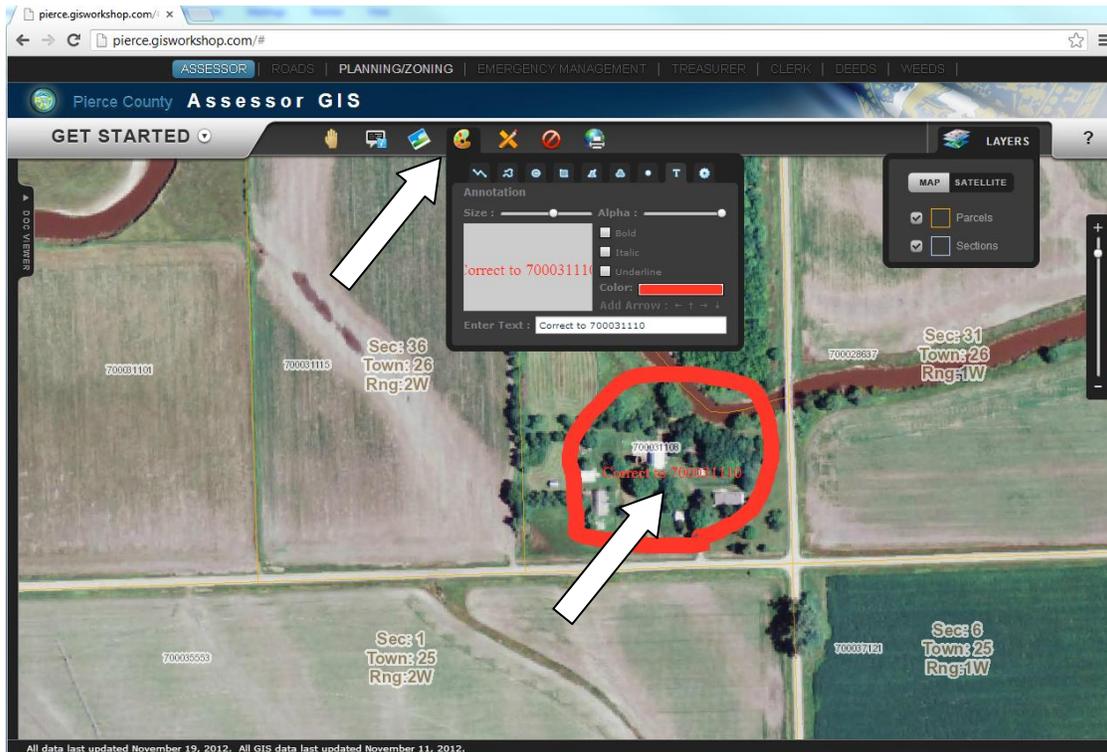


Figure 10: Drawing tool illustrating line and text features to show where a PID needs to be updated.

### Measurement tool

Length (feet, meters, miles, and kilometers) and area (acres, square feet, square meters, square miles, and square kilometers) measurements can be easily performed via the Measurement Tool (Figure 11). Using this tool, simply click at the starting point and double click at the ending point to measure a length or draw a polygon by clicking at each vertex location to measure the area. The total measurement appears in a box at the top of the screen as seen in the figure below.

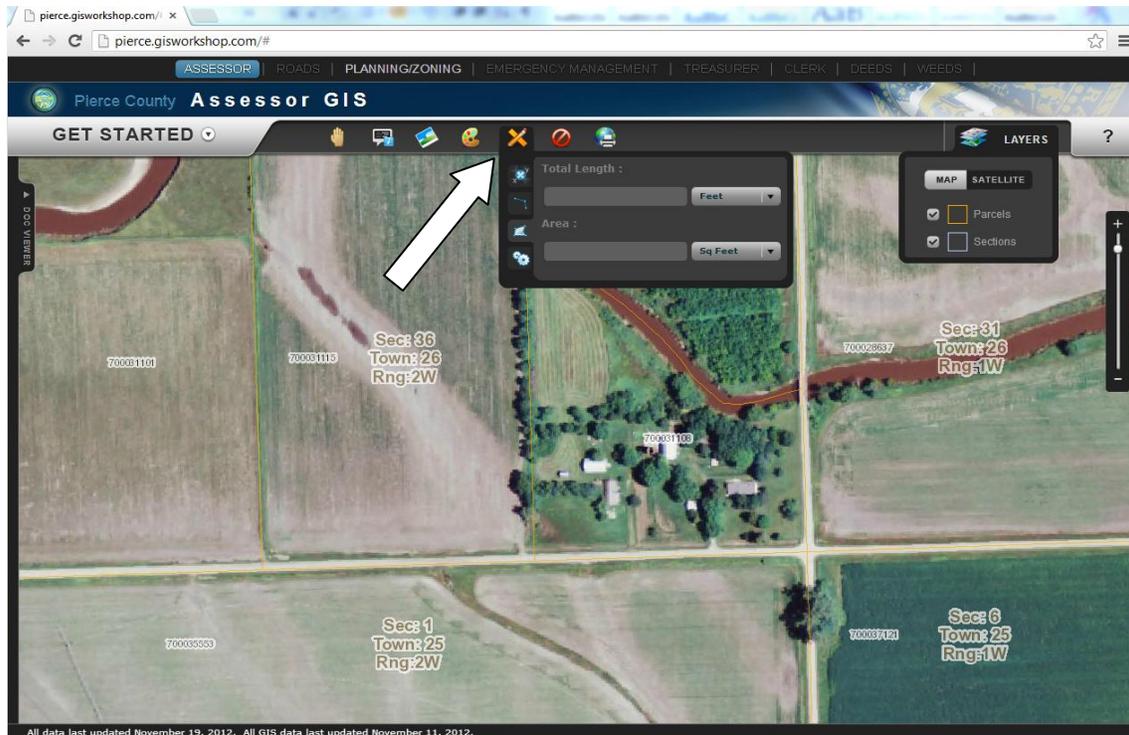


Figure 11: Measurement tool showing available options for measurement of area

### Print Tool

The Print Tool will convert the current map image from the WebGIS interface to a PDF document (Figures 12 & 13). The Print Tool is helpful for finding a specific parcel or area of the County and then exporting it to PDF to send to a colleague in an email or printing to paper and marking up.

Pierce County, NE: Project Completion Report for NE State Records Board

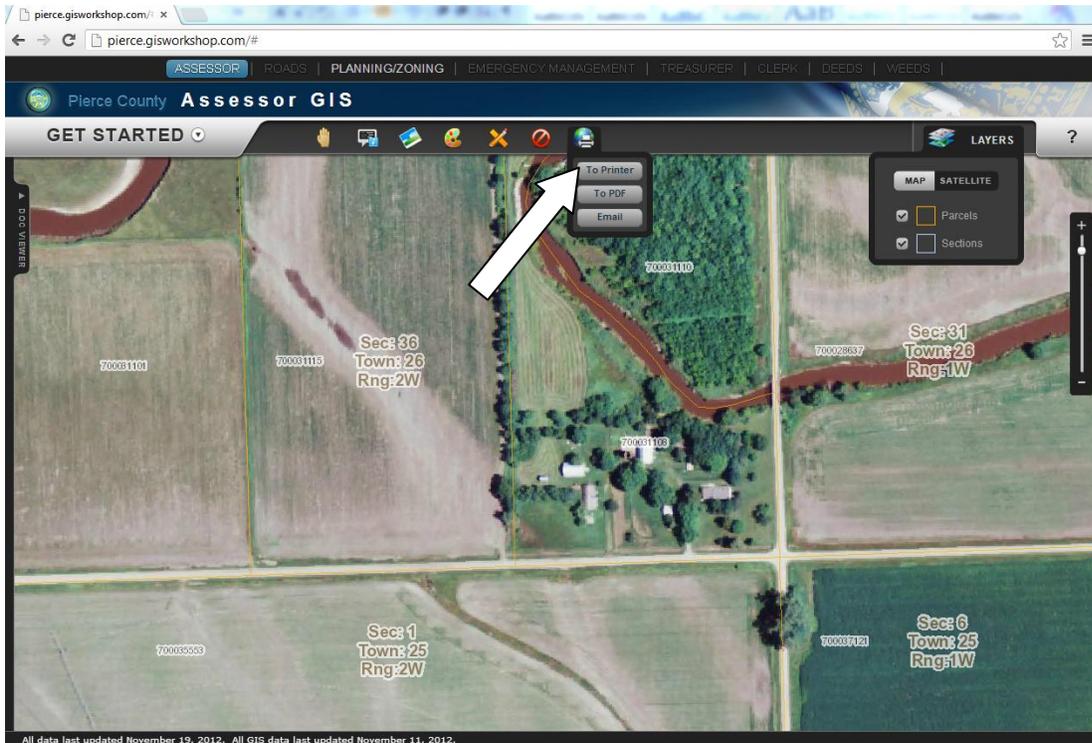


Figure 12: Print tool showing available options – here the user may send the screen grab to a local printer, PDF document or email

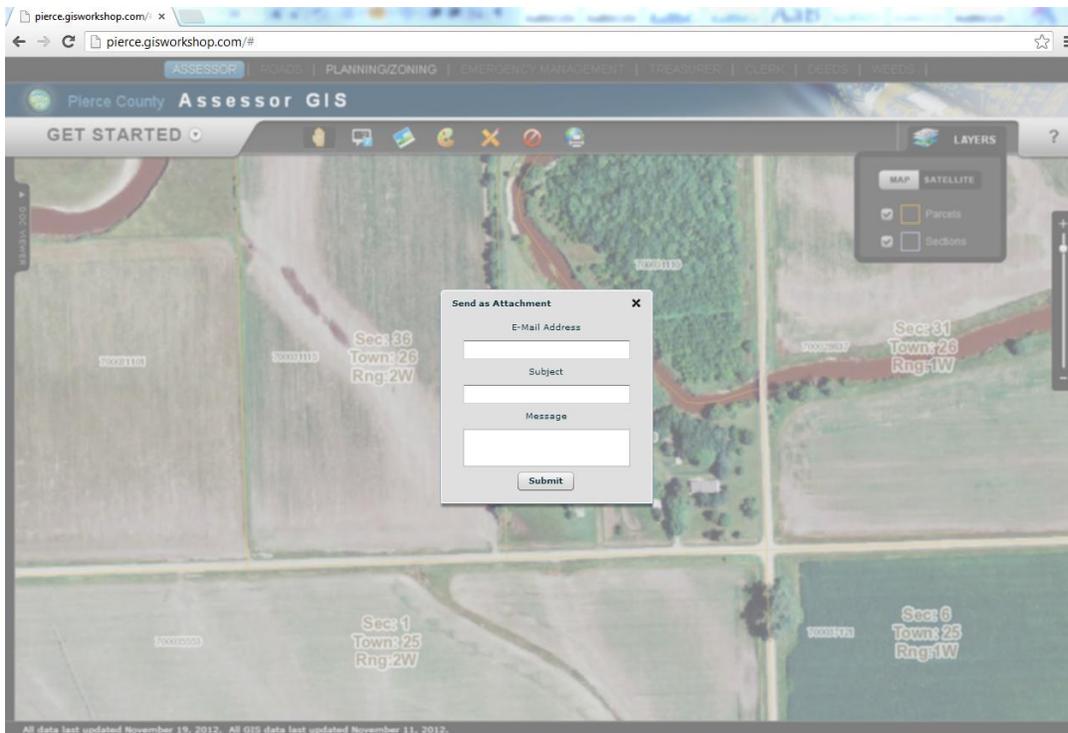


Figure 13: Print tool showing available options (email option demonstrated)

## **Planning and Zoning Tab**

The Planning and Zoning tab features the data layers and tools specific to the needs of the P&Z staff, real estate professionals and public. Below are actual screen shots from the Planning and Zoning tab on the new Pierce County WebGIS site found at <http://pierce.gisworkshop.com>. The WebGIS will allow anyone with Internet access to search for information and view maps concerning planning and zoning specific information. For example, the P&Z department or the general public can see the color-coded zoning sections as a separate layer within the map to determine zoning information for a particular piece of land. This might be useful when applying for or approving land use permits or changes in land use such as a new housing development.

The Pierce County Planning and Zoning Administrator coordinated with GISW to supply the paper copies of the planning/zoning maps. In addition, the County supplied GISW with digital format (GIS shapefile and Microsoft Excel with X,Y coordinates) for the wellhead layers.

## **Tools**

The planning/zoning tab has the same tools as the assessor tab, with the addition of the “buffer tool”

### ***Buffer tool***

The Planning/Zoning Tab features an additional tool, the Buffer Tool. The buffer tool identifies features within a user-defined radius (feet or meters) of a selected parcel or user-defined line, point or polygon (Figures 14 & 15). This information is available as a report that can be printed to a PDF document or exported to Microsoft Excel (Figure 15).

A new building development may include chemicals that could be harmful to surrounding areas if they include heavily populated areas or animals on a feedlot. The Zoning department may want to create a buffer around that particular parcel to see all surrounding parcels that might be affected by potentially harmful chemicals. They could identify all parcels within the selected buffer zone, export the parcel information into an excel document, and perform a mail merge to contact the landowners of all these parcels.

Pierce County, NE: Project Completion Report for NE State Records Board

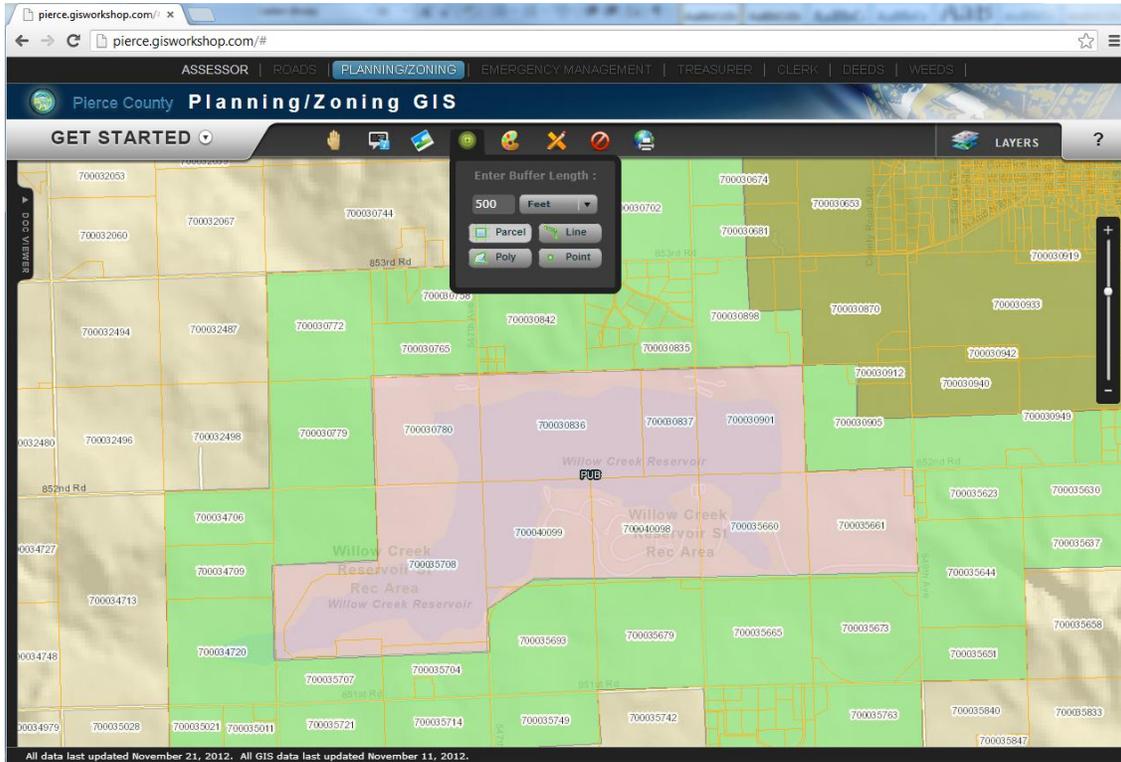


Figure 14: Activated Buffer tool with 500' radius and parcel selection options

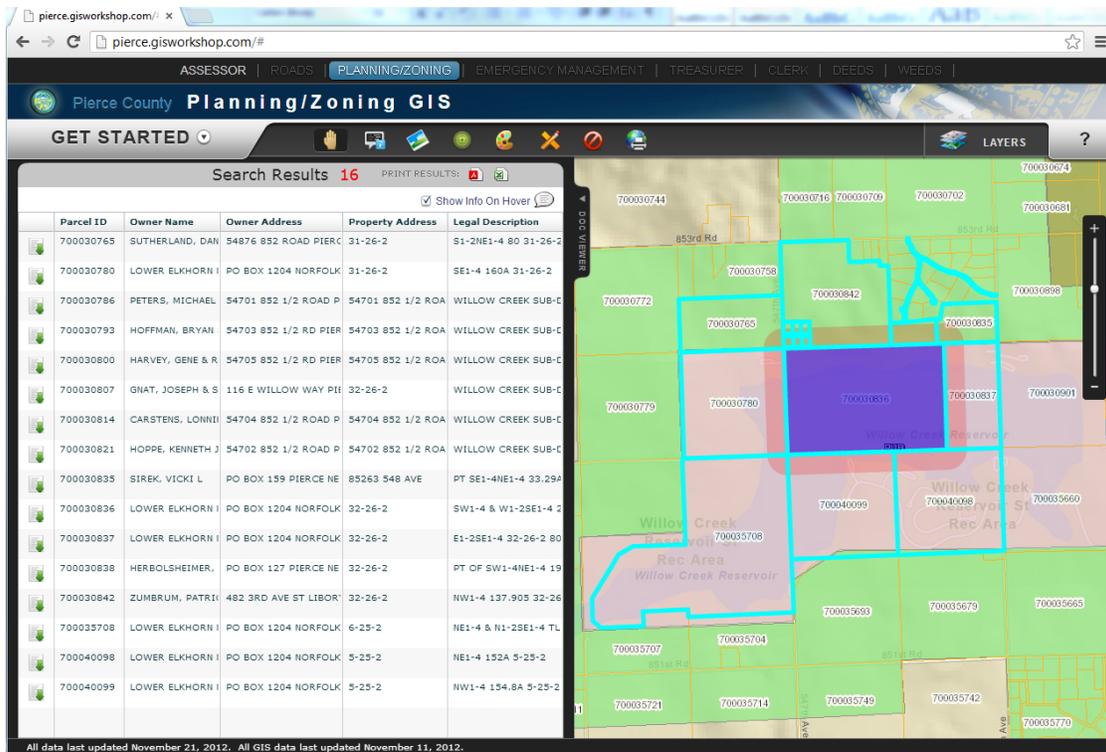


Figure 15: Property owner search results from the buffer analysis

Pierce County, NE: Project Completion Report for NE State Records Board

Parcel	OwnerName	OwnerAddress	PropertyAddress	Legal	Balance
2	700030765 SUTHERLAND, DANIEL J & ROBIN L	54876 852 ROAD PIERCE NE 68767-0000	31-26-2	S1-2NE1-4 80 31-26-2	
3	700030780 LOWER ELKHORN NATURAL RESOURCES"DISTRICT	PO BOX 1204 NORFOLK NE 68701-0000	31-26-2	SE1-4 160A 31-26-2	
4	700030786 PETERS, MICHAEL K & CAROL K (TRUSTEES MIKE & C/	54701 852 1/2 ROAD PIERCE NE 68767-0000	54701 852 1/2 ROAD	WILLOW CREEK SUB-DIV LOT 1 1.63A 32-26-2	
5	700030793 HOFFMAN, BRYAN & DIANE	54703 852 1/2 RD PIERCE NE 68767-0000	54703 852 1/2 ROAD	WILLOW CREEK SUB-DIV LOT 2 1.42 32-26-2	
6	700030800 HARVEY, GENE & ROSE	54705 852 1/2 RD PIERCE NE 68767-0000	54705 852 1/2 ROAD	WILLOW CREEK SUB-DIV LOT 3 1.42 32-26-2	
7	700030807 GNAT, JOSEPH & SHELIA	116 E WILLOW WAY PIERCE NE 68767-	32-26-2	WILLOW CREEK SUB-DIV LOT 4 1.33A 32-26-2	
8	700030814 CARSTENS, LONNIE R & CHRISTINE M	54704 852 1/2 ROAD PIERCE NE 68767-0000	54704 852 1/2 ROAD	WILLOW CREEK SUB-DIV LOT 5 1.33A 32-26-2	
9	700030821 HOPPE, KENNETH J & SHARON	54702 852 1/2 ROAD PIERCE NE 68767-0000	54702 852 1/2 ROAD	WILLOW CREEK SUB-DIV LOT 6 1.51A 32-26-2	
10	700030835 SIREK, VICKI L	PO BOX 159 PIERCE NE 68767-0000	85263 548 AVE	PT SE1-4NE1-4 33.29AC HERBOLSHLEIMER'S LOT SPLIT 32-26-2	
11	700030836 LOWER ELKHORN NATURAL RESOURCES"DISTRICT	PO BOX 1204 NORFOLK NE 68701-0000	32-26-2	SW1-4 & W1-2SE1-4 240A 32-26-2	
12	700030837 LOWER ELKHORN NATURAL RESOURCES"DISTRICT	PO BOX 1204 NORFOLK NE 68701-0000	32-26-2	E1-2SE1-4 32-26-2 80A	
13	700030838 HERBOLSHLEIMER, DONREL (TRUST	PO BOX 127 PIERCE NE 68767-0000	32-26-2	PT OF SW1-4NE1-4 19.73AC 32-26-2	
14	700030842 ZUMBRUM, PATRICIA & DAVID L	482 3RD AVE ST LIBORY NE 68872-	32-26-2	NW1-4 137.905 32-26-2 (LESS WILLOW CREEK SUB-DIV & LESS NAVE'S SUB-DIV)	
15	700035708 LOWER ELKHORN NATURAL RESOURCES"DISTRICT	PO BOX 1204 NORFOLK NE 68701-0000	6-25-2	NE1-4 & N1-2SE1-4 TL 2,6 & 7 325.25AC 6-25-2"	
16	700040098 LOWER ELKHORN NATURAL RESOURCES"DISTRICT	PO BOX 1204 NORFOLK NE 68701-0000	5-25-2	NE1-4 152A 5-25-2	
17	700040099 LOWER ELKHORN NATURAL RESOURCES"DISTRICT	PO BOX 1204 NORFOLK NE 68701-0000	5-25-2	NW1-4 154.8A 5-25-2	

Figure 16: Property owner search results exported to Excel

Training

GISW provided an on-line training meeting to help get County staff become comfortable using the new WebGIS site and so we may answer questions from users.

Conclusion – Project Completed Ahead of Schedule

Pierce County contracted with GISW to complete the project by December 31, 2012. Pierce County is pleased to announce that, with GISWs help, it was able to launch the WebGIS project ahead of the schedule and it was officially completed on September 10, 2012, over two months ahead of schedule.

**Project Completion Report:**  
Cheyenne County, Nebraska  
County-wide WebGIS Site

*Prepared for:*

*The Nebraska State Records Board*

*By Cheyenne County, NE*

**January 7<sup>th</sup>, 2013**

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## **Project Overview**

The Cheyenne County Assessor and the Board of Commissioners received \$19,757.50 in grant funding for a WebGIS project from the Nebraska State Records Board Grant Program. The total cost of the project contracted with GISW was \$20,800.

Cheyenne County has established the Assessor's department as the foundation for GIS information, subsequent departments within the county will also participate in using GIS information through the development of this website. Each department that participates has a tab within the website that contains layers that are useful to each department. The County saw the project as an avenue to share GIS data across all County departments, other government agencies, businesses and with the public through a new WebGIS solution.

Cheyenne County feels that this project has successfully enhanced the delivery of local government agency services and improves government, public and business access to those services via the WebGIS system described below.

