

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113 - BILL LUXFORD STUDIO  
THURSDAY, JULY 27, 2017  
8:30 A.M.**

Commissioners Present: Todd Wiltgen, Chair; Bill Avery (arrived at 10:17 a.m.), Vice Chair; Deb Schorr; Roma Amundson; and Jennifer Brinkman

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; and Ann Taylor, County Clerk's Office

*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 26, 2017.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:32 a.m.

**1. APPROVAL OF THE STAFF MEETING MINUTES FOR JULY 20, 2017**

Schorr arrived at the meeting at 8:33 a.m.

**MOTION:** Amundson moved and Brinkman seconded approval of the July 20, 2017 Staff Meeting minutes. Amundson, Schorr, Brinkman and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

**2. TRABERT HALL ZONING AND HISTORIC DESIGNATION - Ed Zimmer, Historic Preservation Planner, Planning Department; Steve Henrichsen, Development Review Manager, Planning Department; Tom Cajka, Planner I, Planning Department**

Steve Henrichsen, Development Review Manager, Planning Department, said the Planning Department is ready to prepare the following applications, on behalf of Lancaster County, for Trabert Hall (see Exhibit A):

- A change of zone from P (Public District) to R-4 (Residential District) for Trabert Hall (2202 South 11<sup>th</sup> Street) with a local landmark designation
- A special permit per Section 27.63.400 of the City Zoning Ordinance for historic preservation to allow up to 55,735 square feet of office use or 60 dwelling units, or some combination of both office and dwelling units

Henrichsen noted the existing 120 parking stalls meet the parking requirement for 60 dwelling units and the B-3 (Business District) standard of one parking stall for every 600 square feet. There are also an additional 30 leased parking stalls on the property to the north.

In response to a question from Wiltgen, Ed Zimmer, Historic Preservation Planner, felt a compatible addition would be possible on the south side of the building. He said there would have to be review by the Historic Preservation Commission. It was noted a new owner could also seek to demolish the building and construct a new building.

Henrichsen also reported that Planning Staff has discussed the possibility of vacating the cul-de-sac for the County owned property at 2220 South 10<sup>th</sup> Street, the former Attention Center for Youth, with the Public Works & Utilities Department (see Exhibit B). He said they discovered the only option would be to shorten the cul-de-sac and offset it to one side. Henrichsen said there would be little gain and reconstruction costs would be costly. There was consensus to delay action on that property.

Henrichsen outlined the proposed schedule:

- August 2 - Planning staff will submit the two applications on behalf of the County
- August 17 - Applications scheduled on the Historic Preservation Commission Meeting agenda
- August 24 - Planning staff will update the County Board
- August 30 - Planning Commission public hearing
- September 25 - City Council public hearing

Kerry Eagan, Chief Administrative Officer, agreed to prepare a cover letter for the applications.

Schorr indicated she will attend the Historic Preservation Commission Meeting.

**MOTION:** Amundson moved and Brinkman seconded to authorize the Planning Department to submit the applications for a change of zone, with a local landmark designation, and a special permit for historic preservation for Trabert Hall. Schorr, Brinkman, Amundson and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

The Planning Department was also asked to notify neighboring properties, including Bryan Medical Center West, Saratoga Elementary School, Lancaster Rehabilitation Center, the Priestly Fraternity of St. Peter, and the Irvingdale Neighborhood Association, and to schedule a neighborhood meeting to explain the applications.

Also present for the discussion were Don Killeen, Facilities & Properties Director, and Kerin Peterson, the incoming Facilities & Properties Director.

**3. MEMORANDUM OF UNDERSTANDING (MOU) WITH FRATERNAL ORDER OF POLICE (FOP), LODGE 32** - Doug McDaniel, Lincoln-Lancaster County Human Resources Director; Brad Johnson, Corrections Director; Kristy Bauer, Deputy County Attorney

Brad Johnson, Corrections Director, said the proposed memorandum of understanding (MOU) with the Fraternal Order of Police (FOP), Lodge 32 is intended to address leave requests by correctional officers. He said the contract states the department cannot unreasonably deny leave but said "unreasonable" is not quantified. Johnson said the MOU allows for 16% below minimum staffing per shift to be off and there will no longer be a waiting period for approval of a leave request. He said there will be a six month trial period and said it will be re-evaluated at the end of that period.

Wiltgen questioned why it is not part of union negotiations. Kristy Bauer, Deputy County Attorney, explained that correctional officers have brought grievances before the Personnel Policy Board regarding denials of leave requests and that body issued a directive that the Corrections Department work with the FOP on a policy. Doug McDaniel, Lincoln-Lancaster County Human Resources Director, said MOU's are fairly common mid-contract.

**NOTE:** The MOU will be scheduled on the August 1, 2017 County Board of Commissioners Meeting agenda.

**4. POTENTIAL LITIGATION** - David Derbin and Kayla Hathcote, Deputy County Attorneys; Sara Hoyle, Human Services Director; Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk

**MOTION:** Schorr moved and Brinkman seconded to enter Executive Session at 9:09 a.m. for the purpose of protecting the public interest with regards to potential litigation and a settlement agreement with AHP-MHR Home Care.

The Chair said it has been moved and seconded that the Board enter into Executive Session.

**ROLL CALL:** Brinkman, Amundson, Schorr and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

The Chair restated the purpose for the Board entering into Executive Session.

