



**LANCASTER COUNTY BOARD OF COMMISSIONERS
STAFF MEETING
THURSDAY, JULY 9, 2020
COUNTY CITY BUILDING
ROOM 112 - CITY COUNTY CHAMBERS
8:30 A.M.**

Location Announcement of the Nebraska Open Meetings Act: A copy of the Nebraska Open Meetings Act is located on the wall at the back of the room

AGENDA ITEM

1. APPROVAL OF STAFF MEETING MINUTES FOR JULY 2, 2020

Documents:

[7.2.20 Staff Meeting Minutes.pdf](#)

2. 8:30 A.M. - LEGISLATIVE UPDATE

Joe Kohout and Brennen Miller, Kissel, Kohout, ES Associates LLC

3. 8:45 A.M. - FACILITIES STUDY

Kerin Peterson, Director, Facilities and Properties, and John Kay,
Principal, Project Manager, Sinclair Hille Architects

Documents:

[ITEM 3__Lancaster County Facilities Study Report.pdf](#)

[ITEM 3__Lancaster County Facilities Study_July 9 County Board
V3_Published.pdf](#)

**4. 9:15 A.M. - TEXT AMENDMENT 19007, TO AMEND ARTICLES 2, 4, 5, 6,
7, 9, 13 AND 17 OF THE LANCASTER COUNTY ZONING
REGULATIONS RELATED TO ALLOWING LARGE AND SMALL
SOLAR FACILITIES, AND STATING THAT ACCESSORY SOLAR AND
WIND ENERGY CONVERSION SYSTEMS ARE PERMITTED IN ALL
ZONING DISTRICTS**

Steve Henrichsen, Development Review Manager, and Rachel Jones,
Planner, Lincoln-Lancaster County Planning Department

Documents:

5. 9:45 A.M. - BREAK

6. 10:00 A.M. - EXECUTIVE SESSION (PENDING AND POTENTIAL LITIGATION)

Doug Cyr, Chief Deputy County Attorney, and Dan Zieg, Deputy County Attorney

7. 10:15 A.M. - COVID-19 UPDATE AND RESPONSE

8. 10:30 A.M. - BUDGET UPDATE

Dennis Meyer, Budget and Fiscal Officer

[\[Link: OpenGov\]](#)

Documents:

[New Position Requests.pdf](#)

9. 11:00 A.M. - DISCUSSION OF SALTILLO ROAD MAINTENANCE

Pam Dingman, Lancaster County Engineer

10. ACTION ITEM

- A. Agreement with Lancaster Event Center ("LEC") for two door monitors for the City-County Common Meeting on July 13, 2020 at the LEC. Cost to the County is \$224.**

Documents:

[City County Common Meeting.pdf](#)
[lincoln room.pdf](#)

11. CHIEF ADMINISTRATIVE OFFICER REPORT

A. "We Are Lincoln Pledge"

[\[Link: We Are Lincoln Pledge\]](#)

B. Potential County 101 Dates:

- 1. November 9, 2020**
- 2. November 10, 2020**
- 3. November 16, 2020**
- 4. November 17, 2020**
- 5. November 18, 2020**

C. Tour of Lincoln Sports Foundation Complex

D. Lancaster County 2020 Priorities

Documents:

12. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Lancaster County Mental Health Crisis Center Advisory Committee

Wednesday, July 8, 2020
Yoakum

13. SCHEDULE OF BOARD MEMBER MEETINGS

A. Parks & Recreation Advisory Board Meeting

Thursday, July 9, 2020 @ 4:00 p.m.
Vest

B. Realtors Association Government Affairs Committee

Friday, July 10, 2020 @ 9:00 a.m.
Amundson

C. Region V Behavioral Health Advisory Committee Meeting

Monday, July 13, 2020 @ 10:00 a.m.
Yoakum

D. Region V Behavioral Health Governing Board Meeting

Monday, July 13, 2020 @ 10:30 a.m.
Yoakum

E. City - County Common Meeting

Monday, July 13, 2020 @ 1:00 p.m.
All

F. Lincoln Chamber of Commerce - Virtual Face the Chamber

Tuesday, July 14, 2020 @ 12:00 p.m.
Amundson / Yoakum / Vest / Schorr

G. Public Building Commission

Tuesday, July 14, 2020 @ 1:30 p.m.
Amundson / Flowerday

H. Lincoln Lancaster County Board of Health

Tuesday, July 14, 2020 @ 5:00 p.m.
Flowerday

I. Visitors Promotion Advisory Committee

Wednesday, July 15, 2020 @ 1:30 p.m.
Amundson

14. EMERGENCY ITEMS

15. ADJOURNMENT

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, JULY 2, 2020
COUNTY-CITY BUILDING
ROOM 112 – CITY/COUNTY CHAMBERS
8:30 A.M.**

Commissioners Present: Sean Flowerday, Chair; Rick Vest, Vice Chair; Roma Amundson, Deb Schorr and Christa Yoakum

Others Present: Kerry Eagan and Dave Derbin, Chief Administrative Officers; Ann Ames, Deputy Chief Administrative Officer; and Dan Nolte, County Clerk

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska web site and provided to the media on July 1, 2020.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:33 a.m.

AGENDA ITEM

1. APPROVAL OF STAFF MEETING MINUTES FOR JUNE 25, 2020

MOTION: Vest moved and Yoakum seconded approval of the June 25, 2020 Staff Meeting minutes. Amundson, Schorr, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.

2. LEGISLATIVE UPDATE – Joe Kohout and Brennen Miller, Kissel, Kohout, ES Associates LLC

Kohout and Miller were unavailable for this agenda item. A weekly legislative report was distributed (Exhibit 1).

Schorr suggested that the Tri-County meeting with Douglas and Sarpy Counties be held at the Lincoln Children's Zoo. Amundson mentioned the Lancaster Events Center as another potential site for the meeting. Danielle Buck, Administrative Secretary to the County Board, was asked to check the availability of these locations.

CHIEF ADMINISTRATIVE OFFICER REPORT

B. Claim for Review: Vouchers 689124 through 689136 to Attorney Candice Wooster, dated June 24, 2020, in the amount of \$19,388.30 for services performed in 2018 and 2019 in Juvenile Court

Derbin said the claim was for services provided but it was submitted late. A letter of

explanation by the vendor was included (see agenda packet). Amundson noted that it was not a budget issue as legal fees change annually. She noted the claim was about two years old. Derbin said the Board can either waive the ninety-day requirement or reject the claim.

MOTION: Schorr moved and Amundson seconded to deny the claim. Vest, Schorr, Yoakum, Amundson and Flowerday voted yes. Motion carried 5-0.

NOTE: The claim will be scheduled on the July 15th County Board meeting agenda at which time the vendor can appear to appeal the Board's decision.

3. NEW AMERICANS TASK FORCE SURVEY REPORT AND FINDINGS – Lee Kreimer, Programs Manager, Asian Community and Cultural Center

Kreimer, Co-Chair of the New Americans Task Force, appeared via Zoom and reviewed the data report (see agenda packet). She noted the importance of community input for developing services, including the cultural centers and the Lincoln Public Schools (LPS) bilingual liaison. She said MyCity Academy builds trust in local institutions and noted the importance of sustainable funding to address the concerns in the survey.

When asked about CareerLadder, Kreimer explained it provides resources to address challenges faced by immigrants seeking to re-establish their professional careers and includes licensing and educational components.

Yoakum noted that there were approximately 500 surveys taken.

DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

A. Lancaster County 2020 Priorities

Yoakum said the MyCity Academy may be renamed. A curriculum is being designed with both City and County official involvement, including the Mayor's Office and the Human Rights Commission. She said the budget is \$20,000 and the County may want to consider assisting with funding. The use of Joint Budget Committee (JBC) funds is being explored.

B. City-County Common Meeting Agenda

Flowerday suggested structuring the upcoming City-County Common meeting agenda with reports from the Lancaster County Sheriff and the Lincoln Police Department. He felt an overview of criminal justice components, including state and local jurisdictions, corrections, prosecutions and the criminal justice system, would be helpful.

4. BUDGET UPDATE – Dennis Meyer, Budget and Fiscal Officer

Meyer reviewed a comparison worksheet (see agenda packet), noting the revenue projections are down for the next fiscal year. These are based on a valuation increase of 2.75% which will result in about \$2,200,000 in additional property tax collections at the current levy. He noted there remains approximately \$11,000,000 more in budget requests than anticipated revenues. He said the General Fund has a \$6,700,000 increase in agency requests over the current year's budget. This includes \$4,100,000 for general government, \$2,000,000 for contingency funds, and a \$1,800,000 transfer to the County Engineer. He noted the amount remaining in fund balances will determine the amount transferred to the County Engineer's budget. Additionally, the current requested appropriations do not include body cameras.

Meyer recommended the Board require more information before approving mid-year budget requests. He suggested the Board discuss and take action on new position requests at the next County Board Staff Meeting. The proposed expense is more than \$800,000 with \$450,000 of that amount coming from Corrections.

Regarding COVID-19 expense reimbursements, \$200,000 is anticipated from Cares Act funding and \$200,000 from the Crime Commission.

5. COVID-19 UPDATE AND RESPONSE

Flowerday said Pat Lopez, Interim Lincoln-Lancaster County Health Department Director, estimated the cost of flu shots at \$6,700,000. Schorr noted the Nebraska Association of County Officials (NACO) is exploring potential reimbursement of those expenses.

6. CHIEF ADMINISTRATIVE OFFICER REPORT

A. Legislative Retreat Date: August 20; August 27; or September 3

It was suggested to hold the retreat on August 27, 2020.

B. Claim for Review: Vouchers 689124 through 689136 to Attorney Candice Wooster, dated June 24, 2020, in the amount of \$19,388.30 for services performed in 2018 and 2019 in Juvenile Court

This item was moved forward on the agenda.

7. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

A. Lancaster County 2020 Priorities

B. City-County Common Meeting Agenda

These items were moved forward on the agenda.

8. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Chamber Coffee – Flowerday/Yoakum

Flowerday noted the budget implications of COVID-19 for the City, County and the University of Nebraska. He reported that census completions for the County are down .4% from 2010.

9. SCHEDULE OF BOARD MEMBER MEETINGS

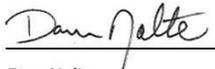
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10. EMERGENCY ITEMS

There were no emergency items.

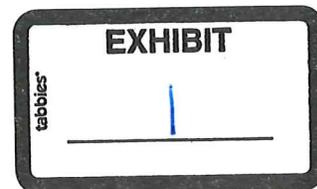
11. ADJOURNMENT

MOTION: Schorr moved and Vest seconded to adjourn at 9:48 a.m. Schorr, Amundson, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk





**Kissel, Kohout,
ES Associates LLC**

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LEGISLATIVE MEMORANDUM

TO: Lancaster County Board of Commissioners

FROM: Joseph D. Kohout
Brennen L. Miller

DATE: July 2, 2020

RE: Weekly Report

Good Morning. Please accept this as your weekly report for the 2020 session of the Legislature for the date noted above. Since the last report on June 24, 2020, the Legislature has remained in recess due to COVID-19 concerns. However, Speaker Scheer has announced that the Legislature will reconvene on July 20th and will adjourn Sine Die on August 13th.

Further, the Speaker has published a memorandum which outlines how the Legislature will reconvene. Among other things, the memorandum states that Senators wishing to speak with lobbyists must exit the Chamber through the back north door and re-enter through the back south door. Further, it states that Senators will want to utilize text messaging, their cell-phone (in a phone booth), and their intercom for communication with persons outside the Chamber. The memorandum was sent via email last week and reattached with last week's update.

SCHEDULING

Brennen has been working with Mr. Derbin and Mr. Eagan on the scheduling of the Tri-County Breakfast during the 2021 session. We have scheduled Monday, January 11, 2021 from 8-10am at NACO's offices. Both Sean Kelley and Tim Gay were notified of the dates and we will be following up in the coming months for invitations to go out from their respective clients.

We would recommend that we start looking at a date for Lancaster County 101 for the fall. Historically, we have set this meeting for after Thanksgiving for introduction of new Senators to Lancaster County and our priorities. I would recommend that we look at either the Monday or Tuesday within two weeks after the elections for a possible meeting – ideally falling on one of the following:

November 9, 2020
November 10, 2020
November 16, 2020

November 17, 2020
November 18, 2020

Please let us know how you would like to proceed.

INTERIM STUDIES

We have mentioned in previous reports that we should pull together ideas for interim studies. Here is what has been received:

1. 24/7 Sobriety;
2. Review of fees and fines;
3. LR183 follow up;
4. Move the cost of housing HHS Offices back to the state; and
5. Minimizing barriers for individuals being released from the County Jail to obtain a state ID

We attached draft versions of the interim studies to reports in weeks past. We encourage you to review the reports for action.

As we have previously mentioned, we will need to be cognizant of is how much time we have post-adjournment to do interim studies. With session adjourning on August 13, 2020 and elections in November, the window for interim studies will be abbreviated.

CARES ACT FUNDING

On May 27, 2020, during his daily press conference, Governor Ricketts announced how he intends the state to spend the federal CARES Act dollars distributed to Nebraska. Please note that below is a general outline of what was announced, and the PowerPoint utilized by the Governor was attached to the email that contained the May 28, 2020 report. Here is how he intends to distribute the funds:

GOVERNMENTS: \$180 MILLION

State Government - \$80 Million; Local Governments - \$100 Million

Dollars will be for reimbursement of direct costs associated with COVID including PPE, overtime, sanitizing spaces, dedicated payroll for COVID public safety employees.

Counties, in order to be eligible, must have 'business as usual' by June 8th (open public offices and services). Subsequent to that report, NACO has indicated that the Governor has agreed to push this back one week to June 15, 2020.

COMMUNITY CARES PROGRAM: \$85 MILLION

Behavioral Health Regions - \$5 Million; Community Collaboratives - \$20 Million; Providers and/or Non-Profits demonstrating increased demand and lower donations \$40 Million; Shelters and/or Housing - \$20 Million

Specifics of this program were announced by the Department last Thursday afternoon. Our notes from that press conference were sent out last Thursday afternoon. They money will be divided into programs that will be essentially used to provide those providers of services with assistance. We would be happy to provide our notes again at your request. We would note that the timeline for the dollars to be distributed are very aggressive.

SMALL BUSINESSES/LIVESTOCK STABILIZATION: \$392 MILLION

Small businesses between 5-49 employees; Livestock operations between 1-10 employees

The funds will be distributed in \$12,000 grants to all qualified. The Governor hosted Press Conference which focused on this component on Friday, June 12, 2020. Those who joined him at the podium included Director of Economic Development Tony Goins and Director of Agriculture Steve Wellman. There were many, many questions and the applications became active this week.

REMOTE ACCESS, WORKFORCE RETRAINING, GALLUP: \$62 MILLION

Rural broadband development - \$40 Million; Workforce Retraining - \$16 Million; Gallup Training - \$1 Million

Rural broadband development with Impacting 26,285 households in 41 communities of 1,000-5,000 in population and workforce retraining will include \$1,100 grants for students (up to 12,000 total) and Career Coaches, administration and faculty at a total of \$2.4 Million. The Department of Economic Development has hosted two meetings for parties interested in the \$40 Million being deployed for broadband coverage the last two Fridays.

UNEMPLOYMENT TRUST FUND: \$427 MILLION

PLATTE INSTITUTE WEBINAR

Yesterday, the Platte Institute held a webinar entitled 'Back in Session' with Speaker Jim Scheer, and Executive Board Chair Senator Mike Hilgers serving as panelists. Questions presented to the two ranged from tax relief and business incentives, to the 2021 session.

We emailed our notes on the presentation yesterday afternoon but you will also find our notes from this presentation attached to this report. Please keep in mind that these are rough notes paraphrasing the questions and answers during the hour-long discussion. We are happy to answer any questions you may have.

We hope that you find this information helpful. The full recorded webinar will be provided in our weekly 'Session Update' which will hit your inbox later this week.

This concludes our report for this week.

PLATTE INSTITUTE WEBINAR
'BACK IN SESSION WITH SPEAKER SCHEER AND SENATOR HILGERS'
WEDNESDAY, JUNE 1ST, 2020

Q: Can we expect to see any legislation on business liability in the wake of COVID-19?

Scheer: There is no work on one that I am aware of, but no matter what federal action may or may not take place, one is likely on the state level in January from a member senator..

Q: What legislation can we expect to see when the session reconvenes?

Scheer: Priority bills will take precedence when we reconvene.

Hilgers: Likely work going on to amend to remove any fiscal notes on priority bills.

Scheer: New ideas will have to have a hearing, as usual. Christmas trees are allowed following this rule.

Hilgers- senators have to be in person. Access likely to be addressed next session (I.E, senators in person). Hilgers thinks they should remain in person going forward.

Q: You both have been involved with the group meeting to work towards property tax relief- can you provide any update? (AKA The Gang of 10)

Scheer: no consensus right now. Current proposal has pluses and minuses on both prop tax and incentives. There are not 33 votes for the property tax bill, and not 33 for incentives. 1084 has been discussed but I don't think it has 33 right now either. Combination agreement needed to move these items forward. 2 of 3 items are prioritized and can move on their own, but it is to be seen if that will happen— that's up to the introducer.

Q: Who/what is holding up movement on property taxes?

Scheer: It's not that, it's that it's change and big discussion. Is the change worth while? These bills are big changes, and sometimes beliefs are not compromisable.

Q: Any conversation with Nebraska's federal delegation on dollars being able to be used towards any state budget shortfall?

Scheer- yes with a couple of the members. I don't anticipate any action before we enter the session, or even by time we end the session. However it's a very fluid situation on the federal level.

Hilgers: Anything more than a week old (information wise) is stale.

Q: Will there be a consent calendar for non-controversial legislation?

Scheer: I'm not planning on it right now. If things move quickly I will consider it as it would be nice to have non controversial things able to move, but focus will be on priorities with the short time we have left in session. We can usually work until midnight, however 10:00 pm will be drop dead time to quit each day in order to have the chamber sanitized. (No midnights will shorten time to pass things). Chance of consent smaller rather than larger.

Q: Incentives?

Scheer: Reality is we have to have an incentive package. No state is going to be flush money-wise to recruit businesses from other states, but we need something in place. Property taxes go along with that. But we need to find 33.

Hilgers: Turmoil in urban settings may put Nebraska in a good position to gain population. We need to be creative, business incentives go with that. We need to get more money into people's pockets too.

Q: Has there been any discussion of using LB1034 to extend Nebraska Advantage (current incentive package)

Scheer: I'm sure that will be considered by someone at some point, but it's not prioritized so would have to be amended onto another bill that is germane. Less of a probability than possibility.

Hilgers: Nothing to add, however I don't think there's a majority interest in putting more into property tax relief fund (to move towards compromise)

Scheer: if we are going to pay an incentive for employees, they should live in Nebraska. (Highlighting some issues with Nebraska Advantage)

Q: Should we review filibuster rules?

Scheer: That's issue by issue in popularity depending on what side you are on. 25 senators can be put together easily, especially when it may offer support or opposition relief to a separate issue they are working on. What we have now- which I didn't like as much when I started - helps the minority be heard. If that number should be adjusted, I don't know. It can be changed, but it serves a purpose.

Hilgers: important speed bump. Supports some changes like 2/3rd vote rule and others. The Idea of no filibuster is a bad one- majority rule every time would be the norm.

Q: Will legislature review unappropriated federal COVID funds?

Scheer: I don't know what changes there could be on budget, which would take 25 votes. COVID related or not, I expect some changes will be brought.

Hilgers: Senator Stinner is one of the next Platte Institute webinars, so that is a good question to ask him.

Scheer it's the governor's authority via emergency declarations. Ultimately we don't have control, and we gave him control.

Q: Could the 2021 session be delayed due to COVID or other pandemic?

Scheer: I'm not sure, and anything on that is pure speculation. The speaker would do that, but as I am term limited, the new speaker won't be elected until it starts. I'm not sure if they could convene for a day to elect the speaker and suspend.

Hilgers: Constitutionally we have to start on the specific date, not when the speaker says. But no mandate for when we end. Would have to elect leadership first and anything more is speculation. Nebraska cases are going down, but the country is rising. We will see how any future waves, and the possible vaccine works out. Likely momentum to not shut down the economy again. But we could see a meteor of death in December or something so who knows...

Q: What are you doing to ensure a full stadium for Nebraska football?

Scheer: I'm not doing anything. It's not my call. However, that's a lot of people in a small area.



LANCASTER COUNTY FACILITIES STUDY 2020-2030

JUNE 10, 2020 Submitted by

SINCLAIR | **hille**
architects



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SECTION 1. OVERVIEW

1.A. SCOPE AND PURPOSE

The Lancaster County Board of Commissioners initiated a Facilities Study in October 2019 to chart a 10-year course for meeting the space needs of 15 Lancaster County agencies. The purpose of the study is to yield a viable, deployable plan that will enable Lancaster County to make informed capital facilities decisions based on a documented set of recommendations. The study represents a commitment to a well-planned, efficient approach to serving future space needs.

Some of the issues facing Lancaster County that generated the need for a study included:

- the obstacle faced by County Commissioners and the Public Building Commission to respond adequately to agency space needs as staffing levels grew, programs were added, or public service volume increased.
- the difficulty experienced by the County Board of Commissioners and Public Building Commission to evaluate individual agency requests without having a comprehensive view of space needs and corresponding capital expenditures.

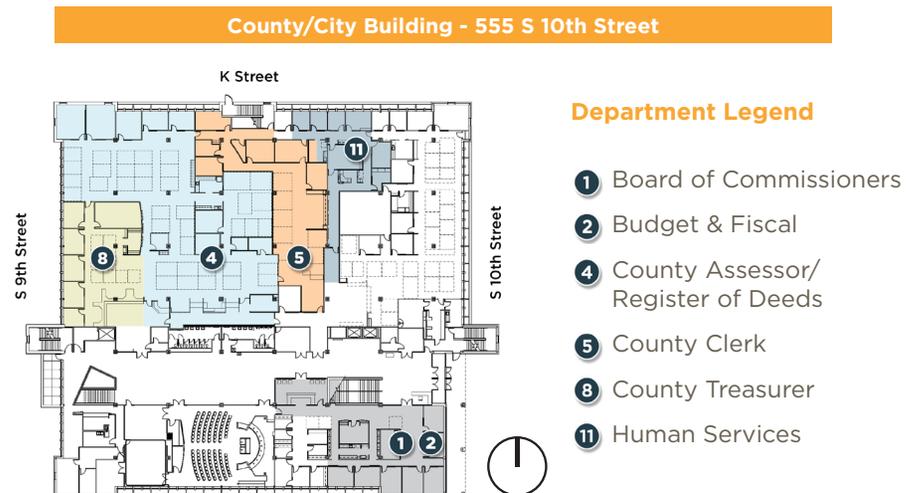
The study used a planning process that focused on the following elements:

- Reviewing data such as current floor plans and building layouts.
- Analyzing agency growth needs and assessing space needs for a 10-year period.
- Ranking agencies on a “highest needs” basis to indicate the greatest facility and/or growth needs.
- Providing planning mechanisms that support county capital investments.

- Identifying efficiencies that decrease future space needs through intra-agency shared space.
- Developing cost estimates for overarching recommendations.
- Developing timing priority for overarching recommendations.

The Facilities Study should be viewed as part guide-map, part vision statement. It is not intended to be viewed as pre-authorization for departmental space growth or staff increases. Rather, the study communicates the collective picture of future space needs based on certain assumptions and analysis within a snapshot of time.

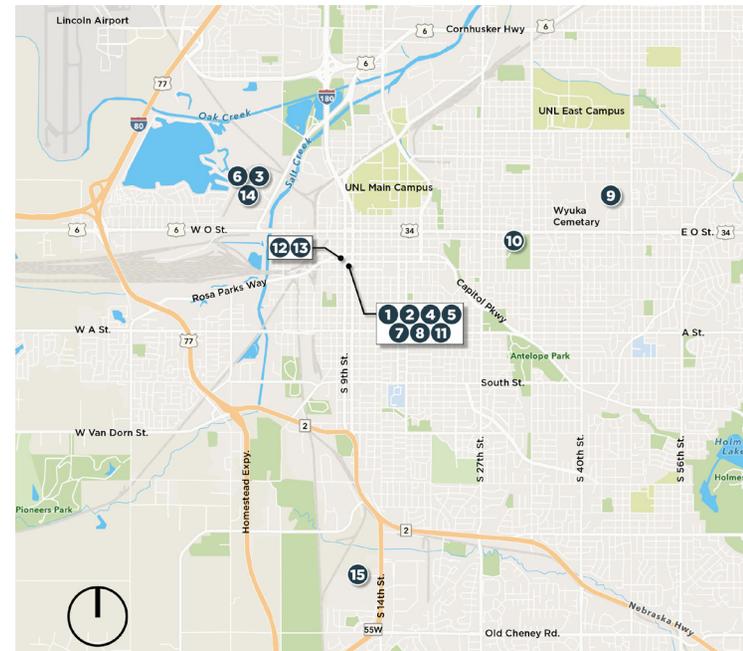
The value of the study is not measured by its ability to accurately predict the future, but its ability to frame a collection of needs, offer concepts to address them, and fashion a systematic approach for implementing the concepts. Subsequent planning, and design will need to take place at the project level to verify needs and costs, refine concepts, and strategize the best options for implementation.



1.B. PARTICIPATING AGENCIES

The 2020-2030 Facilities Study involved 15 Lancaster County agencies as listed below. Sinclair Hille Architects of Lincoln, Nebraska, with support from the City/County Property Management Division, lead the seven-month study process. Input and guidance from participating Lancaster County Agency Directors and staff were critical in formulating space needs recommendations.

1 Board of Commissioners	County-City Building, Suite 110
2 Budget & Fiscal	County-City Building, Suite 110
3 Cooperative Extension	444 Cherrycreek Road, Suite A
4 County Assessor/Reg. of Deeds	County-City Building, Room 102
5 County Clerk	County-City Building, Room 108
6 County Engineer	444 Cherrycreek Road Building C
7 County Sheriff	Justice and Law Enforcement Center
8 County Treasurer	County-City Building, Room 102
9 Election Commissioner	601 North 46th Street
10 General Assistance	3131 'O' Street
11 Human Services	County-City Building, Room 107
12 Records & Information Mgmt.	440 South 8th Street ('K Street')
13 Risk Management	440 South 8th Street, Suite 300
14 Weed Control Authority	444 Cherrycreek Road Building C
15 Youth Services Center	1200 Radcliff Street



The consultants worked closely with designated members and assigned staff of each agency to develop the Facilities Study. These individuals included:

Board of Commissioners - Ann Ames & Christa Yoakum; Budget & Fiscal - Dennis Meyer & Ron Rohde; Cooperative Extension - Karen Wobig; County Assessor/Register of Deeds - Rob Ogden; County Clerk - Dan Nolte & Cori Beattie; County Engineer - Pam Dingman, Larry Legg & Ron Bohaty; County Sheriff - Terry Wagner, Todd Duncan & John Vik; County Treasurer - Rachel Garver; Election Commissioner - Dave Shively; General Assistance - Sara Hoyle; Human Services - Sara Hoyle & Becky Steiner; Records and Information Management - Brian Pillard; Risk Management - Sue Eckley & Kari Wiegert; Weed Control Authority - Brent Meyer; Youth Services Center - Sheli Schindler; County/City Property Management - Kerin Peterson.

1.C. PROCESS AND TIMELINE

The study was initiated October 25, 2019 and concluded in June 2020. An important step in the study process was the collection of background information on each agency's organization and existing space usage. To gather this data, a **Space Planning Questionnaire** was distributed to each agency requesting background information such as:

- Data collection on current space usage
- Identifying future space needs based on growth projections
- Identifying efficiencies that alleviate future space needs
- Developing phasing plans and cost estimates to address future needs
- Providing recommendations to help guide future Lancaster County capital investments

Questionnaire responses were collected from each agency prior to the first group work session held on October 25, 2019, where they were then summarized for review.

In addition to data collected through the space needs questionnaires, the planning team conducted site visit tours in November and December 2019 to better understand existing conditions. These tours included discussion on key factors affecting projected needs identified on the questionnaires.

Work sessions were held by the planning consultants to report preliminary findings and explore space needs alternatives.

October 25, 2019	Meeting #1: Goals & Process
February 14, 2020	Meeting #2: Space Needs Review
March 13, 2020	Meeting #3: Draft Recommendations
* Friday, April 3, 2020	Meeting #4: Final Recommendations
* Cancelled due to COVID-19 pandemic	

IMPACT OF CORONAVIRUS (COVID-19) PANDEMIC

On January 5, 2020, the World Health Organization reported a "pneumonia of unknown cause" in Wuhan, China. The illness was later identified as a novel coronavirus (called COVID-19) that caused severe respiratory illness. By March 16, the United States government recommended that all Americans begin to practice what has become known as 'social distancing'. This practice encouraged working from home when possible, avoiding gathering in groups of more than 10 people and maintaining six feet of separation between individuals. Discretionary travel and eating and at bars and restaurants were also discouraged.

The State of Nebraska followed suit the same day with an announcement that all gatherings in the state will be limited to 10 people or fewer to prevent the spread of coronavirus. By March 22, most schools in Lancaster County cancelled all student classes and activities.

The first case of coronavirus in Lancaster County was confirmed March 24, and was the tipping point for the City of Lincoln to move from what were recommendations of 10-person limits and social distancing to rules with penalties attached. These enforceable restrictions on public gatherings and business operations were in effect starting March 26, 2020. On June 3, Lancaster County had 1,245 confirmed cases of COVID-19 with nine deaths. That same day, the State of Nebraska reported 14,101 confirmed cases and 170 deaths. The pandemic has taken a heavy toll on the health and economy of Nebraska and Lancaster County. During a two-week period from mid-March to early April, Nebraska had approximately 40,000 jobless claims, nearly equaling the number normally filed in a year. Nationally, more than 22 million workers filed for unemployment benefits in a five-week period from mid-March to mid-April as the coronavirus pandemic shuttered much of the U.S. economy.

The economic impact of COVID-19 is yet to be fully revealed but will undoubtedly have a significant impact on the implementation timeline for the recommendations proposed by this study.

1.D. LANCASTER COUNTY POPULATION

Lancaster County is located approximately 50 miles west of the Missouri River in southeastern Nebraska. The county's 846 square miles are situated mostly within the Salt Valley Basin of the Platte River Valley. The county is home to three cities, 10 villages and 16 unincorporated and census-designated communities.

The United States Census Bureau estimated the July 1, 2019 population in Lancaster County as 319,090, making it the second largest metropolitan area in the State. The county is projected to reach a population of 320,528 by the conclusion of the 2020 census, representing a 12.3% growth rate from 2010 to 2020 (*University of Nebraska at Omaha's Center for Public Affairs Research*).

The City of Lincoln serves as both the capital for the State of Nebraska and the seat of government for Lancaster County. There are currently 37 Lancaster County agencies providing administration of public services to county residents.

Since the 1960s, the City of Lincoln has made up about 90% of the county population, with the remaining population being divided between other towns in the County and the rural and unincorporated areas. Lincoln continues to be the primary focus of population and growth for the County. In 2018, the ratio of City to County population was 90.6 percent.

2020 CENSUS

The United States Census Bureau is currently in the process of conducting the 2020 Census. The census began in January 2020

and will deliver apportionment counts to the President and Congress in December. By March 31, 2021, the Census Bureau will send redistricting counts to the states. This information is used to redraw legislative districts based on population changes.

The 2020 census will provide critical data that lawmakers use to provide daily services, products, and support for the county. Every year, federal funding is allocated to hospitals, fire departments, schools, roads, and other resources based on census data. Additional County Commissioner seats will be required once the population reaches 400,000 which is anticipated to occur with the 2040 Census.