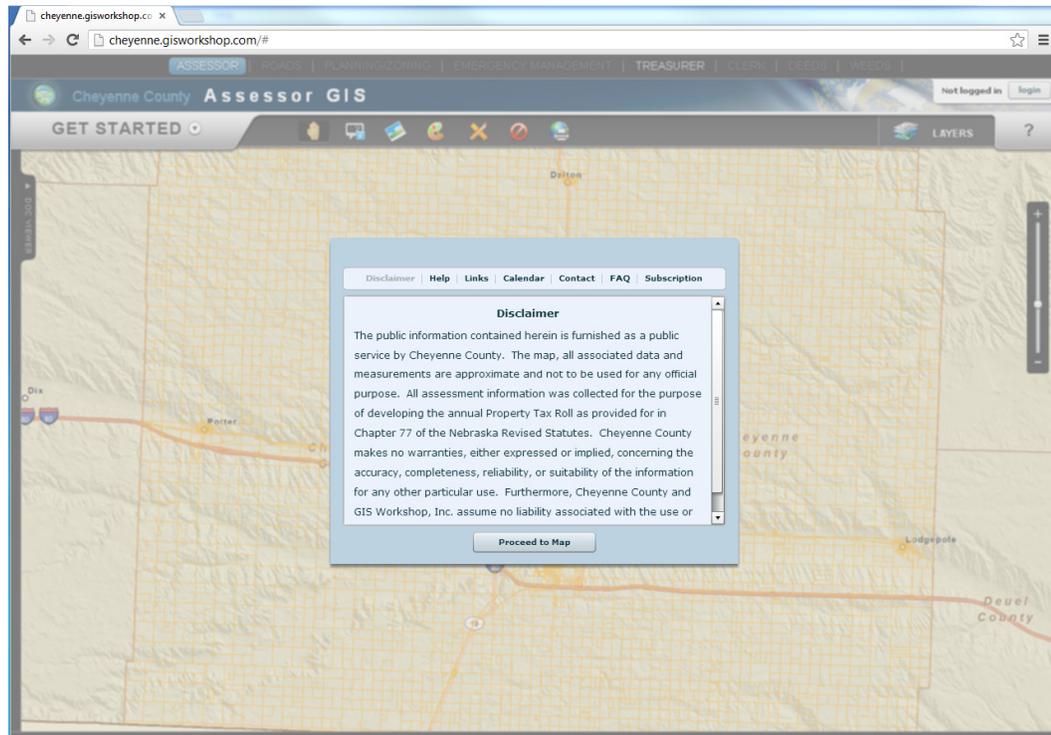
## **Scope of Work: Cheyenne County NE Webgis site**

Cheyenne County hired GISW to build and configure the GISW county WebGIS template for Cheyenne County. This system builds upon the existing assessment GIS in the Assessor's office.

### **Assessor Tab**

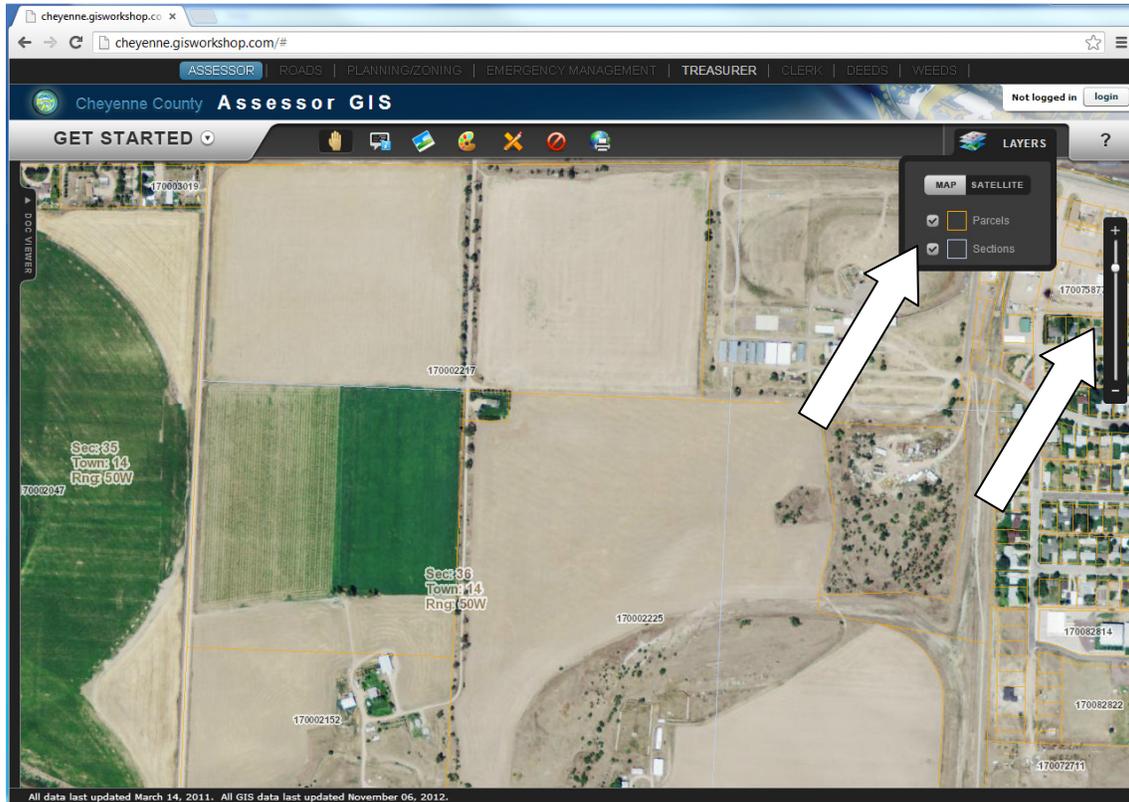
GISW configured the WebGIS to work with the TerraScan assessment software database in place with Cheyenne County. The TerraScan database is now downloaded on a nightly basis to power the property information component of the WebGIS application.

The Assessor tab features the data layers and tools specific to the needs of the Assessment staff, real estate professionals, and public land owners. Below are actual screen shots from the Cheyenne County WebGIS site found at <http://cheyenne.gisworkshop.com> (Figure 1). The WebGIS will allow anyone with Internet access to search for information and view maps concerning Cheyenne County property ownership, sales information and other assessment/appraisal data.



**Figure 1: Opening screen of the Cheyenne County WebGIS Site**

The WebGIS opens to the Assessor tab with parcels, sections and a street base layers visible (Figure 2). The user can toggle the background mapping between the satellite view that includes 2012 FSA aerial photography and the default street base map.



**Figure 2: Assessor Tab layers for Cheyenne County, NE and the zoom tool**

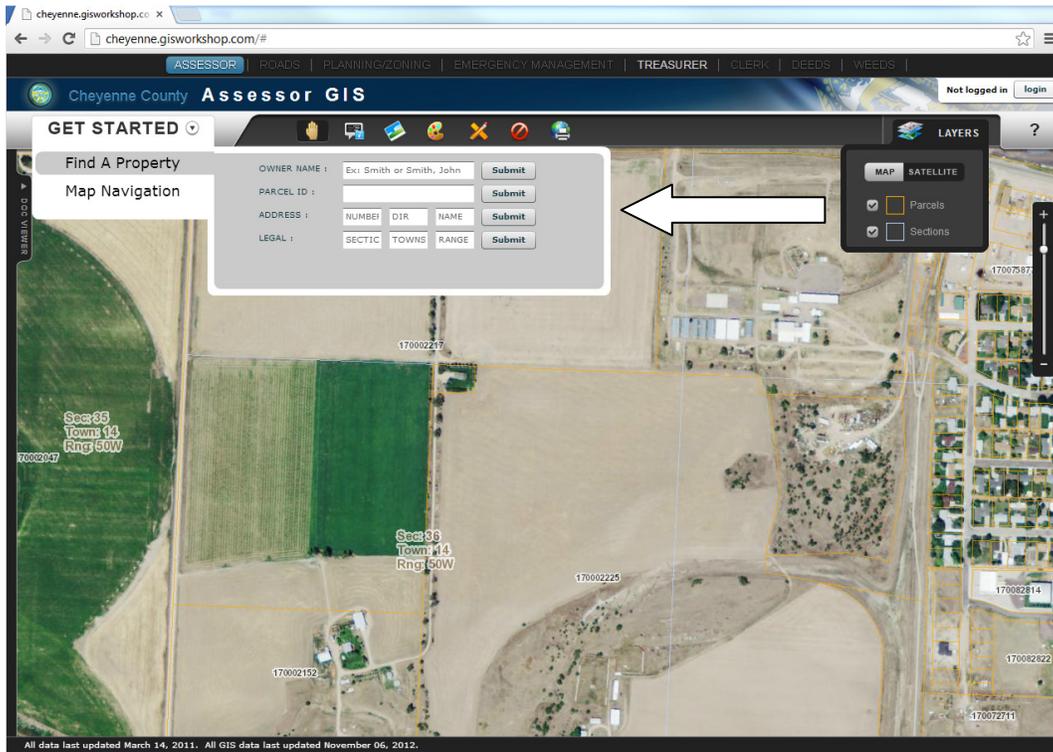
Cheyenne County coordinates with GISW to update the GIS parcel data layer. The GIS parcel layer contains the property boundary geometry and parcel identification number. The public land survey system (PLSS) Sections layer is primarily used to help with zooming to a specific section/township/range and is available as a visible layer on the map.

## **Description of WebGIS Capabilities**

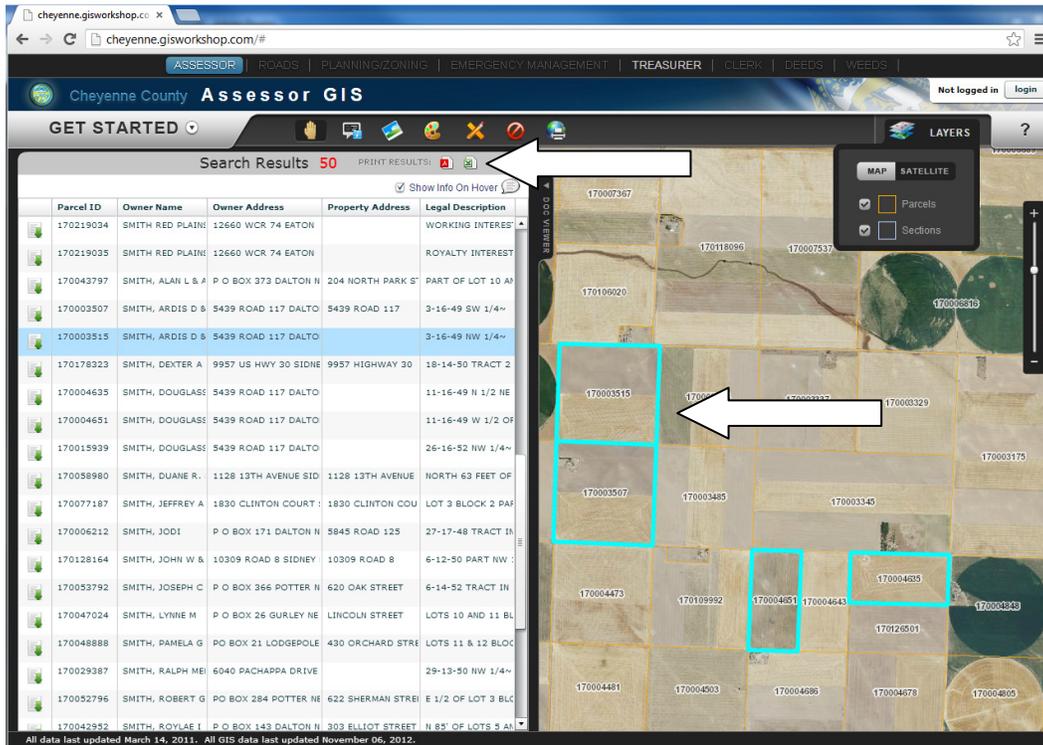
### **Searches (Get Started)**

Complete property and sales information is available via the search function. Under the 'Get Started' drop-down menu, 'Find a Property' options include owner name, parcel ID, address, or legal description (Figure 3). In addition, the user may use additional sales data filters to narrow the search by date range, price range, year built, or other pertinent parameters. For example, the user may search for "Smith" in the owner name field. The user can then select a particular property and the map will zoom into the chosen parcel as well as highlight the parcel polygon (Figure 4).

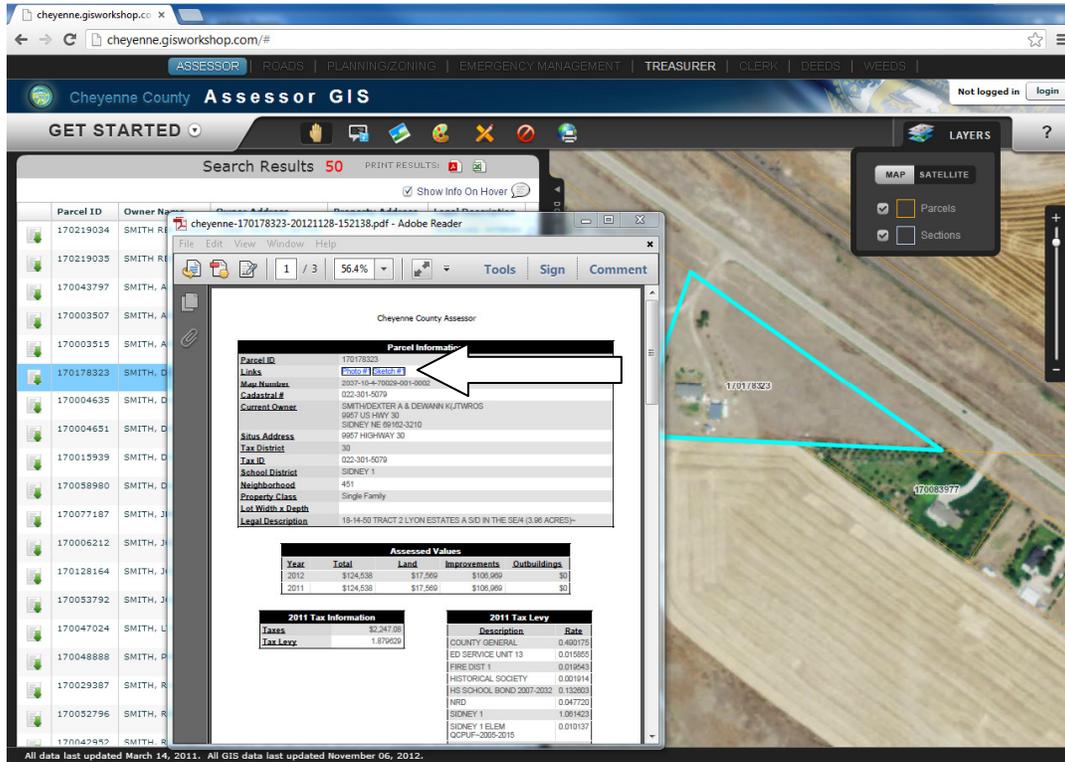
*Cheyenne County Project Completion Report: Nebraska State Records Board Grant Funds Project*



**Figure 3: Assessor tab showing property search box**



**Figure 4: Property search results (note the map changed the extent to show highlighted parcel)**



**Figure 5: PDF Property Record Card (note hyperlinks to photos and sketches of the property)**

The list of search results can be exported to a PDF document or downloaded as a Microsoft Excel document. The full property report card is displayed with links to photos, value, sale, building and land information (Figure 5). This feature is available for property search results to identify results and greatly expands the value of the system for government, public and business use. For example, appraisers and real estate agents can easily find the name and address of property owners without having to go to the courthouse.

**Map Navigation**

A slider bar for general zoom in/out viewing is available at all times (Figure 6). Additionally, under the ‘Get Started’ drop down menu, the map navigation option allows the user to ‘zoom to section/township/range’ (Figure 7). Easy panning or the ability to move the map around is possible via the pan tool icon located in the toolbar. The user may enter a specific section/township/range or latitude/longitude (GPS coordinate) and then the map zooms into the specified location.

*Cheyenne County Project Completion Report: Nebraska State Records Board Grant Funds Project*

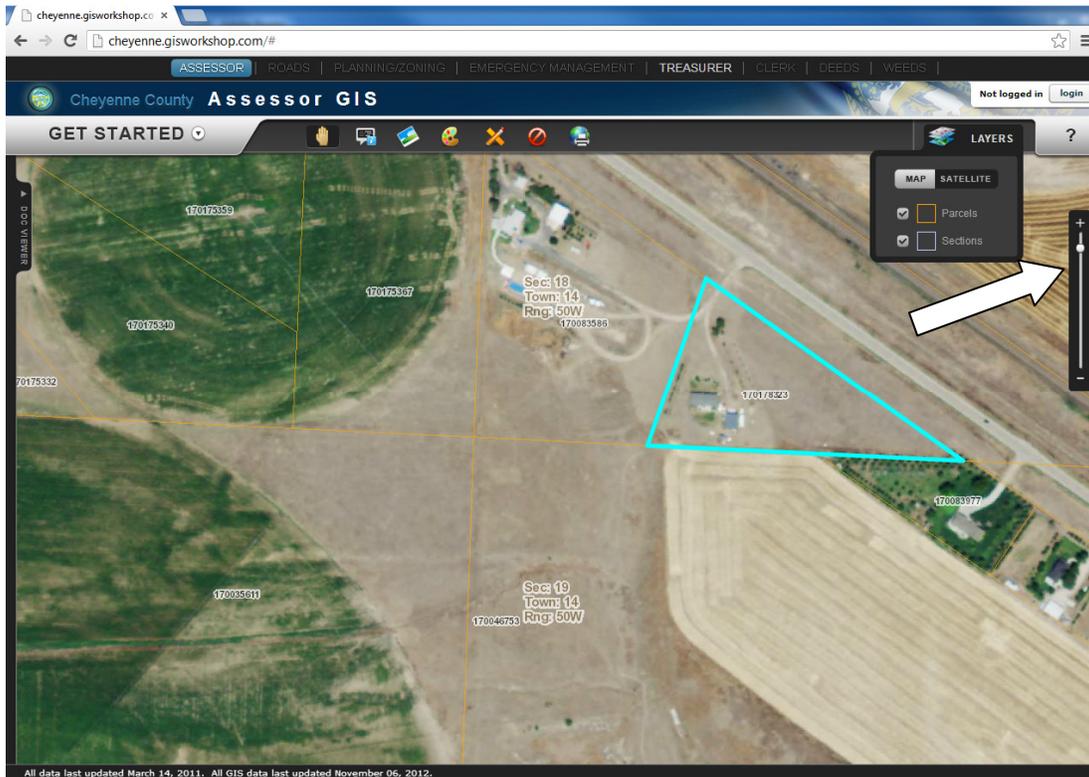
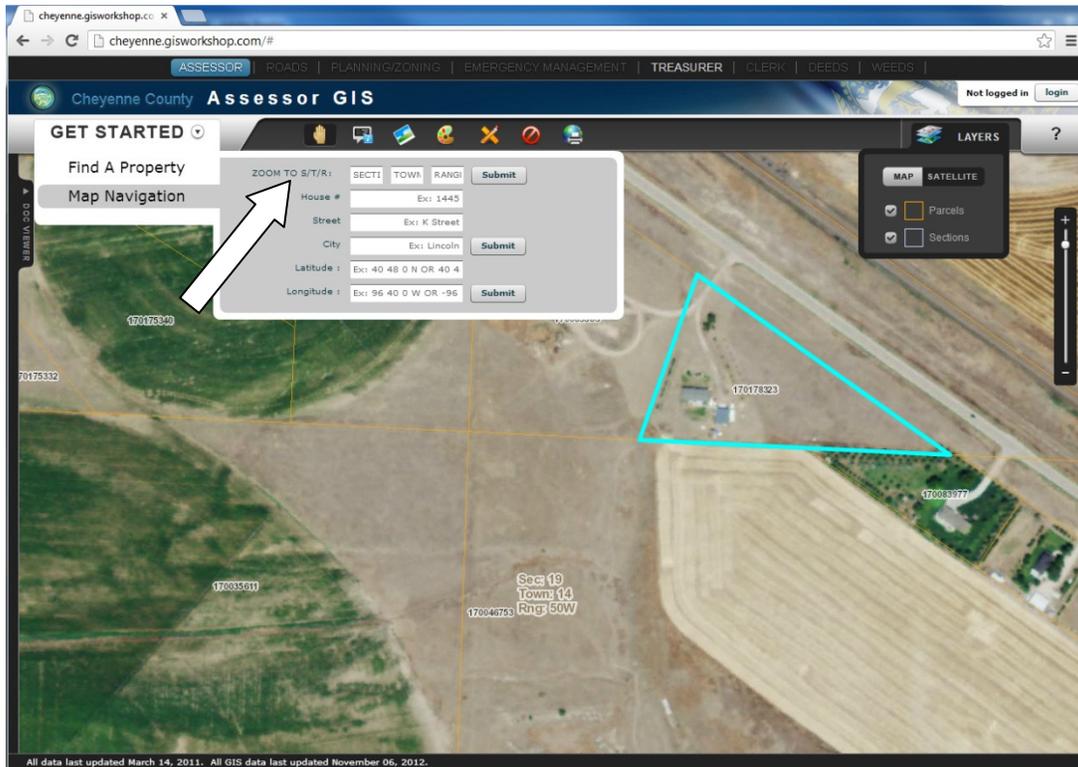


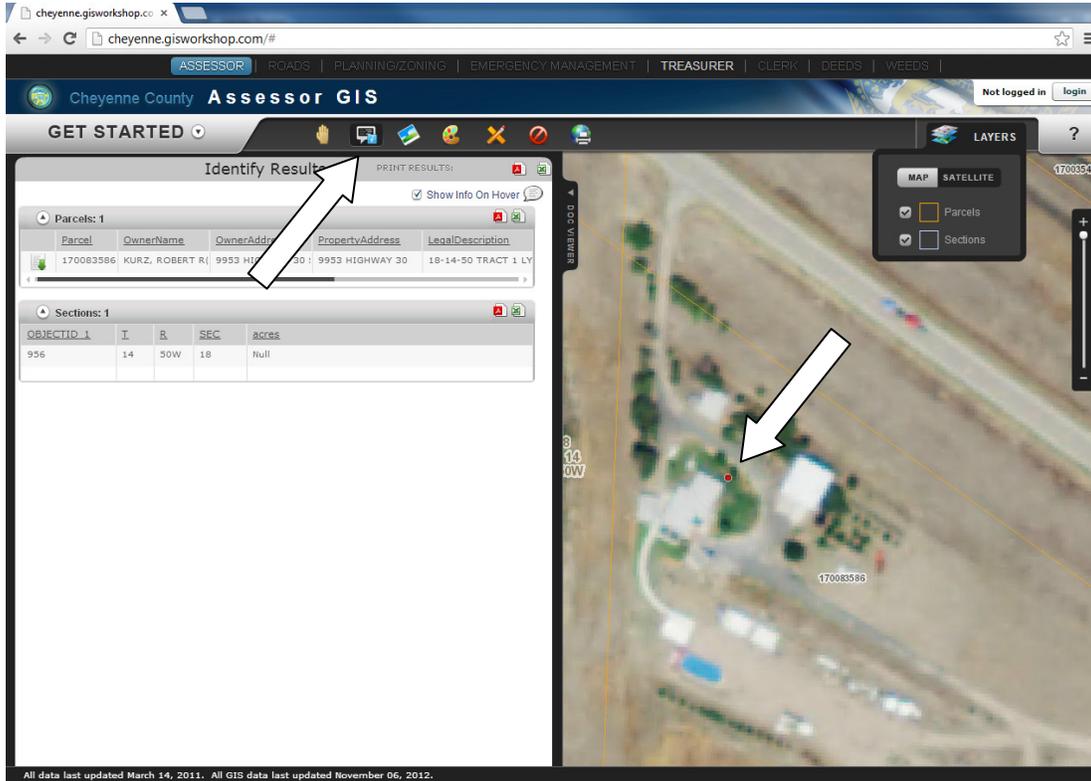
Figure 6: Zoom slider bar (right side) and activated pan tool icon (hand) in horizontal toolbar



**Figure 7: User enters section/township/range**

**Identify tool**

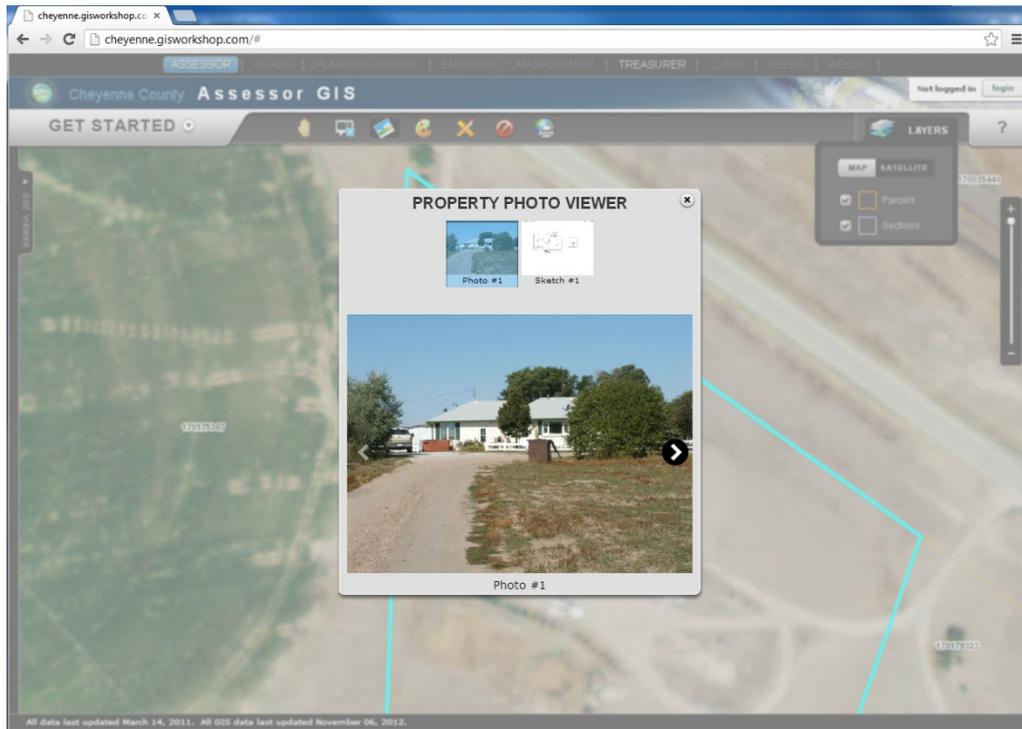
The Identify Tool allows a user to click on the map to get results for all map visible layers. The user can click on a map inside a parcel and the WebGIS will return a pop-up window with basic parcel, owner name, and address information (Figure 8).