**MOTION:** Amundson moved and Brinkman seconded to exit Executive Session at 9:44 a.m. Amundson, Schorr, Brinkman and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

## **ACTION ITEMS**

- A.** Settlement Agreement in the Amount of \$16,427.00 with AHP-MHR Home Care for Reimbursement of Payments Owed to Lancaster County Pursuant to County Contract No. C-05-0398

**MOTION:** Amundson moved and Schorr seconded approval of the settlement agreement. Schorr, Brinkman, Amundson and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

- 5. SOUTH BELTWAY UPDATE** - Miki Esposito, City Public Works & Utilities Director; Randy Hoskins, Assistant City Engineer; Pam Dingman, County Engineer

Miki Esposito, City Public Works & Utilities Director, gave an update on the South Beltway Cap and Early Payment Agreement (Exhibit C). She said the City of Lincoln has reduced its verbal commitment on the cap and early payment with the Nebraska Department of Transportation (DOT) to writing. She noted the proposed supplemental agreement between the City, County and State for the Lincoln South Beltway Project (see Exhibit C) includes relinquishment of South 14<sup>th</sup> Street and Old Cheney Road (L-55W) before the City begins construction of improvements to the South 14<sup>th</sup> Street/Warlick Boulevard/Old Cheney Road intersection.

Pam Dingman, County Engineer, said she has reviewed the proposed supplemental agreement and submitted it to the County Attorney's Office for review. She said she wanted to make sure it was clear that this area had been annexed into the City, adding plans for the South Beltway show 26 points of contact with county roads and said a lot of those areas have potential to be annexed into the City prior to completion of the Beltway. Dingman said County Engineering will work with Public Works to make sure neither does something that would be detrimental in the future to either entity.

Schorr noted the original plans for the South 14<sup>th</sup> Street/Old Cheney Road project showed Old Cheney Road would be closed at Highway 77 to make that an expressway and asked whether that is part of the planning concerns for the intersection. Dingman said that project is separate from the South Beltway. Roger Figard, Railroad Transportation Safety District (RTSD) Executive Director, appeared and said there is a requirement in the State contract to analyze what happens to Old Cheney Road when Highway 77 is converted to an expressway.

## **CHIEF ADMINISTRATIVE OFFICER REPORT**

- A.** Recommendation to the Mayor for Lincoln/Lancaster County Planning Commission Appointment



Eagan noted he advised the Board at the July 20<sup>th</sup> Staff Meeting that formal action to make a recommendation to the Mayor that Cristy Joy be appointed to the Lincoln/Lancaster County Planning Commission take place at a regular County Board of Commissioners Meeting and said that is not accurate. He said Brinkman researched past practice following that meeting and discovered that the Board had taken action on two previous appointment recommendations at a Staff Meeting.

Wiltgen said he notified the Nebraska Farmers Union, Nebraska Farm Bureau and the Alliance for the Future of Agriculture in Nebraska (AFAN) that the Board would be taking formal action at the August 1<sup>st</sup> County Board of Commissioners Meeting based on the information Eagan provided to the Board at the July 20<sup>th</sup> Staff Meeting. Eagan said the Board could do so but that step is not required in the process. Wiltgen suggested the Board move the item forward to the August 1<sup>st</sup> County Board of Commissioners Meeting as originally planned. Brinkman argued against doing so explaining she is concerned the Board is creating a different process for this appointee. She said the entities Wiltgen cited would have an opportunity to voice their opinions about agricultural representation on the Planning Commission when the Board votes on the actual appointment if the Mayor decides to follow the Board's recommendation.

Wiltgen stated he is not bound by prior Boards' action and said there is no formal policy in place with regard to such appointments. He noted concerns were expressed at prior meetings about the applicants not having an agriculture background. As a result, he reached out to the three farm groups and three additional applications were submitted. Wiltgen said those applications were "blocked" from further consideration.

Eagan said his concern at the time was whether there was adequate notice that a recommendation would be made at the meeting. Wiltgen cautioned it will be "adding fuel to the fire" if the Board doesn't give the agricultural community an opportunity to voice their concerns. He said the Board never had a discussion about whether or not there should be an agricultural representative on the Planning Commission. Brinkman disagreed; she felt the Board had that discussion prior to last week's vote. She said there are both acreage and agricultural interests in the County and the Board decided to do something else this time.

Amundson felt perhaps the Board's position about applicants having an agricultural background should have been made clearer. Wiltgen said the Board was at fault for not initially reaching out to the agricultural community. Schorr said she believes the Planning Commission would be better served with that area of expertise. Wiltgen said members of the Planning Commission have similar concerns.

Brinkman noted a majority of the Board voted last week to make a recommendation and said she does not feel there is a reason to revisit the issue at this time. She said the agricultural groups can communicate their feelings directly to Board members.

They will also have a chance to address this issue at a future County Board meeting if the Mayor supports the recommendation.

Eagan said he has concerns that Wiltgen intended the item on the July 20<sup>th</sup> Staff Meeting agenda to be a briefing and action was taken. Brinkman said Wiltgen's intention was not evident in the wording of the agenda item.

Avery arrived at the meeting at 10:17 a.m.

**MOTION:** Brinkman moved and Amundson seconded to send the recommendation to appoint Cristy Joy to the Lincoln/Lancaster County Planning Commission directly to the Mayor without scheduling an item on a regular County Board of Commissioners Meeting agenda to make that recommendation. Brinkman, Amundson and Avery voted yes. Schorr and Wiltgen voted no. Motion carried 3-2.

Wiltgen said he will communicate the Board's action to the farm groups.

### **BREAK**

The meeting was recessed at 10:19 a.m. and reconvened at 10:34 a.m.

