

## Administrative Services Committee Meeting

### Douglas County, Nebraska

Tuesday, April 25, 2017

The meeting convened at 1:24 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 April 20, 2017, issue of *The Daily Record*. County Commissioners present at the meeting were Clare Duda, James Cavanaugh, P.J. Morgan, and Mary Ann Borgeson. Others present at the meeting included Al Povondra, Carlson, West and Povondra Architects; Jerry Leahy and Jeff McGill, Public Properties; John Ewing and Tim Cavanaugh, Treasurer's Office; Derek Kruse and Kevin Higgins, DOT Comm; Mark Foxall, John Hubbard, and Amber Michalski, Corrections; Patrick Bloomingdale, Catherine Hall, Leia Baez, Diane Carlson, Mike Dwornicki, Marcos San Martin, Dianne Wallace, Administration; David Sleeter, 911 Communications; Teri Malfait, Records Imaging; Brian Norton, Environmental Services; Paul Johnson, Emergency Management; and Dan Esch, and Constance Mierendorf, Douglas County Clerk/Comptroller's office. James Cavanaugh chairs the Committee.

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

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

#### **DOT.Comm Presentation**

- Derek Kruse said he and Kevin Higgins, DOT.Comm, have been in conversations with Public Properties about the possibility of securing a space at the West Campus to provide services for the departments being relocated there. He described the long distance DOT.Comm technicians would have to travel to service the West Campus. (Attachment A). The DOT.Comm presence would also be advantageous if the proposed new Omaha Police Department precinct is built.
- DOT.Comm would be happy with whatever space the County would assign.
- Jerry Leahy said he had communicated with Al Povondra about the need, and Mr. Povondra said there is an area on the 3<sup>rd</sup> floor of the building with approximately 850-900 square feet that would be perfect for a tech area. It does not interfere with any other department; it is part of the buildout.
- Mr. Povondra said there is the potential for an additional 20,000 square feet of office space that will be finished off and available for future use. The 3<sup>rd</sup> floor space is ideal for the DOT.Comm needs; the rest of the area will be used for storage.
- Mr. Kruse said his goal is to provide the best possible service to departments at the West Campus.
- Patrick Bloomingdale spoke in favor of the move and said no rent from DOT.Comm is required. Any minimal cost of renovating the space would be picked up by DOT.Comm and there are no financial aspects to the move.
- Commissioner Morgan said he approved of the move.

- Mr. Kruse said only 1-2 people would be needed at the West Campus.
- Commissioner Cavanaugh suggested that Mr. Leahy take Mr. Kruse on a tour of the West Campus and come back to the Administrative Services Committee with a proposal.
- Jeff McGill said the area consists of 5 cubicles, a couple of offices and a lab area.
- Commissioner Cavanaugh asked that Mr. Bloomingdale share the move with the entire Board.

### Space Needs

- John Ewing said the Treasurer's office has had no further meetings about the West Campus and everything is on track with the plan.

### Bond Update

- Mark Foxall said he expected construction on the first phase of the Correction Center project to begin on July 1 and extend to the end of December.
- Commissioner Cavanaugh asked that Dr. Foxall provide a progress report to the Committee in late August.
- Mr. Leahy said Phase I of the Correction Center project is well under way and a contract will be awarded in late May or early June (Attachment B).
- Jeff McGill said the timing of the project is dependent on the ability of the Corrections Center to move prisoners out of modules. The population is growing and this stresses Center's space requirements.
- Dr. Foxall said the Center could give up 1 module/housing unit for 3 weeks at a time. At that rate, the annex could be completed in a reasonable time. Everything depends on what happens with the population. The population was 1390 in August of last year and these high rates present housing challenges even when no construction is underway. Last year people were put on the floor in the gym, but there is a limit to this. If necessary, Dr. Foxall said he would rather push down the federal numbers than move people to other facilities. Moving them to other facilities would present transportation challenges getting people to and from the Center and to the courts.
- In phase I (the 1988 Annex), construction includes window replacement, upgrading lighting fixtures, plumbing lines, fire suppressors and skylights. The approximate cost is \$1 million.
- Mr. Povondra said the greatest variable is the timing.
- Jerry Leahy said the West Campus project is on track. The asbestos abatement project is winding down. Design development is complete; contract documents are being prepared and they will be going out to bid at the end of May (Attachment C).
- Mr. Povondra said technical aspects of the design phase and the scope of work have been defined. Meetings with all departments have been completed. Commissioner Cavanaugh asked if Mr. Povondra could provide a virtual tour of the building.
- Mr. Povondra said color plates would be possible and a tour of the main, major spaces would also be do-able. A complete tour of 37 individual offices would be beyond the scope of the

project. There will be one major construction phase. Once construction begins, it will be full speed ahead.

- Commissioner Cavanaugh asked if Mr. Leahy and Mr. Povondra could determine an appropriate time when a groundbreaking could be held to commemorate the construction phase at the West Campus. He asked that they work with Leia Baez to make certain the event is covered in the press. The public needs to know how their Bond money is being spent.

#### **Records Imaging Move**

- Patrick Bloomingdale said he was responding to the Strategic Plan and consolidating some internal programs. His proposal is to move Records Imaging to Public Properties. His goal is move the department out of C level where water and air quality problems have been an issue. Nothing would change except Imaging would report to Public Properties and physically move out of the sub-basement.
- Both Mr. Leahy and Teri Malfait are in agreement about the move. 4 F.T.E.s will be reporting to Mr. Leahy.
- Mr. Bloomingdale wanted to inform the Committee about the consolidation and will make the change administratively.

#### **Other Business**

- David Sleeter said the 911 Emergency aspects of the Bond are going according to plan. Radio communication equipment has been inventoried. Mobiles and portables are being programmed for law enforcement to be used on a trunk radio system. Infrastructure work is also being scheduled.
- Commissioner Cavanaugh asked Mr. Sleeter if he would provide the Committee with a progress report midsummer.
- Joe Lorenz said the Motorola lease allows payoffs only on the anniversary dates of the contracts, so the County will have full ownership of the radio equipment on December 17 and January 18.
- Mr. Sleeter said there are ongoing discussions on the maintenance and software contracts.
- Commissioner Duda said the volunteer fire departments were left out of the Fire Station Alerting System because their needs were so different from the needs of the Omaha Fire Department. If there is any way to include them in the Bond, Commissioner Duda would like to explore that possibility.
- Commissioner Morgan asked for an estimate of what the cost of including those departments would be.

The meeting adjourned at 1:56 P.M.