2012-294

BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA

RESOLUTION AUTHORIZING CHAIRMAN TO SIGN ADDENDUM TO INTERLOCAL COOPERATION AGREEMENT WITH THE CITY OF BELLEVUE, NEBRASKA

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2007), the County has the power to do all acts in relation to the concerns of the county necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, the County had previously approved an Agreement with the City of Bellevue, Nebraska for information technology services and the Parties now desire to extend said Agreement and adjust the compensation payable therein, and an Addendum to the Interlocal Cooperation Agreement has been proposed to those ends.

NOW, THEREFORE, BE IT RESOLVED BY THE SARPY COUNTY BOARD OF COMMISSIONERS THAT, pursuant to the statutory authority set forth above, the Chairman of this Board, together with the County Clerk, be and hereby are authorized to execute on behalf of this Board the Addendum to the Interlocal Cooperation Agreement with the City of Bellevue, Nebraska made pursuant to the Interlocal Cooperation Act, Neb. Rev. Stat. §13-801 to 827 (Reissue 2007), a copy of which is attached hereto.

The above and foregoing Resolution was duly approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on this 16th day of October, 2012.

Chairman, Sarpy County Board

Sarpy County Clerk

DEBRA J. HOUGHTALING, COUNTY CLERK
SEAL
SARPY COUNTY, NEBRASKA

Sarpy County Information Systems
1210 Golden Gate Drive Suite 1128
Papillion, Nebraska 68046

402 . 593 . 2325
www.sarpy.com

MEMORANDUM

To: County Board
From: Mark L. Walters, Sarpy County Information Systems Director
Subject: City of Bellevue I.T. Support Interlocal Agreement
Date: October 10, 2012

This interlocal was originally on the Consent Agenda for the September 18, 2012 meeting and was tabled until October 16, 2012. Bellevue officials were still considering the proposal and have decided to adjust the number of annual hours allowed in the interlocal from 1,500 to 1,200. This adjustment aligns better with their average use for the last three (3) years. The adjustment also changes the total annual reimbursement from $110,531 to $90,000. The original proposed interlocal was for 1,500 hours and a first year reimbursement of $110,531, which was a 5% extension to the original three (3) year agreement.

Information Systems (I.S.) has been averaging 1,006 hours per year of the last 3 years. The highest use was in the first year October 2009 through September 2010 when I.S. worked 1,225 hours. The current year (Oct-Sep) indicates that Bellevue has utilized 764 hours. (See chart #1). I have also included a graphical chart showing the hours since the interlocal agreement started, October 1, 2009 (See chart #2).

Sarpy County should keep the reimbursement for I.T. services between $75 and $100 per hour. Except for the current year the rate of reimbursement has been within the $75-$100 range. While the hours have dropped significantly during the current year of the agreement, I.S. is aware that there will be additional technology projects and a move of City Hall in the upcoming years.

Sarpy County I.S. recommends the 1,200 hour cap, the change to the hourly rate for overage from $50/hour to $75/hour and continuing the 5% increase each year.

For comparison, the last page contains information on the other Interlocal Agreements for I.T. Services.

I would be happy to discuss any of the detail, data, or information in the interlocal agreement. You can reach me at 402-593-2325.

cc: Mark Wayne, County Administrator
Scott Bovick, Deputy County Administrator
Brian Hanson, Fiscal Administrator

