

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 May 6, 2013 will be considered for funding by the NE State Records Board at their meeting on July 31, 2013.**

**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 Blair NE

2. Title of project GIS-based Electronic Records Management

3. **Brief description of project:**

The City of Blair has selected a software vendor to help staff implement a system for GIS-based electronic records management. The system will enhance records management, customer service, and public access to information (building permits, building inspections, zoning information, utility service, cemetery records, etc). The system includes capability for desktop, Web-based and mobile access to city records in a GIS environment. The system will help the city accomplish our goal of e-government with on-line, 24/7 access to public records in an Open311 type of environment.

4. Grant amount requested \$ 24,000

**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?**

The application will be free and available to the public, businesses, as well as other governmental agencies.

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

No fees will be charged for these services or information.

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

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

Yes. The application will utilize GIS data already created by the City, County and previous consulting contracts. No GIS data will be created as part of this project. The application will provide City staff with the capability to add information to and edit their existing GIS database. The City of Blair is willing to provide a copy of the GIS database utilized for this project.

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

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

Yes. The application utilizes Web mapping services and could benefit from readily available such as those provided by NebraskaMAP and the Department of Natural Resources. The City of Blair supports the efforts of the Nebraska GIS Council and any effort to standardize and consolidate data for easy, free access by other government agencies.

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

Yes. The Web mapping services for base maps are available through Microsoft Azure.

## **Part II. Grant Detail**

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

Over the last several years, the City of Blair's staff has been working to improve the local standard of living in several ways. The City utilized a private, Web-based permitting interface. The system helped with permitting but the interface lacks a public interface capabilities. The selected software vendor can export the old permitting and databases into the new system with a public interface to promote e-government, Open311 type capabilities.

The City has spent significant time collecting our GIS data to more proactively manage infrastructure. The City coordinated with Washington County to integrate parcel boundary and database information. A few staff members have used the data for day-to-day system management but they have not fully realized their vision for easy, integrated access to electronic records such as GIS data, digital files and departmental databases. The new project will leverage all the existing data plus provide advanced capability to track and enhance the City services in association with map features to provide a comprehensive, geographic context to maximize efficiency.

This project will utilize a standardized product that includes features for permitting, storm water, streets, water and cemetery management. The project will also include a Web-based GIS interface to facilitate on-line access to public records at any time by City staff, partner agencies, contractors, businesses, and citizens. The system also includes the flexibility to add additional capability in the future such as signs, electric, as well as street light information

- 2. Please describe who the beneficiary or recipient of this service will be.**

City staff, elected officials, partner agencies, public users and businesses will all benefit from this project.

- 3. What is the projected activity for access or use of the proposed service?**

Partner agencies, contractors, businesses, and citizens will utilize the on-line public interface to access digital records for a wide range of City services such as cemetery management, street maintenance, storm water, water, and sanitary sewer infrastructure, and other ancillary base data (floodplains, parcels, aerial imagery, etc). City staff will utilize desktop and mobile software to keep the public records up-to-date while increasing their capability and efficiency.

- 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.**

This project is estimated to be complete by December 31, 2013.

5. **Please specify in detail your, or any other Subdivision(s) contribution to the project (financial, labor, equipment etc.). Provide specific dollar amounts.**

Local cash contribution	\$7,400.00
Staff support	\$3,500.00 (140 hours @ \$25/hr)
<u>PC and Tablet Equipment</u>	<u>\$2,000.00</u>
<b>Local Contribution Total</b>	<b>\$12,900.00</b>

Monthly software support \$1,300.00 per month

These figures represent staff time to coordinate with contractor to configure the system and supply required data; staff time to train on the application; and staff time to keep data up-to-date for public consumption.

6. **Is other funding available for this project (explain)? Please explain what efforts your agency has made to obtain funding.**

The project will come from the 2013 technology budget as well as other departmental budgets via the resolution process as approved by City Council

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.**

Grant money will be used to pay our selected vendors for updating our website to current state standards and importing the data, configuring the application, training City staff, hosting the on-line database, and the first year of unlimited on-line support.

