

MEETING AGENDA

**Technical Advisory Committee
to the
[State Records Board](#)**

October 22, 2009
1:30 - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or [click here](#) for all documents (47 pages - 9.4 MB .pdf file).

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [August 28, 2009](#)
4. Grant Reviews*
 - [Additional information](#) for applications reviewed on August 28, 2009 from the counties of Arthur, Blaine, Hooker, Logan, and McPherson
 - Local Government Agencies
 - Grant County – [GIS System for Grant County Assessor's Office](#)
 - Howard County Assessor – [GIS Implementation](#)
 - Merrick County Assessor's Office – [GPS and GIS work for the Merrick/Hamilton County line](#)
 - Merrick County Planning and Zoning – [Regulation and Zoning Map updates using GIS](#)
5. Other Business
 - Discussion: Supplemental grant application questions for GIS related requests.
6. Adjourn

* Denotes action items

(The Committee will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

Meeting notice posted to the [Nebraska Public Meeting Calendar](#) on October 5, 2009.
Agenda posted to the NITC website on October 19, 2009.

**Technical Advisory Committee
to the
[State Records Board](#)**

August 28, 2009
9:00 a.m.
Executive Building – Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska

PROPOSED MINUTES

MEMBERS PRESENT:

Brenda Decker, CIO, State of Nebraska
Walter Weir, CIO, University of Nebraska
Richard Brown, Legislative Council

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 9:02 a.m. Roll call was taken. A quorum was present. The meeting notice was posted to the [Nebraska Public Meeting Calendar](#) on August 18, 2009. The meeting agenda posted to the NITC Website on August 17, 2009. A copy of the Nebraska Open Meetings Act was available on a table in the back of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES – [May 15, 2009](#)

Mr. Weir moved to approve the minutes as presented. Mr. Brown seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

GRANT REVIEWS

Hamilton County – [Parcel/Property Data Update](#)

Duane Katt and Adam Darbro were present to take questions on the grant application. Members discussed the grant application. Topics discussed included: posting of the data on a website and the relationship to the Assessor's site; work is being done in-house; county commissioners agreed to keep the data current; and the disaster recovery plan.

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application entitled "Hamilton County parcel and/or property data update," finds that:

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

Mr. Brown seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

UNL – [Migrating from Tangible to Online](#)

Richard Graham was present to take questions on the grant application. Members discussed the grant application. Topics discussed included: moving from microfilm to PDF and TIFF, need hardware and manpower to make conversions; project looked for existing hardware at University to use, but none available as needed; durable medium requirements, the Library Commission is a partner and will handle this aspect of the project; and indirect cost of about \$2000 were added by the grants management staff.

Mr. Brown moved the following resolution:

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

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

Ms. Decker seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Abstain. Results: Yes-2, No-0, and Abstain-1. Motion carried.

Board of Barbers Examiner – [Enhancement/Restructuring of Licensing System](#)

Ron Pella was present to take questions on the grant application. Members discussed the grant application. Topics discussed included: the Barber Licensing System was created two years ago using Access, this grant enhances and updates due to legislation; security, OCIO involved in the project; and the version of Office used by the agency, Ms. Decker will provide a quote for an updated version..

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application entitled “Enhancement/Restructuring of Barber Licensing System,” finds that:

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

Mr. Brown seconded the motion. Roll call vote: Brown-Yes, Decker-Abstain and Weir-Yes. Results: Yes-2, No-0, and Abstain-1. Motion carried.

Arthur County, Blain County, Hooker County, Logan County Assessor, and McPherson County Assessor – GIS Projects

Members discussed these five applications as a group. Members discussed the following: storage of backup data; recommendations on contract language regarding ownership of data and rights to the data; and two vendor proposal related documents.

Mr. Weir moved the following resolution:

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/>.

Mr. Brown seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

Lincoln County - [Enhanced Web Service](#)

Members had questions about the financial information. Attempts to telephone the project contacts were unsuccessful. This application was tabled until later in the meeting.

Richardson County - [Enhancement of Land Records – Web Access](#)

Members had questions about the costs of the project and where the non-grant funds are located. Members telephoned the Deputy Assessor, and were directed to contact the Appraiser, Ron Elliot. Members were unable to reach Mr. Elliot by telephone. This application was tabled until later in the meeting.

Valley County Assessor - [GIS – Web Access](#)

Pam Arnold was available by telephone to discuss the application. Discussion about costs and funding followed. Phase 1 is \$27,000 and Phase 2 is \$15,000. They have already paid \$10,000, and still owe \$17,000 for Phase 1. Phase 2 included the website and probably would not be done without grant funding. The county has agreed to pay for ongoing maintenance and support.

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application entitled “Geographic Information Implementation & Web Access,” finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- It is unknown if the technical elements can be accomplished within the proposed time frame and budget.
- The proposal indicated that Phase 1 costs are \$27,000 for the GIS system and Phase 2 costs are \$15,000 for the GIS Web portal. A project representative indicated that \$10,000 has already been expended on Phase 1. The additional \$17,000 for completion of Phase 1 has been budgeted by the county.

- Clarification is needed with respect to the availability of the GIS information on a Web site with no fees or subscriptions required.
- If the grant is awarded, the Committee recommends a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

Mr. Weir seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

Returned to: Richardson County - [Enhancement of Land Records – Web Access](#)

Members were unable to reach the project contact by telephone.

