



**Proposal by the City of Fremont Nebraska  
for  
State Records Board Grant  
to  
Improve Access to Public Information**



# APPLICATION

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



John A. Gale  
Chairman

## APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

The Nebraska State Records Board is sponsoring a grant program for Nebraska government agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects. No grant request shall exceed \$25,000.00. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. Nebraska government agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

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

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

### Grant Criteria

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

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

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

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

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

## **Part I. Grant Summary**

- 1. Name of agency applying for grant:** City of Fremont Nebraska
- 2. Title of project:** City Services - 24/7
- 3. Brief description of project:**  
Your investment would allow the City of Fremont to provide a variety of services to its citizens 24 hours a day, 7 days a week.
- 4. Grant amount requested** \$17,175.00
- 5. If the grant is to create an application, is the application to have a fee associated with its use for accessing public records, or is the application free for use by the public, businesses and other governmental agencies?**  
No fee will be charged for accessing.  
  
**If there is to be a fee, provide any statutory authorization for assessing the fee.**
- 6. If the grant application is for a Geographic Information System project, do you and the agency you represent agree to share the data collected in that project, without costs, with other interested government agencies in the State that may have a need for such data?** Not applicable.

## Part II. Grant Detail

- 1. Please describe the project in detail, to include your vision for the project. (You may attach this description). SEE ATTACHED**
- 2. Please describe who the beneficiary or recipient of this service will be.**  
The 26,000 plus citizens of Fremont, Nebraska.
- 3. What is the projected activity for access or use of the proposed service?**  
Via the City's existing website at [www.fremontne.gov](http://www.fremontne.gov)
- 4. Timeline for implementation of the project (a specific completion date (MM/YYYY) must be provided). Grant funds may lapse if not expended prior to completion date.**  
05/2012
- 5. Please specify in detail your, or any other Subdivision(s) contribution to the project (financial, labor, equipment etc.). Provide specific dollar amounts.**  
The City of Fremont is using existing hardware, email system and staff. Nothing else can be added to the current budget.
- 6. Is other funding available for this project (explain)? Please explain what efforts your agency has made to obtain funding.**  
No other funding is available at this time. The only possibility would be to add it to the City's 2011-2012 budget and with the current financial constraints this is unlikely.
- 7. Does the project require additional statutory authority (explain)?**  
No
- 8. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable) and describe the relationship, if any, between a vendor and you or your agency.**

### OnBase\* E-Forms

Now included in the licensing for Workflow

### OnBase\* Workflow

10 Concurrent Licenses	\$9,750.00
Annual Maintenance for 10 licenses	\$1,755.00

### Software Installation

E-Forms & Workflow	\$330.00
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### Training

Vendor on site for 2 days of train-the-trainer sessions	\$2,840.00
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### Additional System Administration Workflow Training

5 days of on-line training providing in-depth, hands-on experience allowing staff to configure additional solutions.	\$2,500.00
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<b>Total</b>	<b>\$17,175.00</b>
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\*In 2009, after research and then demonstrations from approximately 6 vendors, OnBase was chosen as the best fit for the City's document imaging needs.

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

The grant is needed for the initial purchase, set-up and training. On-going maintenance and any additional licenses, training, or other costs, would be funded through the City of Fremont's Information Services budget.

**10. Should available fund not allow the NSRB to grant the full amount requested, but a reduced amount, would this project still be financially feasible?**

The number of licenses could be reduced but this would also reduce the number of city departments that could utilize workflow.

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

Services are currently available Monday through Friday from 8:00 a.m. to 4:30 p.m. This project will initially allow the public to access some city services 24 hours a day, 7 days a week with additional services added on an ongoing basis.

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

As quoted by the Center for Digital Government in *Accelerating Government Processes to the Speed of Now*, "The return on investment from both hard dollar costs, like the elimination of most paper, and from larger but "softer" costs like reducing staff time inefficiencies can more than pay for the costs of implementing a workflow solution, even in hard economic times. Indeed, agencies implementing workflow have reported saving 30 percent of staff time, effectively increasing staff productivity by 30 percent. This is vital when staff numbers are being reduced."

Not only would workflow ensure faster turnaround times and free staff from low-value, manual tasks (paper chasing), it would keep the user updated on the status of their request. E-Forms would allow the public to access or initiate services when it is convenient for them not just when the city offices are open.

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

By having records electronic they are easily searched, accessed, and distributed. This will allow for more efficient use of employees ability to access and distribute files within the organization as well as with outside agencies and vendors.

**14. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal, located at:**

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

No, this project will not involve licensing or regulation of businesses.