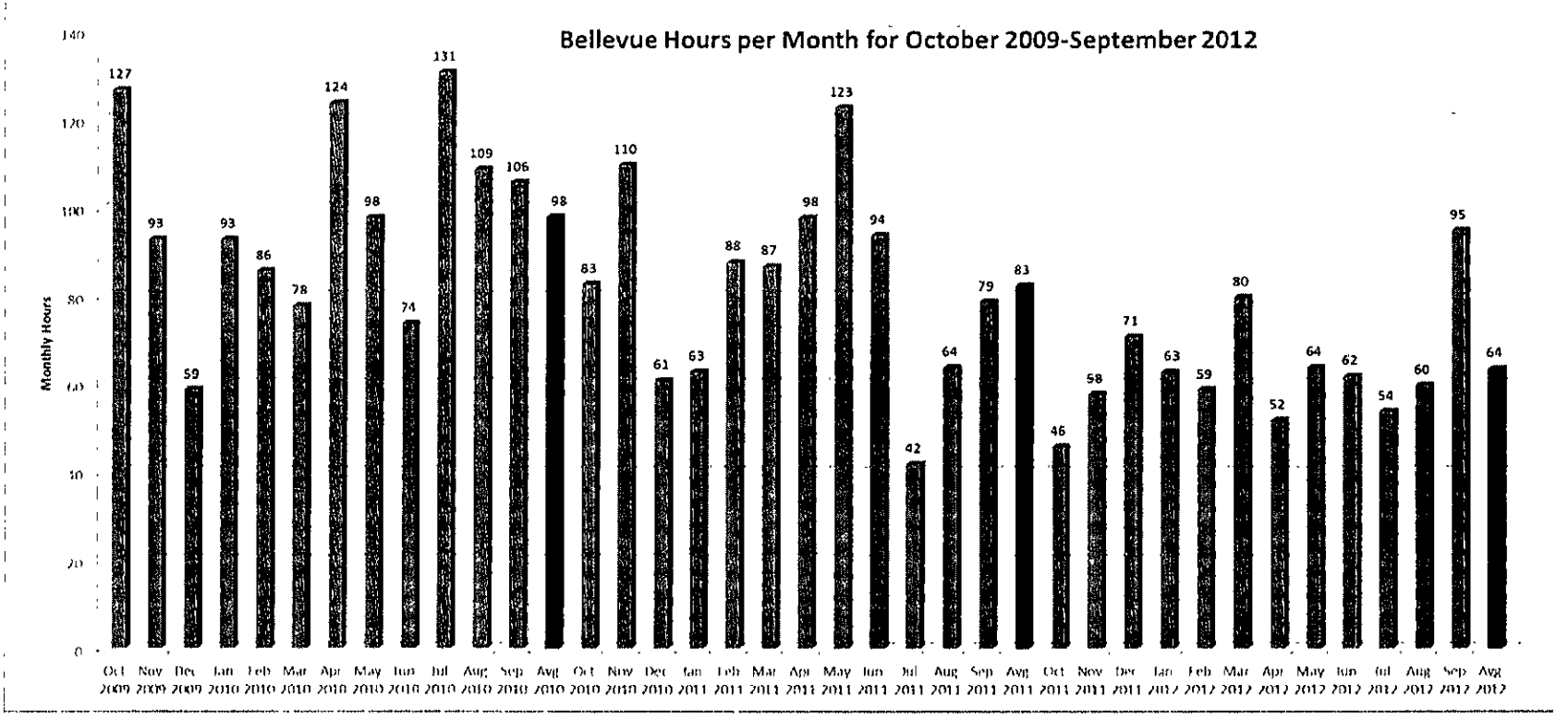
Chart #1 - History of Hours and Reimbursement.

Period	Hours	Reimbursement Amount	Reimbursement Rate/Hour
2010 (10/1/09-9/30/10)*	1,225	$124,255	$81.84
2011 (10/1/10-9/30/11)	1,030	$100,255	$97.34
2012 (10/1/11-9/30/12)	764	$105,268	$137.79
Averages	1,006	$101,926	$105.65
2013 (10/1/12-9/30/13)	1,200	$90,000	$75.00
2014 (10/1/13-9/30/14)	1,200	$94,500	$78.75
2015 (10/1/14-9/30/15)	1,200	$99,225	$82.69

*Actual amount was $100,255 for services and $24,000 for startup software licenses for remote desktop management

Shaded areas reflect a proposed 5% increase each year, utilizing the max 1,200 hours.

Chart #2 - Bellevue Hours per Month with Annual Averages



Other Interlocal Information:

Other Interlocal Agreements			
Papillion 3 years with 5% increase		**La Vista 2 Years with 5 % increase**	
2011 (1/11-12/11)	$62,000.00		
2012	$65,100.00	2012 (7/12-6/13)	$40,517.00
2013	$68,355.00	2013	$42,543.00

Papillion averaged 854 hours per year for the last five (5) years (2007-2011).

La Vista averaged 352 hours per year for the last five (5) years (2007-2011).