LANCASTER COUNTY POPULATION TRENDS

While there is an abundance of data on population trends in Lancaster County, three notable developments are included below due to their impact on the delivery of public services within the county. These trends are expected to increase the volume of existing public services delivered by Lancaster County agencies, including areas such as housing, health care, transportation, social services, and justice and law enforcement systems.

1. Aging Population

A demographic trend of significance is the continuing growth in the county's senior population. The number of people age 75 years and older in Lancaster County will exceed the county's population of children 5 and younger in the next few years for the first time in local history, according to research prepared by David Drozd and Jerry Deichert of the Center for Public Affairs Research, University of Nebraska at Omaha. The center serves as Nebraska's State Data Center in partnership with the U.S. Census Bureau.

Born between 1946 and 1964, the first of the Baby Boomer generation will begin turning 75 in 2021, and this population group will account for about one in every 10 county residents in 2050.

Between 2020 and 2040, the number of people in Lancaster County aged 65 and older is projected to increase by about 40,000 to reach 75,000 in 2040. This represents a projected annual growth rate of 3.1 percent, the highest among all age sectors. Issues relating to an aging population will increase in importance as more and more individuals reach the age of 65 and above.

2. Urban Shift

The 2010 Census was the first time more than half of Nebraska's population was found to be concentrated in its three largest counties (Douglas, Lancaster and Sarpy). That represents both a growth trend in the Omaha and Lincoln areas, but also losses in rural Nebraska. The shift of population to urban centers such as Lancaster County is projected to continue with the 2020 census.

3. Rising Diversity

Lancaster County is projected to witness further growth among existing racial and ethnic minority groups. Lincoln and Lancaster County have historically been home to a relatively small minority population. From less than 25,000 people in 2000, the number of minority residents in the County increased to almost 45,000 persons in the 2010 Census. This mirrors the overall trend in the State. In the 20 years from 1990 to 2010, Nebraska changed from a state with minorities being one in every 13 people to one in every five. It soon will register as close to one in four.

Sources:

Nebraska County Population Projections: 2010 to 2050, David

Droz, Jerry Deichert, Center for Public Affairs Research, University of Nebraska at Omaha, December 2015.

United States Census Bureau, Annual Estimates of the Resident Population.

United States Census Bureau, American Community Survey.

Lincoln/Lancaster County Community Indicators, Lincoln-Lancaster Planning Department, May 2019.

1.E. PREVIOUS PLANNING

Planning studies examining space needs for Lancaster County facilities have been completed on four previous occasions over the last 28 years. These include:

1. 1992 County/City Master Plan
2. 2002 County/City Master Plan
3. 2012 605 Building Reuse Plan
4. 2014 Public Building Commission Facilities Update

It is important to note that the 2002, 2012 and 2014 reports represent an interconnected evolution of planning needs. Each report developed recommendations based on previous report goals and then assessed their validity and degree of accomplishment.

The 1992 and 2002 plans were more comprehensive in scope (40 agencies) compared to the 2012 study (seven agencies) and 2014 update (12 agencies). These latter studies were narrower in focus due to specific influences such as repurposing the 605 Building, court growth in the Justice and Law Enforcement Center and the sale of Trabert Hall, 2202 S. 11th Street.

As a basis for recommendations, this 2020-2030 Facilities Study examined prior recommendations of each previous report as a backdrop for developing the new recommendations.

PROJECTS COMPLETED UNDER THE 1992 COUNTY/CITY MASTER PLAN INCLUDED:

1. Renovation of the former County/City Building at 575 So. 10th Street into the **Justice and Law Enforcement Center** (relocating Police from 233 So. 10th Street).
2. Construction of a new **County/City Government Building** (555 So. 10th Street) north of the Justice Center, which consolidated core government departments.
3. Renovation of the former K Street Power Plant into the **K Street Records Warehouse Facility** 440 So. 8th Street for storage of county and state records. This allowed departments to decrease their on-site storage needs.
4. Purchase and renovation of a former medical clinic at 3131 O Street for the new home of **Lincoln/Lancaster County Health Department** (relocating from 2200 St. Mary's Ave.).
5. Construction of a new **Lancaster County Motor Vehicle Services** 625 No. 46th Street, (relocating out of the County/City Building).
6. Renovation of the former Health Department facility at 2200 St. Mary's Avenue for consolidated **Community Mental Health and Crisis Center** (relocated from State Regional Center)

PROJECTS COMPLETED UNDER THE 2002 COUNTY/CITY MASTER PLAN INCLUDED:

1. Construction of a new addition to **Lincoln/Lancaster County Health Department** 3131 O Street to meet growth needs.
2. Construction of new offices in shell space of the **3rd floor County/City Government Building** 555 So. 10th Street to meet core government space needs.

3. Continued use of **K Street Records Warehouse Facility** 440 So. 8th Street for storage of city, county and state records.
4. Continued use of **233 So. 10th Street, Trabert Hall 2202 S. 11th Street**, and **900 J Street** buildings as "swing space" with minimal investment.

PROJECTS COMPLETED UNDER THE 2012 605 BUILDING REUSE PLAN AND 2014 PUBLIC BUILDING COMMISSION FACILITIES UPDATE INCLUDED:

1. Repurposed the **605 So. 10th Street** building from the former Lancaster County Adult Detention Facility (LCADF) to space for County Attorney, Adult Probation, Community Corrections, Juvenile Probation, County Corrections, County Sheriff and Veterans Services.
2. Relinquished ownership of **Trabert Hall** and relocated existing departments to the 605 So. 10th Street building. This recommendation accomplished greater operational efficiency for County Attorney and Adult Probation by co-locating their respective divisions previously operating in separate locations.
3. Relocated the **Lancaster County Mental Health Crisis Center** to a renovated facility at 825 'J' Street.
4. Added the **825 J Street** building to the District Energy Corporation (DEC) system.
5. Relocated **Community Corrections** administrative offices from the lower level and first floor of the 633 So. 9th Street building to the 605 So. 10th Street building, allowing expansion of the **Public Defender Office**.
6. Relinquished ownership of the **Lincoln-Lancaster County Community Mental Health Building** 2200 St. Mary's Avenue.

SECTION 2. ANALYSIS AND RECOMMENDATIONS

2.A. SPACE NEEDS ANALYSIS

In order to quantify the scope of space needs, data provided by each agency projecting their future growth needs was compiled and analyzed by the planning consultants. Growth projections completed by each agency were based on a ten-year period (2020-2030) to establish benchmarks for future space needs.

Site tours were then conducted, and personnel projections were reviewed and correlated with space projections. Group work sessions were held to review summaries of growth needs and additional justification was provided, as necessary. The table on page 10 summarizes the space needs analysis. Space projections were based on square-foot standards depicted in Appendix 1.

It should be noted that the anticipated space needs and implementation costs outlined in this Study are intended for preliminary planning purposes only. Over the next ten years, each decision to implement a specific phase or project should include architectural programming, design, and project budgeting.

2.B. SPACE NEEDS SUMMARY

Overall, the anticipated space needs identified in the 2020-2030 Facilities Plan reflect 4.4% growth for the 15 agencies included in the study. This reflects an additional 7,050 square-feet (SF) needed in eight agency locations. The overall percentage of needs is adjusted to 2.8% with the deduction of space used by Lancaster County General Assistance, which will no longer be operational due to changes in Medicare expansion scheduled for October 2020.

In the opinion of the planning consultants, 7,050 SF of needed space is a modest growth rate that is less than anticipated based on preliminary planning discussions. It also is one-half of

the projected 9% per decade growth in the 2002 Master Plan (documented as 18% for 20-years). The modest growth for 2020-2030 is not altogether surprising however as the period from 1995-2015 included several major facility initiatives undertaken by Lancaster County and the City of Lincoln.

Of the 15 agencies included in the study, five (33%) demonstrate the potential need for significantly more space (high growth), three agencies (20%) demonstrate the potential need for some additional space (moderate growth) and seven departments (47%) indicate no additional space needs for the next ten years.

General observations regarding overall growth needs include:

- Agencies in the three largest facilities (greater than 20,000 GSF) included in the study reported no growth needs - Youth Services Center, County Engineering Maintenance Shop and K Street Records Warehouse.
- The largest square-footage needs are found in facilities ranging from 6,000 to 18,000 GSF.
- Cooperative Extension, Sheriff, Assessor and Engineering Administration have recently completed or are in process of interior space renovations that capture greater use of existing floor area (i.e. increased efficiency). This is primarily achievable through new, more efficient systems furniture workstation layouts and minor demolition/remodeling of existing spaces.
- Six agencies have the potential to improve space efficiency within existing floor area including Board of Commissioners, Clerk, Treasurer, Records & Information Management (less volume as digital record-keeping increases), Risk Management (occupied existing oversized space in K Street), and Youth Services Center (empty space in 'J' pod).

SUMMARY SPACE NEEDS

Agency	Existing Lease GSF	Additional GSF Needed	Total GSF Needed	Need % Inc/Dec
Election Commissioner	6,025	2,200	8,225	37%
County Sheriff-Justice & Law Enforcement Center	17,869	2,000	19,869	11%
Cooperative Extension	14,530	1,300	15,830	9%
County Clerk	3,562	625	4,187	18%
Board of Commissioners	2,518	500	3,018	20%
Weed Control Authority	1,050	175	1,225	17%
Budget & Fiscal	445	125	570	28%
Human Services	2,138	125	2,263	6%
County Assessor/Register of Deeds	9,426	0	9,426	0%
County Engineer-Building C Office	6,852	0	6,852	0%
County Engineer-Building B Shop	29,040	0	29,040	0%
County Sheriff-605 Building	1,217	0	1,217	0%
County Treasurer	3,150	0	3,150	0%
General Assistance	2,541	0	-	-100%
Records and Information Management	21,941	0	21,941	0%
Risk Management	848	0	848	0%
Youth Services Center	36,273	0	36,273	0%
Total SF	159,425	7,050	166,475	4.4%
Adjusted SF total with General Assistance reduction			163,934	2.8%

2.C. SPACE NEEDS - HIGH GROWTH

Observations about high growth agencies (defined here as additional space needs of greater than 500 SF):

- High growth of the Election Commissioner reflects an increase in early ballot voting requests and an increased number of petitions.
- Space needs for County Sheriff are driven by advances in training technologies using video simulation and the implementation of body cameras in the performance of enforcement duties.
- Cooperative Extension space needs are driven by growth in educational outreach programs for nutrition, agronomy and 4-H, and the opportunity to increase available grant funded programs that currently cannot be pursued due to space limitations.
- Initiatives to implement a centralized payroll system are creating immediate space needs for County Clerk. Future space needs are also anticipated due to projects involving implementation of a centralized accounting system and publishing of a County Code.
- Changes in administrative staffing have created inefficient space in the entry to the shared Board of Commissioners/City Council suite. Additionally, small meeting space has increased in demand for the variety of meetings held with task force groups, committees, and auditors.

HIGH GROWTH NEEDS

Agency	Existing Lease GSF	Additional GSF Needed	Total GSF Needed	Need % Inc/Dec
Election Commissioner	6,025	2,200	8,225	37%
County Sheriff-Justice & Law Enforcement Center	17,869	2,000	19,869	11%
Cooperative Extension	14,530	1,300	15,830	9%
County Clerk	3,562	625	4,187	18%
Board of Commissioners	2,518	500	3,018	20%
Total SF	44,504	6,625	51,129	14.9%

2.D. SPACE NEEDS - MODERATE GROWTH

Observations about moderate growth agencies (defined here as additional space needs of 500 SF or less):

- Space needs for moderate growth agencies fall in the range of a single office, two workstations or a benching station for three staff.
- While there is indication of immediate need for an expanded crew room in Weed Control, moderate growth space needs are largely based on anticipated future growth.
- Each moderate growth agency projecting a future need for more space is currently managing their operational workload by maximizing all existing square-footage and multi-functional use of existing floor area.

MODERATE GROWTH NEEDS

Agency	Existing Lease GSF	Additional GSF Needed	Total GSF Needed	Need % Inc/Dec
Weed Control Authority	1,050	175	1,225	17%
Budget & Fiscal	445	125	570	28%
Human Services	2,138	125	2,263	6%
Total SF	3,633	425	4,058	11.7%



Election Commissioner High Growth Needs



County Clerk High Growth Needs



Weed Control Authority Moderate Growth Needs

2.E. SPACE NEEDS - NO GROWTH

Observations about no growth agencies:

- Reasons for this group of agencies reporting no space growth can be traced to a variety of individually unique circumstances.
- Assessor and Engineering Administration office (Building C) are currently in progress on interior renovations to improve space efficiency. These include new systems furniture workstations and minor demolition and new wall construction to capture greater use of existing floor area.
- Engineering Maintenance Shop (Building B) is in the floodplain (see Section 5 - Long Term Considerations) and therefore no investment in upgrading the facility is recommended at this time.
- Sheriff occupies a portion of the 605 Building for prisoner transport from the Correctional Center on West O Street to the courtrooms in the Justice and Law Enforcement Center. This space was completed in 2015 and includes a sallyport on the lower level and holding cells on levels one and two. No growth needed.
- Treasurer did not report staff growth needs for the first-floor space in the County/City Building. However, changes to the State laws regarding driver's license testing will impact the Department of Motor Vehicles facilities on 625 No. 46th Street and 500 West O Street (see Recommendation 8).
- General Assistance will no longer operate as a county entity due to implementation of Medicaid Expansion scheduled for October 2020.
- Records and Information Management in the K Street Records Facility has monitored annual storage volume with detailed levels of record-keeping. Data indicates that storage volumes increased annually from the time the facility opened in 1996 to

June 2016, when the volume leveled off in a consistent range of 35,000 to 36,000 cubic feet.

- Risk Management is a smaller office with 1.5 FTE's and projects a limited growth to 2 FTE's over the next decade. The office is currently located on the 3rd level of the K Street Records Facility, where offices sizes and conference space are generous. Due to this, growth can be accommodated within the existing space without additional square-footage.
- Youth Services Center moved into a new facility in December 2001. The 59,500 GSF facility contains four housing pods capable of receiving 80 to 90 juveniles. Legislative changes over the last 10 years have caused the current number to hold steady around 20 juveniles. As a result, two of the housing pods have already been repurposed for use by Lancaster County Emergency Management and the Nebraska Department of Health and Human Services. A portion of 'J' pod adjacent Emergency Management is currently vacant, and Youth Services leadership have indicated that the 1,950 SF space is available for other use.



Youth Services Center Entrance

NO GROWTH NEEDS

Agency	Existing Lease GSF	Additional GSF Needed	Total GSF Needed	Need % Inc/Dec
County Assessor/Register of Deeds	9,426	0	9,426	0%
County Engineer-Building C Office	6,852	0	6,852	0%
County Engineer-Building B Shop	29,040	0	29,040	0%
County Sheriff-605 Building	1,217	0	1,217	0%
County Treasurer	3,150	0	3,150	0%
General Assistance	2,541	0	(2,541)	-100%
Records and Information Management	21,941	0	21,941	0%
Risk Management	848	0	848	0%
Youth Services Center	36,273	0	36,273	0%
Total SF	111,288	-	108,747	-2.3%



County Assessor/Register of Deeds No Growth Needs



County Engineer Administration No Growth Needs



Records & Information Management No Growth Needs

2.F. RECOMMENDATIONS SUMMARY 2020-2030

Various alternatives for addressing identified space needs were explored and refined with the involvement of Lancaster County agencies during work sessions. The result was ten recommendations, listed below and described on the following pages:

RECOMMENDATION #1:

County Clerk Phase 1 - minor renovation of existing office square-footage on first floor of County/ City Building to accommodate additional staff associated with centralized payroll initiative.

RECOMMENDATION #2:

Engineering Administration - interior office remodel to increase square-footage efficiency in Building C, 444 Cherrycreek Road.

RECOMMENDATION #3:

Election Commissioner - construct additions to facility at 601 No. 46th Street to meet public service area and ballot processing space needs.

RECOMMENDATION #4:

Sheriff - minor renovation of existing space on first floor of the Justice & Law Enforcement Center to increase square-footage efficiency.

RECOMMENDATION #5:

Cooperative Extension - construct addition to facility at 444 Cherrycreek Road Suite A to meet existing and future program space needs.



RECOMMENDATION #6:

Commissioners/Budget & Fiscal/Wayfinding - interior office remodel to capture underutilized space and increase square-footage efficiency. Includes companion project to improve wayfinding in front lobby of County/City Building.

RECOMMENDATION #7:

Sheriff - construct Training Facility on shared site with existing LPD Training facility on 6980 W. Fletcher Avenue. Alleviates need for additional training space for Sheriff's office in the Justice and Law Enforcement Center.

RECOMMENDATION #8:

Treasurer DMV License Testing Stations - repurpose square-footage at 500 West O Street and 625 No. 46th Street currently used for driver's license testing following state funding to relocate testing to different locations.

RECOMMENDATION #9:

County Clerk/Human Services Phase 2 - relocate Human Services to the third floor of the County/City Building and expand County Clerk into the vacated space (2,138 SF).

RECOMMENDATION #10:

K Street Records & Information Management - acquire site and construct new Records Storage Facility. Relinquish ownership of existing K Street building for private redevelopment.



RECOMMENDATION #1 COUNTY CLERK - PHASE 1 (2020)

Minor renovation of existing office square-footage on first floor of County/City Building to accommodate three additional staff associated with centralized payroll initiative.

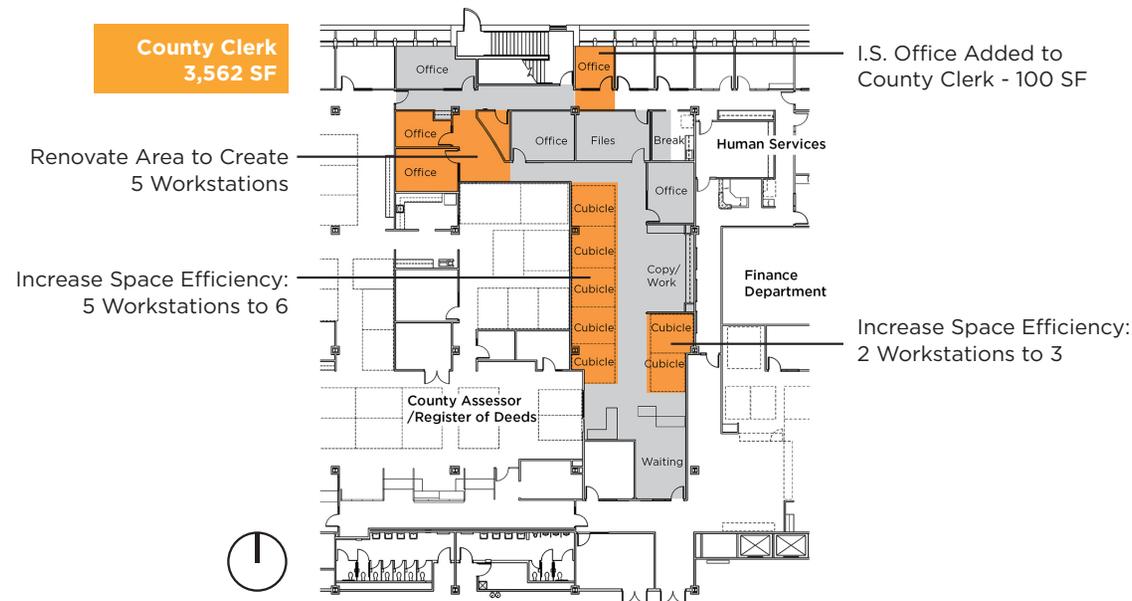
Summary

A new centralized payroll system is being implemented by Lancaster County and will require space for three full time employees (FTE's) in the County Clerk office on the first floor of the County/City Building. The new payroll system is being launched in modules, with the first starting in April 2020 and the last scheduled for September 2020.

Lancaster County currently utilizes a decentralized payroll system, where the County Clerk's office manages the payroll for 900 county employees, but pieces of the process are partitioned among various county agencies. This initiative centralizes all duties and tasks within County Clerk and entails coordination with the Finance Department located near Clerk on the first floor of the County/City Building.

Scope of Work

- New systems furniture workstations for more efficient use of existing square-footage
- Convert vacated Information Services office to use by County Clerk
- Update interior finishes
- Clerk payroll staff need adjacency to Clerk accounting staff and require a secure location away from direct public visibility
- Phase 2 renovation needed at later date to meet two additional county initiatives (see Recommendation 9)





County Clerk - Existing Open Storage Area



County Clerk - Existing Work Area



County Clerk - Existing Storage Room



County Clerk - Existing Work Stations

RECOMMENDATION #2: ENGINEERING ADMINISTRATION (2020)

Interior office remodel to increase square-footage efficiency in Building C, 444 Cherrycreek Road.

Summary

The current Lancaster County Engineer Administration office was built in 1996, as an addition to the Cooperative Extension office, built in 1986. Since 1996 there have been no upgrades or remodels to this space in the previous 24 years, other than the consolidation of two offices into one large conference room on the west side. As such, the current office layout does not meet the current space and workflow needs of the staff. Additionally, the existing finishes in the office (carpet, wall paint, resilient flooring, tile, etc.) are outdated, and in need of replacement.

Staff projections estimate the need for five new staff members in the 10-year period from 2020-2030. This would include three new FTE's and two PTE's. The bulk of the office staff are situated in an open office area with systems furniture workstations that have been modified and arranged differently over time. These current workstations are currently oversized due to the transition to paperless documents and therefore do not provide the appropriate space efficiency and workflow access needed. It is recommended that they receive all new workstations to accommodate 30 staff members, of which 16 workstations would be smaller as the staff occupying these workstations are often either in the field or work part-time schedules. Much of this space can be captured from an overabundance of existing space currently used for file storage, including numerous flat files and a vault room which has been deemed no longer necessary and whose contents can be relocated to storage with Records and Information Management.

The staff have also identified a need for two new enclosed offices to be used by future FTE positions, including a Senior Engineer and a Construction Manager. These offices would be carved out of existing spaces including the currently over-sized front reception

area and a repurposed smaller conference room on the west side. To compensate, the staff have proposed that an additional large conference room be formed from the current surveyors' workspace on the east side of the office. These large conference rooms are needed for the various pre-bid and pre-construction meetings that are often held at this location.

An additional proposed element includes the expansion of the men's and women's restrooms as staff have identified that these restrooms currently no longer meet their capacity needs and the fixtures and finishes need replacement. One additional fixture should be added to each restroom.

Scope of Work

- New open office workstations to accommodate 30 staff members
- 2 new enclosed offices for added Senior Engineer and Construction Manager
- Expansion and remodel of the existing restrooms with new fixtures and finishes including 1 new fixture in each
- Create large conference room from existing workstation area
- Replace finishes throughout the office including paint, carpet, wall base, resilient flooring, tile flooring, and restroom countertops

Other Considerations

- The Engineering office and adjacent vehicle maintenance garage are currently within the 100-year floodplain. While the building is surrounded by the floodplain, the actual floor slab is technically above it.

- The building does not currently have adequate protected shelter space for staff and visitors in the event of a severe weather event. An additional study should be considered to evaluate a possible structural upgrade or other improvements to provide adequate protection for such an event. Any necessary upgrade or addition could possibly be paid for by state or federal emergency funding programs and should be explored.

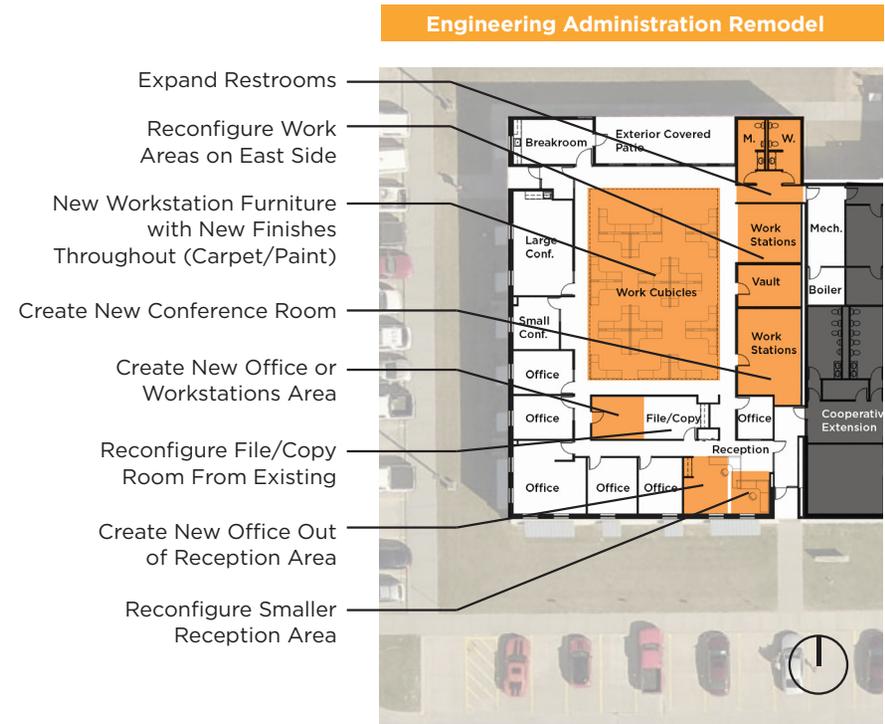


Engineering Administration Exterior



Engineering Administration - Existing Reception Area

- The office does not currently provide a dedicated Mothers Room space for new mothers. Engineering will not be creating one at this time however, choosing to handle operationally when the need arises.



RECOMMENDATION #3: ELECTION COMMISSIONER (2021-2022)

Construct additions to facility at 601 No. 46th Street to meet public service area and ballot processing space needs.

Summary

In 1996, the Lancaster County Election Commissioner relocated from 900 'J' Street to the former Allied Insurance building, 601 North 46th Street. The building underwent a renovation and has functioned adequately for serving public and staff needs until recent events caused demands for additional space.

Election Commissioner is experiencing intensified space demands caused by four primary influences.

1. Early Voting

Early voting at the facility continues to increase significantly. In 2019, 35,000 early voting ballots were processed at the facility compared with 5,000 in 1996. Ballots are mailed 35 days before an election, with a 30-day voting window for the public. The waiting line occasionally extends out the front door down the north sidewalk. Typical visitor time is approximately 30 minutes under these conditions. Months impacted include March through May and September through November. As the number of early ballot requests increases, Election Commissioner needs more room to process the physical ballots prior to mailing and also upon receipt of voted ballots. More space is also needed to accommodate in-person voting.

2. Petitions

Increases in the number of statewide petitions are adding to space demands in the facility. An additional 15-25 temporary staff assist during the summers of even numbered years to verify petition signatures. More space is needed to accommodate the influx of temporary staff.

3. Lancaster County Population Increase

The population of Lancaster County has increased by over 88,000 people (38%) during the time from the renovation of the facility in 1996 (230,937) to July 2019 (319,090). The supplies required for a growing number of polling places requires more space.

4. Help America Vote Act

In 2000, the Federal Government passed the "Help America Vote" Act. This federally required and funded law necessitates the use of 170 ADA-assist machines, which are roughly the size of a medium-size suitcase. The machines require electronic maintenance, programming and testing, and a large storage area (currently 2,000 SF in K Street). Loading and transport of the machines to polling places occurs Thursday through Monday for Tuesday elections. In addition to storage, space is needed for a technician to work on eight to ten pieces of equipment simultaneously.

Scope of Work

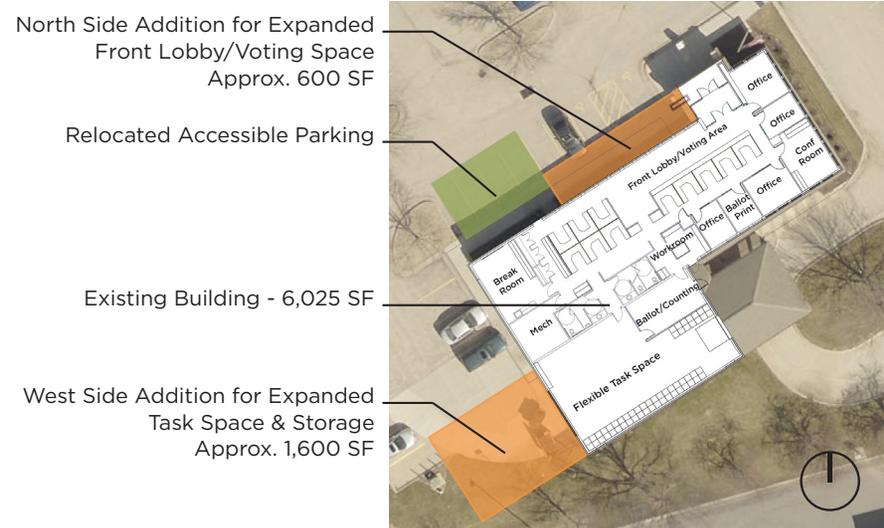
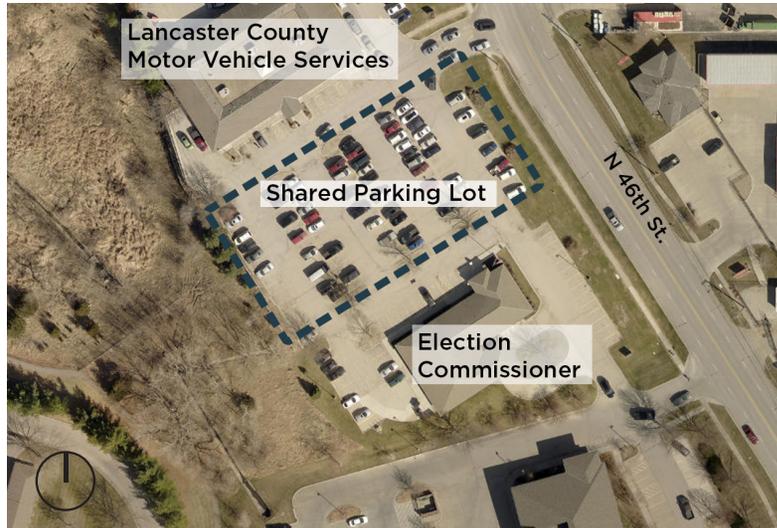
- Construct 2,200 GSF of additions in two locations - north and west
- Construction timeline to occur during 8 month 'down period' following elections in May 2021 to January 2022
- Add larger public waiting/queuing space and voting area (public 'front of house')
- Include larger secure ballot counting space ('back of house')
- Increase flex/work space for polling supply area (existing rooms #114 and #115). Includes area to work on voter assist machines
- Add second conference room and space for two more workstations (systems furniture). Existing conference room is

unavailable for meetings up to 4 months a year due to tasks related to processing outgoing absentee ballots, counting and canvassing boards.

- Add more break room space, currently running three shifts during voting

- Consider space for on-site storage of voter assist machines (use of extra storage capacity at 46th Street DMV is possible as a short-term solution)

- Add security with card access system



Election Commissioner - Existing Southeast Exterior



Election Commissioner - Storage Workroom

RECOMMENDATION #4: SHERIFF'S OFFICE (2021-2022)

Minor renovation of existing space on first floor of the Justice & Law Enforcement Center to capture unused space and improve square-footage efficiency.

Summary

The Lancaster County Sheriff's Office moved into the renovated Justice and Law Enforcement Center (JLEC) in 1999 and had the foresight to allocate space for expansion during the 1997 renovation design of the building. This expandability has served the Sheriff's Office well over the past 20 years but has now reached the point where most expandability options have been exhausted and additional space is needed. The Sheriff's Office shares the lower and first floors of the building with the Lincoln Police Department and cannot expand into adjacent space.