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

See Attached.

**Part III. Technical Information**

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

Existing hardware and communications are already in place. By adding software licensing/modules to allow workflow and e-forms, we can better serve the public in the most efficient manner possible.

**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. (The NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**

Not applicable

- **Compatibility with existing institutional and/or statewide infrastructure.**

Not applicable

- **Reliability, security and scalability (future needs for growth or adaptation).**

The e-forms and workflow modules will be hosted on a server in current production. These new services will not affect the performance or lifespan of the current setup. Future upgrades will be handled like normal. Future growth would most likely happen in storage and backup. Additional storage and backup would be part of the IT Dept's planning and budgeting process.

**3. Describe how the project will comply with the State's Technology Access Clause: meet all applicable Nebraska Information Technology Commission Standards and Guidelines. A copy of the Standards are available at:**

**<http://www.nitc.state.ne.us/standards/index.html>. under 2. Accessibility Architecture.**

Because this project is accessed through the internet it does meet all applicable Nebraska Information Technology Commission Standards and Guidelines.

**4. Describe how technical support will be provided.** Through the City of Fremont's Information Services department. When needed, CES, Inc. (now a division of Information Access Systems Inc., a Hyland OnBase support partner) would provide technical support through a web based connection.

**Part IV. STATE LAW COMPLIANCE**

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

**Part V. CONTACT INFORMATION & SIGNATURE**

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

  
\_\_\_\_\_  
Scott Getzschman

Mayor

**Phone #** (402)721-6301

**E-mail** Scott.Getzschman@fremontne.gov

**Physical Address:** City of Fremont Municipal Building,  
400 E. Military Avenue  
Fremont, NE 68025

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

Signed this 13<sup>th</sup> day of April, 2011

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

**Please return completed application to:**

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

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

(Last updated 02/07/2011)

# Project Detail

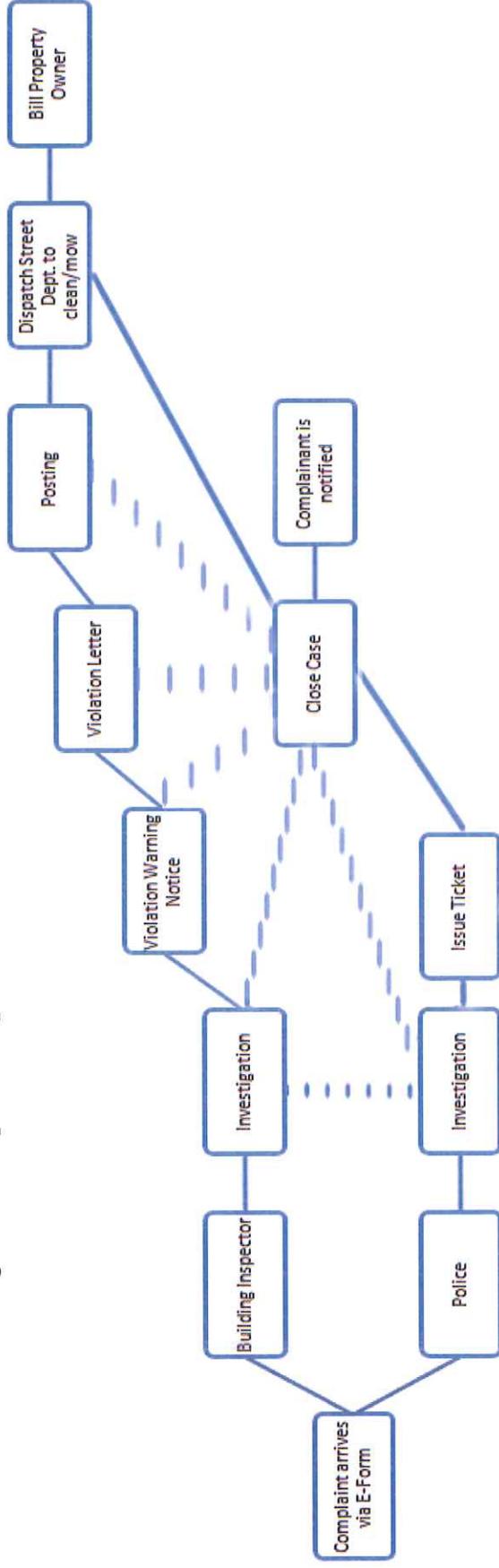
**Please describe the project in detail, to include your vision for the project. (You may attach this description).**

Currently, the only way for the public to let us know about an issue is to call or come in between the hours of 8:00 a.m. and 4:30 p.m., or to email a specific employee. We need a way for our citizens to request services or voice concerns when it is convenient for them. All issues are currently addressed manually with paper forms and calendar notes for follow-up.

