

Administrative Services Meeting Douglas County, Nebraska

Tuesday, May 20, 2014

The meeting convened at 2:26 p.m. in Room 903 of the Omaha-Douglas Civic Center, 1819 Farnam Street, Omaha, NE 68183. A copy of the Open Meetings Act is located on the wall near the entrance of the room. A notice of the meeting was published in the May 13, 2014 issue of The Daily Record. County Commissioners present at the start of the meeting were Pam Tusa, Mary Ann Borgeson, Mike Boyle, Clare Duda, and Marc Kraft. Others present at the start of the meeting included Patrick Bloomingdale, Joe Lorenz, Diane Carlson, Catherine Hall, and Kaieva Williams of Administration; IT Coordinator Dianne Wallace; Clerk of the District Court John Friend; Mark Conrey and Kyle Kramer of 911/Communications (911); Jerry Leahy of Public Property; Dan Esch of the Clerk/Comptroller's office; Parker Schenken and Tyler Mullen of Baird Holm; Jake Wasikowski and a cameraperson from KMTV; and Bev Traub of the League of Women Voters. Commissioner Tusa conducted the meeting.

1) Douglas County IT Advisory Group (DCITAG) update (Wallace)

County Commissioner PJ Morgan and Marcos San Martin of Administration entered the meeting during this item. Ms. Williams left the meeting during this item. Speaking during this item were Ms. Wallace, Commissioner Tusa, Commissioner Boyle, Mr. Lorenz, Clerk of the District Court Friend, Commissioner Duda, Mr. Bloomingdale, and Commissioner Borgeson. Highlights from the discussion included the following:

- Ms. Wallace provided a handout about DCITAG, which she reviewed with those in attendance.
- Ms. Wallace said DCITAG is made up of 13 members from elected and non-elected offices, including the three County members on the DOT.Comm Oversight Committee.
- Ms. Wallace said DCITAG meets monthly and it is a go-to group to get feedback from the whole County on IT process, projects, prioritization, and various initiatives.
- Ms. Wallace said DCITAG has been working on a technology plan since its formation.
 - Ms. Wallace said a technology plan will help DOT.Comm help the County, and enable the County to be more proactive instead of reactive to technology changes.
 - Ms. Wallace said the technology plan can be found at <http://countynet/county-it-coordination>.
 - Mr. Lorenz and Ms. Wallace said the technology plan lists out all of the projects, and provides a description of each project and its level of prioritization.
 - Ms. Wallace said this web site also contains agendas and minutes from previous DCITAG meetings.
- Commissioner Boyle said he believes a priority should be made to make all County employee e-mail addresses have the same e-mail address domain name (i.e. @douglascounty-ne.gov for all County employee e-mail addresses).
 - Ms. Wallace said DOT.Comm is working on making this happen and that it should be done sometime during this coming summer.
- Commissioner Boyle said there ought to be a resolution that states if an office buys software outside of DOT.Comm's approval, then it will not be supported by DOT.Comm.

- Commissioner Tusa asked that a resolution regarding this be placed on the agenda at the June 3, 2014 County Board meeting.
- Ms. Wallace said she would like the County Board to keep technology in mind when strategically planning because technology is an enabler that will help the County meet its goals.
 - Ms. Wallace said many of the County's goals probably have some sort of technical aspect to them, and DCITAG can help forecast and prepare for that.
 - Ms. Wallace gave the example of the wellness provider chosen by the County, where ahead of time some of the technical aspects of the vendor's program hadn't been thought of, but needed to be addressed before getting the program up and running.
- Clerk of the District Court Friend and Ms. Wallace left the meeting after this item.

2) Tower Project at 41st and Pierce (Conrey)

Speaking during the item were Mr. Conrey, Mr. Kramer, Commissioner Boyle, Mr. Leahy, Commissioner Morgan, Commissioner Borgeson, Commissioner Kraft, Mr. Bloomingdale, and Commissioner Tusa. Highlights from the discussion included the following:

- Mr. Kramer said approximately three years ago, the County was told by inspectors that the footings of the County's tower at 41st and Pierce Streets could not be inspected due to the style of tower.
 - Mr. Kramer said of the three towers that the County owns, this tower is the oldest.
 - Mr. Kramer said the inspectors said that there was nothing else the County could do with this tower.
- Mr. Kramer said the County gets approached regularly by wireless carriers asking whether or not they can lease space on the tower, but the County has to turn them down because the tower can't structurally support it.
- Mr. Kramer said the County was approached by a contractor that works with AT&T, and AT&T is offering to construct a new tower for the County, and in exchange for constructing the tower, AT&T would get to put their equipment on that tower.
 - Mr. Kramer said AT&T would put new equipment on the tower for the County, and tie the County's existing building to that tower, to where the County would have zero cost.
 - Mr. Kramer said the County would give AT&T specifications to meet the County's needs on the tower.
 - Mr. Kramer said in return, AT&T would get free lease on that tower for however many years the County Board determines.
 - Mr. Kramer said the County would be able to lease space on the tower to other cellular providers, as well.
 - Mr. Kramer said the County would ask that the tower be able to support a minimum of five providers.
 - Mr. Kramer said tower leases can range anywhere from \$1,000/month to \$10,000/month, but that he doesn't know what to expect for this tower.
 - Mr. Kramer said Public Property has been involved, and AT&T has provided some preliminary drawings.