#### **6. DIRECTOR'S MANUAL - Alison Lotto, Records Administrator; Cori Beattie Deputy County Clerk**

Eagan presented a revised version of the Lancaster County Director's Manual (Exhibit D). **NOTE:** The attachment to the agenda was a prior version. He said the Director's Manual will be posted on IntraLinc (internal website) and said it is a public document but is intended to be used internally.

Schorr exited the meeting at 10:36 a.m.

Alison Lotto, Records Administrator, said it will in an Adobe Portable Document Format (PDF) to make editing easier. County Board staff will be responsible for maintaining the document.

Schorr returned to the meeting at 10:41 a.m.

#### **7. BREAK**

Item was moved forward on the agenda.

#### **8. BUDGET - Dennis Meyer, Budget and Fiscal Officer** **A. Corrections Staffing - Brad Johnson, Corrections Director**

## **A. Corrections Staffing**

Brad Johnson, Corrections Director, discussed his request for five additional correctional officers and provided a three-year comparison of average daily population and officer compliment, post minimums per shift, reasons for the decrease in shift resources, a staffing analysis and budget impact (see Exhibit E). He noted there is a maintenance position that is not needed which would offset the cost of one of the correctional officer positions.

**MOTION:** Schorr moved and Avery seconded to enter Executive Session at 11:04 a.m. for the purpose of protecting the public interest with regards to the deployment of security personnel.

The Chair said it has been moved and seconded that the Board enter into Executive Session.

**ROLL CALL:** Amundson, Avery, Schorr, Brinkman and Wiltgen voted yes. Motion carried 5-0.

The Chair restated the purpose for the Board entering into Executive Session.

**MOTION:** Schorr moved and Amundson seconded to exit Executive Session at 11:22 a.m. Avery, Schorr, Brinkman, Amundson and Wiltgen voted yes. Motion carried 5-0.

**MOTION:** Schorr moved and Amundson seconded to authorize the five correctional officer positions recommended by the Corrections Director.

In response to a question from Avery, Dennis Meyer, Budget and Fiscal Officer, said he included the additional correctional officers in his budget projection.

**ROLL CALL:** Schorr, Brinkman, Amundson, Avery and Wiltgen voted yes. Motion carried 5-0.

Avery asked Johnson whether he has analyzed the impact of the 2015 Legislative Session's Legislative Bill (LB) 605, which changed classification of penalties, punishments, probation and parole provisions, and provisions relating to criminal records and restitution. Johnson said the department has been keeping track of how it has affected their population and will provide that information at the next Board of Corrections Meeting.

Johnson also reported on a drainage issue on the east side of the Lancaster County Adult Detention Facility (LCADF) and said repairs will be costly. Meyer indicated they will be paid out of the Jail Savings Fund.

## **Additional Budget Discussion**

Meyer indicated he will file the proposed budget with the County Clerk's Office on Friday and said it will reflect an estimated levy of 26.63 cents which is a reduction of 0.9 cents from the previous year. Avery said he would like the Board to discuss leaving the levy at 26.83 cents and moving any excess to the Building Fund for contingencies.

Schorr said the Railroad Transportation Safety District (RTSD) will meet on August 22<sup>nd</sup> to determine their levy request.

Amundson inquired about inheritance tax collections. Meyer said he budgeted for \$5,000,000 but \$5,700,000 has been collected.

**9. LANCASTER EVENT CENTER UPDATE - Amy Dickerson, Lancaster Event Center (LEC) Managing Director**  
**A. Lancaster County Super Fair**

Amy Dickerson, Lancaster Event Center (LEC) Managing Director, discussed the upcoming Lancaster County Super Fair which will be held August 3-12, 2017 at the Lancaster Event Center (see Exhibits F and G).

Ann Ames, Deputy Chief Administrative Officer, asked whether they have a severe weather plan. Dickerson said yes, LEC worked with Mark Hosking, Emergency Management Deputy Director, to update their emergency plan and said they monitor weather conditions. Ames inquired about evacuation plans. Dickerson said they ask visitors to evacuate to the buildings or go to their vehicles when there is lightening. She said there are limited shelter areas if there is a tornado.

**B. National High School Finals Rodeo (NHSFR)**

Dickerson gave an overview of preparations for the Lancaster Event Center (LEC) to host the National High School Finals Rodeo (NHSFR) in 2020 and 2021, noting she attended the 2017 NHSFR in Gillette, Wyoming to review their process. She reported plans to run water to existing campsites, construct 1,000 additional campsites, expand the outdoor arena, and install a permanent grandstand with a shade cover in preparation for the event.

In response to a question from Wiltgen, Dickerson said the City has agreed to make improvements to the North 84<sup>th</sup> Street and Havelock Avenue intersection in 2019. She said there will be right turn lanes into the facility's first two gates and two additional lanes for exiting the facility.

Wiltgen said the County Board and County Clerk's Offices are not receiving the Lancaster County Fairgrounds Joint Public Agency (JPA) agendas and minutes. Dickerson said she will see that the issue is rectified.

## **10. ACTION ITEMS**

- B.** Settlement Agreement in the Amount of \$16,427.00 with AHP-MHR Home Care for Reimbursement of Payments Owed to Lancaster County Pursuant to County Contract No. C-05-0398

Item moved forward on the agenda.

## **11. CHIEF ADMINISTRATIVE OFFICER REPORT**

- B.** Recommendation to the Mayor for Lincoln/Lancaster County Planning Commission Appointment

Item was moved forward on the agenda.

