

**NEBRASKA STATE RECORDS BOARD  
MEETING: December 2, 2009**

Nebraska State Capitol  
Room 1507  
Lincoln, NE  
December 2, 2009  
9:00 A.M.

# AFFIDAVIT OF PUBLICATION

State of Nebraska }  
LANCASTER COUNTY, } ss.

**NOTICE OF PUBLIC MEETING**  
Notice is hereby given of a public meeting of the Nebraska State Records Board on December 2, 2009 at 9:00 AM in room 1507 of the State Capitol, Lincoln, Nebraska. The agenda, which is kept continually current, will include public hearings on Addendum Seven to the Interagency Agreement between the Department of Health and Human Services Division of Public Health and the Nebraska State Records Board, Escrow Agreement and Disaster Recovery Plan guarantee for the Network Manager Contract, Consideration of 9 Local Grant Applications, GIS Policy for Grant Applications, and Grant Funding Increase. The agenda is available at the Office of the Secretary of State, Room 2300 State Capitol, for public inspection during regular business hours.  
#5901663 11 Nov. 2

The undersigned, being first duly sworn, deposes and says that she/he is a Clerk of the Lincoln Journal Star, legal newspaper printed, published and having a general circulation in the County of Lancaster and State of Nebraska, and that the attached printed notice was published in said newspaper one successive time(s) the first insertion having been on the 2 day of November A.D., 2009 ~~and thereafter~~ on \_\_\_\_\_, 20\_\_\_\_ and that said newspaper is the legal newspaper under the statutes of the State of Nebraska. The above facts are within my personal knowledge and are further verified by my personal inspection of each notice in each of said issues.

Jessica M. Swerzek

Subscribed in my presence and sworn to before me this \_\_\_\_\_ day of Nov 3, 2009

Julana Nordmeyer Notary Public

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

GENERAL NOTARY - State of Nebraska  
JULANA NORDMEYER  
My Comm. Exp. Jan. 26, 2012

5901663

## NEBRASKA STATE RECORDS BOARD AGENDA

Room 1507, State Capitol

Lincoln, NE

December 2, 2009 – 9:00 A.M.

1. CALL TO ORDER, ROLL CALL
2. ANNOUNCEMENT OF NEBRASKA OPEN MEETING ACT  
The Act and reproducible written materials to be discussed at the open meeting are located in the back of the meeting room. A copy of the Open Meetings Act is posted in the back of the meeting room.
3. NOTICE OF HEARING  
Public notice of the meeting was given by posting notice in the Lincoln Journal Star on November 2, 2009 and on the State of Nebraska's online Public Meeting Calendar. A current copy of the agenda is located in the Secretary of State's office, listing the date, time and location of the meeting.
4. ADOPTION OF AGENDA
  - a. **Action Item:** Approval of Agenda
5. APPROVAL OF MINUTES
  - a. **Action Item:** Approval of September 15, 2009 meeting minutes
6. PUBLIC COMMENT
7. CHAIRMAN'S REPORT
  - a. ADDENDA & AGREEMENTS
    1. Addendum Seven to the Interagency Agreement between the Department of Health and Human Services Division of Public Health and the NE State Records Board. (**Addendum withdrawn by DHHS and Nebraska.gov**)
    2. **Action Item:** Network Manager Operations Review Subcommittee
8. FINANCES REVIEW SUBCOMMITTEE (Chair: Auditor Foley)
  - a. **Action Item:** NI PricewaterhouseCoopers Annual Audit Report
9. COUNSEL'S REPORT
  - a. **Action Item:** Approve Escrow Agreement for Network Manager Contract
  - b. **Action Item:** Approval of Supplemental Questionnaire for GIS-Related Grant Applications
  - c. **Action Item:** Approval of changes to Disaster Recovery Proprietary Plan guarantee for Network Manager Contract. (**CLOSED SESSION**)
10. EXECUTIVE DIRECTOR'S REPORT
  - a. State/Local Grant Status Report
  - b. **Action item:** NSRB - Cash Fund Balance
  - c. Reinvested Revenue Report
  - d. **Action Item:** Increase Fiscal Year Grant Limit of \$250,000

11. GRANT APPLICATION PRESENTATIONS (Testimony and Discussion)

**On the following 5 counties, the vote was 5 to 1. Neb. Rev. Stat. Section 84-1204(4) (2008) of the Records Management Act requires the affirmative vote of six members for any action to be taken by the Board. Consequently, this motion failed for lack of six affirmative votes.**

1. Arthur County Assessor – GIS System - \$20,612.00 (Dale Hanna, GIS Specialist, GIS Western Resources) **(\$15,612 recommended on 09/15/2009)**
2. Blaine County – *GIS System for Blaine County Assessor's Office*- \$25,000.00 (Dale Hanna, GIS Specialist, GIS Western Resources) **(\$13,742 recommended on 09/15/2009)**
3. Hooker County Assessor – *GIS System* - \$25,000.00 (Dale Hanna, GIS Specialist, GIS Western Resources). **(\$25,000 recommended on 09/15/2009)**
4. Logan County Assessor – *GIS System for Logan County Assessor's Office* – \$25,000.00 (Dale Hanna, GIS Specialist, GIS Western Resources) **(\$22,896 recommended on 09/15/2009)**
5. McPherson County Assessor – *GIS System for McPherson County Assessor's Office* - \$25,000.00 (Dale Hanna, GIS Specialist, GIS Western Resources) **Withdrawn November, 2009.**

**The following 4 applications are new grant applications:**

6. Grant County Assessor – *GIS System for Grant County Assessor's Office* – \$20,412.00 (Christee Haney, Deputy Clerk and Dale Hanna, GIS Western Resources)
7. Howard County Assessor – *GIS Implementation* - \$25,000.00 (Deloris Heminger, County Assessor and Michele Woitalewicz, Emergency Manager)
8. Merrick County Assessor – *GPS and GIS work for the Merrick/Hamilton County Line* – \$22,100.00 (Janet Placke, County Assessor)
9. Merrick County Planning & Zoning - *Regulation and Zoning Map updates using GIS* - \$25,000.00 (Jen Meyers, Administrator)

12. GRANT APPLICATION CONSIDERATION (Votes)

**On the following 5 counties, the vote was 5 to 1. Neb. Rev. Stat. Section 84-1204(4) (2008) of the Records Management Act requires the affirmative vote of six members for any action to be taken by the Board. Consequently, this motion failed for lack of six affirmative votes.**

1. Arthur County Assessor – GIS System - \$20,612.00 **(\$15,612 recommended on 09/15/2009)**
2. Blaine County – *GIS System for Blaine County Assessor's Office* **(\$13,742 recommended on 09/15/2009)**
3. Hooker County Assessor – *GIS System* - \$25,000. **(\$25,000 recommended on 09/15/2009)**
4. Logan County Assessor – *GIS System for Logan County Assessor's Office* – \$25,000. **(\$22,896 recommended on 09/15/2009)**
5. McPherson County Assessor – *GIS System for McPherson County Assessor's Office* - \$25,000.00 **Withdrawn November, 2009.**

**The following 4 applications are new grant applications:**

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9. Merrick County Planning & Zoning - *Regulation and Zoning Map updates using GIS* - \$25,000.00 (Jen Meyers, Administrator)

13. NEBRASKA.GOV REPORTS

- a. General Manager's Report
- b. **Action Item:** Project Priority Report

14. DATE FOR NEXT MEETING

February 10, 2010

9:00 A.M.

**Lower Level Conference Room, Executive Building, 501 South 14<sup>th</sup> Street, Lincoln, Nebraska.**

15. ADJOURNMENT

- a. **Action Item:** Move to adjourn

Prepared 11/23/2009



## NEBRASKA STATE RECORDS BOARD

### MINUTES

#### Meeting of September 15, 2009

**Agenda Item 1. CALL TO ORDER, ROLL CALL.** The meeting was called to order by Chairman John A. Gale at 9:00 A.M. on September 15, 2009, in Room 1507 of the State Capitol, Lincoln, Nebraska.

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

John A. Gale, Secretary of State, State Records Administrator and Chairman;  
Leslie S. Donley, representing the Attorney General;  
Brenda L. Decker, representing the Governor;  
Michael D. Foley, Auditor of Public Accounts  
Jason W. Hayes, representing the State Treasurer;  
Carlos Castillo, Jr., Director of Administrative Services;  
Ryne D. Seaman, representing the Banking Industry;  
Thomas D. Freimuth, representing the Legal Profession;  
Timothy L. Loewenstein, Representing the General Public

Absent:

John P. Curry, representing the Insurance Industry;  
Julie A. Beno, appearing later, representing Libraries;  
Michael P. Edgecombe, representing the Media

Staff in attendance:

Cathy Danahy, Executive Director;  
Kacey Nelkin-Pedersen, Recording Clerk;  
Ron Moravec, Legal Counsel

**Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT.** Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting are located in the back of the meeting room. Also, a copy of the Nebraska Open Meetings Act is posted in the back of the meeting room.

**Agenda Item 3. NOTICE OF HEARING.** Chairman Gale announced public notice of the meeting was given by posting notice in the Lincoln Journal Star newspaper on August 14, 2009 and on the state's website public meeting calendar. A copy of the Notice and Affidavit of Publication by the printer is included in the Board records. A current copy of the agenda has been kept in the Secretary of State's office.

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

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

The motion carried.

**Agenda Item 5. APPROVAL OF MINUTES.** Ms. Donley moved to approve the July 22, 2009 meeting minutes as presented; motion seconded by Mr. Freimuth.

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

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. CHAIRMAN'S REPORT**

##### **Agenda Item 7. a. Agreements & Addenda**

**1.** Chairman Gale presented Addendum Thirteen to the Interagency Agreement between the Office of the Secretary of State and the NE State Records Board. Mr. Hoffman explained the addendum. Mr. Freimuth moved to approve the addendum; seconded by Mr. Loewenstein.

Voting For:	Castillo Gale	Decker Hayes	Donley Loewenstein	Freimuth Seaman
Voting Against:	Foley			
Absent:	Beno	Curry	Edgecombe	

The motion carried.

**2.** Chairman Gale presented Addendum Fourteen to the Interagency Agreement between the Office of the Secretary of State and the NE State Records Board. Mr. Hoffman explained the addendum. Mr. Seaman moved to approve the addendum; seconded by Mr. Freimuth.

Voting For:	Castillo Gale	Decker Hayes	Donley Loewenstein	Freimuth Seaman
Voting Against:	Foley			
Absent:	Beno	Curry	Edgecombe	

The motion carried.

3. Chairman Gale presented Addendum Two to the Interagency Agreement between the Board of Engineers and Architects and the NE State Records Board. Mr. Hoffman explained the addendum. Mr. Freimuth moved to approve the addendum; seconded by Mr. Seaman.

Voting For:	Castillo Gale	Decker Hayes	Donley Loewenstein	Freimuth Seaman
Voting Against:	Foley			
Absent:	Beno	Curry	Edgecombe	

The motion carried.

4. Chairman Gale presented Addendum One to the Interagency Agreement between the Board of Geologists and the NE State Records Board. Mr. Hoffman explained the addendum. Mr. Loewenstein moved to approve the addendum; seconded by Mr. Freimuth.

Voting For:	Castillo Gale	Decker Hayes	Donley Loewenstein	Freimuth Seaman
Voting Against:	Foley			
Absent:	Beno	Curry	Edgecombe	

The motion carried.

5. Chairman Gale presented Addendum One to the Interagency Agreement between the Board of Landscape Architects and the NE State Records Board. Mr. Hoffman explained the addendum. Ms. Donley moved to approve the addendum; seconded by Mr. Seaman.

Voting For:	Castillo Gale	Decker Hayes	Donley Loewenstein	Freimuth Seaman
Voting Against:	Foley			
Absent:	Beno	Curry	Edgecombe	

The motion carried.

#### **Agenda Item 7. b. Acquisition of NII Software Source Code**

Chairman Gale confirmed the receipt of a letter signed by Mr. Brent Hoffman on August 7, 2009 acknowledging the receipt of the State Records Board request to promptly deliver the Network application software, documentation and source code (collectively "The Software") upon expiration of the current contract on January 31, 2010 and his intention to promptly comply with the request.

#### **Agenda Item 8. LEGAL COUNSEL'S REPORT**

**Agenda Item 8. a. Approval of the definition "Durable Medium"** Mr. Moravec gave a history of why and how the definition of "Durable Medium" was authored, the membership of the authoring committee, the results of a Public Hearing and final approval by the Attorney General for incorporation into the Nebraska Administrative Code Title 430, Chapters 001-008, subject to approval of the Nebraska State Records Board. Ms. Decker moved that the Nebraska State Records Board adopt the definition of Durable Medium as proposed in the attached document, for the State Records Administrator

under the Records Management Act, to be found in Rule and Regulation, Nebraska Administrative Code, Title 430, Chapter 1, Definitions, number 001.18 through 001.18H; seconded by Mr. Loewenstein.

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

The motion carried.

**Agenda Item 8. b. Sample of Escrow Agreement to be attached to Network Manager**

**Contract** Mr. Moravec presented a sample of the Escrow Agreement form to be used for the Escrow Agreement with NII and the Nebraska State Records Board for the contract beginning February 1, 2010.

**Agenda Item 8. c. Approval of Disaster Recovery guarantee for Network Manager Contract**

Mr. Moravec presented a revised version of the Disaster Recovery Plan submitted by NII. Chairman Gale moved to accept the revised Disaster Recovery Plan; seconded by Mr. Freimuth. Mr. Loewenstein explained the revised plan. After discussion, the parties agreed that the attached document, amending page 10 by addition of language, replaces and supersedes the original page 10 submitted with the vendor’s RFP response regarding the disaster recovery plan of Nebraska Interactive, Inc.; seconded by Mr. Freimuth.

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

The motion carried.

Chairman Gale asked for further discussion. Mr. Foley & Mr. Castillo expressed concern that errors were in the Disaster Recovery Plan regarding notification of federal agencies as one example. Mr. Hoffman agreed to work with Mr. Loewenstein and the OCIO to update the Disaster Recovery Plan which is a 'living document'. Chairman Gale asked Mr. Loewenstein and Mr. Hoffman to work together to make changes to the current Disaster Recovery Plan. Mr. Loewenstein agreed and requested the NIC Network Services Director Joel Van Schepen is included in those discussions.

Chairman Gale declared a recess at 11:15 A.M.

Chairman Gale reconvened the meeting at 11:25 A.M.

**Agenda Item 8. d. LB 403 Implementation.** Mr. Moravec explained LB 403 approved by the Governor on April 8, 2009 which states in part, “no state agency or political subdivision of the State of Nebraska shall provide public benefits to a person not lawfully present in the United States.” The law goes into effect on October 1, 2009. Mr. Hayes said he understands the purpose of the inclusion of this statement in the grant application forms is to protect the Board and it shows the Board is putting the receivers of the grants on notice that (compliance with the law) is the intent of the Board.

The grant applications reflect this change on page 6 of both the local and state applications:

**“IV. STATE LAW COMPLIANCE.**

*Nebraska law, sections 4-108 through 4-114 (LB 403, 2009), states 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. 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.”*

Ms. Donley stated she would like to discuss this addition with Mr. Dale Comer of the Attorney General’s office. Chairman Gale directed Ms. Donley in conjunction with Mr. Comer, Mr. Moravec and Ms. Danahy to discuss this issue after the meeting and determine the best approach to take, if any.

**Agenda Item 9. EXECUTIVE DIRECTOR’S REPORT**

**9. a. State/Local Grant Status Report.** Ms. Danahy presented the State/Local Grant Project Status Report for the 4<sup>TH</sup> quarter FY09. Ms. Danahy reminded the Board that fiscal year 2010 began July 1, 2009 which means the current available grant fund amount to be awarded for FY 2010 is \$250,000.00. She indicated if the Board chooses to increase the \$250,000.00 annual cap they may do so by Board action.

**9. b. Reinvested Revenue Report.** Ms. Danahy presented the Reinvested Revenue Report.

**9. c. NSRB Cash Fund Balance Report.** Ms. Danahy presented the NSRB Cash Fund Balance Report. Ms Danahy reported Sale of Service was down in the last three months due to the economy. Expenditures in June took a jump due to two grants at \$25,000 each were paid out and the last payment to Mr. Lemon as the RFP Contractor was \$6,275.00. Mr. Freimuth moved to approve the Cash Fund Balance Report; seconded by Mr. Hayes.

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

The motion carried.

**9.d. Post Grant Project Reports**

Ms. Danahy reported the receipt of the following reports from applicants who have completed their grant projects:

- 1. Thomas County Clerk/Assessor** – Land Record Information System Enhancement;
- 2. Supreme Court** - Computerized Record Keeping for Public Submission of Applications for Mandatory Continuing Legal Education (MCLE) and Tracking MCLS Credits;
- 3. Hayes County Assessor** –Geographic Information Implementation– post-grant project report.

Chairman Gale declared a recess at 12:00 Noon

Ms. Beno arrived at the meeting at 1:10 P.M.

Chairman Gale reconvened the meeting at 1:10 P.M.

Mr. Loewenstein did not return to the meeting.

**9.d.4. DAS/CIO NE Geospatial Data Sharing & Web Services Network**

Ms. Danahy introduced Mr. Larry Zink, GIS Coordinator, OCIO to present a post-grant project report and to update the Board on GIS efforts by the State. He explained how the GIS system components work, how data is collected by counties and what issues are created when the information is merged together into a state-wide system. He went on to explain that state agencies have a need for this information. He suggested it would be beneficial to the state if the counties receiving funds from the State Records Board for GIS projects were also asked to share this data with other interested parties in the state needing access to this data. Chairman Gale asked Ms. Decker to get with the Board staff – Ms. Danahy and Mr. Moravec and Mr. Zink and come back with a policy recommendation on how the applications should be amended and what the Technical Committee should do so the Board could adopt something to satisfy the issue of state accessibility. Ms. Decker expressed concern that there are many ways this data is being collected and that possibly the applications should be tabled until some standards are developed to allow the state to share in the data.

**Agenda item 10. GRANT APPLICATION PRESENTATIONS****1. University of Nebraska Board of Regents – Migrating from Tangible to Online:**

*Digitizing Microfiche and Print Nebraska State Documents - \$24,998.00.* Ms. Danahy introduced Mr. Richard Graham, Assistant Professor/Media Services & Ms. Beth Goble, Nebraska Library Commission who testified and answered questions regarding the grant application.

Ms. Danahy introduced Mr. Dale Hanna, GIS Technician, GIS Western Resources.

Mr. Hanna testified on behalf of **Arthur County, Blaine County, Logan County and McPherson County.**

**2. Arthur County Assessor – GIS System - \$20,612.00****3. Blaine County – GIS System for Blaine County Assessor's Office- \$25,000.****4. Logan County Assessor – GIS System for Logan County Assessor's Office – \$25,000.00****5. McPherson County Assessor – GIS System for McPherson County Assessor's Office - \$25,000.00**

**6. Hooker County Assessor – GIS System - \$25,000.00.** Ms. Danahy introduced Mr. Dave Sullivan, Hooker County Assessor who testified and answered questions regarding the grant application. Mr. Dale Hanna, GIS Technician, GIS Western Resources also testified.

**7. Lincoln County – Lincoln County/City of North Platte Enhanced Web Service – \$25,000.00.** Ms. Danahy introduced Mr. Dennis Sullivan, Lincoln County Assessor GIS Technician, who testified and answered questions regarding the grant application.

**8. Richardson County – Enhancement of Richardson County Land Record Information Management and Web Access - \$25,000.00.** Ms. Danahy introduced Ms. Regina Cummins, Richardson County Assessor who testified and answered questions regarding the grant application.

**9. Valley County Assessor – Geographic Information Implementation & Web Access – \$25,000.00.** Ms. Danahy introduced Ms. Pamela Arnold, Valley County Assessor who testified and answered questions regarding the grant application. Ms. Helen Culler, Supervisor, Valley County, also testified.

**10. Hamilton County Surveyor** – *Hamilton County Mapping Update* - \$25,000.00. (Tabled from May 27, 2009 State Records Board meeting). Ms. Danahy introduced Mr. Duane Katt, Hamilton County Surveyor, who testified and answered questions regarding the grant application. Mr. Adam Darbro, GIS Administrator, Hamilton County, also testified.

Mr. Freimuth left the meeting at 3:45 P.M.

**11. Board of Barber Examiners** – *Enhancement/Restructuring of Barber Licensing System* - \$4,391.00. Ms. Danahy introduced Mr. Ron Pella, Agency Director, who testified and answered questions regarding the grant application. Ms. Decker said the Technical review committee recommended the grant be increased by \$630.00 to allow the board of Barber Examiners to upgrade two software licenses on their two pc’s if Mr. Pella chose to make the request . Mr. Pella requested the \$630.00 be included in the grant request.

**12. NE State Treasurer** – *NebraskaSpending.com – Third Phase* - \$20,000.00. (Tabled from May 27, 2009 State Records Board meeting). Ms. Danahy introduced Mr. Trent Fellers and Mr. Jason Hayes who testified and answered questions regarding the grant application.

Chairman Gale considered the hearing portion of the grant applications closed.

**Agenda item 11. GRANT APPLICATION CONSIDERATIONS**

**11. Board of Barber Examiners** – *Enhancement/Restructuring of Barber Licensing System* – \$4,391.00. Mr. Foley moved to approve the application in the amount of \$5,000.00; seconded by Mr. Castillo.

Voting For:	Beno Hayes	Castillo Seaman	Donley	Foley	Gale
Voting Against:	None				
Not Voting:	Decker				
Absent:	Curry	Edgecombe	Freimuth	Loewenstein	

The motion carried.

**1. University of Nebraska Board of Regents** – *Migrating from Tangible to Online: Digitizing Microfiche and Print Nebraska State Documents* - \$24,998.00. Mr. Hayes moved consideration of the University of Nebraska Board of Regents application; seconded by Ms. Donley. Ms. Decker asked for clarification if the motion was to approve. Mr. Hayes confirmed it was to approve. Chairman Gale said the Board does not often fund labor. Ms Donley said the University should go through their budget process and not to this Board for funding. Ms. Decker expressed concern for funding labor and indirect costs. Mr. Hayes amended his motion to approve the application in the amount of \$16,725.00 to include purchase of computer and monitor, software, and digitization equipment only; Ms. Donley agreed to the amendment.

Voting For:	Beno Hayes	Castillo Seaman	Decker	Donley	Gale
Voting Against:	Foley				

Absent: Curry Edgecombe Freimuth Loewenstein

The motion carried.

Carlos Castillo left the meeting at 4:15 P.M.

**7. Lincoln County** – *Lincoln County/City of North Platte Enhanced Web Service* – \$25,000.00. Chairman Gale motioned to approve the application in the amount of \$25,000.00; seconded by Mr. Foley. Ms. Decker proposed an amendment that requires the county will work to share the information with the State. Chairman Gale said that during testimony the counties made the commitment and in effect, have amended their applications by agreeing to the condition and will be part of what Ms. Danahy says in her communication to the counties.

Voting For: Beno Decker Donley Foley Gale  
Hayes Seaman

Voting Against: None

Absent: Castillo Curry Edgecombe Freimuth  
Loewenstein

The motion carried.

**12. NE State Treasurer** – *NebraskaSpending.com – Third Phase* - \$20,000.00. (Tabled from May 27, 2009 State Records Board meeting). Ms. Donley moved for the approval of the State Treasurer’s grant application for \$20,000.00; seconded by Mr. Foley.

Voting For: Beno Decker Donley Foley Gale  
Seaman

Voting Against: None

Not Voting: Hayes

Absent: Castillo Curry Edgecombe Freimuth  
Loewenstein

The motion carried.

**10. Hamilton County Surveyor** – *Hamilton County Mapping Update* - \$25,000.00 (Tabled from May 27, 2009 State Records Board meeting). Chairman Gale moved to approve the grant for Hamilton County Mapping Update for \$25,000.00; seconded by Ms. Donley. A general discussion regarding the board approving grant funds for labor costs took place.

Voting For: Beno Decker Donley Foley Gale  
Hayes Seaman

Voting Against: None

Absent: Castillo Curry Edgecombe Freimuth  
Loewenstein

The motion carried.

**8. Richardson County – Enhancement of Richardson County Land Record Information Management and Web Access - \$25,000.00.** Ms. Donley moved to approve the Richardson County application for Enhancement of Richardson County Land Records Information Management and Web Access in the amount of \$25,000.00; seconded by Mr. Seaman.

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

The motion carried.

Chairman Gale declared a recess at 4:40 P.M.

Chairman Gale reconvened the meeting at 4:45 P.M.

Mr. Hayes did not return to the meeting.

**9. Valley County Assessor – Geographic Information Implementation & Web Access – \$25,000.00.** Ms. Decker moved to approve the Valley County Assessor application; seconded by Mr. Foley. After discussion, Ms. Decker made a friendly amendment to the motion to change the amount to \$15,000; seconded by Mr. Foley.

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

The motion carried.

- 2. Arthur County Assessor – GIS System - \$20,612.00**
- 3. Blaine County – GIS System for Blaine County Assessor’s Office- \$25,000**
- 4. Hooker County Assessor – GIS System - \$25,000.00**
- 5. Logan County Assessor – GIS System for Logan County Assessor’s Office – \$25,000.00**
- 6. McPherson County Assessor – GIS System for McPherson County Assessor’s Office – \$25,000.00.**

Ms. Donley moved to approve all five grants for GIS systems at the requested amounts; seconded by Ms. Beno. Ms. Decker asked the Board if they wished to consider changing the amount awarded to Blaine County to \$13,742.00 and the amount awarded to Logan County to \$22,896.00. Ms. Donley said she would amend her motion to revise the amounts needed for Blaine County to \$13,742.00 and revise the amount needed for Logan County to \$22,896.00; seconded by Ms. Beno. Ms. Decker requested, as the “Chair of the Technical Committee” that the Board ask Mr. Hanna how the data will be collected and stored. Ms. Donley and Ms. Beno agreed to the condition Mr. Hanna provide the answers to how the data

will be collected and how and where the data will be stored. When that information is received, the grant funds will be available for expenditure. Ms. Donley amended her motion to provide Arthur County \$15,612.00; seconded by Ms. Beno.

Voting For:	Beno* Seaman*	Decker*	Donley*	Gale*
Voting Against:	Foley*			
Absent:	Castillo Loewenstein	Curry	Edgecombe	Freimuth Hayes

The Board questioned whether a 5-1 vote was sufficient to approve a motion under the Records Management Act, and was advised that it was.

## UNFINISHED BUSINESS

### Agenda Item 12. FINANCE REVIEW SUBCOMMITTEE

- a. NI Pricewaterhouse Annual Audit Report

### Agenda Item 13. NEBRASKA.GOV REPORTS

- a. General Manager's Report
- b. **Action Item:** Project Priority Report

### Agenda Item 14. DATE FOR NEXT MEETING

Wednesday, December 2, 2009

9:00 A.M.

Room 1507, State Capitol, Lincoln, NE

### Agenda Item 15. ADJOURNMENT

- a. **Action Item:** Move to adjourn

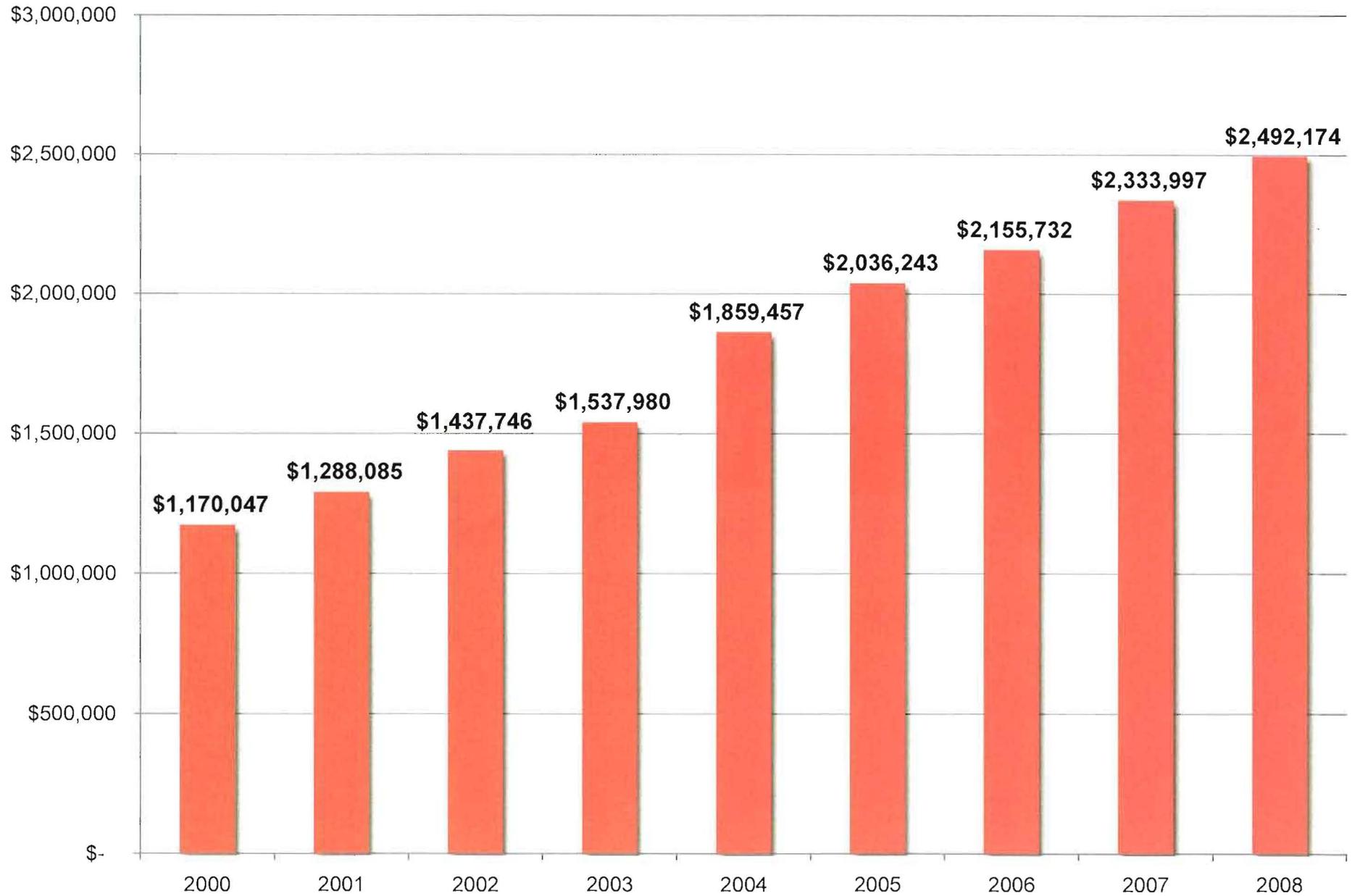
All members present signified by saying "aye". Chairman Gale declared the meeting adjourned at 5:00 P.M.

\* Neb. Rev. Stat. Section 84-1204(4) (2008) of the Records Management Act requires the affirmative vote of six members for any action to be taken by the Board. Consequently, this motion failed for lack of six affirmative votes.