Various minor remodels have occurred since occupying the JLEC including 2005 and 2014 when space was repurposed for an office/work area. The Sheriff's Office is currently in the process of replacing all original systems furniture workstations with new workstations. This is providing more efficient use of existing area and easing space shortages.

The Sheriff's Office has been successful in moving staff within the existing suites on the first floor and lower level. They are adept at converting underutilized space to efficient uses as work demands change. They have also shifted operation of a patrol unit to the vehicle service garage on 444 Cherrycreek Road. This includes the Mine Resistant Ambush Protected (MRAP) vehicle and Mobile Command Unit equipment.

Staff projections estimate 15 new FTE's in the 10-year period from 2020-2030. The greatest demands for space are seen in training functions and the storage and repair of body cameras. This recommendation calls for a small remodeling of space on

the first floor of the JLEC to capture underutilized space. This is a short-term solution however and does not address the shortage of training space.

To fully address training space needs, a new Sheriff's Training facility is recommended at the existing Lincoln Police Training Center, 6980 W. Fletcher Avenue (see Recommendation 7).

Scope of Work

- Repurpose unused service counter on first floor to office/work area
- Utilize vacant office on first floor for designated staff purpose
- Construct Training Facility on shared site with existing LPD training facility on 6980 W. Fletcher Avenue (see Recommendation 7)

Other Considerations

- Consider moving patrol staff to the 605 Building (upper floors)
- Consider utilizing vacant space (1,950 SF) in Youth Services Center 'J' pod



Justice & Law Enforcement Center

Justice & Law Enforcement Center - First Level



County Sheriff at Justice & Law Enforcement Center



FIRST LEVEL - KEY PLAN

RECOMMENDATION #5: COOPERATIVE EXTENSION (2022-2023)

Construct additions to facility at 444 Cherrycreek Road Suite A to meet existing and future program space needs.

Summary

The current Cooperative Extension building was built in 1986. There have been a few modifications to the building since that time including a recent remodel and rearrangement of the office reception area, the reconfiguration of some office areas, and the addition of a storage area on the north side of building with uninsulated metal paneled walls. In 2016 the office workstations were replaced and reorganized to maximize efficiency.

The county staff currently occupy this building along with UNL staff members, although the building is fully funded by Lancaster County. Staff indicate that they are currently unable to expand their programs or add needed staff due to a lack of space for work areas or storage. There is a desire to expand programs provided by this office including grant funded 4-H educational programs, Nutrition and Health programs funded by the USDA, and other agronomy based educational and outreach oriented programs. But there is not enough space accommodate these expansions.

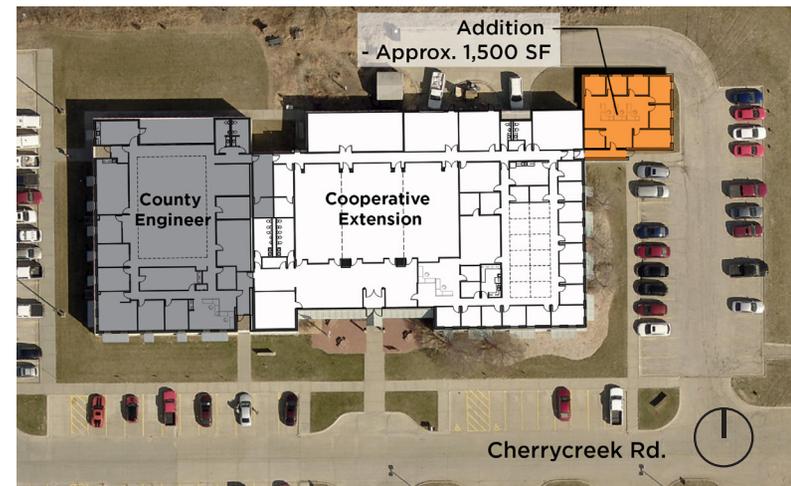
Staff projections estimate as many as 7 new employees are needed (including 3 FTE's and 4 PTE's) in the 10-year period from 2020-2030. Due to the nature of the department's work with children there is a need for privacy in work spaces when discussing the needs and well being of children. As such this recommendation proposes an addition to the building at the northeast corner that would add six new enclosed offices, an open work area, and added storage. This addition would greatly improve the department's ability to provide their very popular educational and social programming that is unique within Nebraska. Such programs as Clover College, which is provided for school age children during the summer, can attract large groups of visitors up to 150 people at a time.

Scope of Work

- Addition to existing building at northeast corner to provide 6 enclosed offices, new open work area, and storage.

Other Considerations

- The large groups of people that come to the Cooperative Extension for events necessitate a large amount of parking which may need to be addressed in the future with an expansion of the paved parking area to the east.
- The building does not currently have adequate protected shelter space for staff and visitors in the event of a severe weather event. An additional study should be considered to evaluate a possible structural upgrade or other improvements to provide adequate protection for such an event. Any necessary upgrade or addition could possibly be paid for by state or federal emergency funding programs and should be explored.





Cooperative Extension - Main Entrance



Cooperative Extension - Staff Parking



Cooperative Extension - Auditorium/Event Space



Cooperative Extension - Existing Work Area

RECOMMENDATION #6: COMMISSIONERS/BUDGET & FISCAL/WAYFINDING (2022-2023)

Interior office remodel to capture underutilized space and increase square-footage efficiency. Includes companion project to improve wayfinding in front lobby of County/City Building.

Summary

The administrative offices that serve the County Board of Commissioners as well as the Budget and Fiscal department are located at the southeast corner of the first floor level of the County/City Government Building, directly adjacent to the primary public entrance on the building's east side. Visitors to the building are not provided with clear signage or direction when they enter the building and thus often enter the private staff doors of the administrative offices seeking assistance. To avoid this disruption, this recommendation proposes measures to improve wayfinding including an upgraded and relocated building directory that is closer to the stairway and more in the line of sight for visitors entering the building. It would also deter visitors from engaging staff by providing translucent film on the glass storefront on the north side of the office that is visible to entrants, as well as added card reader access to the door to improve security.

Staff projections estimate 2 new FTE's in the 10-year period from 2020-2030. These would include a full-time webmaster and an on-call accountant who will transition to full time. To accommodate these new positions, this recommendation also proposes adding new systems furniture workstations in the open office areas that would make more efficient use of existing space without requiring further renovations. One of these workstations could be consolidated with an existing workstation. Additionally, there is an existing reception/waiting area at the west end of this space that was once used both by the County Board of Commissioners as well as the Lincoln City Council. This reception area is no longer staffed and thus is not an efficient use of space. The recommendation is to divide the west portion of this reception space and create a new conference room with improved conference technology.

The current meeting room space is shared amongst the adjacent departments and there is often a need for additional space. The conference room is occasionally utilized as a workspace by auditors who make use of the space on a full-time basis when present.

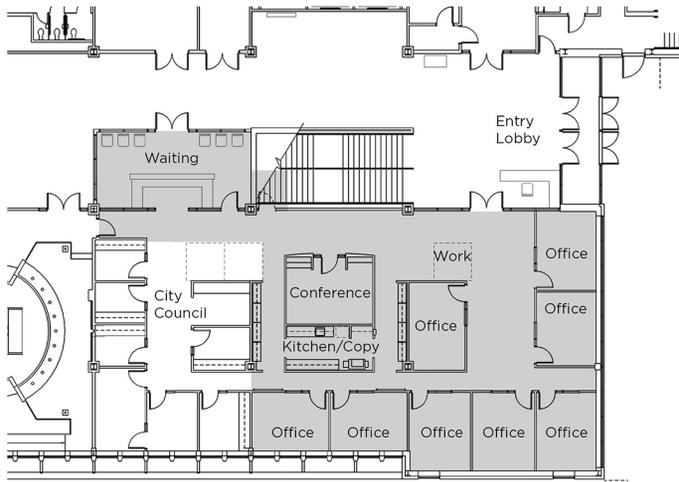
Scope of Work

- New wayfinding in the form of a new building directory that is directly in the line of sight of a visitor entering the east side lobby
- The addition of card reader access and privacy film on the storefront glass of the department at east entrance to deter visitors from using the staff entrance
- 2 new workstations for future FTE's, and the replacement of 1 existing workstation to match
- The renovation of the existing, unused reception area to create an additional conference room

Other Considerations

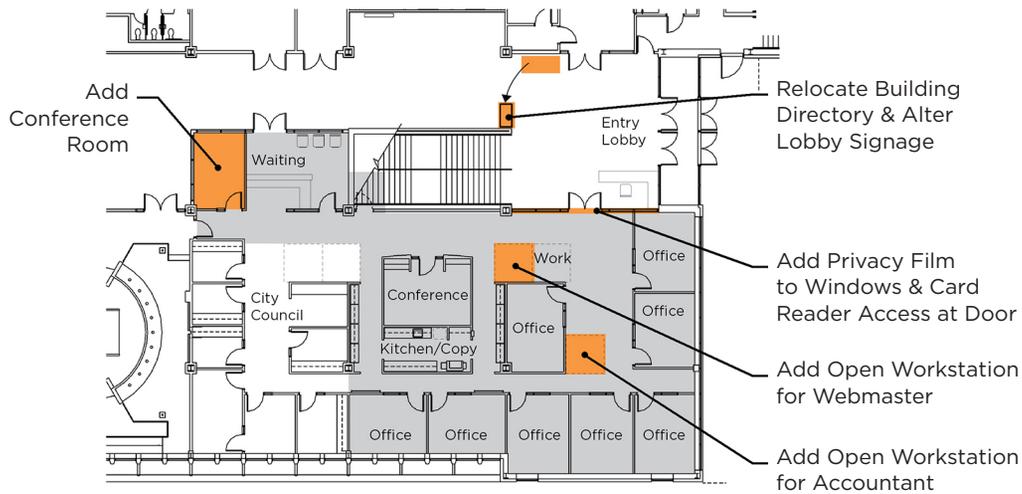
- There will be a need in the future, beyond the scope of this study, to add additional offices for new County Commissioners based on population growth. Current projections suggest this will not be necessary until after the 2040 census.

Existing Plan



Commissioners/Budget & Fiscal - Wayfinding Directory Example

Revised Plan



Commissioners/Budget & Fiscal - Privacy Window Film Example

RECOMMENDATION #7: SHERIFF'S OFFICE 2023-2024

Construct Training Facility on shared site with existing Lincoln Police Training Center on 6980 W. Fletcher Avenue. Alleviates need for additional training space for Sheriff's office in the Justice and Law Enforcement Center.

Summary

The Lancaster County Sheriff's Office moved into the renovated Justice and Law Enforcement Center (JLEC) in 1999 and had the foresight to allocate space for expansion during the 1997 renovation design of the building. This expandability has served the Sheriff's Office well over the past 20 years but has now reached a point where most expandability options have been exhausted and additional space is needed. The Sheriff's Office shares the lower and first floors of the building with the Lincoln Police Department and cannot expand into adjacent space.

Staff projections estimate 15 new FTE's in the 10-year period from 2020-2030. The greatest demands for space are seen in training functions and the storage and repair of body cameras. Recommendation 4 on page 23 outlines a small remodeling of space on the first floor of the JLEC to capture underutilized space. However, this is a short-term solution providing general office space and does not address the shortage of critical training space. To fully address training space needs, a new Sheriff's Training facility is recommended at the existing Lincoln Police Training Center, 6980 W. Fletcher Avenue.

Lancaster County should explore a partnership with Lincoln Police to create a joint training site at the existing LPD facility. The Sheriff's Office Training Facility would include permanently installed simulators (comparable to airplane cockpit simulators), real video training using 180- and 360-degree screens, and a virtual driving area. The purpose of these training spaces is to teach defensive tactics and best practices for high-risk low-occurrence incidents. When constructed, this facility will relieve space demands on training areas in the JLEC.

Scope of Work

- Construct 7,500 square-foot Training Facility on shared site with existing LPD Training Center on 6980 W. Fletcher Avenue

Other Considerations

- Consider moving patrol staff to the 605 Building (upper floors)
- Consider utilizing vacant space (1,950 SF) in Youth Services Center 'J' pod





Lincoln Police Department Shooting Range



Lincoln Police Department K-9 Training Facility



Site of Sheriff's Training Center



Lincoln Police Department Existing Training Facility

RECOMMENDATION #8: TREASURER DMV LICENSE TESTING STATIONS (2025)

Repurpose square-footage at 500 West O Street and 625 No. 46th Street currently used for driver's license testing following state funding to relocate testing to different locations.

Summary

The County Treasurer's Office currently oversees both vehicle registration and driver's licensing at motor vehicle locations at West O Street and on North 46th Street. Staff have indicated that they expect the State of Nebraska to relocate the driver's licensing component in the near future. This transition has already been implemented in Douglas and Sarpy counties of Nebraska in 2018. Once the state legislature allocates the funding necessary for this transition, it is likely that the state will move these services out of the county-owned buildings. Approximately 3,665 SF of the 4,836 SF of space at the West O Street location and approximately 1,178 SF of the 12,055 SF of space at the North 46th Street location are occupied by the driver's licensing services.

It is recommended that once such a transition occurs, the staff and resources dedicated to vehicle registration and license plates at the West O Street location should be relocated and consolidated within the space made available at the North 46th Street location to serve the increased visitor load at this location. Given that the comparative area of space left unused at North 46th would be approximately equivalent to the amount of space needed by the staff from West O, it would be an efficient use of space. The unused building at West O Street could then be either used for other as of yet undetermined county needs or sold to a private commercial entity.

Scope of Work

- Consolidate vehicle registration/license plate staff and resources at the North 46th Street DMV location and sell the building at West O Street.

Other Considerations

- Staff have indicated that there may be an interest in the future to create an additional vehicle registration location in the southern region of Lincoln, closer to one of the areas of the most population growth in the county.
- Staff have also indicated that they are promoting an increased use of online services by the public which would lower the number of people requiring the use of the walk-in locations.

625 N 46th Street



DMV Location - Central

500 West O Street



DMV Location - West

Recommendation #9: County Clerk/Human Services Phase 2 (2026-2028)

Relocate Human Services to a new suite on the third floor of the County/City Building and expand County Clerk into the vacated Human Services space (2,138 SF).

Summary

Phase 2 of resolving County Clerk space needs involves expansion of the agency on the first floor of the County/City Government Building. A previous Phase 1 remodel of existing Clerk space was outlined in Recommendation 1 to accommodate additional staff associated with the centralized payroll initiative (2020). Phase 2 requires the relocation of Human Services to a new suite on the third floor of the County/City Building and the expansion of Clerk in the first floor space vacated by Human Services.

At the time of this report, County Clerk was involved with three initiatives that necessitate additional space. While Phase 1 accomplished growth associated with the first initiative (centralized payroll 2020), Phase 2 is needed for the second and third initiatives involving centralized accounting and the development of a county code.

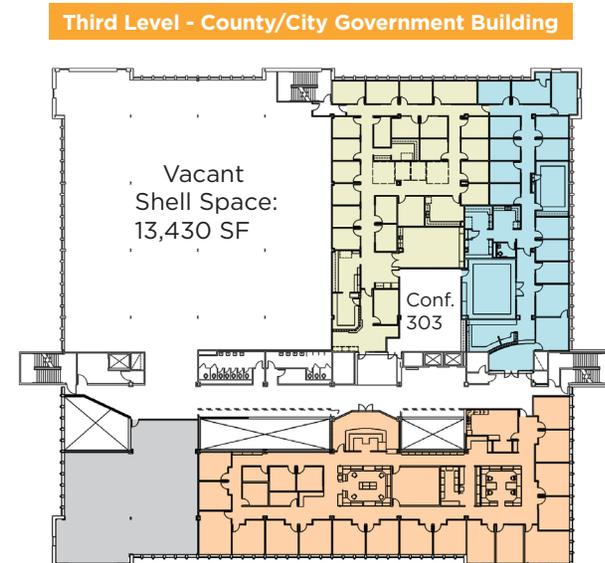
Centralized Accounting - the County Clerk's office is responsible for preparing payment claims that are presented to the Board of Commissioners for review and approval of payment. Currently, the existing system utilizes account clerks embedded in separate county agencies to prepare and submit a payment voucher to the Clerk's office. The Clerk then compiles a claims registry for presentation to the County Board during the Tuesday board meeting. If approved, the Clerk's office then processes payments. Best management practices recommend centralizing accounting functions in a manner similar to the 2020 centralizing of payroll operations.

County Code Project - the third initiative involves creating and publishing a county code. This project was initially presented to

the County Board November 14, 2019. The future timing of this project is related to the replacement search currently in progress for the County Administrator position. This project is expected to add one FTE in the Clerk's office to be a liaison to the County Attorney's Office.

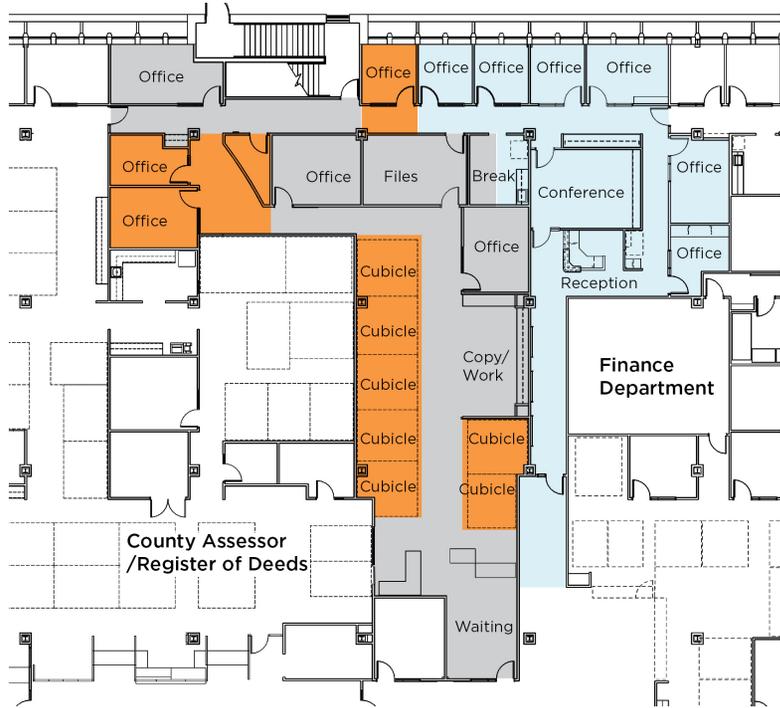
Scope of Work

- Relocate Human Services to a new 2,300 SF suite on the third floor of the County/City Government Building
- Expand existing County Clerk space on first floor of the County/City Government Building into 2,138 SF space vacated by Human Services

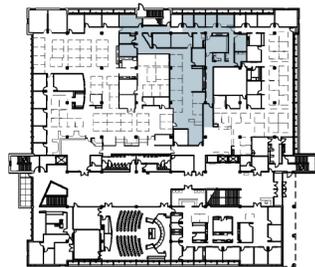


Human Services, Relocate 2,300 SF to 3rd Floor Vacant Space

Clerk Expands to Vacated Human Services



- County Clerk Area - 3,662 SF
- Human Services Department Area - 2,138 SF



KEY PLAN



Human Services Relocates to 3rd Floor Vacant Space

RECOMMENDATION #10: K STREET BUILDING - RECORDS & INFORMATION MANAGEMENT (2026-2030)

Acquire site and construct new Records Storage Facility. Relinquish ownership of existing K Street building for private redevelopment.

Summary

The K Street facility currently provides space for nine agencies as listed below.

1. Lancaster County Records & Information Management - office and storage
2. Lancaster County Risk Management - office
3. Lancaster County Election Commissioner - storage
4. Lancaster County Clerk of the District Court - storage
5. City of Lincoln/Lancaster County Purchasing - office and storage
6. City of Lincoln/Lancaster County Planning Department - storage
7. City of Lincoln Building & Safety - storage
8. Lincoln Police Department - storage
9. State of Nebraska Records Management Center - office and storage

Constructed in 1925, the former LES power plant building was decommissioned in 1984 and declared surplus property in 1987. It sat idle until 1994, when it underwent a \$4 million dollar renovation (funded by Public Building Commission bonds) to convert the building into a warehouse to store public documents. The 116,783 GSF building currently has 97,704 SF in leased office and storage space.

Lancaster County Records & Information Management is a primary tenant (21,940 SF) in the building. The agency serves city and county departments with their records management needs. This includes developing records retention policies and converting paper records to digital images and/or microfilm. Records & Information Management operates a Records Center for city and county agencies to store inactive records. This includes a climate-controlled storage area for storing original microfilm.

Records and Information Management has maintained detailed levels of record-keeping on annual storage volumes from 1994 to the present. Data indicates



Records & Information Management



Records & Information Management Scanning Area

that storage volumes increased annually from the time the facility opened in 1996 to June 2016, when the volume leveled off to a consistent range of 35,000 to 36,000 cubic feet.

Vehicle deliveries and pick-ups of interoffice mail are made daily for city and county agencies located outside of the County-City Building, Justice and Law Enforcement Center and 605 Building. These occur twice daily during the morning and afternoon.

The State of Nebraska is also a substantial tenant of the K Street Building with over 46,000 square-feet of leased space for their State Records Management Division. The division provides services to state agencies including the storage of state records and the conversion of records into different formats for storage.

Redevelopment

The K Street Building has been the subject of previous private redevelopment interest. In May 2005, the City of Lincoln gave interested developers an opportunity to submit formal letters of interest for redevelopment of the property. A total of four developers expressed interest, with Heathrow Development selected to pursue their concept of converting the storage building into loft-style housing. While the 2005 proposal ultimately failed due to negotiations over the sale price, the City of Lincoln has recommended the redevelopment of K Street in three recent planning documents.

- **2005 City of Lincoln Downtown Master Plan and 2012 Update:** called for renovating the K Street facility for high density residential use.
- **2015 City of Lincoln South Haymarket Neighborhood Plan:** recommended reuse of the K Street Records Warehouse and determination of alternate locations for records storage.

- **2018 City of Lincoln Downtown Master Plan:** identified the K Street building as a Catalyst Redevelopment Site and recommended working with the Public Building Commission to relocate records storage and rehabilitate K Street into a residential building.

This study supports the City's recent planning initiatives calling for the reuse of the building for a higher and better use. Future redevelopment proposals will need to account for the value of the land and provide for replacement costs to ensure the value of the property is retained to the benefit of taxpayers. The South Haymarket Neighborhood Study includes a list of considerations to assist in identifying the feasibility of relocating government storage to facilitate the reuse of the K Street building. These include:

- Importance of proximity to the County/City Government campus
- Storage needs for the next 20 years
- Potential for state or other government agencies to collocate in a new facility
- Determine proceeds from sale of K Street to be invested in a new facility
- Improved technology for file delivery



K Street Building - Election Commissioner Storage

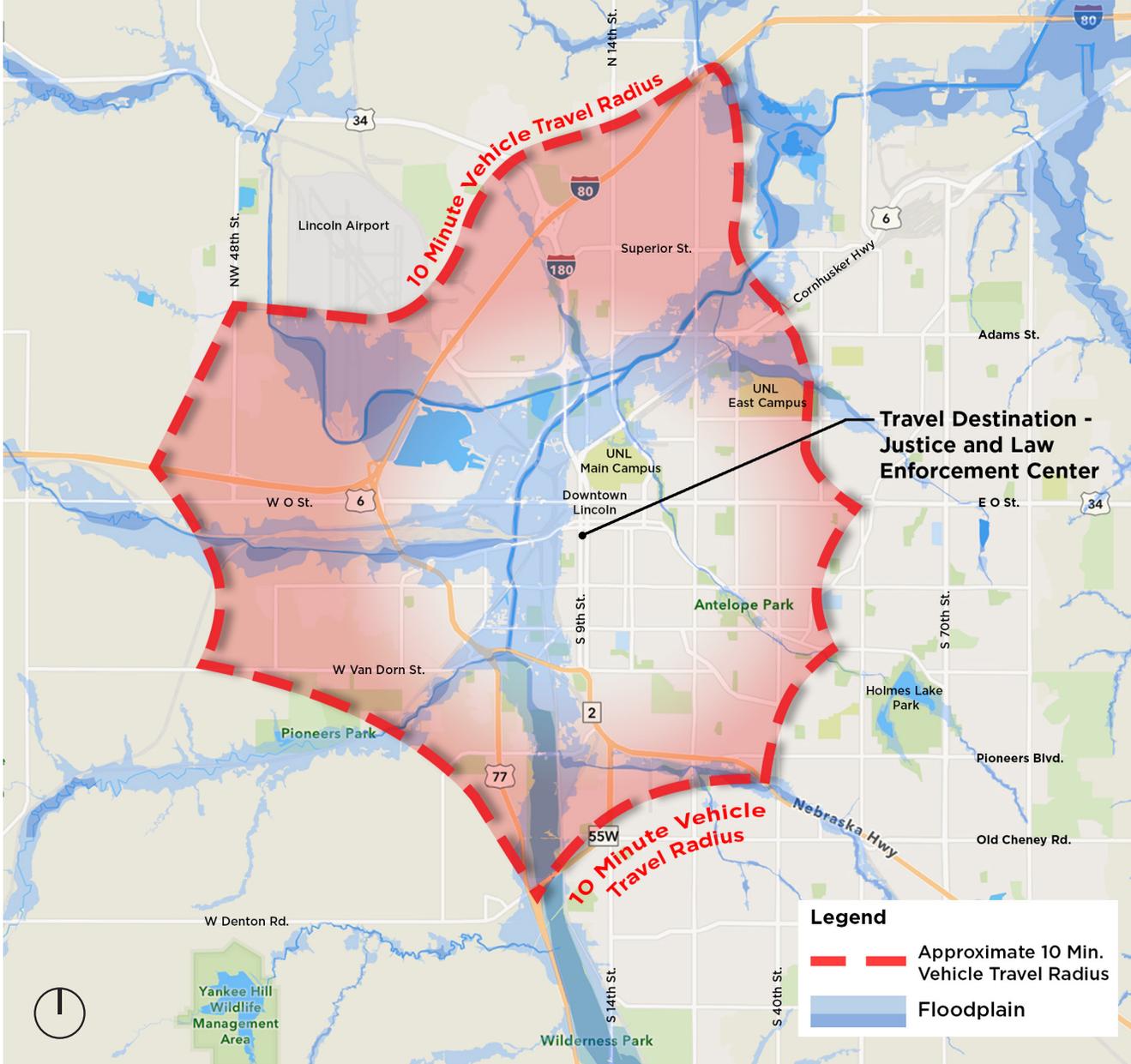
EXISTING TENANT LEASES

	Agency	S.F.	Totals
Lancaster County			
	Records & Information Management	21,941	
	Risk Management	845	
	Election Commissioner	1,969	
	Clerk of the District Court	224	
			24,979
City of Lincoln			
	Purchasing	2,726	
	Building & Safety	1,497	
	Planning	20	
	Lincoln Police Department	22,108	
			26,351
State of Nebraska			
	Secretary of State - Records Management Division	46,374	
			46,374
Total K Street Leases			97,704

Scope of Work

- Explore potential for state or other government agencies to collocate in a new County/City records storage facility
- Determine alternate locations for a new County/City records storage facility within a 10-minute driving distance from the core government campus on 9th and 10th streets
- Acquire property for new County/City records storage facility (if not currently owned)
- Determine locations for existing K Street tenants not relocating to a new records storage facility
- Develop an architectural and engineering program statement for a new records storage facility to establish design parameters
- Design and construct a new records storage facility
- Relocate existing K Street tenants out of the building to new locations
- Initiate Invitations for Redevelopment Proposal (IFRP) process

10 MINUTE VEHICLE TRAVEL RADIUS



SECTION 3 PHASING SEQUENCE & CONSTRUCTION COST

The following describes the recommended phasing sequence and relative construction cost associated with each phase. The Probable Construction Costs are based on average projected square footage costs (\$/sf) applied to corresponding areas of the conceptual plan diagrams. The intent of this estimate is to provide “order of magnitude” costs that will guide the County as they plan for future capital construction investments.

The dates listed below indicate ‘construction timeframe’ only. Design should be initiated prior to the construction period indicated in order to maintain this schedule. Other than Recommendations 1 through 4 which have immediate needs, the remaining six recommendation timeframes are based on projected staffing needs and/or service changes as of the date of this report. Therefore, Recommendations 5 through 10 should be viewed with some degree of flexibility in terms of their specific timeframe.

Cost escalation increases were calculated at 4.5% per year based on the estimated time to the mid-point of construction. The estimated escalation total is listed at the bottom of each cost table. This number is subject to a high degree of variability.