- C.** Letter from Monica Miles-Steffens, Director of Placement, Nebraska Probation Administration/State Juvenile Detention Alternatives Initiative (JDAI) Coordinator, Regarding JDAI

Wiltgen said the State has responded to the County's questions about what steps it will need to take in order to become a Juvenile Detention Alternatives Initiative (JDAI) site. He suggested the Board refer the matter to the Juvenile Justice Steering Committee.

Schorr expressed concern regarding the State's suggestion that the County hire a data person with its community aid dollars to coordinate all juvenile justice initiative data activities. She said she does not support diverting money away from programs that serve youth to have someone input data and suggested the Board ask Alison Lotto, who will be leaving her position as Records Administrator in a couple of weeks, if she would be willing to merge the databases before she leaves. Schorr said the State has also asked the County to appoint a coordinator and said she feels strongly the Board should not ask Sara Hoyle, Human Services Director, to take on that responsibility as she is very busy with other duties. Wiltgen added the Nebraska Crime Commission has advised that community aid dollars should not be used for non-program related purposes.

The Chair exited the meeting at 12:09 p.m. and the Vice Chair assumed direction of the meeting.

#### D. Management Team Meeting (August 10, 2017)

The following agenda items were suggested: 1) Introduction of Ann Ames, the new Deputy Chief Administrative Officer, and Sara Alcorn, the new Records Administrator; 2) Director's Manual; and 3) Electronic Device Policy.

### 12. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

#### A. Electronic Device Policy

Ann Ames, Deputy Chief Administrative Officer, said she reviewed the proposed policy with Eagan, Doug McDaniel, Human Resources Director; and David Derbin and Kristy Bauer, Deputy County Attorneys. She said she also received a list of employees who have been assigned electronic devices from the Purchasing Department and plans to contact departments to update the information. Ames said there are elected officials and department heads who are using their personal cell phones for county business and said it is her recommendation that they use county phones instead. Brinkman expressed concern regarding the budget impact of purchasing devices and plans for them. Ames said she will also work with Information Services (IS) to determine whether employees connecting to Wi-Fi in public places could make the County susceptible to hacking.

#### B. Strategic Plan Update

Ames said she received a proposed consulting agreement from Lane Gewecke Consulting. She said Gewecke would like to begin conducting interviews with individuals in August and September and have a group meeting in late October or early November. Ames said there are a couple of contract terms that need to be finessed and Gewecke indicated she would like to discuss them personally with Joe Kelly, County Attorney.

### 13. DISCUSSION OF OTHER BOARD MEMBER MEETINGS ATTENDED

- A. Alternatives to Adult Detention for Individuals Suffering from Mental Health – Wiltgen
- B. National Association of County Officials (NACo) Annual Conference - Schorr

Items A and B were deferred.

**14. DISCUSSION OF BOARD MEMBER MEETINGS**

- A. Lancaster County Fairgrounds Joint Public Agency (JPA) - Wiltgen, Amundson

Amundson said they paid bills and received updates on the upcoming Lancaster County Super Fair and preparations for the National High School Finals Rodeo (NHSFR).

- B. Meeting with Planning Department – Wiltgen, Avery

Avery said they discussed the Board’s nomination for the vacancy on the Lincoln/Lancaster County Planning Commission and the City’s annexation plan.

**15. SCHEDULE OF BOARD MEMBER MEETINGS**

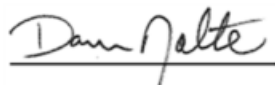
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**16. EMERGENCY ITEMS**

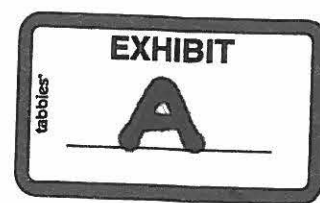
There were no emergency items.

**17. ADJOURNMENT**

**MOTION:** Schorr moved and Brinkman seconded to adjourn the meeting at 12:16 p.m. Amundson, Schorr, Brinkman and Avery voted yes. Wiltgen was absent. Motion carried 4-0.

  
Dan Nolte  
Lancaster County Clerk





## TRABERT HALL

Proposed applications by the County Board of Commissioners

1. Change of Zone from P-Public to R-4 Residential with Special Permit per Section 27.63.400 of the City zoning ordinance for Historic Preservation to allow up to 55,735 sq. ft. of office use or 60 dwelling units or some combination of both office use and dwelling units for the Trabert Hall building.



APPLICATION FOR LANDMARK OR LANDMARK DISTRICT DESIGNATION  
ADDENDUM TO PETITION TO AMEND THE ZONING ORDINANCE  
LINCOLN, NEBRASKA

1. NAME  
Historic  
and/or Common  
NeHBS Site #  
Lincoln General Hospital Nurses' Residence / Sophy  
Teeters Nurses Home  
Bryan/LGH West Independence Center  
LC13:D5-616

2. LOCATION  
Address  
1650 Lake Street

3. CLASSIFICATION

Proposed Designation

Category

Landmark District  
 Landmark

district  
 building(s)  
 structure

site  
 object

Present Use

agriculture  
 commercial  
 educational  
 entertainment  
 government

industrial  
 military  
 museum  
 park  
 private residence

religious  
 scientific  
 transportation  
 other (health care)

4. OWNER OF PROPERTY

Name  
Address  
Bryan/LGH Medical Center  
2300 S 16th St., Lincoln, NE 68502

5. GEOGRAPHICAL DATA

Legal Description  
Lots 4-6 of Johnson's Second Addition, and Lots 4-5 of Meeses  
Subdivision, Lincoln, Lancaster County, Nebraska

