

---ROUGH DRAFT---

Administrative Services Committee Meeting
Douglas County, Nebraska

Tuesday, November 17, 2015

The meeting convened at 8:01 a.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 near the entrance of the room. A notice of the meeting was published in the November 10, 2015 issue of The Daily Record. County Commissioners present at the beginning of the meeting were Jim Cavanaugh, Clare Duda, and PJ Morgan. Others present at the beginning of the meeting were Patrick Bloomingdale, Marcos San Martin, and Toni Dunn of Administration; Tom Riley and Carol Jennings of the Public Defender's office; Tim Cavanaugh of the Treasurer's office; Kevin Conlon of the Sheriff's office; Jerry Leahy of Public Property; Amber Michalski of Corrections; Kent Holm of Environmental Services; Mike Schonlau of GIS; Jim Tourville of the Health Center; Deanna Vansickel-Staudt of Extension; and Clerk/Comptroller Dan Esch. Commissioner Cavanaugh conducted the meeting.

1) County space needs.

County Commissioners Chris Rodgers and Marc Kraft entered the meeting during this item, as well as Joe Lorenz, Diane Carlson, and Catherine Hall of Administration; County Attorney Don Kleine; Clerk of the District Court John Friend; Wayne Hudson of the Sheriff's office; Kathleen Hall of the Clerk/Comptroller's office; and Mark Conrey of 911/Communications. Ms. Dunn left the meeting during this item. Speaking during this item were Commissioner Cavanaugh, Public Defender Riley, County Attorney Kleine, Mr. Leahy, Mr. Tim Cavanaugh, Clerk of the District Court Friend, Clerk/Comptroller Esch, and Mr. Bloomingdale. Highlights from the discussion included the following:

- Public Defender Riley discussed some of the space needs/issues of the Public Defender's office.
 - Public Defender Riley said the Public Defender's office on Harney Level is at capacity.
 - Public Defender Riley said he doesn't want to have the Public Defender's office bifurcated.
 - Public Defender Riley said IT needs should be considered when planning for space.
 - Public Defender Riley said there will need to be space for remote visitations with inmates.
 - Public Defender Riley said the long-term IT plans for Corrections, Youth Center, and the Courts need to be considered, as well.
- County Attorney Kleine discussed some of the space needs/issues for the County Attorney's office.
 - County Attorney Kleine said the County Attorney's office is bifurcated and that makes it hard to manage.
 - County Attorney Kleine said if Workers' Compensation Court and Probation were to move out of the first floor of the Hall of Justice (HOJ), it may make sense to move County Attorney employees into those locations.
 - County Attorney Kleine said there is still the situation with County Attorney employees in basement of HOJ.

- There has been flooding issues in this area.
- Commissioner Cavanaugh asked about moving those employees into the Treasurer's space on Harney Level of the Civic Center.
 - Mr. Leahy said because of the HOJ construction, Probate had to move in to the Treasurer's Harney Level space.
 - ❖ Probate is currently occupying the Treasurer's space now.
 - Mr. Tim Cavanaugh said a long-term solution for the Treasurer's Harney Level space is to move the accounting side of the Treasurer's office to the administrative side, which will free up the east side of the office space.
- Clerk of the District Court Friend said the Clerk of the District Court's office has some employees cramped into a space on the sixth floor of HOJ, but the Clerk of the District Court may get some extra space up there with the reconfiguration going on in HOJ.
 - Clerk of the District Court Friend said if extra space for the Clerk of the District Court isn't made available from the HOJ reconfiguration, then the only other option right now for these employees is to move to the 8th Floor on Civic Center, which he doesn't want to do.
 - Clerk of the District Court Friend said these employees get a lot of court files, so he'd like to keep them in HOJ.
- Mr. Tim Cavanaugh talked about the Treasurer's office northwest presence.
 - Mr. Tim Cavanaugh said the Treasurer's 108th & Maple branch location is pretty close to 84th & Dodge location.
 - Mr. Tim Cavanaugh said the location at the Thomas Fitzgerald Home (TFH) on 156th & Maple is a nicer facility, and it's owned by the County so it offers long-term savings by not having to pay rent.
- Commissioner Cavanaugh said TFH offers the County to have a western footprint.
- Commissioner Morgan said it would be helpful to know how many employees each office has, and then how much space each office occupies.
 - Commissioner Morgan said departments should consider what their employee count may be five years down the road, particularly with the Public Defender and County Attorney.

2) Bond issue.