The City already has a document imaging system in place from Hyland Software called OnBase. Your investment would allow the City of Fremont to purchase licensing and training for OnBase E-Forms and Workflow.

- E-Forms would be submitted directly into our existing OnBase document imaging software. They would give the public the ability to report problems and initiate various services via [www.fremontne.gov](http://www.fremontne.gov). With this software, citizens could report streets and sidewalks needing repair; code violations; initiate record requests from the police department; and apply for employment with the city. Once proper procedures are in place, building permits, dog licenses, etc. could be added.
- OnBase Workflow allows workers to process work more efficiently, faster and more accurately. When an E-Form is submitted, the form is imported into the imaging software and enters Workflow. The form is then directed to the individual or department responsible for taking action. The necessary steps for completion are tracked, any action taking longer than indicated is flagged, and the requesting individual is notified when it is complete.

- o The following is an example of the process Workflow would follow for Code Enforcement



By the time the bill is invoiced and paid, this could involve five different departments within the city. Workflow would automatically move the process along to the correct department at the proper time and notify the complainant when it is completed.

Quote



900 Goldenrod Road - Suite C - Orlando, FL 32822

Phone: (407)839-1477 - Fax: (407)839-1927 - Email: jack.roberts@iasinc.net

### QUOTE

"Next Generation  
Business Automation"

Date	Quote #
04/08/11	AAAQ2324-01

**Sold To:** City of Fremont, NE  
Linda Francois  
400 E. Military Ave.  
Fremont, NE 68025

**Phone:** (402)727-2805  
**Fax:**

**Ship To:** City of Fremont, NE  
Linda Francois  
400 E. Military Ave.  
Fremont, NE 68025

**Phone:** (402)727-2805  
**Fax:**

Terms	Rep	P.O. Number	Ship Via
Upon receipt	orlanl		

Ln #	Qty	SKU #	Description	Unit Price	Ext. Price
1	5	GV-B-MU1-WLIP C1	Local Government Workflow Concurrent Client SL Each, Qty 1-5 - Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.	\$1,200.00	\$6,000.00
2	5	MAINT1	Annual Maintenance 18% of the current list price for each licensed module, subject to increase to 18.5%, 19.0%, 19.5% and 20.0% for maintenance periods commencing after each of December 1, 2010, 2011, 2012 and 2013.	\$216.00	\$1,080.00
3	5	GV-B-MU1-CTIP C2	Local Government Workflow Concurrent Client SL Each, Qty 6-20 - Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.	\$750.00	\$3,750.00
4	5	MAINT1	Annual Maintenance 18% of the current list price for each licensed module, subject to increase to 18.5%, 19.0%, 19.5% and 20.0% for maintenance periods commencing after each of December 1, 2010, 2011, 2012 and 2013.	\$135.00	\$675.00
5	2		Professional Services Installation - Workflow and E-Forms  Cutting Edge Solutions will provide services to Customer in the implementation of Document Information Management System software: Creating the Software database, Licensing of all modules purchased, installing of the Software, configuration of your content management solution, Training of Customer's Software Administrator on configuration and use of the Document Management Software and purchased modules.	\$165.00	\$330.00

Ln #	Qty	SKU #	Description	Unit Price	Ext. Price
		CESINSTAL			
6	14	CESTRAIN	Professional Services Training	\$202.85	\$2,839.90

The End User Client training course is designed to prepare attendees for the use of the Workflow and E-Forms modules. The Customer is advised to provide several live workflow examples and eform examples as training exercises. Additional time will be spent in training of a system administrator providing basic understanding for maintaining the systems purchased.

7

**Customer hereby accepts the QUOTED SOFTWARE, HARDWARE, PROFESSIONAL SERVICES and ANNUAL SOFTWARE ASSURANCE AND HARDWARE MAINTENANCE subject to terms and conditions included in this agreement.**

Please print name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

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

SubTotal	\$14,674.90
Sales Tax	\$0.00
Shipping	\$0.00
<b>Total</b>	<b>\$14,674.90</b>

PRICES SUBJECT TO CHANGE - PRICES QUOTED ARE BASED UPON AN ESTIMATED TOTAL PURCHASE - ALL DELIVERY, TRAINING, INSTALLATION, PROJECT MANAGEMENT OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED. PLEASE NOTICE THAT BILLING FOR PROFESSIONAL SERVICES ARE ESTIMATED AND ACTUAL TIME WILL BE BILLED AT THE NORMAL RATE- GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED 90 DAY WARRANTY, COVERING PARTS AND LABOR ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 25% RESTOCKING FEE WITH ORIGINAL PACKAGING, EXCEPT IN THE CASE OF A PRE-APPROVED MANUFACTURE "TRY BEFORE YOU PURCHASE" PROGRAM. SALES TAX MAY APPLY FOR YOUR STATE.

