

## Administrative Services Meeting Douglas County, Nebraska

Tuesday, July 22, 2014

The meeting convened at 12:23 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 July 15, 2014 issue of The Daily Record. County Commissioners present at the start of the meeting were Pam Tusa and Mary Ann Borgeson. Others present at the start of the meeting were Patrick Bloomingdale, Joe Lorenz, Marcos San Martin, Catherine Hall, Mike Dwornicki, and Kaieva Williams of County Administration; Jerry Leahy and Jeff McGill of Public Property; John Ewing and Tim Cavanaugh of the Treasurer's office; Tim Dunning and Tom Wheeler of the Sheriff's office; Mark Conrey and Kyle Kramer of 911/Communications (911); Eric Carlson of Purchasing; John Solano of the Garage; Dan Esch of the Clerk/Comptroller's office; Al Povondra of Carlson West Povondra Architecture; Chris Jansen of Alley Poyner Macchietto Architecture; Tyler Mullen of Baird Holm; Rick Kubat of MUD; and Laura McCormack, citizen. Commissioner Tusa conducted the meeting.

### 2) Public Safety Bond Issue Update

This item was taken up first. County Commissioner Mike Boyle entered the meeting during this item, as well as Theresia Urich of the County Attorney's office. Ms. Williams left the meeting during this item. Speaking to the item were Mr. Bloomingdale, Mr. Lorenz, Mr. Leahy, Ms. Jansen, Mr. Povondra, Commissioner Tusa, Sheriff Dunning, Treasurer Ewing, Mr. Conrey, Commissioner Borgeson, Mr. Kramer, Mr. Mullen, and Commissioner Boyle. Highlights from the discussion included the following:

- Mr. Leahy said the drivers of the public safety bond have been the County Board's intent to develop the Fitzgerald property, and 911's extensive need to upgrade their radio equipment.
- Mr. Leahy said 911, Treasurer, and Environmental Services will go into the Fitzgerald building.
- Ms. Jansen handed out a map of floor plans for each floor at the Fitzgerald building, as well as a breakdown of the total project costs.
  - Ms. Jansen said the allocation of space for each department is based on information gathered at meetings with those departments regarding their space needs.
  - The estimated total project cost is \$25,000,000.
    - \$12,410,000 in construction costs.
    - \$8,100,000 in radio equipment and communications consoles.
    - \$1,322,700 in support expenses (i.e. fees, surveys, testing, fixtures, equipment).
    - \$990,000 in geothermal infrastructure.
    - \$2,177,300 in project contingencies.
- Mr. Bloomingdale said there will be a resolution regarding the bond on the July 29, 2014 Douglas County Board of Commissioners' agenda.
  - Mr. Mullen said this resolution is just to put the question on the ballot.
  - Mr. Lorenz said the resolution will ask for authorization to issue a bond for an amount not to exceed \$25,000,000.
- Mr. Mullen said the project description for the bond will include the following language: "The Board of Commissioners of the County of Douglas, in the State of Nebraska, hereby finds and

determines the County is in need of certain public safety communications facilities, including improvements to buildings, equipment for such buildings, and other fixed and mobile equipment, and certain other improvements and equipment for other County operations including facilities for the County Treasurer and County Department of Environmental Services.”

- Mr. Mullen said if the citizens vote to issue the bond, then the following steps will happen:
  - Mr. Lorenz and Mr. Bloomingdale will work with the underwriter to determine the bond’s amount and interest rate.
  - The County Board will need to pass another resolution authorizing the County to issue the bond and levy the taxes, which probably won’t happen until first quarter of 2015.
- Treasurer Ewing, Mr. Cavanaugh, Mr. Conrey, Mr. Kramer, Mr. Leahy, Mr. McGill, Mr. Povondra, Ms. Jansen, and Mr. Mullen left the meeting after this item.

### **1) Contract Compliance Plan/Policy**

Speaking to the item were Mr. Bloomingdale, Mr. Dwornicki, Mr. Carlson, Commissioner Tusa, Ms. Urich, Commissioner Borgeson, Commissioner Boyle, and Ms. McCormack. Highlights from the discussion included the following:

- Mr. Dwornicki said one of the things that came out of the contract compliance audit was a finding that there are varying abilities of departments monitoring their contracts.
  - Mr. Dwornicki said the recommendation was to develop a set of policies and procedures to try to standardize the process.
- Mr. Dwornicki said after working with Mr. Carlson and Ms. Urich, a template for contract compliance was developed.
  - A draft worksheet of the template was provided.
  - Mr. Carlson said the template includes a contract monitoring plan and a closeout procedure where the department can report what issues occurred, actions taken to resolve the issues, and whether or not the vendor provided adequate service.
    - Mr. Carlson said he believes the template will help departments be more accountable for their contracts.
  - Mr. Dwornicki said he has spoken to the Clerk/Comptroller’s office about this and the Clerk/Comptroller’s office is supportive of this.
  - Mr. Carlson said this template may be piloted with a security contract at the Midtown Campus.
  - Mr. Carlson said the template is just a way of monitoring the contract; it does not address what to do if the vendor doesn’t follow the contract.
  - Mr. Carlson said who will manage the contract compliance worksheets is yet to be determined.
- Ms. Urich said there is an opportunity to set parameters as far as what contracts the County wants to have reviewed.
  - Mr. Carlson said compliance review for a contract to buy bottled water, for example, may not be necessary.
  - Mr. Carlson said while monetary factors of contracts are important, there are cases where the dollar amount of a contract is insignificant but there may be a risk factor with that contract because of the service that is being provided.