See Attachment 1 & 2.

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?**

This grant money will help the city bring our current website up new state standards and make significant public information from both the City and the County available to all public and private parties as well as expand our capabilities to show additional public information. The city has allocated money from their current and future technology budget to keep all data up to date and available through the on-line the web portal.

**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?**

Yes

**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.**

The on-line, e-government interface will provide easy access to electronic records at all hours. The interface will grow to include new layers as they become available and provide access to records that were traditionally only available by calling the City office during normal business hours. For example, the City often receives calls from individuals researching a family's history to request cemetery records. The on-line database will show the cemetery records and the location of the site within the cemetery. The on-line database will also provide access to building permits, inspections, code compliance, and utility service data. The Web-based GIS application is written in HTML5 so it will be accessible by a wide range of computers and Internet-capable devices.

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

The desktop, mobile and Web-based applications will help City staff more effectively manage tasks across multiple departments. The City staff will use the system to track and update critical infrastructure operations and maintenance as well as displaying building permits, building inspections, and code violations, via the new web interface.

The cemetery component will help staff efficiently track available plots, ownership transfers, and detailed burial records for easy access by the public. The public, on-line application will help reduce call volume across many City departments by making numerous data layers and associated databases available.

The storm water and streets, components will help staff prioritize tasks, keep detailed maintenance records, and generate the necessary reports for partner agency coordination. For example, the streets component could generate the lane mile report for submittal to the Nebraska Department of Roads.

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

The community will benefit from this e-government application in many ways. The application will make numerous GIS data layers and associated databases available to partner agencies and institutions. The application will assist City staff in keeping the database up-to-date in a timelier manner resulting in faster and more accurate data to other agencies and the general public.

The application will help promote development in coordination with Gateway Development Corporation. It will highlight buildings and available sites for development that are scattered around the community as well as statistical data necessary for the marketing of those sites.

The system will also utilize an on-line database that will improve collaboration in several ways. First, the on-line database will ensure that the latest data are backed up for disaster recovery. Second, the on-line database allows partner agencies to interact with the database without access to the City network. This type of access would be critical in an emergency response situation. Third, the system keeps local copies of the database synchronized for easy field use and for data redundancy in the event of an emergency such as a hazardous weather event that knocks out Internet access.

- 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.

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

See Attachment 3 through 7

### **Part III. Technical Information**

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

The City will install the selected software application on existing personal computers and laptops. The software will synchronize a local copy of the database with the on-line database every time the computer is connected to the Internet. This process will be used to keep all laptops and personal computers up-to-date. It will not require the purchase of any additional server technology. The cost of the on-line database is included in the cost of the software.

The City may choose to purchase additional laptop computers or tablet devices for field access and editing. Such devices will be valuable in emergency situations because they retain a local copy of the database for easy, disconnected access to valuable City 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, geospatial data and web services network) must meet NITC technical standards and guidelines. (The NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**
- **Sustainability (ability to manage future maintenance)**
- **Items in non-compliance or becoming outdated after completion of project**

The GIS system selected uses an open source GIS format, which is compatible with standard GIS systems. All of the City's current GIS information will be converted to the new system. The system is very scalable, allowing the City to use existing PCs and laptops while allowing for future options with tablet devices for field access and editing. The City, through its annual budget process, will sustain and maintain the required equipment necessary to utilize the system.

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.**

The primary purpose of this project is to bring the City's website and associated web-based information (GIS information, building permits, building inspections, zoning information, utility service, and cemetery records) into full compliance with the Standards and Guidelines outlined in the Accessibility Policy from the NITC. The City's Project Team has reviewed the Accessibility Policy and will ensure full compliance throughout the project.

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

Technical Support for the individual software products utilized will be provided by the respective vendors. Technical Support for the City's website will be provided by the City's IT Department.