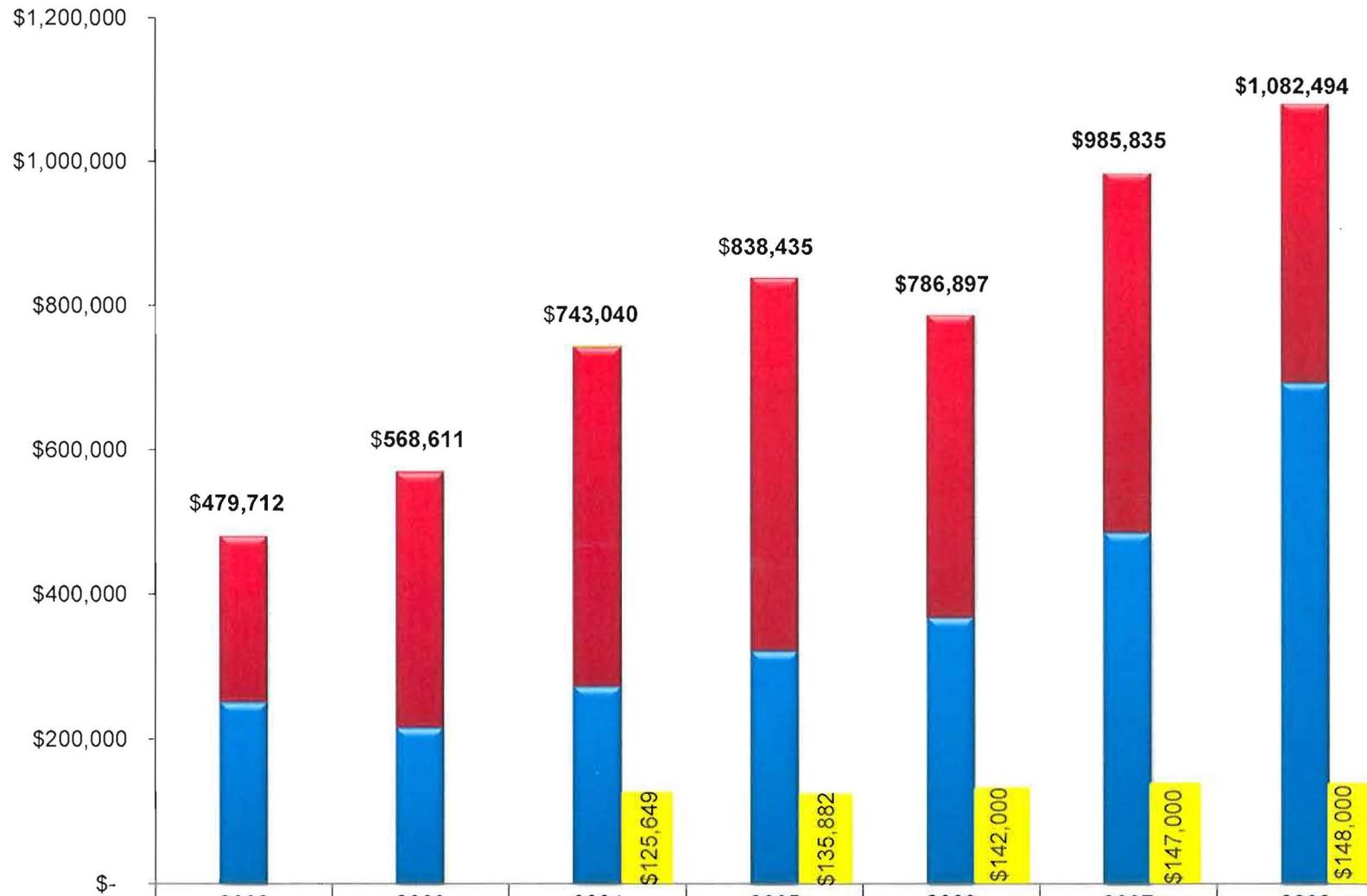
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John A. Gale  
Secretary of State  
State Records Administrator  
Chairman, State Records Board

## Nebraska Interactive, LLC Revenues per Annual CPA Audit Reports



### Operating Income Before Taxes of Nebraska Interactive and Administrative Expenses Paid to NIC Inc. (parent) Compared to NSRB Revenue Sharing



	2002	2003	2004	2005	2006	2007	2008
■ NSRB Revenue Sharing			\$125,649	\$135,882	\$142,000	\$147,000	\$148,000
■ Operating Income Before Tax	\$228,936	\$353,655	\$470,502	\$517,615	\$419,897	\$500,835	\$389,494
■ Administrative Expenses	\$250,776	\$214,956	\$272,538	\$320,820	\$367,000	\$485,000	\$693,000

# **Nebraska Interactive, LLC**

**Financial Statements**

**For The Years Ended**

**December 31, 2008 and 2007**

**Nebraska Interactive, LLC**  
**Index**  
**December 31, 2008 and 2007**

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**Report of Independent Auditors**

To the Board of Directors of  
Nebraska Interactive, LLC

In our opinion, the accompanying balance sheets and the related statements of income, of changes in member's equity and of cash flows present fairly, in all material respects, the financial position of Nebraska Interactive, LLC (the "Company") at December 31, 2008 and 2007 and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits of these statements in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As discussed in Notes 2 and 5 to the financial statements, the Company changed the manner in which it accounts for uncertain tax positions effective January 1, 2007.

*PricewaterhouseCoopers LLP*  
June 26, 2009

**Nebraska Interactive, LLC**  
**Balance Sheets**  
**December 31, 2008 and 2007**

Assets	2008	2007
Current assets		
Cash and cash equivalents	\$ 821,648	\$ 959,159
Trade accounts receivable	796,788	698,884
Prepaid expenses and other current assets	7,607	8,309
Deferred income taxes	10,434	9,642
Total current assets	<u>1,636,477</u>	<u>1,675,994</u>
Property and equipment, net	15,328	13,986
Other assets	3,878	3,878
Deferred income taxes, net	11,978	11,181
Total assets	<u>\$ 1,667,661</u>	<u>\$ 1,705,039</u>
 <b>Liabilities and Member's Equity</b>		
Current liabilities		
Accounts payable	\$ 545,304	\$ 456,175
Accrued expenses	34,814	27,991
Total current liabilities	<u>580,118</u>	<u>484,166</u>
Other long-term liabilities (Notes 2 and 5)	<u>20,740</u>	<u>31,459</u>
Total liabilities	<u>600,858</u>	<u>515,625</u>
Commitments and contingencies (Notes 2 and 6)	-	-
Member's equity		
Member's equity, 100 units outstanding	113,352	113,352
Accumulated earnings	1,635,274	1,391,170
Due from affiliated companies	(681,823)	(315,108)
Total member's equity	<u>1,066,803</u>	<u>1,189,414</u>
Total liabilities and member's equity	<u>\$ 1,667,661</u>	<u>\$ 1,705,039</u>

The accompanying notes are an integral part of these financial statements.

**Nebraska Interactive, LLC**  
**Statements of Income**  
**For The Years Ended December 31, 2008 and 2007**

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	2008	2007
Revenues	\$ 2,492,174	\$ 2,333,997
Cost of portal revenues (Notes 2, 7 and 8)	<u>2,124,386</u>	<u>1,871,617</u>
Operating income	367,788	462,380
Interest income	<u>21,706</u>	<u>38,455</u>
Income before income taxes	389,494	500,835
Income tax expense (benefit)		
Current	146,979	190,882
Deferred	<u>(1,589)</u>	<u>(6,472)</u>
Net income	<u>\$ 244,104</u>	<u>\$ 316,425</u>

The accompanying notes are an integral part of these financial statements.

**Nebraska Interactive, LLC**  
**Statements of Changes in Member's Equity**  
**For The Years Ended December 31, 2008 and 2007**

	<u>Member's Equity</u>		<u>Accumulated Earnings</u>	<u>Due From Affiliated Companies</u>	<u>Total</u>
	<u>Units</u>	<u>Amount</u>			
<b>Balance, January 1, 2007</b>	100	\$ 113,352	\$ 1,122,529	\$ -	\$ 1,235,881
Reclassification of due from affiliated companies (Note 7)	-	-	-	(315,108)	(315,108)
Cumulative effect of FIN 48 (Notes 2 and 5)	-	-	(47,784)	-	(47,784)
Net income	-	-	316,425	-	316,425
<b>Balance, December 31, 2007</b>	100	113,352	1,391,170	(315,108)	1,189,414
Increase in due from affiliated companies (Note 7)	-	-	-	(366,715)	(366,715)
Net income	-	-	244,104	-	244,104
<b>Balance, December 31, 2008</b>	100	\$ 113,352	\$ 1,635,274	\$ (681,823)	\$ 1,066,803

The accompanying notes are an integral part of these financial statements.

**Nebraska Interactive, LLC**  
**Statements of Cash Flows**  
**December 31, 2008 and 2007**

	2008	2007
<b>Cash flows from operating activities</b>		
Net income	\$ 244,104	\$ 316,425
Adjustments to reconcile net income to net cash provided by operating activities		
Depreciation	8,182	5,179
Deferred income taxes	(1,589)	(6,472)
Changes in operating assets and liabilities:		
(Increase) decrease in trade accounts receivable	(97,904)	84,836
(Increase) decrease in prepaid expenses and other current assets	702	(455)
Increase (decrease) in accounts payable	89,129	(3,532)
Increase in accrued expenses	6,823	2,002
(Decrease) in other long-term liabilities	(10,719)	(16,325)
	<u>238,728</u>	<u>381,658</u>
<b>Net cash provided by operating activities</b>		
<b>Cash flows from investing activities</b>		
Purchases of property and equipment	(9,524)	(7,889)
Advances from (payments to) affiliated companies, net	(366,715)	75,515
	<u>(376,239)</u>	<u>67,626</u>
<b>Net cash (used in) provided by investing activities</b>		
Net increase (decrease) in cash and cash equivalents	(137,511)	449,284
Cash and cash equivalents, beginning of year	<u>959,159</u>	<u>509,875</u>
Cash and cash equivalents, end of year	<u>\$ 821,648</u>	<u>\$ 959,159</u>

The accompanying notes are an integral part of these financial statements.

**Nebraska Interactive, LLC**  
**Notes to Financial Statements**  
**December 31, 2008 and 2007**

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**1. The Company**

Nebraska Interactive, LLC, formerly Nebraska Interactive, Inc. (the "Company"), was incorporated on November 22, 1994 to design, build and operate an Internet-based portal for the State of Nebraska (the "State") that allows businesses and citizens to complete transactions and obtain government information via the Internet. The Company is an indirect wholly-owned subsidiary of NIC Inc. ("NIC").

On December 3, 1997, the Company entered into a contract with the Nebraska State Records Board ("NSRB") to provide electronic government services to enhance, operate, maintain and expand the existing portal that was developed by the Company under its 1995 contract with the Nebraska Library Commission ("NLC") and various government agencies. The contract includes limitations and provisions for the rates the Company can charge and the amount of remuneration to each government agency. The contract was to expire on January 31, 2002. However, in January 2001, the NSRB extended the contract through January 2004. On January 31, 2004, the NSRB became entitled to a perpetual for use only license to the applications developed for no additional compensation to the Company. The Company signed a new contract with the NSRB that commenced on February 1, 2004 and was to expire on January 31, 2007. The contract contains an option to extend the contract for one additional term of two years followed by a subsequent additional term of one year. In January 2006, the NSRB exercised its option to extend the contract for one additional term of two years through February 1, 2009. In November 2007, the NSRB exercised its option to extend the contract for an additional term of one year through January 31, 2010.

**2. Summary of Significant Accounting Policies**

**Cash and Cash Equivalents**

Cash and cash equivalents primarily include cash on hand in the form of bank deposits and money market funds. Cash held in sweep accounts is invested primarily in U.S. Government money market funds that purchase U.S. agency instruments or direct obligations of the U.S. Treasury or repurchase agreements secured by U.S. agency instruments. For purposes of the balance sheets and statements of cash flows, the Company considers all non-restricted highly liquid instruments purchased with an original maturity of one month or less to be cash equivalents.

**Property and Equipment**

Property and equipment are carried at cost less accumulated depreciation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is included in the statements of income for the period. The cost of maintenance and repairs is charged to expense as incurred; significant renewals and betterments are capitalized.

The Company periodically evaluates the carrying value of property and equipment to be held and used when events and circumstances warrant such a review. The carrying value of property and equipment is considered impaired when the anticipated undiscounted cash flows from the asset is separately identifiable and is less than its carrying value. In that event, a loss is recognized based on the amount by which the carrying value exceeds the fair value of the asset. Fair value is determined primarily using the anticipated cash flows discounted at a rate commensurate with the risk involved. Losses on assets to be disposed of are determined in a similar manner, except that

**Nebraska Interactive, LLC**  
**Notes to Financial Statements**  
**December 31, 2008 and 2007**

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fair values are reduced for the cost to dispose. The Company did not record any provisions for impairment of property and equipment during 2008 or 2007. There is considerable judgment necessary to determine future cash flows and, accordingly, actual results could vary significantly from such estimates.

**Revenue Recognition**

The Company recognizes revenue from providing outsourced government portal services (primarily transaction-based fees) net of the transaction fees due to the government when the services are provided. Revenues from application development services provided to the State are recognized as the services are provided at rates agreed to between the parties. For the years ended December 31, 2008 and 2007, gross revenues were \$5,840,393 and \$5,280,920, respectively, and transaction fees paid to the government were \$3,348,219 and \$2,946,923, respectively. The transaction fees that the Company must remit to state agencies for data access and other statutory fees are accrued as accounts payable at the time services are provided and must be remitted regardless of whether the Company ultimately collects fees from its customers. As a result, trade accounts receivable and payable reflect the gross amounts outstanding at the balance sheet dates.

Effective February 1, 2004, in connection with the revenues generated under the contract with the NSRB, the Company pays the NSRB 10% of net transaction revenue for certain existing services. Net transaction revenue is defined in the contract as gross revenues collected by the Company less the payment of agency portions of transaction fees. For the years ended December 31, 2008 and 2007, payments made to the NSRB under this revenue sharing arrangement totaled approximately \$148,000 and \$147,000, respectively.

**Cost of Portal Revenues**

The Company expenses as incurred the employee costs to develop, operate and maintain the government portal as cost of portal revenues in the statements of income. Cost of portal revenues includes all direct costs associated with operating the State's portal on an outsourced basis including employee compensation (including stock-based compensation), telecommunications, data processing, bank fees, merchant fees required to process credit card and automated clearinghouse transactions, maintenance and all other costs associated with the provision of dedicated client service such as office facilities.

**Stock-based Compensation**

The Company accounts for equity instruments exchanged for employee services pursuant to the provisions of Statement of Financial Accounting Standards ("SFAS") No. 123(R) (revised 2004), *Share-Based Payment*. Under the provisions of SFAS No. 123(R), stock-based compensation cost is measured at the grant date, based on the calculated fair value of the award, and is recognized as expense over the employee's requisite service period (generally the vesting period of the grant).

Eligible employees of the Company participate in NIC's stock option and restricted stock plan and stock purchase plan. For the years ended December 31, 2008 and 2007, the Company recognized approximately \$35,000 and \$18,000, respectively, in stock-based compensation expense pursuant to the provisions of SFAS No. 123(R), which has been included in cost of portal revenues in the Company's statements of income.

**Income Taxes**

Deferred income taxes are recognized for the tax consequences in future years of differences between the tax basis of assets and liabilities and their financial reporting amounts at each year end based on enacted laws and statutory tax rates applicable to the periods in which differences are expected to affect taxable income. NIC, along with its subsidiaries, files a consolidated federal income tax return. The provision for income taxes is generally allocated to the Company under the separate return allocation method; however, when the Company generates losses or credits, it is given benefit for such losses or credits as they are used by other members of the consolidated group.

The Company accounts for uncertain tax positions in accordance with FASB Interpretation No. (“FIN”) 48, *Accounting for Uncertainty in Income Taxes – an interpretation of FASB Statement No. 109*. Accordingly, the Company does not recognize a tax benefit for uncertain tax positions unless management’s assessment concludes that it is “more likely than not” that the position is sustainable, based on its technical merits. If the recognition threshold is met, the Company recognizes a tax benefit based upon the largest amount of the tax benefit that is greater than 50 percent likely to be realized. The Company recognizes interest and penalties, if any, related to unrecognized tax benefits in income tax expense in the statements of income. The Company adopted the provisions of FIN 48 on January 1, 2007, with the cumulative effect recorded as an adjustment to the opening balance of accumulated earnings. See Note 5 for additional discussion of the Company’s adoption of FIN 48.

**Indemnification**

Interpretation No. 45 of the Financial Accounting Standards Board, *Guarantor’s Accounting and Disclosure Requirements for Guarantees, Including Indirect Guarantees of Indebtedness of Others*, sets forth the disclosure requirements for most guarantees and clarifies that companies recognize an initial liability for the fair value of the obligations assumed. Under the Company’s contract with the State, the Company has agreed to fully indemnify the State against third party claims that the Company’s services infringe upon the intellectual property rights of others and against claims arising from the Company’s performance or the performance of the Company’s subcontractors under the contract. The Company has not experienced such claims. Accordingly, at December 31, 2008 and 2007, the Company had not accrued any liability on the aforementioned indemnification obligations.

Under the terms of the contract with the State, the Company is bound by a performance bond commitment totaling \$500,000. The Company has never had any defaults resulting in draws on the performance bond.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Recent Accounting Pronouncements**

In September 2006, the FASB issued SFAS No. 157, *Fair Value Measurements*, which defines fair value, establishes a framework for measuring fair value in generally accepted accounting principles, and expands disclosures about fair value measurements. SFAS No. 157 does not require any new fair value measurements, but provides guidance on how to measure fair value by providing a fair value hierarchy used to classify the source of the information. Except for the portion of SFAS No. 157 that addresses nonfinancial assets and liabilities that are recognized or disclosed at fair value in the financial statements on a nonrecurring basis, which has been deferred for one additional year, the Company adopted this standard effective January 1, 2008. The partial adoption of SFAS No. 157 did not have any impact on the Company's financial statements. The Company will adopt the requirements of SFAS No. 157 that address nonfinancial assets and liabilities effective January 1, 2009. The Company does not expect the remaining adoption of SFAS No. 157 to have any impact on its financial statements.

**3. Concentration of Credit Risk**

Financial instruments that potentially subject the Company to significant concentrations of credit risk consist primarily of cash and cash equivalents and accounts receivable. During November 2008, the Federal Deposit Insurance Corporation adopted the Temporary Liquidity Guarantee Program to strengthen investor confidence and encourage liquidity in the banking system by providing full coverage on non-interest bearing deposit transaction accounts, regardless of dollar amount, for participating banks through December 31, 2009. At December 31, 2008, the amount of cash in domestic non-interest bearing commercial checking accounts was approximately \$47,000, while the amount of cash held in interest-bearing sweep accounts was approximately \$775,000. The Company limits its exposure to credit loss by investing the cash held in its sweep accounts primarily in U.S. government money market funds that purchase U.S. agency instruments or direct obligations of the U.S. Treasury or repurchase agreements secured by U.S. agency instruments. The Company performs ongoing credit evaluations of its customers and generally requires no collateral to secure accounts receivable. Due to the high credit worthiness of the Company's customers, consisting mainly of data resellers and insurance companies, the Company considers accounts receivable to be fully collectible. Accordingly, no allowance for doubtful accounts has been recorded. The Company has not experienced any significant credit loss for the periods reported.

The highest volume, most commercially valuable service the Company offers is access to motor vehicle records (referred to as DMV) through the portal. This service accounted for approximately 45% and 48% of the Company's revenue in 2008 and 2007, respectively.

A primary source of revenue is derived from data resellers, who use the portal to access DMV records for sale to the auto insurance industry. For the years ended December 31, 2008 and 2007, the Company derived 29% and 31%, respectively, of its revenues from one data reseller. At December 31, 2008 and 2007, 21% and 26%, respectively, of its accounts receivable were from this same data reseller.

**Nebraska Interactive, LLC**  
**Notes to Financial Statements**  
**December 31, 2008 and 2007**

**4. Property and Equipment**

Property and equipment consisted of the following:

	<u>December 31,</u> <u>2008</u>	<u>December 31,</u> <u>2007</u>	<u>Useful Lives</u>
Furniture and fixtures	\$ 25,048	\$ 25,048	8 years
Equipment	178,611	169,087	3-5 years
Purchased software	4,891	4,891	3 years
Leasehold improvements	7,014	7,014	Lesser of 5 years or term of lease
	<u>215,564</u>	<u>206,040</u>	
Less accumulated depreciation	<u>(200,236)</u>	<u>(192,054)</u>	
	<u>\$ 15,328</u>	<u>\$ 13,986</u>	

Depreciation expense for the years ended December 31, 2008 and 2007 was \$8,182 and \$5,179, respectively.

**5. Income Taxes**

At December 31, 2008 and 2007, deferred tax assets resulted primarily from differences between book and tax depreciation, stock-based compensation and accrued but unused employee vacation expense. Management believes NIC's consolidated taxable income in the future will more likely than not be sufficient to utilize the Company's deferred tax assets.

The Company adopted the provisions of FIN 48 on January 1, 2007 (see Note 2). As a result, the Company recognized a \$47,784 increase in the liability for unrecognized tax benefits, which resulted in a decrease to the January 1, 2007 accumulated earnings balance of \$47,784. As of January 1, 2007, after the implementation of FIN 48, the Company's unrecognized tax benefits were \$47,784, all of which would affect the Company's effective tax rate if recognized. This amount decreased by \$16,325 during 2007, as the Company considered additional information relating to its uncertain tax positions, and by \$10,719 in 2008, primarily because the statute of limitations for certain tax years relating to unrecognized tax benefits expired. It is expected that the amount of unrecognized tax benefits will change in the next 12 months. However, the Company does not expect the change to have a significant impact on its results of operations or financial condition.

**Nebraska Interactive, LLC**  
**Notes to Financial Statements**  
**December 31, 2008 and 2007**

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The Company receives certain general and administrative services from NIC and its affiliates. Such services are performed on a centralized basis, benefit all affiliates and include, among others, executive and operations management, technical consultation, human resources, accounting support and payroll processing. NIC charges the Company for such services based on an allocation methodology which NIC management believes fairly allocates amounts based on benefits received. In 2008 and 2007, the Company recognized approximately \$693,000 and \$485,000, respectively, in expense related to these services, which is included in cost of portal revenues in the statements of income.

**8. Employee Benefit Plans**

The Company, in conjunction with affiliated companies, sponsors a defined contribution 401(k) profit sharing plan. In accordance with the plan, all full-time employees are eligible immediately upon employment. A discretionary match of up to 5% of an employee's salary and a discretionary contribution may be made to the plan as determined by NIC's Board of Directors. Expense related to Company matching contributions totaled approximately \$15,000 and \$13,000 for the years ended December 31, 2008 and 2007, respectively. No discretionary contributions were made for the years ended December 31, 2008 and 2007.

Eligible employees of the Company also participate in NIC's employee stock option and restricted stock plan and stock purchase plan (see Note 2).



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

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

## THREE-PARTY ESCROW SERVICE AGREEMENT

### 1. Introduction.

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

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

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

### 2. Depositor Responsibilities and Representations.

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

### 3. Beneficiary Responsibilities and Representations.

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

### 4. Iron Mountain Responsibilities and Representations.

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

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

## 5. **Payment.**

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

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

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

## 7. **General Indemnity.**

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

**8. Warranties.**

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

**9. Confidential Information.**

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

**10. Limitation of Liability.**

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

**11. Consequential Damages Waiver.**

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

**12. General.**

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

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

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

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

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

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

**DEPOSITOR**

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

**BENEFICIARY**

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

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

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

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

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

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

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

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

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

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

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

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

**BILLING CONTACT INFORMATION TABLE**

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

**DEPOSITOR**

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

**BENEFICIARY**

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

SIGNATURE:	
PRINT NAME:	
TITLE:	
DATE:	
EMAIL ADDRESS	

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

DRAFT

SERVICE Check box(es) to order service	SERVICE DESCRIPTION – THREE PARTY ESCROW AGREEMENT All services are listed below. Services in shaded tables are required for every new escrow account set up. Some services may not be available under the Agreement.	ONE- TIME FEES	ANNUAL FEES	PAYING PARTY Check box to identify the Paying Party for each service below.
<input checked="" type="checkbox"/> Setup Fee  <input checked="" type="checkbox"/> Deposit Account Fee- including Escrow Management Center Access  <input checked="" type="checkbox"/> Beneficiary Fee including Escrow Management Center Access	<p>Iron Mountain will setup a new escrow deposit account using a standard escrow agreement. Custom contracts are subject to the Custom Contract Fee noted below.</p> <p>Iron Mountain will set up one deposit account to manage and administrate access to Deposit Material that will be securely stored in controlled media vaults. Furthermore, Iron Mountain will provide account services that include unlimited deposits, electronic vaulting, access to Iron Mountain Connect™ Escrow Management Center for secure online account management, submission of electronic Work Requests, and communication of status. A Client Manager will be assigned to each deposit account and provide training upon request to facilitate secure Internet access to the account and ensure fulfillment of Work Requests. An oversize fee may apply.</p> <p>Iron Mountain will fulfill a Work Request to add a Beneficiary to an escrow deposit account and manage access rights associated with the account. Beneficiary will have access to Iron Mountain Connect™ Escrow Management Center for secure online account management, submission of electronic Work Requests, and communication of status. A Client Manager will be assigned to each deposit account and provide training upon request to facilitate secure Internet access to the account and ensure fulfillment of Work Requests.</p>	\$1050	\$950	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary  <input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary  <input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input checked="" type="checkbox"/> Add Deposit Tracking Notification	<p>At least semi-annually, Iron Mountain will send an update reminder to Depositor. Thereafter, Beneficiary will be notified of last deposit. .</p>	N/A	\$350	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add File List Test	<p>Iron Mountain will fulfill a Work Request to perform a File List Test, which includes analyzing deposit media readability, file listing, creation of file classification table, virus scan, and assurance of completed deposit questionnaire. A final report will be sent to the Paying Party regarding the Deposit Material to ensure consistency between Depositor's representations (i.e., Exhibit B and Supplementary Questionnaire) and stored Deposit Material.</p>	\$2,500	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 1 - Inventory Test	<p>Iron Mountain will perform an Inventory Test on the initial deposit, which includes Analyzing deposit media readability, virus scanning, developing file classification tables, identifying the presence/absence of build instructions, and identifying materials required to recreate the Depositor's software development environment. Output includes a report which will include build instructions, file classification tables and listings. In addition, the report will list required software development materials, including, without limitation, required source code languages and compilers, third-party software, libraries, operating systems, and hardware, as well as Iron Mountain's analysis of the deposit. Fee Contingencies Enclosed.</p>	\$5,000	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 2 - Deposit Compile Test	<p>Iron Mountain will fulfill a Work Request to perform a Deposit Compile Test, which includes the Inventory Test as described above plus recreating the Depositor's software development environment, compiling source files and modules, linking libraries and recreating executable code, pass/fail determination, creation of comprehensive build instructions with a final report sent to the Paying Party regarding the Deposit Material. The Paying Party and Iron Mountain will agree on a custom Statement of Work ("SOW") prior to the start of fulfillment.</p>	Based on SOW	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 3 - Deposit Usability Test – Binary Comparison	<p>Iron Mountain will fulfill a Work Request to perform one Deposit Compile Test Binary Comparison which includes a comparison of the files built from the Deposit Compile Test to the actual licensed technology on the Beneficiary's site to ensure a full match in file size, with a final report sent to the Requesting Party regarding the Deposit Material. The Paying Party and Iron Mountain will agree on a custom Statement of Work ("SOW") prior to the start of fulfillment.</p>	Based on SOW	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 4 - Deposit Usability Test – Full Usability Test	<p>Iron Mountain will fulfill a Work Request to perform one Deposit Compile Test Full Usability which includes a confirmation that the built applications work properly when installed. A final report will be sent to the Paying Party regarding the Deposit Material. The Paying Party and Iron Mountain will agree on a custom Statement of Work ("SOW") prior to the start of fulfillment.</p>	Based on SOW	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Dual/Remote Vaulting	<p>Iron Mountain will fulfill a Work Request to store deposit materials in one additional location as defined within the Service Agreement. Duplicate storage request may be in the form of either physical media or electronic storage.</p>	N/A	\$500	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Release Deposit Material	<p>Iron Mountain will process a Work Request to release Deposit Material by following the specific procedures defined in Exhibit C "Release of Deposit Materials" the Escrow Service Agreement. This does not include replacing or deleting Deposit Materials for which there is no charge.</p>	\$500	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Custom Services	<p>Iron Mountain will provide its Escrow Expert consulting based on a custom SOW mutually agreed to by all Parties.</p>	\$175/hour	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Custom Contract Fee	<p>Custom contracts are subject to the Custom Contract Fee, which covers the review and processing of custom or modified contracts.</p>	\$500	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary

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

## EXHIBIT B DEPOSIT MATERIAL DESCRIPTION

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

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

(Deposit Name will appear in account history reports)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## EXHIBIT C RELEASE OF DEPOSIT MATERIAL

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

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

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

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

**Introduction**

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

**Purpose of Questionnaire**

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

**Instructions**

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

**Escrow Deposit Questionnaire**

**General Description**

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

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

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

**Requirements for the Assembly of the Deposit**

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

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

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

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

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

### **Numbers refer to specific NITC Land Record Information and Mapping Standards**

*For a complete listing of these standards and guidelines please see:*

[http://nitc.nebraska.gov/gisc/docs/LRMS\\_20060127.pdf](http://nitc.nebraska.gov/gisc/docs/LRMS_20060127.pdf)

- 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 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) 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.

**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  $\pm 33.3$  ft. of their real world location).

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

- 1.8 Legal Lot and Parcel Layers.** Two graphic data layers 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 layer consisting of legal land subdivisions. These are aliquot portions of the PLSS, filed subdivision plats and irregular tracts defined by filed deeds.

b). The parcel layer that 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 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 in a common geographic data format (i.e., shapefile) 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.**

**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. As noted in the NITC standard above there are numerous applications for which substantial benefits can be derived by integrating data across jurisdictional boundaries. Please describe whether your agency would be willing to share periodic updates of GIS-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. *(Note: this is not a current NITC standard, but is an interest of the State Records Board)*

**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 would this standard 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 tied 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.

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  
 Status ..... (Vacant, Improved or Improved only) (NPAT defined)  
 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)  
 Recording Date..... Most recent sales/transfer date  
 Sales Value..... Most recent sales value

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

**Collaboration.** In most instances, the development of a local government GIS system and the related geospatial data involves a fairly costly initial upfront investment. These costs are frequently offset by the benefits gained through coordination and collaboration that an integrated GIS can bring to local 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. Please describe the level and nature of any multi-agency/department involvement in the planning and proposed management of your proposed GIS system.

# State/Local Grant Project Status Report - 9/30/2009

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Grant Balance Remaining	Balance Status	Stated Completion Date	Date of Last Payment
DAS-CIO	Nebraska Geospatial Data Sharing & Web Services Network	8/1/2007	\$25,000	\$0		Extended to February, 2009	Completed August, 2009
Supreme Court	Automation for Nebraska State Library	8/1/2007	\$24,475	\$2,911	Not Used	March, 2009	Completed August, 2009
University Of Nebraska Lincoln	NE Public Documents Digitization Project, Phase 2	11/18/2008	\$25,000	\$25,000		December, 2009	
NE Volunteer Service Commission	Trainer/Trainee Online Database Search	11/18/2008	\$25,000	\$15,986		August, 2009 7/09 extended to February, 2010	September, 2009
Accountability and Disclosure	Online Campaign Statement Filing II	5/27/2009	\$25,000	\$25,000		January, 2010	
Supreme Court	Computerized record keeping for public submission of applications for Mandatory Continuing Legal Education (MCLE) and tracking MCLE credits	5/27/2009	\$25,000	\$0		December, 2009	Completed July, 2009
Douglas County Corrections	Jail Management Web Access Program	5/27/2009	\$25,000	\$25,000		May, 2010	
Board of Barbers Examiners	Enhancement/ Restructuring of Barber Licensing System	9/15/2009	\$5,000	\$5,000		July, 2010	
Treasurer	NebraskaSpending.Com (Phase III)	9/15/2009	\$20,000	\$20,000		June, 2010	
University of Nebraska - Board of Regents	Migrating from Tangible to Online: Digitizing to Microfiche and Print	9/15/2009	\$16,725	\$16,725		June, 2010	



## NSRB - CASH FUND BALANCE

### State Records Board - Revenues & Expenditures

FY 08-09

	<u>Jul, 09</u>	<u>Aug, 09</u>	<u>Sep, 09</u>			
<b><u>Revenues:</u></b>						
Sale of Service	\$517,410.58	\$510,796.63	\$492,021.09			
General Business Fees	\$167.19	\$128.10	\$186.71			
Driver Records	\$2,334.00	\$1,789.00	\$2,576.00			
Investment Income	\$2,636.63	\$2,672.35	\$2,069.86			
<b>Total</b>	<b>\$522,548.40</b>	<b>\$515,386.08</b>	<b>\$496,853.66</b>			
<b><u>Expenditures:</u></b>						
State Agency Payment	\$326,216.65	\$320,843.43	\$309,035.58			
NIC/Other Contractual Services	\$207,280.48	\$211,210.44	\$171,629.86			
Personal Services	\$1,224.19	\$1,224.20	\$1,851.39			
Misc. Expense	\$1,256.10	\$47.44	\$363.09			
<b>Total</b>	<b>\$535,977.42</b>	<b>\$533,325.51</b>	<b>\$482,879.92</b>			
<b><u>Profit (Loss)</u></b>	(\$13,429.02)	(\$17,939.43)	\$13,973.74			
<b><u>Fund Balance:</u></b>	<b>\$814,165.03</b>	<b>\$796,225.60</b>	<b>\$810,199.34</b>			
<b><u>Grant Encumbrances:</u></b>			\$225,622.69			
<b><u>Reinvested Revenue:</u></b>			\$567.00			
<b><u>Unencumbered Funds:</u></b>			\$584,009.65			

## Reinvested Revenue Grant Status Report as of 9/30/2009

Project Description	Date Awarded	Original Amount	Grant Amount Remaining	Date of Last Activity
One-Stop Business Registration	7/20/2006	\$42,500	\$0	Completed November, 2008
Google Search Engine II	8/1/2007	\$25,000	\$567	July, 2009
<b>TOTALS</b>		<b>\$67,500</b>	<b>\$567</b>	

**APPLICANT: ARTHUR COUNTY ASSESSOR**

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

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

**AGENCY HISTORY:** First grant application

**WEBSITE:** No website, but "considering developing a website".

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

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

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

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

- Required: 1. (II, Q9): Yes (increase accuracy and efficiency of assessing property and increase speed of retrieval)  
2. (Tech III, Q3): YES  
3. (II, Q13): N/A

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

5. (II, Q11): YES  
6. (II, Q12): NO

**RECOMMENDATION:** Suggest approve\*.

The Board has approved similar grants for other counties:

05/2005 Kearney County (\$25,000) GIS Workshop – **Approved**  
01/2006 Merrick County (\$25,000) GIS Workshop – **Approved**  
04/2008 Nemaha County (\$25,000) GIS Workshop – **Approved**  
07/2006 Polk County (\$17,500) GIS Workshop – **Approved**  
05/09 Thomas County (\$25,000) GIS Workshop - **Approved**  
05/09 Hayes County (\$25,000) GIS Workshop – **Approved**

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

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

II, Q8 –To meet Legislative Statues

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

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review  
(Review of Supplemental Information)**

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

Project Title: (Various Titles)

Resolution passed by the Technical Advisory Committee on October 22, 2009:

The committee, having reviewed the supplemental information contained in a letter from Dale Hanna dated October 5, 2009 regarding the grant applications from Arthur County, Blaine County, Hooker County, Logan County, and McPherson County, finds that:

- The responses to the questions raised by the Technical Advisory Committee and the State Records Board have been satisfactorily addressed.