Recommendation 3: Election Commissioner Additions

Timeframe Summary

2020

1. County Clerk - Phase 1
2. Engineering Administration

2021-2022

3. Election Commissioner - 601 North 46th Street
4. Sheriff - Justice & Law Enforcement Center

2022-2023

5. Cooperative Extension
6. Commissioners/Budget & Fiscal/Wayfinding

2023-2024

7. Sheriff - Training Facility - shared site with LPD

2025

8. DMV License Testing Transition West O and N. 46th streets

2026-2030

9. 2026-2028 County Clerk/Human Services - Phase 2
10. 2026-2030 K Street Records & Information Management

YEAR 2020 | RECOMMENDATION 1: COUNTY CLERK - PHASE 1

Lancaster County Clerk Remodel	Quantity	Units	Cost/Unit	Component Cost
INTERIOR DEMOLITION				
First Floor	585	s.f.	\$6.00	\$3,510.00
Interior Demolition Subtotal				\$3,510.00
INTERIOR ARCHITECTURAL CONSTRUCTION				
First Floor (walls, doors, ceiling, paint, base)	585	s.f.	\$35.00	\$20,475.00
Replace carpet in limited area	50	s.y.	\$30.00	\$1,500.00
Interior Architectural Subtotal				\$21,975.00
MECHANICAL/PLUMBING				
HVAC modifications (moving grilles and new grilles)	1	L.S.	\$2,500.00	\$2,500.00
(1) new VAV boxes (includes piping and valves)	1	L.S.	\$3,750.00	\$3,750.00
Controls	1	L.S.	\$1,000.00	\$1,000.00
Fire sprinkler modifications	1	L.S.	\$1,000.00	\$1,000.00
Mechanical/Plumbing Subtotal				\$8,250.00
ELECTRICAL				
Lighting Allowance	1	L.S.	\$2,500.00	\$2,500.00
Electrical Allowance	1	L.S.	\$2,500.00	\$2,500.00
Phone/Data Allowance	1	L.S.	\$1,000.00	\$1,000.00
Fire Alarm	1	L.S.	\$1,500.00	\$1,500.00
Electrical Subtotal				\$7,500.00
Subtotal				\$41,235.00
Contractor General Conditions			10%	\$4,124
Subtotal				\$45,359
Contractor Overhead & Profit			7.5%	\$3,402
General Contractor (GC) Construction Subtotal				\$48,760
Recommended Owner's Construction Contingency			10%	\$4,876
Design Contingency (needed for future design decisions not known at this time)			10%	\$4,876
TOTAL				\$58,512
Construction Escalation Factor - 4.5% per year to mid-point of construction				\$988
OPINION OF PROBABLE COST WITH ESCALATION TO OCTOBER 2020				\$59,500

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

YEAR 2020 | RECOMMENDATION 2: ENGINEERING ADMINISTRATION

Lancaster County Engineering Administration	Quantity	Units	Cost/Unit	Component Cost
INTERIOR DEMOLITION				
	850	s.f.	\$8.00	\$6,800.00
Demolition Subtotal				\$6,800.00
INTERIOR ARCHITECTURAL CONSTRUCTION				
Walls, doors, ceiling, paint, base, cabinets	1,050	s.f.	\$40.00	\$42,000.00
Carpet Replacement - 6,852 sf	800	s.y.	\$30.00	\$24,000.00
Interior Architectural Subtotal				\$66,000.00
MECHANICAL/PLUMBING				
(8) new plumbing fixtures	8	L.S.	\$2,700.00	\$21,600.00
Trenching and below grade waste piping	1	L.S.	\$4,000.00	\$4,000.00
HVAC modifications (moving grilles, new grilles and exhaust fan)	1	L.S.	\$5,000.00	\$5,000.00
(2) new VAV boxes (includes controls, piping and valves)	1	L.S.	\$7,000.00	\$7,000.00
Controls for new exhaust fan, sensor, etc.	1	L.S.	\$1,500.00	\$1,500.00
Fire sprinkler modifications	1	L.S.	\$3,000.00	\$3,000.00
Mechanical/Plumbing Subtotal				\$42,100.00
ELECTRICAL				
Lighting Allowance	1	L.S.	\$8,000.00	\$8,000.00
Electrical Allowance	1	L.S.	\$10,000.00	\$10,000.00
Data/Phone Allowance	1	L.S.	\$5,000.00	\$5,000.00
Fire Alarm	1	L.S.	\$2,000.00	\$2,000.00
Electrical Subtotal				\$25,000.00
CONSTRUCTION SUBTOTAL				\$139,900.00
Contractor General Conditions			10%	\$13,990
Subtotal				\$153,890
Contractor Overhead & Profit			7.5%	\$11,542
General Contractor (GC) Construction Subtotal				\$165,432
Recommended Owner's Construction Contingency			10%	\$16,543
Design Contingency (needed for future design decisions not known at this time)			5%	\$8,272
TOTAL				\$190,247
Construction Escalation Factor - 4.5% per year to mid-point of construction				\$3,753
OPINION OF PROBABLE COST WITH ESCALATION TO OCTOBER 2020				\$194,000

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

YEARS 2021-2022 | RECOMMENDATION 3: ELECTION COMMISSIONER - 601 NORTH 46TH STREET

Lancaster County Election Commissioner	Quantity	Units	Cost/Unit	Component Cost
SITE IMPROVEMENTS				
Grading/Drainage Allowance	1	L.S.	\$20,000.00	\$20,000.00
Paving Allowance	1	L.S.	\$20,000.00	\$20,000.00
Paving Demo	1	L.S.	\$15,000.00	\$15,000.00
Relocate Utilities Allowance	1	L.S.	\$50,000.00	\$50,000.00
Site Subtotal				\$105,000.00
BUILDING CONSTRUCTION				
Addition(s)	2,200	s.f.	\$200.00	\$440,000.00
General Contractor (GC) Construction Subtotal				\$545,000.00
Contractor General Conditions			10%	\$54,500
Subtotal				\$599,500
Contractor Overhead & Profit			7.5%	\$44,963
General Contractor (GC) Construction Subtotal				\$644,463
Recommended Owner's Construction Contingency			7.5%	\$48,335
Design Contingency (needed for future design decisions not known at this time)			8%	\$51,557
TOTAL				\$744,354
Construction Escalation Factor - 4.5% per year to mid-point of construction				\$50,646
OPINION OF PROBABLE COST WITH ESCALATION TO NOVEMBER 2021				\$795,000

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

YEARS 2021-2022 | RECOMMENDATION 4: SHERIFF - JUSTICE & LAW ENFORCEMENT CENTER

Lancaster County Sheriff Remodel	Quantity	Units	Cost/Unit	Component Cost
INTERIOR DEMOLITION				
First Floor	250	s.f.	\$8.00	\$2,000.00
Demolition Subtotal				\$2,000.00
INTERIOR ARCHITECTURAL CONSTRUCTION				
First Floor (walls, doors, ceiling, paint, flooring, base)	250	s.f.	\$40.00	\$10,000.00
Interior Architectural Subtotal				\$10,000.00
MECHANICAL/PLUMBING				
HVAC modifications (moving grilles, new grilles and exhaust fan)	1	L.S.	\$2,000.00	\$2,000.00
(1) new VAV boxes (includes piping and valves)	1	L.S.	\$3,750.00	\$3,750.00
Controls	1	L.S.	\$1,000.00	\$1,000.00
Fire sprinkler modifications	1	L.S.	\$1,000.00	\$1,000.00
Mechanical/Plumbing Subtotal				\$7,750.00
ELECTRICAL				
Lighting Allowance	1	L.S.	\$2,500.00	\$2,500.00
Electrical Allowance	1	L.S.	\$2,500.00	\$2,500.00
Phone/Data Allowance	1	L.S.	\$1,500.00	\$1,500.00
Fire Alarm	1	L.S.	\$1,500.00	\$1,500.00
Electrical Subtotal				\$8,000.00
General Contractor (GC) Construction Subtotal				\$27,750.00
Contractor General Conditions			10%	\$2,775
Subtotal				\$30,525
Contractor Overhead & Profit			7.5%	\$2,289
Subtotal				\$32,814
Recommended Owner's Construction Contingency			10%	\$3,281
Design Contingency (needed for future design decisions not known at this time)			10%	\$3,281
TOTAL				\$39,377
Construction Escalation Factor - 4.5% per year to mid-point of construction				\$2,123
OPINION OF PROBABLE COST WITH ESCALATION TO JULY 2021				\$41,500

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

YEARS 2022-2023 | RECOMMENDATION 5: COOPERATIVE EXTENSION

Nebraska Extension in Lancaster County - Addition	Quantity	Units	Cost/Unit	Component Cost
SITE IMPROVEMENTS				
Grading Allowance	1	L.S.	\$25,000.00	\$25,000.00
Paving Allowance	1	L.S.	\$20,000.00	\$20,000.00
Paving Demo	1	L.S.	\$5,000.00	\$5,000.00
Site Subtotal				\$50,000.00
BUILDING CONSTRUCTION				
Addition	1,300	s.f.	\$225.00	\$292,500.00
General Contractor (GC) Construction Subtotal				\$342,500.00
Contractor General Conditions			10%	\$34,250
Subtotal				\$376,750
Contractor Overhead & Profit			7.5%	\$28,256
General Contractor (GC) Construction Total				\$405,006
Recommended Owner's Construction Contingency			7.5%	\$30,375
Design Contingency (needed for future design decisions not known at this time)			7.5%	\$30,375
TOTAL				\$465,757
Construction Escalation Factor - 4.5% per year to mid-point of construction				\$52,243
OPINION OF PROBABLE COST WITH ESCALATION TO OCTOBER 2022				\$518,000

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

YEARS 2022-2023 | RECOMMENDATION 6: COMMISSIONERS/BUDGET & FISCAL/WAYFINDING

Board of Commissioners, Budget & Fiscal and Wayfinding Improvements	Quantity	Units	Cost/Unit	Component Cost
INTERIOR DEMOLITION				
First Floor - modify front desk, remove HM window frame/glass south wall	160	s.f.	\$10.00	\$1,600.00
Demolition Subtotal				\$1,600.00
INTERIOR ARCHITECTURAL CONSTRUCTION				
First Floor (walls, doors, ceiling, paint, flooring, base)	120	s.f.	\$50.00	\$6,000.00
Privacy film on existing windows - full matte	159	s.f.	\$18.00	\$1,434.00
Card Reader east entry	1	L.S.	\$3,000.00	\$3,000.00
New wayfinding directory in east lobby entry	1	L.S.	\$5,000.00	\$5,000.00
Interior Architectural Subtotal				\$16,862.00
MECHANICAL/PLUMBING				
HVAC modifications (moving grilles, new grilles and exhaust fan)	1	L.S.	\$1,000.00	\$1,000.00
(1) new VAV box (includes, piping and valves)	1	L.S.	\$3,750.00	\$3,750.00
Controls	1	L.S.	\$1,000.00	\$1,000.00
Fire sprinkler modifications	1	L.S.	\$1,000.00	\$1,000.00
Mechanical/Plumbing Subtotal				\$6,750.00
ELECTRICAL				
Lighting, Power and Phone Data Allowance	1	L.S.	\$6,000.00	\$6,000.00
Fire Alarm	1	L.S.	\$1,000.00	\$1,000.00
Electrical Subtotal				\$7,000.00
General Contractor (GC) Construction Subtotal				
Subtotal				\$32,212.00
Contractor General Conditions			10%	\$3,221
Contractor Overhead & Profit			7.5%	\$2,657
General Contractor (GC) Construction Total				\$38,091
Recommended Owner's Construction Contingency			10%	\$3,809
Design Contingency (needed for future design decisions not known at this time)			10%	\$3,809
TOTAL				\$45,709
Construction Escalation Factor - 4.5% per year to mid-point of construction				\$4,791
OPINION OF PROBABLE COST WITH ESCALATION TO SEPTEMBER 2022				\$50,500

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

YEARS 2023-2024 | RECOMMENDATION 7: SHERIFF TRAINING CENTER

Lancaster County Sheriff Training Center	Quantity	Units	Cost/Unit	Component Cost
SITE IMPROVEMENTS				
Grading, Paving, Crushed Rock, Fencing, Retaining Walls	1	L.S.	\$247,500.00	\$247,500.00
Site Subtotal				\$247,500.00
BUILDING CONSTRUCTION				
Pre-cast insulated panel, brick masonry wainscot, metal roof	7,500	s.f.	\$220.00	\$1,650,000.00
General Contractor Building and Site Subtotal				\$1,897,500.00
Contractor General Conditions			10%	\$189,750
Subtotal				\$2,087,250
Contractor Overhead & Profit			7.5%	\$156,544
General Contractor (GC) Construction Total				\$2,243,794
Recommended Owner's Construction Contingency			7.5%	\$168,285
Design Contingency (needed for future design decisions not known at this time)			7.5%	\$168,285
TOTAL				\$2,580,363
Construction Escalation Factor - 4.5% per year to mid-point of construction				\$407,637
OPINION OF PROBABLE COST WITH ESCALATION TO SEPTEMBER 2023				\$2,988,000

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

YEAR 2025 | RECOMMENDATION 8: DMV LICENSE TESTING TRANSITION WEST O AND N. 46TH STREETS

Lancaster County Treasurer DMV Remodel	Quantity	Units	Cost/Unit	Component Cost
INTERIOR DEMOLITION				
	1,200	s.f.	\$5.00	\$6,000.00
Demolition Subtotal				\$6,000.00
INTERIOR ARCHITECTURAL CONSTRUCTION				
	1,200	s.f.	\$45.00	\$54,000.00
Interior Architectural Subtotal				\$54,000.00
MECHANICAL/PLUMBING				
	1,200	s.f.	\$30.00	\$36,000.00
Mechanical/Plumbing Subtotal				\$36,000.00
ELECTRICAL				
	1,200	s.f.	\$30.00	\$36,000.00
Electrical Subtotal				\$36,000.00
General Contractor (GC) Construction Subtotal				\$132,000.00
Contractor General Conditions			10%	\$13,200
Subtotal				\$145,200
Contractor Overhead & Profit			7.5%	\$10,890
General Contractor (GC) Construction Total				\$156,090
Recommended Owner's Construction Contingency			10%	\$15,609
Design Contingency (needed for future design decisions not known at this time)			10%	\$15,609
TOTAL				\$187,308
Construction Escalation Factor - 4.5% per year to mid-point of construction				\$49,192
OPINION OF PROBABLE COST WITH ESCALATION TO AUGUST 2025				\$236,500

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

YEARS 2026-2028 | RECOMMENDATION 9: COUNTY CLERK/HUMAN SERVICES - PHASE 2

Lancaster County Clerk & Human Services Phase 2 County/City Building	Quantity	Units	Cost/Unit	Component Cost
INTERIOR DEMOLITION				
First Floor - Demo in Human Services for County Clerk expansion	2,138	s.f.	\$6.00	\$12,828.00
Demolition Subtotal				\$12,828.00
INTERIOR ARCHITECTURAL CONSTRUCTION				
Third Floor - Construct new suite for Human Services	2,300	s.f.	\$60.00	\$138,000.00
First Floor - Remodel former Human Services for County Clerk expansion	2,138	s.f.	\$35.00	\$74,830.00
Interior Architectural Subtotal				\$212,830.00
MECHANICAL/PLUMBING				
Third Floor - Construct new suite for Human Services	2,300	s.f.	\$30.00	\$69,000.00
First Floor - Remodel former Human Services for County Clerk expansion	2,138	s.f.	\$25.00	\$53,450.00
Mechanical/Plumbing Subtotal				\$122,450.00
ELECTRICAL				
Third Floor - Construct new suite for Human Services	2,300	s.f.	\$30.00	\$69,000.00
First Floor - Remodel former Human Services for County Clerk expansion	2,138	s.f.	\$25.00	\$53,450.00
Electrical Subtotal				\$122,450.00
General Contractor (GC) Construction Subtotal				\$470,558.00
Contractor General Conditions			10%	\$47,056
Subtotal				\$517,614
Contractor Overhead & Profit			7.5%	\$38,821
General Contractor (GC) Construction Total				\$556,435
Recommended Owner's Construction Contingency			10%	\$55,643
Design Contingency (needed for future design decisions not known at this time)			10%	\$55,643
TOTAL				\$667,722
Construction Escalation Factor - 4.5% per year to mid-point of construction				\$277,278
OPINION OF PROBABLE COST WITH ESCALATION TO NOVEMBER 2027				\$945,000

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

YEARS 2026-2030 | RECOMMENDATION 10: K STREET RECORDS & INFORMATION MANAGEMENT

Lancaster County Records Facility	Quantity	Units	Cost/Unit	Component Cost
SITE IMPROVEMENTS				
Grading, drainage, paving, landscape	1	L.S.	\$539,955	\$539,955
Site Subtotal				\$539,955
BUILDING CONSTRUCTION				
Warehouse: high-ceiling records storage with loading dock				
Sized for 36,000 CF of storage, shelving double rows, 9'H x 5'W x 5'-9"L, w/5' aisles				
Warehouse 105' W x 154' L, 10' perimeter aisles, test layout completed	16,170	s.f.	\$160.00	\$2,587,200
Office: 1 story office wing, interior finishes	4,500	s.f.	\$225.00	\$1,012,500
General Contractor Building Subtotal				\$3,599,700
General Contractor (GC) Construction Subtotal				\$4,139,655
Contractor General Conditions			10%	\$413,966
Subtotal				\$4,553,621
Contractor Overhead & Profit			7.5%	\$310,474
General Contractor (GC) Construction Subtotal				\$4,864,095
Recommended Owner's Construction Contingency			10.0%	\$486,409
Design Contingency (needed for future design decisions not known at this time)			10.0%	\$486,409
TOTAL				\$5,836,914
Construction Escalation Factor - 4.5% per year to mid-point of construction				\$3,000,086
OPINION OF PROBABLE COST WITH ESCALATION TO OCTOBER 2028				\$8,837,000

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

SUMMARY OF 2020-2030 ESTIMATED COSTS

Based on the phasing plan described above, the estimated cost to implement the 2020-2030 Facilities Study is \$14,665,000. It is anticipated that Recommendations 1, 2, 4, 6 and 8, which involve partial remodeling in existing facilities, would not require revenue bonding. Building additions to Election Commissioner and Cooperative Extension (Recommendations 3 and 5) along with improvements required to complete 1st and 3rd floor tenant finish for County Clerk/Human Services in the Government Building (Recommendation 9) could be combined into a single general revenue bond. Construction of the Sheriff Training Center can be partially or fully completed with funding from seizures. It is anticipated that relocation of the K Street Records Storage Facility will be supported with proceeds from the sale of the K Street property. Any shortfall in funding for a new replacement storage facility should be analyzed at the projected timeframe to determine funding sources.

A summary of the total cost information for each phase is illustrated in the table below. These costs are presented in both today's dollars and inflated costs relative to the projected timetable of each phase.

Recommendation Cost	Timeframe	Current Cost	Escalation to Mid-Point Construction	Cost with Escalation
1. County Clerk Phase 1 Remodel	2020	\$58,512	\$988	\$59,500
2. Engineering Administration Remodel	2020	\$190,247	\$3,753	\$194,000
3. Election Commissioner Additions	2021-2022	\$744,354	\$50,646	\$795,000
4. Sheriff Justice & Law Enforcement Center Remodel	2021-2022	\$39,377	\$2,123	\$41,500
5. Cooperative Extension Addition	2022-2023	\$465,757	\$52,243	\$518,000
6. Board of Commissioners/Budget & Fiscal/Wayfinding	2022-2023	\$45,709	\$4,791	\$50,500
7. Sheriff Training Center	2023-2024	\$2,580,363	\$407,637	\$2,988,000
8. Treasurer DMV West O and No. 46th	2025	\$187,308	\$49,192	\$236,500
9. County Clerk/Human Services Phase 2	2026-2028	\$667,722	\$277,278	\$945,000
10. K Street Records Replacement	2026-2030	\$5,836,914	\$3,000,086	\$8,837,000
Total Cost		\$10,816,263	\$3,848,737	\$14,665,000

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

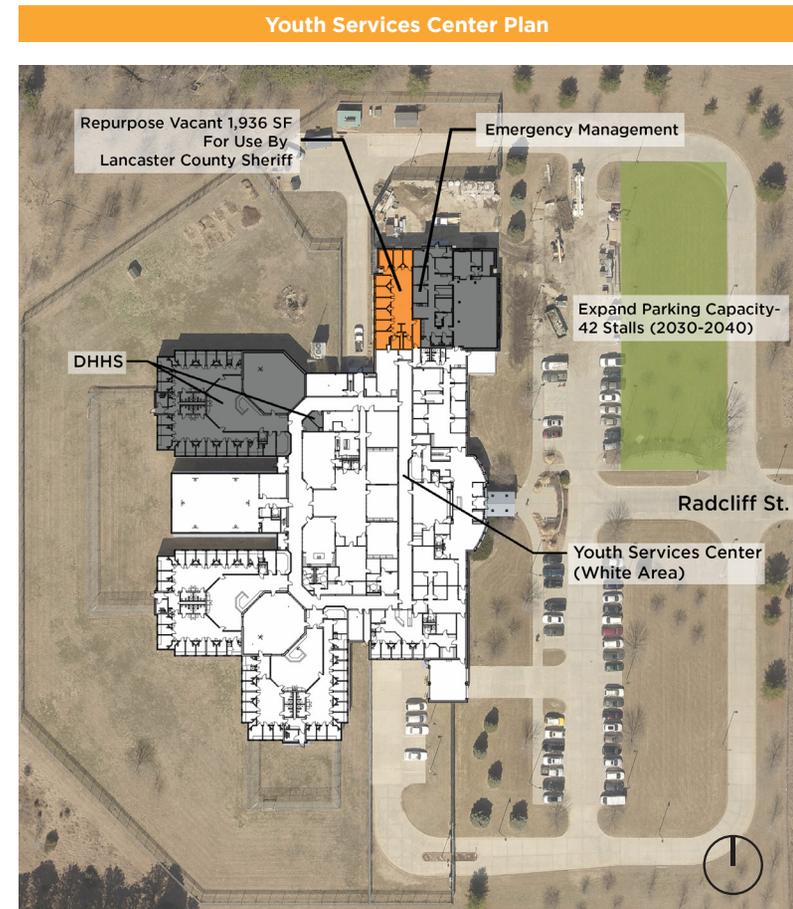
SECTION 4. OTHER CONSIDERATIONS 2020-2030 | YOUTH SERVICES CENTER - AVAILABLE SPACE

As outlined in the Space Needs Summary (page 13), the Lancaster County Youth Services Center moved into a new facility in December 2001. The 59,500 GSF facility contains four housing pods capable of receiving 80 to 90 juveniles. Legislative changes over the last 10 years have caused the current number to hold steady around 20 juveniles. As a result, two of the housing pods have already been repurposed for use by Lancaster County Emergency Management and the Nebraska Department of Health and Human Services. However, a portion of 'J' pod adjacent Emergency Management is still currently vacant (1,950 SF), and Youth Services leadership have indicated that this space is available for other County use.

During the development of this Facilities Study, the planning team focused on searching for County tenants with space needs that had a compatible function such as detention, rehabilitation, law enforcement or storage. One potential use would involve the Lancaster County Sheriff's Office. The Sheriff's Office identified space needs including storage and repair of body cams. The Sheriff noted that they currently share the Justice and Law Enforcement space with the Lincoln Police Department and cannot expand into any adjacent space. The Sheriff's Office indicated that they would likely move patrol staff to the 605 Building as a first option.

Regarding possible location of Sheriff's staff to the vacant space in the Youth Services Center, the Sheriff's Office mentioned the following concerns:

- Lack of adequate parking - primarily only an issue during occasional training events. Parking could be added to the site if needed.
- Difficulty of access and egress from So. 14th Street.
- Use of available space in the Youth Services Center is a possibility though it is not ideal to be located separately.



SECTION 5. LONG-TERM CONSIDERATIONS

#1: COUNTY ENGINEERING IN FLOODPLAIN (MAINTENANCE AND OFFICE)

Relocate the County Engineer Vehicle Maintenance Building and Offices located at 444 Cherrycreek Road Suites B & C out of the 100-year Floodplain Hazard Area.

Summary

The Lancaster County vehicle maintenance garage is managed by staff of the County Engineer. This building was built in 1986. The administrative offices of the County Engineer were built across the street as an addition to the Cooperative Extension building in 1996. Both of these buildings are surrounded by the 100-year Flood Plain Hazard Area, along with other county services including Cooperative Extension, the Weed Authority, and a vehicle station for the County Sheriff. Technically the floor slab of the interiors of these buildings are elevated above the floodplain itself. In the event of a 100-year flood, these buildings would be surrounded by water and would be unable to operate.

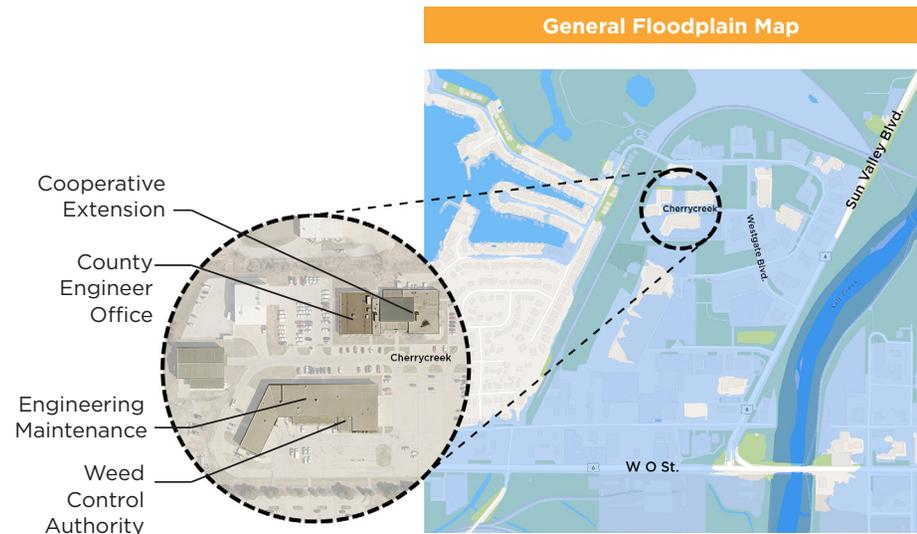
The county maintenance garage currently services all county vehicles and equipment, including Sheriff vehicles; approximately 783 vehicles in total. The County Engineer has expressed concern that should such a major flood event occur (similar to the major floods experienced throughout the state in 2019), it would debilitate the county's ability to respond to needed infrastructure repairs and services. It is recommended that Lancaster County consider a long-term solution to relocate the County Engineer vehicle maintenance garage and offices to a new location outside of the floodplain.

Scope of Work

- Relocate the County Engineer maintenance garage (approx. 29,000 SF) and administrative offices (approx. 6,900 SF) to a similarly sized lot (6 acres) outside of the floodplain.

Other Considerations

- During an emergency event the County Engineer currently operates out of the Emergency Operations Center on the south side of Lincoln. While the County Engineer themselves would still be able to operate during an emergency at an alternate location, flooding would still impact the maintenance staff and administrative staff who would possibly be needed to assist. It has also been suggested by staff that the administrative offices need to be collocated with the maintenance garage to allow for efficient operation.
- This location is also currently utilized by the Lincoln Police Department as a fueling station at the gas pumps on the south side of the maintenance garage, near the Weed Authority addition. They would be similarly impacted by a flood event.



LONG-TERM CONSIDERATION #2: CORE GOVERNMENT CAMPUS GROWTH

The following long-range planning considerations are offered specifically to assist Lancaster County in making long term decisions regarding the use and development of the core government campus located on 9th and 10th streets between “G” Street and “L” Street.

Since 1991, Lancaster County and the Public Building Commission (PBC) have focused planning efforts on the development of the core County/City government campus. The County and PBC completed significant investments in facilities within this core as a means of providing a central downtown location for delivering Lincoln and Lancaster County residents with services related to criminal justice, law enforcement, and general government administration.

Maintaining the core campus was further reinforced in both the 2002 Master Plan and 2014 Update Report. Correspondingly, this Study continues support of the plan to maintain and expand the core central government campus when necessary.

Planning for Long-Term Growth

At some point in the long term future, it is likely that the County/City Government Building (CCGB), Justice & Law Enforcement Center (JLEC) and 605 Building will reach full capacity as a result of additional judicial appointments, state legislation, expanded programs, or population growth.

The 3rd floor of the CCGB was constructed in 1997 as an unfinished shell space for future expansion. Of the 47,470 square-feet of vacant space, only 13,430

SF remain empty for future growth. The JLEC is fully occupied and the 605 Building (former Lancaster County Adult Detention Facility), which was repurposed in 2017, reserved space for justice system growth on the 2nd and 3rd floors. With these core buildings at or nearing capacity, the County will need to look elsewhere for long-term growth in the core campus. The purpose of the summary below is to present options for when growth in the campus is required.



Because this possibility is considered beyond our planning period, the Facilities Study does not attempt to speculate in what year this could occur or how much space will be needed. However, at the point in time when action is needed, the Study recommends that consideration should be given to constructing needed facilities in three locations contiguous to the existing facilities on 9th and 10th streets: 1. north, 2. south, and 3. west. It is more likely that expansion would occur to the north or south before the west, which is designated for different uses in the City of Lincoln South Haymarket Neighborhood Study, 2015.

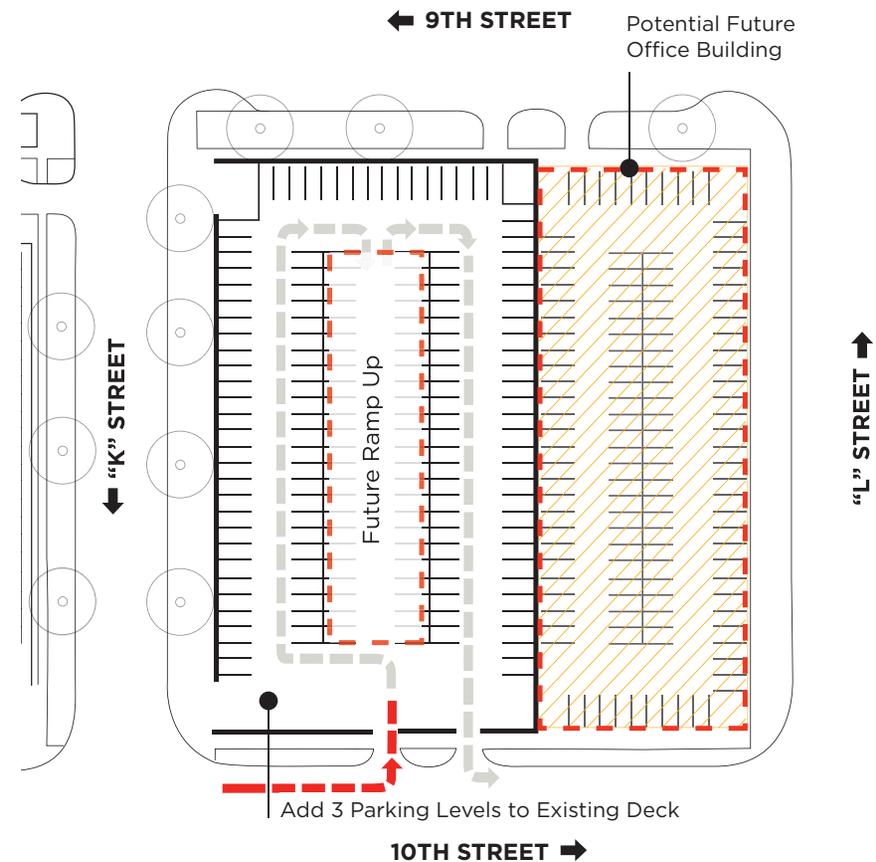
Expansion Capabilities: North and South Options

The section examines the potential to construct facilities on the existing parking deck/lot immediately north of the County/City Building and the surface lot immediately south of the 605 Building.

North Expansion - Office Building and Parking

The County/City parking deck bounded by 9th, 10th, 'K' and 'L' streets was constructed in 2002 and was designed with structural capacity for expansion. Utilizing the slope of the site, the existing facility includes a surface lot of 90,000 square feet with a one-level precast concrete parking deck on the south portion of the site (54,000 square feet). The foundations and vertical precast concrete members of the supported deck, including the stair and stair/elevator towers, were designed to support three additional garage levels of the same material, size, and weight as the current supported level. This would provide a total of four supported parking levels located on the footprint of the existing south deck. Due to the downward sloping site from 10th to 9th Street, the structure height would be 3-stories on 10th Street and 4-stories on 9th Street. The three-level addition would provide approximately 500 additional parking stalls, with a center-bay ramp. Some double tees and concrete topping in the center bay will need to be removed for construction of the future ramp up to the next level.

The design of the parking deck also reserved the north portion of the site (where surface parking exists) for the potential construction of a government office building. The office building could consist of 4 stories to match the south parking structure height. The existing parking deck footings at grid line 4 (north side) were sized to accommodate a future three to four story building on the north third of the site. With an approximate footprint of 27,000 square-feet per floor, this would provide an additional 108,000 square-feet of office space in the core campus.



Vertical expansion of the garage should take place prior to any future building construction on the north side of the garage structure. Any new construction north will require new foundations to support the loads. It should be noted that seismic design requirements changed since the original design and a comprehensive review should be completed to verify seismic compliance.



PBC Parking Deck

South Expansion Option – Office Building and Parking

The Public Building Commission controls the surface parking lot immediately south of the 605 Building, bounded by 9th, 10th, 'G', and 'H' streets. This surface lot occupies a full city block and provides 276 parking stalls for city and county employees. A second option, in addition to expanding north of the County/City Building, is to consider building a new office/parking facility on this location. Estimated at approximately 70,000 square-feet per floor, the County may wish to proceed on a design model similar to the County/City Building where the third (top) level of the three-story building was left as unfinished shell space for future expansion. Under this scenario, this would provide roughly 140,000 square-feet of new finished office space with expansion capabilities of another 70,000 square-feet when needed. Exploring the option of

a combined office and parking facility would mitigate the loss of employee parking stalls in this location.

West Expansion Option

The Public Building Commission manages the property on the west side of 9th Street between 'H' and 'K' streets, which immediately faces the west side of the core campus. In fact, four County/City facilities are located here including the 633 Building, 825 'J' Building (Crisis Center), 900 'J' Building (Aging Partners) and the District Energy Corporation plant that provides utilities to the campus.

