

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

June 3, 2011
9:00 a.m.
Executive Building – Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska

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 9:05 a.m. Roll call was taken. A quorum was present. The meeting notice was posted to the [Nebraska Public Meeting Calendar](#) on May 26, 2011. The meeting agenda posted to the NITC Website on May 25, 2011. A copy of the Nebraska Open Meetings Act was available on a table in the front of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES – [October 22, 2009](#) and [November 10, 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

GIS Related Applications

Members discussed the GIS applications in general. Discussion topics included: going out to bid for these GIS services; a state-wide contract; relationship to NebraskaMAP; involvement of the Department of Revenue; and accessibility issues.

Mr. Becker noted that prior to the meeting, the GIS related grant applications were shared with the Chair and Vice-Chair of the GIS Council – Mr. Michael Schonlau, Douglas County/City of Omaha and Mr. Jeff McReynolds, City of Lincoln/Lancaster County – for their review and comment. The comments received from these reviewers were shared with the members. Mr. Zink has reviewed GIS grants in the past for the Committee; however, because he was the primary author of one of the applications currently under review, the GIS Council chairs were ask to review the GIS grants. Mr. McReynolds was available at the meeting for questions.

A number of applicants listed Chad Kudym of GIS Workshop as their technical contact for questions related to their GIS applications. The committee called Mr. Kudym. The first question for Mr. Kudym was whether or not city parcel data was being provided as part of the county wide applications, which referenced the rural parcel layer. Mr. Kudym consulted a coworker in his office and responded that they

will be creating both of those layers. The second question was: In the Keith County contract, section 1.6 (page 203 of the meeting document) addresses data ownership, is that provision included in all of these contracts? Mr. Kudym indicated that this is included in their standard contract language. A third question to Mr. Kudym was whether both the property parcel layer and the legal lot layer were being created for these GIS Workshop related applications. After consulting with a coworker, Mr. Kudym indicated that both layers were being created. The call to Mr. Kudym was concluded.

Members discussed recommending some possible conditions for these GIS grants.

Mr. Brown moved that the OCIO develop a Technical Review Checklist for GIS related grant awards. The checklist will be based on the State Records Board's Supplemental Questionnaire utilized for GIS related grant applications. Mr. Weir seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

Buffalo County -- [County Wide GIS Implementation](#)

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application, 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.
- Further, the committee recommends that if this grant is awarded, payment of grant funds be conditioned upon the following:
 - Applicant must identify a project manager;
 - Applicant must provide a copy of the data and metadata to NebraskaMAP with agreement that any updates of the data will be made available to NebraskaMAP at least quarterly and at no cost; and
 - The OCIO confirms that the data and metadata meets the requirements of the Technical Review Checklist.

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

Cherry County Assessor -- [County Wide GIS Implementation](#)

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application, 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.
- Further, the committee recommends that if this grant is awarded, payment of grant funds be conditioned upon the following:
 - Applicant must identify a project manager;
 - Applicant must provide a copy of the data and metadata to NebraskaMAP with agreement that any updates of the data will be made available to NebraskaMAP at least quarterly and at no cost; and
 - The OCIO confirms that the data and metadata meets the requirements of the Technical Review Checklist.

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

Kimball County -- [WebGIS for County](#)

Mr. Brown moved the following resolution:

The committee, having reviewed the grant application, 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. However, it is unclear to the committee why the budget for this hosting service exceeds the costs associated with some other applicants that have both data maintenance and hosting.
- Further, the committee recommends that if this grant is awarded, payment of grant funds be conditioned upon the following:
 - Applicant must identify a project manager;
 - Applicant must provide a copy of the data and metadata to NebraskaMAP with agreement that any updates of the data will be made available to NebraskaMAP at least quarterly and at no cost; and
 - The OCIO confirms that the data and metadata meets the requirements of the Technical Review Checklist.

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

Madison County -- [WebGIS for County](#)

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application, 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. However, it is unclear to the committee why the budget for this hosting service exceeds the costs associated with some other applicants that have both data maintenance and hosting.
- The committee notes that the budget includes funds for hardware, software, and training.
- Further, the committee recommends that if this grant is awarded, payment of grant funds be conditioned upon the following:
 - Applicant must identify a project manager;
 - Applicant must provide a copy of the data and metadata to NebraskaMAP with agreement that any updates of the data will be made available to NebraskaMAP at least quarterly and at no cost; and
 - The OCIO confirms that the data and metadata meets the requirements of the Technical Review Checklist.

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

City of Nebraska City -- [City-Wide WebGIS implementation](#)

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application, finds that:

- The project is technically feasible.
- It is unclear if the proposed technology is appropriate for the project because there is conflicting information in the proposal as to whether this information will be publicly available.
- The technical elements can be accomplished within the proposed time frame and budget.