# Letters of Support

# Greater Fremont Development Council

400 East Military Avenue • PO Box 472 • Fremont, NE 68026  
Phone: 402.753.8126 • Fax: 402.727.2667 • Email: [gfdc@fremontne.org](mailto:gfdc@fremontne.org)



March 21, 2011

City Clerk  
City of Fremont  
400 E. Military  
Fremont, NE 68025

Dear City Clerk,

I am writing in support of the application for a technology grant to be used towards purchase of E-Forms and Workflow software. It seems to be a logical and much needed step to bring our city up to date with the technology available.

I am especially supportive of the ability for citizens to go online to report non-emergency incidents, code violations, needed sidewalk and street repairs and so forth. This ability to communicate by internet will reduce the call volume to customer service and will generate communications back to the citizen apprising them of the progress of their request.

As a city who desires to project a "forward" thinking, technology-embracing environment, I feel this is a much needed improvement to our city communications network.

Thank you for considering this technology grant.

Best regards

A handwritten signature in black ink that reads "Pat Langan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Pat Langan, Executive Director  
Greater Fremont Development Council

March 22, 2011

Kim Volk, City Clerk  
City of Fremont  
400 E. Military Avenue  
Fremont, NE 68025

Dear Ms. Volk,

I am writing to you in support of the technology grant to be used towards the purchase of E-Forms and Workflow software for the City of Fremont. As a citizen of Fremont, and one that has embraced the technology age, I would very much like to have the ability to reach out to my city departments through the convenience of internet.

I am confident myself and others will more diligently report non-emergency incidents, code violations, potholes, dangerous sidewalks, etc. I wonder if this could even be a tool for our Crimestoppers program?

I have used E-forms quite often, and as a customer I appreciate the ability to be informed of the progress of my inquiry. As a professional, I equally appreciate this communication tool. When contacted through an E-form I have immediate record of the communication, ability to reply to a customer in a timely fashion, and it has the bonus of making me accountable to the customer and my company by affording the ability to look back through the history of an inquiry.

This technology will serve to improve relations between the City and its citizens, exhibits accountability of the city employees through follow-up communications and will confirm Fremont's desire to be a "forward" thinking community in all facets.

It is my desire that the technology grant be approved.

Sincerely,

A handwritten signature in cursive script that reads "Barbara".

Barbara Pierce  
1505 N Monroe Street  
Fremont, NE 68025

**Volk, Kim**

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**From:** Tom Shaw [tomshaw50@gmail.com]  
**Sent:** Tuesday, March 22, 2011 12:56 PM  
**To:** Volk, Kim  
**Subject:** E-Forms and Workflow software

Kim,

I am writing to support the idea of taking steps to make it easier for individuals from the community to stay in touch with the city offices. I believe the 24/7 will be a tremendous help in that many people with needs and concerns work during the day when the city offices are open, consequently, they have minimal opportunity to visit with people who can assist them with needs.

I pastor the Church of the Nazarene and and knowing the schedule of many of our families, I see how this could certainly benefit them.

Tom Shaw  
Senior Pastor  
Church of the Nazarene



## Keep Fremont Beautiful

1005 N. Clarkson St. • Fremont, NE 68025 • (402) 941-6122 • [keepfremontbeautiful@gmail.com](mailto:keepfremontbeautiful@gmail.com)

April 7, 2011

To Whom It May Concern:

Keep Fremont Beautiful is a Keep America Beautiful Affiliate. As an education organization we provide information to the public regarding the City Nuisance Ordinances. We encourage citizens to call our office to report violations. We forward the complaints to the Fremont Police Department and the City Planner so action may be taken.

This process has worked well in the past and we will certainly be willing to take calls from the public in the future, however our organization is of the opinion that online reporting capability would allow immediate access to the proper authorities and improve communications.

Keep Fremont Beautiful supports the reporting changes proposed by the City of Fremont. The proposed online reporting system would be more efficient and provide updated information on the abatement procedures.

The award of grant funds would assist the City of Fremont in creating an improved system of ordinance violation reporting and action.

Best Regards,

A handwritten signature in cursive script that reads 'Sue Reyzlik'.

Sue Reyzlik  
KFB Executive Director