**Figure 8: Activated Identify tool results on Assessor tab**

**Photo Tool**

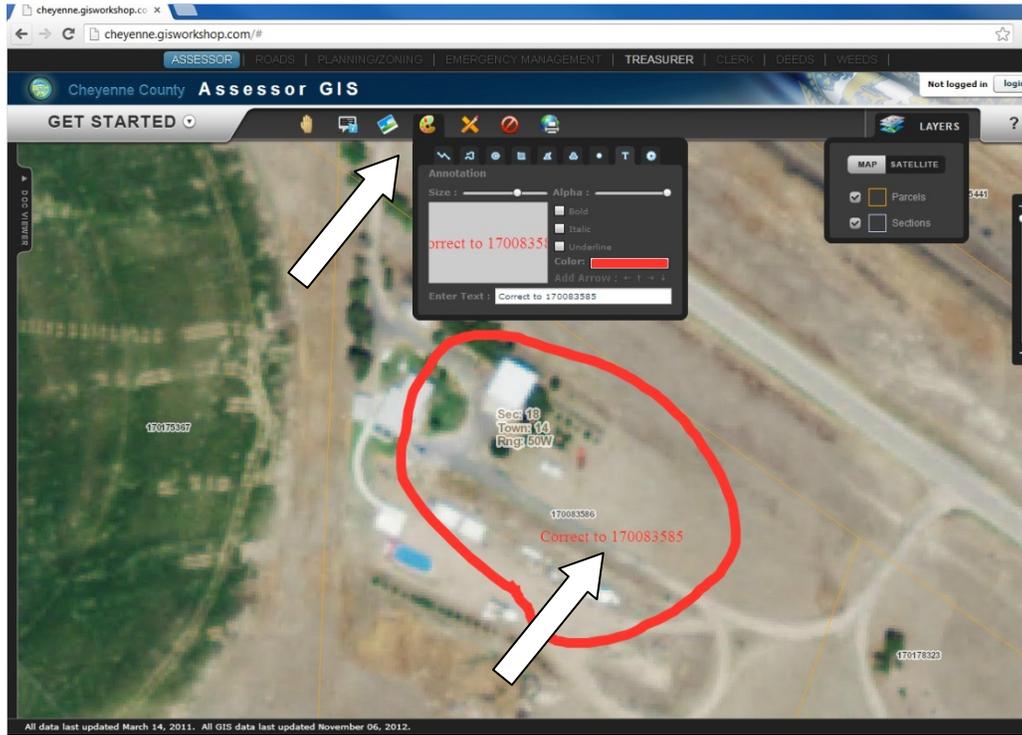
The Photo Tool is a great way to view individual building improvements. The tool reads the assessment database for all available photos and sketches and displays them in a photo window (Figure 9).



**Figure 9: Property Photo Viewer Tool shows all available images from the Assessor's database**

### **Drawing Tool**

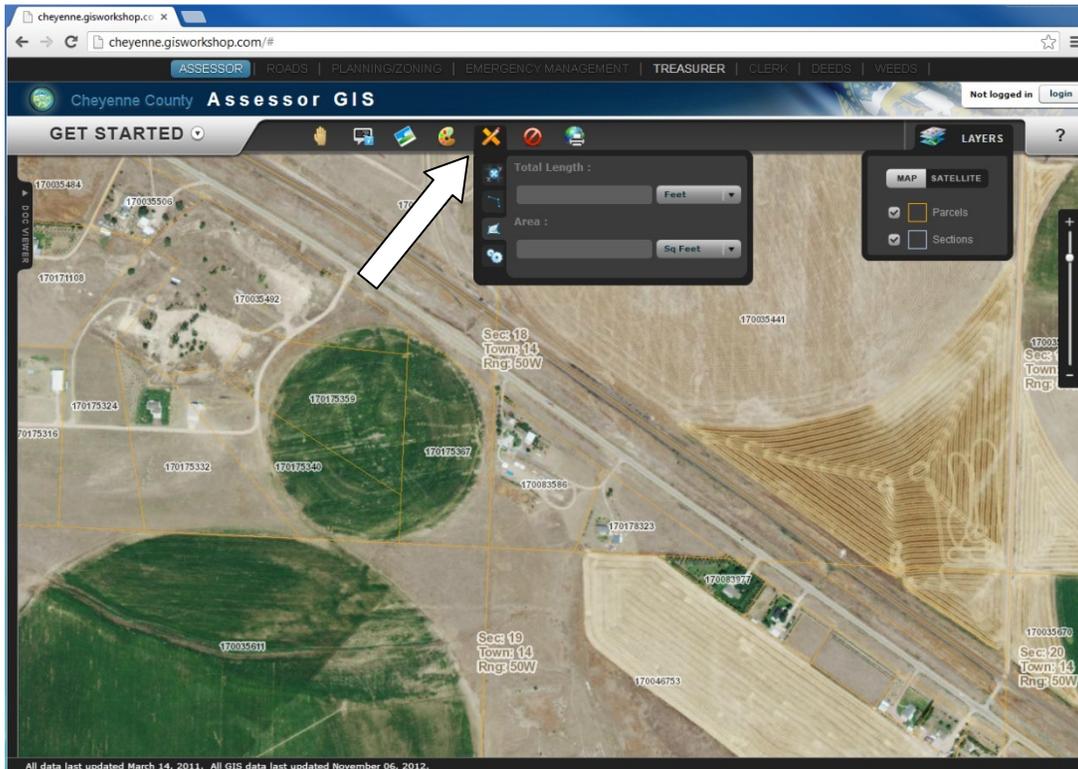
The drawing tool offers a wide range of options to mark up the map. The drawing tool offers options for point, line, polygon and text size, color and transparency (Figure 10). The drawing tool combined with the print to email tool allows county staff and public alike to view maps, write notes and sketch information to share digitally amongst each other.



**Figure 10: Drawing tool illustrating line and text features to show where a PID needs to be updated**

**Measurement tool**

Length (feet, meters, miles, and kilometers) and area (acres, square feet, square meters, square miles, and square kilometers) measurements can be easily performed via the Measurement Tool (Figure 11). Using this tool, simply click at the starting point and double click at the ending point to measure a length or draw a polygon by clicking at each vertex location to measure the area. The total measurement appears in a box at the top of the screen as seen in the figure below.

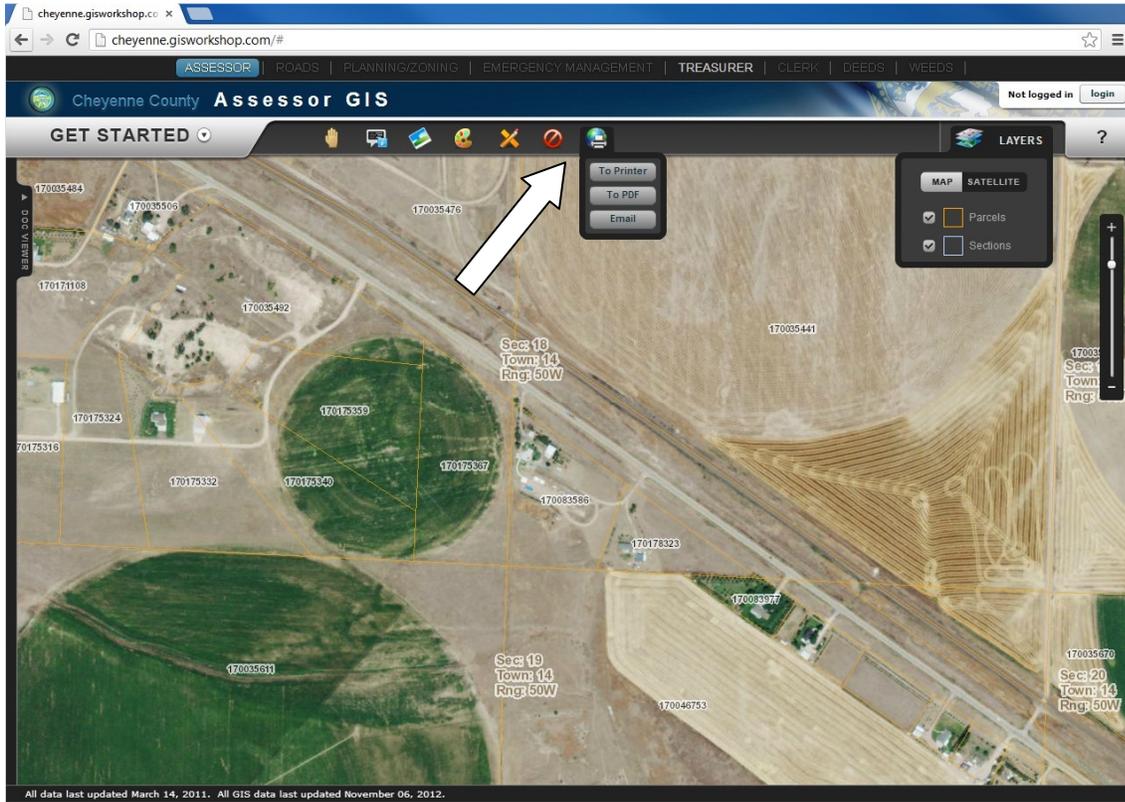


**Figure 11: Measurement tool showing available options for measurement of area**

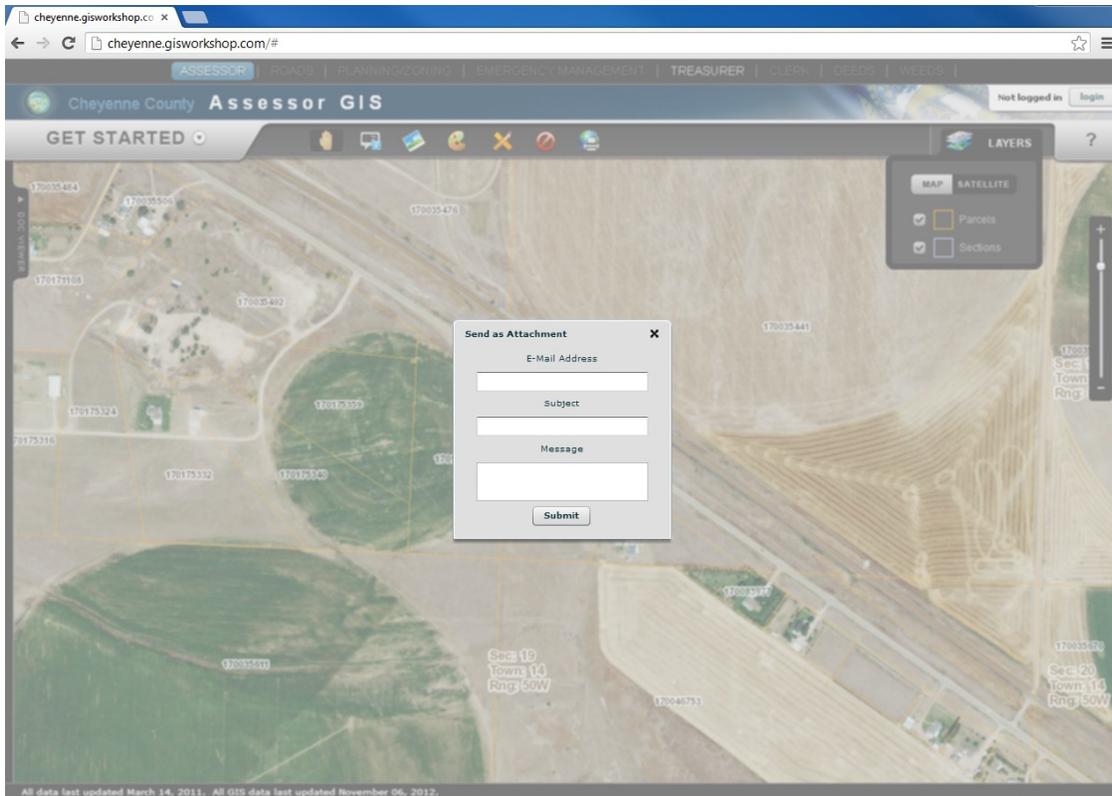
**Print Tool**

The Print Tool will convert the current map image from the WebGIS interface to a PDF document (Figures 12 & 13). The Print Tool is helpful for sharing a specific screen view of a map location. We are able to share a screen view with a colleague in an email or print that view to paper and mark up.

*Cheyenne County Project Completion Report: Nebraska State Records Board Grant Funds Project*



**Figure 12: Print tool showing available options – here the user may send the screen grab to a local printer, PDF document or email**



**Figure 13: Print tool showing available options (email option demonstrated)**

## **Clerk Tab**

The Clerk tab features the data layers and tools specific to the needs of the Clerk's Department. The WebGIS will allow anyone with Internet access to search for information and view maps concerning Clerk specific information including Commissioner Districts, Voting Precincts, and School Districts. For example, the Clerks department or the general public can see the color-coded sections for voting precincts as separate layer within the map.

The Cheyenne County Clerk with GISW to supply the data for the voting and commissioner boundary layers. In addition, GISW created the school district layer from the existing Terrascan/parcel database.

## **Tools**

Tools on the Clerk tab mirror those listed for the Assessor Tab.

## **Roads Tab**

The Roads tab features the data layers and tools specific to the needs of the Roads staff. Below are actual screen shots from the Roads tab on the new Cheyenne County WebGIS site found at <http://cheyenne.gisworkshop.com>. The WebGIS will allow anyone with Internet access to search for Roads specific information and such as the locations of bridges and culverts.

GISW coordinated with the Roads Department to gather the required information for the Roads-specific data layers. The county provided digital data for bridges and culverts to GISW. In addition, GISW created the Roads centerline data from the NDOR surface type from 911 data. No signs information was provided to GISW, therefore there is currently no signs layer on the Roads tab.

## **Tools**

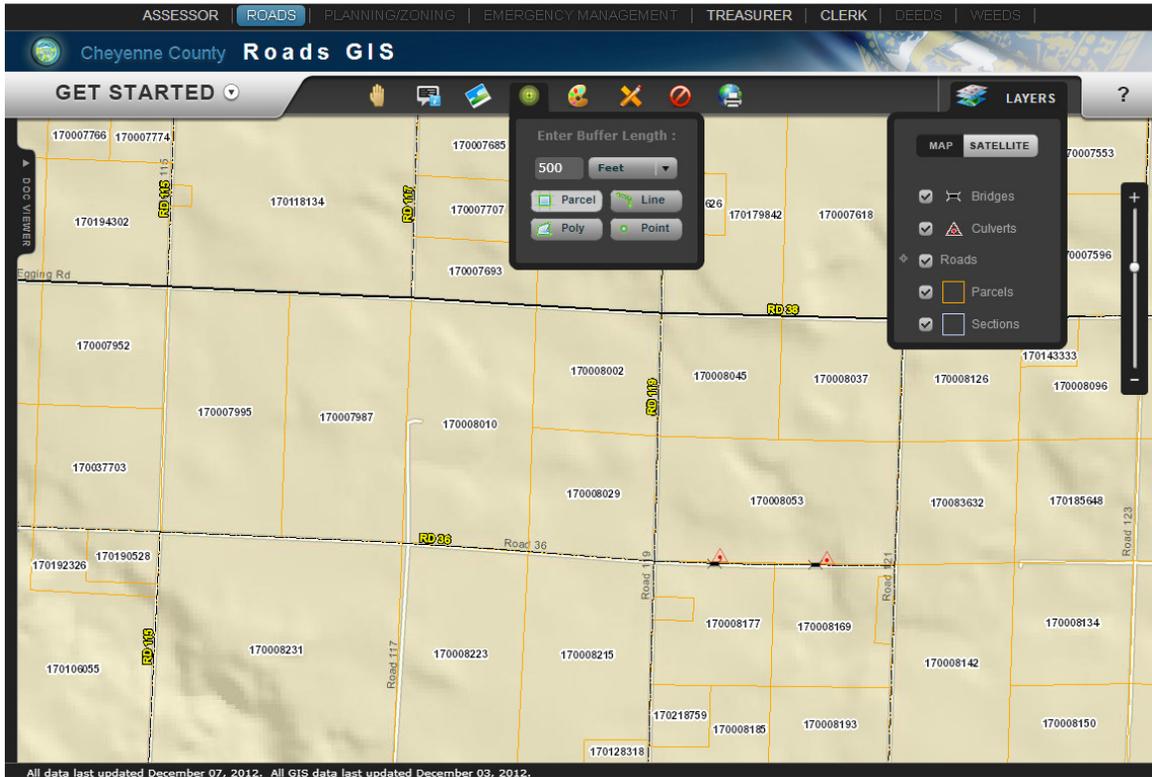
Tools on the Roads tab mirror the Assessor tab, plus the addition of a Parcel Buffer tool, described below.

### ***Buffer tool***

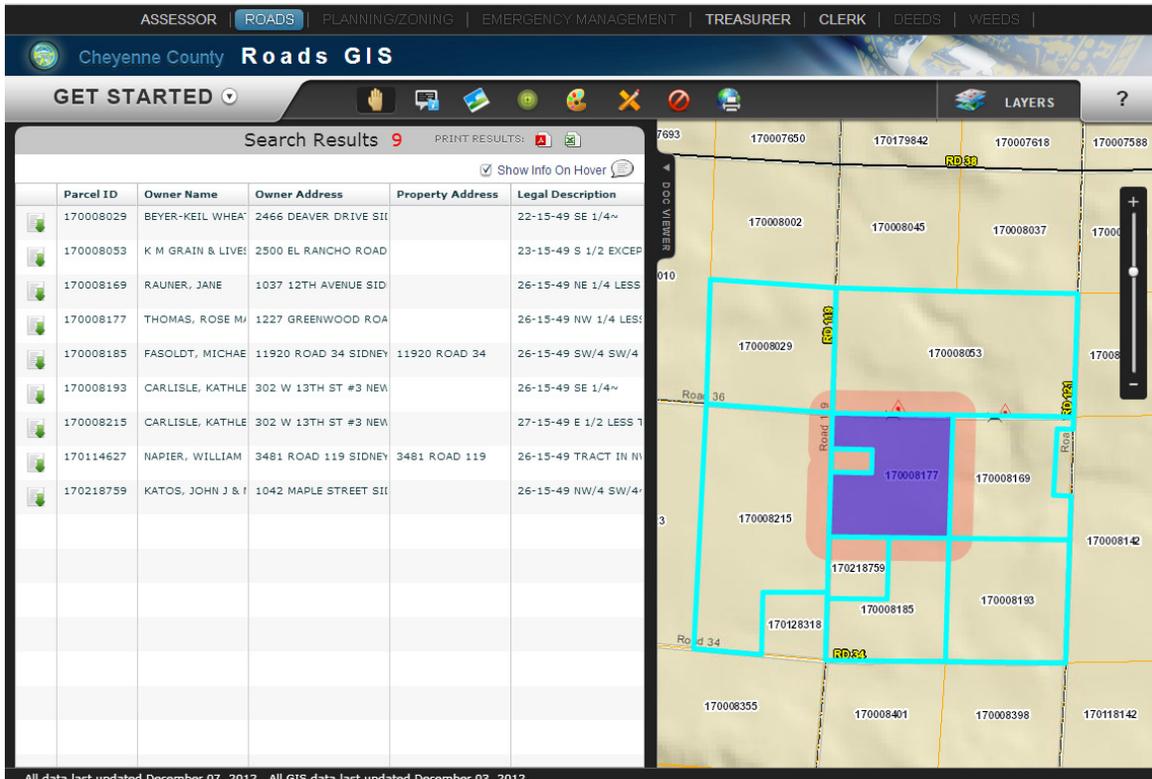
The Roads tab features an additional tool, the Buffer Tool. The buffer tool identifies features within a user-defined radius (feet or meters) of a selected parcel or user-defined line, point or polygon (Figures 14 & 15). This information is available as a report that can be printed to a PDF document or exported to Microsoft Excel (Figure 15).

The Roads department may use the buffer tool to identify all parcels within 100 feet of a road that needs to be replaced. Once the buffer tool has identified all parcels that might be affected by the construction of the road, the parcel information, including all landowner addresses, may be exported into an Excel document. We can then perform mail merge to contact the landowners of each of these parcels about pending construction and any further instruction that may be required.

*Cheyenne County Project Completion Report: Nebraska State Records Board Grant Funds Project*



**Figure 14: Activated Buffer tool with 500' radius and parcel selection options**



**Figure 15: Property owner search results from the buffer analysis**

Parcel	OwnerName	OwnerAddress	PropertyAddress	Legal	Balance
170008029	BEYER-KEIL WHEATLANDS INC	2466 DEAYER DRIVE SIDNEY NE 69162-2601		22-15-49 SE 1/4~	1247.16
170008053	K M GRAIN & LIVESTOCK LLC C, O KENT B MILLER	2500 EL RANCHO ROAD SIDNEY NE 69162-2422		23-15-49 S 1/2 EXCEPT TRACT IN SW/4SW/4~	2239.82
170008169	RAUNER, JANE	1037 12TH AVENUE SIDNEY NE 69162-1629		26-15-49 NE 1/4 LESS 11.14 ACRE TRACT IN E 1/2 E 1/2 NE 1/4~	1067.78
170008177	THOMAS, ROSE MARY (TRUSTEE	1227 GREENWOOD ROAD SIDNEY NE 69162-3001		26-15-49 NW 1/4 LESS 10.01 ACRES~	1135.7
170008185	FASOLDT, MICHAEL L	11920 ROAD 34 SIDNEY NE 69162-3116	11920 ROAD 34	26-15-49 SW/4 SW/4 & E/2 SW/4~	1867.52
170008193	CARLISLE, KATHLEEN A	302 W 13TH ST #3 NEW YORK NY 10014-1206		26-15-49 SE 1/4~	1211.48
170008215	CARLISLE, KATHLEEN A	302 W 13TH ST #3 NEW YORK NY 10014-1206		27-15-49 E 1/2 LESS TRACT IN SE 1/4~	2158.46
170114627	NAPIER, WILLIAM B & REBECCA A NAPIER JTWROS	3481 ROAD 119 SIDNEY NE 69162-3115	3481 ROAD 119	26-15-49 TRACT IN NW 1/4 (10.01 ACRES)~	2834.46
170218759	KATOS, JOHN J & MARY T (JT	1042 MAPLE STREET SIDNEY NE 69162-2033		26-15-49 NW/4 SW/4~	1079

Figure 16: Property owner search results exported to Excel

**TRAINING**

GISW has provided training to help County staff become comfortable with using the new WebGIS site and so we may answer any questions from users. GISW provided online training to the Assessor’s Department on 10/24/12 and to the Roads Department on 12/27/12. The demonstration for the Clerk’s Department is scheduled for 1/10/13. Upon completion of this demo, all county departments will be trained on the website.