6. REPRESENTATION IN EXISTING SURVEYS

Title  
Historic & Architectural Survey of Lincoln, NE  
Date 2001/on-going \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_  Local  
Depository for survey records  
Lincoln Planning Dept  
City Lincoln State NE

Is proposed Landmark or Landmark District listed in the National Register?

yes, date listed \_\_\_\_\_  no

7. DESCRIPTION AND HISTORY

Condition

excellent  
 good  
 fair

deteriorated  
 ruins  
 unexposed

unaltered  original site  
 altered  moved date

**DESCRIPTION:**

The Independence Center building on the Bryan/LGH West campus is a 3½ story, red brick structure with a slate, gable roof, limestone trim, and an ornamental cornice. It is a good example of the Colonial Revival style applied to an institutional building, with elegant details including the Flemish bond of the brickwork, columned portico at its original main entrance, topped with a wrought iron railing, and unusually ornate cornice. The exterior of the building is well-maintained.

The first, south part of the structure (approximately 112 feet north-south) was built in 1928, five years after the original construction of Lincoln General Hospital. The limestone cornerstone at the southwest corner is inscribed:

NURSES HOME  
LINCOLN GENERAL HOSPITAL  
MCMXXVIII

The original portion of the building is 3½ stories tall, with 11 bays extending lengthwise and three bays across its width. The view from Lake Street is of the three-bayed south side of the original building, with an end wall parapet and twin chimneys.

The central entry pavilion on the west side of the building is three bays wide, with four bays extending on either side. The entry pavilion is defined by vertical limestone elements, echoing the quoin-like limestone elements found on the corners of the building. The steps to the door are of the original limestone, and the original brass knocker still hangs on the door. The entry portico boasts attenuated, paired columns supporting the curved roof, and leaded side and fan lights bordering the door. The decorative wrought-iron railing above sits in front of a Palladian window with a limestone lintel. The entry demonstrates that the Nurses Home was originally oriented west toward St. Mary's Avenue, while the main hospital faced east towards 17<sup>th</sup> Street. St. Mary's Avenue has since been vacated in this area and a building occupies the former right-of-way, constricting the Nurses Home site.

The building was extended approximately 75 feet to the north in 1940, closely following the original building in style and materials. A cornerstone at the northwest corner is inscribed:

SOPHY F. TEETERS  
NURSES HOME  
1940

The addition contributed seven more bays to the building. A door sits in the center on the west side, with a wrought iron-supported copper hood above and fancy lanterns on each side. The windows, like those on the original building, have limestone sills and lintels, and six over six pane arrangement.

Ornate windows are displayed on the north side of the building, most notably at the attic level where there are two oculus windows on either side of a rounded head window, all with limestone surrounds. This north side bears a more formal appearance than the original south side. The double chimneys of the south side are continued here as well.

Although it is the back of the building, the east side is ornamented as well. The vertical limestone blocks break up the long wall and reinforce the symmetry of each wing. The 1940 addition features a three bay center flanked by two bays on each side. There is an east entrance in the center of the addition, with a decorative wooden doorframe reminiscent of Connecticut Valley colonial ornament. Its side pilasters are topped with stylized organic forms and the entablature is reeded. An additional egress has been added beside right of the main door in the former space of a window. Shallow iron-railed balconies adorn the second and third floors to the left of the door.

## HISTORY:

Three years after the opening of Lincoln General Hospital in 1925, John L. Teeters donated the Sophy Teeters Nurses Home southwest of the hospital building. John L. Teeters was a successful jeweler and lawyer in Lincoln, as well as a regent at the University of Nebraska from 1899-1905 and president of the board four of those years. The Teeters family lived at 1812 D Street in a house that still stands.

Teeters was described as a "leading spirit" in the formation of Lincoln General Hospital. Teeters helped organize the Lincoln General Hospital and the Hospital Association, and served as president of both organizations. He was president of the hospital board for 19 years, during which time Lincoln General opened in 1925. In 1928 he established the Sophy Teeters Nurses Home, valued at approximately \$100,000 and named for his wife who died in 1924. He gave money for the center wing of the hospital in 1933, worth \$70,000, donated two pieces of land, and gave \$60,000 for the enlargement of the nurses home. His obituary states that "he took a personal interest in the hospital, and up to the time of his death, made daily trips there to cheer the shut-ins with flowers and other gifts." The hospital meant so much to Teeters that he gave the bulk of his holdings to the Lincoln Hospital Association in exchange for a \$300 monthly income for the rest of his life. Upon his death, a \$20,000 trust fund was set up for the nursing school. The Nurses' Home not only memorialized his wife, but also served as the repository of Mr. Teeters' ashes after his death.

After the closing of Lincoln General Hospital's nursing school the Nurses Home was converted to the Independence Center, a chemical dependency treatment facility, in the 1970s. Following replacement of the original hospital in 1965, the Nurses Home is the only structure remaining of the original Hospital campus.

Davis and Wilson, the architects of both portions of the Nurses Home, were also the designers of the main Lincoln General Hospital Building in 1923. Their broad practice included educational buildings in Lincoln and throughout the state, such as (in the 1920 and '30s) Park, Sheridan, Randolph, Hawthorne, and Holmes Elementary Schools in Lincoln, and for the University of Nebraska Memorial Stadium, Morrill Hall, the Coliseum, the Student Union, and Love Memorial Library. They also produced excellent churches, such as Lincoln's Gothic Revival Westminster Presbyterian and Byzantine-flavored Temple B'nai Jeshurun, (both 1924); handsome Period Revival houses in Lincoln and elsewhere; and large and small commercial buildings, including the twelve-story Stuart Building in downtown Lincoln (1927-29) The Nurses Home combines the dignity of their institutional work and the more intimate detail of their residential buildings.