- Further, the committee recommends that if this grant is awarded, payment of grant funds be conditioned upon the following:
 - Applicant must identify a project manager;
 - Applicant must provide a copy of the data and metadata to NebraskaMAP with agreement that any updates of the data will be made available to NebraskaMAP at least quarterly and at no cost; and
 - The OCIO confirms that the data and metadata meets the requirements of the Technical Review Checklist.

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

Pawnee County -- [County Wide GIS Implementation](#)

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application, finds that:

- There is insufficient information to make any comments or recommendations.

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

Perkins County -- [WebGIS for County](#)

Mr. Brown moved the following resolution:

The committee, having reviewed the grant application, 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. However, the budget is unclear. The budget information provided in the application requests \$25,000 from the State Records Board; however, the request states that \$25,500 is the costs for GIS Workshop while the included GIS Workshop proposal only shows \$20,000, which includes the second year of maintenance.
- Further, the committee recommends that if this grant is awarded, payment of grant funds be conditioned upon the following:
 - Applicant must identify a project manager;
 - Applicant must provide a copy of the data and metadata to NebraskaMAP with agreement that any updates of the data will be made available to NebraskaMAP at least quarterly and at no cost; and
 - The OCIO confirms that the data and metadata meets the requirements of the Technical Review Checklist.

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

Keith County -- [County Wide GIS Implementation](#)

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application, finds that:

- The project is technically feasible.
- The parcel layer technology is appropriate for the project. Oblique imagery is not included in any state standard.
- The timeline appears compacted unless the work has already begun. The budget is appropriate.

- Further, the committee recommends that if this grant is awarded, payment of grant funds be conditioned upon the following:
 - Applicant must identify a project manager;
 - Applicant must provide a copy of the data and metadata to NebraskaMAP with agreement that any updates of the data will be made available to NebraskaMAP at least quarterly and at no cost; and
 - The OCIO confirms that the data and metadata meets the requirements of the Technical Review Checklist.

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

The committee was in recess from 12:30 p.m. to 1:10 p.m.

The NebraskaMAP application was passed over.

Other Applications

City of Papillion -- [Citizen Services](#)

A representative from the City of Papillion was available for questions.

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application, finds that:

- There are no technical elements to review.

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

NE PostSecondary Education Commission -- [On-Line ACE Scholarship Application](#)

Representatives of the applicant were available for questions.

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application, 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-Yes. Results: Yes-3 and No-0. Motion carried.

Arthur County -- [Web Site Creation \[Attachment to Application\]](#)

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application, finds that:

- The project is technically feasible.
- The technology identified is appropriate; however, the use of students may not be the best approach.
- The committee could not determine if the budget was sufficient without a work plan and information about potential licensing expenses, etc.

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

City of Alliance -- [Municipal Code re-codification and electronic publishing](#)

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application, finds that:

- There is insufficient information to make any comments or recommendations.

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

City of Fremont -- [OnBase 24/7 access](#)

Mr. Brown moved the following resolution:

The committee, having reviewed the grant application, 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.
- The response to Part III Number 3 does not address how the Applicant will make the forms accessible.
- With regard to the response to Part II Number 10, reducing the number of licenses to accommodate a reduced financial commitment could be a potential violation of a licensing agreement.

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

Garden County Clerk - District Court -- [Computer Access to Public Records](#)

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application, finds that:

- The project is technically feasible.
- The proposed technology is not appropriate for providing online public access to these records. Citizens would still be required to travel to the county office.
- The technical elements can be accomplished within the proposed time frame and budget for the project as presented.

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

Lancaster County Board of Commissioners -- [Enhancement of Lancaster County's Tower TRIM electronic records management software](#)

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application, finds that:

- The project is technically feasible. However, this project does not provide improved electronic access to government information.
- There is insufficient information to determine if the proposed technology is appropriate for the project.

- There is insufficient information to determine if the technical elements can be accomplished within the proposed time frame and budget.

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

NE Real Estate Commission -- [On-Line License Renewal](#)

Mr. Brown moved the following resolution:

The committee, having reviewed the grant application, finds that:

- The project is technically feasible.
- The committee has concerns over the type of technology being proposed; including relying on existing, dated hardware and software.

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

Saline County -- [Marriage License Public Access](#)

Mr. Brown moved the following resolution:

The committee, having reviewed the grant application, finds that:

- The project is technically feasible.
- The proposed technology is not appropriate for providing online public access to these records. Citizens would still be required to travel to the county office.
- The technical elements can be accomplished within the proposed time frame and budget for the project as presented.

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

Returned to GIS Related Applications

OCIO - State of Nebraska -- [NebraskaMAP - A Geospatial Data Sharing and Web Services Network II](#)

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application, 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.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Mr. Brown move to adjourn. Mr. Weir seconded the motion. All were in favor. The meeting was adjourned at 3:00 p.m.

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