

Administrative Services Committee Meeting

Douglas County, Nebraska
Tuesday, May 24, 2016

The meeting convened at approximately 8:02 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 on the wall near the entrance of the room. A notice of the meeting was published in the May 17, 2016 issue of *The Daily Record*. County Commissioners present at the meeting were Jim Cavanaugh and Clare Duda. Others present at the meeting were Patrick Bloomingdale, Chief Administrative Officer; Dan Esch, Kathleen Hall and Sheri Larsen, Douglas County Clerk/Comptroller's office; Diane Carlson and Joe Lorenz, County Administration; James Tourville, Douglas County Health Center; John Ewing, Treasurer; Jerry Leahy, Public Properties; Kent Holm, Environmental Services; Jenny Hansen, 911; Paul Johnson, Emergency Management; Jeff Stevens, Nebraska Taxpayers for Freedom; Tim Cavanaugh, Treasurer's Office; and Constance Mierendorf, Douglas County Clerk/Comptroller's office. Commissioner Cavanaugh chairs the meeting.

A video recording of the meeting is available on the Douglas County Website:

<http://commissioners.douglascounty-ne.gov/board-meetings/videos>

1. County Space Needs and the Bond

- Commissioner Cavanaugh opened the meeting with a summary of the Finance Committee meeting that was held on May 17. The Bond was discussed at that meeting and two lawyers from Baird Holm met with the Committee to suggest some direction for the Board. The goal is to decide exactly what to put in, how much space is needed and what the cost is. This is essentially a Public Safety Bond; some elements that have been discussed may or may not be included.
- Jerry Leahy presented an overview of the Public Safety Bond (See Attachment A-1)
 - A). The total Bond cost is estimated at \$45 million:
 - o \$35.3 million is construction costs (\$20.3 million) and 911 equipment cost (\$15 million)
 - o \$2.7 million is for replacement of radios for Corrections and the Sheriff
 - o \$7 million for Corrections infrastructure and renovation
- Mr. Leahy said he and Dr. Foxall, Corrections, met with an architect to further clarify the needs of the Corrections Center to make certain available cells are ready and usable if the day comes when they are needed.
- Mr. Leahy also provided an overview of the Fitzgerald Renovation with square footage and where offices that are slated for the Fitzgerald Building are currently located and whether that space is owned by the County or is being leased (See Attachment A-2).

- There is no duplication of space. Shared conference rooms would be available to all offices.
- John Ewing met with the State to discuss Department of Motor Vehicle (DMV) needs. The State doesn't know exactly what its needs are, but it is talking about having Super Centers throughout the State instead of having space in all 93 Counties. In Douglas County that would mean 1 or 2 more massive than current facilities. This would mean a more massive space than what is planned for the Fitzgerald Building. Each County may have to do an RFP based on population. The Fitzgerald Building probably does not work unless a free-standing building is built for the DMV. They have enabling legislation this year to have their services based on population and number of customers.
- Commissioner Cavanaugh asked Mr. Ewing to see if he could get a more precise square footage need from the DMV between now and next week. Mr. Ewing said he believed they would at least double their space from 5-6 windows to 20 windows to become a Super Center.
- Patrick Bloomingdale said that in the \$45 million Bond cost Mr. Leahy presented, the \$2.7 million is included in the \$15 million listed as Equipment costs (See Attachment A-1). The number should be \$43 million.
- Mr. Bloomingdale and Mr. Lorenz met with Steve Curtis, City Finance Director, and Marty Bilek, Chief of Staff, and they agreed to pay 85% of the cost of the additional 5 staff for 911 if the County agreed to include all of the replacement costs (\$2 million) and the upgrade for the police radio encryption software (\$800,000).
- Discussion about the grant the City is seeking for fire equipment (\$2.9 million) followed. It should not be included in the Bond. The City seems confident that they will receive the grant to cover this expense.
- Commissioner Cavanaugh said the balance of the Bond package includes non-Public Safety items. The idea would be to renovate the building to a vanilla finish, front load the Public Safety components—911, Emergency Services—pay for the radios and renovation at Corrections and then at a future date, build out the Fitzgerald Building for the Treasurer and Environmental Services.
- Mr. Leahy said the lease at the 108th and Maple Street facility expires in 2018. The plan for renovating the Fitzgerald Building was developed in conjunction with this deadline to some degree. The Bond is pretty much Public Safety. Developing a building of that size, breaking out components is difficult because the whole building must be equipped with HVAC, etc.
- Commissioner Cavanaugh said he was comfortable with a Public Safety and Future Space Needs Bond issue. He said he thought the County could market the Bond but needed to break out the costs. The numbers will become more and more specific.
- Commissioner Cavanaugh said the Omaha Public School bond included many other things besides classroom upgrades and he did not see a problem with including

all of the components that have been discussed in the Bond. Commissioner Cavanaugh asked Mr. Leahy what impact not finishing the Treasurer's and Environmental Services' space would have on the dollar amount of the Bond.