**Project Schedule – project completed ahead of schedule**

We requested that GISW complete the project on or before December 31, 2012. Cheyenne County is pleased to announce that, with GISW’s help, it was able to launch the WebGIS project ahead of the schedule and the website was live as of 12/27/12. After the completion of all demonstrations, GISW will point all existing county websites to the new WebGIS site at <http://cheyenne.gisworkshop.com>.

**Project Completion Report:**  
Thayer County, Nebraska  
County-wide WebGIS Site

*Prepared for:*

*The Nebraska State Records Board*

*By Thayer County, NE*

**January 7<sup>th</sup>, 2013**

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## **Project Overview**

The Thayer County Assessor and the Board of Commissioners received \$23,742.00 in grant funding from the Nebraska State Records Board Grant Program for a WebGIS project. The total cost of the project contracted with GISW was \$27,800.

Thayer County has established the Assessor's department as the foundation for GIS information for subsequent departments within the county to participate in using GIS information through the development of this web-based site. The WebGIS will have tabs for various departments within the county, specifically for the Assessor, Roads, Emergency Manger, and Planning/Zoning Departments. Each tab contains layers that were identified as useful to each department and the general public alike. The County saw the project as an avenue to share GIS parcel property, roads, and other data across all County departments, other government agencies, businesses and with the public.

Thayer County feels that this project has successfully enhanced the delivery of local government agency services and improves government, public and business access to those services via the WebGIS system described below.

## **Scope of Work: Thayer County, NE WebGIS**

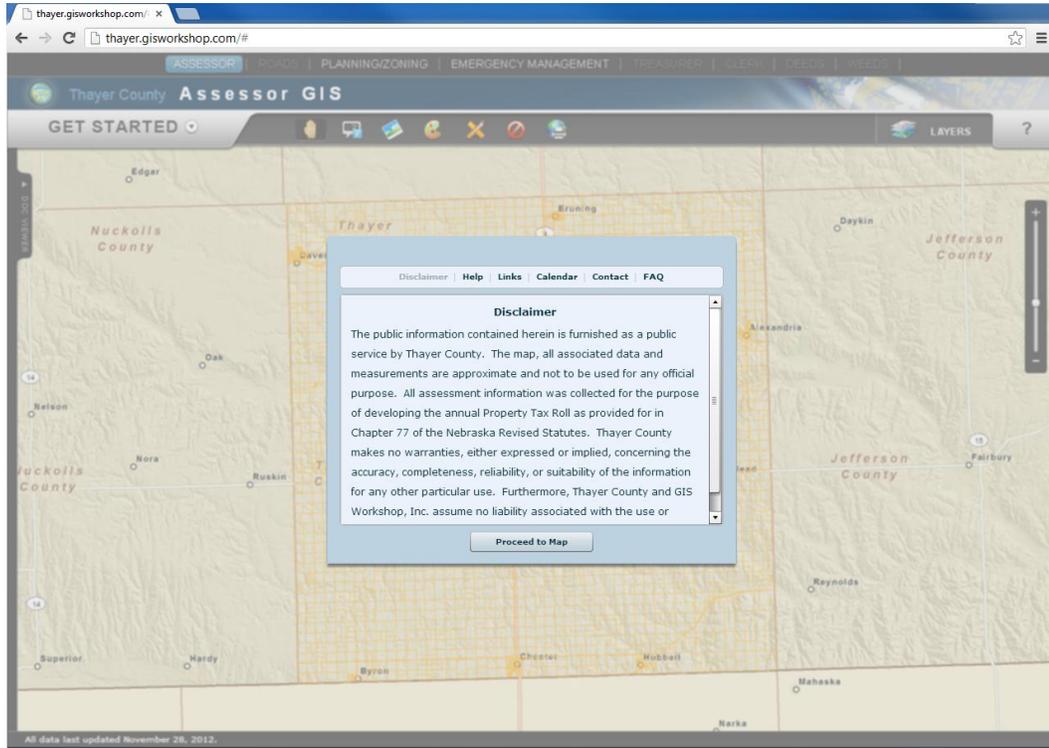
Thayer County hired GISW to build and configure their county WebGIS template for Thayer County. This system builds upon the existing assessment GIS in the Assessor's office.

### **Assessor Tab**

GISW configured the WebGIS to work with the MIPSPC assessment software database in place with Thayer County. The MIPSPC CAMA database is now downloaded on a nightly basis to power the property information component of the WebGIS application.

The Assessor tab features the data layers and tools specific to the needs of the Assessment staff, real estate professionals and land owners. Below are actual screen shots from the Thayer County WebGIS site found at <http://thayer.gisworkshop.com> (Figure 1). The WebGIS will allow anyone with Internet access to search for information and view maps concerning Thayer County property ownership, sales information and other assessment/appraisal data.

*Thayer County Project Completion Report: Nebraska State Records Board Grant Project*



**Figure 1: Opening screen of the Thayer County, NE WebGIS site.**

The WebGIS opens to the Assessor tab with parcels, sections and a street base map layers visible (Figure 2). The user can toggle the background mapping between the satellite view that includes 2012 FSA aerial photography and the default street base map.

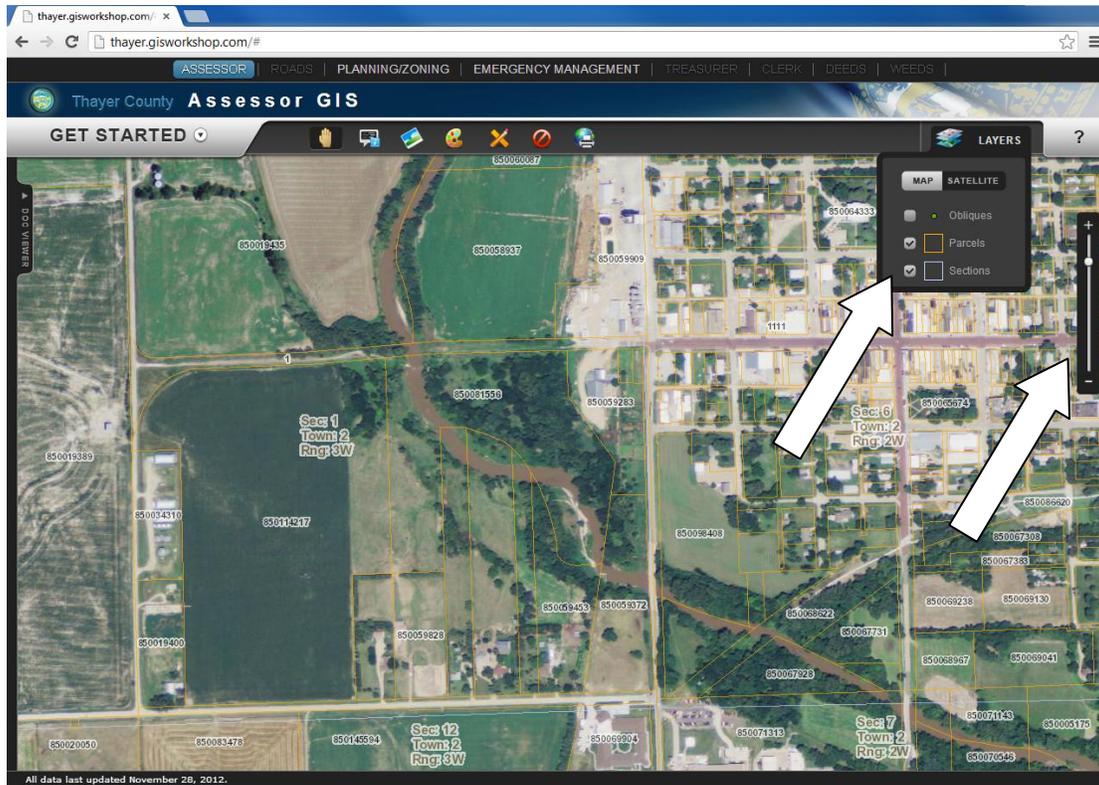


Figure 2: Assessor Tab layers for Thayer County, NE and the zoom tool.

Thayer County coordinates with GISW to update the GIS parcel data layer on a monthly basis. The GIS parcel layer contains the property boundary geometry and parcel identification number.

## Description of WebGIS Capabilities

### Searches (Get Started)

Complete property and sales information is available within seconds via the search features. Under the 'Get Started' drop-down menu, 'Find a Property' options include owner name, parcel ID, address, or legal description (Figure 3). In addition, the user may use additional sales data filters to narrow the search by date range, price range, year built, or other pertinent parameters. For example, the user may search for "Smith" in the owner name field. The user can then select a particular property and the map will zoom into the chosen parcel as well as highlight the parcel polygon (Figure 4).

Thayer County Project Completion Report: Nebraska State Records Board Grant Project

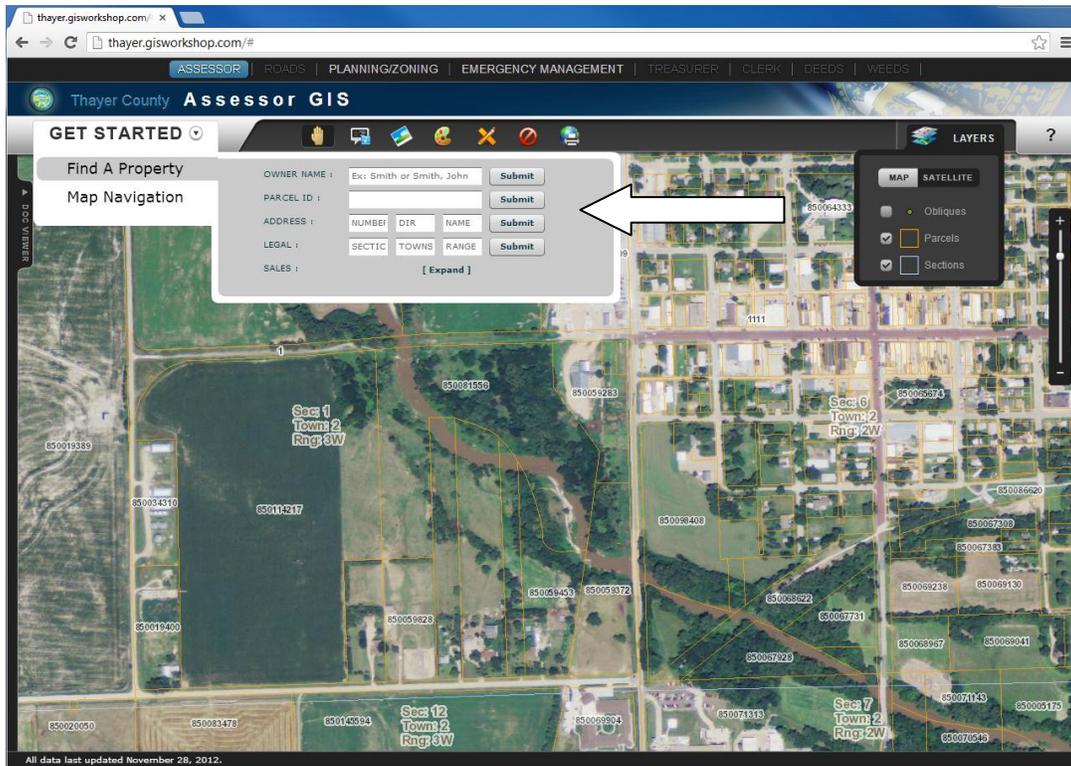


Figure 3: Assessor tab showing property search box

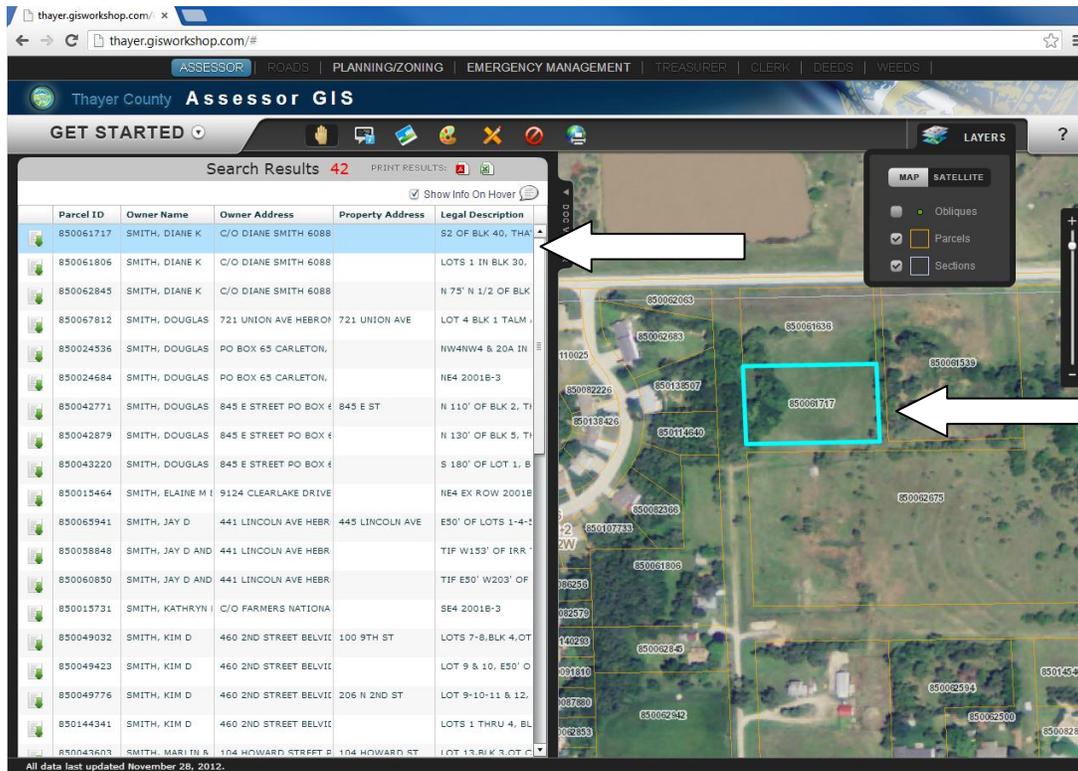


Figure 4: Property search results (note the map changed the extent to show highlighted parcel)

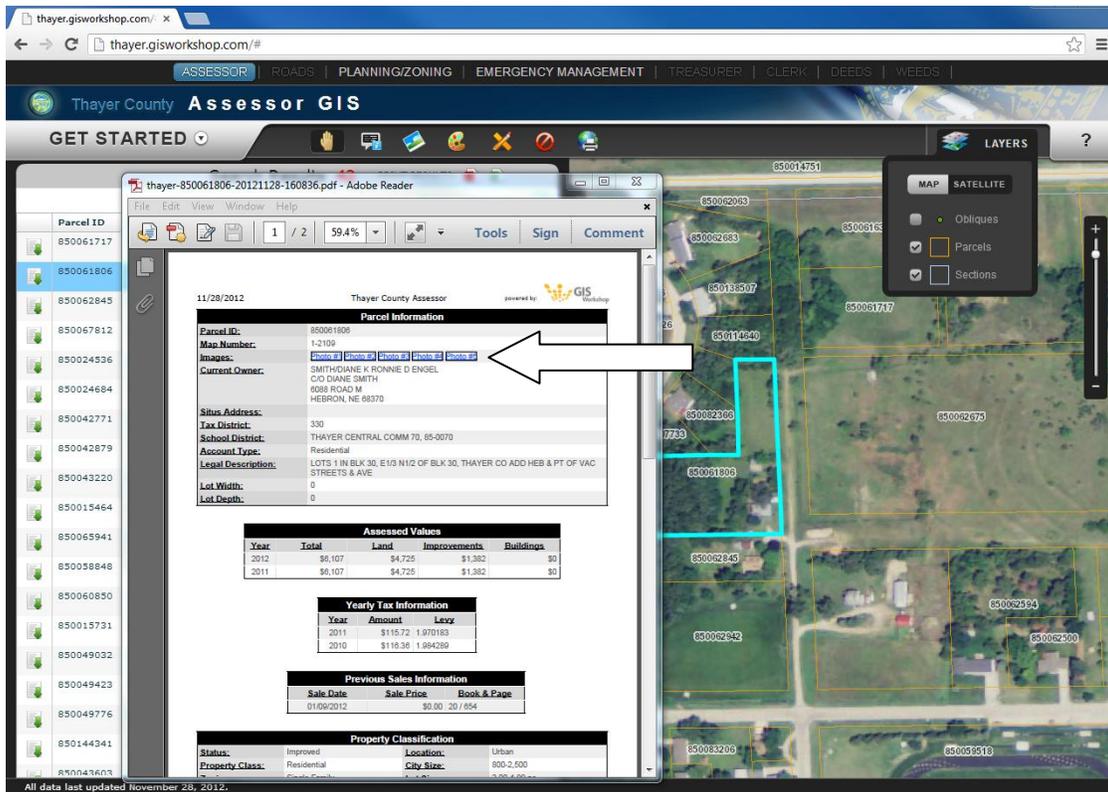


Figure 5: PDF Property Record Card (note hyperlinks to photos and sketches of the property)

The list of search results can be exported to a PDF document or downloaded as a Microsoft Excel document. The full property report card is displayed with links to photos, value, sale, building and land information (Figure 5). This feature is available for property search results to identify results and greatly expands the value of the system for government, public and business use. For example, appraisers or real estate agents can easily find the name and address of property owners without having to go to the courthouse.

### Map Navigation

A slider bar for general zoom in/out viewing is available at all times (Figure 6). Additionally, under the 'Get Started' drop down menu, the map navigation option allows the user to 'zoom to section/township/range' (Figure 7). Easy panning or the ability to move the map around is possible via the pan tool icon located in the toolbar. The user may enter a specific section/township/range or latitude/longitude (GPS coordinate) and then the map zooms into the specified location.

Thayer County Project Completion Report: Nebraska State Records Board Grant Project

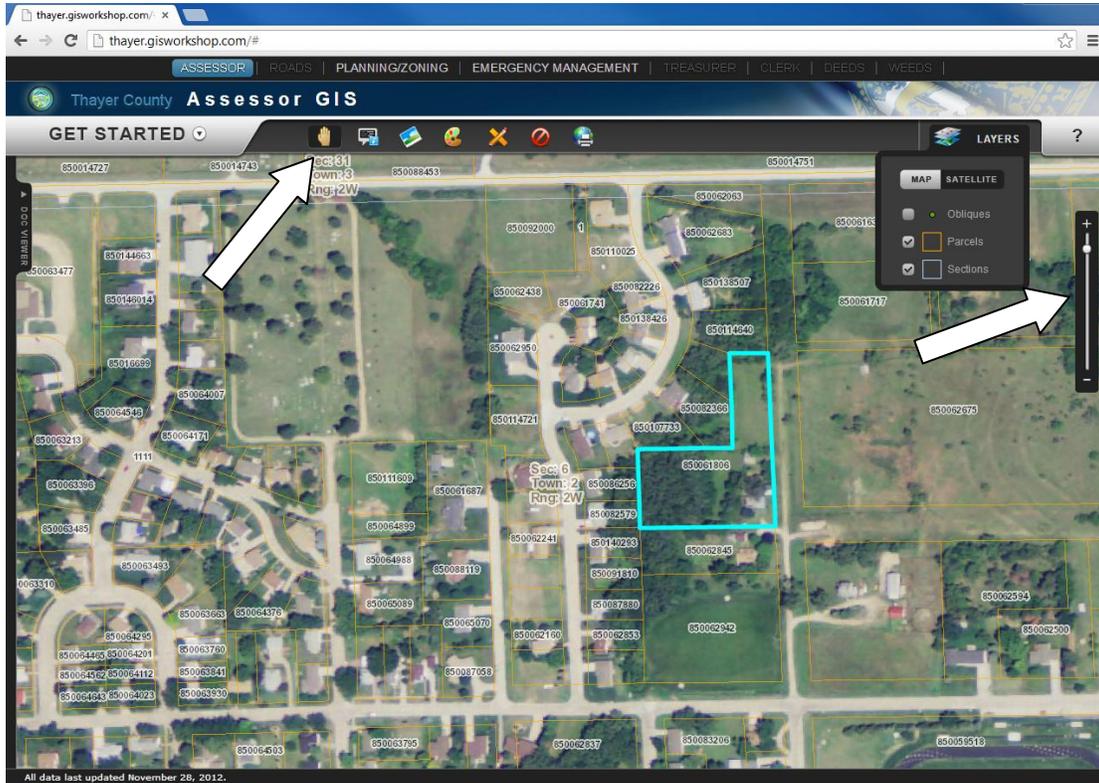


Figure 6: Zoom slider bar (right side) and activated pan tool icon (hand) in horizontal toolbar

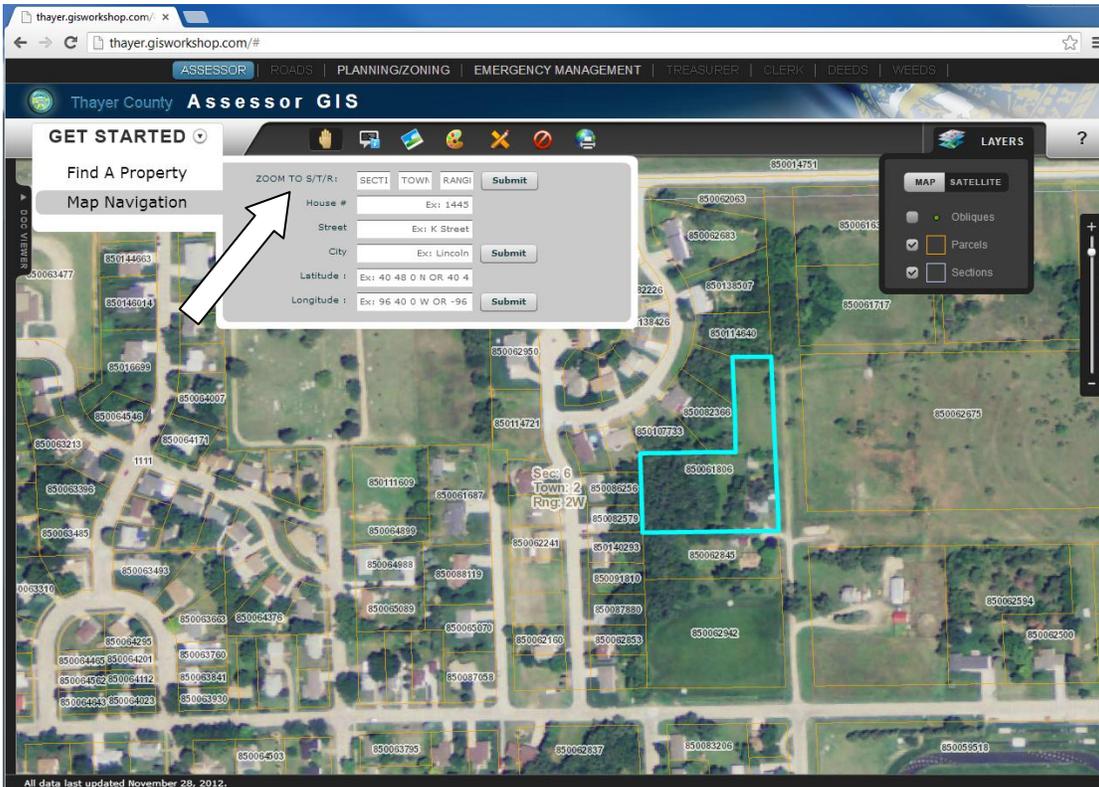


Figure 7: User enters section/township/range

### Identify tool

The Identify Tool allows a user to click on the map to get results for all map visible layers. The user can click on a map inside a parcel and the WebGIS will return a pop-up window with basic parcel, owner name, and address information (Figure 8).