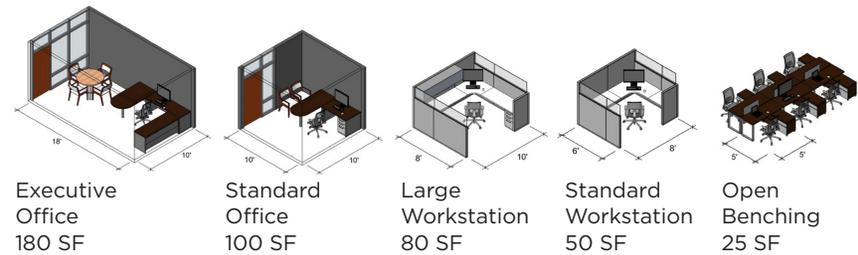
This study proposes the continued County/City use of the 633 and 825 'J' Street buildings located between 'H' and 'J' streets. However, a third option for future core campus expansion is to increase the density of the 900 'J' Street property. This could occur in a westerly direction on the parking lot between 8th Street and the 900 'J' Building, which could be demolished. While 900 'J' has served the last 20 years as useful swing space for agencies requiring less than 5,000 square footage, the site can perform a higher and better use.

A three-story office building could be constructed on this site and, with demolition of 900 'J', would provide 24,000 square-feet per floor. Presuming a building no taller than 3 stories, this would provide a maximum of 72,000 square-feet of space for County/City functions. As with the south expansion option, the County may wish to proceed on a design model similar to the County/City Building where the third (top) level of the three-story building was left as unfinished shell space for future expansion. This would provide 48,000 square-feet of new finished office space with expansion capabilities of another 24,000 square-feet when needed. Note that this, by default, implies that any expansion of the existing DEC plant would occur to the west.

APPENDIX 1 | SPACE STANDARDS FOR PROJECTIONS

Projections for growth needs defined in this study are based on space standards for various identified room sizes. These include offices, open workstations, work rooms, meeting spaces and public service areas. Lancaster County owns multiple buildings of different age and design. Consequently, there is a wide variance, particularly in office sizes, that produces a broad range of existing size standards. Typically, public institutions maintain a documented set of space standards that are applied to all projects moving forward. Converting existing space retroactively to meet the standards is not necessary but establishing

benchmark standards sets a target for future space planning. To establish square-foot growth projections, this study utilized the following assumed room size standards:



Space Standards	SF	Notes
Executive Office	180	Department Directors, includes table and 4 chairs for meetings in office
Standard Office	100	Professional Staff, includes seating for 2 guests at staff desk
Large Workstation semi-private	80	For work requiring larger layout space, plots, maps, drawings
Standard workstation semi-private	50-60	Standard size, semi-enclosed open workstation
Open Benching	25	No enclosure, open bench system, hoteling, field teams or temps
Collaboration/Meeting Room - small 6 person	150	25 SF per person, A/V capabilities, display monitor, writeable walls
Collaboration/Meeting Room - medium 12 person	300	25 SF per person, A/V capabilities, display monitor, writeable walls
Collaboration/Meeting Room - large 24 person	600	25 SF per person, A/V capabilities, display monitors, writeable walls
Multipurpose/Training Room - extra large 36 person	900	25 SF per person, flex space
Reception and Waiting	per person	25 SF per person
Work Room	100	May combine with copy/print area
Copy/Print Area	per machine	45 SF per machine, may combine with Work Room
Break Room	per person	10 SF per person
File Storage	per cabinet	4 SF per file cabinet
Supply/Recycling Room	variable	Varies depending on size of agency
Mothers Room	100	Required for 50+ employees



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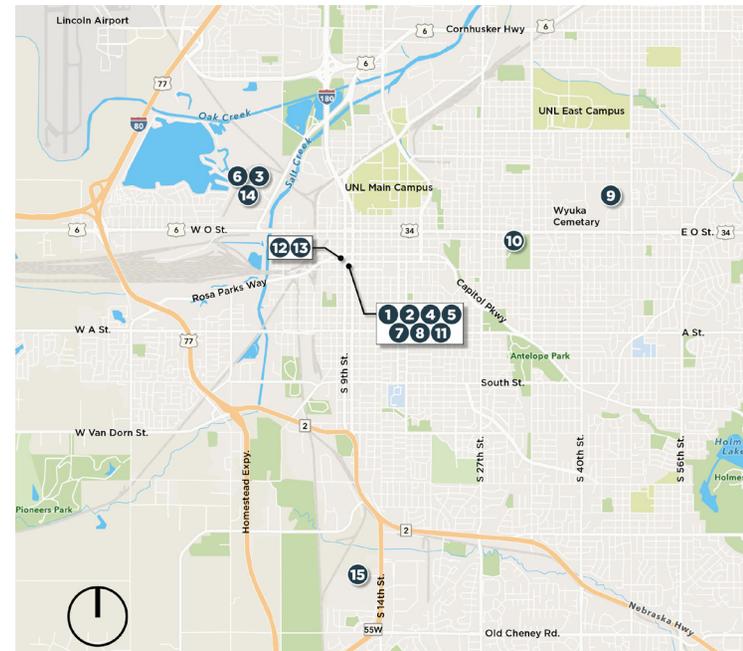
MARY SMITH

GRAPHIC DESIGNER

1.B. PARTICIPATING AGENCIES

The 2020-2030 Facilities Study involved 15 Lancaster County agencies as listed below. Sinclair Hille Architects of Lincoln, Nebraska, with support from the City/County Property Management Division, lead the seven-month study process. Input and guidance from participating Lancaster County Agency Directors and staff were critical in formulating space needs recommendations.

1 Board of Commissioners	County-City Building, Suite 110
2 Budget & Fiscal	County-City Building, Suite 110
3 Cooperative Extension	444 Cherrycreek Road, Suite A
4 County Assessor/Reg. of Deeds	County-City Building, Room 102
5 County Clerk	County-City Building, Room 108
6 County Engineer	444 Cherrycreek Road Building C
7 County Sheriff	Justice and Law Enforcement Center
8 County Treasurer	County-City Building, Room 102
9 Election Commissioner	601 North 46th Street
10 General Assistance	3131 'O' Street
11 Human Services	County-City Building, Room 107
12 Records & Information Mgmt.	440 South 8th Street ('K Street')
13 Risk Management	440 South 8th Street, Suite 300
14 Weed Control Authority	444 Cherrycreek Road Building C
15 Youth Services Center	1200 Radcliff Street



The consultants worked closely with designated members and assigned staff of each agency to develop the Facilities Study. These individuals included:

Board of Commissioners - Ann Ames & Christa Yoakum; Budget & Fiscal - Dennis Meyer & Ron Rohde; Cooperative Extension - Karen Wobig; County Assessor/Register of Deeds - Rob Ogden; County Clerk - Dan Nolte & Cori Beattie; County Engineer - Pam Dingman, Larry Legg & Ron Bohaty; County Sheriff - Terry Wagner, Todd Duncan & John Vik; County Treasurer - Rachel Garver; Election Commissioner - Dave Shively; General Assistance - Sara Hoyle; Human Services - Sara Hoyle & Becky Steiner; Records and Information Management - Brian Pillard; Risk Management - Sue Eckley & Kari Wiegert; Weed Control Authority - Brent Meyer; Youth Services Center - Sheli Schindler; County/City Property Management - Kerin Peterson.

SUMMARY SPACE NEEDS

Agency	Existing Lease GSF	Additional GSF Needed	Total GSF Needed	Need % Inc/Dec
Election Commissioner	6,025	2,200	8,225	37%
County Sheriff-Justice & Law Enforcement Center	17,869	2,000	19,869	11%
Cooperative Extension	14,530	1,300	15,830	9%
County Clerk	3,562	625	4,187	18%
Board of Commissioners	2,518	500	3,018	20%
Weed Control Authority	1,050	175	1,225	17%
Budget & Fiscal	445	125	570	28%
Human Services	2,138	125	2,263	6%
County Assessor/Register of Deeds	9,426	0	9,426	0%
County Engineer-Building C Office	6,852	0	6,852	0%
County Engineer-Building B Shop	29,040	0	29,040	0%
County Sheriff-605 Building	1,217	0	1,217	0%
County Treasurer	3,150	0	3,150	0%
General Assistance	2,541	0	-	-100%
Records and Information Management	21,941	0	21,941	0%
Risk Management	848	0	848	0%
Youth Services Center	36,273	0	36,273	0%
Total SF	159,425	7,050	166,475	4.4%
Adjusted SF total with General Assistance reduction			163,934	2.8%

2.C. SPACE NEEDS - HIGH GROWTH

Observations about high growth agencies (defined here as additional space needs of greater than 500 SF):

- High growth of the Election Commissioner reflects an increase in early ballot voting requests and an increased number of petitions.
- Space needs for County Sheriff are driven by advances in training technologies using video simulation and the implementation of body cameras in the performance of enforcement duties.
- Cooperative Extension space needs are driven by growth in educational outreach programs for nutrition, agronomy and 4-H, and the opportunity to increase available grant funded programs that currently cannot be pursued due to space limitations.
- Initiatives to implement a centralized payroll system are creating immediate space needs for County Clerk. Future space needs are also anticipated due to projects involving implementation of a centralized accounting system and publishing of a County Code.
- Changes in administrative staffing have created inefficient space in the entry to the shared Board of Commissioners/City Council suite. Additionally, small meeting space has increased in demand for the variety of meetings held with task force groups, committees, and auditors.

HIGH GROWTH NEEDS

Agency	Existing Lease GSF	Additional GSF Needed	Total GSF Needed	Need % Inc/Dec
Election Commissioner	6,025	2,200	8,225	37%
County Sheriff-Justice & Law Enforcement Center	17,869	2,000	19,869	11%
Cooperative Extension	14,530	1,300	15,830	9%
County Clerk	3,562	625	4,187	18%
Board of Commissioners	2,518	500	3,018	20%
Total SF	44,504	6,625	51,129	14.9%

2.D. SPACE NEEDS - MODERATE GROWTH

Observations about moderate growth agencies (defined here as additional space needs of 500 SF or less):

- Space needs for moderate growth agencies fall in the range of a single office, two workstations or a benching station for three staff.
- While there is indication of immediate need for an expanded crew room in Weed Control, moderate growth space needs are largely based on anticipated future growth.
- Each moderate growth agency projecting a future need for more space is currently managing their operational workload by maximizing all existing square-footage and multi-functional use of existing floor area.

MODERATE GROWTH NEEDS

Agency	Existing Lease GSF	Additional GSF Needed	Total GSF Needed	Need % Inc/Dec
Weed Control Authority	1,050	175	1,225	17%
Budget & Fiscal	445	125	570	28%
Human Services	2,138	125	2,263	6%
Total SF	3,633	425	4,058	11.7%



Election Commissioner High Growth Needs



County Clerk High Growth Needs



Weed Control Authority Moderate Growth Needs

NO GROWTH NEEDS

Agency	Existing Lease GSF	Additional GSF Needed	Total GSF Needed	Need % Inc/Dec
County Assessor/Register of Deeds	9,426	0	9,426	0%
County Engineer-Building C Office	6,852	0	6,852	0%
County Engineer-Building B Shop	29,040	0	29,040	0%
County Sheriff-605 Building	1,217	0	1,217	0%
County Treasurer	3,150	0	3,150	0%
General Assistance	2,541	0	(2,541)	-100%
Records and Information Management	21,941	0	21,941	0%
Risk Management	848	0	848	0%
Youth Services Center	36,273	0	36,273	0%
Total SF	111,288	-	108,747	-2.3%



County Assessor/Register of Deeds No Growth Needs



County Engineer Administration No Growth Needs



Records & Information Management No Growth Needs

2.F. RECOMMENDATIONS SUMMARY 2020-2030

Various alternatives for addressing identified space needs were explored and refined with the involvement of Lancaster County agencies during work sessions. The result was ten recommendations, listed below and described on the following pages:

RECOMMENDATION #1:

County Clerk Phase 1 - minor renovation of existing office square-footage on first floor of County/ City Building to accommodate additional staff associated with centralized payroll initiative.

RECOMMENDATION #2:

Engineering Administration - interior office remodel to increase square-footage efficiency in Building C, 444 Cherrycreek Road.

RECOMMENDATION #3:

Election Commissioner - construct additions to facility at 601 No. 46th Street to meet public service area and ballot processing space needs.

RECOMMENDATION #4:

Sheriff - minor renovation of existing space on first floor of the Justice & Law Enforcement Center to increase square-footage efficiency.

RECOMMENDATION #5:

Cooperative Extension - construct addition to facility at 444 Cherrycreek Road Suite A to meet existing and future program space needs.



RECOMMENDATION #6:

Commissioners/Budget & Fiscal/Wayfinding - interior office remodel to capture underutilized space and increase square-footage efficiency. Includes companion project to improve wayfinding in front lobby of County/City Building.

RECOMMENDATION #7:

Sheriff - construct Training Facility on shared site with existing LPD Training facility on 6980 W. Fletcher Avenue. Alleviates need for additional training space for Sheriff's office in the Justice and Law Enforcement Center.

RECOMMENDATION #8:

Treasurer DMV License Testing Stations - repurpose square-footage at 500 West O Street and 625 No. 46th Street currently used for driver's license testing following state funding to relocate testing to different locations.

RECOMMENDATION #9:

County Clerk/Human Services Phase 2 - relocate Human Services to the third floor of the County/City Building and expand County Clerk into the vacated space (2,138 SF).

RECOMMENDATION #10:

K Street Records & Information Management - acquire site and construct new Records Storage Facility. Relinquish ownership of existing K Street building for private redevelopment.



RECOMMENDATION #1 COUNTY CLERK - PHASE 1 (2020)

Minor renovation of existing office square-footage on first floor of County/City Building to accommodate three additional staff associated with centralized payroll initiative.

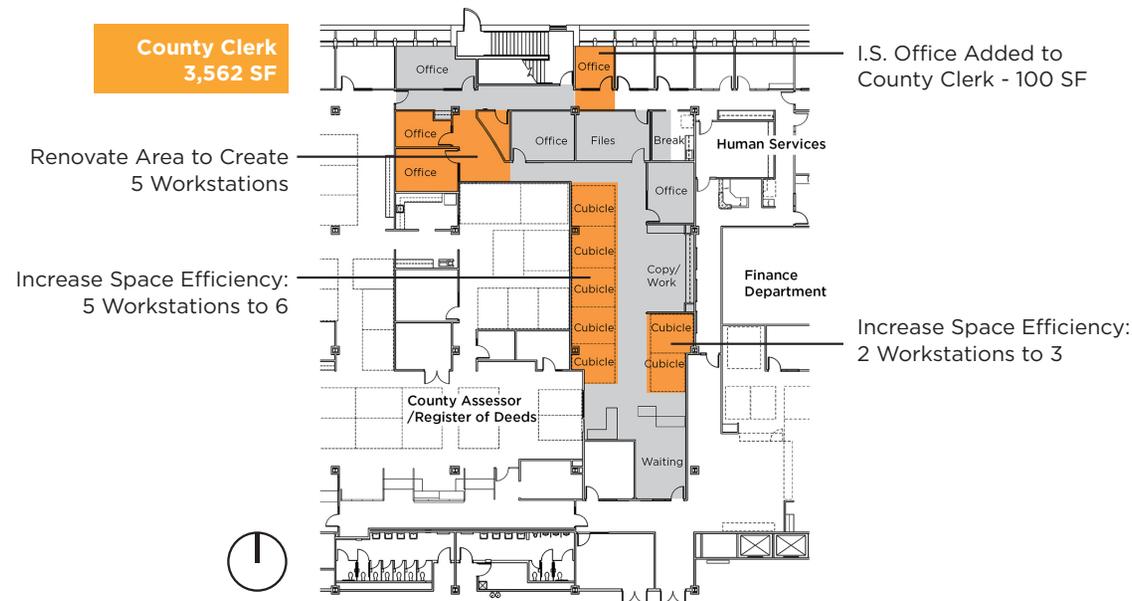
Summary

A new centralized payroll system is being implemented by Lancaster County and will require space for three full time employees (FTE's) in the County Clerk office on the first floor of the County/City Building. The new payroll system is being launched in modules, with the first starting in April 2020 and the last scheduled for September 2020.

Lancaster County currently utilizes a decentralized payroll system, where the County Clerk's office manages the payroll for 900 county employees, but pieces of the process are partitioned among various county agencies. This initiative centralizes all duties and tasks within County Clerk and entails coordination with the Finance Department located near Clerk on the first floor of the County/City Building.

Scope of Work

- New systems furniture workstations for more efficient use of existing square-footage
- Convert vacated Information Services office to use by County Clerk
- Update interior finishes
- Clerk payroll staff need adjacency to Clerk accounting staff and require a secure location away from direct public visibility
- Phase 2 renovation needed at later date to meet two additional county initiatives (see Recommendation 9)



RECOMMENDATION #2: ENGINEERING ADMINISTRATION (2020)

Interior office remodel to increase square-footage efficiency in Building C, 444 Cherrycreek Road.

- The building does not currently have adequate protected shelter space for staff and visitors in the event of a severe weather event. An additional study should be considered to evaluate a possible structural upgrade or other improvements to provide adequate protection for such an event. Any necessary upgrade or addition could possibly be paid for by state or federal emergency funding programs and should be explored.

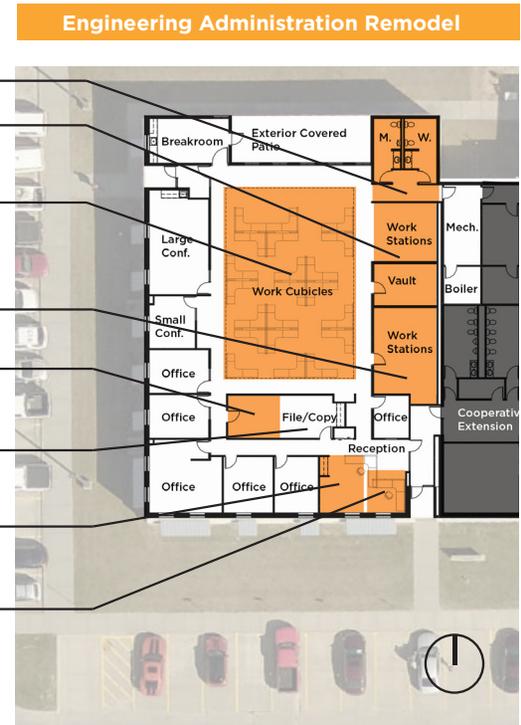
- The office does not currently provide a dedicated Mothers Room space for new mothers. Engineering will not be creating one at this time however, choosing to handle operationally when the need arises.



Engineering Administration Exterior



Engineering Administration - Existing Reception Area



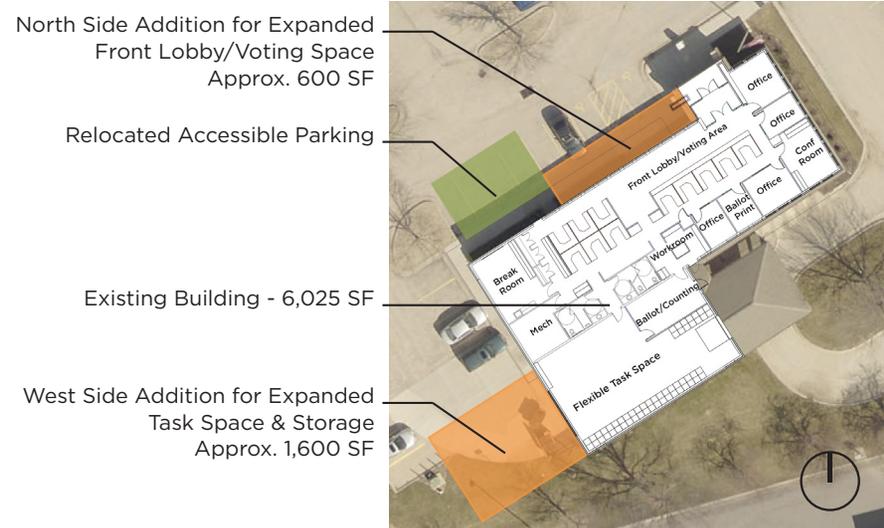
RECOMMENDATION #3: ELECTION COMMISSIONER (2021-2022)

Construct additions to facility at 601 No. 46th Street to meet public service area and ballot processing space needs.

unavailable for meetings up to 4 months a year due to tasks related to processing outgoing absentee ballots, counting and canvassing boards.

- Add more break room space, currently running three shifts during voting

- Consider space for on-site storage of voter assist machines (use of extra storage capacity at 46th Street DMV is possible as a short-term solution)
- Add security with card access system



Election Commissioner - Existing Southeast Exterior



Election Commissioner - Storage Workroom

RECOMMENDATION #4: SHERIFF'S OFFICE (2021-2022)

Minor renovation of existing space on first floor of the Justice & Law Enforcement Center to capture unused space and improve square-footage efficiency.



Justice & Law Enforcement Center

Justice & Law Enforcement Center - First Level



County Sheriff at Justice & Law Enforcement Center



FIRST LEVEL - KEY PLAN

RECOMMENDATION #5: COOPERATIVE EXTENSION (2022-2023)

Construct additions to facility at 444 Cherrycreek Road Suite A to meet existing and future program space needs.

Summary

The current Cooperative Extension building was built in 1986. There have been a few modifications to the building since that time including a recent remodel and rearrangement of the office reception area, the reconfiguration of some office areas, and the addition of a storage area on the north side of building with uninsulated metal paneled walls. In 2016 the office workstations were replaced and reorganized to maximize efficiency.

The county staff currently occupy this building along with UNL staff members, although the building is fully funded by Lancaster County. Staff indicate that they are currently unable to expand their programs or add needed staff due to a lack of space for work areas or storage. There is a desire to expand programs provided by this office including grant funded 4-H educational programs, Nutrition and Health programs funded by the USDA, and other agronomy based educational and outreach oriented programs. But there is not enough space accommodate these expansions.

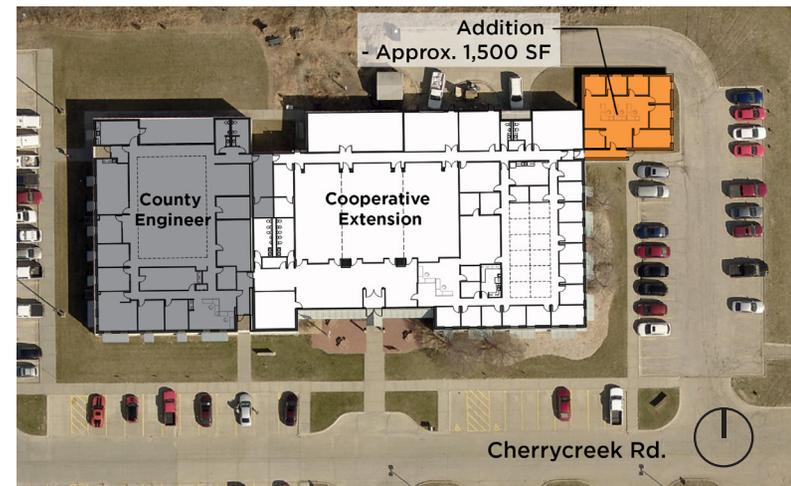
Staff projections estimate as many as 7 new employees are needed (including 3 FTE's and 4 PTE's) in the 10-year period from 2020-2030. Due to the nature of the department's work with children there is a need for privacy in work spaces when discussing the needs and well being of children. As such this recommendation proposes an addition to the building at the northeast corner that would add six new enclosed offices, an open work area, and added storage. This addition would greatly improve the department's ability to provide their very popular educational and social programming that is unique within Nebraska. Such programs as Clover College, which is provided for school age children during the summer, can attract large groups of visitors up to 150 people at a time.

Scope of Work

- Addition to existing building at northeast corner to provide 6 enclosed offices, new open work area, and storage.

Other Considerations

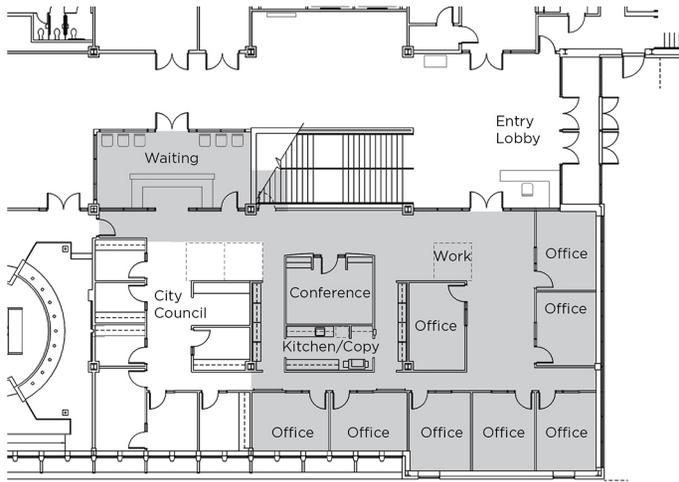
- The large groups of people that come to the Cooperative Extension for events necessitate a large amount of parking which may need to be addressed in the future with an expansion of the paved parking area to the east.
- The building does not currently have adequate protected shelter space for staff and visitors in the event of a severe weather event. An additional study should be considered to evaluate a possible structural upgrade or other improvements to provide adequate protection for such an event. Any necessary upgrade or addition could possibly be paid for by state or federal emergency funding programs and should be explored.



RECOMMENDATION #6: COMMISSIONERS/BUDGET & FISCAL/WAYFINDING (2022-2023)

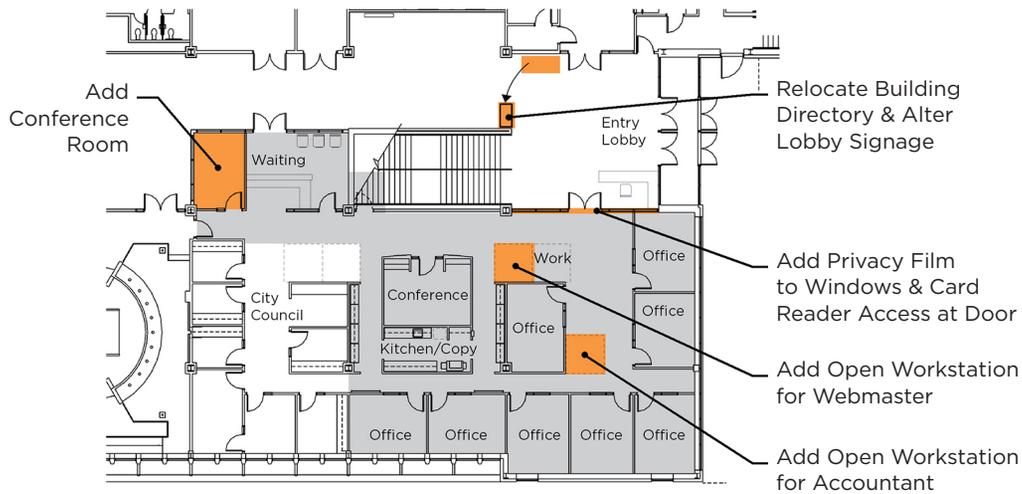
Interior office remodel to capture underutilized space and increase square-footage efficiency. Includes companion project to improve wayfinding in front lobby of County/City Building.

Existing Plan



Commissioners/Budget & Fiscal - Wayfinding Directory Example

Revised Plan



Commissioners/Budget & Fiscal - Privacy Window Film Example

RECOMMENDATION #7: SHERIFF'S OFFICE 2023-2024

Construct Training Facility on shared site with existing Lincoln Police Training Center on 6980 W. Fletcher Avenue. Alleviates need for additional training space for Sheriff's office in the Justice and Law Enforcement Center.

Summary

The Lancaster County Sheriff's Office moved into the renovated Justice and Law Enforcement Center (JLEC) in 1999 and had the foresight to allocate space for expansion during the 1997 renovation design of the building. This expandability has served the Sheriff's Office well over the past 20 years but has now reached a point where most expandability options have been exhausted and additional space is needed. The Sheriff's Office shares the lower and first floors of the building with the Lincoln Police Department and cannot expand into adjacent space.

Staff projections estimate 15 new FTE's in the 10-year period from 2020-2030. The greatest demands for space are seen in training functions and the storage and repair of body cameras. Recommendation 4 on page 23 outlines a small remodeling of space on the first floor of the JLEC to capture underutilized space. However, this is a short-term solution providing general office space and does not address the shortage of critical training space. To fully address training space needs, a new Sheriff's Training facility is recommended at the existing Lincoln Police Training Center, 6980 W. Fletcher Avenue.

Lancaster County should explore a partnership with Lincoln Police to create a joint training site at the existing LPD facility. The Sheriff's Office Training Facility would include permanently installed simulators (comparable to airplane cockpit simulators), real video training using 180- and 360-degree screens, and a virtual driving area. The purpose of these training spaces is to teach defensive tactics and best practices for high-risk low-occurrence incidents. When constructed, this facility will relieve space demands on training areas in the JLEC.

Scope of Work

- Construct 7,500 square-foot Training Facility on shared site with existing LPD Training Center on 6980 W. Fletcher Avenue

Other Considerations

- Consider moving patrol staff to the 605 Building (upper floors)
- Consider utilizing vacant space (1,950 SF) in Youth Services Center 'J' pod



RECOMMENDATION #7: SHERIFF'S OFFICE 2023-2024

Construct Training Facility on shared site with existing Lincoln Police Training Center on 6980 W. Fletcher Avenue. Alleviates need for additional training space for Sheriff's office in the Justice and Law Enforcement Center.



Lincoln Police Department Shooting Range



Lincoln Police Department K-9 Training Facility



Site of Sheriff's Training Center



Lincoln Police Department Existing Training Facility

RECOMMENDATION #8: TREASURER DMV LICENSE TESTING STATIONS (2025)

Repurpose square-footage at 500 West O Street and 625 No. 46th Street currently used for driver's license testing following state funding to relocate testing to different locations.

625 N 46th Street



DMV Location - Central

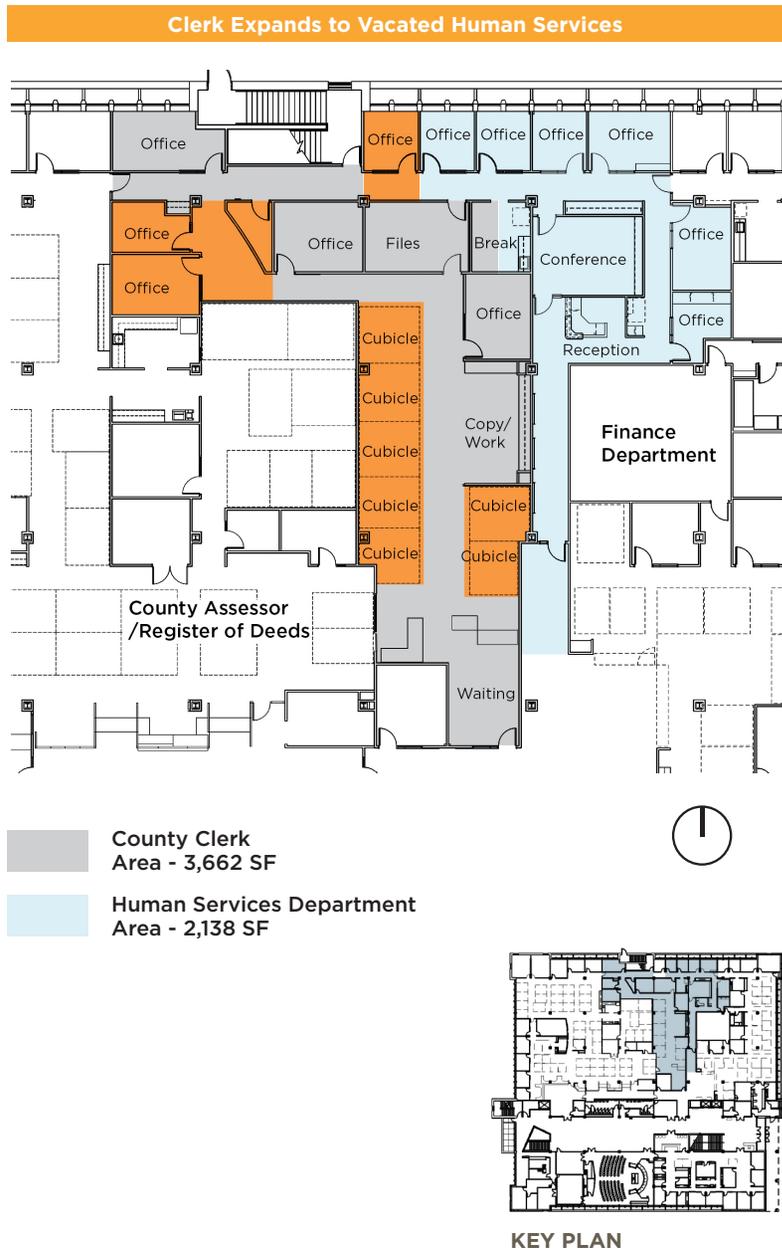
500 West O Street



DMV Location - West

Recommendation #9: County Clerk/Human Services Phase 2 (2026-2028)

Relocate Human Services to a new suite on the third floor of the County/City Building and expand County Clerk into the vacated Human Services space (2,138 SF).