#### **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:**

Phil Green Asst. City Administrator  
Printed Name Title

Phone # 402-426-4191 E-mail pcgreen@ci.blair.ne.us

Physical Address: 218 So. 16<sup>th</sup> ST. Blair, NE. 68008

I, the Authorized Representative of City of Blair, 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 6<sup>th</sup> day of May, 2013

Phil Green  
~~Agency Director~~ Asst. City Admin.

**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 02/15/2013)

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

Nebraska State Records Board



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

**Name of agency applying for grant: City of Blair**

**Title of Project: GIS-based Electronic Records Management**

## **Data Sharing / Data Integration**

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

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

## **Collaboration and Sustainability**

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

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

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

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

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

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

The City will be in full compliance with the datum standards if awarded the grant.

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

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

The City will be in full compliance with the projection standards if awarded the grant.

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

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

The City will be in full compliance with the geodetic control standards if awarded the grant.

- 1.4 Public Land Survey System Control.**

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

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

The City will be in full compliance with the PLSS geodetic framework standards if awarded the grant.

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

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

The City will be in full compliance with the locate, monument, and GPS primary corners standards if awarded the grant.

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

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

The City will be in full compliance with the PLSS base map standards if awarded the grant.

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

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

The City will be in full compliance with the ortho-base or base maps standards if awarded the grant.

**1.7 Map Scale and Spatial Accuracy.**

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

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

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

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

The City will be in full compliance with the map scale and spatial accuracy standards if awarded the grant.

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

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

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

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

The City will be in full compliance with the legal lot and parcel layers standards if awarded the grant.

## 1.9 Parcel Identifiers.

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

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

The City has coordinated with the Washington County Assessor to match the parcel identification system currently in place.

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

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

The City has coordinated with the Washington County Surveyor to accomplish the integration of multi-jurisdictional boundaries.

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

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

The City will be in full compliance with the metadata standards if awarded the grant.

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

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

The City will be utilize the NebraskaMap portal to document the availability of data and provide the associated metadata if awarded the grant.

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

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

- PID# ..... Parcel identifier (county FIPS code plus local government PID)
- Situs Address ..... Address of parcel (may be multiple fields)
- Owner Address ..... Address of property owner (may be multiple fields)
- Township..... Township #
- Section ..... Section #
- Range..... Range #
- Range Direction ..... East or West
- Legal Description ..... Narrative legal description of parcel
- Assessed Value ..... Total assessed value of property (land and improvements)
- Land Value ..... Assessed value of land
- Area (Deeded) ..... Area of parcel according to the deed
- Property Class ..... (Res, Ag, Com, Rec., Ind.)
- Property Sub-class ..... i.e., Ag (Dryland, Irrigated, Grassland/Pasture, Waste)
- Ownership type ..... Federal, State, County, Private, Tribal, Exempt, Other and Unknown
- Tax District ..... County ID plus Tax Dist. #
- School District ..... State number definition
- Landuse ..... Actual landuse with NPAT defined general categories
- Property Parcel Type .... NPAT defined categories: (i.e., Single Family, Multi-Family, Commercial, Industrial, Agriculture, Recreational, Mineral Interest-Nonproducing, Mineral Interest-Producing, State Assessed, or Exempt)
- Status ..... NPAT defined categories: (Improved, Unimproved, or IOLL)

Location ..... (Urban, Sub-urban, Rural)(NPAT defined)  
City Size ..... 1<sup>st</sup> class, 2<sup>nd</sup> class, primary, metro, or village  
Source Document ..... Sales/transfer reference or document (book, page & date)  
Sales Date ..... Most recent sales/transfer date  
Sales Value ..... Most recent sales value

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

The City will coordinate with the Washington County Assessor to obtain all attributes by joining the data with the PID#.