- Contract compliance for the Guardian Ad Litem (GAL) contracts was discussed.
  - Ms. McCormack said the County's contracts say the contractor shall comply with State statute. Ms. McCormack asked what will happen when a GAL doesn't comply with State statute, and will there be contractual language that gives some recourse to the County.
    - Mr. Bloomingdale said if it's brought to the County's attention that a GAL is not complying with the contract, then the County could:
      - Terminate the contract, if it's serious enough.
      - Give the contractor an opportunity to remedy the situation and a certain amount of time to show that it's been remedied.
    - Commissioner Boyle said the question of who enforces the compliance of the GAL contracts has been the crux of the problem with GAL contracts.
      - Commissioner Borgeson said she thinks the contract compliance template would be the perfect tool to help address the issue of monitoring GAL contracts.
    - Commissioner Borgeson said a determination on how to address the recommendations in the State Auditor's report will be forthcoming.
- Commissioner Boyle said he would like to see language incorporated into contracts that doesn't permit employees to have an interest or relatives involved with the contract.
- Commissioner Tusa asked that the contract compliance plan/policy be presented at a Board of Commissioners meeting in two weeks.
- Mr. Cavanaugh re-entered the meeting during this item. Ms. McCormack left the meeting during this item. Mr. Dwornicki and Ms. Urich left the meeting after this item.

### 3) Update on CNG vehicles and Sheriff's vehicles using CNG

Speaking to the item were Commissioner Boyle, Sheriff Dunning, Commissioner Tusa, Mr. Solano, Mr. Wheeler, Mr. Kubat, Mr. Cavanaugh, Mr. Carlson, Commissioner Borgeson, and Mr. Lorenz. Highlights from the discussion included the following:

- Mr. Solano said the County purchased two CNG vehicles and those two vehicles have been in service for about 14, 15 months now.
- Mr. Solano said he is not opposed to CNG, but at this time CNG vehicles do not provide a cost benefit to the County.
- Mr. Solano put together an analysis covering the County's costs for a 2012 Honda Civic CNG vehicle, a 2012 Ford Focus, and a 2012 Chevy Malibu over the period of 6/5/2013 – 6/30/2014.
  - Annual cost per mile for the vehicles were as follows:
    - 2012 Honda Civic CNG: \$0.14
    - 2012 Ford Focus: \$0.14
    - 2012 Chevy Malibu: \$0.16
      - Mr. Solano said there might be a significant cost-savings for civilian organizations on CNG fuel, but the County buys its fuel on State contract and that's why the County is seeing a very comparable cost per mile.
      - Mr. Solano said the cost per mile does not include the purchase price of the vehicles.
  - The purchase prices of the vehicles were as follows:

- 2012 Honda Civic CNG: \$25,790.00
  - 2012 Ford Focus: \$14,672.00
  - 2012 Chevy Malibu: \$16,732.00
    - Mr. Solano said the County is also buying its vehicles off of State contract, so the County is getting vehicles \$3,000 - \$5,000 cheaper than an average private organization.
- Mr. Solano said Honda is the only company that makes a factory CNG, everything else is an after-market system.
  - Mr. Solano said a CNG conversion for a Ford Fusion, a mid-sized vehicle, is between \$8,750 - \$9,350.
  - Mr. Solano said most of the conversions for half-ton to one-ton pickups are between \$17,000 - \$25,000.
  - Mr. Kubat said the City of Omaha received a grant from the Nebraska Environmental Trust that paid for the conversion costs for five of their heavy-duty maintenance vehicles.
    - Mr. Kubat said he will ask some of his colleagues if grants will be available for the County.
- Mr. Solano said the average shelf life of vehicles in the Garage is 8-10 years. Mr. Solano said a CNG fuel system may hold up over the course of 8-10 years but the rest of the vehicle isn't; the brakes, transmission, tires, etc. are still going to have to be replaced.
- Mr. Solano said the Garage technicians aren't trained for CNG and nor does the Garage have the infrastructure to maintain CNG vehicles.
  - Mr. Solano said the technicians at the Garage can perform regular service on CNG vehicles, but if the vehicle has a problem specific to CNG, then the vehicle has to go to the dealership for service.
  - Mr. Solano said the Garage was given a proposed cost of \$240,000 to up-fit two of the garage bays for CNG compliance.
  - Mr. Kubat said if maintaining vehicles is an issue for the County, he believes there are experts at MUD that can lead the County down the right path.
    - Commissioner Boyle asked Mr. Kubat to send the County information regarding CNG maintenance.
- Mr. Carlson said the locations of CNG fueling stations are not in areas where the County would have its vehicles.
  - Mr. Solano said the County's two CNG vehicles are at the Youth Center, closer to the CNG fueling station at 50<sup>th</sup> and L Streets.
  - Mr. Kubat said there are going to be more and more fueling stations going in around town, and that he believes inevitably there will be a CNG fueling station somewhere near north downtown Omaha.
  - Mr. Cavanaugh said he does not believe that there are any plans right now to build a CNG fueling station at 156<sup>th</sup> and Maple Streets.
- Mr. Kubat said if it gets to the point for the County where CNG costs are cheaper or near the costs of regular fuel, he thinks the County should go with more CNG vehicles because CNG is a domestic product that is substantially less harmful to the environment.
- Mr. Kubat said it's a good idea for the County to stay engaged with MUD on this matter.

**4) Other Business**

There was no other business.

The meeting adjourned at 1:39 p.m.