## 8. SIGNIFICANCE

<u>Period</u> 1900-	<u>Areas of Significance-Check and justify</u> architecture and education/health care
Specific dates:	1928, 1940
Builder/Architect:	1928--Ernest Rokahr & Sons, contractor / Davis & Wilson, architects 1940--Edwin H. Burr, contractor/Davis & Wilson, architects

### Statement of Significance:

The former Nurses' Home merits designation as a landmark as the only surviving original building of Lincoln General Hospital, and as a good example of Colonial Revival architecture, designed by the leading Lincoln architects Davis & Wilson, and applied to an institutional building. The architects of the Nurses' Home, Davis & Wilson, were a prominent partnership with a regional practice from 1920, and under the name Davis Design remain the "dean" of Lincoln architectural firms. The historic integrity of the building exterior is very high, and although the Nurses' Residence does not have much visibility off-campus, but its presence from the walkways within the hospital campus remains strong.

## 9. STANDARDS FOR DESIGNATION

(Check one(s) that apply)

- Associated with events, person, or persons who have made a significant contribution to the history, heritage, or culture of the City of Lincoln, the County of Lancaster, the State of Nebraska, or the United States;
- Represents a distinctive architectural style or innovation, or is the work of a craftsman whose individual work is significant in the development of the City of Lincoln, the County of Lancaster, the State of Nebraska, or the United States.

## 10. MAJOR BIBLIOGRAPHICAL REFERENCES

Application for Building Permit #17733, June 14, 1928 and Building Permit # 17733, June 30, 1928.

Building Permit for addition, #31694, February 16, 1940.

*Lincoln City Guide*, Federal Writers Project, 1937, p. 45 & 78.

*Lincoln Star*, Sophie Teeters obituary, May 8, 1924.

*Lincoln Sunday Journal and Star*, "J. L. Teeters to present painting of his wife to Lincoln General nurses home."  
February 18, 1945.

*Lincoln Star*, "J. L. Teeters, 85, General Hospital Benefactor, Dies." October 24, 1946, p.2.

*Lincoln Star*, "Nurses Home Beneficiary Teeters Will." October 29, 1946, p. 1:3.

*Lincoln Star*, "Lincoln General History Complex and Unusual." August 16, 1961, p. 1:5.

11. FORM PREPARED BY:

Name/Title: **Jennifer Ann McHale**, historic preservation intern

Organization **Lincoln/Lancaster County Planning Dept.**

Date Submitted: **July 13, 2001**

Street & Number **555 S. 10<sup>th</sup> St.**

Telephone c/o Ed Zimmer, (402)441-6360

City or Town **Lincoln**

State **Nebraska 68508**

Signature \_\_\_\_\_

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FOR HISTORIC PRESERVATION COMMISSION USE ONLY:

DATE LANDMARK/LANDMARK DISTRICT DESIGNATED

LANDMARK/LANDMARK DISTRICT NUMBER

PRESERVATION GUIDELINES FOR  
Teeters Nurses Home  
1650 Lake Street

**1. Architectural Review of Landmark:**

- a. Photographs: On file in Planning Department.
- b. Important architectural features: Three story, gable slate roofed building with of red brick with limestone trim; strong Colonial Revival details including decorative cornice, west portico, ornamented entrances. Original 6-over-6 fenestration.
- c. Important landscape features: Small grass yard to west and north.
- d. Architectural style and date: Colonial Revival, 1928 and 1940.
- e. Additions and modifications: North end added in 1940 in very close imitation of original wing. Vacation of St. Mary's Ave. and use as building site constricted setting of Nurses Home.

**2. Notice of Work Needing Certificate:**

- A. A Certificate for Certain Work can be granted by the Preservation Commission or, in certain instances, by the Director of Planning. The application for the Certificate can be obtained from and should be filed with the Building and Safety Department. The following work to be conducted on the Landmark requires the procurement of a Certificate for Certain Work:
  1. Exterior work requiring a Building Permit as defined in the Lincoln Building Code. Before conducting exterior work, check with the City Building and Safety Department to determine whether a Building Permit is necessary;
  2. Demolition of a structure or portion of a structure as defined in the Lincoln Building Code;
  3. Work involving:
    - a. Removal of healthy trees over 12" caliper;
    - b. Addition of paving materials west or north of building;
    - c. Addition of fencing and walls;
    - d. Replacement of exterior material and trim or visible roofing materials;
    - e. Cleaning and maintenance of exterior masonry;
    - f. Replacement of doors, storm doors, door frames, windows, storm windows, and screens (excluding seasonal) on facades visible from the streets;
    - g. Addition of awnings;
    - h. Placement of mechanical systems, such as but not limited to, window air conditioners, solar collectors, etc.;
    - i. The addition or replacement of signs;
    - j. Moving structures on or off the site;
    - k. Installation of electrical, utility, and communications services on principal (east and north) facades;
    - l. Placement of high intensity overhead lighting, antennae, and utility poles within the areas of the west or south facades.
- B. The following work to be conducted on the Landmark does not require the procurement of a Certificate for Certain Work:

1. Changes involving routine maintenance and repair for the general cleaning and upkeep of the building but which include no direct physical change in design or material;
  2. Changes involving color and landscaping, except as previously noted;
  3. Interior changes involving no exterior alteration.
- C. The penalty upon conviction for conducting work which requires a Certificate for Certain Work without procuring the Certificate or for doing work contrary to an issued Certificate is a fine not to exceed \$100.00. Each and every day that such violation continues after notification may constitute a separate offense. The City of Lincoln may also pursue the remedies of injunction, mandamus, or other appropriate action to correct a violation.