# CITY OF BLAIR

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## “Attachment 1” – Cost Breakdown

City of Blair  
Phil Green  
218 South 16th Street  
Blair, Nebraska 68008

<b>Website Design &amp; Development</b>	<b>\$17,000.00</b>
<b>Software License</b>	<b>\$14,400.00</b>
<b>PC and Tablet Equipment</b>	<b>\$2,000.00</b>
<hr style="border-top: 1px dashed black;"/>	
<b>Total Cost</b>	<b>\$33,400.00</b>



“Attachment 2”

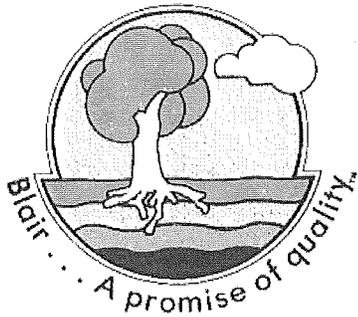


Quote #1083

**From:**  
 Beehive Industries LLC  
 151 N 8<sup>th</sup> St  
 Lincoln NE 68508

**To:**  
 City of Blair  
 Phil Green  
 218 South 16th Street  
 Blair, Nebraska 68008

<i>Beehive Price Quotation</i>		
Includes	Pricing	
	Rates	Amount
<b>Software License</b>		
Beehive Integrated System		INCLUDED
Dynamic Software Updates		INCLUDED
Modules		\$14,400
Home Base(Public Portal)		
Wastewater		
Water		
Cemetery		
Cemetery Pubic		
		<b>\$14400</b>
<b>Service Package</b>		
Web Hosting (Cloud Package)		INCLUDED
Customer Support (24/7 Full Package)		INCLUDED
Training (Web Only)		INCLUDED
		<b>INCLUDED</b>
<b>Deployment</b>		
Data Conversion		INCLUDED
Software Installation		INCLUDED
		<b>INCLUDED</b>
<b>TOTAL PRICE</b>	<b>Year One</b>	<b>\$14,400</b>
	<b>Subsequent Years</b>	<b>\$14,400</b>



# MEMO

**TO:** Nebraska State Records Board Grant Committee  
**FROM:** Phil Green, Assistant City Administrator  
**DATE:** May 6, 2013  
**RE:** Supplemental Information for Question 8 – Website Design & Development

---

The City of Blair included a cost of \$17,000 for Website Design & Development in Question 8 of our grant application. That dollar amount was selected based upon the following preliminary quotes received from three potential vendors (copies included following this memo):

- \$18,000 - \$20,000 CivicPlus (national firm)
- \$18,500 Web Concentrate (Sioux Falls, SD)
- \$2,475 GovOffice (national firm)

As the quote from Web Concentrate indicates, we are considering a joint website development with the Blair Chamber of Commerce and Gateway Development Corporation. The City of Blair is also discussing with officials from Washington County the possibility of an Interlocal Agreement to include Washington County in this website development process.

Final decisions by all parties regarding their involvement in this process will be made in the next few months, with implementation occurring in the fall of 2013.

*Phil*

## Phil Green (Blair, NE)

---

**From:** Kevin Frahm  
**Sent:** Thursday, January 17, 2013 8:22 AM  
**To:** Phil Green (Blair, NE)  
**Subject:** FW: CivicPlus Pricing Range  
**Attachments:** Features-Functionality.pdf; CivicPlus Road Map.pdf

Phil,

Here's some website pricing from CivicPlus.

Kevin

---

**From:** Chesna Koeplin [<mailto:koeplin@civicplus.com>]  
**Sent:** Wednesday, January 16, 2013 5:38 PM  
**To:** Kevin Frahm  
**Subject:** CivicPlus Pricing Range