John Hubbard of Corrections entered the meeting during this item. Speaking during this item were Commissioner Cavanaugh, Mr. Lorenz, Mr. Conrey, Ms. Michalski, Mr. Hubbard, Mr. Leahy, Mr. Tim Cavanaugh, Commissioner Duda, and Mr. Esch. Highlights from the discussion included the following:

- Mr. Leahy provided a handout regarding the public safety bond (see Attachment #2).
- Mr. Lorenz said he thinks the County could do a \$50 million bond issue and not affect its AAA rating.
 - Mr. Lorenz said the County's outstanding debt is \$53 million - \$55 million.
- Mr. Conrey said he received an estimate of \$4,500 per radio for the Sheriff's office, and \$350 per radio for Corrections talk.
 - This would cost over \$1.5 million.

- Mr. Leahy said there would be over \$4 million in infrastructure and renovation costs for Old Side and Annex of Corrections.
- Commissioner Cavanaugh said this will probably be the last bond issue the County will want to do for a while, so doing it for too small of an amount may not make sense.
- Commissioner Cavanaugh said the bond issue could be a public safety and public health bond issue if there are needs to be addressed at the Health Center.
- Other topics discussed during this item:
 - Commissioner Cavanaugh said there has been success with geothermal energy at the Midtown Campus.
 - Commissioner Cavanaugh and Commissioner Duda discussed possible collaboration on 42nd Street with UNMC, VA, and the Health Center.

3) Strategic planning.

Speaking to this item were Commissioner Cavanaugh, Commissioner Morgan, Commissioner Duda, Commissioner Rodgers, Public Defender Riley, Mr. Leahy, Ms. Vansickel-Staudt, Mr. Bloomingdale, Mr. Holm, Mr. Lorenz, and Mr. Conrey. Highlights from the discussion included the following:

- Mr. Bloomingdale provided a strategic planning document (see Attachment #1).
 - This document was produced by Deb Burnight, who facilitated the County's Strategic Planning Session on September 24, 2015.
- Commissioner Cavanaugh asked all of the elected officials and department heads to share any thoughts they have on strategic planning.
- Commissioner Duda said there are always going to be unknowns, which will be hard to plan for.
- Commissioner Cavanaugh, Commissioner Rodgers, and Mr. Leahy discussed the possibility of a juvenile justice center.
- Other topics discussed during this item:
 - Mr. Bloomingdale said if Environmental Services is moved out of its Menke Circle location, the County would try to sell that location.
 - Mr. Esch said Commissioner Rodgers has previously brought up the idea of the involving Sheriff Dunning, the Omaha Fire Chief, the Omaha Police Chief, and the First Responders Foundation with the promotion of the public safety bond.
 - Mr. Conrey talked about filming Motorola has done of Douglas County 911, which could be used to inform the public on public safety.
 - Mr. Conrey said the County did not ask Motorola to do the filming, nor did the County pay Motorola to do the filming; the Motorola people did it on their own.
- Public Defender Riley left the meeting during this item.

4) Other business.

There was no other business.

The meeting adjourned at 8:51 a.m.

Douglas County Fitzgerald Renovation - Phase II
Summary of Programmatic Components

Monday, July 14, 2014

Space Description	Component S.F.
Garden Level	
Shared Space	1,082
E911	3,252
Treasurer	365
Circulation	5,036
MEP	3,793
TBD	2,117
Subtotal	15,645
First Level	
Shared Space	2,196
DMV	2,027
E911	8,502
Treasurer	6,597
Circulation	2,537
Expansion	1,491
Subtotal	23,350
Second Level	
Environmental Services	2,498
Circulation	2,906
Expansion	14,482
Subtotal	19,886
Total Allocated Square Footage	

*Note: Total square footage numbers differ from March 30, 2010 square footage calculations. This difference can be accredited to inclusion of stairs and elevators in the 2014 numbers and MEP space previously associated with DCSO only.

Douglas County Fitzgerald Renovation - Phase II
Summary of Square Foot per Components
15-Dec-15

<u>Space Category</u>	<u>Square Footage</u>
Shared Space (Conference rooms - lunch room)	3,278.00 SF
E911 Offices	11,754.00 SF
Treasurers Office	6,962.00 SF
Department of Motor Vehicles (DMV)	2,027.00 SF
Environmental Services	2,498.00 SF
Circulation	10,479.00 SF
Mechanical / Electrical / Plumbing space	3,793.00 SF
Public Property Engineers Office	1,058.00 SF
Storage	1,059.00 SF
Expansion	<u>15,973.00</u> SF
Total	58,881.00 SF