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

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

- Richard Brown
- Brenda Decker
- Walter Weir

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

September 11, 2009

TO: Nebraska State Records Board

RE: Arthur County Grant Application

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

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

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

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

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

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

Sincerely,  
Becky Swanson  
Arthur County Assessor

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

**John A. Gale**  
Chairman



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

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

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

### **Grant Criteria**

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

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

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

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

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

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

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

## **I. GRANT SUMMARY**

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

## **II. GRANT DETAIL**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **III. TECHNICAL INFORMATION**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signed this 22nd day of June, 2009.

Becky Swanson  
Agency Director

Please return to:

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

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

**TABLE 2: ESTIMATED PROJECT COST**

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

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

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

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

**PAYMENT SCHEDULES**

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

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

**TABLE 3: PROPOSED PAYMENT SCHEDULES**

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

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

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

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

**PROJECT SCHEDULE**

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

## Pricing and Financing Information

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

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

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

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

### *Ongoing Maintenance and Support Fees*

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

**From:** Dale Hanna [dale@gogiswest.com]  
**Sent:** Tuesday, October 06, 2009 8:33 AM  
**To:** Danahy, Cathy  
**Cc:** Pat Harvey; Sullivan, Dave; Judy Dailey; Christee Haney; Blaine County Sheriff; Swanson, Becky  
**Subject:** RE: Question #3  
**Attachments:** Project Info\_v4.pdf

Cathy,

Attached is the in depth project outline and technical information the Nebraska State Records Board requested. The document contains information regarding:

1. Project description, assumptions, and procedure
2. Data standards
3. Project deliverables
4. Data Access

I'm submitting this information on behalf of the counties. If the board requires that the information be submitted by each county, please let myself or the counties know so that they can have the document submitted prior to today's deadline

Thank you.

Dale

**COUNTY PARCEL, LAND USE & SOIL EXTRACTION PROJECT OUTLINES**

10/05/09

Catherine A. Danahy  
Executive Director, NE State Records Board  
Deputy Secretary of State for Records Management  
Records Management Division  
Secretary of State's Office  
440 South 8th Street, Suite 210  
Lincoln, NE 68508

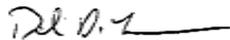
I have constructed the following project outline to provide the Nebraska State Records Board the supplemental information it requested, regarding project goals and related technical information.

This scope of work includes:

- Project descriptions
- Project Assumptions and Procedures
- Data Standards
- Project Deliverables
- Data Access

Please feel free to contact me with any questions you may have, or to request additional information.

Sincerely,



Dale Hanna  
GIS Western Resources, Inc.  
GIS Project Manager  
Office: (308) 534-1460  
Cell: (308) 530-9967  
P.O. Box 1166 North Platte, NE 69103  
dale@gogiswest.com

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## PROJECT DESCRIPTIONS

The counties of Arthur, Blaine, Grant, Hooker, Logan, and McPherson (Nebraska) are seeking assistance with the incorporation of recently updated Natural Resources Conservation Service (NRCS) Soil Survey Data into current property assessment software (TerraScan & MIPS), thus allowing the counties to achieve compliance with Neb. Rev. Stat. Sec. 77-1363, requiring:

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

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

To help the counties achieve their goals, GIS Western Resources, Inc. will utilize Geospatial Information System (GIS) tools and geospatial models to:

1. Extract parcel, section, and land use boundaries.
2. Calculate the total area of each NRCS Soil Survey type for each parcel land use.
3. Assign Land Capability Group (LAND USE or LVG) codes to each land use based on intersecting soils, using customized geospatial models.
4. Incorporate updated land use and soil databases into existing property assessment software (TerraScan/MIPS).
5. Export and integrate parcel land use and soil maps into reports using Microsoft Access Parcel Report Generator developed and provided at no additional cost by GIS Western Resources, Inc.
6. Ensure that all extracted data (parcels, sections, and land use) meet Nebraska Information Technology Commission (NITC) Geospatial Metadata and Land Record Information and Mapping Standards.
7. Export parcel and land use layers to formats (.kml) that can be used in open source mapping applications such as Google Earth and ArcExplorer.

## PROJECT ASSUMPTIONS & PROCEDURES

This project outline is based on the following assumptions.

1. All parcel boundary, land use boundary, and soil extraction and acreage calculations will be performed by GIS Western Resources, Inc. Following project completion, datasets will be maintained by GIS Western Resources, Inc. at an hourly rate. All updated information (TerraScan/MIPS updates, and parcel soil and land use maps) will be remotely loaded into existing databases by GIS Western Resources, Inc.
2. To assist with parcel and land use boundary extraction and decrease the overall cost of the project, the assessor office's will provide GIS Western Resources, Inc. with all sources pertaining to the delineation of current property boundaries, including but not limited to:
  - a. Recent property assessment reports
  - b. Cadastral maps
  - c. Surveys
  - d. Past county soil surveys
  - e. Plat maps
3. To assist with conversion from existing soil codes to current NRCS soil codes, county assessors will provide GIS Western Resources, Inc. with a Microsoft Excel spreadsheet containing the most current soil conversion information.
4. GIS Western Resources, Inc. will acquire the following data required for parcel boundary, land use boundary, and soil extraction:
  - a. Natural Resources Conservation Service / United States Department of Agriculture, National Agriculture Imagery Program County Mosaics (2003 through 2007), Digital Ortho Quad County Mosaic, and enhanced Digital Ortho Quad imagery.
  - b. Natural Resources Conservation Service, SSURGO Soil Survey Spatial and Tabular Data (2008).
  - c. Nebraska Department of Roads, General Highway Maps (1999).
  - d. United States Geological Survey (USGS) 1:24,000 topographic maps.
  - e. Nebraska State Surveyor's Office GLO Original & Resurvey Plat Maps, and Bureau of Land Management (BLM) surveys.
5. Prior to project initiation, GIS Western Resources, Inc. and county representatives (county assessors) will construct a Standard Operating Procedure that will provide guidelines for project initiation, execution, and completion.
6. GIS Western Resources, Inc. will provide county officials and the Nebraska State Record Board with periodic reports outlining project progress. This report will also identify any potential problems which might affect project completion.
7. GIS Western Resources, Inc. will integrate the extracted soils database into the current property assessment software (TerraScan or MIPS), with technical assistance from the software provider. **Counties will be responsible for any charges the software provider might implement for integration of the updated soils database.**

8. To minimize cost, GIS Western Resources, Inc. will provide each county with a customized Microsoft Access Parcel Report Generator (assuming that suitable hardware/software is available to run the program), so that county officials and landowners can generate and review updated parcel soil reports. Following review and verification of each parcel summary, all summaries will be provided to the county assessors for attachment to assessment files and parcel records, and for dispersal to the public. Each county will be allowed to retain the Parcel Report Generator following project completion to generate parcel soil and land use maps and reports for customers.
9. All data generated will be non-propriety and will be distributed by each county. Data can be distributed to the public as Parcel Reports (including land use and soil maps), or as .kml or .shp files that can be utilized in open source mapping applications such as Google Earth and ArcExplorer. Requests for data would be submitted directly to each county.
10. GIS Western Resources, Inc. will make every effort to complete all projects by December 31, 2009. GIS Western Resources, Inc. will contact the client if issues arise that will prevent the project from being completed by the established deadline.
11. Copies of the parcel, land use, and soil databases will be kept at GIS Western Resources, Inc. main office (109 E 2<sup>nd</sup> St. Suite 2, North Platte, NE 69101) for backup and maintenance purposes.

## DATA STANDARDS

Data will be extracted/formatted according to Land Record Information and Mapping, and Geospatial Metadata Standards.

1. All original datasets (parcel and land use) will be assigned the following datum and projection information when database is created:
  - Projected coordinate system: NAD 1983 State Plane Nebraska FIPS 2600 (Feet)
  - Geographic coordinate system: North American Datum 1983, North American Vertical Datum 88.
2. Primary corners for each county will be identified and used to verify county jurisdictional boundaries. Identification of primary corners will be conducted using one of the following methods:
  - a. GIS Western Resources, Inc. will use a Global Positioning System (GPS), to record geographic coordinates of existing section markers (if available).
  - b. County surveyor will survey and mark the corner of the county boundary and then make the geographic location of the marker available to GIS Western Resources, Inc for incorporation into county parcel datasets.

3. GIS Western Resources, Inc. has conducted thorough research to identify the best data available for identifying section boundaries, which will then be used for parcel boundary extraction. Mr. Steven Cobb of the Nebraska State Surveyor's Office was contacted to determine the best available source of PLSS data for the region (Sandhills) in which the counties reside. Mr. Cobb stated that most section boundary markers within the region have been lost or buried throughout the years, and the best dataset available for section boundary identification in the Sandhills region is the United States Geological Survey's (USGS) 1:24,000 scale Topographic Maps. He also stated that caution should be taken when using the USGS Topographic Maps due to inaccuracies in the data. The USGS was contacted regarding the topographic map datasets, and verified that the maps were created using original GLO surveys, but that the maps are not to be considered "legal documents" identifying section boundaries. The Nebraska State Surveyors Office has original GLO and Resurvey Maps available for the region, however, the accuracy of these maps is unknown.

Current PLSS section boundary geospatial datasets published by the Nebraska Department of Natural Resources (DNR) will not be used in parcel boundary extraction because the datasets were created by digitizing the SE corner of each section and then using these points to construct a polygon representing the four corners of each section. This procedure did not take into account section offset between township, range, and county boundaries, resulting in angled and inaccurate section boundaries. In addition, it is believed that the data was extracted at a much smaller scale (1:50,000 or 1:100,000), resulting in reduced accuracy. The Nebraska DNR was contacted regarding the PLSS data, and confirmed the potential inaccuracies in the PLSS section dataset.

Due the known inaccuracies of existing geospatial data sources, GIS Western Resources, Inc. will use GLO surveys, resurveys, and known section marker locations as the primary sources for identifying section boundaries, and will utilize USGS 1:24, 000 Topographic Maps for "general" comparison purposes. The area (acres) of each extracted section boundary will be calculated and compared to the "recorded" acreages that each county assessor has on file. Extracted sections will only be considered "acceptable" if their calculated acreages that are within +/- 1% of the total "recorded" acres. Unacceptable sections will then be reviewed by GIS Western Resources, Inc. and the individual county to resolve the error. Sections containing errors that cannot be resolved may require the county to request a resurvey of the boundary.

4. Parcel data will be extracted using legal descriptions provided the county assessor's offices, and the extracted section boundaries. Extracted parcels will only be considered

“acceptable” if their calculated acreages that are within +/- 1% of the total “recorded” acres. Unacceptable sections will then be reviewed by GIS Western Resources, Inc. and the individual county to resolve the error.

5. The most current Aerial imagery (NRCS/USDA NAIP county mosaics, USGS DOQs, etc.) and current county assessor land use descriptions for each parcel will be used to extract all land use information. Imagery will also be used as a “general” guide to gage the accuracy of parcel boundaries by comparing extracted boundaries to features such as roads and fence lines.
6. Datasets will be extracted between 1:4,800 and 1:9,600 scale for rural areas, and 1:1,200 scale for towns and villages. Plat maps and county surveys of both rural and urban areas will also be used to increase data accuracy where available.
7. The parcel, land use, and section data will be collected and stored in a “master” file geodatabase. From this “master” database, data can be exported to other common formats (.shp, .kml, personal database, etc.), for use in open source GIS applications.
8. Parcels and lots will be assigned a unique identifier as defined by each county. All of the counties currently use parcel and lot identification numbers, which are stored in TerraScan and MIPS assessor software databases. All other attribute data that is stored in TerraScan and MIPS databases will be joined to the datasets using the parcel and lot identification numbers.

## **DELIVERABLES**

GIS Western Resources, Inc. will provide each county with the following deliverables:

1. Database containing updated soil acreages, land use acreages, and land value codes for each county parcel, and formatted so that it can be loaded into existing TerraScan and MIPS assessor software.
2. Section boundary geodatabase.
3. Parcel boundary geodatabase (attributed and projected NITC Geospatial Metadata and Land Record Information and Mapping Standards).
4. Land use boundary geodatabase.

5. Microsoft Access Parcel Report Generator for reviewing parcel, land use, and soil data, and for creating parcel summaries, which include parcel land use and parcel soil maps and acreage summaries for each parcel.

## **DATA ACCESS**

The manner in which project related geospatial datasets (parcel boundary, land use boundary, and section boundary datasets) and databases are distributed will be up to the individual county.

However, it is proposed that the counties consider the following recommendations for data distribution to the public.

1. Requests can be submitted directly to the county assessor's office or to GIS Western Resources, Inc. Upon receiving a request, compact disks containing geospatial datasets or databases will be mailed to or be made available for pickup at the county courthouse or at GIS Western Resource's main office.
2. Datasets can be freely downloaded by the public from established File Transfer Protocol (FTP) web services and county websites. Counties have the option to subscribe to online web hosting services to establish FTP accounts for dataset storage, and create county websites containing hyperlinks to FTP sites that host the datasets. This would provide open access to geospatial datasets to the public for download without having to request the information from the county assessor's offices or from GIS Western Resources, Inc. As datasets are updated, they can be loaded by the site manager to the FTP site to ensure that the most current data is available to the public.

**APPLICANT: BLAINE COUNTY ASSESSOR**

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

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

**AGENCY HISTORY:** First grant requested.

**WEBSITE:** Has a county website.

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

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

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

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

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

2. (Tech III, Q3): YES

3. (II, Q13): N/A

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

5. (II, Q11): YES

6. (II, Q12): YES

**RECOMMENDATION:** Suggest approve. \*

Board has approved similar grants for other counties:

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

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

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

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

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

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

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

**Nebraska.gov comments:** I, 5 - No return on Investment for the Board  
II, 8 –To meet Legislative Statues

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

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review  
(Review of Supplemental Information)**

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

Project Title: (Various Titles)

Resolution passed by the Technical Advisory Committee on October 22, 2009:

The committee, having reviewed the supplemental information contained in a letter from Dale Hanna dated October 5, 2009 regarding the grant applications from Arthur County, Blaine County, Hooker County, Logan County, and McPherson County, finds that:

- The responses to the questions raised by the Technical Advisory Committee and the State Records Board have been satisfactorily addressed.

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

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

- Richard Brown
- Brenda Decker
- Walter Weir

September 10, 2009

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

Honorable Board Members,

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

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

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

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

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

Respectfully,

April Wescott  
Blaine County Clerk

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

John A. Gale  
Chairman



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

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

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

### Grant Criteria

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

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

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

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

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

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

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

**I. GRANT SUMMARY**

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

## **II. GRANT DETAIL**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adequate statutory authority is already in place for this project.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **III. TECHNICAL INFORMATION**

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

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

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

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

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

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

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

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

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

4. Describe how technical support will be provided.

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

#### IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

April C Wescott

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

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

April C. Wescott

Agency Director

Please return to:

Cathy Danahy

Nebraska State Records Board

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

Lincoln, NE 68508

(402) 471-2745

(Last updated 04/28/2008)

**BLAINE COUNTY SOIL EXTRACTION COST ESTIMATE**

06/16/09

April Westcott  
145 Lincoln Ave.  
Brewster, NE 68821

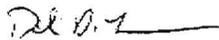
I appreciate having had the opportunity to discuss how I might be able to assist Blaine County with the calculation of updated soil acreages within the county. Based on our discussion, I have constructed the following cost estimate.

This projected estimate includes:

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

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

Sincerely,



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

Estimate

**PROJECT DESCRIPTION**

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

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

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

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

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

**PROJECT ASSUMPTIONS**

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

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

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

**ESTIMATED COST SUMMARY**

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

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

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

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

**TABLE 2: ESTIMATED PROJECT COST**

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

\*PROVIDED BY COUNTY ASSESSOR

\*\*INCLUDED IN CONSULTATION

## PAYMENT SCHEDULES

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

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

**TABLE 3: PROPOSED PAYMENT SCHEDULES**

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

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

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

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

## PROJECT SCHEDULE

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

**From:** Dale Hanna [dale@gogiswest.com]  
**Sent:** Tuesday, October 06, 2009 8:33 AM  
**To:** Danahy, Cathy  
**Cc:** Pat Harvey; Sullivan, Dave; Judy Dailey; Christee Haney; Blaine County Sheriff; Swanson, Becky  
**Subject:** RE: Question #3  
**Attachments:** Project Info\_v4.pdf

Cathy,

Attached is the in depth project outline and technical information the Nebraska State Records Board requested. The document contains information regarding:

1. Project description, assumptions, and procedure
2. Data standards
3. Project deliverables
4. Data Access

I'm submitting this information on behalf of the counties. If the board requires that the information be submitted by each county, please let myself or the counties know so that they can have the document submitted prior to today's deadline

Thank you.

Dale

**COUNTY PARCEL, LAND USE & SOIL EXTRACTION PROJECT OUTLINES**

10/05/09

Catherine A. Danahy  
Executive Director, NE State Records Board  
Deputy Secretary of State for Records Management  
Records Management Division  
Secretary of State's Office  
440 South 8th Street, Suite 210  
Lincoln, NE 68508

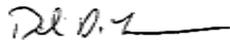
I have constructed the following project outline to provide the Nebraska State Records Board the supplemental information it requested, regarding project goals and related technical information.

This scope of work includes:

- Project descriptions
- Project Assumptions and Procedures
- Data Standards
- Project Deliverables
- Data Access

Please feel free to contact me with any questions you may have, or to request additional information.

Sincerely,



Dale Hanna  
GIS Western Resources, Inc.  
GIS Project Manager  
Office: (308) 534-1460  
Cell: (308) 530-9967  
P.O. Box 1166 North Platte, NE 69103  
dale@gogiswest.com

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## PROJECT DESCRIPTIONS

The counties of Arthur, Blaine, Grant, Hooker, Logan, and McPherson (Nebraska) are seeking assistance with the incorporation of recently updated Natural Resources Conservation Service (NRCS) Soil Survey Data into current property assessment software (TerraScan & MIPS), thus allowing the counties to achieve compliance with Neb. Rev. Stat. Sec. 77-1363, requiring:

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

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

To help the counties achieve their goals, GIS Western Resources, Inc. will utilize Geospatial Information System (GIS) tools and geospatial models to:

1. Extract parcel, section, and land use boundaries.
2. Calculate the total area of each NRCS Soil Survey type for each parcel land use.
3. Assign Land Capability Group (LAND USE or LVG) codes to each land use based on intersecting soils, using customized geospatial models.
4. Incorporate updated land use and soil databases into existing property assessment software (TerraScan/MIPS).
5. Export and integrate parcel land use and soil maps into reports using Microsoft Access Parcel Report Generator developed and provided at no additional cost by GIS Western Resources, Inc.
6. Ensure that all extracted data (parcels, sections, and land use) meet Nebraska Information Technology Commission (NITC) Geospatial Metadata and Land Record Information and Mapping Standards.
7. Export parcel and land use layers to formats (.kml) that can be used in open source mapping applications such as Google Earth and ArcExplorer.

**PROJECT ASSUMPTIONS & PROCEDURES**

This project outline is based on the following assumptions.

1. All parcel boundary, land use boundary, and soil extraction and acreage calculations will be performed by GIS Western Resources, Inc. Following project completion, datasets will be maintained by GIS Western Resources, Inc. at an hourly rate. All updated information (TerraScan/MIPS updates, and parcel soil and land use maps) will be remotely loaded into existing databases by GIS Western Resources, Inc.
2. To assist with parcel and land use boundary extraction and decrease the overall cost of the project, the assessor office's will provide GIS Western Resources, Inc. with all sources pertaining to the delineation of current property boundaries, including but not limited to:
  - a. Recent property assessment reports
  - b. Cadastral maps
  - c. Surveys
  - d. Past county soil surveys
  - e. Plat maps
3. To assist with conversion from existing soil codes to current NRCS soil codes, county assessors will provide GIS Western Resources, Inc. with a Microsoft Excel spreadsheet containing the most current soil conversion information.
4. GIS Western Resources, Inc. will acquire the following data required for parcel boundary, land use boundary, and soil extraction:
  - a. Natural Resources Conservation Service / United States Department of Agriculture, National Agriculture Imagery Program County Mosaics (2003 through 2007), Digital Ortho Quad County Mosaic, and enhanced Digital Ortho Quad imagery.
  - b. Natural Resources Conservation Service, SSURGO Soil Survey Spatial and Tabular Data (2008).
  - c. Nebraska Department of Roads, General Highway Maps (1999).
  - d. United States Geological Survey (USGS) 1:24,000 topographic maps.
  - e. Nebraska State Surveyor's Office GLO Original & Resurvey Plat Maps, and Bureau of Land Management (BLM) surveys.
5. Prior to project initiation, GIS Western Resources, Inc. and county representatives (county assessors) will construct a Standard Operating Procedure that will provide guidelines for project initiation, execution, and completion.
6. GIS Western Resources, Inc. will provide county officials and the Nebraska State Record Board with periodic reports outlining project progress. This report will also identify any potential problems which might affect project completion.
7. GIS Western Resources, Inc. will integrate the extracted soils database into the current property assessment software (TerraScan or MIPS), with technical assistance from the software provider. **Counties will be responsible for any charges the software provider might implement for integration of the updated soils database.**

8. To minimize cost, GIS Western Resources, Inc. will provide each county with a customized Microsoft Access Parcel Report Generator (assuming that suitable hardware/software is available to run the program), so that county officials and landowners can generate and review updated parcel soil reports. Following review and verification of each parcel summary, all summaries will be provided to the county assessors for attachment to assessment files and parcel records, and for dispersal to the public. Each county will be allowed to retain the Parcel Report Generator following project completion to generate parcel soil and land use maps and reports for customers.
9. All data generated will be non-propriety and will be distributed by each county. Data can be distributed to the public as Parcel Reports (including land use and soil maps), or as .kml or .shp files that can be utilized in open source mapping applications such as Google Earth and ArcExplorer. Requests for data would be submitted directly to each county.
10. GIS Western Resources, Inc. will make every effort to complete all projects by December 31, 2009. GIS Western Resources, Inc. will contact the client if issues arise that will prevent the project from being completed by the established deadline.
11. Copies of the parcel, land use, and soil databases will be kept at GIS Western Resources, Inc. main office (109 E 2<sup>nd</sup> St. Suite 2, North Platte, NE 69101) for backup and maintenance purposes.

## DATA STANDARDS

Data will be extracted/formatted according to Land Record Information and Mapping, and Geospatial Metadata Standards.

1. All original datasets (parcel and land use) will be assigned the following datum and projection information when database is created:
  - Projected coordinate system: NAD 1983 State Plane Nebraska FIPS 2600 (Feet)
  - Geographic coordinate system: North American Datum 1983, North American Vertical Datum 88.
2. Primary corners for each county will be identified and used to verify county jurisdictional boundaries. Identification of primary corners will be conducted using one of the following methods:
  - a. GIS Western Resources, Inc. will use a Global Positioning System (GPS), to record geographic coordinates of existing section markers (if available).
  - b. County surveyor will survey and mark the corner of the county boundary and then make the geographic location of the marker available to GIS Western Resources, Inc for incorporation into county parcel datasets.

3. GIS Western Resources, Inc. has conducted thorough research to identify the best data available for identifying section boundaries, which will then be used for parcel boundary extraction. Mr. Steven Cobb of the Nebraska State Surveyor's Office was contacted to determine the best available source of PLSS data for the region (Sandhills) in which the counties reside. Mr. Cobb stated that most section boundary markers within the region have been lost or buried throughout the years, and the best dataset available for section boundary identification in the Sandhills region is the United States Geological Survey's (USGS) 1:24,000 scale Topographic Maps. He also stated that caution should be taken when using the USGS Topographic Maps due to inaccuracies in the data. The USGS was contacted regarding the topographic map datasets, and verified that the maps were created using original GLO surveys, but that the maps are not to be considered "legal documents" identifying section boundaries. The Nebraska State Surveyors Office has original GLO and Resurvey Maps available for the region, however, the accuracy of these maps is unknown.

Current PLSS section boundary geospatial datasets published by the Nebraska Department of Natural Resources (DNR) will not be used in parcel boundary extraction because the datasets were created by digitizing the SE corner of each section and then using these points to construct a polygon representing the four corners of each section. This procedure did not take into account section offset between township, range, and county boundaries, resulting in angled and inaccurate section boundaries. In addition, it is believed that the data was extracted at a much smaller scale (1:50,000 or 1:100,000), resulting in reduced accuracy. The Nebraska DNR was contacted regarding the PLSS data, and confirmed the potential inaccuracies in the PLSS section dataset.

Due the known inaccuracies of existing geospatial data sources, GIS Western Resources, Inc. will use GLO surveys, resurveys, and known section marker locations as the primary sources for identifying section boundaries, and will utilize USGS 1:24, 000 Topographic Maps for "general" comparison purposes. The area (acres) of each extracted section boundary will be calculated and compared to the "recorded" acreages that each county assessor has on file. Extracted sections will only be considered "acceptable" if their calculated acreages that are within +/- 1% of the total "recorded" acres. Unacceptable sections will then be reviewed by GIS Western Resources, Inc. and the individual county to resolve the error. Sections containing errors that cannot be resolved may require the county to request a resurvey of the boundary.

4. Parcel data will be extracted using legal descriptions provided the county assessor's offices, and the extracted section boundaries. Extracted parcels will only be considered

“acceptable” if their calculated acreages that are within +/- 1% of the total “recorded” acres. Unacceptable sections will then be reviewed by GIS Western Resources, Inc. and the individual county to resolve the error.

5. The most current Aerial imagery (NRCS/USDA NAIP county mosaics, USGS DOQs, etc.) and current county assessor land use descriptions for each parcel will be used to extract all land use information. Imagery will also be used as a “general” guide to gage the accuracy of parcel boundaries by comparing extracted boundaries to features such as roads and fence lines.
6. Datasets will be extracted between 1:4,800 and 1:9,600 scale for rural areas, and 1:1,200 scale for towns and villages. Plat maps and county surveys of both rural and urban areas will also be used to increase data accuracy where available.
7. The parcel, land use, and section data will be collected and stored in a “master” file geodatabase. From this “master” database, data can be exported to other common formats (.shp, .kml, personal database, etc.), for use in open source GIS applications.
8. Parcels and lots will be assigned a unique identifier as defined by each county. All of the counties currently use parcel and lot identification numbers, which are stored in TerraScan and MIPS assessor software databases. All other attribute data that is stored in TerraScan and MIPS databases will be joined to the datasets using the parcel and lot identification numbers.

## **DELIVERABLES**

GIS Western Resources, Inc. will provide each county with the following deliverables:

1. Database containing updated soil acreages, land use acreages, and land value codes for each county parcel, and formatted so that it can be loaded into existing TerraScan and MIPS assessor software.
2. Section boundary geodatabase.
3. Parcel boundary geodatabase (attributed and projected NITC Geospatial Metadata and Land Record Information and Mapping Standards).
4. Land use boundary geodatabase.

5. Microsoft Access Parcel Report Generator for reviewing parcel, land use, and soil data, and for creating parcel summaries, which include parcel land use and parcel soil maps and acreage summaries for each parcel.

## **DATA ACCESS**

The manner in which project related geospatial datasets (parcel boundary, land use boundary, and section boundary datasets) and databases are distributed will be up to the individual county.

However, it is proposed that the counties consider the following recommendations for data distribution to the public.

1. Requests can be submitted directly to the county assessor's office or to GIS Western Resources, Inc. Upon receiving a request, compact disks containing geospatial datasets or databases will be mailed to or be made available for pickup at the county courthouse or at GIS Western Resource's main office.
2. Datasets can be freely downloaded by the public from established File Transfer Protocol (FTP) web services and county websites. Counties have the option to subscribe to online web hosting services to establish FTP accounts for dataset storage, and create county websites containing hyperlinks to FTP sites that host the datasets. This would provide open access to geospatial datasets to the public for download without having to request the information from the county assessor's offices or from GIS Western Resources, Inc. As datasets are updated, they can be loaded by the site manager to the FTP site to ensure that the most current data is available to the public.

**APPLICANT:** **HOOKER COUNTY ASSESSOR**

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

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

**AGENCY HISTORY:** First grant requested.

**WEBSITE:** Has a county website.

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

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

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

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

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

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

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

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

Board has approved similar grants for other counties:

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

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

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

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

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

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

**Nebraska.gov comments:**

I, Q5 - No return on Investment for the Board

II, Q8 –To meet Legislative Statues

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

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review  
(Review of Supplemental Information)**

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

Project Title: (Various Titles)

Resolution passed by the Technical Advisory Committee on October 22, 2009:

The committee, having reviewed the supplemental information contained in a letter from Dale Hanna dated October 5, 2009 regarding the grant applications from Arthur County, Blaine County, Hooker County, Logan County, and McPherson County, finds that:

- The responses to the questions raised by the Technical Advisory Committee and the State Records Board have been satisfactorily addressed.

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

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

- Richard Brown
- Brenda Decker
- Walter Weir

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

**John A. Gale**  
Chairman



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

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

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

### **Grant Criteria**

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

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

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

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

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

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

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

**I. GRANT SUMMARY**

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

## II. GRANT DETAIL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **III. TECHNICAL INFORMATION**

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

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

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

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

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

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

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

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

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

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

4. Describe how technical support will be provided.

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

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

Contact person for any questions regarding this application:

Dave Sullivan

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

Signed this 29th day of June, 2009

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

Please return to:

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

**HOOKER COUNTY SOIL EXTRACTION COST ESTIMATE**

06/10/09

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

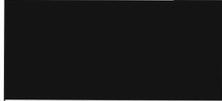
I appreciate having had the opportunity to discuss how I might be able to assist Hooker County with the calculation of updated soil acreages within the county. Based on our discussion, I have constructed the following cost estimate.