Kevin-

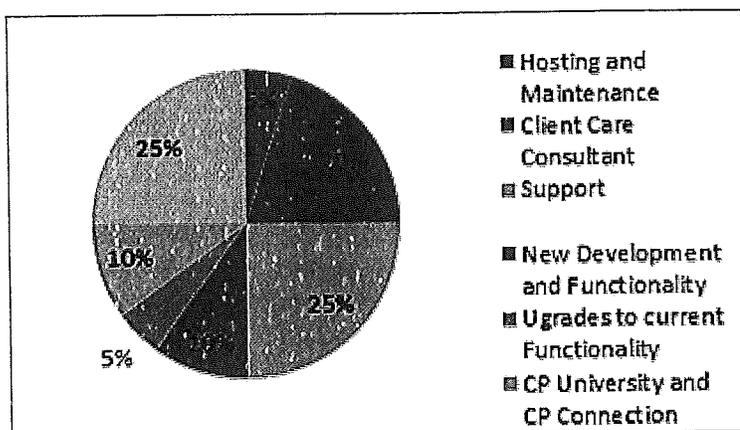
It was a pleasure meeting with you this afternoon. I appreciate your need to create an interactive web presence for your community. I've included an attachment that breaks down every module Blair would be able to take advantage of. I also attached the Road Map so you can get a glimpse of what our clients will be receiving free of charge as soon as the development of each module is completed.

[10 Questions to Ask When Redesigning Your Local Government Website](#) is a very helpful article for folks in the market for a new local government website.

There is a onetime fee for getting a website up and going. This fee covers custom design, content migration, and webinar training. You can expect your first year onetime fee to be between \$18,000-\$20,00. Blair will get everything in the Features and Functionality document, a mobile website, and our Government Content Management System.

The annual fee covers maintenance of the solution, functionality upgrades so the system can grow with you, access to our support team, and hosting, of course, is included. An average range for an annual fee for Blair will be between \$3,000 -\$4,500. This fee begins in year 2. This price includes a brand new design of the website at the end of year 4 to keep it current with ever-changing web trends.

The graph signifies what the annual fee covers:



We have a 3 year, no interest payment option called CivicPlus Advantage, or CPA, that takes your total first year cost and adds the annual fee for years 2 and 3 to be paid in equal payments over 3 years. You could expect that to range from \$8,500-\$9,500 for years 1, 2, and 3. Year 4 and beyond will just be your annual maintenance cost.

Let me know if you have any questions. I appreciate the opportunity to partner with your community.

Chesna

**Chesna Koeplin, CivicPlus**

Regional Sales Manager

Main 888-228-2233 x361

Direct 785-323-4791

Cell 785-477-4778

Fax 785-587-8951

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



Join us on [CivicPlus Connection!](#)

*Identify the strength of your website today.*

*Take the [6 Stages of Digital Community Engagement Assessment](#).*



City of Blair, Blair  
Chamber of Commerce,  
and Gateway Development  
Website Proposal

Prepared by  
Web Concentrate

Web Concentrate  
220 S Phillips Ave  
Sioux Falls, SD 57106  
605.610.9597  
info@webconcentrate.com  
<http://webconcentrate.com>

## Investment

### \* Total Website Design and Development

- \$22,000
  - City: \$16,500
  - Chamber: \$3,500
  - Gateway: \$2,000 (ECon. Dev.)

Paid by City  
\$16,500  
2,000  
\$18,500

### Monthly Hosting/Support

- \$100 per month
  - Domain renewal, customer service calls/emails, hosting on server
    - City: \$60
    - Chamber: \$20
    - Gateway: \$20
  - Begins when site is launched

*\*Project is quoted at an "all or nothing" price, meaning with the prices listed, one single component cannot be completed for the price listed unless the others are included.*