City of Bellevue

Office of the City Clerk
210 W. Mission Avenue
Bellevue, NE 68005-5237
(402) 293-3007
Fax: (402) 293-3068

October 9, 2012

Mr. Mark Wayne
Sarpy County Administrator
1210 Golden Gate Drive, Suite 1126
Papillion, NE 68046-2845

Dear Mark:

At their regular meeting held October 8, 2012, the Bellevue City Council approved the Addendum to Interlocal Cooperation Agreement between Sarpy County and the City of Bellevue for Information Services. Two originals of this Addendum are enclosed. Please obtain the signature of the Chairman of the Sarpy County Board and return one original Addendum to my office.

If you have questions concerning this action, please feel free to contact me at the telephone number above. Thank you for your assistance.

Yours truly,

Kay Dammast

Kay Dammast
Bellevue City Clerk

ADDENDUM TO INTERLOCAL COOPERATION AGREEMENT

This agreement is made and entered into by and between the County of Sarpy, State of Nebraska (hereinafter "County"), and the City of Bellevue, located in the County of Sarpy, State of Nebraska (hereinafter "City"), pursuant to the authority granted the parties under Neb. Rev. Stat. §13-801, *et seq.,* Reissue 2007.

WHEREAS, pursuant to the Interlocal Cooperation Act, Neb. Rev. Stat. §13-801, *et seq.* (Reissue 2007), the Parties entered into an Agreement by which the County agreed to cause the County's Information Services Department to perform certain services to the City in consideration of the City's payment for those services, said agreement being effective as of October 1, 2009; and,

WHEREAS, the parties wish to extend the term of said Agreement and adjust the compensation due the County for the services provided therein.

NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE AND FOREGOING, IT IS AGREED:

1. The previous Agreement between the parties which commenced October 1, 2009, is hereby extended for a period of three years, and shall be effective until October 1, 2015.

2. That commencing October 1, 2012, the annual compensation due to the County under paragraph I.(A) of said Agreement shall be $ 90,000.00 payable in quarterly installments of $22,500.00. Said compensation shall increase by 5% per year in each subsequent year of the contract. Said increases shall be effective as of October 1 of each subsequent year.

3. Attachment 1to said Agreement is hereby amended to lower the hourly cap from 1,500 to 1,200 and to raise the hourly rate referred to in Section VIII of said Attachment 1 from $50 per hour to $75 per hour. The revised Attachment 1 is attached hereto and incorporated herein.

4. The remaining terms and conditions of said prior Agreement shall remain unchanged.

EXECUTED IN DUPLICATE this 8th day of October, 2012.

CITY OF BELLEVUE, NEBRASKA,
A Body Politic and Corporate.

Mayor

ATTEST:

City Clerk

COUNTY OF SARPY, NEBRASKA,
A Body Politic and Corporate.

10-16-12

Chairman, Board of Commissioners of
Sarpy County, Nebraska

(SEAL)

ATTEST:

Sarpy County Clerk

Sarpy County Information Systems
Statement of Work and Service Level Agreement
with City of Bellevue

Section I: Technical Support Information

County Work Days (normal working hours)

Sarpy County Information Systems (SCIS) will provide technical support and contact via a toll free local phone number (Help Desk) that is always answered between the hours of 8:00 a.m. and 5:00 p.m. Central Standard Time (CST) on all County work days. County Holidays are defined below; any defined date holiday that falls on Saturday will be observed on the preceding Friday, and any defined date holiday that falls on Sunday will be observed on the following Monday.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25

County Holidays that do not coincide with City Holidays Support

SCIS will work with the City of Bellevue to provide technical support on County Holidays. SCIS will try to resolve any non-urgent issue via phone and provide on-site service on urgent issues. Example of urgent issues would be a server crash or a network outage.

Weekend and after Normal Working Hours Support

SCIS will provide telephone support on weekends and after normal working hours (see County Work Days above). SCIS will try to resolve any non-urgent issue via phone and provide on-site service on urgent issues. SCIS will work scheduled events after hours or on weekends when needed. An example of a scheduled event would be to upgrade a server or network device.

Support Response Time

SCIS will typically respond to a support call immediately (via Help Desk) but may require (1) hour for initial contact. If the support requires on-site response, SCIS will be on-site within three (3) hours or at a mutually agreed scheduled time.

Support Reporting

SCIS will provide Bellevue a monthly detailed report containing a description and the amount of time for each incident. This report will be electronically emailed to the designated Bellevue staff member(s) by the 10th day of the following month. SCIS will also provide an annual summary report indicating the number of incidents and the total amount of time provided by SCIS.