### 3. **Standards for Owner and Preservation Commission:**

The following standards serve as a guide to the Landmark property owner in the preservation of their building. It is also intended that these Standards will aid the Commission in making decisions regarding issuance or denial of a Certificate.

When a decision on issuing or denying a Certificate is requested, the more definitive the presentation by the applicant, the easier it will be to convey and comprehend the effect of the proposed change. The owner or representative should plan to attend the public hearing to discuss the proposed work. When an application is being reviewed, it will be the responsibility of the applicant to demonstrate that the new work is compatible with these Standards.

A strict interpretation of these guidelines may be waived by the Preservation Commission if the applicant develops a design solution which meets the spirit and intent of the Historic Preservation Ordinance. In addition, although the owner of the landmark must receive Certificates for work identified above, a broader interpretation of the Guidelines for this property may be allowed by the Preservation Commission.

#### A. **New Construction:**

1. **Accessory Buildings:**  
Accessory buildings shall be compatible with the design of the existing building and shall be as unobtrusive as possible. Exterior wall material shall be the same as the exterior materials of the existing building.

#### B. **Alterations:**

1. **Additions:** Additions shall complement the style of the structure. Additions shall not imitate architectural styles which pre-date that of the historic structure. The appearance of the west, south and north facades of the building shall not be altered unless the design is sensitive to the historic and architectural character of the building. Alterations on the east side should be compatible with the existing building in scale, color, texture, and the proportion of solids to voids. Materials and architectural details used in such alterations and additions shall complement those on the existing building.

2. Roofs: The form of the roof shall not be changed.
3. Trim: Changes in the existing exterior trim of the building, other than painting or repair, shall be based on physical evidence of missing features or documentation. Any replaced or repaired portions of the trim that are visible and above grade, including, but not limited to moldings, cornices, doors, and windows, shall match the original members in scale, design, and appearance. Replication of original materials is preferred; alternate materials of similar appearance will be considered on a case-by-case basis.
4. Openings: Original windows, doors, or hardware shall not be removed when they can be restored, repaired, and reused. If the original glass, sash, hardware, and doors cannot be repaired and retained, then they shall be replaced with new units that duplicate the original in size, material, and appearance. If necessary, replacement of these items with non-original materials may be allowed on a case-by-case basis, if their appearance is very similar to the original, and the owner presents compelling evidence comparing various alternatives.

Additional openings, or changes in the size of the existing openings, shall not be made unless the change is compatible with the style and period of the building.

Metal, vinyl, or fiberglass awnings, hoods, or shutters that would detract from the existing character or appearance of the building shall not be used.

C. Repair:

1. Repairs in General: Repairs in materials that duplicate the original in composition, texture, and appearance are encouraged. Repairs with new materials that duplicate the original in texture and appearance also may be permitted. Repairs in materials that do not duplicate the original appearance may be permitted on an individual basis if the repairs are compatible with the character and materials of the existing building and if repairs that duplicate the original in appearance are not available.
2. Masonry: The cleaning of exterior masonry shall not be done in a manner to harm or alter the original surface of the materials. Sandblasting and painting of unpainted masonry are prohibited.

D. Demolition:

The Landmark or significant portions thereof shall not be demolished except pursuant to Lincoln Municipal Code Section 27.57.150(b), Section 27.57.160, or Section 27.57.170. The moving of the Landmark is discouraged; however, moving is preferred to demolition.



E. Other:

1. Mechanical Systems:

Necessary mechanical services shall be installed in areas and spaces that require the least possible alteration to the exterior structural condition and physical appearance of the building.

Holes to accommodate air conditioners or other mechanical equipment shall not be cut through east or north walls.

Exterior electrical, television and telephone cables should be installed in places where they will be visually unobtrusive. Television antennae and mechanical equipment such as air conditioners and solar panels should be placed in as inconspicuous a location as possible. The installation of such equipment shall not adversely affect the principal elevations.

2. Signs:

Any exterior signs shall be compatible with the historic and architectural character of the building. Freestanding signs, detached from the building but not blocking vistas of principal facades, are preferred. Any street address designation shall also be compatible with the historic and architectural character of the building.

3. Fencing and Walls:

Chain link or similar security-type wire fences are prohibited in the front (east and north) yards. All fencing and walls shall be compatible with the historic and architectural character of the building.

4. Paving:

New paving to create space for parking shall be reviewed for its impact on the design character of the landmark and site. New sidewalks and drives shall be sensitive to the historic and architectural character of the building. Original walks shall be maintained.

5. Landscaping:

Original environmental features shall be maintained. Original and new plantings shall be trimmed so as to frame the architecture, rather than concealing it. New plantings and outdoor appurtenances shall be compatible with the historic and architectural character of the property.



