

Information Services Policy Committee
Thursday, March 10, 2016, 1:30 PM
Room 106, City County Building

Meeting Minutes

ISPC members in attendance: Steve Hubka, Dennis Meyer, Jane Raybould, Rick Hoppe and Todd Wiltgen. Information Services staff members in attendance: Steve Henderson, Jim Anderson and Jeff McReynolds.

Wiltgen called the meeting to order at approximately 1:31.

Wiltgen called attention to the Open Meeting Act information posted in the room.

There was no public comment.

Raybould moved approval of the January 14, 2016 minutes; Meyer seconded. Minutes approved on voice vote.

Henderson reported that the Information Services fund balance was \$1,277,158 as of Thursday morning. He did mention that the balance still remains slightly above the 60 day benchmark, but is generally a reasonable figure.

Henderson discussed some highlights of cost allocation and rate setting work conducted to date. All customers now have the projected billing information in their possession. For FY2016-2017, the average increase across all customers will be 2.93%; in FY2017-2018, the increase will be 3.98%. Customer reaction thus far has been rather minimal. To ensure that the fund balance does not grow too high, rates have been set such that over the next biennium, the fund balance is projected to drop by approximately \$100,000. Finally, after discussion by both Wiltgen and Meyer, Henderson encouraged both of them to direct any questions about cost allocation and rates to Information Services for further discussion and explanation.

Henderson reminded the ISPC members that June will likely be the time to elect the Chair and Vice-Chair for the following year.

Henderson initiated some conversation about the concept of open data – making actual data (not just applications) available for direct consumption by any interested parties. This general concept will be more specifically addressed in the coming few weeks by visitors from What Works Cities, a Bloomberg philanthropy organization focused on cities that are data driven in their decision-making – including a major emphasis on open data. Hoppe discussed some of the possible concerns regarding the underlying cost to appropriately maintain and manage an open data program. There was also some discussion about the ISPC's role in the overall policy decisions and considerations of open data. There was some conversation about how this potentially impacts the county. There were some comments about what types of datasets typically are included in open data initiatives – GIS data and Public Safety datasets are common

ways in which these programs are started. Finally, some discussion took place about security as it might relate to open data practices. Raybould emphasized the security practices that are followed in her private sector experiences. The group acknowledged that open data will likely be a discussion topic over several of the coming months.

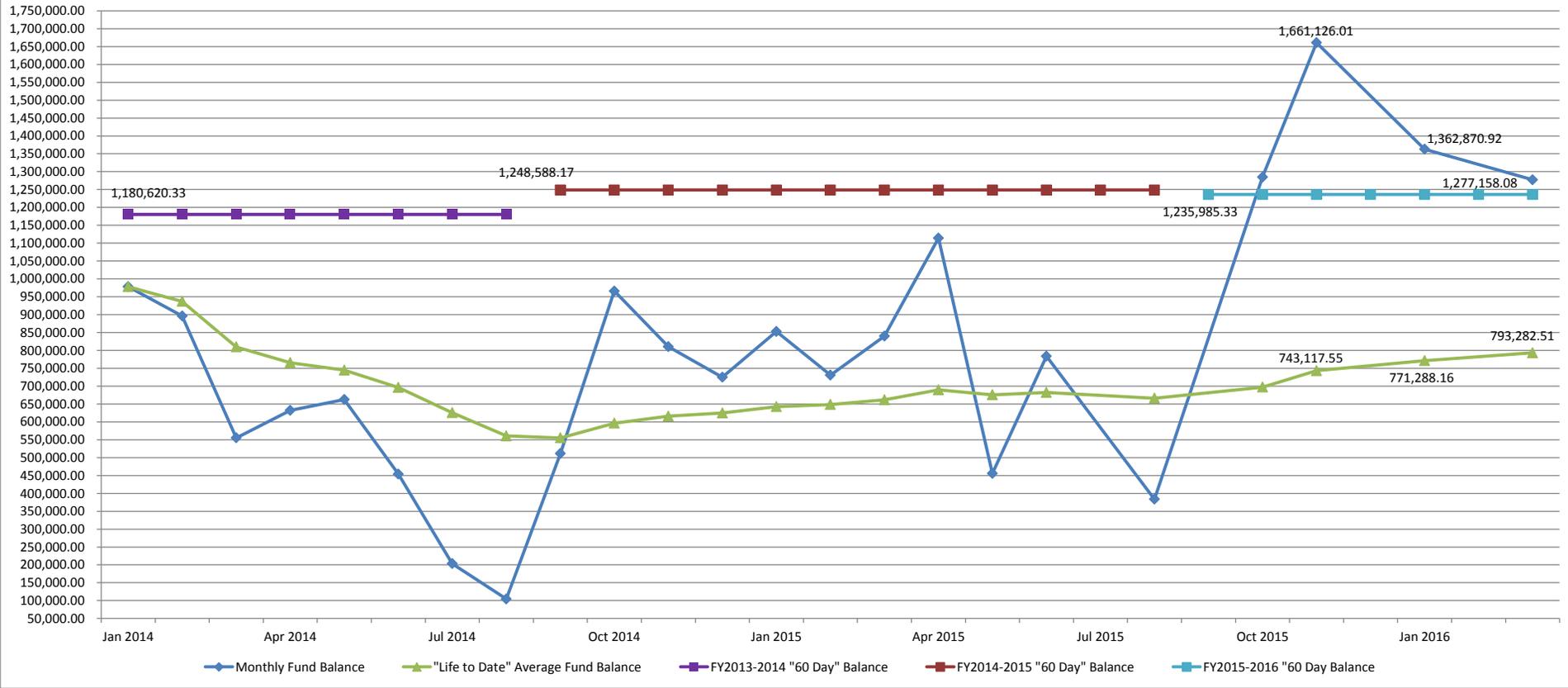
Anderson discussed the Systems Development status report. A copy of his report is included later in these minutes. Highlights of the report include the progress on distribution of 1095-C forms to employees, the Kronos purchase of Empower and the upcoming March 11 Kronos demonstration, the County JDE upgrade, the HP Records Manager upgrade (now essentially completed), the Parks and Recreation Facilities Reservation system and the Time Entry system. Wiltgen mentioned some pending discussions regarding the evaluation of overall access to records in the HP Records Manager system and the implications of large-scale video storage.

