

**Administrative Services Committee Meeting  
Douglas County, Nebraska**

Tuesday, December 9, 2014

The meeting convened at 1:34 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 December 2, 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 PJ Morgan. Others present at the meeting were Patrick Bloomingdale, Diane Carlson, Joe Lorenz, Marcos San Martin, and Kaieva Williams of Administration; Diane Battiato and Denise Lickel of the Register of Deeds' office; Jerry Leahy and Jeff McGill of Public Property; Bob Nord of DOT.Comm; and Dan Esch of the Clerk/Comptroller's office. Commissioner Tusa conducted the meeting.

**1) Discussion of space for Assessor/Register of Deeds.**

Ms. Williams left the meeting during this item. County Commissioner Marc Kraft entered the meeting during this item. Speaking during this item were Mr. Leahy, Register of Deeds Battiato, Commissioner Boyle, Mr. McGill, Commissioner Borgeson, Mr. Bloomingdale, Mr. Lorenz, Commissioner Morgan, Commissioner Duda, Commissioner Kraft, and Commissioner Tusa. Highlights from the discussion included the following:

- Register of Deeds Battiato wants to see if she can fit both the Register of Deeds' office and Assessor's office on the fourth floor.
- Square footage figures were discussed:
  - The current square footage being used by the Register of Deeds and the Assessor:

Current square footage used by Register of Deeds on Harney level	6,131
Current square footage used by Assessor on fourth floor	13,500
Total	19,631

- Mr. Leahy said Register of Deeds Battiato believes the Register of Deeds will only need 4,578 square feet of space.
  - Register of Deeds Battiato said with the implementation of the land records management system, the Register of Deeds' office is not going to need all of the space it is currently using.

Estimated square footage needed for Register of Deeds	4,578
Current square footage used by Assessor on fourth floor	13,500
Total	18,078

- On the fourth floor, in addition to space used by the Assessor, there is 2,477 square feet being utilized by the Geographic Information Systems (GIS) department, 4 employees from Administration, and empty cubicles.

Assessor square footage on fourth floor	13,500
GIS, Administration, and cubicle square footage on fourth floor	2,477
Total	15,977

- Mr. Leahy said even if the Assessor/Register of Deeds were able to utilize all of the space currently being utilized on the fourth floor, it would still leave the Assessor/Register of Deeds about 2,100 square feet short of the current estimated space needed.

Total estimated square footage needed for Assessor (13,500) and Register of Deeds (4,578)	18,078
Total square footage currently being utilized on the fourth floor	15,977
Difference	2,101

- Register of Deeds Battiato said she believes it is a necessity for the Assessor and Register of Deeds to be on the fourth floor.
  - Register of Deeds Battiato said the new combined office cannot be functionally efficient if it's in two separate places.
    - Register of Deeds Battiato said efficiencies with clerical staff can take place if both offices are located in the same area.
      - Register of Deeds Battiato said a recorder can't be blended with an appraiser, but clerical staff can be blended.
  - Commissioner Morgan said he thinks the two offices could be managed better if they are on the same floor.
  - Commissioner Morgan said if the Assessor/Register of Deeds can function with less space, it provides the County with more flexibility for space that may be needed in the future.
  - Commissioner Boyle said it's unreasonable to have the two offices separated, and that having the offices separated is a signal that the two offices are not merged.
  - Commissioner Duda said he's not sold that everything for the Assessor/Register of Deeds needs to be on one floor.
    - Commissioner Duda mentioned the County Attorney and Treasurer being housed in multiple locations.
    - Commissioner Tusa agreed with Commissioner Duda.
- Register of Deeds Battiato said between the offices of the Assessor and Register of Deeds, there are approximately 80 employees.
- Register of Deeds Battiato said she would like to have a space study done by a professional to see if it's even possible to have the two offices located on the fourth floor.
  - Commissioners Boyle and Morgan spoke in favor of this idea.
  - Commissioner Boyle said he thinks there should be a space planner that looks at other places in the building, too.
    - Mr. Leahy said he would suggest having an architect look at the fourth floor, as well as look at space on the Harney level where GIS and the four Administration employees may potentially be moved.
- The cost of a space study was discussed.
  - Mr. Leahy said he thinks it would cost around \$5,100 to conduct a space study.
  - Mr. Lorenz said if the space study is under \$10,000, it could probably be paid for out of the Fees & Contracts budget.
    - Mr. Lorenz said he thinks paying for the space study will be fine, but any reconfiguration that needs to be done will be a harder funding answer.