This projected estimate includes:

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

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

Sincerely,



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

**PROJECT DESCRIPTION**

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

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

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

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

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

**PROJECT ASSUMPTIONS**

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

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

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

**ESTIMATED COST SUMMARY**

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

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

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

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

**TABLE 2: ESTIMATED PROJECT COST**

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

\*PROVIDED BY COUNTY ASSESSOR

\*\*INCLUDED IN CONSULTATION

**PAYMENT SCHEDULES**

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

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

**TABLE 3: PROPOSED PAYMENT SCHEDULES**

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

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

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

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

**PROJECT SCHEDULE**

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



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

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

**Proposal for Professional Services  
Assessor GIS**

**GIS Workshop, Inc.**

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

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



**ESRI  
Technology**  
AUTHORIZED  
BUSINESS PARTNER

**Transmittal Letter**

May 19, 2009

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

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

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

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

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

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

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

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

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

Sincerely Yours,

GIS WORKSHOP



Marcus Tooze, President

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## Company Information

### Company Description

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

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

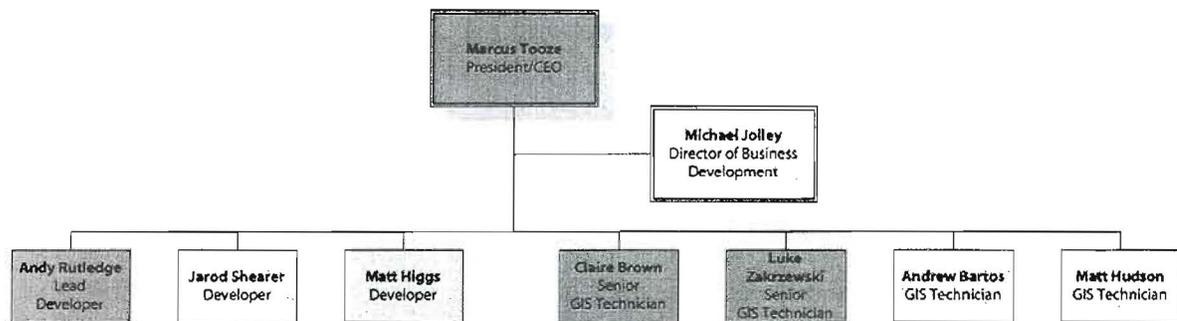


Figure 1: GIS Workshop employs a flat management structure encouraging involvement from all personnel

### Company Headquarters

#### GIS Workshop, Inc.

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

Lincoln, NE 68505

TEL: 402-436-2150

FAX: 402-436-2152

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

Contact: Marcus Tooze

### Company Information

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

### Organizational Structure

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

#### Project Manager: Marcus Tooze

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

---

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

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

**Senior GIS Developer: Jarod Shearer**

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

## **Project Approach**

### *Overview*

GIS Workshop, Inc. will

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

### *Cadastral and Survey Map Scanning*

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

### *Section Control Development*

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

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

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

### *Parcel and Land Use Digitizing*

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

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

### *Proposed Technology - Hardware*

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

### *Proposed Technology - Software*

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

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

Saline County Assessor Property Search and Mapping - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

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

Google Search 244 blocked Check AutoLink AutoFill Options

## Saline County Assessor

*Property Search and Mapping*

### Georgene Eggebraaten

### Saline County Assessor



Home

Saline County Home

Nebraska DPAT

Nebraska TERC

Protest Guidelines

Calendar

Contact Us

Help / Tutorial

**Owner:**

Last Name, FirstName

**Parcel ID:**

999999999

**Address:**

Number	Street	
300	3rd	<input type="submit" value="Submit"/>
200	North School	
400	B R	

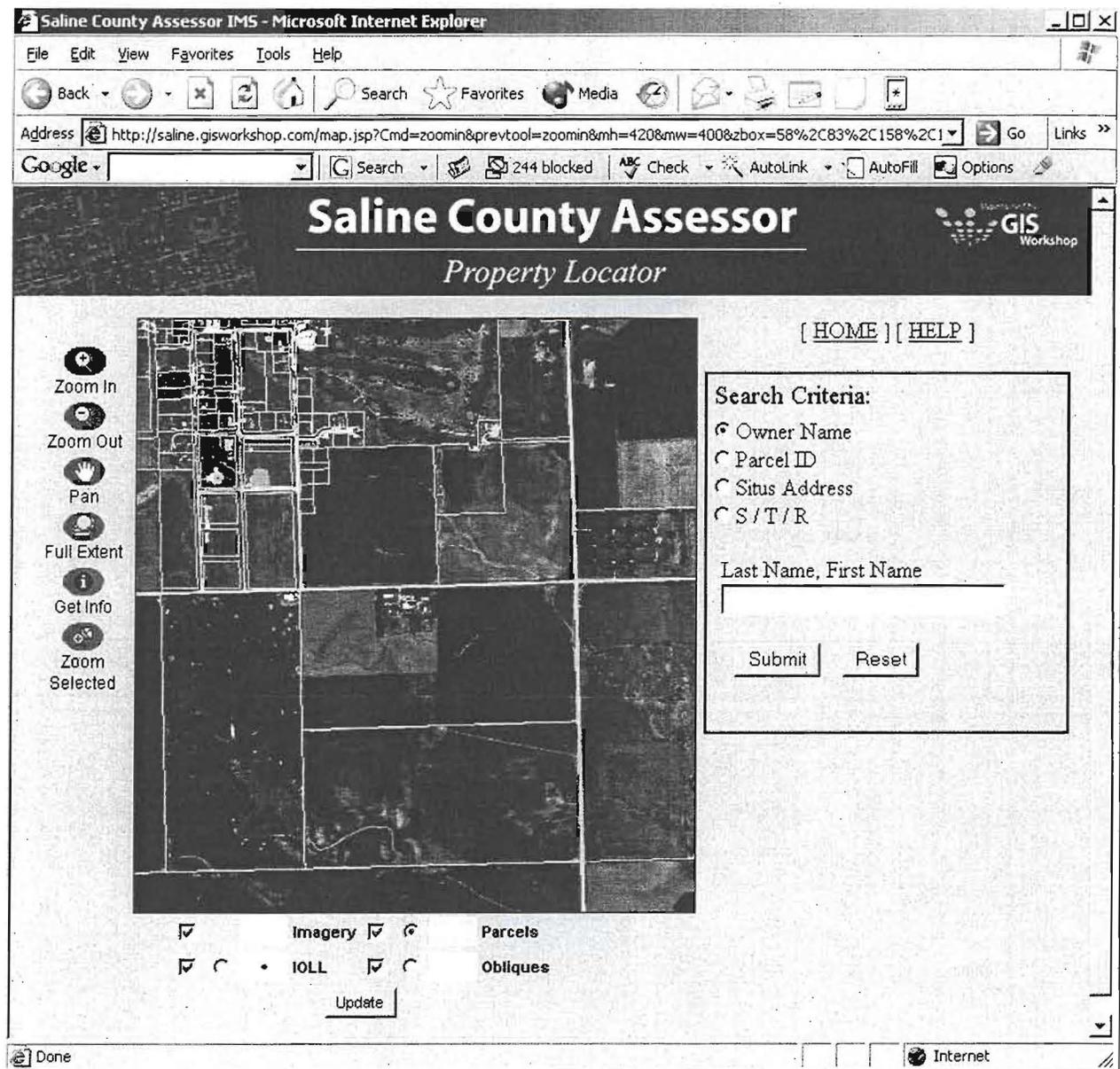
**Map:** NEW! Search by map for parcels and imagery

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

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

Done Internet

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



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

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

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

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

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

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

County Assessor Parcel Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Mail

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

## Some County Assessor

### Parcel Details

[LOGIN](#)

**Owner Information:**

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

**Property Information:**

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

**Parcel Characteristics:**

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

**Ag. Land Information:**

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

**Farm Residence Data:**

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

Internet

An example of an agricultural property page.

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

### Training

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

### Unlimited Support

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

### Backups

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

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

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

## Schedule

### Project Responsibilities

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

#### County Assessor Department Responsibilities

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

### Project Schedule

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

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

## Pricing and Financing Information

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

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

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

Arthur County, NE \$18,820 (approx. 920 ag parcels)

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$3,964
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$3,964
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$3,964
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$3,964
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$3,964

Blaine County, NE \$23,900 (approx. 1400 ag parcels)

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,780
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,780
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,780
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,780
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,780

Grant County, NE \$24,750 (approx. 1500 ag parcels)

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,950
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,950
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,950
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,950
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,950

Hooker County, NE \$23,050 (approx. 1300 ag parcels)

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,610
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,610
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,610
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,610
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,610

Logan County, NE \$23,475 (approx. 1350 ag parcels)

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,695
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,695
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,695
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,695
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,695

McPherson County, NE \$24, 537 (approx. 1475 ag parcels)

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,907
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,907
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,907
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,907
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,907

### *Ongoing Maintenance and Support Fees*

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

## References

### *Hamilton County, NE: Assessment GIS and Assessor Property Web Page*

Hamilton County engaged the services of GIS Workshop, Inc. to develop their cadastral GIS database. The system forms the first step in developing a countywide GIS to help Hamilton County administrators manage physical and economic resources efficiently. The Hamilton County Board has elected to involve their mapping technician in the GIS creation process. The mapping technician will work directly with GIS Workshop staff and learn the GIS from the ground up. GIS actively promotes this type of interaction and involvement by clients so they may learn as much as possible about the GIS.

Project Contact: Patricia Sandberg (402) 694-2757

### *Butler County, NE: Assessors GIS and E911 GIS*

Butler County engaged the services of GIS Workshop, Inc. to develop their cadastral GIS database. The system forms the first step in developing a countywide GIS to help Butler County administrators manage physical and economic resources efficiently. We are currently 100% complete with parcel compilation, and recently demonstrated the ArcGIS GIS/Terrascan CAMA Live-Link. The Butler County Assessors staff members are an excellent example of the success that our approach to GIS data development and assessor staff training takes. In just a matter of a few months, the assessor staff members were completing land transfers, subs, and splits on the new digital GIS maps without assistance from GIS Workshop, Inc.

Project Contact: Vickie Donoghue (402) 367-7420

### *Saline County, NE: Assessors GIS*

Saline County recently selected GIS Workshop to create the base platform for their countywide enterprise GIS. GIS Workshop, Inc. is creating both the parcel and land use layer during the first phase of the project. GIS Workshop will be delivering data in a staged system and providing training to all the assessors' staff over the 12-month project. In addition, GIS Workshop is aiding the surveyor's office in transitioning towards using GIS to record corner monumentation information. Both the internal GIS and web-based GIS will connect to the Terrascan CAMA via GIS Workshops patented CAMALink software.

Project Contact: Georgene Eggebraaten (402) 821-2588

### *Seward County, NE: Assessors GIS and E911 GIS*

Seward County selected GIS Workshop, Inc. to create both the parcel and land use layers and create a street centerline database in addition to integrating imagery, soils and various other data layers. GIS Workshop, Inc. is working with Alltel and Plant Equipment to generate and install the Master Street Address Guide (MSAG) for Seward County. Seward County elected to have their GIS built with survey-quality parcel measurements in mind. We constructed the database in a manner allowing the GIS staff to fill in the database with survey data as filed with the Registrar of Deeds. This approach will allow Seward County to build a survey accurate GIS over time, while meeting the assessors needs for immediate digital mapping and rural property acreage measurements. Seward County is making use of our free web-based project tracking service so that County Officials can track development of the system on a daily basis.

Project Contact: Marilyn Hladky, (402) 643-3311

### *Kearney County, NE: County Enterprise and Assessors GIS*

GIS Workshop recently finished the Kearney County Assessment GIS. Assessor staff is completing the land use layers and PID portion of the project. GIS Workshop linked ArcGIS to the AS400 based MIPS CAMA through Bosonova to provide CAMALink capabilities.

Project Contact: Linda Larsen (308) 832-2625

### *Additional Nebraska Assessor Client List and Contacts*

Cass County, Bob Van Dyne, (402) 296-9310

Dawes County, Connie Sandoz, (308) 432-0103

Franklin County, Ruth Jackson, (308) 425-6229

Gage County, Patty Mulligan, (402) 223-1308

Jefferson County, Arliss Brown, (402) 729-3103

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Kimball County, Alice Ryschon, (308) 235-2362  
Knox County, Monica McManigal, (402) 288-4255  
Merrick County, Jan Placke, (308) 262-1534  
Phelps County, Melodie Marvin, (308) 995-4061  
Seward County, Marilyn Hladky, (402) 643-3311  
Thayer County, Karla Joe, (402) 768-6417

**From:** Dale Hanna [dale@gogiswest.com]  
**Sent:** Tuesday, October 06, 2009 8:33 AM  
**To:** Danahy, Cathy  
**Cc:** Pat Harvey; Sullivan, Dave; Judy Dailey; Christee Haney; Blaine County Sheriff; Swanson, Becky  
**Subject:** RE: Question #3  
**Attachments:** Project Info\_v4.pdf

Cathy,

Attached is the in depth project outline and technical information the Nebraska State Records Board requested. The document contains information regarding:

1. Project description, assumptions, and procedure
2. Data standards
3. Project deliverables
4. Data Access

I'm submitting this information on behalf of the counties. If the board requires that the information be submitted by each county, please let myself or the counties know so that they can have the document submitted prior to today's deadline

Thank you.

Dale

**COUNTY PARCEL, LAND USE & SOIL EXTRACTION PROJECT OUTLINES**

10/05/09

Catherine A. Danahy  
Executive Director, NE State Records Board  
Deputy Secretary of State for Records Management  
Records Management Division  
Secretary of State's Office  
440 South 8th Street, Suite 210  
Lincoln, NE 68508

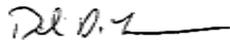
I have constructed the following project outline to provide the Nebraska State Records Board the supplemental information it requested, regarding project goals and related technical information.

This scope of work includes:

- Project descriptions
- Project Assumptions and Procedures
- Data Standards
- Project Deliverables
- Data Access

Please feel free to contact me with any questions you may have, or to request additional information.

Sincerely,



Dale Hanna  
GIS Western Resources, Inc.  
GIS Project Manager  
Office: (308) 534-1460  
Cell: (308) 530-9967  
P.O. Box 1166 North Platte, NE 69103  
dale@gogiswest.com

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## PROJECT DESCRIPTIONS

The counties of Arthur, Blaine, Grant, Hooker, Logan, and McPherson (Nebraska) are seeking assistance with the incorporation of recently updated Natural Resources Conservation Service (NRCS) Soil Survey Data into current property assessment software (TerraScan & MIPS), thus allowing the counties to achieve compliance with Neb. Rev. Stat. Sec. 77-1363, requiring:

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

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

To help the counties achieve their goals, GIS Western Resources, Inc. will utilize Geospatial Information System (GIS) tools and geospatial models to:

1. Extract parcel, section, and land use boundaries.
2. Calculate the total area of each NRCS Soil Survey type for each parcel land use.
3. Assign Land Capability Group (LAND USE or LVG) codes to each land use based on intersecting soils, using customized geospatial models.
4. Incorporate updated land use and soil databases into existing property assessment software (TerraScan/MIPS).
5. Export and integrate parcel land use and soil maps into reports using Microsoft Access Parcel Report Generator developed and provided at no additional cost by GIS Western Resources, Inc.
6. Ensure that all extracted data (parcels, sections, and land use) meet Nebraska Information Technology Commission (NITC) Geospatial Metadata and Land Record Information and Mapping Standards.
7. Export parcel and land use layers to formats (.kml) that can be used in open source mapping applications such as Google Earth and ArcExplorer.

**PROJECT ASSUMPTIONS & PROCEDURES**

This project outline is based on the following assumptions.

1. All parcel boundary, land use boundary, and soil extraction and acreage calculations will be performed by GIS Western Resources, Inc. Following project completion, datasets will be maintained by GIS Western Resources, Inc. at an hourly rate. All updated information (TerraScan/MIPS updates, and parcel soil and land use maps) will be remotely loaded into existing databases by GIS Western Resources, Inc.
2. To assist with parcel and land use boundary extraction and decrease the overall cost of the project, the assessor office's will provide GIS Western Resources, Inc. with all sources pertaining to the delineation of current property boundaries, including but not limited to:
  - a. Recent property assessment reports
  - b. Cadastral maps
  - c. Surveys
  - d. Past county soil surveys
  - e. Plat maps
3. To assist with conversion from existing soil codes to current NRCS soil codes, county assessors will provide GIS Western Resources, Inc. with a Microsoft Excel spreadsheet containing the most current soil conversion information.
4. GIS Western Resources, Inc. will acquire the following data required for parcel boundary, land use boundary, and soil extraction:
  - a. Natural Resources Conservation Service / United States Department of Agriculture, National Agriculture Imagery Program County Mosaics (2003 through 2007), Digital Ortho Quad County Mosaic, and enhanced Digital Ortho Quad imagery.
  - b. Natural Resources Conservation Service, SSURGO Soil Survey Spatial and Tabular Data (2008).
  - c. Nebraska Department of Roads, General Highway Maps (1999).
  - d. United States Geological Survey (USGS) 1:24,000 topographic maps.
  - e. Nebraska State Surveyor's Office GLO Original & Resurvey Plat Maps, and Bureau of Land Management (BLM) surveys.
5. Prior to project initiation, GIS Western Resources, Inc. and county representatives (county assessors) will construct a Standard Operating Procedure that will provide guidelines for project initiation, execution, and completion.
6. GIS Western Resources, Inc. will provide county officials and the Nebraska State Record Board with periodic reports outlining project progress. This report will also identify any potential problems which might affect project completion.
7. GIS Western Resources, Inc. will integrate the extracted soils database into the current property assessment software (TerraScan or MIPS), with technical assistance from the software provider. **Counties will be responsible for any charges the software provider might implement for integration of the updated soils database.**

8. To minimize cost, GIS Western Resources, Inc. will provide each county with a customized Microsoft Access Parcel Report Generator (assuming that suitable hardware/software is available to run the program), so that county officials and landowners can generate and review updated parcel soil reports. Following review and verification of each parcel summary, all summaries will be provided to the county assessors for attachment to assessment files and parcel records, and for dispersal to the public. Each county will be allowed to retain the Parcel Report Generator following project completion to generate parcel soil and land use maps and reports for customers.
9. All data generated will be non-propriety and will be distributed by each county. Data can be distributed to the public as Parcel Reports (including land use and soil maps), or as .kml or .shp files that can be utilized in open source mapping applications such as Google Earth and ArcExplorer. Requests for data would be submitted directly to each county.
10. GIS Western Resources, Inc. will make every effort to complete all projects by December 31, 2009. GIS Western Resources, Inc. will contact the client if issues arise that will prevent the project from being completed by the established deadline.
11. Copies of the parcel, land use, and soil databases will be kept at GIS Western Resources, Inc. main office (109 E 2<sup>nd</sup> St. Suite 2, North Platte, NE 69101) for backup and maintenance purposes.

## DATA STANDARDS

Data will be extracted/formatted according to Land Record Information and Mapping, and Geospatial Metadata Standards.

1. All original datasets (parcel and land use) will be assigned the following datum and projection information when database is created:
  - Projected coordinate system: NAD 1983 State Plane Nebraska FIPS 2600 (Feet)
  - Geographic coordinate system: North American Datum 1983, North American Vertical Datum 88.
2. Primary corners for each county will be identified and used to verify county jurisdictional boundaries. Identification of primary corners will be conducted using one of the following methods:
  - a. GIS Western Resources, Inc. will use a Global Positioning System (GPS), to record geographic coordinates of existing section markers (if available).
  - b. County surveyor will survey and mark the corner of the county boundary and then make the geographic location of the marker available to GIS Western Resources, Inc for incorporation into county parcel datasets.

3. GIS Western Resources, Inc. has conducted thorough research to identify the best data available for identifying section boundaries, which will then be used for parcel boundary extraction. Mr. Steven Cobb of the Nebraska State Surveyor's Office was contacted to determine the best available source of PLSS data for the region (Sandhills) in which the counties reside. Mr. Cobb stated that most section boundary markers within the region have been lost or buried throughout the years, and the best dataset available for section boundary identification in the Sandhills region is the United States Geological Survey's (USGS) 1:24,000 scale Topographic Maps. He also stated that caution should be taken when using the USGS Topographic Maps due to inaccuracies in the data. The USGS was contacted regarding the topographic map datasets, and verified that the maps were created using original GLO surveys, but that the maps are not to be considered "legal documents" identifying section boundaries. The Nebraska State Surveyors Office has original GLO and Resurvey Maps available for the region, however, the accuracy of these maps is unknown.

Current PLSS section boundary geospatial datasets published by the Nebraska Department of Natural Resources (DNR) will not be used in parcel boundary extraction because the datasets were created by digitizing the SE corner of each section and then using these points to construct a polygon representing the four corners of each section. This procedure did not take into account section offset between township, range, and county boundaries, resulting in angled and inaccurate section boundaries. In addition, it is believed that the data was extracted at a much smaller scale (1:50,000 or 1:100,000), resulting in reduced accuracy. The Nebraska DNR was contacted regarding the PLSS data, and confirmed the potential inaccuracies in the PLSS section dataset.

Due the known inaccuracies of existing geospatial data sources, GIS Western Resources, Inc. will use GLO surveys, resurveys, and known section marker locations as the primary sources for identifying section boundaries, and will utilize USGS 1:24, 000 Topographic Maps for "general" comparison purposes. The area (acres) of each extracted section boundary will be calculated and compared to the "recorded" acreages that each county assessor has on file. Extracted sections will only be considered "acceptable" if their calculated acreages that are within +/- 1% of the total "recorded" acres. Unacceptable sections will then be reviewed by GIS Western Resources, Inc. and the individual county to resolve the error. Sections containing errors that cannot be resolved may require the county to request a resurvey of the boundary.

4. Parcel data will be extracted using legal descriptions provided the county assessor's offices, and the extracted section boundaries. Extracted parcels will only be considered

“acceptable” if their calculated acreages that are within +/- 1% of the total “recorded” acres. Unacceptable sections will then be reviewed by GIS Western Resources, Inc. and the individual county to resolve the error.

5. The most current Aerial imagery (NRCS/USDA NAIP county mosaics, USGS DOQs, etc.) and current county assessor land use descriptions for each parcel will be used to extract all land use information. Imagery will also be used as a “general” guide to gage the accuracy of parcel boundaries by comparing extracted boundaries to features such as roads and fence lines.
6. Datasets will be extracted between 1:4,800 and 1:9,600 scale for rural areas, and 1:1,200 scale for towns and villages. Plat maps and county surveys of both rural and urban areas will also be used to increase data accuracy where available.
7. The parcel, land use, and section data will be collected and stored in a “master” file geodatabase. From this “master” database, data can be exported to other common formats (.shp, .kml, personal database, etc.), for use in open source GIS applications.
8. Parcels and lots will be assigned a unique identifier as defined by each county. All of the counties currently use parcel and lot identification numbers, which are stored in TerraScan and MIPS assessor software databases. All other attribute data that is stored in TerraScan and MIPS databases will be joined to the datasets using the parcel and lot identification numbers.

## **DELIVERABLES**

GIS Western Resources, Inc. will provide each county with the following deliverables:

1. Database containing updated soil acreages, land use acreages, and land value codes for each county parcel, and formatted so that it can be loaded into existing TerraScan and MIPS assessor software.
2. Section boundary geodatabase.
3. Parcel boundary geodatabase (attributed and projected NITC Geospatial Metadata and Land Record Information and Mapping Standards).
4. Land use boundary geodatabase.

5. Microsoft Access Parcel Report Generator for reviewing parcel, land use, and soil data, and for creating parcel summaries, which include parcel land use and parcel soil maps and acreage summaries for each parcel.

## **DATA ACCESS**

The manner in which project related geospatial datasets (parcel boundary, land use boundary, and section boundary datasets) and databases are distributed will be up to the individual county.

However, it is proposed that the counties consider the following recommendations for data distribution to the public.

1. Requests can be submitted directly to the county assessor's office or to GIS Western Resources, Inc. Upon receiving a request, compact disks containing geospatial datasets or databases will be mailed to or be made available for pickup at the county courthouse or at GIS Western Resource's main office.
2. Datasets can be freely downloaded by the public from established File Transfer Protocol (FTP) web services and county websites. Counties have the option to subscribe to online web hosting services to establish FTP accounts for dataset storage, and create county websites containing hyperlinks to FTP sites that host the datasets. This would provide open access to geospatial datasets to the public for download without having to request the information from the county assessor's offices or from GIS Western Resources, Inc. As datasets are updated, they can be loaded by the site manager to the FTP site to ensure that the most current data is available to the public.

**APPLICANT: LOGAN COUNTY ASSESSOR**

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

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

**AGENCY HISTORY:** First grant requested.

**WEBSITE:** No website but "currently in the process of developing a website".

**SUMMARY (I, Q3):** Seeking assistance in funding a GIS System for Logan County.

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

**\$ TO BE USED FOR (II, Q7):** Help pay the projected \$22,896 for GIS system.

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

Required: 1. (II, Q9): YES (increase speed, efficiency and accuracy of accessing records).

2. (III, Q3): YES

3. (II, Q13): N/A

Considered: 4. (II, Q10): YES (provide tools for accuracy and efficiency in accessing Logan County Property/increase retrieval speed)

5. (II, Q11): YES (State, local and Federal land use)

6. (II, Q12): YES

**RECOMMENDATION:** Suggest approve.

If approve, suggest grant of \$22,896.00 (see (II, Q7) and email (09/08/09) from Richard Cook: *"We only need the \$22,896.00 to cover the expense of the initial install and setup. We have budgeted \$5000.00 in the Assessors budget to cover the initial start up fee needed before work can begin and will continue budgeting this amount to cover any upkeep in future years."*

Board has approved similar grants for other counties:

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

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

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

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

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

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

**Nebraska.gov comments:**

I, Q5 - No return on Investment for the Board

II, Q8 –To meet Legislative Statues

II, Q12. – This project will only add a link to the Parcel lookup, which we provide for all counties. This means the electronic ability to “Deliver” information through the Electronic gateway, does not exist with this project, even when completed.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review  
(Review of Supplemental Information)**

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

Project Title: (Various Titles)

Resolution passed by the Technical Advisory Committee on October 22, 2009:

The committee, having reviewed the supplemental information contained in a letter from Dale Hanna dated October 5, 2009 regarding the grant applications from Arthur County, Blaine County, Hooker County, Logan County, and McPherson County, finds that:

- The responses to the questions raised by the Technical Advisory Committee and the State Records Board have been satisfactorily addressed.

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

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

- Richard Brown
- Brenda Decker
- Walter Weir

KENNETH KRAMER, COMMISSIONER  
REX LANKA, COMMISSIONER

JERRY JOHNSON, COMMISSIONER  
PAT HARVEY, CLERK

**COUNTY OF LOGAN**  
P.O. Box 8  
STAPLETON, NEBRASKA 69163

September 3, 2009

TO: Nebraska State Records Board.

RE: Logan County Grant Application

I Pat Harvey, Logan County Assessor will not be able to attend the hearing for the Logan County Grant Application on September 15, 2009 because of other office obligations so I hereby submit this statement of my goals for the Logan County GIS system.

Goals:

1. I would like to see an accurate inventory of soils and assessed acres within our County and also accomplish the State Statute requirement of 77-1363 to make the assessment of Logan County rural property more efficient. The current system being used does not do that.
2. A future goal of the system would be to have digitized, maps and property information available to anyone with Internet Access.

Our County is small in size as well as population, our tax dollars come from local taxpayers and we have been close to our levy limit. We do have some central assessed properties but most of our taxes come from local sources, therefore we have had limited resources and time to dedicate to implementing a GIS system, and this Grant would assist us in being able to complete this proposed project.

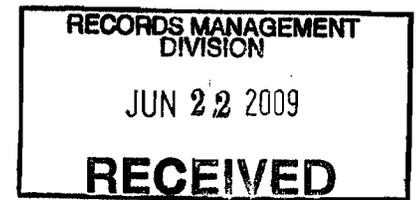
I have one full time employee. I hold five offices because I am an ex-officio County Clerk, Assessor, Clerk of the District Court, Register of Deeds and Election Commissioner.

This statement is respectfully submitted by the Logan County Assessor, Pat Harvey.

Pat Harvey  
Logan County Assessor

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

**John A. Gale**  
Chairman



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

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

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

### **Grant Criteria**

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

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

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

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

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

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

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

## **I. GRANT SUMMARY**

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

## **II. GRANT DETAIL**

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

**This project is the implementation of a Geospatial Information System (GIS) to be used in updating property assessment values, which will bring Logan County into compliance with State Statute Section 77-136. The system will create classes and subclasses to reflect uses appropriate for the valuation of such land according to law and is based on soil classification standards developed by the Natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator. The Logan County Assessor shall utilize this system to implement soil surveys in the assessment year after the soil survey maps become available to achieve more uniform and proportionate valuations.**

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

**The total initial cost of the System is \$22,896.00 and the yearly upkeep cost is \$25.00 to \$55.00 per hour depending on the complexity of the needed programming. This upkeep cost will be provided for in the annual Logan County Assessors budget.**

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

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

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

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

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

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

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

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

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

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

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

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

**This grant money will be used to help pay the projected \$22,896.00 expense of installing a GIS system in the Logan County Assessors Office to use in assessing Rural Property in Logan County. (See attached bids from two vendors)**

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

**Logan County is a small county of 576 Square miles, in central Nebraska with a population of 791 people including two villages. This County is sorely stressed to keep up the additional expenses of state mandated requirements created by a burgeoning electronic world. Once this GIS system is installed, minimal maintenance will be required and can easily be provided for in the existing assessors budget.**

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

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

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

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

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

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

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

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

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

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

### **III. TECHNICAL INFORMATION**

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

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

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

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

**All parcel boundaries created for the purpose of soil extraction will be created in compliance with NITC Land Record Information Standards, and Geospatial Metadata Standards. This is important because the NITC and the Nebraska GIS Steering Committee are committed to the standardization**

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

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

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

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

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

4. Describe how technical support will be provided.

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

#### IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Richard C. Cook

Phone # 308-636-6157 E-mail richcook47@hotmail.com

Signed this 19 day of June, 2009

Pat Harvey, Logan Co. Clerk/Assessor  
Agency Director



Please return to:

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

(Last updated 04/28/2008)

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

**TABLE 2: ESTIMATED PROJECT COST**

TASK ID	TASK	DESCRIPTION	TASK LEVEL	TASK HOURS	COST
1	SOURCE DATA ACQUISITION <sup>1</sup>	CADASTRALS, SURVEYS, ASSESSMENT CARDS	1	0	\$0
2	PROJECT RESEARCH <sup>2</sup>	TERRASCAN & MIPS DATABASE INTEGRATION	1	0	\$0
3	ONSITE DATABASE INSTALLATION/SETUP	UPDATE TERRASCAN/MIPS DATABASES	1	20	\$900
4	HARDWARE, SOFTWARE, & DATA REVIEW <sup>2</sup>	ID ASSESSOR SOFTWARE & DATABASE	2	0	\$0
5	DATABASE CONSTRUCTION	FORMAT TO MIMIC ASSESSOR DATABASE	2	1	\$35
6	DATA EXTRACTION & ATTRIBUTION	SOIL EXTRACTION (20 MINUTES PER SECTION)	2	192	\$6,720
7	DATA QUALITY CONTROL	TOPOLOGY CHECKS (1/3 OF EXTRACTION HOURS)	2	64	\$2,240
8	DATA REVISIONS	DATA CORRECTIONS (15 MINUTES PER 1/4 OF TOTAL PARCELS)	2	94	\$3,281
9	DATA ACQUISITION	NRCS SOILS ACQUISITION & FORMATTING	3	1	\$25
10	SOIL MAP CREATION	CREATE SOIL MAPS (10 MINUTES PER PARCEL) FOR REVIEW	3	250	\$6,250
11	SOIL SUMMARY REPORT GENERATION	GENERATE SOIL SUMMARIES FOR REVIEW (2.5 MINUTES PER PARCEL)	3	63	\$1,575
12	PROJECT MANAGEMENT	SUPERVISION OF PROJECT ORGRANIZATION, PROGRESS, & COMPLETION (5% OF TOTAL HOURS)	PROJ MGT	34	\$1,870
<b>TOTAL</b>				<b>685<sup>3</sup></b>	<b>\$22,896</b>

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

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

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

**Pricing and Financing Information**

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

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

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

**Arthur County, NE \$18,820 (approx. 920 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$3,964
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$3,964
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$3,964
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$3,964
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$3,964

**Blaine County, NE \$23,900 (approx. 1400 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,780
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,780
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,780
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,780
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,780

**Grant County, NE \$24,750 (approx. 1500 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,950
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,950
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,950
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,950
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,950

**Hooker County, NE \$23,050 (approx. 1300 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,610
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,610
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,610
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,610
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,610

**Logan County, NE \$23,475 (approx. 1350 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,695
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,695
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,695
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,695
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,695

**McPherson County, NE \$24,537 (approx. 1475 ag parcels)**

1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,907
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,907
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,907
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,907
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,907

*Ongoing Maintenance and Support Fees*

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

**From:** Dale Hanna [dale@gogiswest.com]  
**Sent:** Tuesday, October 06, 2009 8:33 AM  
**To:** Danahy, Cathy  
**Cc:** Pat Harvey; Sullivan, Dave; Judy Dailey; Christee Haney; Blaine County Sheriff; Swanson, Becky  
**Subject:** RE: Question #3  
**Attachments:** Project Info\_v4.pdf

Cathy,

Attached is the in depth project outline and technical information the Nebraska State Records Board requested. The document contains information regarding:

1. Project description, assumptions, and procedure
2. Data standards
3. Project deliverables
4. Data Access

I'm submitting this information on behalf of the counties. If the board requires that the information be submitted by each county, please let myself or the counties know so that they can have the document submitted prior to today's deadline

Thank you.

Dale

**COUNTY PARCEL, LAND USE & SOIL EXTRACTION PROJECT OUTLINES**

10/05/09

Catherine A. Danahy  
Executive Director, NE State Records Board  
Deputy Secretary of State for Records Management  
Records Management Division  
Secretary of State's Office  
440 South 8th Street, Suite 210  
Lincoln, NE 68508

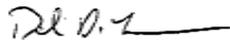
I have constructed the following project outline to provide the Nebraska State Records Board the supplemental information it requested, regarding project goals and related technical information.

This scope of work includes:

- Project descriptions
- Project Assumptions and Procedures
- Data Standards
- Project Deliverables
- Data Access

Please feel free to contact me with any questions you may have, or to request additional information.

Sincerely,



Dale Hanna  
GIS Western Resources, Inc.  
GIS Project Manager  
Office: (308) 534-1460  
Cell: (308) 530-9967  
P.O. Box 1166 North Platte, NE 69103  
dale@gogiswest.com

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## PROJECT DESCRIPTIONS

The counties of Arthur, Blaine, Grant, Hooker, Logan, and McPherson (Nebraska) are seeking assistance with the incorporation of recently updated Natural Resources Conservation Service (NRCS) Soil Survey Data into current property assessment software (TerraScan & MIPS), thus allowing the counties to achieve compliance with Neb. Rev. Stat. Sec. 77-1363, requiring:

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

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

To help the counties achieve their goals, GIS Western Resources, Inc. will utilize Geospatial Information System (GIS) tools and geospatial models to:

1. Extract parcel, section, and land use boundaries.
2. Calculate the total area of each NRCS Soil Survey type for each parcel land use.
3. Assign Land Capability Group (LAND USE or LVG) codes to each land use based on intersecting soils, using customized geospatial models.
4. Incorporate updated land use and soil databases into existing property assessment software (TerraScan/MIPS).
5. Export and integrate parcel land use and soil maps into reports using Microsoft Access Parcel Report Generator developed and provided at no additional cost by GIS Western Resources, Inc.
6. Ensure that all extracted data (parcels, sections, and land use) meet Nebraska Information Technology Commission (NITC) Geospatial Metadata and Land Record Information and Mapping Standards.
7. Export parcel and land use layers to formats (.kml) that can be used in open source mapping applications such as Google Earth and ArcExplorer.