Human Services Relocates to 3rd Floor Vacant Space

RECOMMENDATION #10: K STREET BUILDING - RECORDS & INFORMATION MANAGEMENT (2026-2030)

Acquire site and construct new Records Storage Facility. Relinquish ownership of existing K Street building for private redevelopment.

Summary

The K Street facility currently provides space for nine agencies as listed below.

1. Lancaster County Records & Information Management - office and storage
2. Lancaster County Risk Management - office
3. Lancaster County Election Commissioner - storage
4. Lancaster County Clerk of the District Court - storage
5. City of Lincoln/Lancaster County Purchasing - office and storage
6. City of Lincoln/Lancaster County Planning Department - storage
7. City of Lincoln Building & Safety - storage
8. Lincoln Police Department - storage
9. State of Nebraska Records Management Center - office and storage

Constructed in 1925, the former LES power plant building was decommissioned in 1984 and declared surplus property in 1987. It sat idle until 1994, when it underwent a \$4 million dollar renovation (funded by Public Building Commission bonds) to convert the building into a warehouse to store public documents. The 116,783 GSF building currently has 97,704 SF in leased office and storage space.

Lancaster County Records & Information Management is a primary tenant (21,940 SF) in the building. The agency serves city and county departments with their records management needs. This includes developing records retention policies and converting paper records to digital images and/or microfilm. Records & Information Management operates a Records Center for city and county agencies to store inactive records. This includes a climate-controlled storage area for storing original microfilm.

Records and Information Management has maintained detailed levels of record-keeping on annual storage volumes from 1994 to the present. Data indicates



Records & Information Management



Records & Information Management Scanning Area

RECOMMENDATION #10: K STREET BUILDING - RECORDS & INFORMATION MANAGEMENT (2026-2030)

Acquire site and construct new Records Storage Facility. Relinquish ownership of existing K Street building for private redevelopment.

EXISTING TENANT LEASES

	Agency	S.F.	Totals
Lancaster County			
	Records & Information Management	21,941	
	Risk Management	845	
	Election Commissioner	1,969	
	Clerk of the District Court	224	
			24,979
City of Lincoln			
	Purchasing	2,726	
	Building & Safety	1,497	
	Planning	20	
	Lincoln Police Department	22,108	
			26,351
State of Nebraska			
	Secretary of State - Records Management Division	46,374	
			46,374
Total K Street Leases			97,704

Scope of Work

- Explore potential for state or other government agencies to collocate in a new County/City records storage facility
- Determine alternate locations for a new County/City records storage facility within a 10-minute driving distance from the core government campus on 9th and 10th streets
- Acquire property for new County/City records storage facility (if not currently owned)
- Determine locations for existing K Street tenants not relocating to a new records storage facility
- Develop an architectural and engineering program statement for a new records storage facility to establish design parameters
- Design and construct a new records storage facility
- Relocate existing K Street tenants out of the building to new locations
- Initiate Invitations for Redevelopment Proposal (IFRP) process

SECTION 3 PHASING SEQUENCE & CONSTRUCTION COST

The following describes the recommended phasing sequence and relative construction cost associated with each phase. The Probable Construction Costs are based on average projected square footage costs (\$/sf) applied to corresponding areas of the conceptual plan diagrams. The intent of this estimate is to provide “order of magnitude” costs that will guide the County as they plan for future capital construction investments.

The dates listed below indicate ‘construction timeframe’ only. Design should be initiated prior to the construction period indicated in order to maintain this schedule. Other than Recommendations 1 through 4 which have immediate needs, the remaining six recommendation timeframes are based on projected staffing needs and/or service changes as of the date of this report. Therefore, Recommendations 5 through 10 should be viewed with some degree of flexibility in terms of their specific timeframe.

Cost escalation increases were calculated at 4.5% per year based on the estimated time to the mid-point of construction. The estimated escalation total is listed at the bottom of each cost table. This number is subject to a high degree of variability.



Recommendation 3: Election Commissioner Additions

Timeframe Summary

2020

1. County Clerk - Phase 1
2. Engineering Administration

2021-2022

3. Election Commissioner - 601 North 46th Street
4. Sheriff - Justice & Law Enforcement Center

2022-2023

5. Cooperative Extension
6. Commissioners/Budget & Fiscal/Wayfinding

2023-2024

7. Sheriff - Training Facility - shared site with LPD

2025

8. DMV License Testing Transition West O and N. 46th streets

2026-2030

9. 2026-2028 County Clerk/Human Services - Phase 2
10. 2026-2030 K Street Records & Information Management

SUMMARY OF 2020-2030 ESTIMATED COSTS

Based on the phasing plan described above, the estimated cost to implement the 2020-2030 Facilities Study is \$14,665,000. It is anticipated that Recommendations 1, 2, 4, 6 and 8, which involve partial remodeling in existing facilities, would not require revenue bonding. Building additions to Election Commissioner and Cooperative Extension (Recommendations 3 and 5) along with improvements required to complete 1st and 3rd floor tenant finish for County Clerk/Human Services in the Government Building (Recommendation 9) could be combined into a single general revenue bond. Construction of the Sheriff Training Center can be partially or fully completed with funding from seizures. It is anticipated that relocation of the K Street Records Storage Facility will be supported with proceeds from the sale of the K Street property. Any shortfall in funding for a new replacement storage facility should be analyzed at the projected timeframe to determine funding sources.

A summary of the total cost information for each phase is illustrated in the table below. These costs are presented in both today's dollars and inflated costs relative to the projected timetable of each phase.

Recommendation Cost	Timeframe	Current Cost	Escalation to Mid-Point Construction	Cost with Escalation
1. County Clerk Phase 1 Remodel	2020	\$58,512	\$988	\$59,500
2. Engineering Administration Remodel	2020	\$190,247	\$3,753	\$194,000
3. Election Commissioner Additions	2021-2022	\$744,354	\$50,646	\$795,000
4. Sheriff Justice & Law Enforcement Center Remodel	2021-2022	\$39,377	\$2,123	\$41,500
5. Cooperative Extension Addition	2022-2023	\$465,757	\$52,243	\$518,000
6. Board of Commissioners/Budget & Fiscal/Wayfinding	2022-2023	\$45,709	\$4,791	\$50,500
7. Sheriff Training Center	2023-2024	\$2,580,363	\$407,637	\$2,988,000
8. Treasurer DMV West O and No. 46th	2025	\$187,308	\$49,192	\$236,500
9. County Clerk/Human Services Phase 2	2026-2028	\$667,722	\$277,278	\$945,000
10. K Street Records Replacement	2026-2030	\$5,836,914	\$3,000,086	\$8,837,000
Total Cost		\$10,816,263	\$3,848,737	\$14,665,000

Does not include: FFE Costs, Professional Fees, Moving Costs and Hazardous Material Abatement (if any).

COUNTY BOARD SUMMARY REPORT

TO : County Clerk: Attn: Monet McCullen/Cori Beattie

FROM : David R. Cary, Director of Planning 

RE : **County Text Amendment 19007**
(Amend Articles 2, 4, 5, 6, 7, 9, 13 and 17 of the Lancaster County Zoning Regulations related to allowing large and small solar facilities, and stating that accessory solar and wind energy conversion systems are permitted in all zoning districts)

DATE : June 30, 2020

1. On June 24, 2020, the Planning Commission held a public hearing on County Text Amendment 19007.
2. Attached is the Planning staff report that includes the proposed text amendment for **County Text Amendment 19007**, to amend Articles 2, 4, 5, 6, 7, 9, 13 and 17 of the Lancaster County Zoning Regulations related to allowing Large and Small Solar Facilities, and stating that accessory solar and wind energy conversion systems are permitted in all zoning districts.
3. The staff recommendation is based upon the Analysis as set forth on pp. 3-5, concluding the Comprehensive Plan encourages alternative and renewable energy sources. This text amendment would greatly expand access to solar energy throughout the County. The special permit should minimize impacts on surrounding areas where appropriate. The staff presentation is found on pp. 6-8. In addition, staff referenced a memo to the Planning Commission dated June 22, 2020, relating to the submittal of some minor text revisions agreed upon by staff. See pp. 11-12.
4. Testimony in support is found on p. 8. There was no testimony in opposition; however, one letter of opposition was submitted prior to the hearing, which can be found on p.19.
5. Planning Commission discussion with staff is found on pp. 8-9.
6. On June 24, 2020, the Planning Commission voted 8-0 (Finnegan absent) to recommend approval of this text amendment as revised.

The public hearing before the Lancaster County Board has been scheduled for **Tuesday, July 14, 2020, at 9:00 a.m.**, in Room 112 of the County-City Building, 555 South 10th Street, Lincoln, Nebraska.

If you need any further information, please let me know (402-441-6365).

cc: County Board
Jenifer Holloway, County Attorney's Office
Tom Cajka

Ann Ames, County Commissioners
David Derbin, County Commissioners
Gary Bergstrom, Health Dept.



LINCOLN/LANCASTER COUNTY PLANNING COMMISSION STAFF REPORT
 FROM THE LINCOLN/LANCASTER COUNTY PLANNING DEPARTMENT, 555 S. 10TH STREET, SUITE 213, LINCOLN, NE 68508

APPLICATION NUMBER Text Amendment #19007	FINAL ACTION? No
PLANNING COMMISSION HEARING DATE June 24, 2020	RELATED APPLICATIONS None

RECOMMENDATION: APPROVAL

BRIEF SUMMARY OF REQUEST

The Lincoln-Lancaster County Planning Department proposes to allow solar facilities in the County zoning jurisdiction. These facilities are not currently allowed in the County, although they are allowed in the City jurisdiction. Solar facilities would be classified as “large” or “small” based on capacity. A special permit would be required in certain zoning districts to ensure compatibility with neighboring land uses. In addition, the code would be updated to specify that accessory solar and wind systems are allowed by right.

JUSTIFICATION FOR RECOMMENDATION

The Comprehensive Plan encourages alternative and renewable energy sources. This text amendment would greatly expand access to solar energy throughout the County. The special permit should minimize impacts on surrounding areas where appropriate.

STAFF CONTACT

Rachel Jones, (402) 441-7603 or rjones@lincoln.ne.gov

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The proposed amendment meets the goals of the Comprehensive Plan to promote renewable energy as part of an overall strategy to diversify our energy sources and expansion of accessory wind and solar access to buildings and other land uses.

KEY QUOTES FROM THE 2040 COMPREHENSIVE PLAN

P. 1.4 - The importance of building sustainable communities – communities that conserve and efficiently utilize our economic, social, and environmental resources so that the welfare of future generations is not compromised - has long been recognized. This concept has grown in importance with increased understanding of the limits to energy supplies and community resources, the likelihood that energy costs will continue to increase in the future, the climatic impacts of energy consumption, and the impacts on the physical and economic health of the community. LPlan 2040 describes a community that values natural and human resources, supports advances in technology, and encourages development that improves the health and quality of life of all citizens.

P. 1.5 - The economy provides opportunities for local food production and sales, renewable energy production, and the benefit of natural resources produced in the area and integrates them into the land use pattern.

P. 2.6 - Agriculture is still a major factor in Lancaster County's economy with about 90 percent of the land area of the county being used for agricultural production.

P. 3.3 - Environmental resources reside within a broad range of settings that should be considered as policy and development decisions are made.

P. 3.11- Preserve agricultural land within Tier I and Tier II areas, both to reduce conflicts in the future growth of Lincoln and to ensure available land for the production of food products that are important to the health and economic vitality of the community.

P. 5.1 - Focus primarily on retention and expansion of existing businesses; attracting new businesses should also be encouraged.

P. 5.2 - Strive for predictability for neighborhoods and developers.

P. 5.4 - Agriculture is the dominant land use in Lancaster County, accounting for roughly $\frac{3}{4}$ of all land.

P. 7.2 - Strive for predictability for neighborhoods and developers for residential development and redevelopment.

P. 7.2 - Encourage acreages to develop in appropriate areas and preserve farmland.

P. 7.12 - LPlan 2040 supports the preservation of land in the bulk of the County for agricultural and natural resource purposes. However, it recognizes that some parts of the County are in transition from predominantly agricultural uses to a mix that includes more residential uses. Balancing the demand for rural living and the practical challenge of integrating acreages with traditional land uses will continue.

P. 11.2 - Promote renewable energy sources.

P. 11.3 - Lincoln must develop a comprehensive strategy of fuel diversity and encourage conservation, alternative forms of energy and modern energy technologies.

P. 11.4 - Energy from renewable resources such as solar, geothermal, and wind technologies generally does not contribute to climate change or local air pollution and generally conserves nonrenewable natural resources.

P. 11.7 - Local government entities, including all local utilities, should strive to increase utilization of renewable energy sources such as wind power, hydropower, solar energy, biomass, and geothermal energy.

P. 11.7 - Continue to encourage and expand wind and solar access to buildings and other land uses.

P. 11.22 - Continue to include, and increase where feasible, renewable sources of energy, such as wind and solar energy, in future planning of LES facilities and partnerships.

ANALYSIS

1. This text amendment would add solar facilities as an allowed use in Lancaster County. The amendment is proposed by the Lincoln-Lancaster County Planning Department at the request of the Lancaster County Board of Commissioners. There is no specific proposal for a solar facility in the County at this time. The land use is being added in anticipation of future demand.
2. The solar facilities being allowed with this amendment are of a commercial nature, specifically those facilities that primarily provide off-site power and are the primary land use on a premises. In addition to primary use facilities, this amendment also clarifies the requirements for accessory solar and wind systems.
3. Solar facilities are not currently addressed or allowed in the County. The purpose of the amendment is to expand the potential for sustainable technologies with appropriate limitations. The 2040 Comprehensive Plan encourages alternative and renewable energy as part of an overall strategy to diversify our energy sources. This text amendment would greatly expand access to solar energy throughout the County. The proposed regulations would resemble those for the City of Lincoln and its 3-mile extraterritorial zoning jurisdiction.
4. The proposal was modeled after the zoning requirements for solar energy facilities in the City of Lincoln and previously approved Special Permit #19036 in the City jurisdiction, with some differences resulting from improvement upon previous standards and input from the County Attorney.
5. The systems would be classified as “large” or “small” depending on capacity. The threshold of large versus small systems is 100 kilowatts (kW) (ac). The 100 kW threshold is standard and matches the City Zoning Ordinance as well as the County Zoning Regulations threshold for Commercial Wind Energy Conversion Systems.
6. In commercial and industrial zoning districts, both large and small systems would be permitted by right. In other districts, a special permit would be required with conditions that ensure compatibility with surrounding land uses. The table below summarizes where solar facilities would be allowed as a primary use and whether permitted by right or special permitted. A blank box indicates that solar facilities would not be allowed.

Zoning District	Small System (proposed)	Large System (proposed)
AG - Agricultural	Permitted	Special Permit
AGR - Agricultural Residential	Special Permit	
R - Residential	Special Permit	
B - Business	Permitted	
I - Industrial	Permitted	Permitted

Large systems would be permitted by right in the I district. They would require a special permit in the AG district. Large systems would not be allowed in any other districts as they are not appropriate for a large-scale solar operation.

Small systems would be permitted by right in the following districts: AG, B and I. Small systems would be allowed by special permit in the AGR and R districts; these districts are appropriate for small systems with conditions in place.

7. The special permit conditions address the following topics. Some of the conditions distinguish between participating and non-participating properties. Participating properties are those where a property owner has a contractual arrangement or agreement regarding the solar facility.

- a. Noise - Day time and night time limits would be placed on noise levels from private substations associated with the solar facility. The noise standards would not apply to public or governmental utilities or substations.
- b. Erosion control - an approved erosion control plan would be required prior to receiving building permits. The Lower Platte South Natural Resources District (NRD) would be the reviewing agency.
- c. Screening - Visual screening would be required for adjacent non-participating residential uses, public park uses, or schools with a 70% coverage from the ground to eight (8) feet. Standards are proposed for both vegetative and non-vegetative screening. Acceptable screening methods include fences and walls, earth mounding, vegetation, or some combination.
- d. Setbacks - Setbacks to participating and non-participating properties with and without a dwelling are proposed based on the setbacks established with Special Permit #19036 recently approved in the City jurisdiction, except that the setback to a participating property with a dwelling was reduced from 50 feet to 0 feet for participating properties with a dwelling. The reason is that participating properties can negotiate their own setback with the operator.

<u>Property Line Setbacks</u>	
<u>Non-Participating Property with a Dwelling</u>	<u>100 feet</u>
<u>Non-Participating Property without a Dwelling</u>	<u>50 feet</u>
<u>Participating Property with a Dwelling</u>	<u>0 feet</u>
<u>Participating Property without a Dwelling</u>	<u>0 feet</u>
<u>Public or Private Roadway</u>	<u>50 feet</u>

- e. Decommissioning - This condition refers to putting the site back to its prior condition after the facility is no longer operational. Equipment must be removed to a depth of 3 feet. A cost estimate must be provided for the cost of decommissioning. The cost estimate must be updated every 5 years. A surety must be provided for the decommissioning cost. The net surety amount can account for the estimated resale and salvage value of materials.
 - f. Height of panels (small systems only) - Panels at maximum tilt would be limited to 15 feet.
8. The main differences between the special permit conditions in the City and those proposed for the County are:
- a. The condition for noise was added for the County.
 - b. Details were added for screening and decommissioning for the County.
 - c. The requirement to underground transmission lines was deleted for the County, as operators are naturally incentivized to have the lines underground to avoid damage.
 - d. The County sets specific setbacks based on whether a property is “participating”, whereas the City conditions refer to the setbacks of the zoning district unless modified.
 - e. The maximum panel height for small systems was reduced from 20 feet in the City to 15 feet in the County as it is not anticipated that panels would exceed 15 feet.
9. In addition to addressing solar farms, the regulations would also state that accessory solar and wind systems are allowed by right in all zoning districts. Accessory systems are small in scale and generally intended to serve a house or building. They are allowed today by policy rather than code. Adding the language to the code protects

against future changes in interpretation. The height and lot regulations for the accessory systems are described. They would be defined as systems with a capacity of 25 kW (ac) or less in accordance with Lincoln Electric System's (LES') Customer Owned Renewable Generation Net Metering program, which allows customers to sell surplus electricity from solar, wind, and other renewable generation of 25 kW or less.

10. Other provisions such as Airport Zoning limitations and historic preservation review will continue to apply. In the event of a conflict, the more restrictive allowance would take precedence.

Prepared by

Rachel Jones, Planner

Date: June 15, 2020

Applicant: Lincoln-Lancaster County Planning Department
555 S. 10th Street, Suite 213
Lincoln, NE 68508
(402) 441-7491

Staff Contact: Rachel Jones
(402) 441-7603 or rjones@lincoln.ne.gov

F:\DevReview\TX\19000\TX19007 County Solar.rkj.docx

TEXT AMENDMENT 19007

TEXT AMENDMENT 19007

TO AMEND ARTICLES 2, 4, 5, 6, 7, 9, 13 AND 17 OF THE LANCASTER COUNTY ZONING REGULATIONS RELATED TO ALLOWING LARGE AND SMALL SOLAR FACILITIES, AND STATING THAT ACCESSORY SOLAR AND WIND ENERGY CONVERSION SYSTEMS ARE PERMITTED IN ALL ZONING DISTRICTS

PUBLIC HEARING:

JUNE 24, 2020

Members present: Al-Badry, Campbell, Edgerton, Joy, Ryman Yost, Scheer, Beckius and Corr; Finnegan absent.

Staff Recommendation: Approval

There was no ex-parte communications disclosed.

There was no ex-parte communications disclosed relating to site visits.

Staff Presentation: Rachel Jones, Planning Department, came forward and stated this would allow solar facilities in the County zoning jurisdiction. Currently, these types of facilities are not allowed in the County jurisdiction, although they are in the City jurisdiction. A special permit would be required in certain zoning districts to ensure compatibility with neighboring land uses. In addition, the code would be updated to specify that accessory solar and wind systems are allowed by right. Jones stated that there is a minor motion to amend, which adds some clarification to the definitions section, and noise standards will apply to solar facilities with substations.

Edgerton inquired what the threshold would be between a small and large size system in kilowatts. Jones stated that it would be 100-kilowatts between the two.

Joy inquired about the height change in the panels from 20-feet to 15-feet for the small systems. Jones stated it was reduced because they do not expect that the panels will exceed the 15-foot height. Joy asked if that is the standard size seen in the industry. Jones said yes. Joy inquired if a waiver could be requested to use larger panels. Jones said yes, the Planning Commission and the County Board could modify, waive and/or add any conditions for a special permit.

Ryman Yost inquired about the property setbacks and the difference between participating and non-participating agreements. Jones stated that the setbacks are to protect those that are not involved in the project, which means that they are non-participating. If the property owner is participating, they should be able to negotiate their own conditions with the operator, because they would have a contract with the operator.

Beckius inquired about the decommissioning process and the requirement to remove to a depth of three feet. Jones stated the site needs to be put back to its prior condition, and she further stated that the industry standard for depth of this type of equipment is normally no more than the three feet, which would make the land tillable for future agriculture. Beckius inquired about other decommissioning uses currently in the zoning code. Jones stated that there is decommissioning for wind energy in the county, which has similar wording except for the 3-foot depth, because of the difference in the equipment used.

Edgerton stated that they have received a letter of complaint about the noise from a privately owned substation, and she asked if it was found in violation of the standard then it becomes a nonconforming use. Jones said correct. Edgerton asked what that means and what would happen next. Jones stated that the Health Department would address and enforce those types of complaints; steps would be taken to remediate the noise and contact the operator. Edgerton asked how close the substations would be to the farms. Jones explained that there are setbacks built-in on the sides of the solar farm and setbacks to any adjacent house or if there is another use, and she further explained that the county does have larger setbacks, and it could be 100- to 200-feet away. Edgerton stated that it would be relatively close to the actual facility. Jones stated that they could be depending on the circumstances.

Corr inquired if a facility was violating the noise limits and is then becomes nonconforming, would they be required to shut down. **Gary Bergstrom, Air Quality Supervisor with the Lincoln/Lancaster Health Department**, came forward and stated that with the enforcement for noise complaints, the Health Department starts with a compliance-oriented track. First, they identify the problem, and then give them a chance to find a way to get back into compliance, before they move into more of an enforcement approach.

Edgerton inquired if the numbers in the regulation took into consideration the industry and the amount of noise that comes from what is installed, as well as what is in the surrounding properties. Bergstrom stated that the noise levels for this came from what currently exists in the Lincoln Municipal Code (LMC), for the AGR Zoning. He shared that the standards for AG-zoned properties are 50 decibels at night and 75 decibels during that day, and that would be for receiving properties. The increase from 50 decibels to 75 decibels is substantial and would be for more of an industrial area and that is why they went with 50 decibels at night and 60 decibels during the day, which would represent more of an AGR District.

Corr asked if it would be accurate to say that in time as components age they tend to get louder. Bergstrom said that could be the case, because parts can fail or malfunction. Corr asked if any research had been done on how much sound these facilities normally create. Bergstrom stated not a lot of research was done, although there was some discussion with local representatives to try to get a sense of what they should expect for noise levels from a facility that would be around the 100-kilowatt threshold. Corr inquired if it was common to have a private substation. Jones said yes, and most of the larger facilities have a private substation as part of their operation to process the energy created and put into a usable form.

Beckius asked if there are large tracts of land currently zoned industrial. Jones said no.

Proponents:

Davey Levy, Baird Holm LLP, 625 S. 14th Street, came forward in support, and thanked all of the staff for their work on this text amendment. He stated they have come up with a very reasonable set of regulations that the developers will appreciate and be able to understand, which will create opportunity for developers. He then suggested a revision to the language for the setbacks, which would be to clarify that the screening is done, as necessary, to protect the sensitive receptor. In the current proposal, it has screening of the entire property line and this could be an unintended burden on a developer, especially if the surrounding fields are just croplands.

Campbell asked Mr. Levy if the entire area should be screened to ensure the panels would not be visible from a distance. Levy stated that they may be able to see them, but they would be off in the distance, and he further stated that it would affect them more right out their window.

Opponents:

No one came forward.

Staff Questions:

Corr asked if Jones had any thoughts about the screening changes just discussed. Jones stated with the way this is written, it would be along the entire property line of that use, and she further stated that they would not want to base it on existing conditions, because it is possible for those conditions to change. She shared that Mr. Levy has made a good point, because there is a lot of variety in the lots, but the special permit process could look at those conditions and grant a waiver if appropriate.

Beckius stated large scale industrial projects is a permitted use in the industrial zoning, but other zoning districts needing to go through a special permit process, and this would not allow for many without a special permit. He shared that they want the community to know this facility type is encouraged, and he asked Jones how they found that balance of why this should be a special permit use. Jones stated that they followed what the city had in place, and she further stated that if you live near an industrial area, there is an expectation that it could be any kind of industrial use. The AG District does not have an expectation that it could be something like a solar farm by right, because the commercial activities in an AG District are limited to agriculture and not anything else.

Corr inquired if the City's regulations need to be looked at for this type of use now that the County's have been done. Jones said that it has been discussed and they would look at that in the future.

Campbell moved to close the public hearing on this item, seconded by Edgerton and carried 8-0: Al-Badry, Campbell, Edgerton, Joy, Ryman Yost, Scheer, Beckius and Corr voting 'yes'; Finnegan absent.

TEXT AMENDMENT 19007

ACTION BY PLANNING COMMISSION:

JUNE 24, 2020

Campbell moved approval, as amended by staff with the minor revisions to definitions, seconded by Beckius.

Campbell stated that there would be a lot of variation with the screening and should be done on a case-by-case basis. He stated that there should be some sort of parameters in the amendment now, which could be waived.

Beckius stated that he generally supports this proposal as written, and he further stated that he would be open to hear from the other commissioners on their thoughts about screening and if there is an alternative idea. Beckius stated to a certain degree, he views AG zoning and agricultural use as a commercial enterprise, especially when discussing row farming. Beckius wondered if not enough is done to invite more development to occur by large systems, with the limiting of it to the Industrial Zoning District in the County. He stated that they need to invite more development to occur from the large systems, and if it should be a permitted use and allowed in the AG zoning, especially given the setbacks and requirements set forth by staff. This needs to be something that is encouraged and that there are the rules to play by and this would not need to go through a special permit every time. Beckius stated that he would be in support of looking at potentially changing this restriction from a special permit to a permitted use.

Joy stated that she agrees with Commissioner Beckius on the concept of AG being a commercial use and that this could be an allowed use or permitted use, and she further stated that this should be looked at, so there are not as many hoops to jump through. She shared with the screening, she sees a lot of reduction in trees for the maximum production of acreages, so it would depend on screening if land is farmed or if it was a neighboring house. Joy stated she, too, would be open for more discussion.

Scheer stated that he appreciates the comments and likes where this is now, and how it was put together by staff, because it has a more rigorous review process for this type of development. Scheer shared that he continues to think that one of the primary issues with the long range planning is the ongoing interpretation of rural agricultural use, development, living in the area, and what that all means. When discussing the process, it is still good to let the public have their say and have their points known on this type of development. He stated that he would not be in favor of letting solar installation be a permitted use in AG District, because it takes away that process, and he further stated the screening is a protection of the use, rather than screening the new development.

Edgerton stated that she echoes Commissioner Scheer comments on both the screening and permitting process. She stated what the staff has put together for this is thoughtful and is an appropriate balance for the property owners and those in the area, and she further stated that the special permit process enables them to move forward. This is such a change from what is there starting and a special permit for large systems in the AG District does make a lot of sense to her.

Corr thanked the County Commissioners for having this drafted and being proactive, instead of waiting until there was an application, and she further shared it is easier to set regulations before the applications come in. Corr stated that she agrees with all of her fellow commissioners and sees both viewpoints. This is a good start and it can always be reviewed later to make adjustments; this is a good starting point.

Motion carried 8-0: Al-Badry, Campbell, Edgerton, Joy, Ryman Yost, Scheer, Beckius and Corr voting 'yes'; Finnegan absent.

MEMORANDUM

TO: Lincoln-Lancaster County Planning Commission

FROM: Rachel Jones, Planner

SUBJECT: TX19007, County Solar Facilities

DATE: June 22, 2020

CC: Jenifer Holloway

Several changes to the draft proposed text are submitted.

The changes were the result of further discussion between the Health Department, County Attorney's Office, and Planning Department. The first change adds examples to demonstrate what is meant by the term "renewable energy generation facility".

The second change clarifies that the noise standards described under the special permit apply only to solar facilities and not to other land uses with electrical substations or similar facilities.

The draft text attached to the staff report is hereby amended as follows:

Article 2 - Definitions

Section 2.017. P

Private electric supplier shall mean an electric supplier producing electricity from a privately developed renewable energy generation facility (e.g., solar facility, biogas, geothermal) that is not a public power district, a public power and irrigation district, a municipality, a registered group of municipalities, an electric cooperative, an electric membership association, any other governmental entity, or any combination thereof.

Article 13, Special Permit

Section 13.051.a.

- a. A Large Solar Facility may be allowed in the AG District by special permit under the following conditions:
 - i. The Large Solar Facility shall use photovoltaic cells to convert solar energy into electricity.
 - ii. No electrical substation owned or operated by a private electric supplier, or any other facility owned or operated by a private electric supplier to support the generation, transmission or distribution of electricity **for a Large Solar Facility**, shall be located as to cause an exceedance of the following noise level standards.
 - 1. From the hours of 7 am to 10 pm: Sixty (60) dBA maximum 10-minute LAeq
 - 2. From the hours of 10 pm to 7 am: Fifty (50) dBA maximum 10-minute LAeq

For the purposes of determining compliance with these standards, noise levels shall be measured at the closest exterior wall of any dwelling unit located on the property that submitted the noise complaint. If an electrical substation(s) owned or operated by a private electric supplier violates a noise standard at a dwelling unit constructed after the electrical substation(s) is approved, then the electrical substation becomes a non-conforming use. Electrical substations owned by public electric suppliers shall not be subject to the noise level standards herein.

Proposed Draft Text Amendment #19007 to the Lancaster County Zoning Regulations:
Solar Energy Facilities

ARTICLE 2 DEFINITIONS

2.006. E.

Electrical substation shall mean a facility with equipment that switches, changes, or regulates electric voltage.