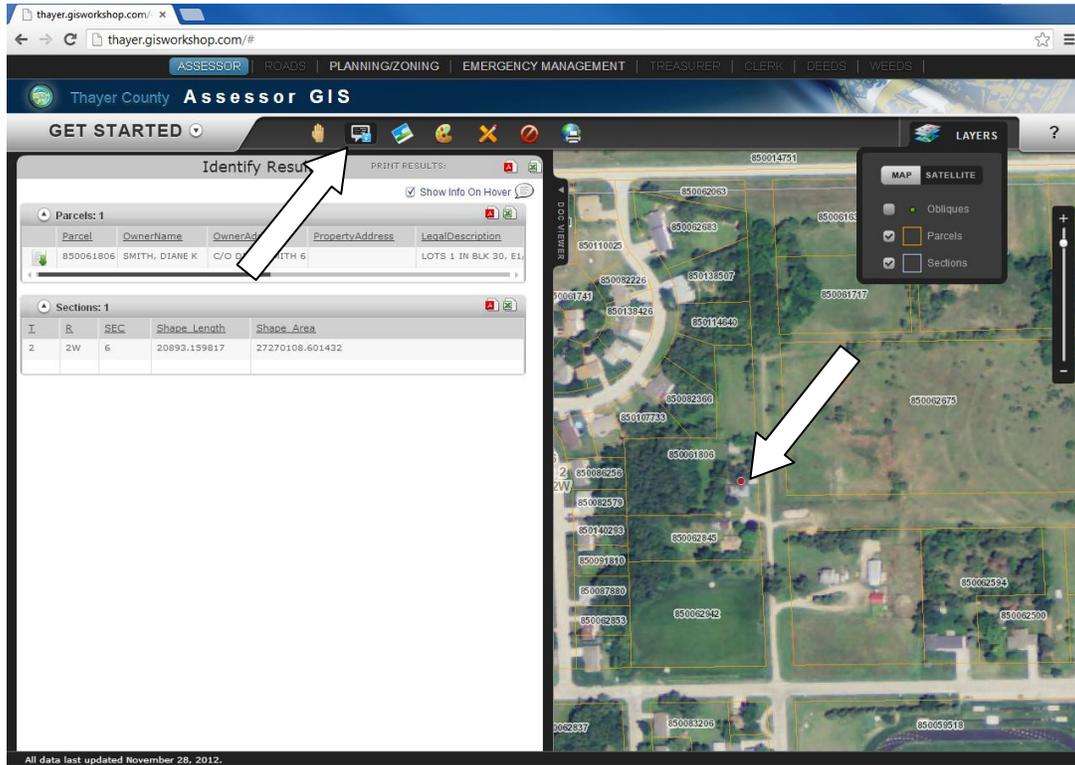
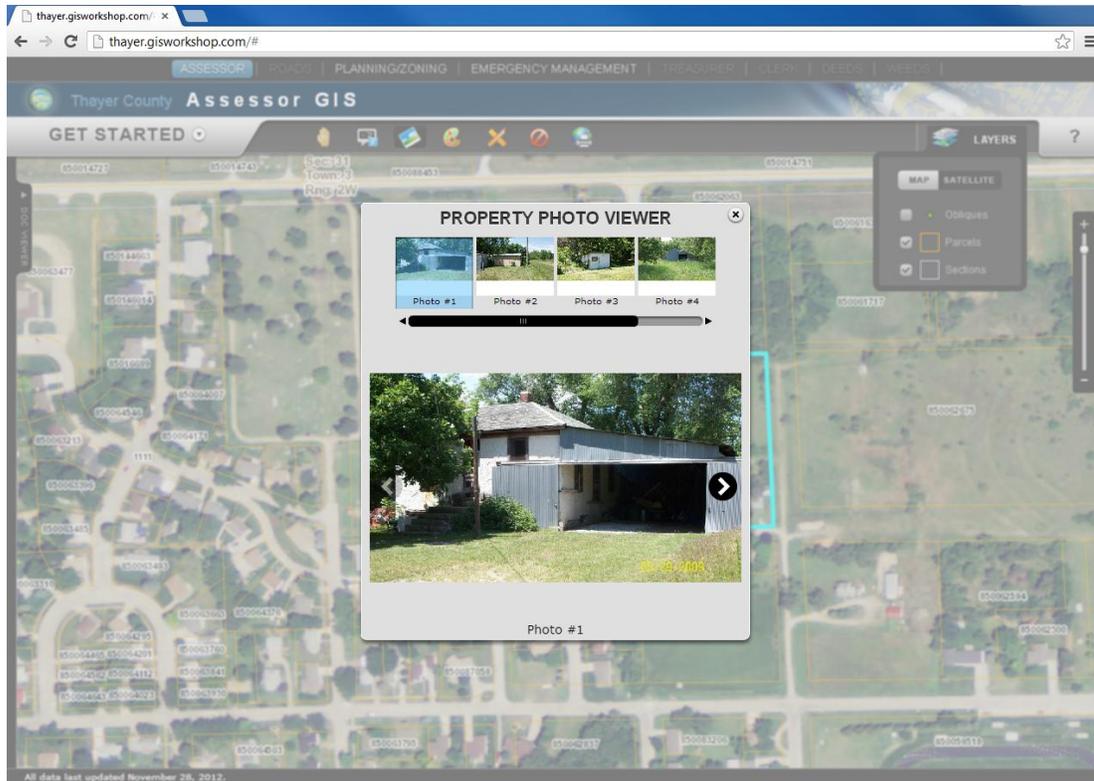


Figure 8: Activated Identify tool results on Assessor tab

**Photo Tool**

The Photo Tool is a great way to view individual building improvements. The tool reads the assessment database for all available photos and sketches and displays them in a photo window (Figure 9).



**Figure 9: Property Photo Viewer Tool shows all available images from the Assessor’s database**

### Drawing Tool

The drawing tool offers a wide range of options to mark up the map. The drawing tool offers options for point, line, polygon and text size, color and transparency (Figure 10). The drawing tool combined with the print to email tool improves the ability for county staff and the general public to communicate and collaborate by sharing digital maps, annotation and sketches.

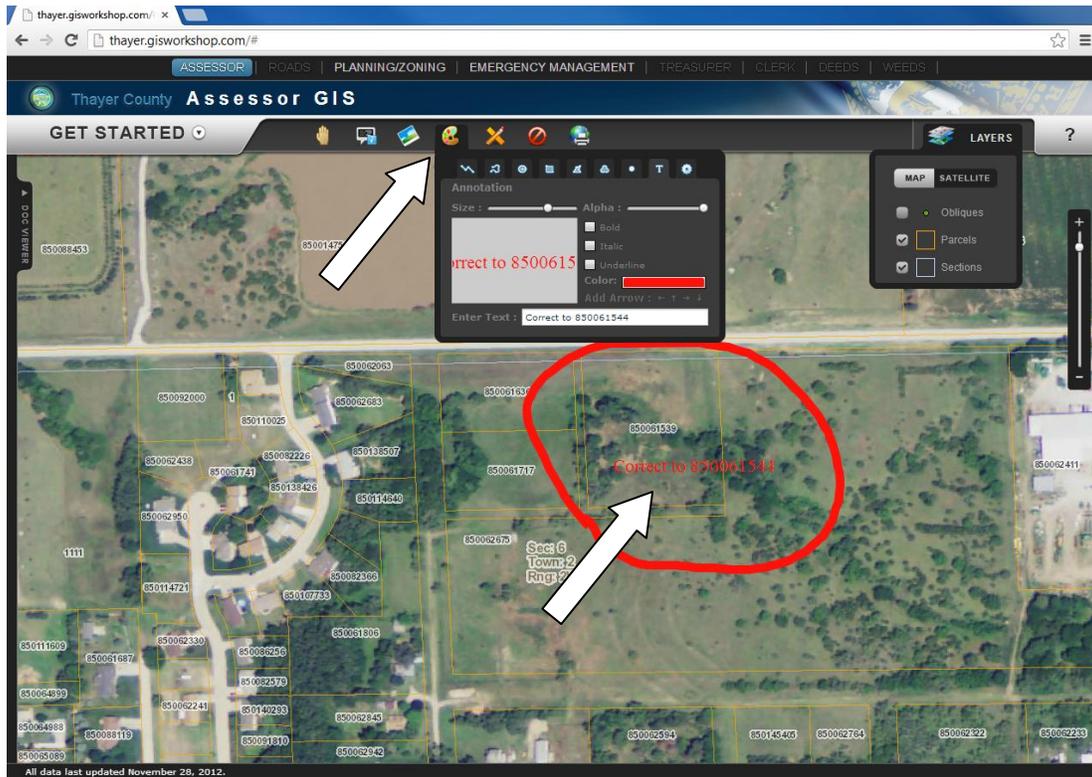
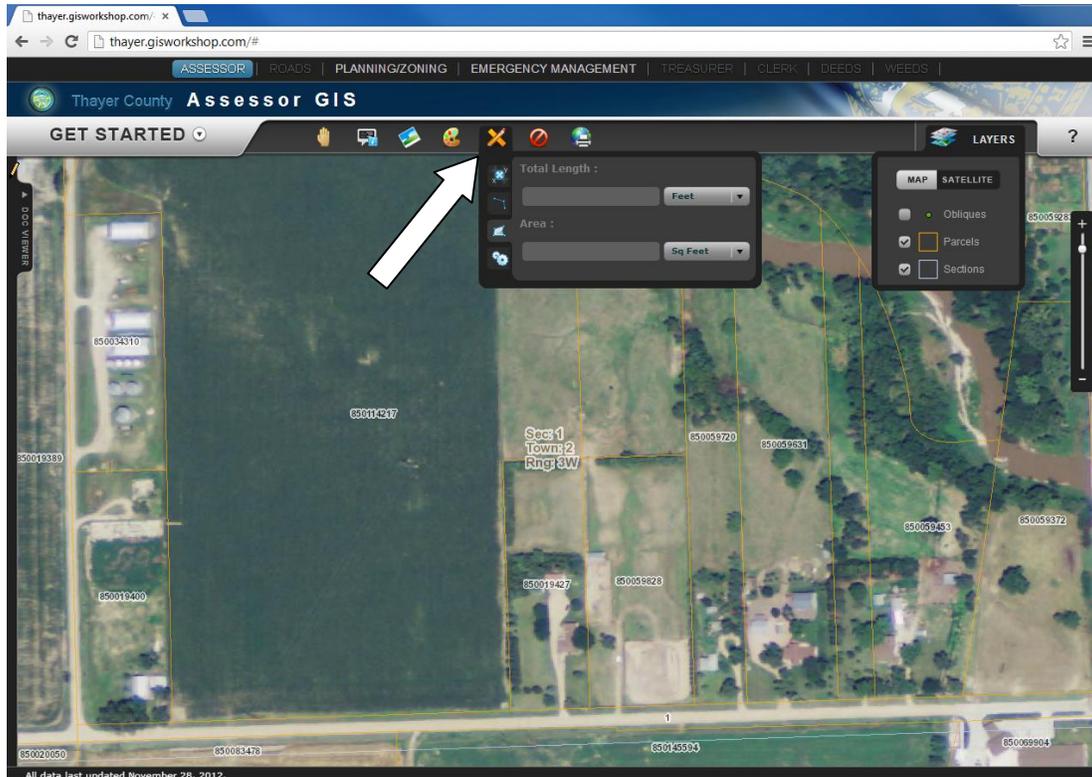


Figure 10: Drawing tool illustrating line and text features to show where a PID needs to be updated.

### **Measurement tool**

Length (feet, meters, miles, and kilometers) and area (acres, square feet, square meters, square miles, and square kilometers) measurements can be easily performed via the Measurement Tool (Figure 11). Using this tool, simply click at the starting point and double click at the ending point to measure a length or draw a polygon by clicking at each vertex location to measure the area. The total measurement appears in a box at the top of the screen as seen in the figure below.



**Figure 11: Measurement tool showing available options for measurement of area**

### **Print Tool**

The Print Tool will convert the current map image from the WebGIS interface to a PDF document (Figures 12 & 13). The Print Tool is helpful for sharing a specific screen view of a map location. We are able to share a screen view with a colleague in an email or print that view to paper and mark up.

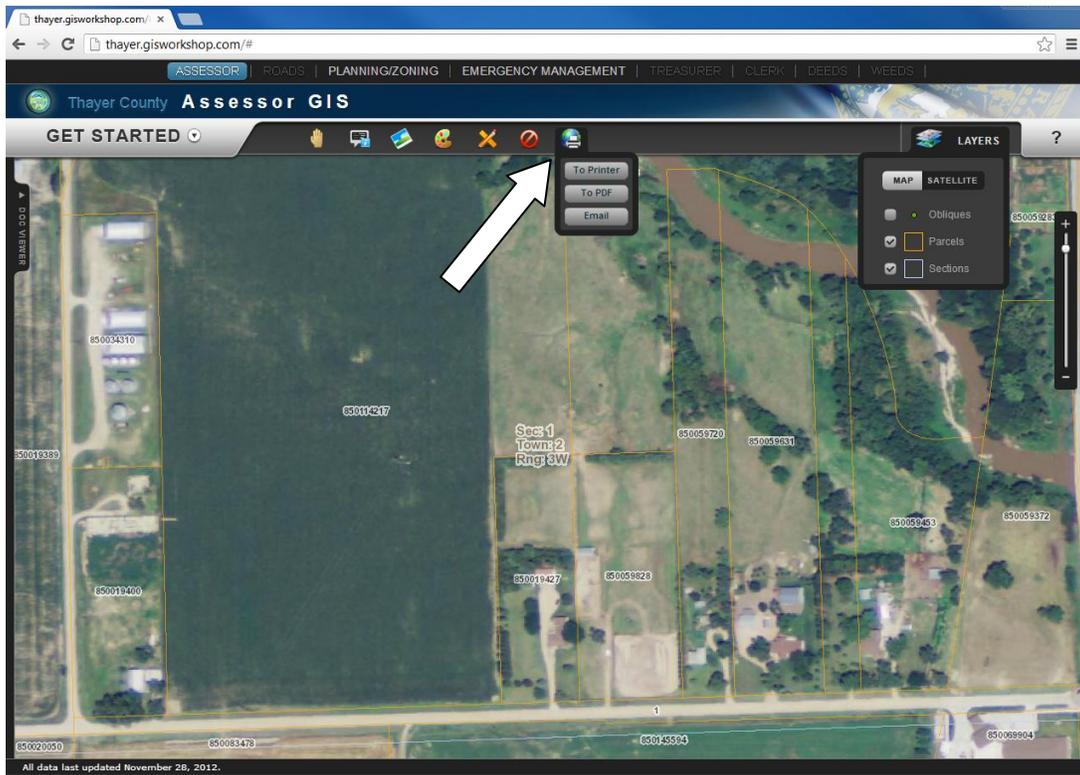
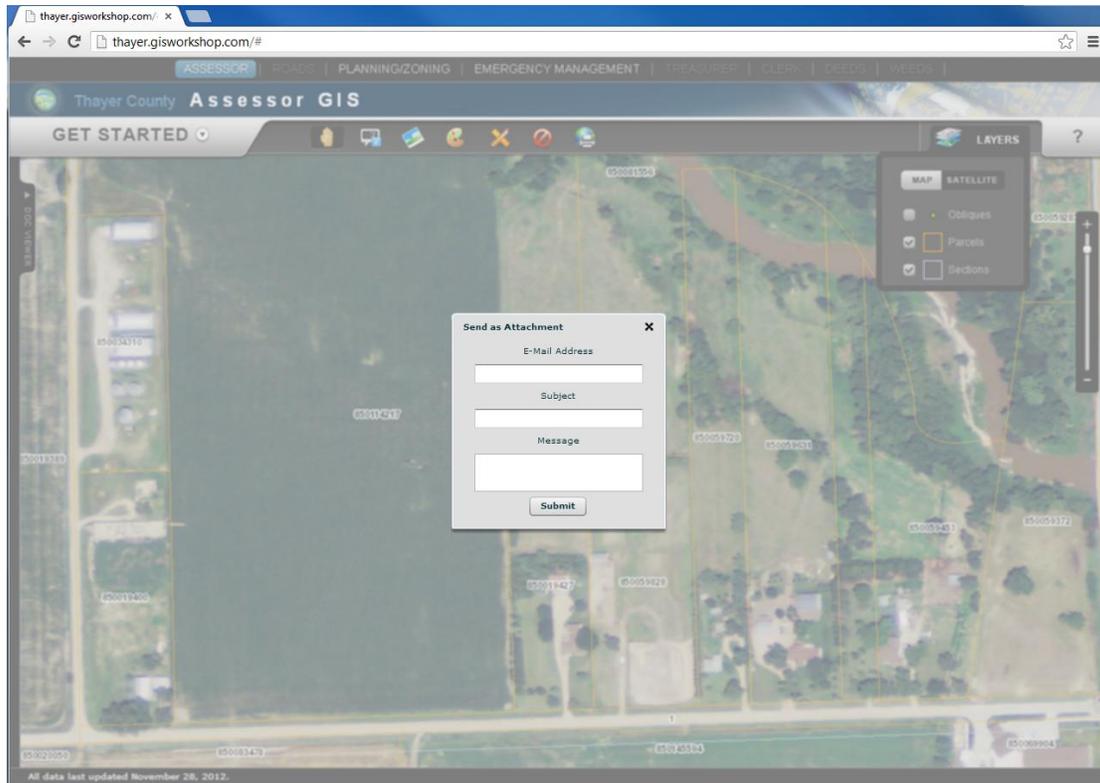


Figure 12: Print tool showing available options – here the user may send the screen grab to a local printer, PDF document or email



**Figure 13: Print tool showing available options (email option demonstrated)**

## **Planning and Zoning Tab**

The Planning and Zoning tab features the data layers and tools specific to the needs of the P&Z Department. Below are actual screen shots from the P&Z tab on the new Thayer County WebGIS site found at <http://thayer.gisworkshop.com>. The WebGIS will allow anyone with Internet access to search for information and view maps concerning planning and zoning specific information. For example, the P&Z department or the general public can see the color-coded zoning sections as a separate layer within the map to determine zoning information for a particular piece of land. This might be useful when applying for or approving land use permits or changes in land use such as a new housing development.

The Thayer County Planning and Zoning Administrator coordinated with GISW to supply the necessary data to create the planning and zoning layers.

## **Tools**

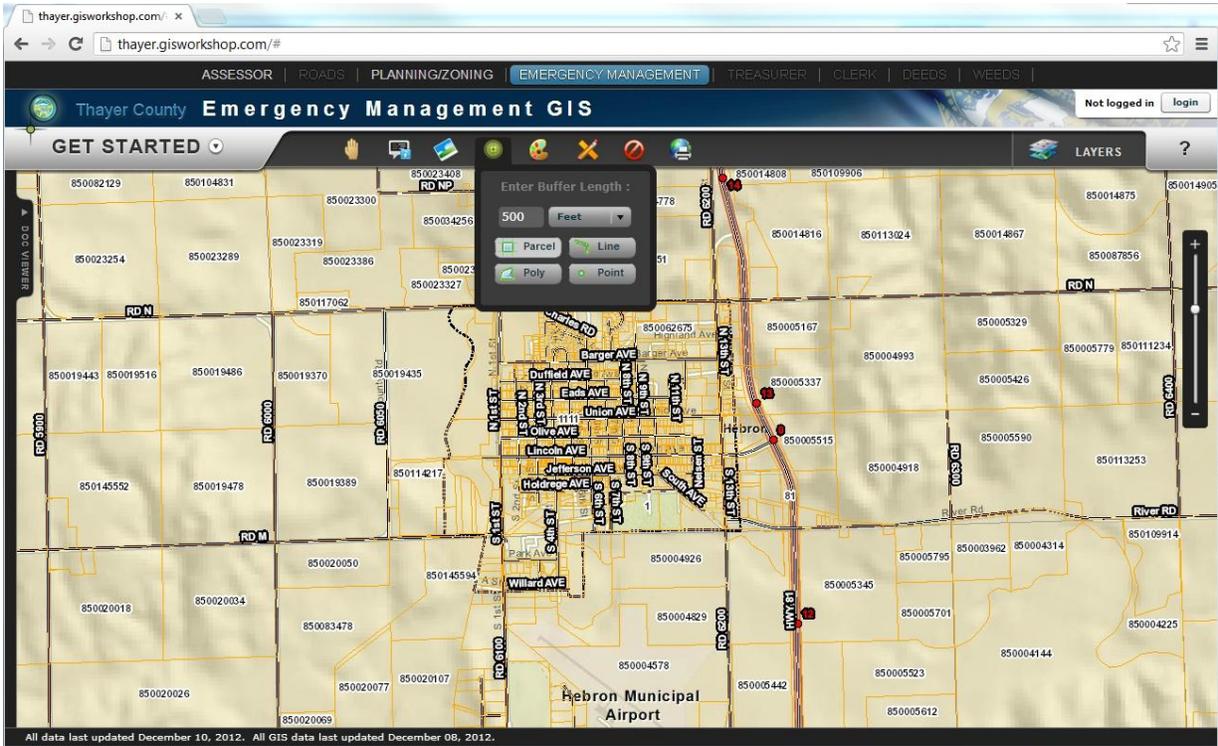
Tools on the Planning and Zoning tab mirror the Assessor tab, plus the addition of a Parcel Buffer tool, described below.

### **Buffer tool**

The Planning/Zoning Tab features an additional tool, the Buffer Tool. The buffer tool identifies features within a user-defined radius (feet or meters) of a selected parcel or user-defined line, point or polygon (Figures 14 & 15). This information is available as a report that can be printed to a PDF document or exported to Microsoft Excel (Figure 15).

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A new building development may include chemicals that could be harmful to surrounding areas if they include heavily populated areas or animals on a feedlot. The Zoning department may want to create a buffer around that particular parcel to see all surrounding parcels that might be affected by potentially harmful chemicals. We can now identify all parcels within the selected buffer zone, export the parcel information into an excel document, and perform a mail merge to contact the landowners of all these parcels.