- Register of Deeds Battiato said most of the costs are going to be aesthetic costs, there will not be massive construction costs.
  - Commissioner Morgan said there are people in the community, who don't have real estate companies, who may be willing to raise money privately to try to get the offices in a combined space.
- Whether or not seeking a space study should go in front of the County Board was discussed.
  - Commissioner Boyle said he thinks it's unnecessary for it to go in front of the County Board.
    - Commissioner Boyle said this space study is just to see if it will work to have both offices on one floor. Commissioner Boyle said if it won't work, then the County won't do it.
  - Commissioner Tusa said she thinks it should go in front of the County Board.
  - Commissioner Borgeson said she thinks it would be a good idea for it to go in front the County Board, but told Mr. Leahy he could go ahead and seek out someone to look at the space.
- Mr. McGill, Commissioner Morgan, Commissioner Duda, and Commissioner Kraft left the meeting, separately, during this item.

## **2) Discussion of County Offices 444 prefix and other communication issues.**

Speaking during the item were Commissioner Boyle, Commissioner Tusa, Mr. Lorenz, Commissioner Borgeson, and Mr. Nord. Highlights from the discussion included the following:

- Mr. Nord provided a handout entitled "County and City Telecommunications" (*see attached*).
- Mr. Nord said he thinks there is merit to the idea of trying to secure 531-444-xxxx so that all of the City and County phone numbers are under one umbrella.
  - Mr. Nord said the Public Service Commission (PSC) anticipates the release of area code 531 will happen mid-year 2015.
  - Mr. Nord said DOT.Comm has had conversations with Gene Hand of the PSC, as well as conversations with CenturyLink and Cox.
    - Mr. Nord said the phone numbers would need to be secured through CenturyLink and Cox, then through the PSC.
      - Mr. Nord said there's a fee attached to this.
  - Mr. Nord said while it's not a big process of getting ahold of the new area code, he does think the phone number change will be about a two-year process.
    - Mr. Nord said there will need to be a coordinated dialing plan and a determination of how long the old numbers will exist.
- Mr. Nord said the City is unified with the County on using a Voiceover IP (VoIP) system.
  - Mr. Nord said with VoIP, every agency will be able to reach other agencies with just a 4-digit dial, no matter if it's inside or outside of the Civic Center/Hall of Justice.
    - Currently there are some departments that can only be reached by dialing the full phone number.

- Commissioner Boyle said he heard from someone at the Health Center that the individual was unable to transfer phone calls to 444 numbers because the individual had a non-444 number.
  - Mr. Nord said non-444 numbers should be able to transfer to 444 numbers.
    - Mr. Nord said he would have to contact the office having trouble to see what the issue is, but the office should be able to transfer.
    - Mr. Nord said there are some offices who have requested the inability to transfer (i.e. Corrections so an inmate can't be transferred).

### **3) Other Business.**

Speaking to this item were Register of Deeds Battiato, Commissioner Boyle, Commissioner Tusa, Mr. Lorenz, Mr. Nord, and Commissioner Borgeson. Highlights from the discussion included the following:

- Register of Deeds Battiato said after having gone through an RFP process, the Register of Deeds' office has chosen Pioneer Technology for their land record management system.
  - Register of Deeds Battiato said a contract will go before the County Board sometime in January.
    - The contract will be paid for with money that has been encumbered by the Register of Deeds' office and money from the Register of Deeds Technology Fund.

The meeting adjourned at 2:42 p.m.

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# **County and City Telecommunications**

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# Current State

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## Interoffice Dialing and Transfers

- We understand the frustration over the lack of four digit dialing
  - This is due to the numbering conflicts, disparate voice platforms and the Centrex administration through regional central offices or wire centers versus a common central office "wire center"
  - Numbering plan for all offices: Current numbering includes blocks in NXX prefixes of 280, 291, 330, 342, 345, 346, 391, 444, 493, 504, 505, 546, 551, 571, 573, 599 and 996.
  - Some of the 444 numbers have been assigned to outside agencies.
  
- All phones have the capability to transfer using the 10-digit telephone number regardless of location unless they have been programmed to prevent it by request.

# Direction

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## Consolidated Dialing Plan

- Next steps
  - We are still actively interested in obtaining the pending 531-444-xxxx;
  - i. Public Services Commission (PSC) is preparing to release the new area code
  - ii. Conversations have been had with Gene Hand at PSC.
  - iii. Anticipate mid 2015 based on earlier PSC statements in 2014.
  - iv. Initial cost estimates are a one time charge of \$12,000 to reserve the numbers and a monthly fee of \$1,500 for the service.
  - v. Working with Voice providers to reserve the block of numbers as they become available.
  - Logistics need to be hammered out on transition time with dual calling abilities
    - i. Change of directory numbers, etc, as there would be an increased expense of carrying the dual numbers (letterhead, forms, contact info).
- Considerations:
  - Does everyone need a direct dial number?
    - i. Expenses can be contained by assigning internal dial numbers and a centralized auto attendant for inbound callers.

Moving to a common voice platform is the desired direction dependent on available funds and prioritization by City/County.