**PROJECT ASSUMPTIONS & PROCEDURES**

This project outline is based on the following assumptions.

1. All parcel boundary, land use boundary, and soil extraction and acreage calculations will be performed by GIS Western Resources, Inc. Following project completion, datasets will be maintained by GIS Western Resources, Inc. at an hourly rate. All updated information (TerraScan/MIPS updates, and parcel soil and land use maps) will be remotely loaded into existing databases by GIS Western Resources, Inc.
2. To assist with parcel and land use boundary extraction and decrease the overall cost of the project, the assessor office's will provide GIS Western Resources, Inc. with all sources pertaining to the delineation of current property boundaries, including but not limited to:
  - a. Recent property assessment reports
  - b. Cadastral maps
  - c. Surveys
  - d. Past county soil surveys
  - e. Plat maps
3. To assist with conversion from existing soil codes to current NRCS soil codes, county assessors will provide GIS Western Resources, Inc. with a Microsoft Excel spreadsheet containing the most current soil conversion information.
4. GIS Western Resources, Inc. will acquire the following data required for parcel boundary, land use boundary, and soil extraction:
  - a. Natural Resources Conservation Service / United States Department of Agriculture, National Agriculture Imagery Program County Mosaics (2003 through 2007), Digital Ortho Quad County Mosaic, and enhanced Digital Ortho Quad imagery.
  - b. Natural Resources Conservation Service, SSURGO Soil Survey Spatial and Tabular Data (2008).
  - c. Nebraska Department of Roads, General Highway Maps (1999).
  - d. United States Geological Survey (USGS) 1:24,000 topographic maps.
  - e. Nebraska State Surveyor's Office GLO Original & Resurvey Plat Maps, and Bureau of Land Management (BLM) surveys.
5. Prior to project initiation, GIS Western Resources, Inc. and county representatives (county assessors) will construct a Standard Operating Procedure that will provide guidelines for project initiation, execution, and completion.
6. GIS Western Resources, Inc. will provide county officials and the Nebraska State Record Board with periodic reports outlining project progress. This report will also identify any potential problems which might affect project completion.
7. GIS Western Resources, Inc. will integrate the extracted soils database into the current property assessment software (TerraScan or MIPS), with technical assistance from the software provider. **Counties will be responsible for any charges the software provider might implement for integration of the updated soils database.**

8. To minimize cost, GIS Western Resources, Inc. will provide each county with a customized Microsoft Access Parcel Report Generator (assuming that suitable hardware/software is available to run the program), so that county officials and landowners can generate and review updated parcel soil reports. Following review and verification of each parcel summary, all summaries will be provided to the county assessors for attachment to assessment files and parcel records, and for dispersal to the public. Each county will be allowed to retain the Parcel Report Generator following project completion to generate parcel soil and land use maps and reports for customers.
9. All data generated will be non-propriety and will be distributed by each county. Data can be distributed to the public as Parcel Reports (including land use and soil maps), or as .kml or .shp files that can be utilized in open source mapping applications such as Google Earth and ArcExplorer. Requests for data would be submitted directly to each county.
10. GIS Western Resources, Inc. will make every effort to complete all projects by December 31, 2009. GIS Western Resources, Inc. will contact the client if issues arise that will prevent the project from being completed by the established deadline.
11. Copies of the parcel, land use, and soil databases will be kept at GIS Western Resources, Inc. main office (109 E 2<sup>nd</sup> St. Suite 2, North Platte, NE 69101) for backup and maintenance purposes.

## DATA STANDARDS

Data will be extracted/formatted according to Land Record Information and Mapping, and Geospatial Metadata Standards.

1. All original datasets (parcel and land use) will be assigned the following datum and projection information when database is created:
  - Projected coordinate system: NAD 1983 State Plane Nebraska FIPS 2600 (Feet)
  - Geographic coordinate system: North American Datum 1983, North American Vertical Datum 88.
2. Primary corners for each county will be identified and used to verify county jurisdictional boundaries. Identification of primary corners will be conducted using one of the following methods:
  - a. GIS Western Resources, Inc. will use a Global Positioning System (GPS), to record geographic coordinates of existing section markers (if available).
  - b. County surveyor will survey and mark the corner of the county boundary and then make the geographic location of the marker available to GIS Western Resources, Inc for incorporation into county parcel datasets.

3. GIS Western Resources, Inc. has conducted thorough research to identify the best data available for identifying section boundaries, which will then be used for parcel boundary extraction. Mr. Steven Cobb of the Nebraska State Surveyor's Office was contacted to determine the best available source of PLSS data for the region (Sandhills) in which the counties reside. Mr. Cobb stated that most section boundary markers within the region have been lost or buried throughout the years, and the best dataset available for section boundary identification in the Sandhills region is the United States Geological Survey's (USGS) 1:24,000 scale Topographic Maps. He also stated that caution should be taken when using the USGS Topographic Maps due to inaccuracies in the data. The USGS was contacted regarding the topographic map datasets, and verified that the maps were created using original GLO surveys, but that the maps are not to be considered "legal documents" identifying section boundaries. The Nebraska State Surveyors Office has original GLO and Resurvey Maps available for the region, however, the accuracy of these maps is unknown.

Current PLSS section boundary geospatial datasets published by the Nebraska Department of Natural Resources (DNR) will not be used in parcel boundary extraction because the datasets were created by digitizing the SE corner of each section and then using these points to construct a polygon representing the four corners of each section. This procedure did not take into account section offset between township, range, and county boundaries, resulting in angled and inaccurate section boundaries. In addition, it is believed that the data was extracted at a much smaller scale (1:50,000 or 1:100,000), resulting in reduced accuracy. The Nebraska DNR was contacted regarding the PLSS data, and confirmed the potential inaccuracies in the PLSS section dataset.

Due the known inaccuracies of existing geospatial data sources, GIS Western Resources, Inc. will use GLO surveys, resurveys, and known section marker locations as the primary sources for identifying section boundaries, and will utilize USGS 1:24, 000 Topographic Maps for "general" comparison purposes. The area (acres) of each extracted section boundary will be calculated and compared to the "recorded" acreages that each county assessor has on file. Extracted sections will only be considered "acceptable" if their calculated acreages that are within +/- 1% of the total "recorded" acres. Unacceptable sections will then be reviewed by GIS Western Resources, Inc. and the individual county to resolve the error. Sections containing errors that cannot be resolved may require the county to request a resurvey of the boundary.

4. Parcel data will be extracted using legal descriptions provided the county assessor's offices, and the extracted section boundaries. Extracted parcels will only be considered

“acceptable” if their calculated acreages that are within +/- 1% of the total “recorded” acres. Unacceptable sections will then be reviewed by GIS Western Resources, Inc. and the individual county to resolve the error.

5. The most current Aerial imagery (NRCS/USDA NAIP county mosaics, USGS DOQs, etc.) and current county assessor land use descriptions for each parcel will be used to extract all land use information. Imagery will also be used as a “general” guide to gage the accuracy of parcel boundaries by comparing extracted boundaries to features such as roads and fence lines.
6. Datasets will be extracted between 1:4,800 and 1:9,600 scale for rural areas, and 1:1,200 scale for towns and villages. Plat maps and county surveys of both rural and urban areas will also be used to increase data accuracy where available.
7. The parcel, land use, and section data will be collected and stored in a “master” file geodatabase. From this “master” database, data can be exported to other common formats (.shp, .kml, personal database, etc.), for use in open source GIS applications.
8. Parcels and lots will be assigned a unique identifier as defined by each county. All of the counties currently use parcel and lot identification numbers, which are stored in TerraScan and MIPS assessor software databases. All other attribute data that is stored in TerraScan and MIPS databases will be joined to the datasets using the parcel and lot identification numbers.

## **DELIVERABLES**

GIS Western Resources, Inc. will provide each county with the following deliverables:

1. Database containing updated soil acreages, land use acreages, and land value codes for each county parcel, and formatted so that it can be loaded into existing TerraScan and MIPS assessor software.
2. Section boundary geodatabase.
3. Parcel boundary geodatabase (attributed and projected NITC Geospatial Metadata and Land Record Information and Mapping Standards).
4. Land use boundary geodatabase.

5. Microsoft Access Parcel Report Generator for reviewing parcel, land use, and soil data, and for creating parcel summaries, which include parcel land use and parcel soil maps and acreage summaries for each parcel.

## **DATA ACCESS**

The manner in which project related geospatial datasets (parcel boundary, land use boundary, and section boundary datasets) and databases are distributed will be up to the individual county.

However, it is proposed that the counties consider the following recommendations for data distribution to the public.

1. Requests can be submitted directly to the county assessor's office or to GIS Western Resources, Inc. Upon receiving a request, compact disks containing geospatial datasets or databases will be mailed to or be made available for pickup at the county courthouse or at GIS Western Resource's main office.
2. Datasets can be freely downloaded by the public from established File Transfer Protocol (FTP) web services and county websites. Counties have the option to subscribe to online web hosting services to establish FTP accounts for dataset storage, and create county websites containing hyperlinks to FTP sites that host the datasets. This would provide open access to geospatial datasets to the public for download without having to request the information from the county assessor's offices or from GIS Western Resources, Inc. As datasets are updated, they can be loaded by the site manager to the FTP site to ensure that the most current data is available to the public.

**APPLICANT: MCPHERSON COUNTY ASSESSOR**

**PROJECT TITLE:** *GIS System for McPherson County*

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

**AGENCY HISTORY:** First grant requested.

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

**BENEFICIARY OF SERVICE (II, Q2):** General public, other government agencies, real estate professionals

**\$ TO BE USED FOR (II, Q7):** McPherson County

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

Required: 1. (II, Q9): YES  
2. (III, Q3): YES  
3. (II, Q13): N/A

Considered: 4. (II, Q10): YES (provide tools to aid in efficient & accurate updating of parcel and agricultural & land use boundaries & property value assessment)  
5. (II, Q11): YES  
6. (II, Q12): YES (N/A)

**RECOMMENDATION:** Suggest approve.\*

**Board has approved** similar grants for other counties:

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

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

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

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

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

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

**\*NOTE:** Requesting higher of 2 bids: GIS Western Resources \$25,808; GIS Workshop \$24,537.

(email 9/3/09) from Judy Dailey, McPherson County Clerk: *“I have \$800 in my Assessor’s budget for aerial photos which will not be used this year, so thought I could use that \$800 to fund the additional cost of the GIS System”*

**Nebraska.gov comments:**

I, Q5 - No return on Investment for the Board

II, Q8 –To meet Legislative Statues

II, Q12. – This project does not have the electronic ability to provide or “Deliver” information through the Electronic gateway.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

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

Project Title: (Various Titles)

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

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

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

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

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

- Richard Brown
- Brenda Decker
- Walter Weir

County Clerk & Election Commissioner  
County Clerk of District Court  
County Assessor  
County Register of Deeds

JUDY M. DAILEY  
P.O. BOX 122  
TRYON, NEBRASKA 69167  
(308) 587-2363

**MCPHERSON COUNTY CLERK**

September 10, 2009

**TO: NEBRASKA STATE RECORDS BOARD**

Thank you for allowing me the privilege of applying for the GIS Grant for the McPherson County Assessor's Office. I am sorry I am not able to meet with you in person. I have other office commitments on that day that will not allow me to be out of the office.

I am an Ex-Officio County Clerk, which means that due to the population of our county being under 4000, the elected office of County Clerk also "inherits" the offices of Assessor, Register of Deeds, Election Commissioner and Clerk of District Court. Because of the duties and schedules of the combined offices and having minimal office help, it is very hard to spend time out of the office.

I wanted to take this opportunity to tell you about McPherson County and why we would be grateful to be considered as an applicant for the grant for a McPherson County GIS system.

McPherson County is a small, rural county, 24 x 36 miles, located in the Nebraska Sandhills. We have one unincorporated town in our county, which is Tryon, the county seat. We have a population of 533. Our county is mainly made up of ranches, plus there are several people living here who work for the Union Pacific Railroad. We have always been a conservative county and are operating on very limited budgets.

Without the help of a grant, we would never be able to consider the implementation of the GIS System. The GIS system would be a helpful tool to the Assessor's office in the mandated implementation of the new NRCS Soil Survey, and would increase the speed in retrieving assessment information, when requested by our customers. It would also be of great benefit to all McPherson County offices, to have this system.

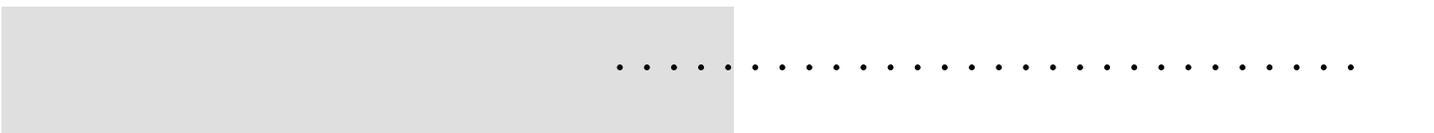
If we are successful in obtaining the grant, we would enlist the assistance of GIS Western Resources Inc. and would work with Dale Hanna, the GIS Specialist, for the implementation of the GIS System. Mr. Hanna will be present to represent McPherson County at the September 15<sup>th</sup> meeting and can answer any technical questions which you may have.

Again my apologies, for not being able to meet with you personally. I would be most happy to entertain any questions you might have about my office, by phone. Please feel free to call me at the following number, (308) 587-2363.

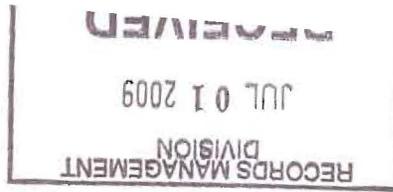
I appreciate your consideration of McPherson County receiving the grant to help us implement a GIS system.

Sincerely,

Judy M. Dailey  
McPherson County Clerk



County Clerk & Election Commissioner  
County Clerk of District Court  
County Assessor  
County Register of Deeds



JUDY M. DAILEY  
P.O. BOX 122  
TRYON, NEBRASKA 69167  
(308) 587-2363

**MCPHERSON COUNTY CLERK**

June 29, 2009

Cathy Danahy  
Nebraska State Records Board  
440 S. 8<sup>th</sup> St, Suite 210  
Lincoln, NE. 68508

Dear Cathy;

Enclosed please find an Application for State Records Board Grant to Improve Access to Public Information from McPherson County.

Please feel free to contact my office at (308) 587-2363 if you have need for any further Information on this matter.

Sincerely,

A handwritten signature in blue ink that reads "Judy M. Dailey".

Judy M. Dailey  
McPherson County Clerk/Assessor

.....



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



**John A. Gale**  
Chairman



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

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

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

### **Grant Criteria**

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

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

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

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

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

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

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

## **I. GRANT SUMMARY**

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

## **II. GRANT DETAIL**

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

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

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

**The total initial cost of the System is \$25,808 and the yearly upkeep cost is \$25 to \$55 per hour, based on the complexity and or skill level required to complete a task. This upkeep cost will be provided for in the annual McPherson County Assessor's budget.**

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

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

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

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

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

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

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

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

**Yes. Partial funding will be budgeted from McPherson County funds in the 2009 /2010 Assessor's budget.**

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

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

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

**This grant money will be used to help pay the projected \$25,808 expense of installing a GIS system in the McPherson County Assessor's Office to use in assessing Rural Property in McPherson County. (See attached bids from two vendors)**

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

**McPherson County is a small county of 864 Square miles, in central Nebraska with a population of 520 people including one unincorporated village. McPherson County has no other revenue source other than property taxes, and we are financially stressed to keep up the additional expenses of state mandated requirements created by a burgeoning electronic world. Once this GIS system is installed, minimal maintenance will be required and can easily be provided for in the existing Assessor's budget.**

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

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

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

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

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

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

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

McPherson County would like to be able to develop a web site in the future, which will be linked to the Official State portal (Nebraska.gov). This web site would provide information and links for all McPherson County Offices including the McPherson County Assessor's office.

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

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

### **III. TECHNICAL INFORMATION**

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

**Required hardware and software:** This project will use the existing county computers and Internet connection. The Vender will provide the GIS software necessary to meet the requirements of State Statute 77-136 and also fulfill the needs of McPherson County. Parcel soil summaries and maps will be created using a Soil Summary Report Generator built on the Microsoft Access Platform.

This hardware and software configuration was selected because the McPherson County Assessor's Office wanted a system that is not complex, that is easy to use and that will allow the county to meet the requirements of Neb. Rev. Stat. Sec. 77-1363. This system can also be expanded in the future to include more extensive and in depth property assessment tools.

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

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

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

Following the NITC guidelines will insure the compatibility of the McPherson County land records with statewide County, State and Federal land records. The proposed GIS system has been proven reliable, secure and is designed to adapt and grow to meet future needs.

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

Persons with disabilities can request the information this technology provides from the County Assessor via telephone, e-mail, or by visiting the County Assessor's office, Land use summaries and parcel maps can then be delivered via e-mail, printed hard copy, or can be mailed.

4. Describe how technical support will be provided.

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

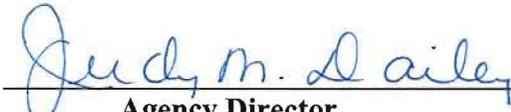
**IV. CONTACT INFORMATION & SIGNATURE**

Contact person for any questions regarding this application:

McPherson County Clerk, Judy M. Dailey

Phone # 308-587-2363 E-mail clerk@mcperson.nacone.org

Signed this 29<sup>th</sup> day of June, 2009.

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

Please return to:

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

*(Last updated 04/28/2008)*

## MCPHERSON COUNTY SOIL EXTRACTION

06/29/09

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

**TABLE 2: ESTIMATED PROJECT COST**

TASK ID	TASK	DESCRIPTION	TASK LEVEL	TASK HOURS	COST
1	SOURCE DATA ACQUISITION <sup>1</sup>	CADASTRALS, SURVEYS, ASSESSMENT CARDS	1	0	\$0
2	PROJECT RESEARCH <sup>2</sup>	TERRASCAN & MIPS DATABASE INTEGRATION	1	0	\$0
3	ONSITE DATABASE INSTALLATION/SETUP	UPDATE TERRASCAN/MIPS DATABASES	1	20	\$900
4	HARDWARE, SOFTWARE, & DATA REVIEW <sup>2</sup>	ID ASSESSOR SOFTWARE & DATABASE	2	0	\$0
5	DATABASE CONSTRUCTION	FORMAT TO MIMIC ASSESSOR DATABASE	2	1	\$35
6	DATA EXTRACTION & ATTRIBUTION	SOIL EXTRACTION (20 MINUTES PER SECTION)	2	288	\$10,080
7	DATA QUALITY CONTROL	TOPOLOGY CHECKS (1/3 OF EXTRACTION HOURS)	2	96	\$3,360
8	DATA REVISIONS	DATA CORRECTIONS (15 MINUTES PER 1/4 OF TOTAL PARCELS)	2	92	\$3,227
9	DATA ACQUISITION	NRCS SOILS ACQUISITION & FORMATTING	3	1	\$25
10	SOIL MAP CREATION	CREATE SOIL MAPS (10 MINUTES PER PARCEL) FOR REVIEW	3	246	\$6,146
11	PROJECT MANAGEMENT	SUPERVISION OF PROJECT ORGRANIZATION, PROGRESS, & COMPLETION (5% OF TOTAL HOURS)	PROJ MGT	37	\$2,035
<b>TOTAL</b>				<b>744<sup>3</sup></b>	<b>\$25,808</b>

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

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

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

## MCPHERSON COUNTY SOIL EXTRACTION

06/29/09

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

#### ESTIMATED COST SUMMARY

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

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

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

## Pricing and Financing Information

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

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

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

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

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

Grant County, NE	\$24,750 (approx. 1500 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,950
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,950
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,950
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,950
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,950

Hooker County, NE	\$23,050 (approx. 1300 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,610
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,610
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,610
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,610
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,610

Logan County, NE	\$23,475 (approx. 1350 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,695
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,695
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,695
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,695
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,695

McPherson County, NE	\$24,537 (approx. 1475 ag parcels)
1 <sup>st</sup> payment, 1 <sup>st</sup> January, 2010	\$4,907
2 <sup>nd</sup> payment, 1 <sup>st</sup> July, 2010	\$4,907
3 <sup>rd</sup> payment, 1 <sup>st</sup> July 2011	\$4,907
4 <sup>th</sup> payment, 1 <sup>st</sup> July 2012	\$4,907
5 <sup>th</sup> payment, 1 <sup>st</sup> July 2013	\$4,907

### Ongoing Maintenance and Support Fees

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

**APPLICANT:** Grant County Assessor

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

**AMOUNT REQUESTED:** \$20,412

**AGENCY HISTORY:** First grant request

**WEBSITE:** No website but "considering developing a website".

**SUMMARY (Q.3):** GIS System Purchase

**SIZE OF PUBLIC SERVED (Q2):** Grant County

**\$ TO BE USED FOR (Q7):** Purchase GIS System (GIS Western Resources, Inc.)

**FUNDING:** None (See answers to II, Page 4, Question 5 and II, Page 4, Question 7)  
\$5,000 payment made by County

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

- Required: 1. (Q9): YES  
2. (Tech III, Q3): YES (see pages 1-7 of Project Outline).  
3. (Q13): YES (N/A)

- Considered: 4. (Q10): YES  
5. (Q11): YES  
6. (Q12): YES

**RECOMMENDATION:** Approve, provided the applicant makes the data generated by this project available to the state.

**NOTE:** have approved similar grants for other counties:

05/2005 Kearney County (\$25,000) GIS Workshop – **Approved**  
01/2006 Merrick County (\$25,000) GIS Workshop – **Approved**  
04/2008 Nemaha County (\$25,000) GIS Workshop – **Approved**  
07/2006 Polk County (\$17,500) GIS Workshop – **Approved**  
09/2009 Hamilton County (\$25,000) Hamilton County Mapping Update - **Approved**  
09/2009 Lincoln Co./City of No. Platte (\$25,000) Enhanced Web Service - **Approved**  
09/2009 Richardson County (\$25,000) Land Record Information – **Approved**  
09/2009 Valley County (\$15,000) GIS Implementation - **Approved**

**Nebraska.gov comments:** This grant has no direct Financial or resource impact to the portal. I, 5 - No return on Investment for the Board. II, 12 - This project will only add a

link to the Parcel lookup. This project does not require the electronic ability to provide or “Deliver” information through the Electronic gateway, even when completed.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicant: Grant County

Project Title: GIS System for Grant County Assessor's Office

Resolution passed by the Technical Advisory Committee on October 22, 2009:

The committee, having reviewed the grant application entitled "GIS System for Grant County Assessor's Office," finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.
- If the application is granted, the Committee recommends that the State Records Board require the applicant to make the data generated by this project available to the state.

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

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

- Richard Brown
- Brenda Decker
- Walter Weir

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

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

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

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

**Grant Criteria**

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

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

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

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

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

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

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

## **I. GRANT SUMMARY**

1. **Name of agency applying for grant:** Grant County, Nebraska
2. **Title of project:** GIS System for Grant County Assessor's Office
3. **Brief description of project:**

The Grant County Assessor is required to comply with the State of Nebraska Assessor regulations requiring the county's TerraScan assessor software to be updated with the most current Natural Resources Conservation Service (NRCS) soil survey information. The Assessor has obtained a bid from GIS Western Resources, Inc. to utilize GIS software and geospatial models to update the county's TerraScan database efficiently and accurately. Grant County is applying for this technical grant to obtain funding for this project.

4. **Grant request amount:** \$20,412.00
5. **Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.**

There will not be a fee for accessing these records. All tabular data and geospatial datasets created are considered "public information" and therefore available to public at no cost.

## II. GRANT DETAIL

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

Grant County will contract GIS Western Resources, Inc. to utilize Geospatial Information System (GIS) applications and to update the county's assessor database with the most current NRCS soil survey information, which is required to calculate property assessment values, allowing Grant County to comply with State Statute Section 77-1363. The system will create classes and subclasses to reflect uses appropriate for the valuation of such land according to law and is based on soil classification standards developed by the Natural Resources Conservation Service (NRCS) of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator. The Grant County Assessor shall utilize this system to provide landowners with current and accurate property valuations, and to achieve more uniform and proportionate valuations.

GIS Western Resources, Inc. will not only provide the county with the updated soil information required for property assessments, but they will also provide additional tools that will allow the county assessor to provide land owners with parcel soil and parcel land use summaries and maps. This project will also allow for the identification and elimination of inaccuracies in current estimation of road acreage and conflicts between current land use classifications, and result in more accurate section and parcel boundary data.

The total initial cost of the project is \$25,412.00 and the yearly upkeep cost is \$25.00 to \$55.00 per hour depending on the number of required parcel updates. This upkeep cost will be provided for in the annual Grant County Assessor's budget.

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

This project will benefit Grant County by bringing the county into compliance with Statute 77-1363 and by making the assessment of Grant County property more efficient.

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

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

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

The Grant County Assessor will provide copies of all existing agricultural, cadastral, and survey maps. The assessor's office will also assist with the QA/QC of database information and map data.

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

Yes, partial funding has been budgeted from Grant County funds in the 2009/2010 assessor's budget. There was no budgeting for this project in the 2008/2009 budget.

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

Adequate statutory authority is already in place for this project.

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

This grant money will be used to help pay the projected \$25,412.00 expense of installing the GIS system in Grant County Assessor's Office to use in assessing rural property in Grant County. Prior to the start of the project Grant County did make a \$5000.00 project initiation fee payment to GIS Western Resources, Inc. June 30, 2009 to reserve their services (See attached cost estimate).

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

Grant County is a small county with a population of approximately 750 people including 1 village and two unincorporated villages. Grant County is really stressed to keep up with the additional expenses and time required to meet state mandates, while continuing to provide citizens with the services they require. Minimal maintenance will be required and can easily be provided for in the existing assessor's budget.

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

This project will increase the accuracy and efficiency of Grant County rural property assessment. It will also increase the speed in retrieving information when requested by Grant County taxpayers and other individuals.

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

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

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

Information generated during the course of this project will be maintained in a database that is structured to be compatible with the surrounding counties and

can be adapted for their use, thus facilitating easy transfer of information among systems.

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

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

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

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

### **III. TECHNICAL INFORMATION**

**\*Please see attached Project Outline & Technical Information Document for additional project details and technical information.\***

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

Grant County currently has all software and hardware required for this project. We have recently upgraded our hardware and software to accommodate the TerraScan assessor software, and Microsoft Access parcel summary and report generation tools. We have also added internet capabilities to the system to allow GIS Western Resources, Inc. to remotely update database and parcel summary data.

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

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

No known hardware, software, or networking technical issues are related to the project. In addition, all parcel boundaries created for the purpose of soil

extraction will be created to comply with NITC Land Record Information Standards, and Geospatial Metadata Standards, thus insuring compatibility of the Grant County land records with statewide county land records.

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

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

Information retrieved from this system will be available to people with disabilities by telephoning, emailing, or visiting the Grant County assessors' office.

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

The Grant County Assessor will be able to receive technical support from GIS Western Resources, Inc. by contacting the project coordinate at any time to receive assistance by telephone, remote assistance, or to request onsite support.

#### **IV. STATE LAW COMPLIANCE.**

Nebraska law, sections 4-108 through 4-114 (LB 403, 2009), states 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. 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.

#### **V. CONTACT INFORMATION & SIGNATURE**

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

[Christee L. Haney](#)

**Phone #**[\(308\) 458-2488](#) **E-mail:** [haneycl@live.com](mailto:haneycl@live.com)

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

---

**Agency Director**

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

*(Last updated 08/31/2009)*

**COUNTY PARCEL, LAND USE & SOIL EXTRACTION PROJECT OUTLINES**

09/29/09

Catherine A. Danahy  
Executive Director, NE State Records Board  
Deputy Secretary of State for Records Management  
Records Management Division  
Secretary of State's Office  
440 South 8th Street, Suite 210  
Lincoln, NE 68508

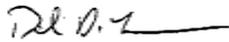
I have constructed the following project outline to provide the Nebraska State Records Board the supplemental information it requested, regarding project goals and related technical information.

This scope of work includes:

- Project descriptions
- Project Assumptions and Procedures
- Data Standards
- Project Deliverables

Please feel free to contact me with any questions you may have, or to request additional information.

Sincerely,



Dale Hanna  
GIS Western Resources, Inc.  
GIS Project Manager  
Office: (308) 534-1460  
Cell: (308) 530-9967  
P.O. Box 1166 North Platte, NE 69103  
dale@gogiswest.com

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Data Standards ..... 5

Deliverables ..... 7

**PROJECT DESCRIPTIONS**

The counties of Arthur, Blaine, Grant, Hooker, Logan, and McPherson (Nebraska) are seeking assistance with the incorporation of recently updated Natural Resources Conservation Service (NRCS) Soil Survey Data into current property assessment software (TerraScan & MIPS), thus allowing the counties to achieve compliance with Neb. Rev. Stat. Sec. 77-1363, requiring:

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

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

To help the counties achieve their goals, GIS Western Resources, Inc. will utilize Geospatial Information System (GIS) tools and geospatial models to:

1. Extract parcel, section, and land use boundaries.
2. Extract recently defined NRCS Soil Survey Soils and calculate the total area of each soil type for each parcel land use.
3. Assign Land Capability Group (LAND USE or LVG) codes to each land use based on intersecting soils, using customized geospatial models.
4. Incorporate updated land use and soil databases into existing property assessment software (TerraScan/MIPS).
5. Export and integrate parcel land use and soil maps into reports using Microsoft Access Parcel Report Generator developed and provided at no additional cost by GIS Western Resources, Inc.
6. Ensure that all extracted data (parcels, sections, and land use) meet Nebraska Information Technology Commission (NITC) Geospatial Metadata and Land Record Information and Mapping Standards.
7. Export parcel and land use layers to formats (.kml) that can be used in open source mapping applications such as Google Earth and ArcExplorer.

**PROJECT ASSUMPTIONS & PROCEDURES**

This project outline is based on the following assumptions.

1. All parcel boundary, land use boundary, and soil extraction and acreage calculations will be performed by GIS Western Resources, Inc. Following project completion, datasets will be maintained by GIS Western Resources, Inc. at an hourly rate. All updated information (TerraScan/MIPS updates, and parcel soil and land use maps) will be remotely loaded into existing databases by GIS Western Resources, Inc.
2. To assist with parcel and land use boundary extraction and decrease the overall cost of the project, the assessor office's will provide GIS Western Resources, Inc. with all sources pertaining to the delineation of current property boundaries, including but not limited to:
  - a. Recent property assessment reports
  - b. Cadastral maps
  - c. Surveys
  - d. Past county soil surveys
  - e. Plat maps
3. To assist with conversion from existing soil codes to current NRCS soil codes, county assessors will provide GIS Western Resources, Inc. with a Microsoft Excel spreadsheet containing the most current soil conversion information.
4. GIS Western Resources, Inc. will acquire the following geospatial data required for parcel boundary, land use boundary, and soil extraction:
  - a. Natural Resources Conservation Service / United States Department of Agriculture, National Agriculture Imagery Program County Mosaics (2003 through 2007), Digital Ortho Quad County Mosaic, and enhanced Digital Ortho Quad imagery.
  - b. Natural Resources Conservation Service, SSURGO Soil Survey Spatial and Tabular Data (2008).
  - c. Nebraska Department of Roads, General Highway Maps (1999).
  - d. United States Geological Survey (USGS) 1:24,000 topographic maps.
  - e. Nebraska State Surveyor's Office GLO Original & Resurvey Plat Maps, and Bureau of Land Management (BLM) surveys.
5. Prior to project initiation, GIS Western Resources, Inc. and county representatives (county assessors) will construct a Standard Operating Procedure that will provide guidelines for project initiation, execution, and completion.
6. GIS Western Resources, Inc. will provide county officials and Nebraska State Record Board officials with periodic reports outlining project progress. This report will also identify any potential problems which might affect project completion.
7. GIS Western Resources, Inc. will integrate the extracted soils database into the current property assessment software (TerraScan or MIPS), with technical assistance from the software provider. **Counties will be responsible for any charges the software provider might implement for integration of the updated soils database.**

8. To minimize cost, GIS Western Resources, Inc. will provide each county with a customized Microsoft Access Parcel Report Generator (assuming that suitable hardware/software is available to run the program), so that county officials and landowners can generate and review updated parcel soil reports. Following review and verification of each parcel summary, all summaries will be provided to the county assessors for attachment to assessment files and/or TerraScan parcel records, and for dispersal to the public. Each county will be allowed to retain the Parcel Report Generator following project completion to generate parcel soil and land use maps and reports for customers.
9. All data generated will be non-propriety and will be distributed by each county. Data can be distributed to the public as Parcel Reports (including land use and soil maps), or as .kml or .shp files that can be utilized in open source mapping applications such as Google Earth and ArcExplorer. Requests for data would be submitted directly to each county.
10. GIS Western Resources, Inc. will make every effort to complete all projects by December 31, 2009. GIS Western Resources, Inc. will contact the client if issues arise that will prevent the project from being completed by the established deadline.
11. Copies of the parcel, land use, and soil databases will be kept at GIS Western Resources, Inc. main office (109 E 2<sup>nd</sup> St. Suite 2, North Platte, NE 69101) for backup and maintenance purposes.