**Figure 14: Activated Buffer tool with 500' radius and parcel selection options**

# Thayer County Project Completion Report: Nebraska State Records Board Grant Project

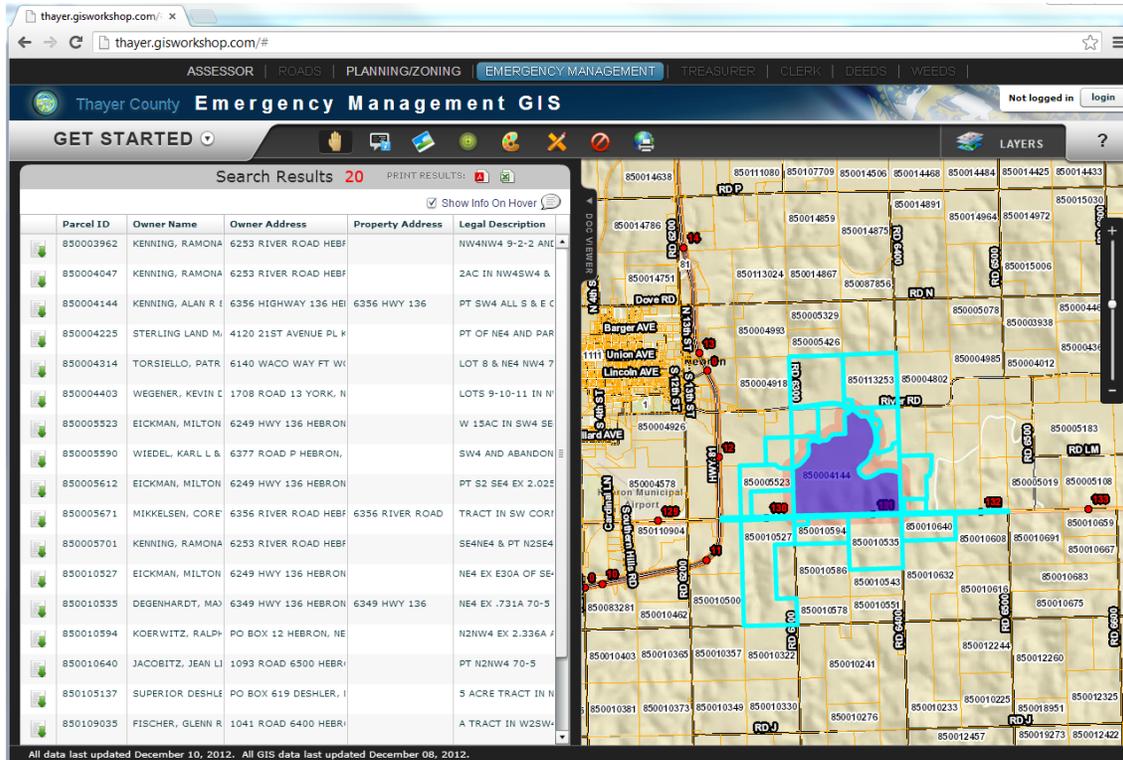


Figure 15: Property owner search results from the buffer analysis

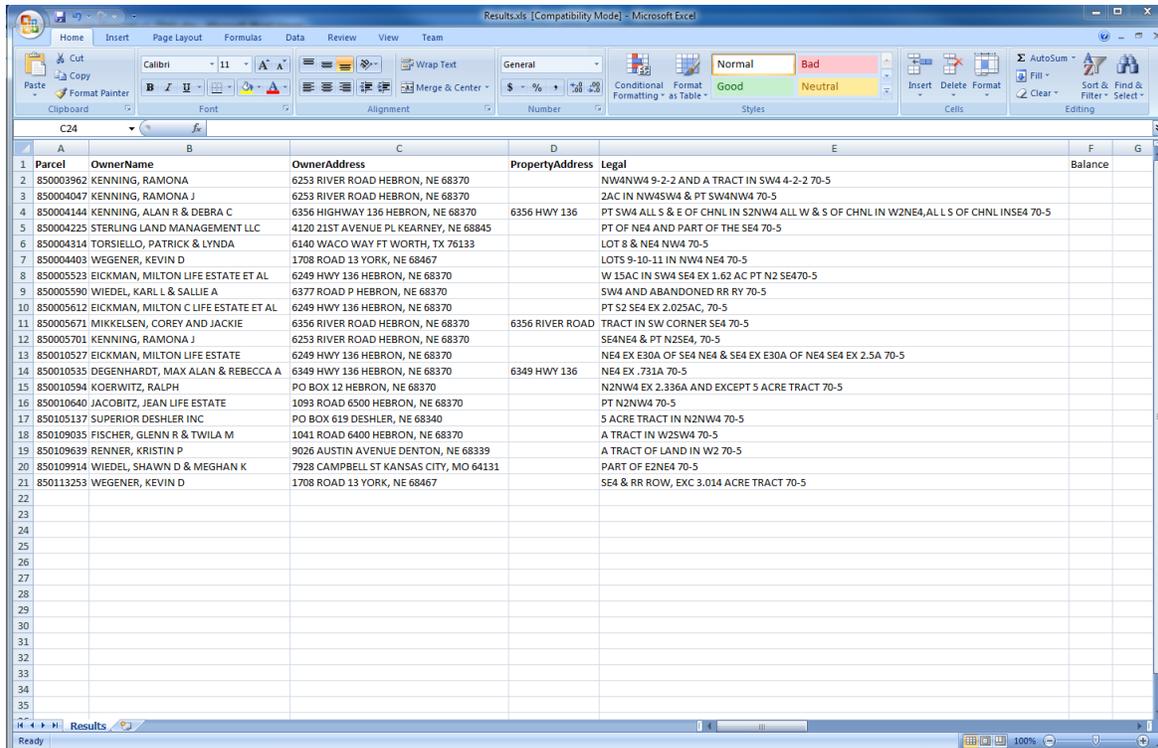


Figure 16: Property owner search results exported to Excel

## **Emergency Management/Sheriff Tab**

The Emergency Management tab features the data layers and tools specific to the needs of the Emergency Management/Sheriff's Department. The WebGIS will allow anyone with Internet access view information relating to fire districts, law districts, and rescue districts.

The Thayer County Emergency Manager coordinated with GISW to gather the required information for the data layers specific to the Emergency Management Tab.

### **Tools**

Tools on the Emergency Management/Sheriff tab mirror the Planning/Zoning tab.

## **Roads Tab**

The Roads tab was contracted to include layers for streets/roads, signs, bridges, and culverts. However, the Roads Department was unable to provide this information to GISW in a usable digital format. Because of this, these layers are not currently included on the Roads tab for Thayer County. The Roads Department will be responsible for providing their signs and bridges information to GISW. At that time GISW will include those layers on the Roads tab.

### **Tools**

Tools on the Roads tab mirror the Planning/Zoning tab.

## **TRAINING**

GISW provided an on-line training meeting to help get County staff become comfortable using the new WebGIS site and so we may answer questions from users. Training was provided to the Emergency Manager on 12/18/12. Training was provided to the Assessor's Department on 12/19/12.

## **Project Schedule – project completed ahead of schedule**

The county requested that the project be completed on or before December 31, 2012. Thayer County is pleased to announce that, with GISW's help, it was able to launch the WebGIS project ahead of the schedule and all tabs of the site officially went live on 12/19/12.

DATE: February 11, 2013  
TO: Cathy Danahy, NSRB Executive Director  
FROM: Brent Hoffman, NI President/Nebraska.gov General Manager  
SUBJECT: Disaster Recovery Upgrade

---

Since the event February 8<sup>th</sup>, 2012 the Centralized Data Center (CDC) has worked toward improving technologies and processes. Though our outstanding tasks have been completed with the outage, our focus is on has turned to Disaster Recovery. While replacing the firewalls and analyzing the network, NIC has discovered other areas for improvement as well. To get disaster recovery where we feel comfortable, the decision was made to migrate our environment into a new Vblock environment. The Vblock structure is designed to quickly replicate entire systems, files, data, etc across data centers.

In December, 2012 the Management team of Nebraska Interactive traveled to Kansas City to analyze the strategy for migration to the new VBlock system. The VBlock system is a compartmentalized system featuring hardware, operating system, storage and routing systems. This will provide Nebraska with more flexibility and scalability for future growth.

- Migration of Nebraska.gov network and servers into the new Vblock infrastructure in the Allen Data Center.
  - Rebuild the virtual servers inside of the Vblock. (Completed)
  - Move all data and files to the new file storage system. (In progress)
  - Configure networking. (In progress)
  - Configure VPN connections for the new networking (pending)
  - Create new mysql replication server (pending)
- Migration of Nebraska.gov network and servers into the new Vblock infrastructure in the Asburn Data Center. (Pending completion of the Allen Data Center work)

Once we complete the discovery phase of this project a timeline will be established, as well as routine and focused Disaster recovery drills.

We thank you again for your partnership.

Sincerely,

*Brent A. Hoffman*



TSYS Merchant Solutions  
PO Box 2355  
Omaha, NE 68103

+1.800.228.2443

www.tsysmerchantsolutions.com

December 19, 2012

Mr. Don Stenberg  
State Treasurer  
Nebraska State Treasurer's Office  
State Capitol  
1445 K Street, Suite 2005  
Lincoln, NE 68509

Dear Mr. Stenberg:

Visa has changed its Tax Payment Program and renamed it the Government and Higher Education Payment Program. By including qualified government and higher education transactions in the expanded program, registered merchants will be permitted to assess variable service fees in card-present and card-not-present environments. This service fee is permissible on Visa consumer debit, consumer credit and commercial products. There are a number of requirements for participating in the program with Visa; I have provided important requirements below:

- Each Government and Higher Education entity must register with Visa through Tsys Merchant Solutions
- The Visa sale and the Visa variable service fee must be submitted as two separate transactions
- Clearly disclose the variable service fee to the consumer prior to the sale and allow the consumer to cancel the transaction before processing the sale and service fee
- Visa acceptance is required across all channels for each entity
- Apply the variable service fee across all payment card types, Visa cannot be placed at a disadvantage compared to other payment cards

Tsys Merchant Solutions is currently updating our systems to process the registration and to support the processing of the Government and Higher Education payments and service fees for the State of NE. Visa allows 45 days from receiving the registration request from Tsys Merchant Solutions to provide a Merchant Verification Value or MVV code back to TMS for use by State of NE Agency.

I look forward to discussing in more detail with your office and Government and Higher Education entities that would like to participate in the program.

Sincerely,

Mark Sullivan  
Client Relationship Executive  
TSYS Merchant Solutions

# General Manager's Report 4th Quarter Business Plan Update

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October 2012 – December 2012

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NEBRASKA . GOV

Brent Hoffman, General Manager  
*Nebraska.gov*  
301 S 13<sup>th</sup> Street, Suite 301  
Phone: 402-471-6582  
FAX: 402-471-7817  
Email: [bhoffman@egov.com](mailto:bhoffman@egov.com)

# EXECUTIVE SUMMARY

With 2012 past us, it is a time to reflect not only on the past quarter, but the entire year.

Financially, the total gross revenue for the State is up 12% over last year at this same time (\$7,603,478 vs. \$6,794,807). The Nebraska State Records Boards share is up 13% over last year (\$260,001 vs. \$230,390). We continue to become less dependent on DMV transactions by growing our Non-DMV services. In 2012 our Non-DMV revenue increased from 58% to 63%.

2012 was a very productive year for Nebraska.gov. To highlight:

- New revenue generating applications launched – 13
- New non-revenue generating applications launched – 7
- Free websites designed/relaunched – 6
- Enhancements for existing revenue generating applications – 17
- Enhancements for existing non-revenue generating application - 7

Nebraska.gov completed enhancements for 17 existing applications. While some of these were done in order to increase adoption and therefore revenue, the majority were required due to changes in statute, or adjustments that needed to be made for the transition to a new year, or just because the application had aged to the point where it needed updating in order to remain useful and relevant. All of this work, 100's of hours between project management and development was done at no cost to the partners. This further highlights that once a project has been launched it does not mean that we no longer are incurring costs.

In addition, 7 applications were launched that have no fees collected from the user. This is a huge benefit for the agencies. Efficiencies are created and Nebraska.gov does not receive any funds for launching the applications.

We continue to expand our presence at the city and county levels. Polk and York Counties were new to the real estate property tax payment service. York was previously using another vendor to process payments and contacted us to switch to our system. They see the benefits of working with Nebraska.gov; with the same disbursement schedule, reporting services and customer service.

PayPort continues to expand in the local offices. The newest partners include a Register of Deeds and Sheriff's offices. Two of the new partners were previously using a competitor's service to process payments and made the decision to switch to the PayPort system. They find it easy to use and like that they can use a single reconciliation system. Another huge factor is that our customer support is based in Lincoln, rather than Texas.

Keeping up to date and implementing the latest technologies in web development is something we thrive on. One key advancement in the last quarter of the year has been implementing a common application template (CAT) for all new services. The CAT includes the latest technology in responsive design, meaning our services can be used on all digital platforms (i.e., tablets, smartphones, etc.). By having the CAT, Nebraska users will notice a common look and feel through the online services we provide and be assured that they are using an official State service.

Online criminal history requests was a targeted new service for marketing/adoption in 2012 (Objective #5), but the graph shows zero transactions across the entire year. This is an example of the risk that the portal takes on through the self-funded model. We had included money generated through this service in our 2012 budget, however due to circumstances outside of our control, the project was delayed and actual launch did not occur until 2013. We do not ask that our partner compensate us for lost revenue due to project delays caused by planning phase requirements changes or any unforeseen interruptions on their side that hinders their ability to move a project forward. We instead shift focus to other projects/services that can help make up the shortfall.

In November, the Governor announced that Nebraska was awarded the annual State Technology Innovator Award. In the press release, the Governor stated how “Nebraska leads the way in technology innovation.”

We are proud of our work with the State and look forward to the next year.

Sincerely,  
Brent Hoffman  
President, Nebraska Interactive, LLC

# Financial Reports

## DECEMBER 2012 FINANCIAL REPORT

	<b>Month Ended 12/31/2012</b>	<b>Month Ended 12/31/2011</b>	<b>Year to Date 12/31/2012</b>	<b>Year to Date 12/31/2011</b>
<b>State of Nebraska Gross Revenue</b>	\$588,754	\$536,812	\$7,603,478	\$6,794,807
<b>Revenue Other (Adjustments)</b>	(\$2)	\$87	(\$1,448)	\$1,734
<b>Total Gross Revenue</b>	\$588,752	\$536,898	\$7,602,030	\$6,796,542
<b>10% NSRB Partner Share</b>	\$20,894	\$18,931	\$260,001	\$230,390
<b>Agency Share</b>	\$279,790	\$263,824	\$3,717,371	\$3,494,523
<b>COR Other (Communication Costs)</b>	\$58,235	\$37,613	\$539,960	\$361,389
<b>Total Cost of Revenue</b>	\$358,919	\$320,369	\$4,517,332	\$4,086,302
<b>Nebraska Interactive Gross Revenue</b>	\$229,833	\$216,530	\$3,084,699	\$2,710,240
<b>Nebraska Interactive Operating Expenses</b>	\$199,062	\$207,598	\$2,209,347	\$2,178,933
<b>Nebraska Interactive Operating Income</b>	\$30,771	\$8,932	\$875,351	\$531,307
<b>Nebraska Interactive Other Income</b>	\$0	(\$373)	\$0	(\$373)
<b>Nebraska Interactive Net Pre-Tax Income</b>	\$30,771	\$8,559	\$875,351	\$530,934
<b>Nebraska Interactive Provision for Income Tax</b>	\$12,330	\$17,215	\$350,790	\$226,517
<b>Nebraska Interactive Net After-Tax Income</b>	\$18,441	(\$8,656)	\$524,561	\$304,417

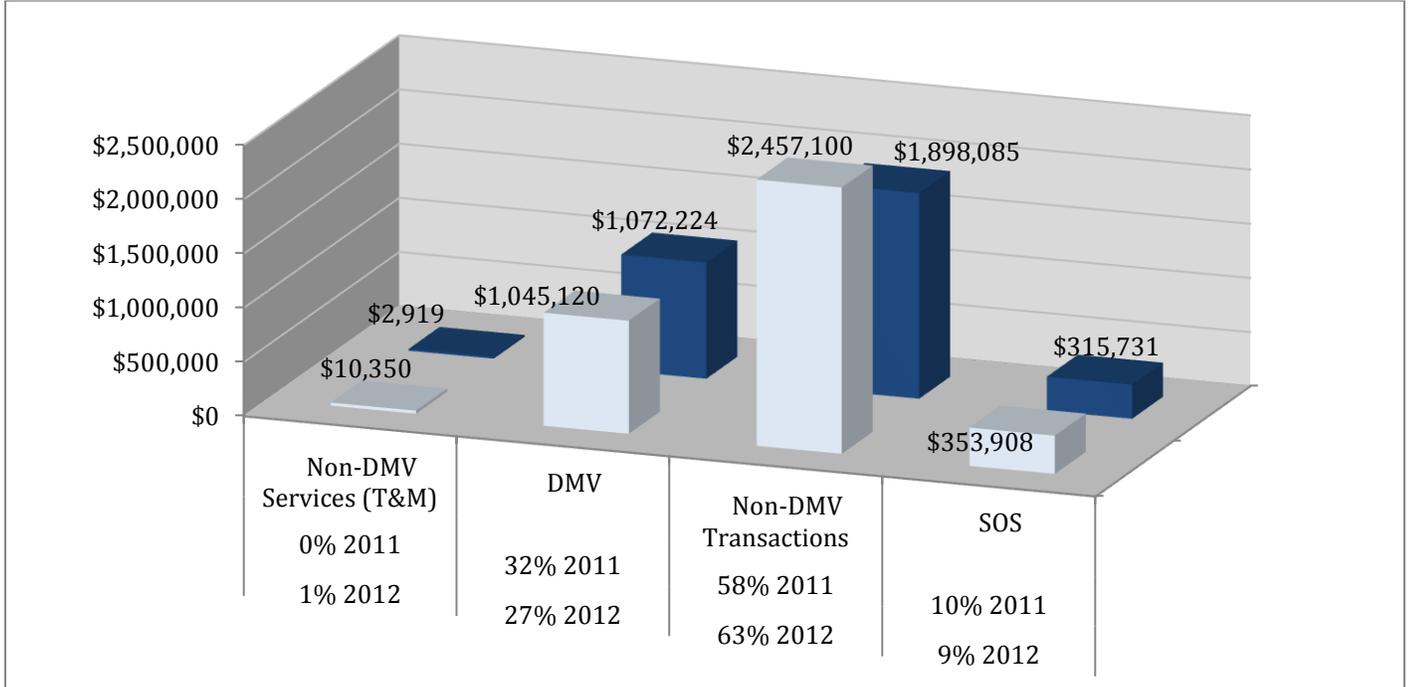
# 2012 PORTAL OBJECTIVES

1. Continually grow and diversify the portal revenue base. Increase non-DMV services revenue by 2%.
2. Develop and provide innovative applications and services.
3. Expand services for local government.
4. Speed time to market for services.
5. Marketing to maximize adoption of services.
6. Gain national recognition for Nebraska.
7. Optimize reliability and response time of portal technology.

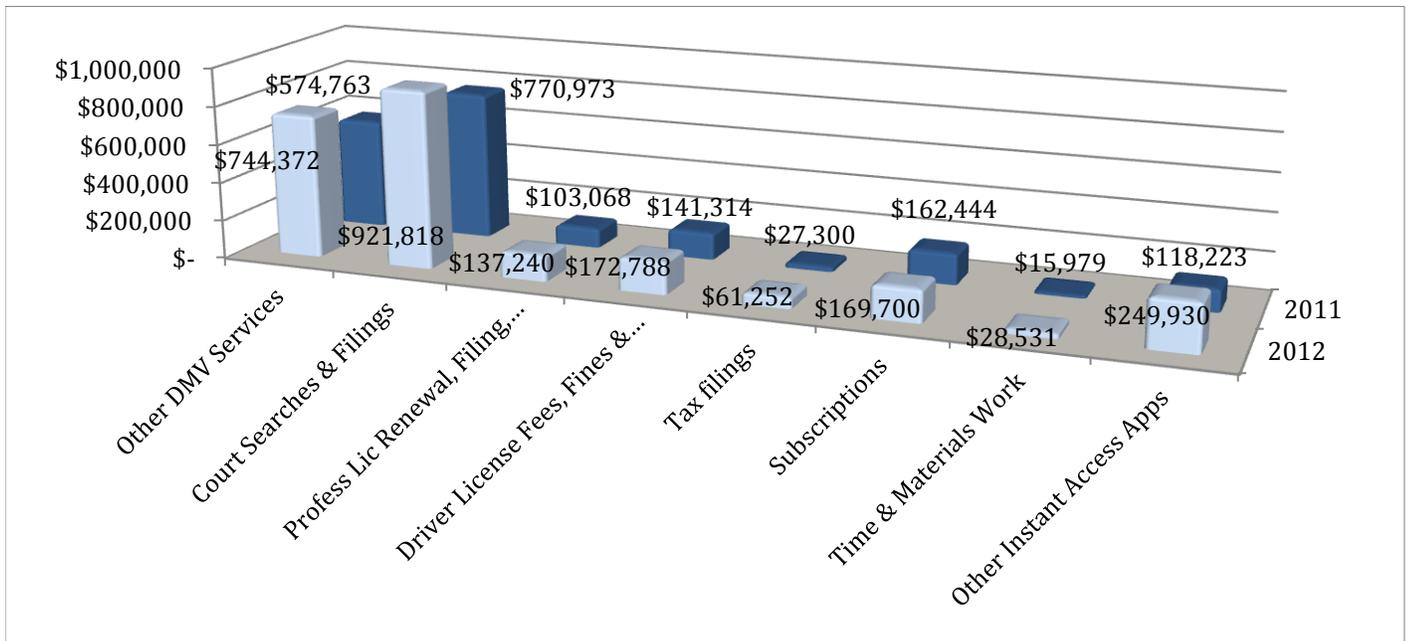
## OBJECTIVE #1:

*Continually grow and diversify the portal revenue base.  
Increase non-DMV services revenue by 2%*

YTD 2012



## NEBRASKA.GOV: REVENUE BREAKOUT BY CLASS



## ***OBJECTIVE #2:***

***Develop and provide innovative applications and services.***

### **NEBRASKA.GOV: WORK COMPLETED - QUARTERLY TOTALS**

	<b>NEBRASKA.GOV: Quarterly Applications Deployed Chart</b>	<b>Q1 PY</b>	<b>Q1</b>	<b>Q2 PY</b>	<b>Q2</b>	<b>Q3 PY</b>	<b>Q3</b>	<b>Q4 PY</b>	<b>Q4</b>
A	Total # revenue applications deployed	3	6	0	3	7	1	1	3
B	Total # non-revenue applications deployed	1	0	0	3	3	3	8	1
C	Total # of websites deployed	1	2	1	2	2	1	1	2
D	Total # of revenue application enhancements	4	0	4	1	4	6	2	10
E	Total # of non-revenue application enhancements	2	1	1	2	5	0	0	4

### **NEBRASKA.GOV: WORK COMPLETED - NEW SERVICES LAUNCHED DETAIL LIST 2012**

Service	Revenue Type	Work Scope	Partner	Completed
LLC and LLP Biennial/Annual Report updates for 2013	Transaction	Application Enhancement	Secretary of State	12/26/2012
Judge Initiated Orders and Criminal enhancements	Free	Application Enhancement	Court Administrator, State	12/19/2012
DMV - ClickDMV Redesign	Free	N/A- Website	Motor Vehicles, Department of	12/19/2012
DMV - New Specialty Plate	Transaction	Application Enhancement	Motor Vehicles, Department of	12/17/2012
2013 Governor Ag Conference Registration	Transaction	Application Enhancement	Agriculture, Department of	12/17/2012
Real Estate Tax Payments - York County	Transaction	New Application	County Government	12/11/2012
Real Estate Tax Payments - Polk County	Transaction	New Application	County Government	12/6/2012
E&A - Reciprocity Foreign Address	Transaction	Application Enhancement	Engineers and Architects, Board of	12/3/2012
Portal mobile application	Free	New Application	Governor	12/3/2012
DMV - New Batch VTR Service	Transaction	Application Enhancement	Motor Vehicles, Department of	11/30/2012
Lobbyist Registrations	Transaction	New Application	Legislative Council	11/28/2012

ePayment enhancement for garnishments to allow payment on any party	Transaction	Application Enhancement	Court Administrator, State	11/27/2012
Supreme Court website redesign	Free	N/A- Website	Court Administrator, State	11/15/2012
Services changes for Visa compliance	Free	Application Enhancement	Nebraska.Gov Internal	11/6/2012
Agri Tourism Conference Registration Updates	Grant/Time and Materials	Application Enhancement	Travel & Tourism, Division of	11/5/2012
Dept of Ag - Pesticide application updates	Transaction	Application Enhancement	Agriculture, Department of	11/1/2012
Public Service Commission- Orders System	Free	Application Enhancement	Public Service Commission	10/24/2012
LCC - Rewrite Beer Reporting system	Grant/Time and Materials	Application Enhancement	Liquor Control Commission	10/22/2012
SED - 2012 License Renewals	Transaction	Application Enhancement	Electrical Division, State	10/15/2012
LLC additions to Corp Doc eDelivery	Transaction	Application Enhancement	Secretary of State	10/3/2012
Liquor License Search Enhancement	Free	Application Enhancement	Liquor Control Commission	10/1/2012
Courts Parenting Act - Biennial Reporting Change	Free	Application Enhancement	Court Administrator, State	10/1/2012
Real Estate License Renewal rewrite	Transaction	Application Enhancement	Real Estate Commission	9/26/2012
E&A - Online Renewals L-Z	Transaction	Application Enhancement	Engineers and Architects, Board of	9/24/2012
Student Election System Rewrite	Free	New Application	Secretary of State	9/11/2012
NCDHH- Communications Card	Free	New Application	Deaf and Hard Hearing, NE Commission for the	8/16/2012
DMV - DL Renewal Address Validation and Receipt Changes	Transaction	Application Enhancement	Motor Vehicles, Department of	8/15/2012
Criminal case initiation through eFiling	Transaction	Application Enhancement	Court Administrator, State	8/1/2012
2012 NE Travel Conference Registration	Transaction	Application Enhancement	Travel & Tourism, Division of	8/1/2012
Website redesign for Student Elections	Free	N/A- Website	Secretary of State	8/1/2012
Bond and Interlocal Agreement Filing	Free	New Application	Auditor of Public Accounts	7/30/2012
SOS- Special Request Form	Transaction	New Application	Secretary of State	7/23/2012