Section II: Technical Equipment Inventory

SCIS will maintain an inventory of all technical equipment for the City of Bellevue. SCIS will also affix Bellevue provided asset tags if requested.

Personal computers, laptops, and server inventory information maintained by SCIS will be: manufacturer, hard-drive capacity, amount of memory (RAM), model, CPU type and speed, serial #, asset tag #, Installed licensed software, purchase price, date purchased, warranty expiration, location, etc.

Other technical equipment inventory information maintained by SCIS will be specific by device type but will be similar to what is kept for personal computers (above).

SCIS will relocate/move technical equipment as needed or requested. This helps ensure that equipment is handled appropriately and that inventory records can be updated.

Section III: Technical Equipment Diagnosis and Repair

Personal Computers, laptops, notebooks, and servers

Warrantied items

Provide hardware diagnosis and repair including;

Contact vendor and have failed warrantied part(s) shipped.

Replace part(s) and ship failed part(s) to vendor. (Bellevue/Vendor responsible for shipping)

Non-Warrantied items

Provide diagnosis and provide Bellevue with estimate to repair/replace.

Order and repair/replace item. (Bellevue responsible for replacement item)

Printers, plotters, and scanners

Assess inoperable printers and provide recommendations for repair/replacement and/or maintenance contracts.

Contact manufacturer/vendor/reseller for warranty work and coordinate repair/replacement.

Network Equipment

Configure hubs, switches, and routers. Provide hardware diagnosis and provide recommendations for repair/replacement and/or maintenance contracts.

Contact manufacturer/vendor/reseller for warranty work and coordinate repair/replacement.

Other technical Equipment

Assess inoperable devices and provide recommendations for repair/replacement and/or maintenance contracts.

Contact manufacturer/vendor/reseller for warranty work and coordinate repair/replacement.

Section IV: Software

SCIS will:

Maintain and inventory of all software licenses.

Provide written recommendations on PC/Server software with justification and estimated cost.

Perform software installation.

Insure Server Operating Systems are properly patched/updated as needed.

Work with individual departments on the use and implementation of various custom software packages.

Section V: Technical Training

SCIS will make available technical training for Bellevue staff.

Sarpy County currently has a Technical Training Coordinator and a facility with twelve workstations for training on various PC software. The classes are usually 3½ hours in length and are scheduled from 8:30-noon or 1:00-4:30. The various software packages include the Microsoft Office Suite of products (Word, Excel, Outlook, PowerPoint, and Access), Corel WordPerfect, and the Windows Explorer. A class on the introduction to computers is also provided that gives a non-technical overview of the various hardware components of a PC.

Specialized or custom training classes can also be designed.

Section VI: Consulting

SCIS staff will be made available (if requested):

To review and/or make recommendations for various Information Technology projects that the Bellevue may consider or undertake.
Attend various meetings as needed.
To act as a liaison between technology vendors and the Bellevue.
To recommend technology vendors or products for the Bellevue.
Assist in budget recommendations and/or planning.

SCIS will attempt to provide the same individual(s) to ensure cohesion on projects.

Section VII: Network Maintenance

All network server logs of Bellevue, including firewall logs, shall be examined each business day by SCIS, and SCIS shall take measures reasonably necessary to correct each even error, to thwart possible system intrusions revealed in the logs, or th inhibit access to sites that are dangerous to the network. These measures shall include patches and software upgrades.

Section VIII: Miscellaneous

It is the goal of SCIS to provide the City of Bellevue with the best possible technical support, while simplifying payment with a annual price to cover the Interlocal agreement. However, SCIS services would be capped at one thousand two hundred (1,200) hours per year. If the Bellevue appears to be nearing the limit of 1,200 hours, SCIS will notify the City of Bellevue. Additional work after 1,200 hours will be billed at $75 per hour in increments of 1/4 hour (15 minutes) billed on a monthly basis.

SCIS will work with the City of Bellevue to obtain pricing for software and hardware through various governments contracts available. SCIS will provide quotes through various sources to provide City of Bellevue with the best possible pricing.

SCIS will maintain an accurate network diagram for the City of Bellevue.

Section IX: Exclusions

This agreement does not include GIS services or software programming.