2.013. L.

Large Solar Facility shall mean multiple SECSs and any related supporting infrastructure that primarily provide off-site power, have a rated capacity of one hundred (100) kilowatts (kW) (ac) or more, and is the primary use on a premises.

Lot shall mean a parcel of land occupied or intended for occupancy by a use permitted in this title, and generally fronting upon a street. A lot may front upon a private roadway, or have other frontage requirements if specifically provided in this title.

2.015. N.

Nonparticipating Property shall mean any premises where a property owner does not have a contractual arrangement regarding a proposed or existing special permitted use.

2.017. P.

Participating Property shall mean any premises where a property owner has a contractual arrangement regarding a proposed or existing special permitted use.

Private electric supplier shall mean an electric supplier producing electricity from a privately developed renewable energy generation facility (e.g., solar facility, biogas, geothermal) that is not a public power district, a public power and irrigation district, a municipality, a registered group of municipalities, an electric cooperative, an electric membership association, any other governmental entity, or any combination thereof.

Public electric supplier shall mean a legal entity supplying, producing, or distributing electricity within the County for sale at wholesale or retail that is a public power district, a public power and irrigation district, a municipality, a registered group of municipalities, an electric cooperative, an electric membership association, any other governmental entity, or any combination thereof.

2.020. S.

Solar Energy Conversion System ("SECS") shall mean any device, including, but not limited to, a solar panel or solar collector, which collects and converts solar energy to a form of usable energy.

Small Solar Facility shall mean multiple SECSs and any related supporting infrastructure that primarily provide off-site power, have a rated capacity of less than one hundred (100) kilowatts (kW) (ac), and is the primary use on a premises.

ARTICLE 4 "AG" AGRICULTURAL DISTRICT

4.03 Permitted Uses.

j. Small Solar Facility;

4.007 Permitted Special Uses

ai. Large Solar Facility.

ARTICLE 5 "AGR" AGRICULTURAL RESIDENTIAL DISTRICT

5.007. Permitted Special Uses

u. Small Solar Facility.

ARTICLE 6 "R" RESIDENTIAL DISTRICT

6.005. Permitted Special Uses

r. Small Solar Facility.

ARTICLE 7 "B" BUSINESS DISTRICT

7.003. Use Regulations

ad. Small Solar Facility.

ARTICLE 9 "I" INDUSTRIAL DISTRICT

9.003. Use Regulations

f. Unclassified Industries and Uses:

5. Small Solar Facility;

6. Large Solar Facility.

ARTICLE 13 SPECIAL PERMIT

13.001. Special Permit

In addition to uses allowed under other districts, the Planning Commission, and if appealed, the County Board, may by special permit after a public hearing, authorize any of the uses designated in this Article as permitted special uses. Such permitted special uses shall be restricted to the particular district or districts listed. The Planning Commission, and if appealed, the County Board, may also permit an increase in the height of any such building and permit a lesser area than required aforesaid in this resolution, and may modify or waive or add conditions of approval to the listed conditions in this Article as deemed appropriate to maintain the health, safety and general welfare of the surrounding properties. The Planning Commission may also grant special permits for variances from the provisions of **ARTICLE 11** of this resolution.

13.051 Solar Energy Conversion System (SECS)

- a. A Large Solar Facility may be allowed in the AG District by special permit under the following conditions:
- i. The Large Solar Facility shall use photovoltaic cells to convert solar energy into electricity.
 - ii. No electrical substation owned or operated by a private electric supplier, or any other facility owned or operated by a private electric supplier to support the generation, transmission or distribution of electricity **for a Large Solar Facility**, shall be located as to cause an exceedance of the following noise level standards.
 1. From the hours of 7 am to 10 pm: Sixty (60) dBA maximum 10-minute LAeq
 2. From the hours of 10 pm to 7 am: Fifty (50) dBA maximum 10-minute LAeq

For the purposes of determining compliance with these standards, noise levels shall be measured at the closest exterior wall of any dwelling unit located on the property that submitted the noise complaint. If an electrical substation(s) owned or operated by a private electric supplier violates a noise standard at a dwelling unit constructed after the electrical substation(s) is approved, then the electrical substation becomes a non-conforming use. Electrical substations owned by public electric suppliers shall not be subject to the noise level standards herein.

- iii. Obtain an approved erosion control plan from the Lower Platte South Natural Resources District or Nemaha Natural Resources District, depending on the location of the Large Solar Facility, before receiving building permits.

- iv. The Large Solar Facility shall provide visual screening for adjacent non-participating residential uses, public park uses, or school uses, through setbacks as otherwise required in the Lancaster County Zoning Regulations and/or other techniques to address the site-related impacts of the Large Solar Facility on adjacent non-participating properties. The applicant may use fences, walls, berming, vegetation, or some combination thereof to provide visual screening. Fencing or berming may be used to supplement other screening methods, but shall not account for over fifty percent (50%) of the screening. The screen shall cover at least seventy percent (70%) of the surface area of a vertical plane extending along the property line from the ground to a height of at least eight (8) feet above the adjacent ground, provided, however, that existing natural features, topography and vegetation shall count toward this requirement.
 - 1. If the visual screening is achieved through a fence or wall, it shall be provided along the property line as follows:
 - a. Acceptable fence and wall materials for visual screening include masonry, stone, and wood, but exclude chain link fences (with or without slats). Alternative fence materials being used for screening must be approved by the Planning Director.
 - 2. If the visual screening is achieved through berming, it shall be provided along the property line as follows:
 - a. The side slopes shall not exceed three to one (3 to 1), horizontal to vertical.
 - b. The mounded ground surface shall be protected to prevent erosion through the use of turf lawn or other alternative groundcovers.
 - 3. If the visual screening is achieved through vegetation, it shall be provided along the property line as follows:
 - a. At a rate of at least four (4) trees every one hundred (100) linear feet. Of the four (4) trees every one hundred (100) linear feet, at least one (1) shall be a deciduous shade tree and three (3) shall be evergreen or ornamental trees. The trees shall be evenly distributed within each one hundred (100) linear feet section.
 - b. At least two-thirds (2/3), but no more than three-quarters (3/4) of the total ornamental/evergreen trees along the property line shall be made up of evergreen trees.
 - c. Each tree shall have a minimum mature height of fifteen (15) feet.
 - 4. Visual screening is not required along the property line adjacent to a Participating Property.
- v. Each application shall have a decommissioning plan (removal of equipment/improvements and restoration of lands) that is reviewed and approved by the Planning Department prior to beginning operations. The decommissioning plan shall provide the following:
 - 1. A plan outlining the means, procedure, and costs of removing the Large Solar Facility, including, but not limited to, the solar panels and collectors, electrical wiring/cabling, fencing, and any related supporting infrastructure to a minimum depth of three (3) feet.
 - 2. At the expense of the permittee, a cost estimate for the decommissioning of the Large Solar Facility and any estimated resale and salvage value shall be prepared by a professional engineer. The permittee shall provide to the Planning Department a revised and updated decommissioning cost estimate every five (5) years from the date of approval to cover the cost of meeting this obligation. The decommissioning cost estimate shall explicitly detail the

cost, any estimated resale and salvage values, shall account for inflation, cost and value changes, and advances in decommissioning technologies and approaches.

3. The estimated decommissioning cost, less any resale and salvage value, shall be guaranteed in one of the following forms: (i) surety bond, (ii) cash to be held in escrow by the County Treasurer at a Bank, or (iii) a letter of credit from a financial institution reasonably acceptable to the County which shall be irrevocable unless replaced with cash or other form of security reasonably acceptable to County. The owner of the Large Solar Facility shall provide the decommissioning cost guaranty no later than the end of the fifteenth (15th) year of operation, and shall maintain the financial security thereafter for as long as the Large Solar Facility is in existence or upon discontinuance, decommissioning, or abandonment of the Large Solar Facility. Such financial security shall be updated every five (5) years to cover the costs associated with the updated decommissioning cost estimates.
4. For purposes of this Section, discontinuance, decommissioning, or abandonment shall mean the Large Solar Facility has produced no energy for twelve (12) consecutive months. The owner or operator shall have twelve (12) months to complete decommissioning of the Large Solar Facility. If the owner or operator of the Large Solar Facility fails to remove the installation in accordance with the requirements of this permit or within twelve (12) months following discontinuance, decommissioning, or abandonment, the County may collect the bond or other financial security and the County or a hired third party may enter the property to physically remove the installation.

vi. The Large Solar Facility shall meet the following setback requirements:

<u>Property Line Setbacks</u>	
<u>Non-Participating Property with a Dwelling</u>	<u>100 feet</u>
<u>Non-Participating Property without a Dwelling</u>	<u>50 feet</u>
<u>Participating Property with a Dwelling</u>	<u>0 feet</u>
<u>Participating Property without a Dwelling</u>	<u>0 feet</u>
<u>Public or Private Roadway</u>	<u>50 feet</u>

- b. A Small Solar Facility may be allowed in the AGR and R Districts by special permit under the following conditions:
 - i. The Small Solar Facility shall be in conformance with subsections 13.051(a)(i)-(vi) above.
 - ii. The height of the solar panel or solar collector and any mounts shall not exceed fifteen (15) feet when oriented at maximum tilt.

ARTICLE 17 ADDITIONAL HEIGHT AND AREA REGULATIONS

17.003

Barns, chimneys, place of religious assembly steeples, cooling towers, elevator bulkheads, fire towers, grain elevators, and storage structures, monuments, ornamental towers, silos, spires, stacks, stage towers of scenery lofts, tanks, water towers, WECS over the district height authorized by conditional use or special permit, wireless towers, or necessary mechanical appurtenances are exempt from the height regulations as contained herein.

SECS and WECS are permitted accessory uses associated with a primary use on the premises in all zoning districts provided they are in conformance with the provisions of Article 17 and any other applicable regulations of this Resolution and have a rated capacity of twenty-five (25) kilowatts (kW) (ac) or less.

- a. SECS and WECS that are part of the main structure shall comply with the applicable district's height, front, side, and rear yard requirements of the main structure.
- b. SECS and WECS that are not part of the main structure shall comply with the height, front, side, and rear yard requirements applicable to accessory buildings as described in Section 17.005 of this Resolution.
- c. Accessory SECS and WECS located on top of a building are exempt from the height regulations as contained herein.

PLANNING

From: WebForm <none@lincoln.ne.gov>
Sent: Thursday, September 26, 2019 9:49 AM
To: Geri K. Rorabaugh
Cc: Brenda J. Thomas
Subject: InterLinc - Comment on PC Agenda Item

Planning Dept. - Comment on PC Agenda Item

Date : 9/26/2019 9:48:56 AM

Name Kent Dodson

Email kent2thdr@neb.twcbc.com

Home Address 14920 Plumridge Rd

**Application
Number or
Name** Text Amendment #19007

Location 134th to 148th St, Adams to O St

**Submittor's
Position** In Opposition

Comments It seems ridiculous to place this Solar Farm in the area that is being planned, where it will negatively impact the views, and look of the countryside. It will have a negative impact on the values of properties in this location. Ranger Power has a Study (they paid for) that states no impact has been seen on Property Values around Solar Farms. I take that with a grain of salt, since it was a study THEY paid for, and none of the Solar Farms in the study was as large as this one. I do not understand why this cannot be placed over north of the interstate, in the general location of the City Landfill. There is approximately 1000 acres of land in this area owned by the City of Lincoln that would be perfect, and another 600 or so owned by LES. It is also close to the LES Windmills so there is more than likely a power station nearby that they state is the reason they want it out east of Lincoln. The land owned by the City of Lincoln probably generates zero Property Tax income for the County or City. If the City would lease this to Ranger Solar for the 20 or so years they want it could generate lots of money for the County and City. I have been told Ranger is renting the farm ground for up to \$1000/acre/year. (not sure # is correct, just what I have been told). Why doesn't the City lease them the ground north of Lincoln for 1/2 the price they are paying the farmers and it is a win for both sides. If they are willing to pay \$1000 per acre, they City could lease them the ground for \$500/acre, hence generating over \$500,000/year for the City/County. Ranger power would probably have to place fewer trees, so it would be a double win for them. I hope you look at this letter seriously and look at the logic behind it.

IP: 74.87.186.190

Form: <https://lincoln.ne.gov/city/plan/boards/pc/PubCommentForm.htm>

User Agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/75.0.3770.142 Safari/537.36

New Position Requests 20-21:

County Clerk - Centralized Payroll - 3 payroll specialists	<u>199,750</u>
Community Corrections - Mental Health Specialist	62,472
Peer Support/Field Officer	55,378
Less: Federal Funding	<u>(117,850)</u>
	<u>-</u>
Corrections - 7 Correctional Officers (open up last pod) 1st Shift - 2, 2nd Shift - 3, 3rd Shift - 2	<u>446,729</u>
District Court - Staff Attorney	77,687
Technology Support Technician	80,751
	<u>158,438</u>
County Sheriff - Deputy Sheriff - Patrol	<u>75,972</u>
Public Defender - 2 Felony Attorneys	<u>202,204</u>
TOTAL (17 FTEs)	<u>1,083,093</u>



4100 North 84th Street Lincoln, Nebraska 68507
402.441.6545 www.lancastereventcenter.org

SPACE RENTAL AGREEMENT 2020

THIS AGREEMENT, entered into on **July 8, 2020** between the Lancaster County Agricultural Society, Lessor and:

Lancaster County
City/County Common Meeting
Ann Ames, Deputy Chief Administrative Officer
555 S. 10th Street, Suite110
Lincoln, NE 68508
Phone: 402.441.7496
Email: AAmes@lancaster.ne.gov

Lessee,

For the purposes of this Agreement and Rules and Regulations making up this Agreement, the term "Lancaster Event Center" shall mean the Lancaster County Agricultural Society, Inc. Any reference to the "Lancaster Event Center" shall include the adjacent grounds making up the Lancaster County Fairgrounds, Lincoln, Nebraska.

THAT WHEREAS, the Lessee has agreed to lease from Lessor, and Lessor has agreed to lease to Lessee certain rights, privileges and space within and adjacent to the Lancaster Event Center, Lincoln, Nebraska, during the term: **July 13, 2020** for the purpose of the **City/County Common Meeting** plus move-in commencing on and not before **12 noon July 13, 2020** unless specific arrangements are made with the Lancaster Event Center and move out prior to **3:00pm July 13, 2020**.

IT IS THEREFORE AGREED between the parties that Lessor has leased unto Lessee the following privileges and/or facilities:

Lancaster County
City/County Common Meeting 2020

Initials: _____ 1



Lessee advise on items highlighted orange
 Key deadlines highlighted yellow
 Event specific items highlighted blue

Lancaster County City/County Common Meeting 2020

Federal Tax ID:	Sales Tax Exempt: Yes or No (if tax exempt, please provide LEC an updated Form 13)
Nebraska State Sales Tax ID:	Non-Profit Certificate on File? Yes or No

Event pricing based on:
COLUMN B in Rental Price List provided (pricing does not include taxes, if applicable, or unless otherwise stated)

Event ID	17435
Invoicing Privileges	Ann Ames
Setup Days	Monday, July 13, 12:00 noon – 12:30 pm
Show Days	Monday, July 13, 12:30 – 2:30pm
Tear Down Days	Monday, July 13, 2:30pm – 3:00pm
Attendees	Guest seating max capacity is 384; total event capacity is 397
Vendors	None
Cafe/Catering	None
Keys	None

SPACES RESERVED with RENTAL FEES as of December 1st, 2019

LOCATION	Qty.	SETUP/ TEAR DOWN (per day)	Qty.	SHOW DAY (per day)	TOTAL
Lincoln Room with up to 65 tables, 520 chairs		\$905	1	\$1,809 Less 50% Local Gov't Discount	\$1,809 value Normally \$905
(Contract Rental Value) TOTAL				No Charge Community event donation from Lancaster County Ag Society	
Security Deposit required to hold space is due when signed contract returned.				No Charge	

Future Show Dates Requested: None

OTHER SERVICES REQUESTED TO DATE

See General Rules and Regulations and price list for other requirements and available services.

AUDIO/VISUAL			
Built-in sound system & one cordless microphone included in each building	1	No Charge	N/C
One two-way radio provided per show building at N/C to contact LEC staff	1	\$25/radio	N/C
Additional two-way radios		\$25/radio	

SETUP/TEARDOWN SUPPORT

COVID-19: Lessee to ensure latest guidelines by local/state/CDC for COVID-19 are being followed including 6’ physical distancing, use of masks, disinfecting of every touch surface between each person.

Promoters/Event Staff must check in at Business Office located north of the Lincoln Room upon arrival and before any setup can begin or items/vehicles/trailers can be left in parking lots.

Lessee to take pictures and advise LEC Operations Manager of facility and grounds damages noted upon move-in including doors, ceiling, carpet, fencing, etc. to ensure LEC aware of pre-existing damages and to ensure appropriate invoicing of repair costs.

Lincoln Room

Tables – Banquet – up to 10	TBD	\$10.00/table	NC Included in building rent
Chairs – Red padded – up to 397	TBD	\$2.00/chair	NC Included in building rent

FLOORING

Lessee to communicate and enforce with all Guests/Vendors/Exhibitors:
LEC is proud of its CARPETED (MPA, Pavilion 4, Business Center) **and POLISHED FLOORS** (Lincoln Room, Lancaster Room & Business Center).

- Please help us keep the polished floors nice by NOT dragging metal across floors and cleaning up spills immediately. If you see a scratch or stain in your booth’s floor upon arrival, notify LEC or show staff ASAP to take a picture or you may be charged.
- Carpet damages will be charged at LEC replacement cost for carpet that has to be replaced due to permanent stain, cut/rip caused by equipment/vendors. LEC is happy to provide on Lessee’s request small pieces of cardboard or plywood to put under leaks, sharp equipment, hitches, etc.
- If you see a scratch, rip, or stain in your booth’s floor upon arrival, notify LEC or show staff ASAP to take a picture or you may be charged.

Thanks for your help keeping non-profit LEC in great shape for all!”

ELECTRICAL

Events with 1-2 Show Days	Qty	Ordered 7 calendar days or more prior to first setup day	Qty	Less than 7 calendar days’ notice before first setup day	Total
120 Volt Electrical Outlets <i>(per connection to LEC outlet or drop)</i>	2	\$25/connection/show day		\$50/connection show day	NC \$50 value
208 Volt Electrical Outlets <i>(per connection to LEC outlet or drop)</i>		\$50/connection/show day		\$100/connection/show day	
Power Strips				TBD	\$10/each
Extension Cords				TBD	\$10/each
Carpet Runners (mandatory for any cords across traffic areas)				TBD	\$10/each

NOTE: \$50 for each extension cord/power strip not returned to LEC will be reflected on final invoice.

PARKING

Event parking to be in Lot(s) A

Lancaster Event Center is happy to provide reserved “Permit” parking as needed for show. Requests for parking permits for show staff and/or handicapped exhibitors are needed no less than one week in advance of show.	Permits Needed:	Permit Location(s):
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NOTE: Lancaster Event Center parking regulations comply with state fire codes for guest safety. Events that do not support LEC in communicating parking regulations before, during and after event will be assessed \$250 on final invoice and mandatory parking attendants may be added to future contracts and invoices.

SECURITY			
2 LEC Door Monitors, 11:30am – 3:30pm, July 13	8	\$28/hr/guard	\$224
PROMOTION			
Lessee is required to use new LEC logo and to designate the main entrance building and/or room rental for their event (e.g. Exhibit Hall, Lincoln Room, Multi-Purpose Arena, Pavilion 1, 2, 3, or 4; Exhibit Hall Meetings Room A or B, etc.) on promotional material and advertising to aid visitor traffic flow/parking.			
Lessee to provide website link, Facebook link, and/or other event information no less than one month in advance in order for LEC to promote event.			
Outdoor Electronic Sign (<i>week of show provided N/C</i>)		\$250/non-show week	
SPONSOR SIGNAGE			
Lessee must get written permission from LEC Managing Director before placing any signs outside on LEC property.			
Removal of signs left behind on LEC property will be charged at a rate of \$50/laborer/hour.			
See Sponsor Signage rules below in General Rules & Regulations.			
CAFES & CATERING – No food or beverage services at this event			
INTERNET SERVICES			
Wireless Internet provided by LEC -- NO outside wireless internet vendors permitted. Two (2) connections will be provided at no charge for show staff/show office use per show building rented. Lessee may not share this log-in information with guests/visitors.			
Hardline pre-installed connections inside show offices are charged to Lessee if in use. See General Rules and Regulations for more details on Wireless Internet Services.			
Internet Hardline Connection	\$125	Dedicated hardline internet connection - Hardlines can be helpful if the success of your booth hinges on “always-on” access to the internet at high speeds. Hardlines are now available to most booths in Pavilions 1 & 2 and may be ordered online in advance. For other buildings, contact LEC Digital Services Manager Jason Rief at 402.441.1819 or email jrief@LancasterEventCenter.org	
WIRELESS INTERNET			
Lancaster Event Center is proud to offer a state-of-the-art high-speed wireless with easy-to-connect self-service connections. This Guest Services Internet will be available not only in all buildings but throughout most of the event areas outside on the grounds including the campground. Designed for individual visitors and home-based business exhibitors, this network name usually will be “LEC_Guest” and guests may choose level of service and pay by credit card when connected to this wireless network on their device upon arrival at the Lancaster Event Center. NOTE: Once a device connects to the wireless system you will have 24 hours access of internet from the time you log in & the internet connection cannot be transferred to another device.			
Basic Internet	\$1.95	For 1 device with up to 2 Mbps for 24 hours service from time of purchase. Basic access for email & internet surfing without large images or video. Separate purchase required for each device.	
Standard Internet	\$2.95	For 1 device with up to 10 Mbps for 24 hours service from time of purchase. Better speed for emails and internet surfing with videos and images. Separate purchase required for each device.	
Premium Internet	\$4.95	BEST VALUE! Premium speed for 1 device with up to 50 Mbps for 24 hours access. Best speed and recommended for cash register, live streaming videos, TV, & playing games. Separate purchase required for each device.	
CLEANING			
COVID – 19: Additional cleaning costs may be invoiced to Lessee to offset disinfecting for COVID-19. These costs will be calculated based on attendance and stall usage.			
All trash to be placed in trash cans and all cardboard to be flattened and placed next to trash cans by end of event.			

Any additional LEC Labor will be charged \$50/hour/laborer if requested or needed for extraordinary cleanup or damages incurred during or after show.	
GARBAGE RECYCLING	
Due to a City of Lincoln ordinance effective April 1, 2018, all LEC show promoters will be required to work with their exhibitors/suppliers/guests to ensure all cardboard from shows is flattened and recycled in designated containers/areas provided. LEC will work with each show promoter on a cardboard recycling plan that works best for their show.	
Cardboard Recycling (for shows that generate half bale or greater of cardboard)	\$100/bale
LEC also encourages all events with signage to help communicate that shavings bags, glass, cans, plastic bottles are to be recycled in designated containers/areas to help reduce garbage pickup costs so LEC can have the resources to maintain the facility for future guests.	
FACILITY IMPROVEMENT USER FEES – waived for this no charge community event	
LEC is a non-profit, unsubsidized public event facility that strives to maintain affordable rental and service fees. In order to fund ongoing improvements requested and expected by users, as of Dec. 1, 2018 for existing shows LEC is requiring Lessees of our facility to collect the applicable facility improvement user fees explained below. It is the responsibility of Lessee to collect these fees from users of the facility or to pay fee themselves if they prefer. User Fees payable on final invoice to LEC due on last day of show. LEC will pay applicable sales taxes on these fees.	
LEC encourages Lessee to communicate the “LEC Facility Improvement Fee” so users know they are contributing to the ongoing improvement of the LEC. Lessee may choose to add the “LEC Facility Improvement User Fee” on top of their ticket price/vendor fees or to integrate into their ticket price/vendor fees as is beneficial to their show operations.	
Examples of facility improvements that will be funded by these fees over time: lighting improvements, parking lot repair/stripping, fixing building damages caused by unknown parties, maintaining/upgrading good building ventilation, acquiring equipment to enable faster/better show service & high quality/fast food & beverage service. LEC will communicate ongoing improvements at major facility gathering points as projects are completed.	
Vendor Display Space User Fee – does not apply to this event	
\$5 per 10x10' equivalent vendor display space rented inside or outside (based on final booth map and verified by LEC Ops Manager after setup). It is up to the discretion of Lessee to distribute this fee across their different booth sizes as long as equivalent of \$5 per 10x10' booth is collected. NOTE: Does not apply to entertainment areas/contractors unless they are charging additional fee/ticket to the public. Free entertainment areas that sell merchandise/animal feed are exempt from this user fee.	
Fee capped at 5% of vendor's rental cost. Lessee/show promoter to advise LEC if they are selling booth space for less than \$100 per 10x10' space so user fee can be adjusted accordingly.	
NOTE: This fee is in addition to any applicable LEC Outside Vendor Fee that applies for services that compete with LEC Services & must be pre-approved by LEC in writing. e.g. food vendors, shavings, rubber mats.	
LEC reserves right to audit vendor booth sales with Lessee's records if no vendor map is provided to LEC. If this audit occurs or if Lessee asks for exception to this user fee based on rental pricing, Lessor (LEC) commits to keeping rental price information provided private.	
Spectator/Consumer Shows User Fee – does not apply to this event (applies if not using LEC eTix ticketing service which is required for all reserved seating shows)	
25 cents per person	\$0*-10 ticket/entry fee including parking fee & free entry
50 cents per person	\$10.01-\$20 ticket/entry fee including parking fee
75 cents per person	\$20.01-\$30 ticket/entry fee including parking fee
2.5% per person (rounded up to nearest 25 cents)	Over \$30 ticket/entry fee including parking fee
*If show is free to public with estimated public attendance 2,500 or more, Lessee required to cover cost of this user fee based on estimated attendance with growth factor annually to be calculated from LEC cafe sales.	
Following shows are exempt from Spectator/Consumer Shows User Fee: free shows with less than 2,500 attendance, Lancaster County-based non-profit fundraisers, and Lancaster County-based government events.	

Lessee is not required to collect this user fee for contestants, vendor display staff members or show staff required to run show.

LEC reserves the right to audit ticket sales with Lessee's records required for sales tax reporting to confirm ticket sales numbers for user fee calculation. Lessor (LEC) commits to keeping Lessee's spectator ticket sales attendance and revenue information private.

ADDITIONAL LEC REGULATIONS & TERMS

Lessee agrees to assist Lancaster Event Center in keeping Guests/Exhibitors in compliance with parking, fire, food, and alcohol regulations before and during the show.

Golf Carts and Personal Utility Vehicles driven by Lessee or Lessee's show attendees are not allowed without a signed LEC Utility Vehicles Rules & Liability Waiver Form from each driver.

Outside rental of vendor's golf carts, utility vehicles not allowed without written permission from Managing Director, as special insurance required.

Building Temperatures: LEC attempts to maintain a comfortable temperature environment throughout the facility as much as possible given specific requirements of each event and given our multi-purpose, outdoor-friendly building design e.g. radiant heat around exterior perimeter of buildings used to house animal shows much of the year and some buildings do not have air conditioning. In addition, certain areas of the facility may not keep as comfortable of a temperature due to the particular location one may be at in the facility (e.g. exhibitor booths that happen to be next to radiant heaters, breezeways, entrances, exits, garage doors, etc.). Lessee is asked to inform their exhibitors, vendors and visitors to expect that temperatures cannot be as climate-controlled as their home or an office building and that they should bring a jacket during cold times of year, dress in layers and/or vary clothing accordingly as they may be located in hotter or colder areas of buildings.

See Other Services Price List provided for additional requests.

Lancaster Event Center
GENERAL RULES AND REGULATIONS
effective December 1, 2014 (updated March 11, 2019)

The Lancaster Event Center is dedicated to providing an exciting and memorable guest experience while ensuring the safety and security of all guests. The following guide provides regulations and rules for all exhibitors and lessors attending any Lancaster Event Center event.

BASE RENTAL SERVICES INCLUDE:

Base rental fee provides only: basic reserved facility and event/show office at location, floor space, normal utilities including house lighting, ventilation, heat or air conditioning, as appropriate for the event, and restrooms and ordinary maintenance including cleaning of restrooms, removal of garbage, vacuuming and sweeping of floors, one wireless microphone per location, labor and equipment, including tables, chairs, tabletop or freestanding podium for the initial setup, based on availability, sufficient stage risers, based upon availability. NO SUBLETTING OF ANY BUILDING SHALL BE ALLOWED. The Lancaster Event Center SHALL NOT BE RESPONSIBLE for any item left in any building or surrounding grounds after the doors have been locked. **Rental of facility and fees shall be negotiated each year.** Notwithstanding anything in this paragraph to the contrary, Lessee may assign booth space to individual vendors who will sell merchandise except for outside food & beverages as specified below. Lessee may collect an exhibitor's fee from vendors for the event.

BASE RENTAL SERVICE DOES NOT INCLUDE:

Event security, event medical/first aid service, decoration and related services, storage of any exhibit/event related materials, special lighting, labor charges for additional services not specified in the contract, electrical outlets not specified in the contract, communication services such as telephone, fax, or data transmissions, Fire Marshal, labor and equipment to reset the room not specified in the contract.

DEPOSIT SCHEDULES

RESERVATION/DAMAGE/KEY DEPOSIT: A security deposit of minimum of 5% of the base facility rental value, unless otherwise specified, is required and shall be paid within thirty (30) days of receipt of contract in order to hold the date you have requested, unless otherwise specified. If the security deposit is not received within thirty (30) days, this Agreement shall be null and void. The security deposit shall be applied to the invoice at the time of billing or a check will be issued to the Lessee after the event, even if the security deposit was originally paid with cash. Checks are issued for accounting tracking purposes. In the event of cancellation, the security deposit is forfeited. The security deposit may also be used by the Lancaster Event Center, in its sole and absolute discretion, to secure the payment of or the performance of any of the following agreements by the Lessee:

- (a) The payment of the cost of repair of any damage caused by Lessee to the Lancaster Event Center or its equipment;
- (b) To pay any unpaid rent
- (c) To pay any other costs or charges, which the Lessee has agreed to pay under this agreement;
- (d) To pay any other costs, which are reasonable or necessary, upon the termination of this agreement;
- (e) To return the Lancaster Event Center to the condition it was on the date of commencement of this Agreement (ordinary wear and tear not included).

If Lessee fails to pay or perform any of the Lessee's obligations under this Agreement, any part or all of the security deposit may be used by the Lancaster Event Center.

PUBLIC LIABILITY INSURANCE

A Certificate of Insurance naming Lancaster County Agricultural Society dba Lancaster Event Center is required as outlined below and must be received in the Lancaster Event Center Main Office **60 days prior to commencement of the event.**

Lessee agrees to carry **Commercial General Liability insurance, including Premises/Operations and Products/Completed Operations coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and/or property damage, unless otherwise specified by LEC. In addition, a \$1,000,000 Umbrella Liability policy, unless otherwise specified by LEC, over the base Commercial General Liability coverage is required for the following events/renters: Bull Riding, Barrel Races, Rodeos, Equine events of any type, Cattle Shows of any type, Mud Runs, and Rental to Motor Sports Events of any type. In addition, for any type of motor sports event, Lessee is required to have to have \$1,000,000 in participant legal liability and \$50,000 in participant accident insurance.** Said insurance shall be with an insurance carrier acceptable to the Lessor (A M Best and rating of A+ or better) and shall name the Lessor as an additional insured.

For events run by individual families or individuals, evidence of Homeowners Liability coverage minimum of \$1,000,000 as part of a Homeowner's policy is required.