## Examples and References

Sioux Falls Pheasants  
<http://sfpheasants.com/>

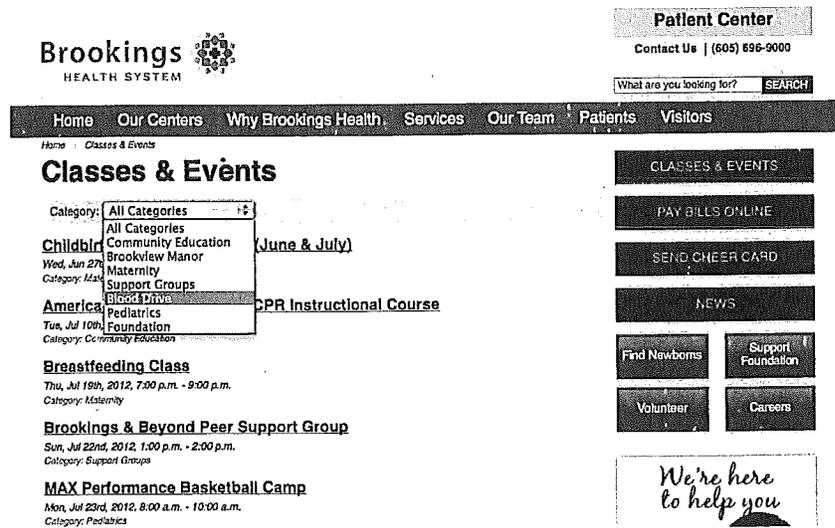
The Sioux Falls Pheasants were ready to take their online coverage to a new level, but they needed a more powerful content management system to do so. This site is loaded with features for them to add videos, audio clips, photos, news articles, and makes general updates a breeze. No previous development experience was needed to learn how to update the site. The site makes use of custom forms, content management system, custom calendar, 3<sup>rd</sup> party software integration, photo galleries, email marketing, and a custom design.



- Jim Olander | [olander@sfstampede.com](mailto:olander@sfstampede.com) | 605-336-6060 ext. 205

Brookings Health System  
<http://brookingshealth.org/events/>

The Brookings Health System site features an in-depth events calendar that allows a user to select a specific category for an event they are searching for. Each event has its own page with the ability to have a simple registration form if a user wants to pre-register online. The site features include a custom design, events calendar, content management system, and Google search bar to search the entire site.



- Julia Angerhofer | [jangerhofer@brookingshealth.org](mailto:jangerhofer@brookingshealth.org) | 605-696-7768



## Breakdown of Implementation Cost

Today's Date: January 7, 2013

Customer: City of Blair, Nebraska (population 7,990)

**Implementation Cost Total (Year One): \$2,475**

**Anticipated Total Cost for Year Two: \$700\***

### License of GovOffice Content Management System

- ✓ \$1450 one-time cost
- ✓ Online training session with the GovOffice Customer Service Center is included
- ✓ Includes free basic mobile version of the Web site for optimal display on Smartphones

### Annual Service Package

- ✓ \$700 annual cost\*
- ✓ Includes Web hosting, customer support, data backup, and maintenance of Web servers
- ✓ E-mail hosting is not included in the Annual Service Package

### Free Design from the Stock Template Design Center

- ✓ No one-time cost; no annual cost
- ✓ 10 unique templates are available (48 styles to choose from in total)
- ✓ See 3 attractive free template examples on the next page
- ✓ Go to [www.govoffice.com/design](http://www.govoffice.com/design) for information on customized designs (extra cost)

### Start-Up Package

- ✓ \$325 one-time cost
- ✓ See next page for full description

All costs within this proposal are valid for 60 days from the date above.

Contact your GovOffice representative to request a formal Quotation for Service.

"Attachment 3"



1301 Harney Street • Omaha • NE • 68102 • (402) 233-7140

April 22, 2013

Nebraska State Records Board  
440 S. 8<sup>th</sup> Street, Suite 210  
Lincoln, NE. 58508

To Whom It May Concern:

I'm writing this letter in support of the City of Blair's application for the State Records Board Grant to Improve Access to Public Information.

As Executive Director of Gateway Development Corporation, the economic development agency for Washington County which includes the City of Blair, I understand the importance of community involvement in the governmental process and the ability to provide up-to-date and relevant information to our citizens. Currently, the City of Blair is able to provide only a limited amount of information to its citizens through paper copies which generally require a personal visit to City Hall.

Through the implementation of the web-based Geographic Information System, city staff and citizens will be able to access a great amount of information utilizing their work or personal computers. This will create greater efficiencies for staff and citizens alike.

I support the City's application for these grant funds to implement a GIS program in the community and commend them for taking this important step in increasing public access to important information.