- Maintenance on the towers was discussed.
 - Mr. Kramer said once the County takes over the tower, then the County would pay for the maintenance on the tower itself.
 - Mr. Kramer said if a cellular provider wants to add equipment to the tower, then normally the County would tell the company to pay for an inspection of the tower, so the County doesn't have to pay for it.
 - Mr. Kramer said if there is a lease on the tower with a cellular provider, then there would be language in the lease requiring the provider to:
 - Have all of the equipment it installs meet the County's specifications.
 - Agree to maintain the equipment it installs.
 - Pay for the removal of its equipment if that provider leaves the tower.
 - Mr. Leahy said the current tower's height at 41st and Pierce Streets is 259.5 ft.
 - Mr. Kramer said a shorter tower would be easier to maintain and could provide some savings to the County.
- Mr. Leahy said if the VA gets a new hospital, it is his understanding that the hospital's new roof won't be able to support the vendors the VA has on its current roof.
 - Mr. Leahy said the County's tower could be the place for those vendors.
- Mr. Kramer said he estimates that a 250 ft. tower would cost \$250,000.
- Mr. Kramer said he needs direction as how to proceed from here.
 - Commissioner Morgan said he thinks the County should ask for a letter of intent from AT&T, or something in writing from AT&T as to what they are proposing, then the County could look at it and modify it.
 - Commissioner Morgan said the County needs to do its due diligence to figure out what the County needs to do to build the right tower for the future.
 - Commissioner Morgan said if there is a committee working on this, he'd be glad to be involved.
 - Commissioner Morgan said he'd like to have Ms. Carlson be the person he communicates with on this matter.
 - Commissioner Borgeson said after the letter of intent is received and the details are worked on, then a plan could be presented to the Board of Commissioners in a public session.
 - Mr. Kramer said this is a large monetary project that would typically require an RFP, but this doesn't involve any County money.
 - Mr. Kramer said in other communities, it doesn't require going out for an RFP, but he doesn't know what the County's requirements will be here.
 - Commissioner Borgeson said she thinks legal would be able to tell.
- Commissioner Tusa asked Mr. Kramer and Ms. Carlson to work together on this.

3) 911 Radio Upgrade Project and Relocation of 911 Center to the Thomas Fitzgerald Home (Conrey)

4) Public Safety Bond Issue (Lorenz)

These two items were taken together. Speaking during these items were Mr. Lorenz, Commissioner Tusa, Mr. Schenken, Mr. Kramer, Mr. Conrey, Commissioner Borgeson, Commissioner Duda, Mr. Leahy, and Mr. Bloomingdale. Highlights from the discussion included the following:

- Mr. Conrey reviewed some of the events that have led up to this point.
 - Mr. Conrey said Motorola has announced end-of-life for their base stations in radio consoles.
 - Mr. Conrey said it's going to be around \$7.75 million to upgrade and change out the radio infrastructure and equipment.
 - Mr. Conrey said 911 has outgrown its current space.
 - Mr. Conrey said 911 has equipment placed in hallways, jail cells, and in back rooms at its current location.
- Sarpy County 911 was discussed.
 - Mr. Conrey said Sarpy County has sent mixed signals on a 911 merger with Douglas County, so it's making it complicated as to how Douglas County should build the new 911 Center.
 - Commissioner Borgeson said she has asked Sarpy County to come back to the table to discuss the possibility of a merger.
 - Commissioner Borgeson said Sarpy County wants to move towards a virtual merger.
 - Commissioner Borgeson said moving forward with a virtual merger could be done, as well as determining a final date that Sarpy County must agree by if Sarpy County wants to move to Douglas County's 911 Center.
 - Commissioner Duda said it makes sense for Douglas County 911 to merge with Sarpy County 911, but he doesn't believe Sarpy County will let Douglas County have anything to do with running Sarpy County 911.
 - ❖ Commissioner Duda said he thinks Douglas County should just move ahead, but have a plan B in case Sarpy County will come on board.
 - ❖ Commissioner Boyle said he agrees with Commissioner Duda.
 - Mr. Kramer said Sarpy County gains the benefit out of virtualization, and that it will add to the workload of Douglas County and it will add to Douglas County's equipment load.
 - Mr. Kramer said Douglas County should be looking at some type of cost-recovery from Sarpy County on this, it shouldn't be coming out of Douglas County's budget.
- Mr. Conrey said the Omaha Police Department is looking to build a fifth precinct.
- The public safety bond issue was discussed.
 - Mr. Schenken said he has talked about having the bond question finalized by the first County Board meeting in August.
 - Mr. Schenken said the draft language for the bond issue question includes "public safety communications facilities, and certain other improvements and equipment for County operations including facilities for the County Treasurer, the department of Environmental Services."

- Mr. Schenken said conceptually the County will want the language in the question crafted so it covers whatever the County thinks it is going to do at the building, but the question language can be broad.
- Mr. Lorenz said Administration will work with Public Property to arrive at a cost for the equipment and building rehabilitation, then the bond documents would start being put together.
 - Mr. Lorenz said the current estimate for the bond's total cost is \$20 million.
- Mr. Schenken said the County could issue one bond question to the voters, but do a series of bond issues (i.e. the voters approve a total amount of \$20 million, and then the County does a series of bonds for \$5 million, \$9 million, \$6 million).
- Commissioner Boyle said the County should consider moving the offices for Register of Deeds and County Assessor in to the Fitzgerald Home.
 - Mr. Leahy said he had talked to Assessor Morrissey about the possibility of having a small satellite office for appraisers working out west.
- Mr. Lorenz said he has talked to Mr. Leahy about possibly doing a tour of the Fitzgerald Home for the Commissioners.
- Commissioner Boyle said Mr. Kramer's salary is low and that he needs to be compensated adequately.
- Mr. Bloomingdale said Administration will continue to work with staff from 911, Public Property, and attorneys to tighten up everything on the bond issue, then there will be a follow-up meeting.

5) Other Business

There was no other business.

The meeting adjourned at 3:33 p.m.