## **DATA STANDARDS**

Data will be extracted/formatted according to Land Record Information and Mapping, and Geospatial Metadata Standards.

1. All original datasets (parcel and land use) will be assigned the following datum and projection information when database is created:
  - Projected coordinate system: NAD 1983 State Plane Nebraska FIPS 2600 (Feet)
  - Geographic coordinate system: North American Datum 1983, North American Vertical Datum 88.
2. Primary corners for each county will be identified and used to verify county jurisdictional boundaries. Identification of primary corners will be conducted using one of the following methods:
  - a. GIS Western Resources, Inc. will use a Global Positioning System (GPS), to record geographic coordinates of existing section markers (if available).
  - b. County surveyor will survey and mark the corner of the county boundary and then make the geographic location of the marker available to GIS Western Resources, Inc for incorporation into county parcel datasets.

3. GIS Western Resources, Inc. has conducted thorough research to identify the best data available for identifying section boundaries, on which parcel boundaries will be created. Mr. Steven Cobb of the Nebraska State Surveyor's Office was contacted to determine the best available source of PLSS data for the region (Sandhills) in which the counties reside. Mr. Cobb stated that most section boundary markers within the region have been lost or buried throughout the years, and the best dataset available for section boundary identification in the Sandhills region is the United States Geological Survey's (USGS) 1:24,000 scale Topographic Maps. He also stated that caution should be taken when using the USGS Topographic Maps due to inaccuracies in the data. The USGS was contacted regarding the topographic map datasets, and verified that the maps were created using original GLO surveys, but that the maps are not to be considered "legal documents" identifying section boundaries. The Nebraska State Surveyors Office has original GLO and Resurvey Maps available for the region, however, the accuracy of these maps is uncertain.

Current PLSS section boundary datasets published by the Nebraska Department of Natural Resources (DNR) will not be used in parcel boundary extraction because the dataset was created by digitizing the SE corner of each section and then using these points to construct a polygon representing the four corners of each section. This procedure did not take into account section offset between township, range, and county boundaries, resulting in angled and inaccurate section boundaries. In addition, it is believed that the data was extracted at a much smaller scale (1:50,000 or 1:100,000), resulting in reduced accuracy. The Nebraska DNR was contacted regarding the PLSS data, and confirmed the potential inaccuracies in the PLSS section dataset.

Due the known inaccuracies of existing data sources, GIS Western Resources, Inc. will use USGS Topographic Maps as the primary source for identifying section boundaries. The area (acres) of each extracted section boundary will be calculated and compared to the "recorded" acreages that each county assessor has on file. Extracted sections will only be considered "acceptable" if their calculated acreages that are within +/- 1% of the total "recorded" acres. Unacceptable sections will then be compared to all other existing data sources (GLO surveys, resurveys, known GPS locations, etc.) to resolve the error. Sections containing errors that cannot be resolved may require the county to request a resurvey of the boundary.

4. Datasets will be extracted between 1:4,800 and 1:9,600 scale for rural areas, and 1:1,200 scale for towns and villages. Plat maps and county surveys of both rural and urban areas will also be used to increase data accuracy where available.

5. The most current Aerial imagery (NRCS/USDA NAIP county mosaics, USGS DOQs, etc.) and current county assessor land use descriptions for each parcel will be used to extract all land use information. Imagery will also be used as a “general” guide to gage the accuracy of parcel boundaries by comparing extracted boundaries to features such as roads and fence lines.
6. The parcel, land use, and section data will be collected and stored in a “master” file geodatabase. From this “master” database, data can be exported to other commonly used formats (.shp, .kml, personal database, etc.).
7. Parcels and lots will be assigned a unique identifier as defined by each county. All of the counties currently use parcel and lot identification numbers, which are stored in TerraScan and MIPS assessor software databases. All other attribute data that is stored in TerraScan and MIPS databases will be joined to the datasets using the parcel and lot identification numbers.

## **DELIVERABLES**

GIS Western Resources, Inc. will provide each county with the following deliverables:

1. Database containing updated soil acreages, land use acreages, and land value codes for each county parcel, and formatted so that it can be loaded into existing TerraScan and MIPS assessor software.
2. Section boundary geodatabase.
3. Parcel boundary geodatabase (attributed and projected NITC Geospatial Metadata and Land Record Information and Mapping Standards).
4. Land use boundary geodatabase.
5. Microsoft Access Parcel Report Generator for reviewing parcel, land use, and soil data, and for creating parcel summaries, which include parcel land use and parcel soil maps and acreage summaries for each.

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

#### ESTIMATED COST SUMMARY

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

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

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

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

**TABLE 2: ESTIMATED PROJECT COST**

ITEM	TASK	DESCRIPTION	TASK LEVEL	TASK HOURS	COST
1	SOURCE DATA ACQUISITION*	CADASTRALS, SURVEYS, ASSESSMENT CARDS	1	0	\$0
2	PROJECT RESEARCH**	TERRASCAN & MIPS DATABASE INTEGRATION	1	0	\$0
3	ONSITE DATABASE INSTALLATION/SETUP	UPDATE TERRASCAN/MIPS DATABASES	1	20	\$900
4	HARDWARE, SOFTWARE, & DATA REVIEW**	REVIEW ASSESSOR SOFTWARE & DATABASE FOR INTEGRATION	2	0	\$0
5	DATABASE CONSTRUCTION	FORMAT SOIL DATABASE TO MIMIC CURRENT ASSESSOR DATABASE	2	1	\$35
6	DATA EXTRACTION & ATTRIBUTION	PARCEL & LCG EXTRACTION (20 MINUTES PER SECTION)	2	258	\$9,030
7	DATA QUALITY CONTROL	DATA ACCURACY CHECKS (1/3 OF TOTAL EXTRACTION HOURS)	2	86	\$3,010
8	DATA REVISIONS	DATA CORRECTIONS (15 MINUTES PER 1/4 OF TOTAL PARCELS)	2	102	\$3,572
9	DATA ACQUISITION	NRCS SOILS ACQUISITION & FORMATTING	3	1	\$25
10	SOIL MAP CREATION	CREATE SOIL MAPS (10 MINUTES PER PARCEL)	3	272	\$6,804
11	PROJECT MANAGEMENT	SUPERVISION OF PROJECT ORGANIZATION, PROGRESS, & COMPLETION	PROJ MGT	37	\$2,036
<b>TOTAL</b>				<b>740</b>	<b>\$25,412</b>

\*PROVIDED BY COUNTY ASSESSOR

\*\*INCLUDED IN CONSULTATION

**PAYMENT SCHEDULES**

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

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

**TABLE 3: PROPOSED PAYMENT SCHEDULES**

SCHEDULE	2009	2010	2011
PAID IN FULL	\$20,412 <sup>1</sup>	----	----
2 YEARS	\$7,706 <sup>2</sup>	\$13,214 <sup>2</sup>	----
3 YEARS	\$6,804 <sup>3</sup>	\$7,620 <sup>3</sup>	\$7,212 <sup>3</sup>

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

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

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

**PROJECT SCHEDULE**

Based on the previously outlined assumptions and tasks, it is estimated that the project would be completed within **13 weeks** of project initiation. Any modifications to the previously outlined project assumptions or tasks could affect project length, as well as overall project cost.

**APPLICANT:** Howard County Assessor

**PROJECT TITLE:** *GIS Implementation*

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

**AGENCY HISTORY:** First grant request

**WEBSITE:** Has a county website.

**SUMMARY (Q.3):** Install GIS System

**SIZE OF PUBLIC SERVED (Q2):** General Public

**\$ TO BE USED FOR (Q7):** GIS Workshop \$20,000, ESRI Software \$1,500, new computers \$3,500

**FUNDING:** None (See answers to II, Page 4, Question 5)

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

Required: 1. (Q9): YES  
2. (Tech III, Q3): YES  
3. (Q13): YES (N/A)

Considered: 4. (Q10): YES  
5. (Q11): YES  
6. (Q12): YES (24/7 access)

**RECOMMENDATION:** Approve.

**NOTE:** have approved 8 similar grants for other counties:

05/2005 Kearney County (\$25,000) GIS Workshop – **Approved**  
01/2006 Merrick County (\$25,000) GIS Workshop – **Approved**  
04/2008 Nemaha County (\$25,000) GIS Workshop – **Approved**  
07/2006 Polk County (\$17,500) GIS Workshop – **Approved**  
09/2009 Hamilton County (\$25,000) Hamilton County Mapping Update - **Approved**  
09/2009 Lincoln Co./City of No. Platte (\$25,000) Enhanced Web Service - **Approved**  
09/2009 Richardson County (\$25,000) Land Record Information – **Approved**  
09/2009 Valley County (\$15,000) GIS Implementation - **Approved**

**Nebraska.gov comments:** This grant has no direct Financial or resource impact to the portal. This grant is being requested to create an electronic record, not to provide access to an electronic record. I, 5 - No return on Investment for the Board. II, 12 - This project will only add a link to the Parcel lookup. This project does not require the electronic

ability to provide or “Deliver” information through the Electronic gateway, even when completed.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicant: Howard County Assessor

Project Title: GIS Implementation

Resolution passed by the Technical Advisory Committee on November 10, 2009:

The committee, having reviewed the grant application entitled "GIS Implementation," finds that:

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

(Vote: Decker-Yes and Weir-Yes)

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

- Richard Brown
- Brenda Decker
- Walter Weir

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

**John A. Gale**  
Chairman



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

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

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

### **Grant Criteria**

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

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

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

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

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

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

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

## **I. GRANT SUMMARY**

1. **Name of agency applying for grant** Howard County Assessor
2. **Title of project** GIS Implementation
3. **Brief description of project:** Installing a GIS system in Howard County will not only make is accessible to the general public and various entities, it will also help all departments in the County by letting them access land record information.
4. **Grant request amount** \$ 25,000.00
5. **Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.**

No, there will not be a fee for accessing records

## **II. GRANT DETAIL**

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

Howard County has chosen to install a Geographic Information System (GIS) that will be accessed through the internet on a specific website designed for Howard County.

Installing the GIS system in Howard County will assist in calculating valuations based on the GIS data. It will assist in simplifying more current and precise parcel information for assessments and land valuation. It will also help the Assessor in calculating soil and land class acreage and values for agricultural parcel in Howard County. Also allowing them to expedite the process for property splits and measurements through the GIS program.

Upon installing GIS in Howard County will also be helpful to other entities in the Courthouse. The Clerk's Office will be able to field inquiries for information; the Treasurer's Office will be able to use it for tax inquiries. The Weeds department will use it for determining property owners and property location for spraying noxious weeds and issuing notices to landowners. The County Election Office will better determine exact voter precinct maps.

The Howard County Sheriff's Office has GIS based dispatch technology installing the system in the Assessor's Office will assist dispatch in determining exact locations for 911 calls and emergencies. It will also benefit our Fire Departments and Ambulance Departments to aid in their quick response to emergencies.

The GIS System will be generated and maintained by GIS Workshop, Inc. servers, and will give public access to the assessment data base by property owner, address, and parcel ID numbers. If the above are unknown, there will also be an option available for the user to manually select a parcel and from the view the data connected to obtain their information.

The Howard County Assessor feels that this system will be useful and a time saver for the County, by being available on the Internet it enables the general public to access this information at any time.

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

Howard County Offices of Assessor, Clerk, Treasurer, Election, Sheriff, Flood Plain administer, Emergency Manager, The Howard County Roads and Weed Department will benefit from this program. Property owners, Banks, Insurance Companies, Appraisers, Realtors and the Villages of Howard County will have access to the property assessment and valuation information at no extra cost to them.

The public will be notified of the site by mailings, newspaper notices and informing people in person at the County Offices.

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

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

Howard County Assessor and Clerk's Office will be assisting in compiling information, data entry and maintaining current data to assure all information is correct and up to date. GIS Workshop will be compiling data, scanning cadastral maps, designing and building the Website, and will present certified training to Office Employees. The initial fee includes one year of unlimited online and telephone support service.

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

No. Howard County as in all surrounding Counties have had the unexpected expenses of Hazardous Weather, such as the ice storm in 2006, flooding in 2007, damaging hail and high winds have also cause unexpected damage to Howard County. The extra expenses have taxed an already tight budget to the County. With budget cuts every year it is just not feasible at this time for the County Board to authorize funding for this project.

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

No

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

We have not received a formal bid from GIS Workshop, Inc. GIS Workshop, Inc. informed us that the project total to build the additional GIS layers and construct and host a custom Internet site for the County would be approximately \$20,000. The total amount of grant money awarded to Howard County will be used to defray the following expenses:

GIS Workshop, Inc.	\$20,000
ESRI software for in-house data maintenance	\$1,500
New computers to run GIS efficiently	\$3,500

TOTAL: \$25,000

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

The money is being requested due to the fact of the unexpected expenses to the County as in the weather related damages, budget cuts thus not allowing the County to accumulate extra money for this project. Howard County will agree to maintain the program and any fees that go along with it to keep the system up and running for future years.

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

The GIS System will enhance the ability to retrieve information faster and up to date. It will give the ability to access taxation information, soil information, mapping ability, not only to the public but also to County Offices and the many different entities that we correspond with daily.

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

The program will better serve the public with the ability to acquire information on a timely manner. For the office staff it will be a time saving program giving us the time needed to do office work without the time spent on telephone call, receiving parcel information, retrieving information and then faxing, printing or mailing the information to the many entities.

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

This program will allow for faster service among the offices of the Assessor, Clerk, Treasurer, Sheriff, Emergency Manager, Road and Weed Department, Flood Plain Manager, Planning and Zoning Manager. There are also other agencies which will benefit from this program the public will be able to access the information needed in a timely manner. Villages of Howard County, Public Schools, Fire and Ambulance Services, and the many entities that we serve.

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

Allowing this program into our system gives the public access 24 hours a day 7 days a week. This will allow for those that can't make it into our office during office hours the flexibility to meet their needs. This also gives access to the public that can't make it into our office due to confined life style such as hearing impaired, wheelchair, homebound or just the general public that doesn't have the time to run errands of this nature.

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

N/A

**III. TECHNICAL INFORMATION**

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

- a. We will purchase ESRI GIS software with a single license of ESRI ArcView Desktop Software.
- b. The construction of the Website is included in the fee with GIS Workshop. Howard County will purchase the additional years of maintenance fees, which will include unlimited telephone, and on-line support, which will continue to keep this program current, and to continue to be beneficial.
- c. To access the data from the GIS program will be throughout the Internet. For persons that do not have Internet access the Public Library supplies several computers for this service at no charge.
- d. Howard County believes that this program is necessary to keep the public up to date and informed.

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

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
  - **Compatibility with existing institutional and/or statewide infrastructure.**
  - **Reliability, security and scalability (future needs for growth or adaptation).**
- The GIS system will interface with Terrascan database systems in use in Howard County today (and in use for appraisal/tax accounting systems in nearly every county in Nebraska).
  - The proposed software/technology is ESRI based. This is the industry standard GIS technology in Nebraska today.
  - GIS Workshop, Inc. has stated to us (informally) that any systems or data they construct meet all the applicable NITC and FGDC standards for GIS data and metadata.

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

The web page for Howard County will be built and designed by GIS Workshop, with adherence to standards established by the State of Nebraska. The digital map database has been developed using the Nebraska State Plane Coordinate System, NAD83 as per State/NITC guidelines. The system will comply with any other applicable NITC items.

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

All training will be provided by GIS Workshop, with the cost included in the initial purchase. Training one on one with the Assessor staff will be available throughout the entire project. Upon completion of this project the Howard County Assessor's staff will be fully trained to operate, utilize and maintain the GIS Program independently.

A two-day training session is also included for two office personnel. This training will be focused on data entry, editing and maintenance functions. Telephone and online support

for 12 months following the project completion is included in the fee. Howard County will pay for the annual support fees for this service thereafter.

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

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

Michelle Woitalewicz

**Phone# 308-754-4933**

**E-mail LMAwoitalewicz@yahoo.com**

*Cell # 308-571-0058*

Signed this 21st day of September, 2009

*Deloris Samirges*

**Agency Director**

**Please return to:**

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

*(Last updated 04/28/2008)*



## **Howard County, NE**

### **Web Based Enterprise GIS**

**09.30.2009**

#### **GIS Workshop, Inc.**

415 N 66<sup>th</sup> St, Suite 7

Lincoln, NE 68505

TEL: 402-436-2150

FAX: 402-436-2152

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



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## Company Information

### Company Description

GIS Workshop has been providing quality GIS data and analysis solutions to a wide array of corporate and government agencies (Butler County, NE; Hamilton County, NE; Clay County, NE; Saline County, NE; Seward County, NE; Platte County, NE; etc.).

GIS Workshop works extensively with county level agencies to provide customized spatial information management and analysis solutions. GIS Workshop staff has over 50 years combined experience in GIS analysis in a wide variety of vertical markets (municipal government, environmental engineering, civil engineering, satellite imagery analysis, agriculture, defense, and telecommunications).

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

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

### Company Headquarters

#### GIS Workshop, Inc.

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

Lincoln, NE 68505

TEL: 402-436-2150

FAX: 402-436-2152

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

Contact: Marcus Tooze

### Organizational Structure

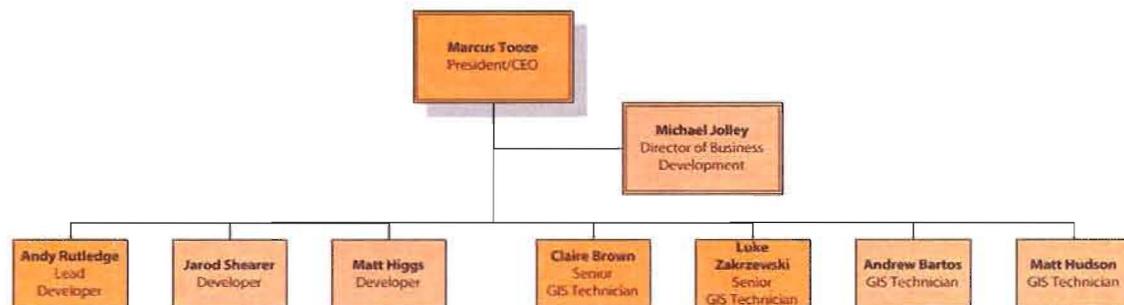


Figure 1: GIS Workshop employs a flat management structure encouraging involvement from all personnel

### Project Manager: Michael Jolley

Mr. Jolley is Director of Business Development at GIS Workshop, Inc. possessing over 15 years experience in program and project management. As Director of Business Development, Mr. Jolley is responsible for all marketing and sales functions of GIS Workshop. In addition, Mr. Jolley provides program and project management expertise for all Economic Development, Public Works/Utilities, and Law Enforcement systems. Mr. Jolley is a member of the Nebraska Economic Development Association, the Mid-America Economic Development Council, and the Nebraska GIS/LIS Association. Prior to joining GIS Workshop, Mr. Jolley was instrumental in the establishment of Vision Manufacturing, a Contract Electronics Manufacturing company in San Diego, CA. As Materials Manager, he designed and developed multiple company divisions, providing project management expertise. Mr. Jolley earned his B.B.A. from the University of San Diego in Business Administration specializing in Strategic Management. He will act as

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project manager for the Web GIS project, providing the interface between GIS Workshop, Inc. technicians and the Howard County staff. Mr. Jolley is available for the duration of the project, providing support and organizational expertise.

**Senior GIS Developer: Jarod Shearer**

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

**GIS/Web Developer: Matt Higgs**

Mr. Higgs is the newest member of the GIS Workshop team. His experience lies primarily in web development and integration. He has extensive experience in both Microsoft and UNIX environments. He is an accomplished programmer in C, C++ (MFC), embedded C++, Visual Basic, Map Objects, ArcObjects, and Java. Mr. Higgs received his B.S. in Computer Science from the University of Nebraska-Lincoln. His skills are most useful in website design and development and application development. Mr. Higgs will be available 100% for the duration of the project.

## Project Overview

### Introduction

GIS Workshop, Inc. proposes to design and build a GIS Mapping Website for Howard County. The website

- Will allow the assessor to calculate land use/soil acreages and
- Allow subscribers with Internet access to search for real estate information on Terrascan without having to call or visit the Howard County offices. This may significantly reduce the call and desk traffic for ordinary information requests normally made at the Courthouse. GIS Workshop, Inc. will host the Internet mapping system on our servers for 24/7 availability.
- Remove the need to perform day-to-day GIS data management. GISW will perform all ongoing land use and parcel editing. GIS Workshop, Inc. will perform all data and system maintenance so the assessor will not be required to maintain any data locally.

### Application Design & Build

To ensure the system functions as desired by assessor staff, GIS Workshop will design and build the web interfaces based on their direction.

The initial page introduces the user to the Howard County main web page. On this page, the user interacts with the basic search interface, allowing them to search via Owner Name, Parcel ID, or address (if available in Terrascan).

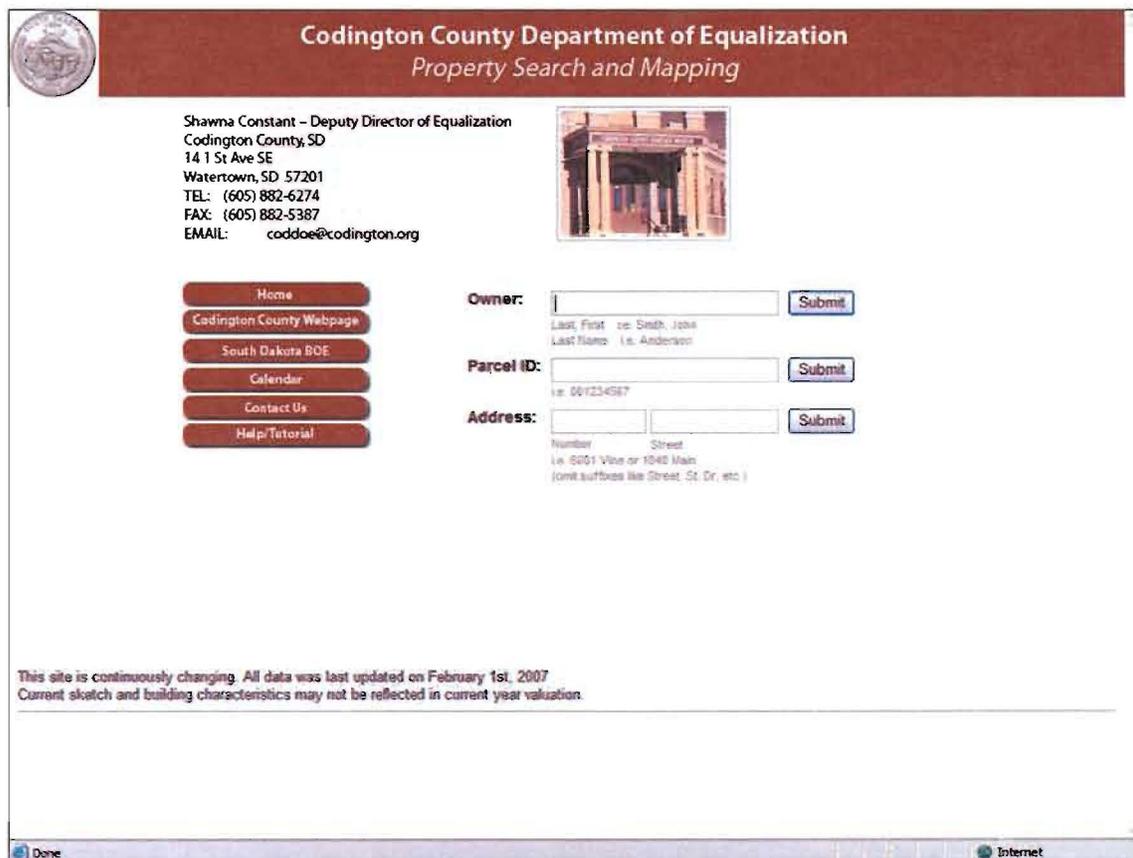


Figure 2: Example web page

The site presents the Search results in a simple layout, listing all matches to the search criteria. If the user creates a query resulting in multiple parcels (e.g., searches for all parcels owned by "Smith" in the county), the site will return a table of parcel records listing the name and address of all matches.

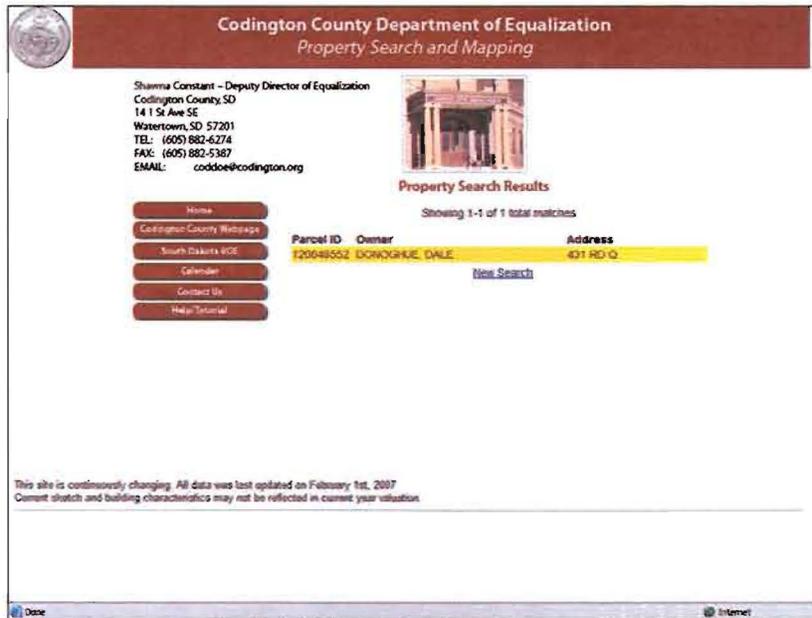


Figure 3: Example of the Search Results page

Once the user has found the parcel they are interested in, they may view the data. The layout, type, and amount of data available to the user are up to the Howard County staff. The Property Records Sheet displays the data selected by Howard County (as noted in Appendix A). In addition, it is impossible for anyone but the assessor to change any of the data.

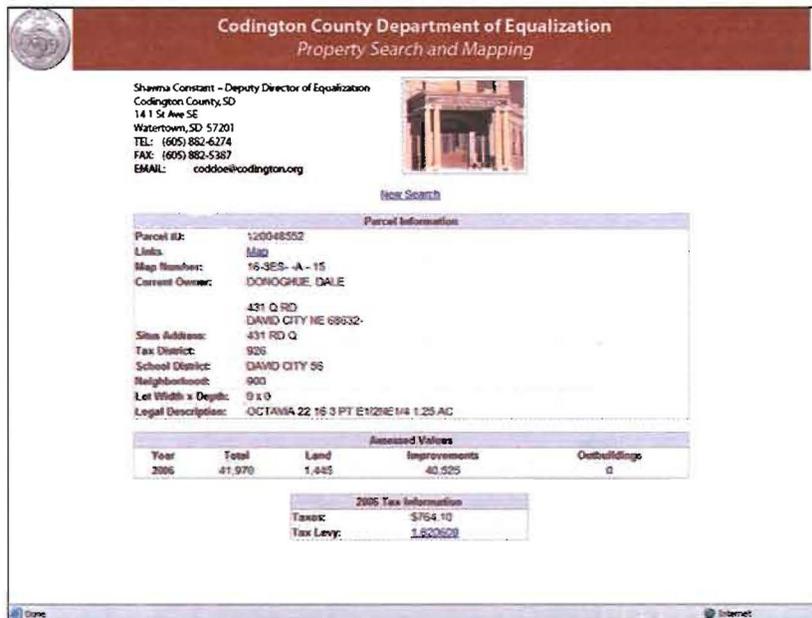


Figure 4: Example Property Results Listing - Initial Page

Parcel Information				
Parcel ID:	120045552			
Links:	Map			
Map Number:	16-SES-A-15			
Current Owner:	DOWOGHJE DALE			
Site Address:	431 Q RD DAVID CITY NE 68632			
Map Address:	431 RD Q			
Tax District:	925			
School District:	DAVID CITY 95			
Neighborhood:	900			
Lot Width x Depth:	0 x 0			
Legal Description:	OCTAVA 22 16 3 PT E1/2NE1/4 1.25 AC			

Assessed Values				
Year	Total	Land	Improvements	Outbuildings
2006	41,970	1,445	40,525	0

2006 Tax Information	
Taxes:	\$764.10
Tax Levy:	1.820600

Residential Datasheet			
Type:	Single-Family	Heat Type: 90% RADIATOR HOT WATER	
Quality:	30 Average	Foundation:	
Arch. Type:		Slab Area:	
Year Built:	1920	Crawl Area:	
Actual Age:	87	Basement Area:	952
Ext. Wall 1:	100% SIDING	Mfn Finish:	
Base Area:	1,176	Rec Finish:	
Total Area:	2,352	Part Finish:	
Style 1:	100% Two-Story	Bedrooms:	4
Style 2:		Bathrooms:	1
Roof Type:	WOOD SHAKES	Garage Type:	
		Garage Area:	

Figure 5: Continuation of Property Results Page

The property photographs and sketches provided by Howard County in Terrascan are available for viewing by the user by clicking on the links.

Adjusted Structure Cost		
Improvement	Year	Units
KNEE-WALL PORCH		60
DET GAR FAIR COND		576
DET GAR FAIR COND		1120
CONCRETE FLOOR		1120
DET GAR FAIR COND		576
CONCRETE FLOOR		576
UTILITY BLDG		60

Photo and Sketches	
Photo	Sketch
	

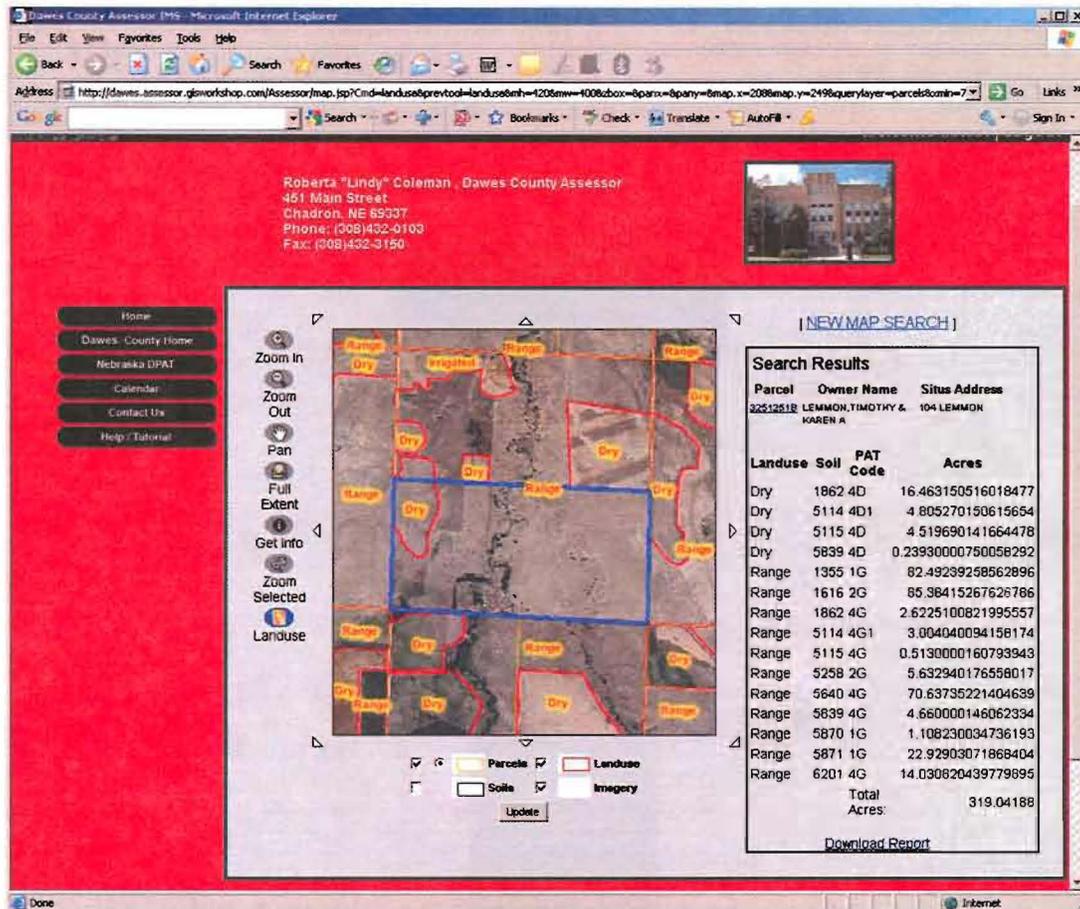
Click to enlarge pictures.  
Please note that these photographs and sketches may be larger than the current resolution of your screen. You may want to either download them to your computer (right-click: "Save Target As" or Internet Explorer), or configure your web browser to scale large images to fit.