- Mr. Leahy said it would bring the cost down somewhat, but once the construction starts to get carved up, the square footage cost goes up. An important factor to keep in mind is the infrastructure that exists at the Fitzgerald Building for the Sheriff and 911. The fiber ring that goes around the building is worth approximately \$2 million.
- Commissioner Duda said he was not convinced that the Fitzgerald Building needed to be built out completely. Lincoln/Lancaster County built an entire empty floor. Now it is completely in use.
- Commissioner Cavanaugh said it was finished to a vanilla box and that is what he would like to know for next month's meeting. What is the difference in cost if the spaces for the Treasurer and Environmental Services are just finished to a vanilla box?
- Commissioner Duda asked about radios for the rural fire departments and Mr. Bloomingdale answered that the \$2.9 million grant the City was getting covered the rural fire departments as well.
- Joe Lorenz said that the Bond would be a financial source to complete the whole building. If the County chooses not to build it out completely, then in the future funds would have to come out of the operating budget to do so and this presents a challenge. Trying to find money for capital is difficult; it should be done with the Bond.
- Commissioner Cavanaugh said the Bond is an alternative to a Property Tax increase which he opposes. Doing a building half way does not make sense.
- Emergency Management is in constant contact with the Sheriff and 911. It also works closely with Environmental Services. When there is a natural disaster, there is a huge burden on the land fill. There are a number of public safety applications that involve Environmental Services: storm water quality is a public safety issue; natural disasters involve waste water, overflows, and trash. The building permits and inspections Environmental Services issues are mandated by State statute and are driven by public health and safety. Most of the storm water work is based on a permit which is driven by the Clean Water Act; water quality is a public safety issue. Environmental Services can more efficiently serve the public by eliminating an hour of drive time by being located at the Fitzgerald Building.
- Commissioner Cavanaugh said it would be helpful to have the Public Safety applications of each area included in discussions of the Bond brought in writing to next month's meeting.
- Mr. Holm added that the weed control and nuisance vegetation that harbors vermin and disease vectors are also public health and safety issues that Environmental Services deals with.
- Mr. Ewing said that the Treasurer's office was asked to be a part of the Bond

discussion and it wants to be a good partner. He will look at the DMV in terms of Public Safety but he emphasized that the Treasurer's office is willing to partner in the way that best works with the County.

- Commissioner Cavanaugh said that the bond lawyers the Finance Committee met with on May 17 advised that the County just market one thing in the Bond. This is the strategy the Omaha Public Schools used to win its \$500 million Bond.

2. Douglas County Clerk/ Comptroller Strategic Plan

- Commissioner Cavanaugh handed out Patrick Bloomingdale's March 22, 2016 version of the Douglas County Strategy Development and Tactical Priorities Update (See Attachment B). He thanked the elected officials for their participation in the Strategic Plan and said that it must be a living document. Each month, the Plan will be on the agenda.
- Dan Esch, Douglas County Clerk/Comptroller, is the first elected official to present his Strategic Plan (See Attachment C). Mr. Esch emphasized that the County Clerk/Comptroller's office works with both internal and external customers and stresses courteous and prompt service for all.
- Mr. Esch said that among the current goals of the office is the implementation of web applications for budget submission from all political subdivisions. This includes the school districts, Sanitary Improvement Districts and the City of Omaha. There are 185-190 political subdivisions in Douglas County.
- The Meditech data at the Douglas County Health Center is being interfaced into Oracle and that process should be completed in the fall.
- A new hire in the Clerk's office with experience in capital asset accounting will bring a new level of expertise to the area.
- The Clerk/Comptroller's office will begin to experiment with ACH (Automated Clearing House) payments for vendors. It will begin with some of the large vendors like OPPD and First National Bank and expand from there.
- The expansion of an expense dashboard is also in process. With the help of Vijay Badal from DOT.Comm, the dashboard is close to being done. It will eventually be open to the public and will be easily accessible.
- Goals beyond 2017 include
 - o working with DOT.Comm to automate payroll report and eliminate paper
 - o automating financials closing processes
 - o reviewing the Accounts Payable process
 - o providing a training plan of the tools and resources the Clerk's office provides to other County departments
 - o reviewing position descriptions in the office

- Mr. Esch added that the Clerk's office is willing to relocate if the County needs its space. The only caveat is that the office serves a large volume of the public very directly and should be accessible to them.
- Commissioner Cavanaugh asked if everyone in the County is on Oracle and Mr. Esch replied that they are, but not everyone is using all of the components they could.
- Mr. Lorenz said that the addition of the Hyperion budgeting system to Oracle makes the process transparent. The infrastructure is there to expand and maximize the system.
- Kathleen Hall said that Vijay Badal is a great asset to the County and has saved the County substantial costs over time. He is one of 5 people up for an Amazon Award for his work with moving Hyperion to the cloud.
- Commissioner Cavanaugh said the Clerk's office had fulfilled a major strategic planning goal in its succession planning and parallel training.
- The next office to present its Strategic Plan update will be the Treasurer's office.

The meeting adjourned at 8:56 a.m.