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application entitled “Enhancement of Richardson County Land Record Information Management and Web Access,” finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- It is unknown if the technical elements can be accomplished within the proposed time frame and budget. The cost of the project is \$76,000, and there is no indication of additional funding beyond the grant request for \$25,000.
- If the grant is awarded, the Committee recommends a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

Mr. Brown seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

Returned to: Lincoln County - [Enhanced Web Service](#)

Dennis Sullivan and Maryann Long were contacted by telephone to discuss the application. Q: What use of grant funds in payment scheduled in section 7? A: Sullivan indicated the \$25,000 will go to payment in schedule. Q: How will payments be made for years 2 and 3? A: The first payment has been made, the grant is for the second payment, and may request another grant for year 3. Q: Will it be completed on-time? A: Long: yes.

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application entitled “Lincoln County/City of North Platte enhanced web service,” finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- It is unknown if the technical elements can be accomplished within the proposed time frame and budget. The application states that there are to be three separate payments of \$28,000 for the project. Based on information received at the Committee meeting, it appears the applicant has already made the first payment. This grant request would be applied to the second payment. It is unknown how the third payment would be funded.

Ms. Decker seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

The meeting was adjourned at 11:32 a.m.

The meeting minutes were taken by Rick Becker of the Office of the CIO.

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

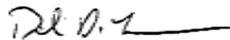
I have constructed the following project outline to provide the Nebraska State Records Board the supplemental information it requested, regarding project goals and related technical information.

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

Table of Contents

Project Descriptions 3

Project Assumptions and Procedures 4

Data Standards 5

Deliverables 7

Data Access..... 8

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 2nd 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.

**440 S 8th 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 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

Signed this _____ day of _____, _____

Agency Director

**Please return to:
Nebraska State Records Board
440 S 8th 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

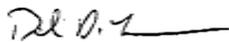
I have constructed the following project outline to provide the Nebraska State Records Board the supplemental information it requested, regarding project goals and related technical information.

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

Table of Contents

Project Descriptions 3

Project Assumptions and Procedures 4

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 2nd 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

**Nebraska State
Records Board**
440 S 8th 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 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 Ramirez

Agency Director

Please return to:

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

(Last updated 04/28/2008)



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

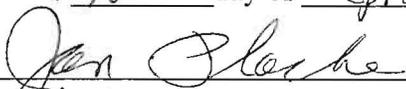
Contact person for any questions regarding this application:

Jan Placke

Phone #: 308-946-2443

E-mail: assessor@merrick.nacone.org

Signed this 10th 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

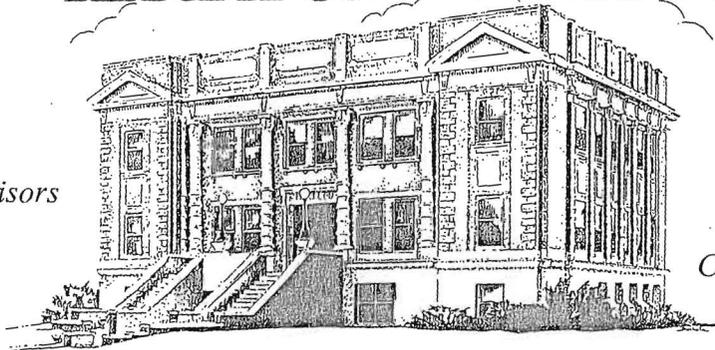
Katt Surveying will supply the above describe services to Merrick County for a sum not to exceed \$22,100.00

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 18th Street
Central City, NE 68826

September 8, 2009

Nebraska State Records Board
440 S. 8th St. Suite 210
Lincoln, NE 68508

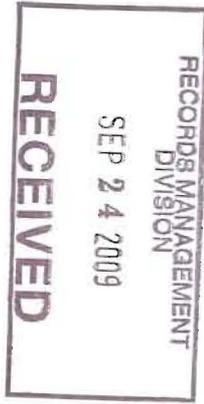
RE: Merrick County Assessor grant application

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



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

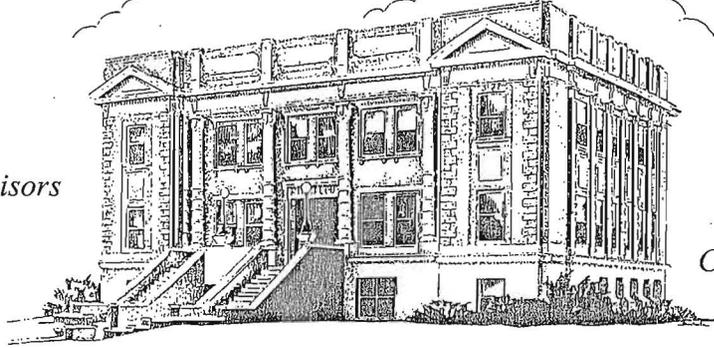
Signed this 22nd day of September, 2009

Jennifer Myers
Agency Director

Please return to:

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

MERRICK COUNTY



Board of Supervisors
308-946-2881

P O Box 27
1510 18th Street
Central City, NE 68826

September 8, 2009

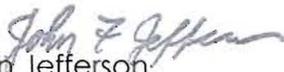
Nebraska State Records Board
440 S. 8th St. Suite 210
Lincoln, NE 68508

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