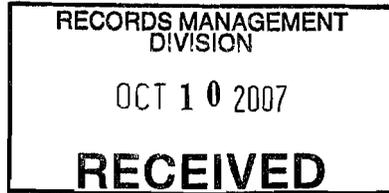
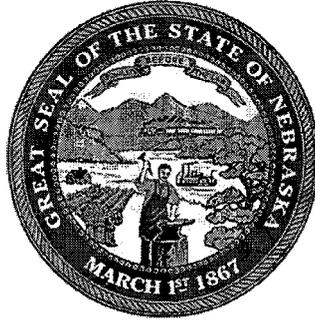


Nebraska State
Records Board
440 So. 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745



John Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Grant Application)

Cities and Counties desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information or services should complete this application and follow any procedures outlined in the application and any accompanying materials.

I. GRANT SUMMARY

1. Name of entity applying for grant City of Bellevue, Nebraska
2. Title of project City of Bellevue Information Accessibility Project
3. Brief Description of Project
The goal of the City of Bellevue's Information Accessibility Project is to take its collection of over 60,000 engineering drawings, maps and other documents and scan them into an electronic form. The result of this project will be a much more efficient way to serve the public and other government entities while allowing staff time to spend on other projects.
4. Grant request amount \$ 10,000 (\$25,000 limit for collaborative grants, \$10,000 limit for single jurisdiction grants)
5. Will there be a fee for accessing records associated with this project? No
6. If yes, provide any statutory reference or authorization for the fee
Not Applicable

II. GRANT DETAIL

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

Description is attached Number 1

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

The project when completed will allow city employees to access engineering drawings and plans from their workstations and manipulate them as required. This will streamline the workflow and not having to search through files of drawings will save employees valuable time. This information will also be available on the city of Bellevue's website so federal agencies, contractors and the public will have quicker dissemination of needed information without actual contact with the Public Works office helping to ease office workload which will increase productivity.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date)

Implementation of this project would start immediately after approval with a completion date of no later than December 31, 2009.

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

Not Applicable

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

No, This project has not been budgeted for this year and we have not found any other programs to fund this type of project.

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

Due to the city's financial situation the project has been delayed for several years and no funding is foreseen in the future. With over 60,000 engineer drawings and other documents that continues to grow the amount of time it takes to access these files is immense. Many different departments will be able to access this information quickly which will help us serve contractors and citizens in a more timely fashion. The City of Bellevue employs an Engineering Technician who will perform the initial scanning and will be in charge of the day to day operations. This position is already budgeted and filled and any software or equipment updates will be included in the Public Works Budget.

7. Please describe how this project will enhance the delivery of government services or access to those services (you may attach a separate sheet if needed)

The Public Works office deals with sanitary sewer and storm water sewers. Contractors call on a daily basis looking for this information which we need to locate in files containing over 60K maps and drawings. This project will allow contractors to locate information on their own online. Potential business's can also access information about locations allowing them to research building requirements on their own and increasing the likelihood they would choose Bellevue as a location for their business. A key benefit of this project will be getting this information to individuals or company's that desire it in a timely fashion. This gives potential developers a better impression of Bellevue and makes it more likely they will work with us again.

8. Please describe how this project will improve the efficiency of government operations (attach additional pages if needed)

Many city employees and offices such as Permits and Inspections use our drawings on a daily basis. The project will allow access to information at their desk. This will increase productivity as they will not need to make a trip to our files and search for the needed information manually then return the borrowed documents later. The potential for lost and misfiled documents then becomes zero and it will allow more than one department or individual to access this information at the same time. Federal agencies will also be able to monitor the progress of federally mandated projects.

9. Please describe any collaborative effort among multiple jurisdictions or political subdivisions related to this project (if applicable, attach additional pages if needed)

Due to the large amount of volume of information we are dealing with, the City of Bellevue is pursuing this effort on its own. However having this information readily available will help many surrounding jurisdictions and political subdivisions when dealing with the City of Bellevue.

10. Please provide information on who will complete the project (in house personnel, outside contractor, combination of both, etc.)

The City of Bellevue will complete and maintain this project with in house personnel. Currently, Randy Critzer is employed as an Engineering Technician. His day to day responsibilities include creating and maintaining office maps and drawing. Mr. Critzer is also in charge of the City of Bellevue's GIS. He will be in charge of implementing and maintaining the project with the help of some other employees who will report to him.

11. Does the project involve the licensing, permitting or regulation of business, if yes then 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.

Not directly, it would allow potential business to research locations before applying for permits.

III. TECHNICAL INFORMATION

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

Graphtec IS 200 large format monochrome scanner
4.5 ips @ 400 dpi
600 true optical dpi
Upgradeable
Comes with VB-Index software
3 year warranty

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

- Conformity with generally accepted industry standards. Projects which interface with state systems (such as distance learning systems) should also address NITC technical standards and guidelines.
- Compatibility with existing institutional and/or statewide infrastructure.
- Reliability, security, and scalability (future needs for growth or adaptation).

Graphtec models feature contact array technology which offers many advantages if you have detailed drawings. You have easy installation, no warm up time, no re-calibration, and no cameras to get bumped out of line. This allows the scanner to be more portable, and extends the life of the scanner. Graphtec IS 200 scanners are upgradable so the initial scanner investment will not be lost. The cost of the upgrade is just the difference in the price of the scanner models. The Graphtec IS 200 has a much lower failure rate, fewer replacement parts and the daily operating cost of the Graphtec is much lower because it consumes 1/3 of the energy of a CCD/ Fluorescent Bulb Scanner.

3. Describe how technical support will be provided.

The City of Bellevue's Engineering Technician will deal with technical issues on a daily basis. The scanner comes with a warranty in case any problems arise with that. Having somebody dealing with this system on a daily basis should decrease many of the technical issues that may arise.

4. Describe how the project will comply with the State's Technology Access Clause
<http://www.nitc.state.ne.us/standards/>

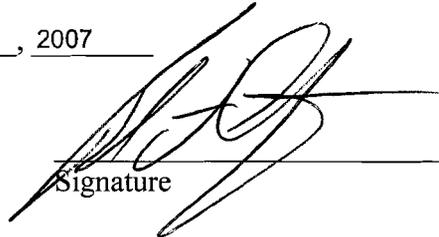
In reference to the State of Nebraska's Technology Access Clause, information cannot
be altered to fit a disability.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Randy Critzer

Phone # (402) 293-3028 E-mail rcritzer@bellevue.net

Signed this 10 day of October, 2007


Signature

Engineering Technician
Title

Please Return to:

**State Records Board
440 So. 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745**

Grant to Improve Access to Public Information

Attachments

1. The City of Bellevue Public Works Department manages a collection of over 60,000 engineering drawings, maps and documents. The current system requires a very labor intensive filing system and access to various documents is time consuming and inefficient with files stored in three different locations. City offices such as Permits and Inspections use these drawings on a daily basis as well as private contractors and the general public. This takes time, sometimes a great deal of time, to locate the document find the information and return the document. The goal of the project is to purchase a Graphtec IS 200 large format monochrome scanner and included VB-Index software then scan and index the various documents. The Engineering Technician will be in charge of the scanning and will do much of the work, as well as the Summer intern when available. Further help from other city offices may be a possibility. The scanned documents will be made available to the various city offices that use them daily on the cities server where they can manipulate the documents from their computer without having to manually locate the needed hardcopy file thus saving time, as well as to the general public online saving the Engineering Department staff time as well as the public's if the staff is in the field and unable to assist the customer.