Sincerely,  
*Paula D. Hazlewood*  
Paula D. Hazlewood  
Executive Director

"Attachment 4"



Nebraska State Records Board  
440 S. 8<sup>th</sup> Street, Suite 210  
Lincoln, NE. 58508

To Whom It May Concern:

I'm writing this letter in support of the City of Blair's application for the State Records Board Grant to Improve Access to Public Information.

As Executive Director of the Blair Area Chamber of Commerce, I understand the importance of assisting citizens thru governmental processes, and the importance of the City able to provide up-to-date and relevant information to our citizens. Currently, the City of Blair is able to provide only a limited amount of information to its citizens through paper copies which generally require a personal visit to City Hall.

Through the implementation of the web-based Geographic Information System, city staff and citizens will be able to access a great amount of information utilizing their work or personal computers. This will create greater efficiencies for staff and citizens alike.

I support the City's application for these grant funds to implement a GIS program in the community and commend them for taking this important step in increasing public access to important information.

Sincerely,

*Harriet Waite*

Harriet Waite  
Executive Director  
Blair Area Chamber of Commerce



April 25, 2013

Nebraska State Records Board  
440 S. 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508

To Whom It May Concern:

I am writing this letter to support the City of Blair's application for the State Records Board Grant to Improve Access to Public Information.

As President of Two Rivers Bank, I understand the importance of efficient access to this public information for us as a business and to the community's citizens. It is very beneficial for us to access this information electronically for multiple reasons. Due to more regulation in the area of appraisals, we need more specific information on real estate parcels, which allows us to compare properties easier as well as complete other research that is needed. Information such as sales, tax payments, ownership, and parcel dimensions would be readily available.

I believe this would be a long-term cost savings to cities, counties, financial institutions, appraisers, citizens, and others. In addition, we could all do our jobs more efficiently.

I support the City's application for these grant funds to implement a GIS program in the community and we look forward to this being completed.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy W. Lock".

Randy W. Lock  
President/CEO

[WWW.2RIVERSBANK.COM](http://WWW.2RIVERSBANK.COM)





Real Estate Sales  
1449 Washington Street  
Blair, Nebraska 68008

TEL 402-426-5008  
FAX 402-426-4681

April 29, 2013

Mr. Steven Mencke  
Washington County Assessor  
1555 Colfax St.  
Blair, NE 68008

Dear Mr. Mencke:

We would like to express our support of the City of Blair's implementation of an on-line program for the Assessor's records. Our office requests, and sometimes multiple times per day, the property cards of homes, land and commercial properties in Blair for listings, Comparative Market Analysis, and taxes from the County Assessor's office. Our continual requests result in many interruptions of county employees to find the information, print, and fax to our office.

The employees at the Assessor's office are very prompt and cordial with our requests, but we have to do it during their office hours and interrupt their work. It would be much faster and easier to read if we could pull all the information we need for each property from the Internet! We work with other communities in eastern Nebraska who have their records on-line. This enables us to gather the information needed when it is convenient or necessary for our work. It saves time and paper for the County Assessor's office and also for our agents.

We believe that an on-line program would be economical for the city, county and community. We are very supportive of the idea of the city joining other cities and counties in providing these services on-line.

Sincerely,

Blair NP Dodge Real Estate Agents

*Ann Jensen*  
*Donna Kahr*  
*Jan Anellen*  
*Tom Sperry*  
*Eric Knapp*  
*William R. [unclear]*  
*Nici Jacobson*  
*Bunny Kernawode*

Residential Sales  
Real Estate Investment  
Insurance  
Property Management  
Commercial/Industrial Sales  
Land Development



Nebraska State Records Boards

May 3<sup>rd</sup> 2013

Subject: Support for Washington County Records to be online

Dear Nebraska State Records Board:

I write this letter to support a grant for Washington County data to be made available online. Our office spends hours of time researching at the county and make numerous calls. The time staff spends helping with our requests must be in the hundreds if not thousands of hours per year. An electronic system would save on time staff wastes helping with our requests and let them focus on their actual jobs.

Respectfully submitted,

Nicholas J. Dizona  
General Certified Appraiser