UCC/Statutory Lien Original Filing change to remove SSN from insert	Transaction	Application Enhancement	Secretary of State	7/19/2012
Liquor License Renewal Enhancements	Transaction	Application Enhancement	Liquor Control Commission	7/13/2012
NLCC - remove SSN and DOB from FTP file	Free	Application Enhancement	Liquor Control Commission	7/13/2012
Court Citation Payment Rewrite	Transaction	New Application	Court Administrator, State	6/27/2012
Dept of Ag - Grape and Wine reports	Transaction	New Application	Agriculture, Department of	6/21/2012
Dept of Ag - Potato report	Transaction	New Application	Agriculture, Department of	6/21/2012
DMV- CDL Med Fed Changes	Transaction	Application Enhancement	Motor Vehicles, Department of	6/18/2012
Engineer and Architect Licensee Search DBA enhancement	Free	Application Enhancement	Engineers and Architects, Board of	6/12/2012
Energy Conference forms - exhibitor, registration, sponsor	Transaction	New Application	Energy Office	6/8/2012
DHHS enhancement to health license search	Free	Application Enhancement	Health & Human Services, Department of	6/6/2012
Portal Redesign	Free	Application Enhancement	Nebraska.Gov Internal	6/5/2012
ServeNebraska new Resource Library website	Free	N/A- Website	Volunteer Service Commission (ServeNebraska)	6/4/2012
Wellness Portal	Free	N/A- Website	Health & Human Services, Department of	6/1/2012
DMV- Handicap Permits	Free	New Application	Motor Vehicles, Department of	5/8/2012
Guardian/Conservator Public Search	Free	New Application	Court Administrator, State	4/20/2012
DMV- Queuing System for Driver License Renewal	Free	New Application	Motor Vehicles, Department of	4/16/2012
Nebraska Virtual Server Migration	Free	N/A- Website	Nebraska.Gov Internal	3/27/2012
Arthur County	Grant/Time and Materials	N/A- Website	County Government	2/24/2012
Sarpy County- Real Estate Tax Payments	Transaction	New Application	County Government	2/8/2012
Liquor Control Commission Website redesign	Free	N/A- Website	Liquor Control Commission	2/1/2012
Liquor License renewal re-write	Transaction	New Application	Liquor Control Commission	2/1/2012

DMV- Certified Driver Record	Transaction	New Application	Motor Vehicles, Department of	1/17/2012
Auditor Budget Search enhancements for 2012	Free	Application Enhancement	Auditor of Public Accounts	1/12/2012
Ag - Dairy Fee Monthly Report	Transaction	New Application	Agriculture, Department of	1/3/2012
Ag - Egg Fee Monthly Report	Transaction	New Application	Agriculture, Department of	1/3/2012
Ag - Turkey Fee Monthly Report	Transaction	New Application	Agriculture, Department of	1/3/2012

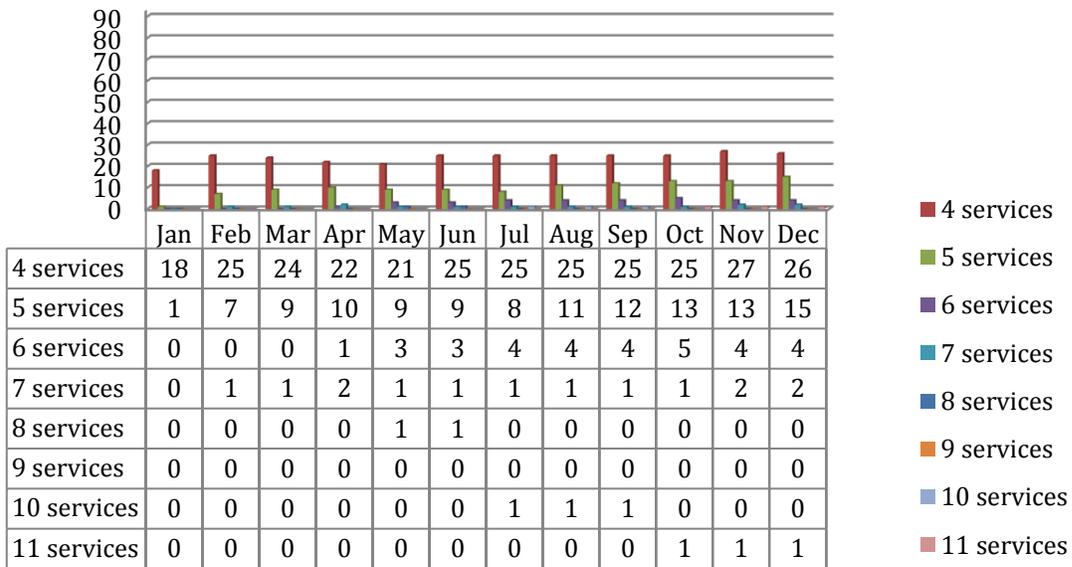
**OBJECTIVE #3:**

***Expand services for local government.***

**NEBRASKA.GOV: COUNTY AND CITY GOVERNMENT ENGAGEMENT**

All 93 Nebraska counties are utilizing at least 3 online services from Nebraska.gov. Expansion is being tracked by adoption of more services by new and existing county/city partners.

**Number of Counties offering 4 or more Nebraska.gov online services**



## ***OBJECTIVE #4:***

***Speed time to market for services.***

### **NEBRASKA.GOV: CURRENT IMPLEMENTATION OF TIME TO MARKET STRATEGIES**

**Application Template** = common reusable wrappers for web services, already accessible and friendly to multiple devices

**Cross-platform Mobile** = program apps only once for iDevice, Android, and

**Drupal** = website content management system

**Grails** = programming framework for application development; core plugins to help simplify the interaction with common application components.

Title	Revenue Type	Work scope	Project Phase	Time to market strategies 2012
<a href="#">County Web Design - Drupal</a>	Grant/Time and Materials	N/A- Website	Concept	Drupal
<a href="#">DMV - New Multiple Driver Record Request Service</a>	Free	Application Enhancement	Concept	Application Template
<a href="#">DMV - Interlock Ignition Eligibility Application</a>	Free	New Application	Concept	Application Template
<a href="#">Corporate Records Special Request Instant Access Service</a>	Transaction	New Application	Concept	Application Template
<a href="#">DMV - E-mail Driver Record Monitoring</a>	Transaction	New Application	Concept	
<a href="#">CPAN for Douglas County</a>	Transaction	New Application	Concept	Application Template; Grails
<a href="#">OnBase migration for SOS document images</a>	Transaction	Application Enhancement	Development	
<a href="#">eService enhancements package for eFiling</a>	Transaction	Application Enhancement	Development	Application Template; Grails
<a href="#">DMV - Driver</a>	Transaction	Application	Development	Application Template; Cross-platform

License Services -  
Interlock License

Enhancement

mobile

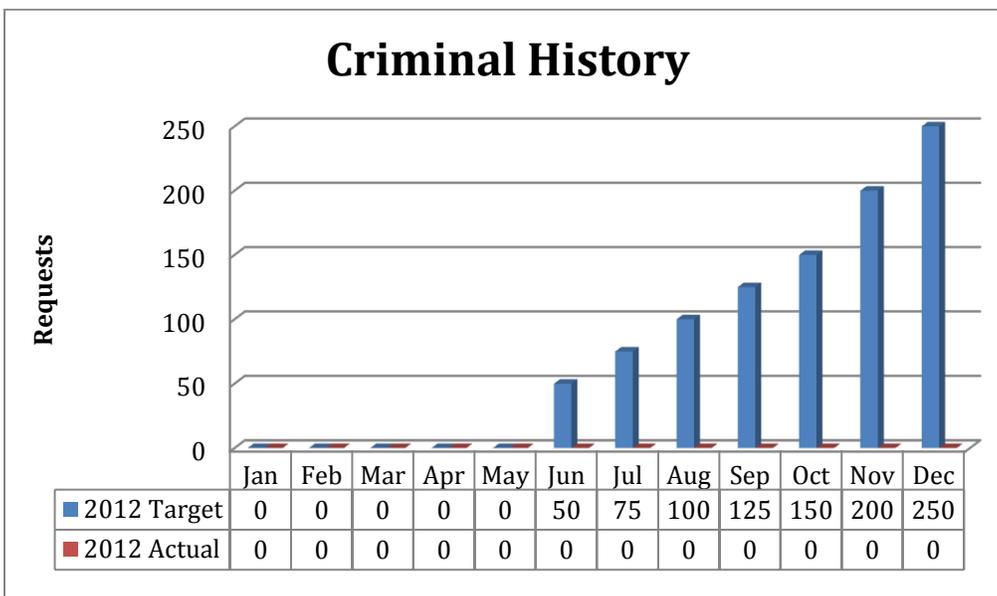
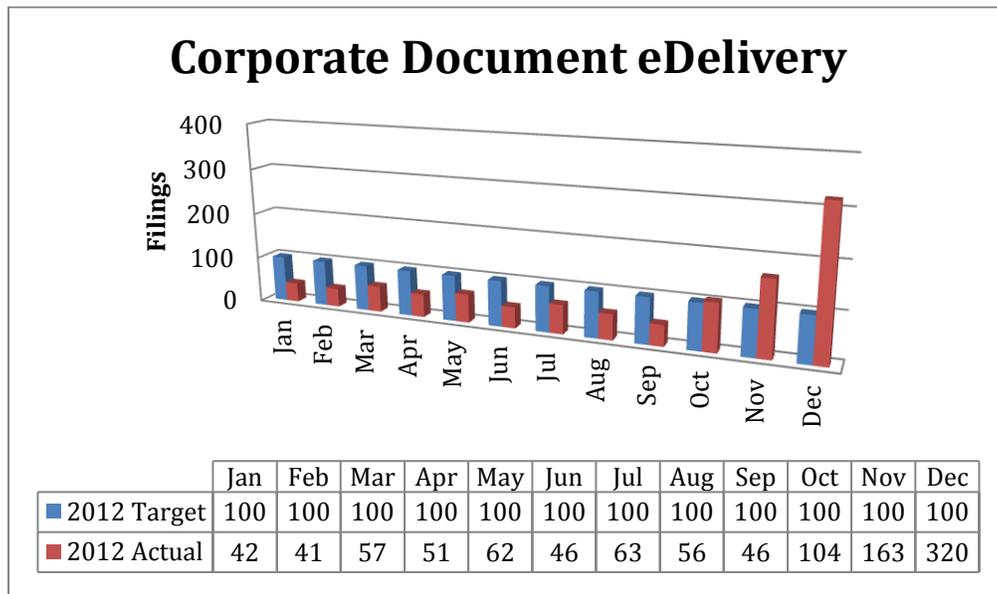
Juror Qualification Form	Transaction	New Application	Planning	Application Template; Grails
NCDHH - Media Checkout Application	Free	New Application	Planning	Application Template; Cross-platform mobile
Limited Criminal History Searches	Transaction	New Application	Rollout	Application Template; Grails

## **OBJECTIVE #5:**

***Marketing to maximize adoption of services.***

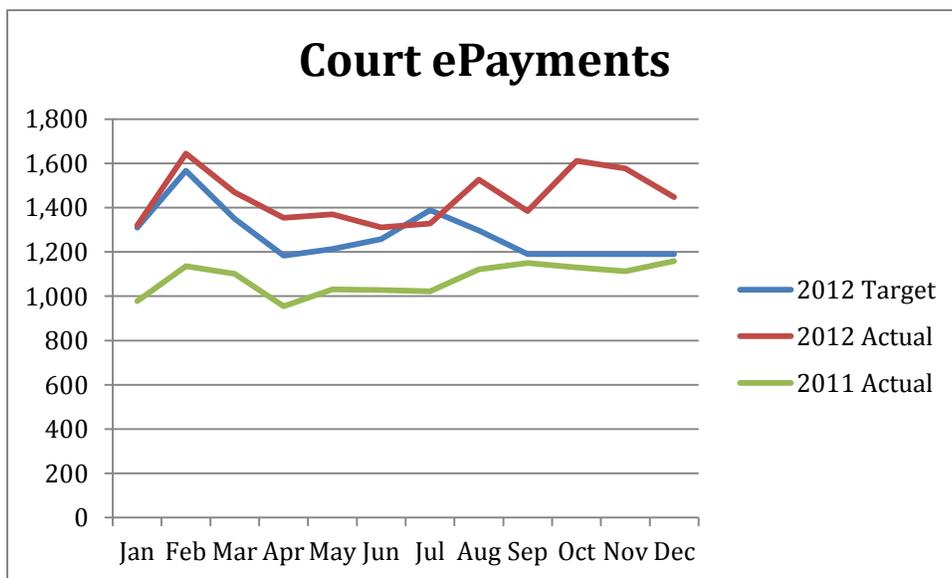
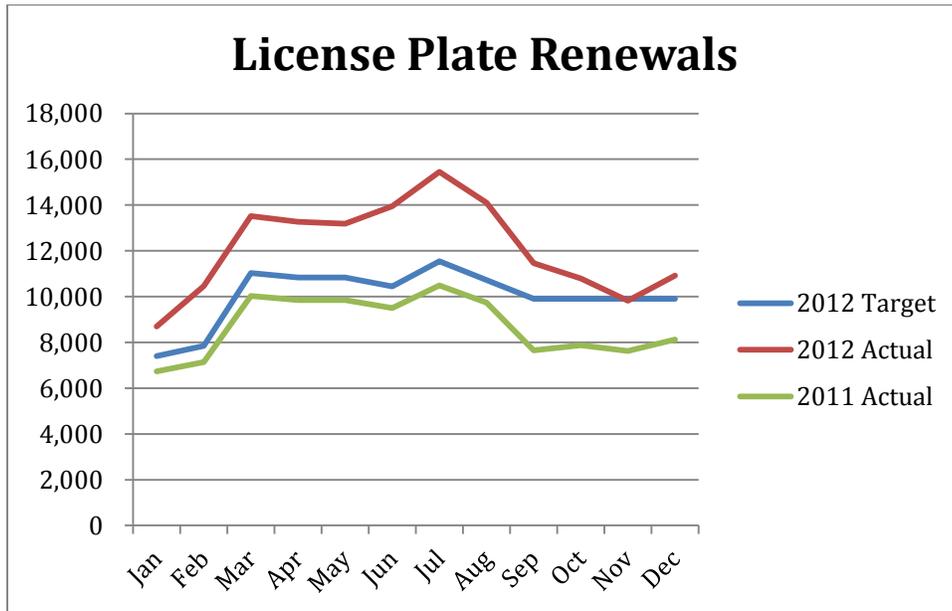
### **NEBRASKA.GOV: KEY 2012 REVENUE APPLICATIONS**

New Applications without trending history – These services have just launched and goals are target numbers are set using average number of total filings as provided by partner against expectations for number of online transactions.

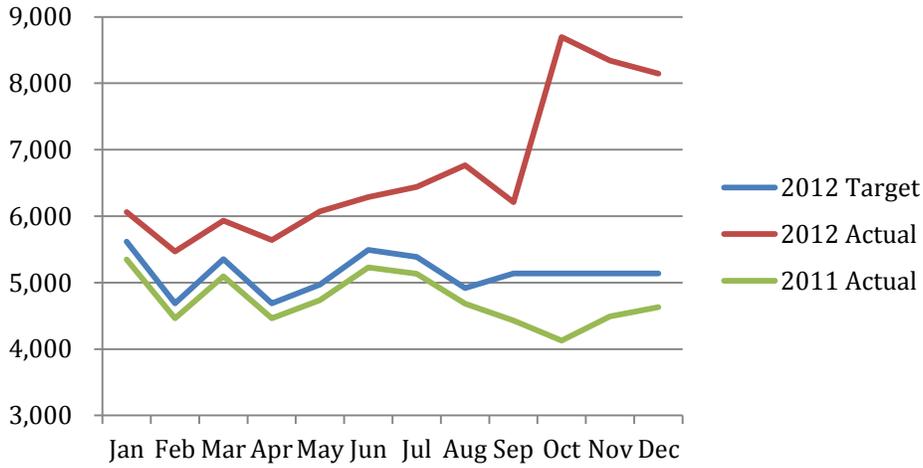


**NEBRASKA.GOV: KEY 2012 REVENUE APPLICATIONS (CONT)**

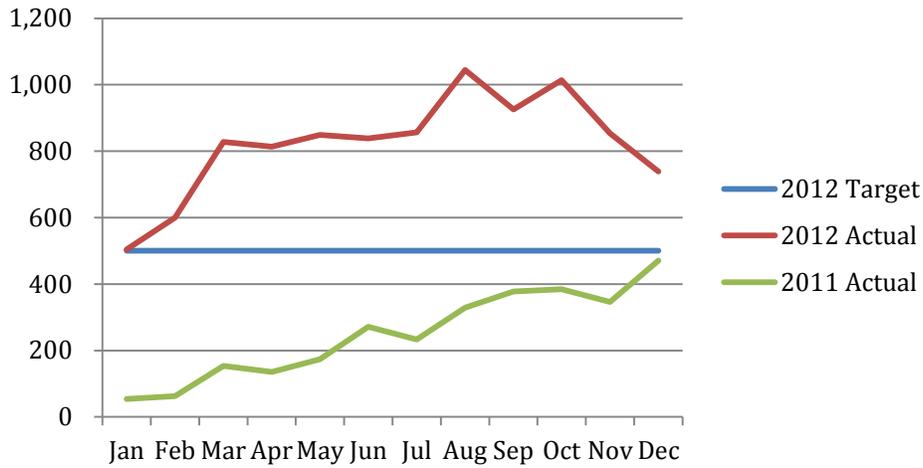
Established Applications with trending history – These services have a year or more of past performance history, with room to grow as they are still not at maximum possible adoption. Goals are being measured by a targeted number of transactions, set by a percentage increase formula from prior year.



## Driver License Renewals



## Payport



## ***OBJECTIVE #6:***

***Gain national recognition for Nebraska.gov.***

### **NEBRASKA.GOV: NATIONAL RECOGNITION STRATEGIES**

<b>NEBRASKA.GOV STRATEGIES:</b>	<b>Q1 PY</b>	<b>Q1</b>	<b>Q2 PY</b>	<b>Q2</b>	<b>Q3 PY</b>	<b>Q3</b>	<b>Q4 PY</b>	<b>Q4</b>
Press Releases	4	4	0	0	3	3	1	5
Award Submission	0	0	6	5	0	0	2	0
Other/Mentions	0	1	1	3	0	1	1	

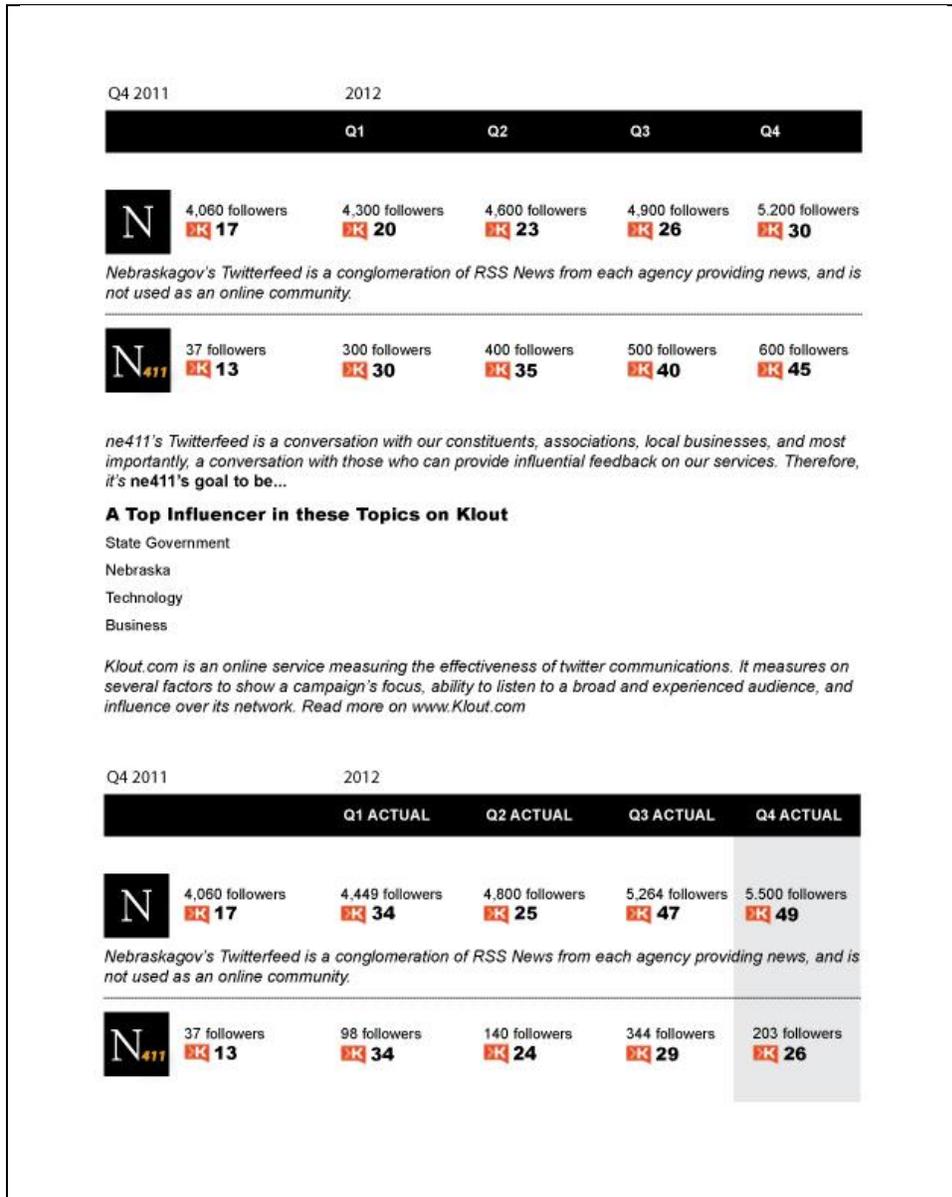
- Press Releases for new PayPort partners: Gage County Sheriff and Sarpy County Register of Deeds
- Press Release for DMV Handicap Permits
- Press Release for DMV ClickDMV
- Press Release for SOS Corporate Document eDelivery System
  
- Governor Heineman announced in November that Nebraska won the National Association of State Chief Information Officers (NASCO) State Technology Innovator award.  
[http://www.governor.nebraska.gov/news/2012/11/05\\_tech\\_award.html](http://www.governor.nebraska.gov/news/2012/11/05_tech_award.html)

## NEBRASKA.GOV: SOCIAL MEDIA STRATEGIES

### What is Klout?

The Klout Score uses data from social networks in order to measure:

- **True Reach:** How many people you influence
- **Amplification:** How much you influence them
- **Network Impact:** The influence of your network



## **OBJECTIVE #7:**

*Optimize reliability and response time of portal technology.*

### NEBRASKA.GOV: UPTIME

#### JANUARY

Uptime this month  
99.95%

#### FEBRUARY

Uptime this month  
99.33%

#### MARCH

Uptime this month  
99.66%

#### APRIL

Uptime this month  
99.94%

#### MAY

Uptime this month  
99.65%

#### JUNE

Uptime this month  
99.69%

#### JULY

Uptime this month  
99.99%

#### AUGUST

Uptime this month  
99.92%

#### SEPTEMBER

Uptime this month  
99.91%

#### OCTOBER

Uptime this month  
100%

#### NOVEMBER

Uptime this month  
99.95%

#### DECEMBER

Uptime this month  
100%

### NEBRASKA.GOV: NETWORK DOWNTIME DETAIL REPORT

Title	Start Time	End Time	Time	Description	Impact
<a href="#">CDB Unavailable</a>	11/27/2012 9:20 AM	11/27/2012 9:40 AM	0:20	The Customer Database was unavailable.	During this time, subscriber services were down. The web sites, free services, and instant access services (credit card and ACH) were still available.