This site is continuously changing. All data was last updated on February 1st, 2007.  
Current sketch and building characteristics may not be reflected in current year valuations.

Disclaimer: The public information contained herein is furnished as a public service by the Butler County Assessor's Office. All information was collected for the purpose of developing the annual Property Tax Roll as provided for the Chapter 77 of the Nebraska Revised Statutes. The Butler County Assessor's Office makes no warranties, either expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the information for any other particular use. Furthermore, the Butler County Assessor's Office and  assume no liability associated with the use, or misuse, of said information.

Figure 6: Property Pictures and Sketches from Terrascan

The assessor will also be able to perform LVG acreage calculations:  
Figure 7: A typical land use/soils/LVG calculation.



### **CAMA/Admin Data Integration**

The assessor can select any of the Terrascan data recorded by parcel for display in the web system. The Mapping Website will simply extract the data from the Terrascan software suite. GIS Workshop will include the Terrascan data identified by the Howard County as noted in Appendix A.

### **Implementation & Site Linking**

Once the Assessor and GIS Workshop staff determine a final web design and select the Terrascan data for display, GIS Workshop staff will begin developing the application code. GIS Workshop staff will work with county IT staff to identify likely locations for placing hyperlinks to the new web page. GIS Workshop will make the site available to county staff via a password-protected page to beta test the system.

### **Miscellaneous Information**

#### **Proposed Technology - Software**

ESRI based technology is the sensible software choice for today and the future of GIS in Howard County. GIS Workshop will utilize ESRI ArcGIS Server software to create a fully customized, yet statewide compliant web-based mapping system.

#### **Proposal Technology - Hardware**

GIS Workshop maintains state-of-the-art servers specifically built to serve ArcGIS Server based applications across the web. In addition, GIS Workshop leases a T-3 fiber connection to the Internet, the fastest possible commercial connection available today to ensure the fastest possible delivery of your application.

### **Metadata**

GISW will build and maintain FGDC standard metadata for the parcel and land use layers.

### **Adherence to NITC Standards**

Any ongoing work performed by GISW to existing Howard County data layers (parcel and land use) will meet or exceed the NITC standards.

### **Data Access**

The web system will be publicly available. The LVG calculation portion of the web site (which is of no interest to the public) will be only available to authorized users.

## **Hosting, Maintenance, & Support**

### *Hosting*

GIS Workshop will host the website on our redundant servers for Howard County. We will include the first 12 months of hosting fees at no cost.

### *Maintenance*

We recommend updating the CAMA (Terrascan) data every 24h, but it is up to Howard County to select an update period based on sales activity within the county. GISW will also perform all land use and parcel layer editing services for the county. The assessor must fax or mail parcel/landuse changes to GISW in a timely fashion.

### *Support*

Our extensive GIS experience provides us with the ability to tailor support packages specific to your needs, thereby utilizing your resources as efficiently and as cost-effectively as possible. GIS Workshop firmly believes in field support of all products delivered. Support options are available via telephone, online, and email. GIS Workshop operates telephone and on-line support teams. Our on-line support system is a web-based application ([www.gotomeeting.com](http://www.gotomeeting.com)) that allows us to quickly view the User's desktop, take control of the desktop, and allow the user to view our desktop during a support call. This quick, simple system allows us to diagnose problems quickly in real time. It also allows us to perform group and 1-on-1 training sessions via the web. GIS Workshop supports a 1-800 customer support line from 8 am – 6 pm CST for fast response to customer problems.

GIS Workshop will include support for the first year at no additional cost.

After the initial year of hosting, maintenance, and support, an annual hosting, maintenance, and support fee is due.

## **Project Responsibilities & Schedule**

### *Howard County Project Responsibilities*

- (1) Providing full access to GIS and Terrascan databases for purposes of installing and customizing the assessor web system.
- (2) Provide GISW with the latest version of the GIS parcel layer for incorporation into the web site.
- (3) Digitize land use layer under guidance from GISW staff and provide this data layer to GISW for incorporation into the web site.
- (4) Provide access to the Terrascan server so we may install our automated data transfer software to copy updated Terrascan data to our servers every 24h.
- (5) Assist in the clarification of any questions that may occur

### *Project Schedule*

The GIS Workshop team is ready to start the Howard County, NE Mapping Website project after acceptance and receipt of a signed contract according to the tasks described in this proposal. We

anticipate project completion 16 weeks after notice to proceed based on the above outlined steps. GIS Workshop prides itself on providing a superior level of service encompassing accuracy and timeliness in product delivery. GIS Workshop provides a simple guarantee to all clients...GIS Workshop will deliver products on time as per the agreed contract. GIS Workshop, Inc cannot be held responsible for delays due to third parties.

**Pricing Information**

**Pricing by Task/Deliverable**

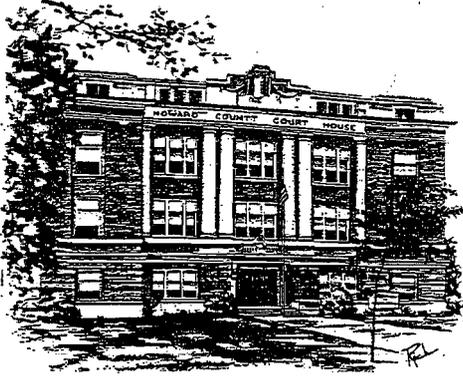
The Mapping Website includes one year of hosting, maintenance, and support fees, following which, the maintenance fee will be due on the 1<sup>st</sup> day of the month 12 months from signing of the agreement. The system will be hosted on GIS Workshops specialized ArcGIS Servers, connected to the Internet through a T-3 dedicated fiber line. The following are the costs for these services:

<u>Deliverables by Task</u>	<u>Cost (\$)</u>
<b>COSTS FOR PROPOSED SERVICES:</b>	
Step 1: GIS Services	\$20,000
A) Application Design & Build .....	\$20,000
B) CAMA/Admin Data Incorporation .....	Included
C) Implementation & Site Linking .....	Included
<b>Deliverable:</b> Secure Assessor/Equalization Mapping Website	
Step 2: Hosting, Maintenance, & Support – 1 <sup>st</sup> year	Included
A) Hosting .....	Included
B) Maintenance – 24h CAMA updates, Land Use/Parcel updates .....	Included
C) Support .....	Included
<b>Deliverable:</b> 12 Months Hosting	
<b>Deliverable:</b> 12 Months Maintenance	
<b>Deliverable:</b> 12 Months Telephone Support	
<b>Deliverable:</b> 12 Months Online Support	
<b>Total Costs for above listed Services</b>	<b>\$20,000</b>
<b>ANNUAL COSTS FOR ANNUAL HOSTING, MAINTENANCE, &amp; SUPPORT (After 1<sup>st</sup> year):</b>	
Hosting, Maintenance, & Support	\$9,000/year
A) Annual Mapping Website Hosting .....	Included
B) Maintenance – 24h CAMA updates, All Parcel/Land Use Updates .....	Included
C) Telephone/Online Support .....	Included

## Appendix

### *Appendix A: Included Web Site Information – Preliminary List*

- 1) Parcel ID
- 2) Current Owner with mailing address
- 3) Situs
- 4) Legal Description
- 5) Property Class
- 6) Neighborhood
- 7) Tax District
- 8) Assessed Value
- 9) Taxes
- 10) Levy
- 11) Sales Information
  - a) Book & Page
  - b) Grantor
  - c) Sale Date
  - d) Sale Price
- 12) Property Data (residential or commercial)
- 13) Building Data
- 14) Miscellaneous Improvements
- 15) Photo
- 16) Sketch
- 17) Disclaimer



# Howard County Assessor

612 Indian Street / Suite #10

St. Paul, Nebraska 68873

Phone 308-754-4261

Fax 308-754-4125

October 27, 2009

Ronald D. Moravec  
Counsel, Records Management Div.,  
State Records Board  
Office of the Secretary of State  
440 South 8th Street, Suite 210  
Lincoln, Nebraska 68508

Re: Response to your questions via email of 23<sup>rd</sup> October, 2009.

Dear Ron:

I contacted GIS Workshop, Inc. and they assisted me in reading and understanding your questions.

**First. Please give a detailed description of the technical approach your county and/or consulting firm plans to utilize in developing the project data for your county, including a description of the specific deliverables (data, hardware, software, and training) that your county will receive as part of any contract with any consulting firm assisting with the implementation of this project (and whose work is subsidized by a State Records Board grant) along with some discussion of how those deliverables will be maintained.**

The parcel GIS data has already been developed for Howard County. This grant would cover part of the cost of developing the "land use" layer that we need to perform accurate land valuation. My staff and I will be digitizing the land use data using FSA imagery and information from our current tax roles. GIS Workshop, Inc. will provide us with the training to perform this task. The primary deliverables of this project will be a web site and hosting service that will enable my staff and I to continue performing the necessary calculations concerning soil type and land use for assessment purposes. GIS Workshop, Inc. will be performing all data/system maintenance going forward as the Howard County Board will not fund a full time internal GIS position for my office. The technical details are included in the GIS Workshop, Inc proposal that I have attached.

**Second. Please give a detailed description of how your project will comply with the relevant state of Nebraska Information Technology Commission (NITC) standards for Geospatial Metadata ([http://nitc.nebraska.gov/standards/data/metadata\\_standard\\_20050923.pdf](http://nitc.nebraska.gov/standards/data/metadata_standard_20050923.pdf)) and Land Record Modernization and Mapping ([http://nitc.nebraska.gov/standards/data/LRMS\\_20060127.pdf](http://nitc.nebraska.gov/standards/data/LRMS_20060127.pdf)), with particular emphasis on those individual items in the Land Record Modernization and Mapping Standards that are noted as a "Standard" for "State Funded Entities" as opposed to just "Guidelines".**

GIS Workshop, Inc. tells me that all the data they produce/maintain includes FGDC standard metadata automatically through the metadata tools in ArcGIS. They tell me that this meets the NITC requirements.

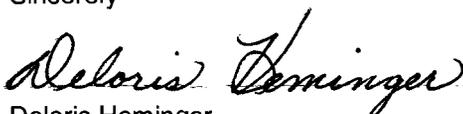
In regards to the NITC Standards and Guidelines for Land Record Information and Mapping Standards, GIS Workshop, Inc. helped answer these points:

- 1.1 We are using NAD83 for the land use layer and the existing parcel layer.
- 1.2 All the data are in NE State Plane, NAD 83
- 1.3 The land use layer references the parcel layer. The parcel layer made use of any available control from the surveyor.
- 1.4 We understand Howard County has an extremely limited budget. We are using new monumentation and control wherever the surveyor sets it. Otherwise, the parcel layer used available points from the local surveyor/state.
- 1.5 The parcel layer used the best available corner control from the county surveyor, who has access to the state surveyor data.
- 1.6 GIS Workshop, Inc. is using the latest FSA ortho imagery as the base imagery. This project will likely use the new 2009 imagery if it is available in a timely fashion (estimated available Jan 2010).
- 1.7 The GIS data will meet the 1:12000 accuracy standard.
- 1.8 The parcel/LLB layer for rural Howard County already exists, the main portion of this project involves building the landuse layer.
- 1.9 GISW will be using the existing PID system.
- 1.10 The data will be maintained in ESRI format.
- 1.11 The parcel layer will also have FGDC standard metadata
- 1.12 The existing parcel layer includes the PID only. All attribute data is recorded and maintained in Terrascan to eliminate replication.

**Third. Please give a description of your understanding of the proposed policy for providing state agency access to copies and use of the data developed with the support of these State Records Board grants and how that on-going access might be provided.**

We will treat the GIS the same as any other public record we have. People may request a CD or photocopy of any database (digital or paper) we have and we will mail it to them or make it available for pick up at the courthouse.

Sincerely



Deloris Heminger  
Howard County Assessor  
612 Indian St, Ste 10  
St Paul, NE 68873  
308-754-4261

**APPLICANT:** Merrick County Assessor

**PROJECT TITLE:** *GPS and GIS Work for the Merrick/Hamilton County Line*

**AMOUNT REQUESTED:** \$22,100

**AGENCY HISTORY:** 6/2007 \$25,000 – County Assessor – Digitizing of Merrick County Records (Conversion of cadastral records from paper to GIS). Money was used to purchase GIS Workshop.

**WEBSITE:** Has a county website.

**SUMMARY (Q.3):** Updating parcel and county line boundaries

**SIZE OF PUBLIC SERVED (Q2):** Merrick and Hamilton Counties

**\$ TO BE USED FOR (Q7):** Research and Data Entry (Katt Surveying)

**FUNDING:** None (See answer to II, Page 2, Question 5 and II, Page 2, Question 8)

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

Required: 1. (Q9): YES  
2. (Tech III, Q3): YES  
3. (Q13): YES (N/A)

Considered: 4. (Q10): YES  
5. (Q11): YES  
6. (Q12): YES

**RECOMMENDATION:** 06/2007 Merrick County received \$25,000 for GIS Workshop and 09/2009 Hamilton County relieved \$25,000 for a GIS related projects Other counties are in need of GIS funding. Suggest not approve.

**Nebraska.gov comments:** This grant has no direct Financial or resource impact to the portal. This grant is being requested to create an electronic record, not to provide access to an electronic record. I, 5 - No return on Investment for the Board. II, 12 - This project will only add a link to the Parcel lookup. This project does not require the electronic ability to provide or “Deliver” information through the Electronic gateway, even when completed.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicant: Merrick County Assessor's Office

Project Title: GPS and GIS work for the Merrick/Hamilton County line

Resolution passed by the Technical Advisory Committee on October 22, 2009:

The committee, having reviewed the grant application entitled "GPS and GIS work for the Merrick/Hamilton County line," finds that:

- There is no technology proposed in the grant application to be reviewed.

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

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

- Richard Brown
- Brenda Decker
- Walter Weir



I. GRANT SUMMARY

1. Name of agency applying for grant: Merrick County Assessor's Office
2. Title of project: GPS and GIS work for the Merrick/Hamilton County line
3. Brief description of project:

This project will involve updating parcel and county line boundaries along the Platte River. The previous line boundaries were last surveyed in 1938. Due to many changes along the river, a new line using Global Positioning System (GPS) points will create a more definitive boundary line between the counties, thus, recreating files which can be downloaded into Merrick County's Geographical Information System (GIS).

4. Grant request amount \$22,100
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

No

II. GRANT DETAIL

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

Merrick County has proposal with Katt Surveying (who is also the Hamilton County Surveyor) to find previously found surveyed points using GPS along the Merrick/Hamilton County line. The GPS points will be subsequently downloaded into Merrick County GIS. This information will be used to update the parcel and County line boundaries between the two Counties, thus making it possible to covert the information for Assessor's office to use for assessment and valuation. This information will be further used to create new plat maps for the Merrick County Clerk's office, designing electronic zoning districts for Planning and Zoning and help other agencies such as roads and local EMT and fire departments establish boundaries for their respective entities.

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

This project will benefit both Merrick and Hamilton Counties specifically the individual County offices (i.e. Assessor, Treasurer, Clerk and Planning and Zoning) along with individual property owners, fire and rescue, schools, surveyors, title insurance companies, and abstractors.

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

We would like to have this project completed by December 31, 2010.

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

Labor for this project will be contracted with Katt Surveying with downloads and processing of data done by the Merrick County GIS personnel. In addition, Merrick County Surveyor will be providing in field support.

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

With Counties having to make subsequent budget cuts, ours included, we have limited funds through the County's general budget to support this project.

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

No

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

The grant money will be used for research, data entry, and/or collection of County line between Merrick and Hamilton County.

- (1) Research and gather data for establishing a fixed boundary between Merrick and Hamilton Counties \$9125.00
- (2) Research and gather information for establishing boundaries on the islands in the Platte River in ranges 5W, 6W, 7W, & 8W. \$7150.00
- (3) Input the information stated above into the Merrick County GIS database. \$5825.00

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

With limited funds through the County's general budget, the grant money will be needed to support the completion of this project. Merrick County is committed to the maintenance and updating of this project in GIS after the completion of the project.

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

This project will establish a fixed county line which will aide in determining parcel and property lines between the two counties. It will be further used to create new cadastral maps based on GIS data. New cadastral maps have been done in 20 years. In addition, once an established boundary line is established the current number of acres can be assessed and valued.

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

By having an established county line, not only government agencies but private agencies will be able to establish a more definitive boundary line which will eliminate the question of who owns certain property and which county it is located. This information will be made available via internet which will speed up operations.

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

This project will be a direct collaboration between Merrick and Hamilton Counties which will effect daily operations of county offices. In addition, it will also be available to other state and federal agencies which will be available via internet.

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

This project will support everyone in the delivery of public information via internet.

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

No.

### III. TECHNICAL INFORMATION

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

No further hardware, software, and communications are needed for this project.

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

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

This project will conform to all NITC standards and guidelines.

This project will be compatible with all the ArcGIS applications as well as CAD software.

This project will be reflected on a state run website used for tax information which is updated regularly. A future enhancement would be a porthole of information directly on Merrick County's website which will allow users to use GIS information directly.

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

Forms of this information will be available via internet, with full access in the respective County offices.

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

The GIS Administrator will work with all offices and agencies to resolve any issues that may occur.

#### IV. CONTACT INFORMATION & SIGNATURE

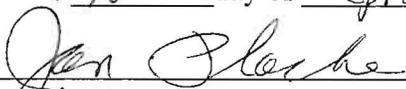
Contact person for any questions regarding this application:

Jan Placke

Phone #: 308-946-2443

E-mail: [assessor@merrick.nacone.org](mailto:assessor@merrick.nacone.org)

Signed this 10<sup>th</sup> day of September, 2009

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

**KATT SURVEYING**

1008 S "F" ROAD, AURORA, NE 68818

Ph. 402-886-2229 Cell 402-631 9263

E-mail-kattsurveying@aol.com

August 26, 2009

RE: Merrick County GIS Update

Scope of work;

- (1) Research and gather data for establishing a fixed boundary between Merrick and Hamilton Counties \$9125.00
- (2) Research and gather information for establishing boundaries on the islands in the Platte River in ranges 5W, 6W, 7W, & 8W. \$7150.00
- ( 3) Input the information stated above into the Merrick County Clerk / Merrick County GIS database. \$5825.00

Katt Surveying will supply the above describe services to Merrick County for a sum not to exceed \$22,100.00

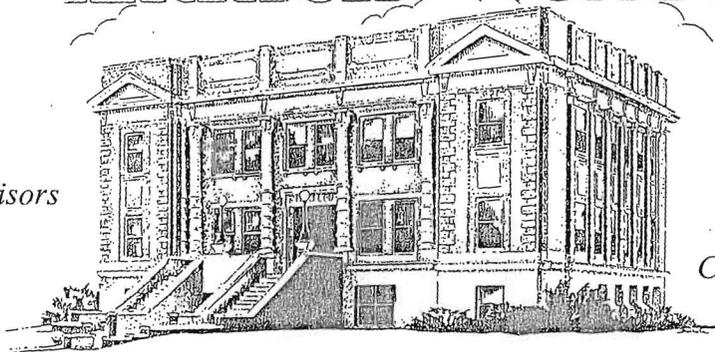
Anticipated completion date: 360 days from the receipt of a letter to commence.

---

Duane Katt  
Katt Surveying

# MERRICK COUNTY

Board of Supervisors  
308-946-2881



P O Box 27  
1510 18<sup>th</sup> Street  
Central City, NE 68826

September 8, 2009

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

RE: Merrick County Assessor grant application

To whom it may concern:

We are writing this letter in support of the Merrick County Assessor's office request for funding for their project involving the completion of the Merrick/Hamilton County line using GPS and GIS. Merrick County will be contracting with Katt Surveying to complete the work on the County line with subsequent support provided by our GIS Administrator. Using GPS and GIS to complete this project, we feel that this is a great implementation of the technical advances that our County does not have the capacity to complete on our own at this time. With the completion of this project, we will be able to propose this line to the legislature for approval. We greatly support the Merrick County Assessor's office in their request for funding for this project.

Sincerely,

John Jefferson  
Chairman Merrick County Board of Supervisors

**APPLICANT:** Merrick County Planning & Zoning

**PROJECT TITLE:** *Regulation and Zoning Map updates using GIS*

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

**AGENCY HISTORY:** 6/2007 \$25,000 – Merrick County Assessor – Digitizing of Merrick County Records (Conversion of cadastral records from paper to GIS). Money was used to purchase GIS Workshop.\*

**WEBSITE:** Has a county website.

**SUMMARY (Q.3):** Develop planning & zoning maps for public use.

**SIZE OF PUBLIC SERVED (Q2):** General Public

**\$ TO BE USED FOR (Q7):** Keith Marvin Contracting Services: Update regulations \$11,000; Comprehensive Plan update \$14,000.

**FUNDING:** None (See answer to II, Page 2, Question 5 and II, Page 2-3, Question 8)

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

Required: 1. (Q9): YES  
2. (Tech III, Q3):  
3. (Q13): YES (N/A)

Considered: 4. (Q10): YES  
5. (Q11): YES  
6. (Q12): YES

**RECOMMENDATION:** \* 06/2007 Merrick County Assessor received \$25,000 for GIS Workshop. Funds requested are for updating zoning regulations and updating county comprehensive plan. Other counties are in need of GIS funding. Suggest not approve.

**Nebraska.gov comments:** This grant has no direct Financial or resource impact to the portal. This grant is being requested to create an electronic record, not to provide access to an electronic record. I, 5 - No return on Investment for the Board. II, 12 - This project will only add a link to the Parcel lookup. This project does not require the electronic ability to provide or “Deliver” information through the Electronic gateway, even when completed.

Technical Advisory Committee  
to the  
Nebraska State Records Board

**Local Government Grant Application Review**

Applicant: Merrick County Planning and Zoning

Project Title: Regulation and Zoning Map updates using GIS

Resolution passed by the Technical Advisory Committee on October 22, 2009:

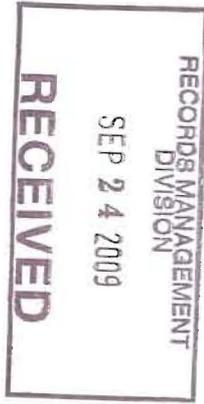
The committee, having reviewed the grant application entitled "Regulation and Zoning Map updates using GIS," finds that:

- There is no technology proposed in the grant application to be reviewed.

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

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

- Richard Brown
- Brenda Decker
- Walter Weir



I. GRANT SUMMARY

1. Name of agency applying for grant: Merrick County Planning and Zoning
2. Title of project: Regulation and Zoning Map updates using GIS
3. Brief description of project:

The Merrick County Planning and Zoning department was formed in 1971. At that time, the Comprehensive Plan (including zoning maps) and regulations were developed. This plan and regulations have not been redone since this time. The regulations have been updated along the way but only in a way to change the issue at that time. In this time where the internet is constantly being used as a resource for people, the Planning and Zoning department would be re-doing the regulations and zoning maps for the County which would become available on the internet. In doing this project, Merrick County's Geographical Information System (GIS) will be used to develop planning and zoning maps for public use.

4. Grant request amount \$25,000
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

No

II. GRANT DETAIL

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

This project will be contracted with Keith Marvin Consulting Services. The Planning and Zoning Department will also be utilizing the Merrick County Planning Commission for further consultation of needs. For this project to be completed, we will be holding 3-4 public meetings for public opinion about the future planning for Merrick County. Based on these needs found during the community meetings, then Mr. Marvin will then start working on revising the regulations. Since our current regulations are coming up on 40 years old, many new issues regarding planning and zoning have evolved in this area. While revising the regulations, it will be necessary to update the zoning maps which will be developed using GIS. The goal is to develop zoning maps which can be electronically developed in order to make changes when necessary. In addition, these maps would be available on our County's website for public access. Once revised, our regulations would also be available via the internet.

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

The public as a whole will benefit from these proposed services. The Planning and Zoning offices receives requests daily about zoning districts and regulation requirements. Instead of making copies of regulations which we have to do currently, we could refer the public to the website for them to utilize whatever parts they feel need for their respective

issue. It will also benefit offices within the courthouse. For example, the assessor's office will be able to see where annexed areas may have changed for the purposes of taxing districts. The Sheriff can use it for dispatching fire and EMT districts. Outside services such as appraisers or realtors can use it to determine zoning districts for sales information.

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

In order to complete the regulations and zoning maps, this project will have a completion date of December, 2010.

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

The Merrick County Planning and Zoning department will be contracting with Keith Marvin for consulting services. GIS work will be completed by the Planning and Zoning Administrator.

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

No, this office has not been able to find other funding sources for this project. In making budget requests for this fiscal year, the Merrick County Board of Supervisor's reduced the Planning and Zoning budget request in order to "get under the lid."

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

No

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

The Merrick County Planning and Zoning department will be contracting with Keith Marvin for consulting services.

The breakout of services is as follows:

Updating regulations (including meetings, hearings, and development of documents)-  
\$11,000

Comprehensive Plan update (including meetings, hearings, and development of documents)-\$14,000

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

The grant money for this project is needed because there lacks any other funding sources in any other arena. Once this project is completed, the services needed to sustain this

project will be maintained by the Planning and Zoning Administrator with minimal financial support.

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

Due to the regulations and zoning maps being almost 40 years old, the updating of these for the purposes of making them available via internet would greatly enhance the delivery of services for the Planning and Zoning Department.

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

With a usual weekly request if the County's regulations are in the internet, the efficiency of the Department would greatly improve because the accessibility to the public and other county agencies would available anytime via internet.

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

This project will facilitate collaboration among many of our local County departments due to our regulations affecting the processes of how the public may chose to deal with their land, buildings, and future planning. The majority of the decisions made by the Planning and Zoning office have subsequent approvals by local boards (Planning and Zoning and County Board) with additional filing requirements with the County Clerk. If this project would be completed, our Board members will be able to do research about regulations and planning maps via internet instead of copies of regulations being made and sent in the mail. In addition, the Clerk's office would have this available to attorneys, title companies, lending companies, and abstractors in order to make land/property sales comply with our regulations. The Surveyor's Department would be able to also use this information via internet for research on survey's that may need to be in compliance with our regulations.

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

This project will support everyone in the delivery of public information via the internet.

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

No.

### III. TECHNICAL INFORMATION

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

No additional hardware, software, or communications needed for this project.

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

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

This project will conform to all NITC standards and guidelines.

- Compatibility with existing institutional and/or statewide infrastructure.

This project will be compatible with all existing infrastructure including ArcGIS applications.

- Reliability, security and scalability (future needs for growth or adaptation).

This project will be on our Merrick County website. It will be set-up as a read only application, with updates completed as necessary.

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

We will have the project accessible via the internet.

4. Describe how technical support will be provided.

The Planning and Zoning Administrator will provide technical support for office and internet website questions.

#### IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Jennifer Myers

Phone #308-946-3120

E-mail: [pz@merrick.nacone.org](mailto:pz@merrick.nacone.org)

Signed this 22nd day of September, 2009

Jennifer Myers  
Agency Director

Please return to:

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

# MERRICK COUNTY



Board of Supervisors  
308-946-2881

P O Box 27  
1510 18<sup>th</sup> Street  
Central City, NE 68826

September 8, 2009

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

RE: Planning and Zoning Application

To whom it may concern:

We are writing this letter in support of the Merrick County Planning and Zoning Department's request for funding for getting their regulations and planning maps updated using the County's GIS database. Merrick County implemented GIS into the County a couple of years ago with the intentions of this being used by many offices within the County. This system is finally to the point where it can serve many levels of services to the respective users. The Planning and Zoning Department's regulations are getting close to 40 years old. We greatly support their efforts updating these regulations and zoning maps with the usage of the County's GIS database.

Sincerely,

  
John Jefferson  
Chairman Merrick County Board of Supervisors

# General Manager's Report

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August 2009 – Oct 2009

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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@nicusa.com](mailto:bhoffman@nicusa.com)

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## Executive Summary

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In light of Governor Heineman's call for spending reductions of an across-the-board reduction of 2.5 percent in the current fiscal year to most state agencies and a 5 percent reduction in FY 2010-11, Nebraska.gov services are more valuable than ever. Because of our self-funded business model, we are able to offer State Agencies a way to continue their technological goals without affecting their internal budget. To be able to develop online services without using any tax appropriated funds relieves the stress of "how will we be able to afford to offer these services?" Nebraska.gov will work diligently with our partners to show how we can help them attain their objectives.

In October 2009, Total application revenues were \$570,551, the agency share was \$289,823 and the NSRB share was \$15,288.

We respectively submit an Agreement Request for approval for the online service of the Health Appraisal Survey and Administration application which will provide a valuable online survey for companies to review the overall health of their employees.

Throughout the year, we continue to work hard at achieving our 2009 goals set out in our Business Plan and some highlights are as follows:

- In October we launched the online service of EFS Original Filings for the Secretary of State's office. The link to this service can be found at: <https://www.nebraska.gov/sos/ucc/index.html>
- Also in October, we launched Court Bulk Efiling which allows law firms to file court case documents electronically. This is an internal link.

Adoption of EFS Continuations and Terminations online has increased to nearly 90% and marketing focus was shifted to LLC/LLP reports. Online adoption of Drivers License Reinstatements has increased to nearly 70%. Marketing focus for Motor Vehicle Renewals has proven to be a great success. In October, which is generally a lower month in regards to license plates being renewed, there were over 5,000 online transactions. That is a long way from where we started in January 2009, where we had approximately 1,500 renewals. We continue to work with the individual counties to increase efficiencies in the offices through driving people online rather than their offices.

We are currently in the process of developing 2 new services for the Secretary of State's office: LLC Change of Agent is in the development stage and the project planning phase has been extended to allow the work group to investigate data validation issues related to proper processing of change of agent. And the second application is the online application for Foreign and Domestic Corporation Tax Reports. This application in development and the anticipated launch date is set for January 2010.

Sincerely,

Brent Hoffman  
General Manager,  
Nebraska Interactive, LLC

**Financial Reports**

**October 2009 Financial Report**

	Month Ended 10/31/2009	Month Ended 10/31/2008	Year to Date 10/31/2009	Year to Date 10/31/2008
<b>State of Nebraska Gross Revenue</b>	\$570,551	\$530,079	\$5,236,335	\$4,873,176
<b>Revenue Other (Adjustments)</b>	\$29	\$326	\$449	\$2
<b>Total Revenue</b>	\$570,580	\$530,405	\$5,236,784	\$4,873,178
<b>10% NSRB Partner Share*</b>	\$12,290	\$12,838	\$124,834	\$123,853
<b>Agency Share</b>	\$289,823	\$303,005	\$2,999,783	\$2,806,246
<b>COR Other (Communication Costs)</b>	\$18,386	\$5,162	\$112,188	\$51,041
<b>Total Cost of Revenue</b>	\$320,500	\$321,005	\$3,236,805	\$2,981,140
<b>Nebraska Interactive Gross Revenue</b>	\$250,080	\$209,400	\$1,999,979	\$1,892,038
<b>Nebraska Interactive Operating Expenses</b>	\$179,365	\$160,721	\$1,740,919	\$1,594,057
<b>Nebraska Interactive Operating Income</b>	\$70,714	\$48,679	\$259,060	\$297,981
<b>Nebraska Interactive Other Income</b>	\$0	\$1,234	\$1,170	\$14,139
<b>Nebraska Interactive Net Pre-Tax Income</b>	\$70,714	\$49,913	\$260,230	\$312,120
<b>Nebraska Interactive Provision for Income Tax</b>	\$28,345	\$19,996	\$104,248	\$125,092
<b>Nebraska Interactive Net After-Tax Income</b>	\$42,369	\$29,917	\$155,982	\$187,028

\* In the month of October and Year to Date, \$2,997.92 and \$18,061.58 (respectively) of NSRB revenue is not included in the above totals because those amounts are directly deposited to the NSRB account, and are not invoiced. Services in which apply to these totals are (DMV Reinstatements, Specialty Plates, IFTA and Motor Vehicle Renewals). The grand total of the 10% share to the NSRB in the month of October was \$15,288 and year to date the total is \$142,896.

**October 2009 YTD Revenue Contribution Report**

Revenue Contribution	10/31/2009	10/31/2008
<b>Dept. of Motor Vehicles (Batch Drivers Records)</b>	29%	31%
<b>Interactive &amp; Other Services</b>	40%	39%
<b>Secretary of State Services (Interactive/Batch)</b>	7%	9%
<b>Other (Subscriptions, Special Projects, etc.)</b>	24%	21%

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## Agreement Requests

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### Nebraska Department of Health and Human Services Addendum Seven

**Project:** Health Appraisal Survey and Administration

Nebraska.gov respectfully submits this addendum to the original interagency agreement between the Department of Health and Human Services and the Nebraska State Records Board. This addendum outlines specialized subscription fees to be charged for administration of an online employee health appraisal.