Proof of such insurance shall be provided in writing to the Lessor, at its Administration Office at Lancaster Event Center, Lincoln, Nebraska. Said insurance shall be in full force and effect at all times when Lessee is making any use or occupying in any manner the Lancaster Event Center or carrying on any activities associated with or incidental to the use of the Lancaster Event Center.

If you need assistance with insurance, you may contact the Lancaster Event Center's insurance provider to get a very reasonably-priced policy for your event. Contact UNICO Insurance, Jenny Zoucha or Marci Elam, 4435 O Street, Lincoln NE 68510 at phone 402.434.7200 or 800-755-0048 or fax 402-434-7272. Jenny Zoucha may be reached at jzoucha@unicogroup.com or 402.434.7232. Marci Elam may be reached at melam@unicogroup.com or 402.434.7237.

LESSOR'S RIGHT TO CONTACT VISITORS ON GROUNDS

Lessor reserves right to sample, survey and/or count all types of visitors to events held at the Lancaster Event Center by LEC staff or outside contracted firm, e.g. UNL Bureau of Business Research to help measure the economic impact of the public LEC operations. Lessor will make a good faith effort to notify Lessee in advance of survey operations if being conducted by outside firm, and in any case, the questions on survey operations can be directed to the LEC Operations Manager on site and/or to LEC Managing Director via cell phone. Lessee acknowledges that the Lancaster Event Center fairgrounds is a non-profit, unsubsidized public facility and supports the Lessor's right to solicit sponsorships and participation in other activities of the Lancaster Event Center and Lancaster County Super Fair of visitors and vendors while on the grounds of the Lancaster Event Center in support of helping maintain and improve the facility for the Lessee's and public's ongoing use. Lessor will make every attempt to make this contact in a way to not disrupt operations for particular visitors and for the Lessee's overall event. Lessee may choose to provide show participant counts and contact lists to Lessor in support of these information gathering efforts and lessen impact on their event.

GOVERNING LAW

This rental agreement shall be construed, governed and enforced in accordance with the laws of the State of Nebraska. For any dispute arising out of this rental agreement the parties hereby stipulate and agree

that any judicial proceedings relating to the rental agreement shall be limited to courts of competent jurisdiction in Lancaster County, Nebraska.

STATE AND LOCAL LAWS

Lessee is required to be aware of and compliant of local and state laws including fire safety, alcohol consumption, traffic rules and tax laws. **For more information on sales tax that applies to events, please see information guides for "Sales at Special Events" at www.revenue.ne.gov or contact the Nebraska Department of Revenue at 402-471-5870.** Note that non-profits are not entirely exempt from these tax rules.

DIRECTIONS

Our physical location is 4100 N. 84th St., Lincoln, NE 68507. We are located off Exit 409 from Interstate 80.

PARKING

Ample, free parking is available throughout the grounds on asphalt, gravel and grass lots. There are some designated no parking areas clearly marked on the grounds. Violation of the posted "No Parking" signs shall subject vehicle to towing and impoundment. **Lessee is required to help communicate and enforce the parking regulations with their vendors and visitors.**

CAMPING

Overnight camping fees are not included in the rental fee for these facilities. Overnight camping fees are per camp site per night with electricity of 30 amp or 50 amp, with 200 sites on rock. Water is available at the dump station nearby. Maximum 3' fire in enclosed fire pit provided by camper and attended by a responsible adult at all times, is allowed.

SMOKING POLICY

In compliance with local and state laws, the Lancaster Event Center is a smoke-free facility.

SECURITY

Lessee is required to use Lancaster Event Center security personnel for events with 500 or more people or when liquor is served or at the discretion of lessor. See services price list for more details. No outside security personnel of any kind may operate on the Lancaster Event Center property without written approval from the Lancaster Event Center Managing Director.

MEDICAL SERVICES

Lessee may be required to use on-site, on-call ambulance services when their event warrants it such as rodeos, runs, high number of attendees, etc. Contact Lancaster Event Center to call for a quote and arrange for these services for your event.

ATM LOCATIONS

For your convenience, there are automated teller machines (ATMs) located throughout the buildings.

ELECTRONIC SIGN ADVERTISING

Promotion on the outdoor electronic sign is provided at no cost starting on the Monday of event show week. If event falls on Saturday or Sunday, the event will be advertised on the prior Monday. If event falls on Monday, the event will only be advertised on event day. Please contact Lancaster Event Center for more information.

SIGNAGE

If Lessee wishes to advertise their events with lighted mobile signs, the vendor is Lessee's choice but the signage plan must be approved in writing by the Lancaster Event Center Managing Director no later than 30 days before they are installed. Signs may not be posted at any entrance gate to the Lancaster Event Center. No rented signs may be placed for an event, more than 7 days prior to a scheduled event. Signs may be posted at rented buildings if they do not interfere with traffic flow or pedestrian safety. Preferred locations at building entrances or main intersections must be reserved for the next nearest event. Events more than one weekend in the future, must take secondary sign locations, until preferred location is available. Other locations may be allowed with permission from the Lancaster Event Center management.

BANNERS AND SIGNS

The Lancaster Event Center has year-round relationships with sponsors that may include a permanent vendor location, permanent banner signage, and/or display equipment and/or material. Sponsors are added on a continual basis throughout the year. No Lancaster Event Center sponsor display material, banner or equipment may be removed for any reason. If any item is removed, there shall be a \$250 fee for replacement of said item.

Banners and signs may only be hung with Lancaster Event Center approval in designated areas. No tape of any kind may be used on any painted surface other than 3M Command Strip or blue painter's masking tape. Removal of signs left behind, tape or other fasteners left behind, or damaging LEC buildings will be charged at rate of \$50/hour/laborer to correct.

Banners and signs must not be obscene or cause any disturbance with other fans or equipment. Signs cannot interfere or block other guests from viewing events or with fire safety equipment / exits. The Lancaster Event Center reserves the right to remove any banner or sign without exception. No media advertising signs or remotes permitted without Lancaster Event Center approval.

No temporary signs advertising the event are allowed on Lancaster Event Center property along 84th Street or Havelock Ave. Lancaster Event Center requests that the Lessee include building(s) name and location in all advertising in order to direct attendees to the correct building location at the Event Center. If Lessee requires additional signage, signage services will be offered that fit your needs that are consistent with local laws.

SPONSOR SIGNAGE

Lessee has permission to place sponsor signage & signed vehicles in rented building spaces only e.g. booths, not in general use spaces such as lobbies, cafes, restrooms, parking lots, nor on LEC equipment such as the Kiser. For animal shows, Lessee may use the arena wall fence and chutes as long as in-place LEC signage is not removed or covered up. All existing LEC sponsor signage (banners, digital signs etc.) may not be covered up or removed during events as these are key marketing agreements that allow LEC to keep the rents as low as possible for our shows. If you or your exhibitors are interested in advertising in the parking lots, on the street sign, on the outdoor fences, on building walls, on the LEC web site or social media etc., please contact our Sponsorship Coordinator at 402.441.6545 as much in advance as possible.

TWO-WAY RADIOS

The show receives one (1) two-way radio at no charge to communicate requests to the LEC staff on duty. Rental of additional two-way radios may be available per services price list.

WIRELESS INTERNET

Wireless Internet service is provided exclusively by the Lancaster Event Center with a new high-speed system with many times more connections installed as of June 2015. Lessee will be provided up to two connections per show office at no charge. Lessee, exhibitors, vendors, and visitors can purchase Internet connections at fair market rates upon connection based on the length of time, number of device connections and speed of service they choose. For large trade shows with commercial business exhibitors, the internet may be locked in relevant buildings to provide a higher number and speed of connections for these exhibitors and a Tradeshow pricing for internet will be in effect. See price list for latest pricing on guest and exhibitor levels of internet service. **No outside wireless providers are permitted at the Lancaster Event Center.** For special internet connection needs, contact LEC Operations Manager no later than 30 days in advance of your show.

OUTSIDE VENDING/SOLICITATION

The distribution of promotional items, handbills, flyers, pamphlets, printed material as well as solicitation of signatures without written authorization from the Lancaster Event Center's Managing Director is strictly prohibited. The selling or sampling of merchandise, services, food, beverages, tickets or other items on the property without written authorization from the Lancaster Event Center's Managing Director is strictly prohibited. Please contact the Managing Director to inquire about the Outside Vendor Fee and pricing.

ALCOHOLIC BEVERAGE POLICY

No alcohol may be brought into the Lancaster Event Center. All persons must be age 21 or older and provide legal identification to purchase alcoholic beverages. Management has the right to refuse service at any time. Alcohol sales can be terminated at any time at the discretion of Lancaster Event Center management. By Nebraska State Law it is unlawful to consume alcoholic beverages at the Lancaster Event Center or adjacent grounds, except when purchased in a licensed location at the Lancaster Event Center. Any violation of the Alcoholic Beverage Policy will result in a minimum \$250 fine to the persons responsible.

INTOXICATED GUESTS

The Lancaster Event Center reserves the right to deny entry to intoxicated guests. Any intoxicated guests causing a disturbance during an event will be asked to leave the facility.

OUTSIDE FOOD VENDORS

Outside food vendors are allowed with prior written approval and pricing from Lancaster Event Center's Managing Director and payment of Outside Food Vendor Fee. Contact the Lancaster Event Center Food & Beverage Manager no less than 30 days in advance of the event to request a price quote based on outside food vendor, size of event, and other services required for the outside food vendor (i.e. electrical, water, internet, etc.).

FOOD AND BEVERAGE CAFES

The Lancaster Event Center Catering and Cafes shall be the exclusive provider of food and beverage service in all facilities and the surrounding property, and shall retain all revenues received. Food and beverage service includes, but is not limited to, the sale of beverages (alcohol and otherwise), and food

items. The Lancaster Event Center Cafes offer a full range of menu choices from the traditional hot dogs and nachos to the palette-pleasing gourmet pizza and steak sandwiches and much more. Please note that outside food and beverages may not be brought into the Lancaster Event Center by any individual, including attendees, participants, exhibitors, employees, subcontractors, or representatives of Lessee, without written permission from Lancaster Event Center management. Lessee will not be allowed to sell, give away, or distribute samples of any food or beverage items without written permission from Lancaster Event Center management.

Lancaster Event Center asks that promoter add the following rules to their contract/participant information: "No outside food or beverages can be brought to the Lancaster Event Center including coolers and deliveries of prepared food from outside food establishments. Alcoholic beverages can only be consumed when sold by the Lancaster Event Center in designated areas. No sales or sampling of food products from vendor booths without prior approval from Lancaster Event Center."

Any vendors giving samples of their (homemade or purchased) food product must have a level IV food handlers permit and/or catering permit on file at the Lancaster Event Center and a signed agreement and/or statement agreeing that it shall be small sample ONLY with one sample per customer and said statement on file at Lancaster Event Center. All arrangements shall be agreed upon not less than 30 days PRIOR to show. If agreements not on file, Lancaster Event Center reserved the right of refusal.

Please also note alcoholic beverages may not be taken out of the Lancaster Event Center. Lancaster Event Center shall furnish all food and liquor cafes at its customary charges and fees, and reserves the right to close food/beverage service at its discretion.

Contact the LEC Food & Beverage Manager for your cafes, catering and banquet to customize our food service to your needs with a specific quote to be finalized no later than 30 days prior to your event. Any special ordering of meals requested will be charged at a per person rate to be determined and agreed upon through LEC Food & Beverage Manager.

ELECTRICAL HOOKUPS

ALL ELECTRICAL CONNECTIONS MUST BE MADE BY LANCASTER EVENT CENTER ELECTRICIAN and will be charged based on when ordered.

Power strips are preferred. Any type of multiple plugs, such as twin sockets or cube tap must comply with UL listed regulations. Any type of multiple plugs, such as twin sockets, cube tape and etc. will not be permitted. Any such connections found in booth will, out of necessity, be rewired by Lancaster Event Center Electrician to conform to STATE FIRE MARSHALL REGULATIONS. Any electrical hookups found to not be compliant with fire code will be subject to a minimum \$250 fine on the Lessee's final invoice plus cost to repair to fire code and UL standards at rate of \$95/hour with 1 hour minimum. Lancaster Event Center will not be responsible for any equipment hooked to electrical service.

Lessee to provide electrical layouts & requests no later than 5 business days in advance of first setup day. Lessee will communicate any additional requests directly to LEC Electrician. The Electrician will provide LEC with accounting of all hookups performed to LEC with copy to Lessee by the first day of the show to resolve any disputes and to be added to the final invoice.

NATURAL GAS HOOKUPS

Lessee to provide a **booth list (booth number, vendor contact name/number/email) and map of gas hookups to the LEC no later than 25 business days in advance of first setup day** or be subject to a minimum \$250 rush fee. All natural gas hookups will be ordered and the required permits and inspections ordered by Lancaster Event Center to ensure safety of our guests and facility and compliance with local laws and building codes. **Displays with gas must have gas hookup location marked 48 hours**

in advance of show opening to allow time for hook up, testing and city inspection or be subject to a rush fee. Lancaster Event Center will not be responsible for any equipment hooked to natural gas service.

LEC has installed permanent gas connections in some buildings based on historical trade show needs. Contact LEC Operations Manager for these locations and to arrange hookup and City inspection that LEC will coordinate. See contract for latest pricing for hookup per booth, per connection and for connection valve is not provided by exhibitor. There may be additional charge if gas connection is requested in location other than those already permanently installed. Charges for gas hookups will be placed on Lessee final invoice, with copy of the billing given to Exhibitor and Show Office upon install during setup.

NATURAL GAS DISPLAYS

Normally Fire Code prohibits open flames inside buildings. The Fire Marshall has made a limited exception for events with natural gas features being sold at the Lancaster Event Center such as Home Shows, trade shows, etc. where these natural gas features are key to driving sales and overall show experience. The following Fire Marshall restrictions will be strictly enforced by the Lancaster Event Center:

1. Flames are to be kept at a height of no more than six inches (6").
2. Flames are kept 3 feet or more away from all combustibles.
3. Any vendor with open flames in a display must have the appropriate fire extinguisher in their booth and be trained to use it.
4. A trained and responsible adult exhibitor staff member must be present in the booth while the flame is going at all times to ensure these restrictions are followed and no guests, including children, can get too near the flames. The Lancaster Event Center will be enforcing these rules strictly for the safety of the facility and all guests and reserves the right to ask for any open flame display to be removed immediately if not in compliance for any reason.

OUTSIDE EQUIPMENT

Note: LEC to advise types of heaters permitted by Fire Marshall.

Use of **electrical heaters** are allowed if the heater has a 1,500-watt maximum. Using an extension cord to run electricity to heaters are not allowed and electrical heaters must be 3 feet away from combustibles (see heater's manual). Electrical heaters need to be turned off when unsupervised. Gas or propane heaters are NEVER allowed.

Use of **electrical equipment** of standard personal-use size (e.g. household-size fans, laptops, cell phones) will be allowed using existing building 110 outlets. However, use of family or commercial-size equipment drawing beyond personal use quantity of electricity will be potentially charged an additional electrical fee to the Lessee including use of turbo fans, Circuit II-type hair dryers, and refrigerators.

Swamp or evaporative coolers ARE NOT ALLOWED AT ANY TIME.

Use of **cooking equipment** such as microwaves, crockpots, grills, hotplates and smokers are not allowed at any time due to fire hazard unless exception granted in writing by the LEC Managing Director and Lessee enforces fire code in terms of cord handling and having fire extinguishers of certain size/type nearby.

Open flame cooking in the buildings is not allowed under any circumstances. **Propane tanks** are not allowed in the buildings without written permission of the LEC Managing Director and in that case must still be limited to 5-pound containers 20 feet away from any other propane container, per Fire Marshall.

Smoke and/or Vapor machines are not allowed at any time as they interfere with fire alarm system.

Lancaster Event Center will not be responsible for any personal equipment used at our facility.

EQUIPMENT RENTAL

All equipment will be operated and setup by Lancaster Event Center operations personnel unless otherwise approved by the LEC Managing Director in writing. Tables, chairs, risers, etc., in excess of rental agreement will be made available at applicable rates up to available inventory. See services list for latest pricing.

Lessee may work with decorator of their choice or **LEC recommended decorator AAA Rents** offering special rates for LEC customers. Contact **Becky Boehm with AAA Rents** at 402.467.4151 or www.aaarentsevents.com for pipe & drape, chairs, tables, easels etc. as desired.

Lessee may work with equipment dealer of their choice or **LEC recommended equipment dealer Riekes Equipment** specializing in fork lifts and scissor lifts offering special rates for LEC customers. Contract **Brian Zimmerman with Riekes Equipment** at 402.639.3197 or bjzimmerman@riekesequipment.com for your equipment needs.

Lessee to notify LEC of setup and tear down times for any outside equipment rental on work orders for each space where applicable.

PUBLIC ADDRESS SYSTEM

The following locations have dedicated wireless microphones which are labeled on the microphone:

- Lincoln Room (2)
- Multi-Purpose Arena (2)
- Pavilion 1 (2)
- Pavilion 2 (1)
- Pavilion 3 (2)
- Pavilion 4 (Amy's Arena) (2)

Wireless microphones are to be checked out in the Lancaster Event Center Administration Office and checked back in at the conclusion of the event. If any microphones are not checked in at the conclusion of the event, a replacement fee of cost + 10% handling shall be charged to the Lessee.

STALLS

Standard rental of stalls shall be charged on the fee schedule in the latest services price list. Counting of stalls will be taken by LEC Staff and reported to the show office each morning. (Forms for signatures of count agreements will be provided by LEC Staff.) Early and late stalls will be charged at an agreed rate between Lessor & Lessee and will be collected by Lessee unless otherwise agreed upon in the show contract.

SHAVINGS

Shows are encouraged to use LEC's pre-pay and pre-bed service for faster check-in experience by getting shavings orders with payment and stall maps to LEC no later than 2 weeks before your show. You may have your exhibitors reserve and pay for their shavings (and camping, disinfectant etc.) directly with LEC by calling us at 402.441.6545 or emailing us at sales@lancastereventcenter.org. Online ordering available at lancastereventcenter.org.

Lessee is required to communicate to their exhibitors: "LEC shavings service includes disinfecting of each stall, delivery to your stall and post-show soiled shavings removal. No outside shavings are allowed. If outside shavings or other bedding materials other than rubber mats are found in the daily stall counts, show manager will be charged an additional \$50.00 per stall."

Lancaster County

City/County Common Meeting 2020

Initials: _____ 14

FREIGHT OR SHIPMENT OF MATERIALS

Lancaster Event Center will accept any non-perishable, non-hazardous materials, equipment or freight sent to the facilities, only if such delivery had been prearranged with the Front Office and the delivery is clearly marked to indicate the intended receiver and the name of the event as follows:

Lancaster Event Center

Attention: Show Name / Booth (Number)

4100 N. 84th St.

Lincoln NE 68507

402.441.6545

Lancaster Event Center will not accept C.O.D. Deliveries. All prearranged deliveries will be accepted in the Lancaster Event Center main office and will remain in that location or a secure bulk storage location of the Lancaster Event Center's choice. The Lancaster Event Center cannot be held accountable for the security of packages that have not been prearranged with the Front Office.

LOST AND FOUND

During and after events, lost and found items are turned in and stored in our Main Office in the front of the Lincoln Room. Found items will be stored for 10 days following an event. The Lancaster Event Center is not responsible for any lost, stolen or misplaced items left in the building after the doors are locked and lights are turned off after the show.

ADDITIONAL REGULATIONS

1. **LIABILITY** Lessor shall not be responsible for any damage to exhibits, merchandise, or concession caused by thefts, wind, hail, fire or water or any cause whatsoever. Lessee shall defend, indemnify, and hold harmless Lessor against any and all losses and expenses (including reasonable attorneys' fees), claims, costs, causes of action, damage to property, arising out of or in consequence of this agreement, but only to the extent such injuries or damages arise out of any act or omission of Lessee, including Lessee's officers, officials, employees, volunteers, agents, contractors, guests and invitees. Lessor shall defend, indemnify, and hold harmless Lessee, including Lessee's officers, officials, employees, volunteers, agents, contractors, guests, vendors and invitees against any and all losses and expenses (including reasonable attorneys' fees), claims, costs, causes of action, damage to property, arising out of or in consequence of this agreement, but only to the extent such injuries or damages arise out of any act or omission of Lessor, including Lessor's officers, officials, employees, volunteers, agents, contractors, guests and invitees.
2. **CONDUCT** Lessee agrees that the privileges hereby granted will be conducted according to the current edition of the Rules and Regulations of the Lancaster Event Center and the laws of the State of Nebraska and without infringement upon the rights and privileges of others, and Lessee shall not handle or sell any commodity or transact any other business whatsoever upon and within the Lancaster Event Center except that which is herein expressly stipulated and contracted for and will confine transactions to premises and privileges provided herein.
3. **RIGHTS** Neither this Agreement nor the privileges granted herein can be assigned or otherwise disposed of without the written consent of Lessor. No oral agreements not incorporated herein and no alternations or variations of the terms hereof, unless made in writing and signed by the parties hereto, shall be binding upon any of the parties hereto.

4. GRASS No exhibits or vehicles shall be located or parked on the grass areas without written permission of Lessor.
5. INSPECTION Lessor, by its authorized agents and employees, shall have full unrestricted access to the Lancaster Event Center at all times to examine the condition thereof and to enforce any or all of the Rules and Regulations, but shall not exercise the right in a manner to interfere unreasonably with the business of the Lessee. Complimentary admission for any Lancaster County Agricultural Society Board Members or Lancaster Event Center employees is at the discretion of the show manager, without exception.
6. DAMAGES Lessee shall pay the Lessor full repair or replacement cost, at Lessor's option, for any and all damage caused by the Lessee to the Lancaster Event Center, and the Lessor's buildings, landscaping and improvements. Lessee will surrender the premises to the Lessor in as good condition of repair as when received, ordinary wear excepted. Lessee has examined the premises and knows the condition thereof and accepts in present condition.
7. FIRE SAFETY Lessee shall not block or interfere in any way with fire equipment and maintain 3' clearance around extinguishers, hoses, pull boxes, fire hydrants etc. A minimum 44" clearance path must be maintained in front and back of every people door and hallway for fire exit both inside and outside of buildings. Lessee, exhibitor or vendor equipment blocking access, including in livestock stall corridors, may be asked to be moved. All temporary extension cords, if allowed by Fire Marshall, must be taped down or covered with rug runners but these cords should not be in front of fire exits in any case or major people pathways. LEC has rug runners available for rent. Lessee shall comply with all other requirements and standards of the Fire Marshall's office. See Outside Equipment rules for additional fire safety rules.
8. REMOVAL RIGHTS Lessor reserves the right to remove any exhibits, cafes, signs, banners or advertising matter which may be deemed unsuitable or objectionable by Lessor.
9. PARKED VEHICLES INSIDE WITH GAS ENGINES Lessee must communicate and help enforce these Fire Marshall rules & regulations for all vehicles parked inside the buildings: 1. Vendor vehicles are only allowed temporarily in buildings for a short time to actively load and unload during setup and tear down when not open to general public or 2. Display vehicles must have one battery cable disconnected with end taped, gas cap locked and sealed with tape, and no more than ½ tank or 10 gallons of gas (whichever is less). Trailers without gas engine may be displayed with battery connected to run lights. All fueling must occur outside the building. Vehicles cannot be moved during the show, only during setup/tear down when not open to the general public.
10. CHANGES Lessor reserves the right to change Lessee's location or dates, or cancel an event, if Lessor requires the rental facility on the corresponding date or dates.
11. HORSE SHOWS: Pursuant to Nebraska Revised Statute Sections 25-21, 249, et seq.: **Warning – Under Nebraska Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to this act.**

PAYMENT TERMS

Minimum 5% of base space rental value, unless otherwise specified, due as security deposit due within 30 days of signing contract to confirm and hold space for your event.

Final full payment is due on the last day of the event. A monthly service charge of 1.33% (Annual Rate 16%) shall be applied to any balance unpaid one month after invoice date.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement at Lincoln, Nebraska, the day and year first above written.

Lessee Signature: _____

Title: _____

Organization: _____

Date: _____

Phone Number: _____

Lessor Signature: _____

Title: Managing Director

Organization: Lancaster Event Center

Date: _____

Please initial each page and sign last page and send original signed copy with deposit payable to:

Lancaster Event Center

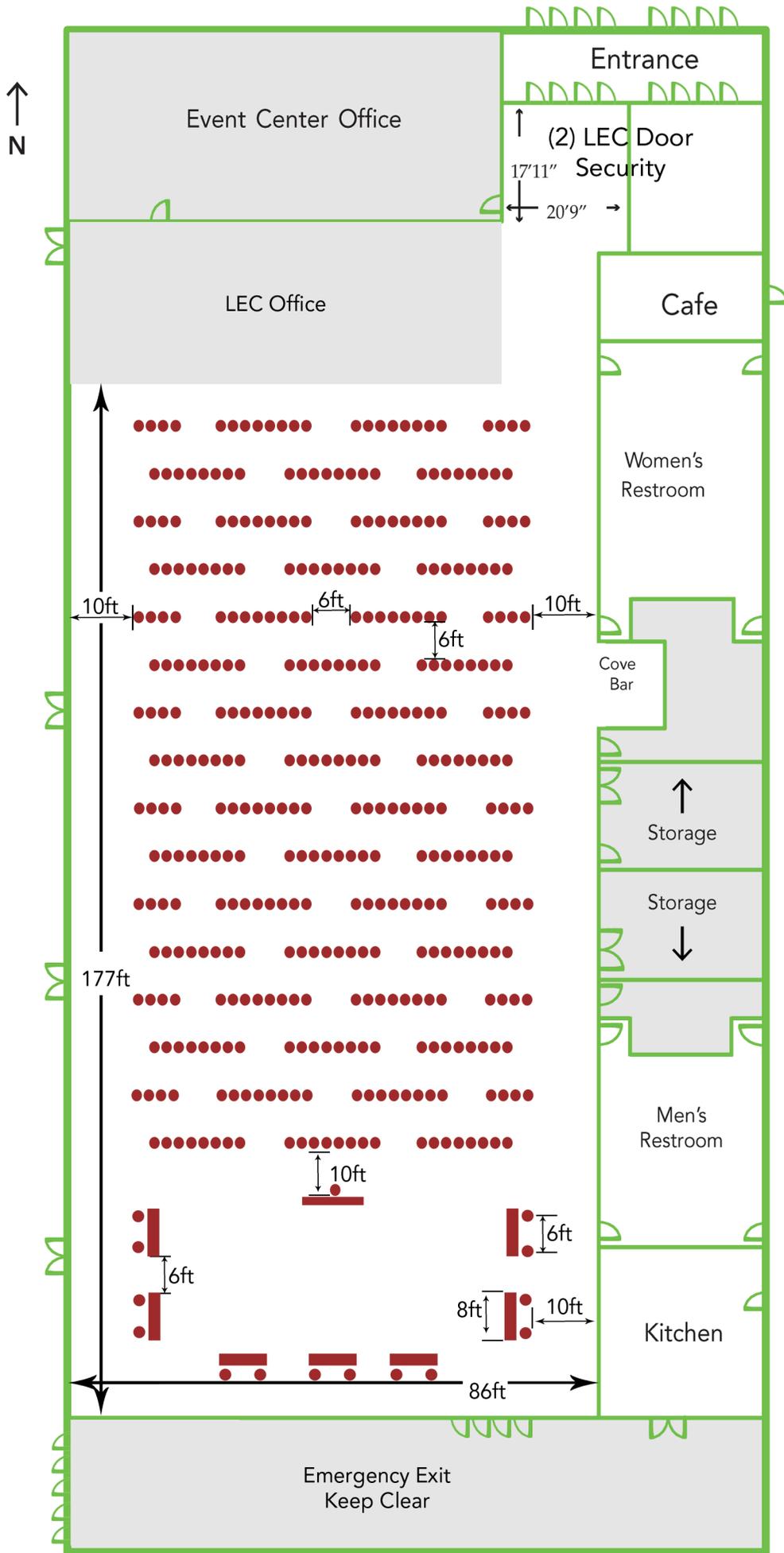
4100 North 84th Street
Lincoln, Nebraska 68507
Phone: 402.441.6545
Fax: 402.441.6046

If you prefer to pay by credit card with a 4% handling fee or have any questions, please contact us at our phone above or email sales@lancastereventcenter.org.

Contract/Event ID: 17435

Handed On: _____

If signed contract is not returned within thirty days (30) days, contract shall be null and void.



City/County Common Meeting

July 13, 2020

Up front seating: 15

Public in groups of max. 8: 384

Lincoln Room (Building closest to 84th St.)

	Staff Lead	Sean Flowerday	Christa Yoakum	Deb Schorr	Roma Amundson	Rick Vest
Fiscal Accountability Priorities						
Increase County Cash Reserves	D. Meyer	X				
Expand County Fleet Program	R. Walla				X	
Miscellaneous Expenses Policy	???				X	
Increase Usage of Enterprise Rental Car Program	R. Walla				X	
Establish Retirement Committee as Standing Committee	K. Eagan	X				
County Infrastructure Priorities						
Facility Study for County Engineering Buildings	P. Dingman			X	X	
Fund for Roads and Bridges Crisis	???	X			X	
Good Governance Priorities						
Draft and Implement County-wide Strategic Plan	New CAO	X			X	
Write County Task Force SOP's	D. Cary	X				
Create a County Central Code	K. Eagan	X				
Fee and Fine Reform Grant	A. Ames	X				
Annual Report (Rolling Report?)	A. Ames					
Monthly Updates from Planning and IS Depts	K. Eagan					
On-board new CAO	K. Eagan	X		X		
Leadership Academy	A. Ames			X		
Establish New Employee Onboarding Program	D. Schorr			X		
Establish Realtor Association Legislative Committee as Standing Committee	R. Amundson				X	
Technology Upgrades/Improvement Priorities						
CJIS Construction and Implementation	T. Duncan	X				
County-wide Implementation of Pay Roll Software	D. Meyer	X				
Legislative Priorities						
24/7 Drug Testing	Kissel Kohout	X				
Mental Health Shared Information	Kissel Kohout	X				
Bridge Bonding	Kissel Kohout	X				
Mental Health Advance Directives	Kissel Kohout	X				
Funding for Adult Criminal Justice Reform and Bond Reform	Kissel Kohout	X				
Funding for Juvenile Justice Reform	Kissel Kohout	X				
Property Tax Relief	Kissel Kohout	X				
Criminal Justice Reform Priorities						
Examine Internal Lower Incarceration Efforts	S. Flowerday	X				
Examine Internal Lower Incarceration Efforts for Females	D. Schorr			X		
SAMHSA Learning Collaborative	D. Schorr			X		
Stepping Up Summit	D. Schorr	X		X		
Sherriff Body Camera Program	T. Duncan	X				
Inclusive Community Priorities						
Work with City of Lincoln to secure Welcoming Community certification	C. Yoakum			X		
Reinstating the Lincoln/Lancaster Women's Commission	C. Yoakum	X				
Adding Additional VBM Drop Boxes	S. Flowerday	X		X		
Successful 2020 Census Promotions	S. Flowerday	X				
My City Academy - Ready to Run Initiative	C. Yoakum			X		
County Inclusive Benefits Policy	S. Flowerday	X				
Safe Community Priorities						
Norris School EMS Coverage	D. Schorr	X		X		
Establish Mutual-Aid Meeting as Standing Committee	R. Amundson			X	X	
Human Service Priorities						
Increase Human Service JBC Funding	S. Flowerday	X				
Explore Expanded Home Visiting Program to Combat Childhood Trauma	S. Flowerday	X				
County Employee Priorities						
County Employee Prescription Drug Initiative	D. Schorr	X		X		