**NEBRASKA.GOV: RESPONSE TIME**

**JANUARY**

**Avg. resp. time this month**  
**558 ms**

**FEBRUARY**

**Avg. resp. time this month**  
**570 ms**

**MARCH**

**Avg. resp. time this month**  
**576 ms**

**APRIL**

**Avg. resp. time this month**  
**619 ms**

**MAY**

**Avg. resp. time this month**  
**765 ms**

**JUNE**

**Avg. resp. time this month**  
**676 ms**

**JULY**

**Avg. resp. time this month**  
**638 ms**

**AUGUST**

**Avg. resp. time this month**  
**646 ms**

**SEPTEMBER**

**Avg. resp. time this month**  
**621 ms**

**OCTOBER**

**Avg. resp. time this month**  
**613 ms**

**NOVEMBER**

**Avg. resp. time this month**  
**599 ms**

**DECEMBER**

**Avg. resp. time this month**  
**648 ms**





## **2013 BUSINESS PLAN**

**Submitted to the Nebraska State Records Board**

**Presented by:**

**Brent Hoffman,  
General Manager**

**Address:           301 S 13<sup>th</sup> St  
                          Suite 301  
                          Lincoln, NE 68508**

**Telephone:       (402) 471-7810**

**Fax:               (402) 471-7817**

**E-mail:           bhoffman@egov.com**

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## STATE OF THE PORTAL

### CONTRACTUAL FACTOIDS

Original Contract Start Date:	February 1, 1993
Current Contract Start Date:	February 1, 2010
Number of Potential Renewals and Number of Potential Years:	Four year contract with one 2 year renewal
Current Contract End Date:	January 31, 2014

### 2013 KEY METRICS

DMV Revenue \$ and (% growth over 2012)	0% growth
Non-DMV revenue \$ and (% growth)	15% growth
Time & Materials revenue \$ and (% growth)	9% growth
Total Revenue \$ and (% growth)	10% growth
Expense \$ and (% growth)	3.6% growth
Operating income \$ and (% growth)	14% growth
# of revenue/non-revenue generating applications to be launched in 2013 compared to 2012	10
# of Proposed Staff Additions	1

## EXECUTIVE SUMMARY

Entering our eighteenth year of operation as a self-funded portal, Nebraska.gov has built more than 364 online services, including free, fee, and subscriber services designed to meet the needs of citizens, businesses and government agencies. Nebraska.gov's mission remains steadfast; deliver value-added e-government services that save money and increase efficiencies for the residents, businesses and government of Nebraska. E-Government is our only business. We are exclusively focused on helping the State achieve its electronic government objectives and our dedicated team in Lincoln is augmented by experts from NIC's 27 sister state portal operations.

The fundamentals of our portal remain solid starting with our executive team. With combined years of E-Government experience totaling 28 years, we understand our business and our partners. That experience does not stop with the executive team as we have employees in every department (Development, Project Management, Graphic Design and Customer Service) who have all been with Nebraska.gov for more than 6 years. With this type of experience, we have learned to leverage each other's strengths to continue to push each other and our portal to new levels. Even after 17 years, we thrive on challenging each other to be more innovative than the year before and to come up with new ideas that keep us fresh, unique and inspiring. We believe in what we do and are proud of the products and services we provide to the State of Nebraska. The effort is consistently demonstrated in our work and the national accolades the Nebraska.gov portal and our applications continue to receive year after year is a testament to how dedicated and serious we are to being the best E-Government partner to the State of Nebraska.

For 2013, a key strategy will be website redesigns and rebranding for our major partners (Secretary of State, DMV and Courts). It is essential that we keep a fresh look and feel for our users and partners that include the latest technology. All websites will include a responsive design template that automatically detects if a user is on a PC, laptop, tablet or cell phone. We will also include Google analytics so we can measure the traffic, page views and clicks for each website and application. We then use this data to gain a better understanding of our customers to then potentially implement changes on the websites and/or applications to make the user-experience more meaningful and better.

Our 2013 strategies continue with our goals for increasing online services for the State. Our application launches and development will focus on Limited Criminal Histories for the State Patrol, SOS Electronic Certificate of Good Standing, SOS Trademark/Service mark Online Search, UCC Form changes as well as automating the Corporate special request services. We also have projects in the pipeline for the Fire Marshal, DMV, State Electrical Division as well as the Deaf and Hard of Hearing. Also a key strategy in 2013 will be the implementation of a new content management software for county websites. As with every year, there are anywhere from 5-10 new application concepts that come up throughout the year that are added on our project pipeline.

Our 2013 Marketing Plan focuses on individual marketing plans for each major partner and their key services, increasing adoption of key existing services and developing new partnerships and business opportunities with state and municipal agencies. We are focused on enhancing the awareness of our partners brand and services and using analytical data to understand our users and help better serve them. Sending out press releases and entering our online services in national competitions is always a key initiative to keep our name and services in the spotlight. It is important that our partners understand we use cutting edge technology and design that receive national recognition for our collaborative work.

Our technology plan includes initiatives to upgrade the look and feel of our legacy applications. We will apply our new common application template that incorporates JQuery Mobile, HTML5, and integrated responsive design to the legacy services to give them a shared look and feel. Using this new process we are able to build one view for our services that is friendly and scales for all sizes and devices. Our plan is to expand on this and we are researching implementing twitter bootstrap into the current framework and template. This will help to brand our applications and users will clearly notice through different applications that they are using a Nebraska.gov product with the latest technology and same look and feel.

We are excited about 2013 and the projects and goals we have set before you and look forward to our continued success.

## **PORTAL STRATEGIES**

### **Rebranding for our major partners**

Department of Motor Vehicles, Secretary of State and the Court System all have extensive suites of services that we continue to add to each year. In 2013, it is time to give them all an innovative re-fresh and modern look to reflect the innovative new services they are providing to Nebraskans. This will be an opportunity to use our analytics to make decisions about how to tie services together to encourage more adoption. Our new universal template will be used to ensure that all services are mobile and tablet friendly. We also want Nebraska to continue to gain recognition both at home and nationally for innovation and excellence in design.

### **Cost avoidance reporting for the Nebraska State Records Board**

It is extremely important to keep the Nebraska State Records Board engaged in the work we are doing as the portal contractor. After more than a decade of using the self-funded model, we do not want board members to take for granted what can be the hidden value Nebraska Interactive brings, and that is all the work done at no cost to the tax-payers of the state. In 2013, we will be adding cost avoidance statistics and figures to our quarterly reports to remind the returning members, and further educate the new members on the benefits of the self-funded model.

### **Attracting new partners**

Nebraska Interactive will launch a new website in 2013 highlighting examples of our work and the recognition that we have received for it. One of the goals of the site is to increase awareness of Nebraska Interactive, as a company that runs Nebraska.gov. The website will be a key tool that can be used when introducing ourselves to new partners, at both the state and local levels. Rather than having a brochure, that gets outdated so quickly, a website will help partners gain an understanding of who Nebraska Interactive is and what we do for all levels of government and the users of the services.

### **Marketing special request services and a new subscriber website**

We have a broad number of special request services available for Uniform Commercial Code, Corporate Information, and DMV Records. In 2013 we will look to ways to market these services to different industry groups and to raise their profile on the new Nebraska.gov subscriber website that we will be building. We believe there is a lot of untapped potential there. Additionally in 2012 we automated two of these services, UCC Secured Party searches and UCC Debtor Location services. We will be monitoring the effect of this on the revenue generated, and may look to create other self-serve online forms for more of these.

### **County website marketing**

There are 93 counties in Nebraska and Nebraska Interactive hosts about 45 of them. In 2013 we will start the process of redesigning those 45 county website is the Drupal software and position our key services prominently on the counties home pages to gain marketing exposure. Building off the foundation of our clean and streamlined Nebraska.gov portal website, we will leverage our expertise in design and excellent customer rapport to increase our market share of counties using Nebraska.gov to host their website. If a county is currently using our website services, we will freshen up their website and use that as leverage to propose new services, such as PayPort and Liquor License renewals.

### **National Recognition**

Our goal for 2013 is to build on the foundation built in the redesigned website launched in 2012, and place within the top 5 for Best of the Web. We are eager to leverage our top 10 placement in 2012 and use that to improve and expand the website to continue to make changes as technology continues to expand.

Nebraska.gov will continue to identify national awards and submit nominations for those awards. In 2012, Nebraska.gov applied for the inaugural NASS award, for the Secretary of State's office. We were the winner of this first time award. It added to the good relationship we have with this office by gaining national recognition for an online service.

We want to continue on our successes and expand our brand name, nationally.

### **Shared Communication with state partners and NIC Portals**

Communication is a key element of the success at Nebraska.gov, not just with partners, but internally as well. The State looks at us to leverage our contact with our sister portals and we will work diligently in providing communications as well as identify useful information that includes leveraging marketing ideas and well as application development.

For every project, the partner receives a project status report at the beginning and middle of the month. This is a great way to keep everyone on task as the project moves through the life cycle. One of the elements included is a task list. It states what is needed, who is responsible and when it is due. The timeline of the project lets everyone know how long each stage lasts and the estimated date for launch.

At the same time that the reports are sent to the partners, a stand up meeting is held internally to review the projects. It gives all staff members an update on the project, how it is going and if there are any issues that need to be addressed.

Weekly resource meetings are held with the Director of Development and the Project Managers. This gives everyone a chance to discuss ongoing projects and review potential projects that will keep the development staff busy in the coming weeks and months.

Once a month, the Nebraska.gov has a lunch meeting. The General Manager and Director of Operations and Marketing gives the staff an update of the past month's financials. It is a valuable tool that helps everyone feel like they are contributing to the portal and our successes. The monthly meeting also is the opportunity to discuss news at the NIC level as well as the different applications and marketing each portal is deploying and look for opportunities to leverage what is already in existence.

## PORTAL MARKETING PLAN SUMMARY

### **Secretary of State**

The groundwork has already been laid for the campaign to increase the adoption of the online Annual/Biennial reports. In 2011, there were 11,313 nonprofit reports filed in-house and 1,888 filed online and 21,081 LLC biennial reports filed in-house and 9,056 filed online. The next filing cycle starts Jan, 1 2013 and several strategies are being implemented to raise the online reporting rates above the 30% threshold. The reporting services will be up and available for filers before the reminder mailing is sent out. Prominently featured in the mailing is the 'tiny' URL created for online reporting which will direct filers to a specially designed landing webpage with information on each filing type, and links to submit reports. Modifications will also be made to the SOS website to quickly and easily route users to the reporting page from the homepage, the corporation division, or by the use of Quick Links from anywhere on the site. Print media will be leveraged through a press release and advertisement notices. Nebraska.gov will also leverage the Corporate Document eDelivery Service to raise awareness of the opening of online annual/biennial reporting by adding an alert and link to the landing screen.

Corporate Document eDelivery will also be marketed in 2013. Nebraska.gov is working with the Business Division on a re-working of the corporate forms webpage that will highlight all the forms available for electronic filing, and make it easier on customers, by allowing them to get a form and go to application to submit it electronically all in one place. Another strategy will be to identify any firms/companies still submitted large numbers of paper filings, and do direct marketing by providing information on the benefits of subscribing to the online service. This will be done either through print marketing, envelope size inserts to go out with mailed documents; or through an email campaign.

In 2013 we are going to be updating the look of all the UCC and Corporate online services, gradually, so they no longer use the website template, but instead are wrapped in the new Nebraska.gov responsive application template. This will make sure that all the services look and act the way we want them to across all browsers, and devices - PC monitor, laptop, tablet, phone, etc. as well as create a new, modernized brand for all Secretary of State services.

### **OTC/PayPort**

In 2012 we have seen a 65% growth from the previous year because of our marketing/business development goals to expand our PayPort services at the local level. In 2013, our goal is to have the same type of growth (50-65%) with the current and new partners.

When the enhancements are in place for the public interface of OTC, we have set goals to produce new marketing pieces that highlight the enhancements and also include a PayPort section on our new Nebraska Interactive website in order to increase in new partners, as well as transactions.

We have been in discussion with a large populated county that is interested in using only the public interface feature of OTC, with expansion into their additional offices in the future. They are facing severe budget cuts and consequently closing more and more offices. Our positioning is that by offering citizens the option to pay for services online; A) It will ease the transitions of the closed offices and B) For the offices that remain open, help ease the pain of increased time in line and staff time spent assisting people in the office.

The public interface feature of OTC gives us a way to open the possibility of using this service at the state level. Currently, it is only available to local government. By offering public interface, we can present OTC again for use at the state level.

### **Motor Vehicle Registration/License Plate Renewals**

We continue to increase adoption of the online license plate renewals. In 2012, the average monthly increase was about 35% higher than the previous year due to marketing strategies. Because of our goals to directly and personally engage the County Treasurers, they are more responsive and willing to participate in our marketing efforts. We have over 14 counties that are placing red stickers on renewal notice postcards which year over year has had an impact on adoption. The DMV also send about 1 million pieces of mail each year and we will continue to add an insert to market and increase this service. New marketing collateral such as posters and mailing inserts are being updated and we have also targeted distributing the new materials at upcoming state and local wide conferences.

### **New ClickDMV page**

We all know the impact of a solid user-friendly landing page and the influence it can have on bounce rates. Through analytics, we can see a large percentage of our users go to the current ClickDMV page and then leave. Some is just a quick curiosity but user feedback tells us that some users get lost with all of the information. We believe refreshing the site and adding a new, clean, streamlined design will help the adoption of DMV services. We will be adding analytics to all of our services so we can track our success.

### **Criminal History Search**

It is anticipated that the online criminal history search will go into the pilot phase in January of 2013. Our marketing strategy includes identifying a small group of the state patrol's heaviest volume customers to participate in a pilot and use them as a focus group to grasp the best value they see and use their testimonies as marketing collateral. Our marketing strategy also includes inserts and posters to raise awareness. Google analytics will play a key role in data collection on usage, and the potential to promote through email blast campaigns, over-the-counter take-aways and social media.

### **Courts**

The Courts relationship is an extremely important relationship to our growth and Nebraska Interactive will continue to work with the judicial branch, to promote their entire suite of services. We already have an extensive outreach network to the attorney population through our implementation of eFiling, and in 2013 we will try a new focus on promoting 'client services' to these attorneys. This is intended to open up new growth on court case record searches and ePayments services. We are a sponsor and presenter at the state Bar Association meeting every fall and use this opportunity to speak to the attorneys about new developments in court online services.

As a rule, Nebraska Interactive will only print materials with URLs that can be tracked using Google Analytics or included in mailing materials sent by the partner. This will cut marketing costs and give us reliable metrics to prove the effectiveness of our efforts to drive adoption.

2.0 Marketing efforts to drive adoption will begin with redesigns of sites with strong existing alliances. Rebranding for these partners opens up the option to promote services in twitter on the platform of customer service and basic feedback. For example, a photo contest announced with the intention of collecting images of Nebraska car shows in celebration of clickDMV's redesign is a genuine project, unique and universal, and can spark actual conversation about cars, roads, online services, and a gorgeous Nebraska Sunday drive.

Google Analytics funnels can be used on an application to show our intended path for a transaction, from marketing to receipt page. It also provides valuable information about how users actually use the system from start to finish.

## TECHNOLOGY SUMMARY

Nebraska.gov is currently 100% hosted out of the corporate data center (CDC). The current virtual server environment we are running is meeting our existing needs and has room for our future growth. With this in mind, we do not have any server expansion plans for the upcoming year with the exception of disaster recovery servers in the Allen, TX datacenter. Please see the disaster recovery section below for more details on this topic. Our focus for 2013 will be keeping our current environments patched, updated, and secure.

The new technology initiative for 2013 is to upgrade the look and feel of our legacy applications. We have some services that haven't been updated with a new look and feel in years. These can be modernized to be more user and mobile friendly. We will apply our new common application template to the legacy services to give them a shared look and feel. This will help to brand our applications and users will know that they are using a quality Nebraska.gov product. This will be accomplished by our new standardized template and our new prototyping process.

Nebraska.gov has designed a new standard template that incorporates JQuery Mobile, HTML5, and integrated responsive design. Using this new process we are able to build one view for our services that is friendly and scales for all sizes and devices. Our plan is to expand on this and we are researching implementing twitter bootstrap into the current framework and template. As part of this, we are also improving upon usability. The new design will animate the web page to hide and show form options and relative data elements based on user input. It can also update on demand using AJAX and JSON calls without causing a new page load.

We are working on implementing a new prototyping process. This new process helps give partners a much improved feel for how the application will actually flow and speeds up development time once it is approved. With the old process, we just built static pages/screenshots of each page of the planned application. Once the partner approved the prototype, it was then turned over and re-built to be dynamic. The new methodology is to actually build a dynamic, flowing prototype in Grails. We are taking advantage of how Grails separates the user interface from the business logic. We build out just the user interface part of the application in Grails for the partner to see and approve. This interface is completely interactive with the user allowing them to "virtual" test the application before it is built. This reduces the amount of changes that are requested during the development phase. Once the project moves from the planning phase to the development phase, we then take the prototype and build in the business logic into it.

We are utilizing the Grails framework for the majority of our application development. We have developed core Grails plugins to help simplify the interaction with common NIC and Nebraska.gov components. We will also continue to support and do occasional development with Perl for smaller applications where a framework adds too much overhead. We are constantly seeking out new Java libraries and Grails plugins to include in our repository of tools available to our development team.

### **Security**

Being 100% hosted at the corporate data center, the majority of our networking and system security is handled by the CDC teams. We utilize the experience and expertise of the CDC teams to help keep us operating in a secure environment. We coordinate with them on keeping the latest security updates

applied to our systems and looking for potential vulnerabilities. This frees up our development team to focus on application security.

To help further our security practices we have contacted the NIC security team to run a penetration test on our services and network. Up until this point all of our penetration testing has been down on a service by service basis. This will be on a much wider scope and will help us maintain a higher level of security and PCI/DSS compliance.

For application security, we are applying standard coding practices to our development methodology. These include, but are not limited to, following coding standards, code audits, peer code reviews, and automated application scanning tools. We are currently implementing Netspark for our automated scanner.

We are keeping our developers educated on security. We review the OWASP top 10 lists. We will continue to take advantage of the security training classes that are being offered annually at the NIC Technology Conference. We also send developers to security training classes that are offered by local colleges and by the State of Nebraska.

Upon receiving any security audit reports, we will immediately review and address any issues and concerns within the report. We identify and research solutions as quickly as possible in order to get them implemented. We coordinate with the Corporate Security team to ensure that all of our solutions and practices are acceptable and meet corporate and PCI/DSS policies.

### **Disaster Recovery**

Disaster recovery of hardware and services is handled by the CDC. Our entire environment is almost entirely contained within virtual servers. These virtual servers can easily have a snapshot done, backed up, and cloned in the Allen, TX data center. This will allow for us to move our entire setup very quickly from one data center to another.

The CDC is currently in the process of restructuring its infrastructure within both data centers to make them identical. They are also increasing the network bandwidth between the two data centers to allow for data replication. Once this is complete, we will coordinate with the CDC to set up servers in the Allen, TX data center to be hot backups for our servers in Ashburn, VA. In the event of a disaster at the Ashburn, VA facility, we can change the global load balancing over to Allen and our services will be restored.

At the time of writing this document, our current disaster recovery process has not been fully tested by us. We are working with the CDC team to come up with a testing plan and procedure. This is dependent on getting disaster recovery servers set up in Allen, TX.

### **Code Reuse within NIC**

Our development focus is in the Grails framework. Grails can take advantage of native Java libraries and frameworks. This allows us to easily take other portals Java libraries and integrate them into our applications. Grails also has a plugin system that allows for customized, sharable plugins across

applications and portals. We can also bundle each Grails application up into a war. This war contains all of the required libraries, plugins, templates, etc. in one file for easy deployment on most Java servlet engines such as Tomcat and Resin.

We will continue to use the NIC devwiki to share code across NIC. The devwiki allows developers from different portals to collaborate and share libraries and entire applications with other portals in NIC. We monitor it for any new libraries that we find useful. Also we publish to it any components and applications that we think would be of benefit to other portals.

### **Hosting Services**

- Hardened Tier-4 facility protected by multiple security measures
- Network architecture is built for reliability and flexibility , with:
  - Redundant dual OC48 uplinks directly connected to AT&T global IP Backbone-Burstable to 100Mbps
  - Designed for flexibility to meet network requirements
  - Minimum N+1 redundancy factor on all critical infrastructure systems
  - Internet connectivity to Nebraska cage or rack via Ethernet handoff
- Best-in-Class fire suppression features – VESDA
- Extensive power-supply management and planning to ensure continuity with redundant geographic power grids
- Flexibility to accommodate new technologies as they are introduced

### **Technical Team**

- Committed to building and supporting a centralized, technical center of excellence
  - Utilize ITIL (Information Technology Infrastructure Library) methodology to manage operations
- Focused on continuous improvement
- Diverse skill-sets, including;
    - Networking and security
    - Systems and networking architecture
  - Application development
  - Project management
  - Database design and administration
  - Internal and external network monitoring

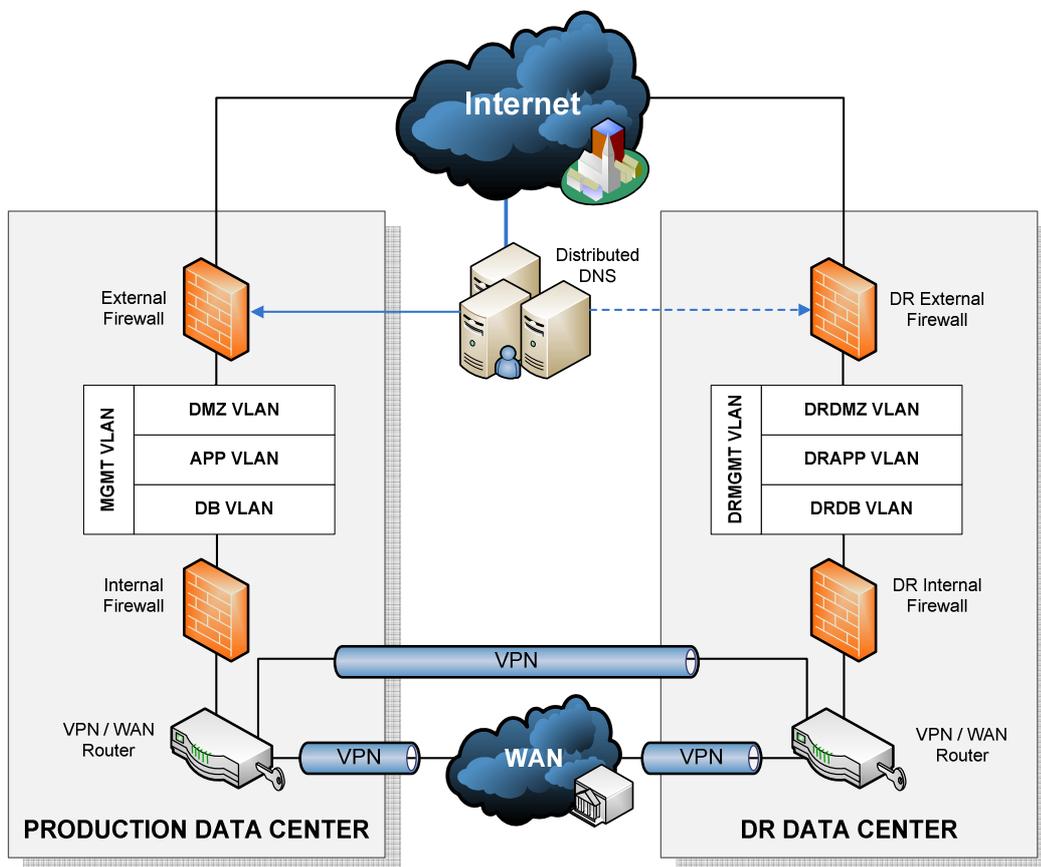
### **NIC Central Data Center Offerings**

- Secure billing and payment processing
- Virtualized architecture leveraged for redundancy, security, segmentation and scalability
- Provide both Unix/Linux and Microsoft hosting environments
- Software as a service and cloud computing capabilities
  - Complete hosting environments
- Customer Relationship and Content Management Systems
- Email/calendaring solutions
- Unified Communications

## Additional

- Dual AT&T data-centers
- Microsoft Certified Partner
- PCI DSS Level 1 Service Provider Certification
- Terremark/Verizon Business Certification
- Cisco, F5, Dell, Sun and EMC enterprise technologies
- Enterprise Oracle, Microsoft and MySQL processing

## Technical Architecture Diagram



## 2013 PORTAL OBJECTIVES

1. Continually grow and diversify the portal revenue target non-DMV services growth, including local government
2. Develop and provide innovative applications and services to businesses and citizens of Nebraska.
3. Expand the innovative footprint of local government services.
4. Speed time to market and increase standards
5. Maximize adoption of new and current services
6. Gain national recognition for Nebraska electronic government
7. Optimize reliability and response of portal technology
8. Maintain a reliable and sustainable network for the state of Nebraska

In 2013, Nebraska.gov will focus on these key objectives and measure progress toward goals and strategic implementations quantitatively. The Board's quarterly updates will include a dashboard view to show the portal's achievements at a glance. We want to focus on showing the results of the efforts of the portal team to the Board, rather than the many details of the process.