In Gifford's absence, Henderson mentioned that currently one of the most significant infrastructure activities is the upgrade to the overall virtual server environment. This effort also includes the objective of establishing some geographically dispersed characteristics to the virtual server environment. This latter goal is directly related to improving availability and reliability.

McReynolds discussed the GIS status report. A copy of his report is included later in these minutes. He first discussed the aerial imagery flights now taking place, along with the targets being placed by the County Engineer's office. He spoke about the kickoff meeting related to the GIS Enterprise Advantage Program and the related infrastructure plan development. Census 2020 conversations are beginning – this could involve the County Clerk, City Clerk and Planning and might warrant an internal working group. McReynolds discussed the efforts to acquire the GeoCortex development platform (this product is also used by the State of Nebraska, along with Douglas and Sarpy counties). He spoke about the USGS 3DEP grant opportunity and the somewhat different approach to the funding model being used. Also mentioned was the group of organizations interested in drone usage. Finally, there was some discussion of the pending legislation about NextGen 911, noting that surrounding states are already using NextGen 911.

With no further business to conduct, Wiltgen adjourned the meeting at approximately 2:25.

Information Services Fund Balance - January, 2014 to Present



INTER-OFFICE MEMO

TO: Information Services Policy Committee
FROM: Jim Anderson, Systems Coordinator, Information Services
DATE: March 10, 2016
SUBJECT: Monthly Report

SYSTEMS DEVELOPMENT PROJECTS

1. **City/County Payroll/HR – 1095-C Filing**

March – The production data was sent to JAT Software in January and the statements were printed and mailed. The only remaining task for this year is for Personnel to send an electronic file to the IRS.

Kronos - Empower Software was purchased by Kronos software, which would make the Kronos payroll software the direct upgrade path for the County and City.

March – The Kronos account manager will be on site March 11th for a demonstration of the Kronos payroll/HR solution.

2. **County EnterpriseOne 8.12 to 9.2 Upgrade –**

January – The contract with Denovo has been approved and a pre-kick-off conference call was held on January 11th. In addition, a technical infrastructure call was held on January 13th and work will begin on provisioning the servers for the upgraded system.

March – Servers have been provisioned and the technical work has been completed by Denovo. The functional consultants were on site March 7th – 9th to begin the functional work.

3. **HP TRIM Records Management System upgrade:**

March – The HP TRIM 7.1 to HP Records Manager 8.3 software upgrade was completed March 4th – 7th. A few minor tasks remain to be completed and will be done so toward the end of March.

4. **Development Projects –**

Parks & Rec Facilities Reservation: An enhancement to the Parks & Rec PROCTOR application will be made to allow citizens to reserve Parks & Rec facilities online.

January – development work started on the internal component of the reservation system. Many of the date entry pages have been developed and a meeting is scheduled to review this work and discuss reports. When the internal component is complete, the public component will be started.

March – The internal component of the system is complete and work started on the external component, which is 60% complete.

Parks & Rec Time Entry: A Time Entry systems similar to the one utilized by Information Services will be developed for use by Parks and Rec.

January – initial design and coding is complete and the system is being tested. A meeting is scheduled with Parks staff for a review of testing results.

March – Work continues on this project, but has been delayed by higher-priority tasks.

MEMORANDUM

To: I.S.P.C. Chair
From: Jeff McReynolds, GIS Program Manager
Date: March 10, 2016
Subject: GIS Report to I.S.P.C

New Efforts

- 2016 Aerial Update Targeting
 - Planes now based in Lincoln capturing low-resolution imagery
 - County Engineer placing targets for aerials
 - Capture for Lancaster County likely with the next 2-3 weeks.
- ESRI Enterprise License Agreement (ELA)
 - ESRI Enterprise Advantage Program (EEAP) Kickoff March 1, 2016
 - Developing Infrastructure Plan
- Census 2020
 - Block Boundary Suggestion Project
 - Recommended a joint working group
 - County Clerk
 - City Clerk
 - Planning
- Web GIS “Platform” procurement
 - Latitude Geographics – GeoCortex Product
 - State of NE
 - Douglas & Sarpy Counties
 - University of NE

Ongoing Efforts

- USGS 3DEP Grant Opportunity
 - Elevation update for Lancaster County
 - Up to 50% funding by USGS
 - Approximate cost - \$140k
 - December grants announced, awaiting future announcements
- Drone Committee
 - LB720 – likely to die in committee
 - No update from City Law, but interest in creating a City\County Joint effort
- NextGen 911
 - LB927 – seeking surcharges – likely dead
 - LB938 – Prioritized. To adopt 911 Service System Act & built plan
 - All surrounding states are already NextGen 911