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## Nebraska.gov's 2009 Objectives

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In planning for our 2009 business year, Nebraska.gov has identified four major objectives. Tracking existing services on a monthly basis and continuing research on market potential for new applications is our business and we continue to grow upon our past successes.

### **Objective #1**

Secure and increase current NSRB revenue streams by creating new fee sharing applications with an initial goal of 30% adoption for each service.

**Continuing to launch innovating and exciting applications in 2009 is at the top of our list of priorities. Working closely with key partners to ensure their needs and that of their constituents are taken care of remain is our daily business.**

1. Drivers License Renewals and Duplicates- This new online service has a market potential of approximately 12,000 renewals and duplicates a month. Nebraska.gov will work closely with the DMV to determine a pricing model that will maximize adoption.
2. EFS Original Filings – This will be the newest in the online suite of services provided by the Secretary of State's UCC Division.
3. International Registration Plan (IRP) – This application will allow motor carriers from all over the US to register with the Nebraska DMV.
4. Limited Criminal History Searches – Nebraska.gov will work with

the Nebraska State Patrol to allow constituents to submit requests for criminal history reports.

5. LLC/LLP Reports – These are the first online corporation filings for the Secretary of State Business division launching in January 2009. The market potential for this application is approximately 30,000 per year.

## **Progress Report:**

### **1. Department of Motor Vehicles – Driver’s License Renewals**

- *Functional Specifications complete and signed*
- *Technical Discussion has started.*
- *Anticipated launch date: A new launch has not been decided upon.*
- 

### **2. Secretary of State– EFS Original Filings**

Launch date: 10/26/2009

Link to this service can be found at:

<https://www.nebraska.gov/sos/ucc/index.html>

### **3. Department of Motor Vehicles- International Registration Plan (IRP)**

Launch date: 05/18/2009

The web address for this application is:

<https://mcsdmv.ne.gov/WEB2E>

### **4. State Patrol – Limited Criminal History Searches**

- *Preliminary discussions have been held*
- *Technical barriers exist at the agency level- indefinitely postponed*

### **5. Secretary of State – LLC Biennial Reports and LLP Annual Reports**

Launch date: 01/05/2009

The web address for this application is:

[https://www.nebraska.gov/corp\\_filing/](https://www.nebraska.gov/corp_filing/)

## **Additional Revenue Services:**

***Department of Health and Human Services – Health Professional License Monitoring***

**Launch date:** 07/01/2009

The web address for this application is:

<https://www.nebraska.gov/hlm/>

***Administrative Office of the Courts – Bulk eFiling***

**Launch date:** 10/01/2009

This is an internal service which does not have a Web address.

***Secretary of State – LLC Change of Agent***

- *Application in development*
- *Project planning phase extended to allow the work group to investigate data validation issues related to proper processing of change of agent*

***Department of Motor Vehicles – Individual Driving Record Search***

- *Application in testing*
- *Anticipated launch date – November 2009*

***NE Liquor Control Commission- Shipper Tax Payment***

- *Application is on hold due to Agency Request*
- *Anticipated launch date: December 2009. A new launch date will need to be determined.*

***Secretary of State – Foreign and Domestic Corporation Tax Reports***

- *Application in development*
- *Anticipated launch date – January 2010*

***The Nebraska Board of Engineers & Architects- License Applications***

- *Application in planning phase*
- *Anticipated launch date: March 2010*

***The Cornhusker State Industries – Payment Application***

- *Application is in Planning phase*
- *Anticipated launch date: August 2010*

## Objective #2

Focus on push technologies and opportunities to leverage Web 2.0

**Citizens and business owners are becoming more sophisticated all the time in their understanding of and implementation of technology in their day-to-day lives. Expectations have now been raised to the level that just having something online is not enough. Users no longer want to have to go after information; they prefer that it be delivered to them, in a format that they specify.**

1. Health Profession License Monitoring – A new subscription service will allow health facilities to sign up to be notified of any changes in the status of their employees' licenses.
2. Payment engine reports delivered – One of the upgrades to the Nebraska.gov payment engine (TPE) will mean that agency representatives responsible for reconciling online payments can choose to have their reports emailed to them daily, weekly, or monthly rather than having to access TPE and compile them manually.

### Progress Report:

#### ***Department of Health and Human Services – Health Professional License Monitoring***

- *Launched July 2009*
- *Marketing Team contacting health facilities and associations to raise awareness*
- *Nebraska.gov marketed this service at the annual Hospital Association conference*
- *Brochures were created to market the service*
- *The brochures were placed in every packet given to attendees of the Nebraska Hospital Association Conference*
- *Mention of the service was given during one of the breakout sessions*
- *Nebraska.gov staff member attended that session and provided information about the service*
- *Follow-up continues from interest created during conference*
- *Brochures also distributed at exhibit booth Nebraska State Bar Association*

**TPE 2.0**

- All 93 counties are processing License plate renewals using TPE 2.0
- Over 100 courts are processing eFiling and/or ePayments on TPE 2.0
- All legacy applications have been migrated with the exception of services for final three agencies.

**Objective #3**

Increase user adoption for newly launched applications by 30%

**When new applications become more tenured, tracking monthly productivity and transaction history vs. market potential shows where opportunity still lies within these services. Nebraska.gov consistently reviews our applications to make sure we are reaching our full potential of citizen awareness.**

1. EFS Continuations and Terminations – Nebraska.gov and the office of the Secretary of State have identified a market potential of approximately 3700. Marketing strategies will be on-going.
2. International Fuel Tax Agreement (IFTA) Quarterly payments are paid by Motor Carriers who transport cargo across the State of Nebraska. Market potential show approximately 6,800 per year
3. Drivers License Reinstatements – Market Potential is about 30,000 per year. Nebraska.gov will work closely with the DMV to evaluate monthly adoption to ensure maximum revenue potential.
4. DMV Online Message Plates – The market shows a potential of about 7500 plates per year. Nebraska.gov will work closely with the DMV to accomplish 2009 goals.

**Progress Report:****\*\*Notes on original marketing plan goals:**

1. Adoption of EFS Continuations and Terminations online has increased to nearly 90% - Marketing focus was shifted to LLC/LLP reports
2. IFTA and IRP marketing plan being developed with the DMV

## IFTA

August 2009 – 43 online transactions

September 2009 – 14 online transactions

October 2009 – 99 online transactions (as of 10/26 at 12pm)

## IRP

August 2009 – 77 online transactions  
September 2009 – 97 online transactions  
October 2009 – 112 (as of 10/26 at 12pm)

3. Adoption of Drivers License Reinstatements has increased to nearly 70% - Marketing focus was shifted to Motor Vehicle Renewals. Fliers were available and distributed at the exhibit booth during the Nebraska State Bar Association Conference.

August 2009 – 1,548 online transactions  
September 2009 – 1,583 online transactions  
October 2009 – 1,194 (as of 10/26 at 12pm)

4. DMV Message Plates being featured on State of Nebraska Facebook and Twitter pages, but concentrated marketing has not begun.

August 2009 – 454 online transactions  
September 2009 – 382 online transactions  
October 2009 – 275 (as of 10/26 at 12pm)

**\*\*Additional adoption efforts on applications not listed in original marketing plan goals:**

***LLC/LLP reporting***

Just before the April 1<sup>st</sup> deadline for the Limited Liability Company and Limited Liability Partnership reports due to the Office of the Secretary of State, Nebraska.gov ran an advertisement in the Daily Record, a local Omaha publication targeting businesses and business professionals. During the period that the notice was running in the paper, online filings increased by 300%, saving over 40 personnel hours, and ensuring that over 700 additional entities got their reports in under the deadline.

Another ad was run at the end of April; however response was not as good.

RESULTS: First year online adoption for the filing period was approximately 20%

FUTURE FOCUS: Nebraska.gov will work with the SOS Corporations Division to increase adoption next filing period through suggested methods such as email or postcard reminders instead of paper form mailings.

***E-Filing***

In October, there were two more significant milestones in the drive for adoption of eFiling. Bulk eFiling became a reality, with one large firm, Credit Management, subscribed. Bulk eFiling allows for FTP transfer of raw data extracted from a case management system, and allows for automatic filing of

new cases in multiple courts. At least 2 other large firms have expressed interest in bulk filing.

Also in October, representatives from Nebraska.gov attended the Nebraska State Bar Association conference in Omaha from the 14<sup>th</sup> through the 16<sup>th</sup> of the month. In addition to providing a booth where attorneys could learn more about eFiling, and obtain sign-up forms, Nebraska.gov co-presented with a JUSTICE business analyst at a one hour educational session attended by over 250 attorneys.

RESULTS:

- Over 85 firms subscribed to efile
- Approximately 1000 attorneys registered, including county attorneys, public defenders, and private legal counsel
- 65 courts live
- Over 40,000 filings processed since launch

FUTURE FOCUS: Nebraska.gov will continue work with the Administrative Office of the Courts to train clerks and raise awareness in the legal community. Currently in testing is a process for Bulk electronic filing. There are 4-5 large firms in Nebraska who are interested in taking advantage of this service. When bulk filing is available, adoption for eFiling is expected to jump to 30% or higher.

***License Plate Renewals***

The Department of Motor Vehicles is responsible for providing renewal notice postcards to all of the counties. Nebraska.gov met with those people responsible to discuss ways to increase the notification of the online option on the actual postcard.

There are statute requirements as well as postal regulations that do not leave many options for change on the postcard. The URL for the online renewal service has increased in font size, along with being highlighted. On the back of the postcard, the online option has been added to the mail-in and in-person options.

The new postcards will begin to be used as the counties run out of the currently used postcards.

Nebraska.gov worked with selected counties to place stickers on the renewal notice postcards that draw attention to the online option for renewal. October renewals were the first ones to receive the sticker.

Lancaster and Sarpy Counties are the largest counties involved and have seen the greatest impact.

From September 1 to 22, Lancaster County had 345 online renewals. From October 1 to 22, there was an increase to 817 online renewals.

Sarpy County has seen the most dramatic increase in online renewals. From September 1 to 22, there were 84 online renewals. From October 1 to 22, there were 844 online renewals.

The stickers will continue to be placed on the postcards for the remainder of 2009.

Nebraska.gov is ready to offer stickers to all counties at the upcoming Nebraska Association of County Officials (NACO) convention.

Highlighting of the website address on the front of the postcards continues to be a successful marketing tool. There are currently 22 counties that have agreed to highlight the postcards, with more being added.

We are very pleased with the results that we have seen.

Two examples are Gage and Saunders Counties. Gage County had 11 online renewals for August. In September, there were 50 online renewals. Saunders County had 14 online renewals in August and 69 in September.

Counties are also being mailed posters and tear pads to use in the offices. No matter what service is being taken care at the office, people are being made aware of the online renewal option.

Nebraska.gov continues to contact additional counties to discuss various marketing options.

**RESULTS:** The County Treasurers and State DMV officials will continue to be contacted as results are monitored and new methods are discussed and implemented.

August 2009 – 3,747 online transactions

September 2009 – 3,117 online transactions

October 2009 – 3,638 online transactions

**FUTURE FOCUS:** Each month, Nebraska.gov will be measuring marketing metrics and implement new strategies if needed.

### ***Health License Monitoring***

The Nebraska Hospital Association recently held their annual convention. Nebraska.gov placed fliers in every packet received by those attending the convention. The flier featured the newly launched Health License Monitoring system.

Helen Meeks, with the Department of Health and Human Services, gave a presentation on credentialing. Nebraska.gov contacted her prior to the presentation and asked her to mention the new service. She graciously talked about the service during her presentation. A staff member attended the presentation to talk about the service and answer questions.

Nebraska.gov has given presentations to demonstrate the system to potential users. We will continue to offer this option as we increase awareness of the new application.

### **Criminal, Civil, and Traffic Court Case Payments**

During the last few months, Nebraska.gov's focus has been on expanding the number of courts offering online court case payments.

RESULTS: There are now over 100 courts live for ePayments. Over \$150,000 dollars in court fines/fees collected since the launch of the new service.

FUTURE FOCUS: Nebraska.gov has set a goal to have 100% of courts in Nebraska online by the end of the year.

## Objective #4

Leverage new Customer Service Support position to increase efficiencies in billing, services and operations.

**Because Nebraska.gov has added a full time customer service position in the latter part of 2008, we are now able to review and analyze incoming calls, emails and day to day questions/issues with online services to increase efficiencies.**

### Customer Service Support Goals

- Track Bugs in applications to help find efficient solutions
- Track billing Issues and propose solutions
- Track general questions and provide updated FAQs
- Help create efficiencies in internal operations

## Progress Report:

Nebraska.gov is leveraging Microsoft SharePoint as internal system designed to track bugs, and issues, questions in order to identify areas where efficiencies can be created.

Both Nebraska.gov and in Office of the Secretary of State documented calls from users of the interactive corporate document credit card purchase service. Several issues were identified as the cause of the majority of the calls: confusion over a quantity box that was only necessary for certain kinds of orders, the ability to attempt to check out with an empty shopping cart, and a problem caused by Google searches which resulted in users placing orders for the wrong corporate documents. In February, based on the documentation of issues, programming fixes were implemented, tested and rolled out. Since then, the only user calls related to this service that Nebraska.gov has documented are from users who require assistance getting through the application. No further issues have been reported.

Analysis of this reporting is on-going, and further updates will be provided as more information is gathered.

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## *Nebraska.gov* **Portal Management**

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### **Application Enhancements:**

(September)

1. **Real Estate Commission – 11 different license renewal forms**
2. **Board of Public Accountancy – Program Qualification form**
3. **Real Estate Commission – Broker/Sales license application**

(October)

1. **Department of Motor Vehicles – IFTA payment**

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## *Nebraska.gov* **Expanding the Network**

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### **New Services:**

#### ***Administrative Office of the Courts – Proposed Order Judge Review***

**Launch date:** 10/14/2009

This is a complementary application to Court Document eFiling. Allows an attorney to submit a proposed order to participating Judges via the eFiling system. This order is then delivered to a specially built Judge interface, for changes and/or approval. Once approved the order is delivered electronically to the clerk for addition to the case.

### **Pipeline Services:**

#### ***ServeNebraska – Volunteer Registry Search***

-Anticipated launch date: November 2009

#### ***Nebraska Accountability and Disclosure - Commission Campaign Statements***

- Anticipated launch date- January 2010

#### ***Board of Public Accountancy - CPE Continuing Education Reporting***

- Anticipated launch date- November 2009

#### ***Nebraska Commission for the Blind and Visually Impaired- Internship***

**Application**

- Anticipate launch date- December 2009

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**Nebraska.gov's 2009 Marketing Plan**

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**Connecting with our Partners****2010 Partner Event**

The preparations are underway for the 2010 Partner Event. Information will be provided as it becomes available.

**2010 Nebraska Spirit Art Contest**

Planning has started for the 2010 Nebraska Spirit Art Contest. Staff for Secretary Gale and Nebraska.gov have begun the process of preparing for the event. More details will be given in future.

**Nebraska.gov Monthly Newsletters**

Every month, Nebraska.gov issues a newsletter featuring such items as recently launched applications, adoption rates for existing programs, and future projects.

The newsletter is available each month at the partner portal at <http://www.nebraska.gov/partner/docs/newsletters.htm>

**Go Green!**

A new application can now be found on the homepage of the Nebraska.gov website. The Go Green! Application is a new tool that gives people a way to determine how much money can be saved by using online services, instead of going to the physical office. The user enters in the distance, miles per gallon for their vehicle, the fuel type used, any parking fees, and the value of their time per hour. The system will display how much money was saved, along with the carbon footprint savings.

This tool can be found at [www.nebraska.gov](http://www.nebraska.gov). Click on the icon of the green leaf, found underneath the Recovery.Nebraska.gov banner on the right side of the page.

**New Applications and Connecting with Local Government****Administrative Office of the Courts- Criminal, Traffic, and Civil Court Case Payments**

Based upon the success of both the eFiling application and the Waiverable Citation payments application created by Nebraska.gov, the Courts requested

another online service that would interact directly with each individual County or District Court. The application allows users to make payments on judgments, alimony, probation fees etc. online and have them applied directly to their case, saving them a trip to the court clerk's office, and saving the clerk's time for payment processing and data entry.

- *Launched July 2009*

### **Nebraska.gov – NebP.A.Y.S. Payments At Your Service**

Nebraska.gov believes there to be a demand at the local level to an easy to use over-the-counter application that would allow offices to take credit card and electronic check payments in the office. Using the newly created payment portal (NebPay) Nebraska.gov is developing a front end that can allow agencies to specify what they would like to accept payments for, and that could be set up for them in a very short amount of time.

- *Application in planning phase*
- *Anticipated launch November 2009*

## **User Outreach and Connecting with the Community**

**Nebraska.gov Facebook and Twitter presence** – Nebraska.gov has been working with the Office of the CIO to create Facebook and Twitter presence to stay in front of the social media trends involving government. Nebraska.gov currently has approximately 1,250 "fans" on its Nebraska.gov Facebook page and its Twitter news is available via attaching the current Nebraska.gov RSS feed to Twitter.

### **Conventions/Conferences**

#### *Nebraska State Bar Association*

Nebraska.gov recently had an exhibit booth at the Nebraska State Bar Association Annual Convention. There were many people that stopped by to learn more about the services offered.

Jennifer Rasmussen, Project Manager, gave a presentation regarding the Court Document E-Filing service. The presentation was well received and generated a lot of interest.

#### *Nebraska Hospital Association*

The Nebraska Hospital Association recently had their annual conference at the Cornhusker Marriott in Lincoln. This was an ideal opportunity to market the newly launched Health License Monitoring system. A brochure was created and placed in every packet that was received by registered attendees. The back of the brochure featured the online services offered by the Department of Motor Vehicles. It was a great opportunity for cross-promotion of services.

In addition, Natalie Bacon attended a presentation given by Helen Meeks with the Department of Health and Human Services. Ms. Meeks mentioned the

new service during her presentation. Those attending the meeting were given the opportunity to meet with Natalie and have any questions answered.

#### Upcoming conventions

- November 3-4 – Nebraska Society of Certified Public Accountants Fall CPE Conference
  - Assist Nebraska Board of Public Accountancy with their booth
  - Provide marketing materials for distribution
- December 9-11 – Nebraska Association of County Officials – Annual Conference
  - Exhibit Booth

#### **Ride4Cops – Remembering families of fallen officers**

Harry Herington, the CEO of NIC is riding is Harley Davidson motorcycle around the country to raise awareness for the families of fallen officers. On the morning of October 7, 2009, Mr. Herington visited Lincoln on his Harley. An event, held on the north side of the Capitol, was organized through Nebraska.gov. Secretary of State Gale and representatives from various levels of Law Enforcement were present for the event.

Mr. Herington and the staff of Nebraska.gov presented checks to the Nebraska Law Enforcement Memorial.

Local media outlets were there to cover the event. The following are links for more information:

Omaha World Herald - <http://www.omaha.com/article/20091007/NEWS01/910069962>

Lincoln Journal Star - [http://www.journalstar.com/news/local/article\\_dcf5271c-b38d-11de-ae94-001cc4c03286.html](http://www.journalstar.com/news/local/article_dcf5271c-b38d-11de-ae94-001cc4c03286.html)

KOLN/KGIN - <http://www.1011now.com/home/headlines/63666242.html>

KLKN - <http://www.klkntv.com/Global/story.asp?s=11276548>

#### **WorkWell Annual Meeting and Awards Banquet**

Members of the Nebraska.gov staff were invited to attend the WorkWell Awards Banquet, held on October 27, at the Rococo Theatre.

#### **Lincoln American Marketing Association**

The Business Development Manager is a member of the Lincoln chapter of the American Marketing Association. It has been helpful to be a member of this organization to gain insight and become aware of new trends. Monthly luncheons are held with national speakers. There are separately held breakfasts and lunches that offer small group settings to learn more about specific areas.

**Lincoln Chamber of Commerce**

The Lincoln Chamber of Commerce holds numerous events that provide networking opportunities and updates on community events.

A Health Forum was held in August, where Congressional Representatives gave updates on their perspectives regarding the Health Care issues.

Once a month, the chamber hosts a luncheon that features a speaker to update the community on various issues. Recent speakers include Lincoln Mayor Chris Beutler and Dan Marvin, with the Haymarket arena project.

The Chamber recently held the annual Business to Business tradeshow. This is a yearly event that features businesses from around the area. The event was attended by Natalie Bacon. She was able to continue to build awareness for Nebraska.gov and the services that we provide.

We continue to attend other Chamber events, such as the Business and Elected Leaders Roundtable, Transportation and Public Works Forum, and Business after Hours. These events provide opportunities to increase name recognition and build awareness for Nebraska.gov.

We will continue to attend meetings and events as schedules permit.

For further details or additional information, please contact:

Carmen Easley, Director of Marketing  
Nebraska.gov  
402.471.2154  
[carmen@nicusa.com](mailto:carmen@nicusa.com)

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**Network Report**

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**NETWORK**

**Downtime Report for Nebraska.gov servers:**

**August:**

Uptime: 99.993%  
Avg. response time: 0.581 s

**September:**

Uptime: 100.00%  
Avg. response time: 0.677s

**Network Issues Detail Report**

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## Technical Update

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- Continuing to analyzing and upgraded code on all applications in preparation or server migrations and virtual environment background.
- Migrating our credit card services over to use the new version of our payment engine, TPE 2.0. TPE 2.0 continues to be PCI/DSS compliant. It also was designed to allow for SAS70 compliance as well. There are also many improvements to reporting and account management.
- Upgrading our ftp server. The new server will allow us to integrate our ftp account with our customer database. This will simplify account management and allow users to manage their accounts using only CDB.

For further details or additional information, please contact:

Bruce Rice, Director of Development  
Nebraska.gov  
402.471.7813  
[bruce@nicusa.com](mailto:bruce@nicusa.com)

Title	Project Start Date	Target Launch Date	Partner	Project Phase	Owner	Revenue Type	Work scope	Comments
SED Web site redesign	9/29/2009	1/15/2010	Electrical Division, State	Concept	Rasmussen, Jennifer	Free	N/A	On target.
Eng & Arch Application for Exam FE/PE	4/29/2009	1/1/2010	Engineers and Architects, Board of	Concept	Rasmussen, Jennifer	Transaction	New Application	Board of Engineers & Architects decided to proceed with Reciprocal license project first. Postponed.
Mediator Continuing Education Reporting	9/23/2009	5/1/2010	Court Administrator, State	Concept	Rasmussen, Jennifer	Free	New Application	On target.
Electrician License Verification and List Ordering	10/9/2009	2/1/2010	Electrical Division, State	Concept	Rasmussen, Jennifer	Transaction	New Application	On target.
Motor Registration- New Plate Year	1/1/2009		Motor Vehicles, Department of	Planning	Zywiec, Jessica	Transaction	Application Enhancement	On hold-per DMV request.
DNR- Water Well Registration Enhancement	10/19/2009	12/25/2009	Natural Resources, Department of	Planning	Zywiec, Jessica	Transaction	Application Enhancement	On target.
NADC- B-1 Campaign Statement	2/2/2009	1/29/2010	Accountability and Disclosure Commission	Planning	Zywiec, Jessica	Grant/Time and Materials	New Application	On target
Foreign and Domestic Corporation Biennial Reports	6/24/2009	1/4/2010	Secretary of State	Planning	Rasmussen, Jennifer	Transaction	New Application	On target.
Engineers & Architects- Applications for Licenses	6/24/2009	3/1/2010	Engineers and Architects, Board of	Planning	Zywiec, Jessica	Transaction	New Application	On target.
Over the Counter payments	7/1/2009	9/18/2009	County Government	Planning	Rasmussen, Jennifer	Transaction	New Application	Pending agreement for fees.
NLCC S-1 Tax Payment	8/12/2009	12/31/2009	Liquor Control Commission	Planning	Zywiec, Jessica	Transaction	New Application	On hold per Agency's request.
Corrections- Website Redesign	8/21/2009	12/31/2009	Correctional Services, Department of	Planning	Zywiec, Jessica	Free	New Application	On target.
Cornhusker State Industries (CSI)- Redesign	8/24/2009	12/31/2009	Correctional Services, Department of	Planning	Zywiec, Jessica	Transaction	New Application	On target.
WorkWell Health Survey and Admin	8/1/2008	11/30/2009	Health & Human Services, Department of	Development	Rasmussen, Jennifer	Grant/Time and Materials	New Application	Functional specifications have still not been signed. Agency is still working on bringing together all the technical documentation necessary to finalize the functional requirements.

Green = Launch on target

White = Launched

Red = Launch may be delayed

Title	Project Start Date	Target Launch Date	Partner	Project Phase	Owner	Revenue Type	Work scope	Comments
Internship Application	2/4/2009	12/14/2009	Blind and Visually Impaired	Development	Zywiec, Jessica	Free	New Application	On target.
Driver's License Renewal	11/13/2008	8/3/2009	Motor Vehicles, Department of	Development	Zywiec, Jessica	Transaction	New Application	Technical Discussion has begun. New target date for launch will be decided.
LLC Change of Registered Agent or Office	3/9/2009	9/1/2009	Secretary of State	Development	Rasmussen, Jennifer	Transaction	New Application	Project is suspended pending discussions on validation of entities to act as registered agent. Proceeding with Corporation tax filings in the interim.
NE Environmental Trust (Website Redesign)	7/29/2009	12/31/2009	Environmental Trust, NE	Development	Zywiec, Jessica	Free	New Application	On target.
BPA Rewrite	4/9/2009	12/14/2009	Public Accountancy, Board of	Testing	Zywiec, Jessica	Transaction	Application Enhancement	On target.
ServeNebraska Trainer/Trainee Search and Data management	8/1/2008	8/1/2009	Volunteer Service Commission (ServeNebraska)	Testing	Rasmussen, Jennifer	Grant/Time and Materials	New Application	Development phase delays have resulted in new target launch date of December 1st.
Payment Processing for SFM Blueprint application	11/1/2008	3/16/2009	Fire Marshal, State	Testing	Rasmussen, Jennifer	Transaction	New Application	Payment Engine API delivered to Standard Digital Imaging for testing. Waiting for testing to begin.
DMV- One time Drivers Record Search	6/25/2009	12/1/2009	Motor Vehicles, Department of	Testing	Zywiec, Jessica	Transaction	New Application	On target.
Judge Review	9/1/2008	5/1/2009	Court Administrator, State	Rollout	Rasmussen, Jennifer	Free	New Application	Launched 10/14/2009.
EFS Original Filings	1/1/2009	7/1/2009	Secretary of State	Rollout	Rasmussen, Jennifer	Transaction	New Application	Launched 10/26/2009.
Specialty Plates	12/1/2008	7/1/2009	Motor Vehicles, Department of	Rollout	Zywiec, Jessica	Transaction	Application Enhancement	Launched on 7/1/09.
NLCC License Search Enhancements	9/30/2008	7/29/2009	Liquor Control Commission	Rollout	Zywiec, Jessica	Free	Application Enhancement	Launched July 29th, 2009.
IFTA Credential e-Payment enhancement.	7/8/2009	10/14/2009	Motor Vehicles, Department of	Rollout	Zywiec, Jessica	Transaction	Application Enhancement	Launched 10/14/2009.
Dept of Labor Website Redesign	1/28/2009	4/13/2009	Labor, Department of	Rollout	Zywiec, Jessica	Free	N/A	Templates have been delivered to the agency for content migration June 18, 2009.

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Title	Project Start Date	Target Launch Date	Partner	Project Phase	Owner	Revenue Type	Work scope	Comments
Banking and Finance Web Site Redesign	3/30/2009	9/1/2009	Banking & Finance	Rollout	Rasmussen, Jennifer	Free	N/A	New web site templates delivered to agency. Content migration timeline and target launch date to be determined internally.
Engineers & Architects Web site redesign	4/1/2009	8/31/2009	Engineers and Architects, Board of	Rollout	Rasmussen, Jennifer	Free	N/A	New web site templates delivered to agency. Content migration timeline and target launch date to be determined internally.
Re-design for State Personnel	4/29/2009	9/30/2009	Administrative Services	Rollout	Zywiec, Jessica	Free	N/A	Launched 09/09/2009
Dept of Labor-LMI Redesign	4/13/2009	6/19/2009	Labor, Department of	Rollout	Zywiec, Jessica	Free	N/A	Delivered to the Agency on a CD June 17th, 2009.
Department of Insurance Website Redesign	6/17/2009	9/21/2009	Insurance, Department of	Rollout	Zywiec, Jessica	Free	N/A	Templates have been delivered to the agency for content migration 9/21/2009.
International Registration Plan (IRP)	10/1/2008	5/18/2009	Motor Vehicles, Department of	Rollout	Zywiec, Jessica	Transaction	New Application	Launched May 18th, 2009.
NCBVI Staff Survey	2/12/2009	3/30/2009	Blind and Visually Impaired	Rollout	Zywiec, Jessica	Free	New Application	Launched 3/30/2009.
License Plate Voting Contest	4/20/2009	5/4/2009	Motor Vehicles, Department of	Rollout	Zywiec, Jessica	Free	New Application	Ne.gov assisted DMV in creating an online survey for citizens to vote for one of the NE 4 plate designs.
Travel and Tourism Conference Registration	7/31/2009	8/24/2009	Travel & Tourism, Division of	Rollout	Zywiec, Jessica	Free	New Application	Launched 8/24/2009.
Efiling enhancements for summons and hearing	1/1/2009	6/1/2009	Court Administrator, State	Maintenance	Rasmussen, Jennifer	Transaction	Application Enhancement	Launched 07/22/2009.
Governor's Wellness Award Enhancements	12/8/2008	3/31/2009	Health & Human Services, Department of	Maintenance	Rasmussen, Jennifer	Free	Application Enhancement	Launched 05/01/09
Budget/Audit Database Search updates	12/8/2008	1/6/2009	Auditor of Public Accounts	Maintenance	Rasmussen, Jennifer	Free	Application Enhancement	Launched 01/06/09
Education Portal	12/1/2008	5/31/2009	Nebraska.Gov Internal	Maintenance	Zywiec, Jessica	Free	Application Enhancement	Launched June 1st, 2009.
Disciplinary Search	12/15/2008	3/2/2009	Public Accountancy, Board of	Maintenance	Zywiec, Jessica	Free	Application Enhancement	Launched 03/02/09
Birth Certificate Administration enhancements	5/1/2009	7/13/2009	Health & Human Services, Department of	Maintenance	Rasmussen, Jennifer	Free	Application Enhancement	Launched 07/21/2009.

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Title	Project Start Date	Target Launch Date	Partner	Project Phase	Owner	Revenue Type	Work scope	Comments
Accounting enhancement for eFiling	6/19/2009	8/3/2009	Court Administrator, State	Maintenance	Rasmussen, Jennifer	Transaction	Application Enhancement	Launched 8/4/2009
Real Estate Sales license renewal enhancements	8/5/2009	8/31/2009	Real Estate Commission	Maintenance	Rasmussen, Jennifer	Transaction	Application Enhancement	Launched 09/03/2009.
Real Estate Broker license renewal enhancements	8/5/2009	8/31/2009	Real Estate Commission	Maintenance	Rasmussen, Jennifer	Transaction	Application Enhancement	Launched 09/03/2009.
Real Estate Associate Broker renewal enhancements	8/5/2009	8/31/2009	Real Estate Commission	Maintenance	Rasmussen, Jennifer	Transaction	Application Enhancement	Launched 09/03/2009.
Real Estate Branch Office Renewal enhancements	8/5/2009	8/31/2009	Real Estate Commission	Maintenance	Rasmussen, Jennifer	Transaction	Application Enhancement	Launched 09/03/2009.
Add County to Engineers and Architects License Search	9/30/2009	10/26/2009	Engineers and Architects, Board of	Maintenance	Rasmussen, Jennifer	Free	Application Enhancement	Launched 10/26/2009.
Health Professional License Monitoring Service	9/15/2008	6/1/2009	Health & Human Services, Department of	Maintenance	Rasmussen, Jennifer	Transaction	New Application	Launched 07/01/2009.
District/County Court Payments	11/14/2008	6/30/2009	Court Administrator, State	Maintenance	Rasmussen, Jennifer	Transaction	New Application	Launched 07/22/2009
Mediator Application and Administrative Interface	8/1/2008	4/1/2009	Court Administrator, State	Maintenance	Rasmussen, Jennifer	Free	New Application	Launched 4/1/2009
LLC and LLP Reporting	4/1/2008	1/5/2009	Secretary of State	Maintenance	Rasmussen, Jennifer	Transaction	New Application	Launched 01/05/09
Conference Registration	2/23/2009	3/10/2009	Travel & Tourism, Division of	Maintenance	Zywiec, Jessica	Free	New Application	Launched 03/10/09
Mandatory Continuing Legal Education Mail form	5/5/2009	5/18/2009	Court Administrator, State	Maintenance	Rasmussen, Jennifer	Free	New Application	Launched 05/11/2009.
Engineers and Architects Seminar sign up	6/1/2009	8/3/2009	Engineers and Architects, Board of	Maintenance	Rasmussen, Jennifer	Free	New Application	Launched 08/25/2009.

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