CERTIFICATE OF ALLOWANCE

HISTORIC PRESERVATION COMMISSION  
LINCOLN/LANCASTER COUNTY PLANNING DEPARTMENT

555 SOUTH 10TH STREET  
TEL. NO. 402/471-7491

HPC-\_\_\_\_\_

Applicant: **David Reese, V.P., Clinical & Support Services**

Applicant's Address: **1600 S. 48<sup>th</sup> St., Lincoln, NE 685086**  
and Tel. No.: **402-314-3133**

Owner's Name: **Bryan Medical Center**

Owner's Address: **1600 S. 48<sup>th</sup> St., Lincoln, NE 685086**

Is Hereby Issued a Certificate of **Allowance**

For Work on the Property at **1650 Lake Street, Lincoln, NE**

Legal Description: **Lots 4-6 of Johnson's Second Addition, and Lots 4-5 of Meeses  
Subdivision, Lincoln, Lancaster County, NE**  
and Zoning: **R-2 Residential District (with special permit for hospital)**

Property Use: **vacant**

Name of Landmark or Landmark District and Designating Ordinance Number  
**Sophy Teeters' Nurses Home, #18085**

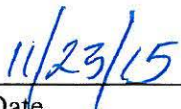
Building Number if in Landmark District **LC13:D05-616**

Written Findings of Fact Are the Following:

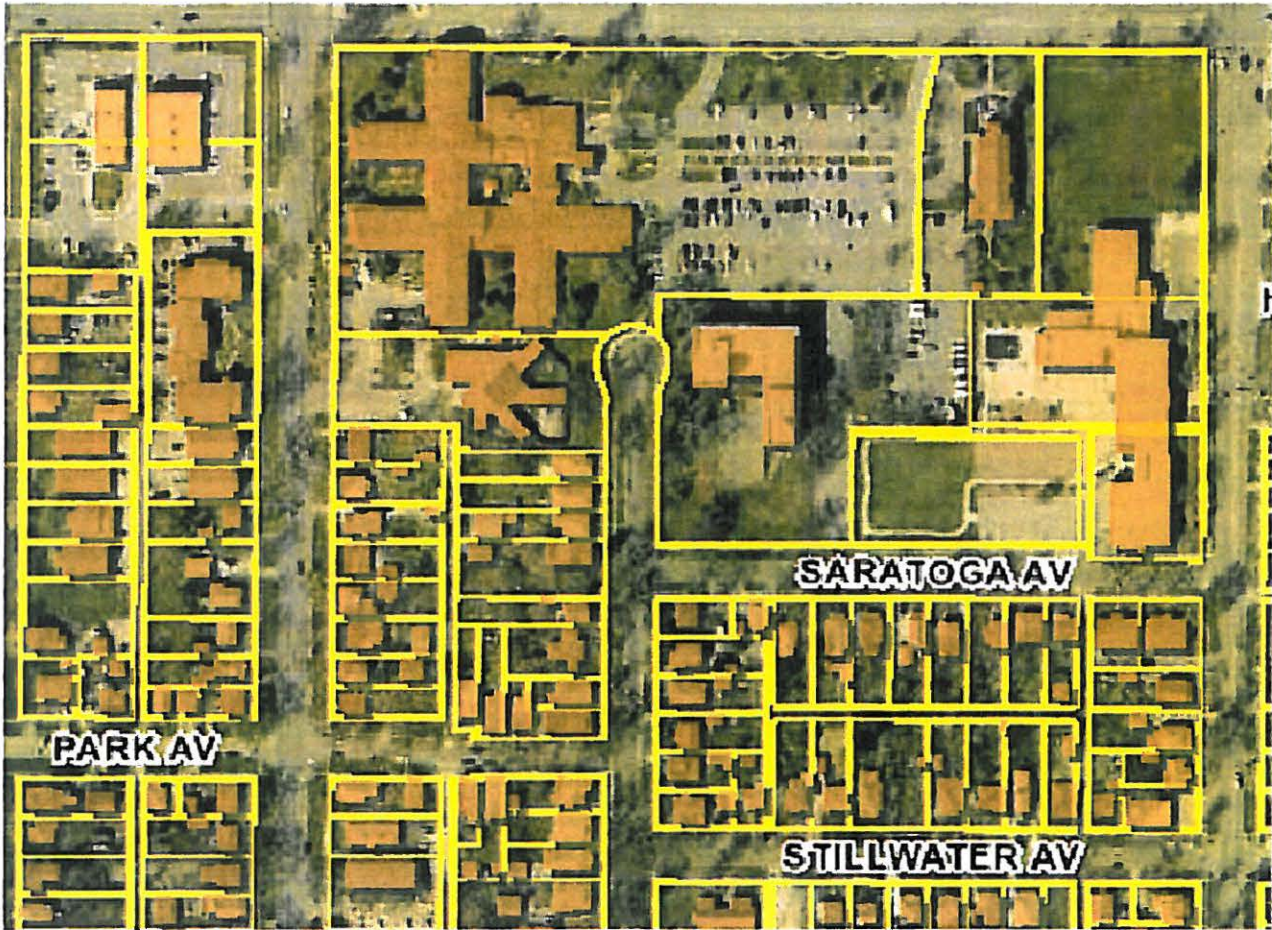
*The Historic Preservation Commission held hearings on an application for demolition on March 19 and April 16, 2015. The request was denied April 16, 2015.*

*Required waiting periods totaling six months have elapsed, hence this certificate must be issued in accord with Lincoln Municipal Code 27.57.160 "Procedure Following Certificate Denial"*

  
\_\_\_\_\_  
David Cary, Acting Planning Director

  
\_\_\_\_\_  
Date

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# Memo

From: Miki Esposito, Director  
Public Works & Utilities

Date: July 24, 2017

Re: **UPDATE:** South Beltway Cap and Early Payment Agreement

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The Nebraska Department of Transportation (NDOT) and the City of Lincoln have successfully reduced their verbal commitment on the cap and early payment to writing. *Draft* Supplemental Agreement No. 3 reflects and clarifies the cost sharing obligations between the parties (see attached). County Engineer Pam Dingman has weighed in on the Supplement as well.

**Section 3 Funding Breakdown:**

\$18.6M has already been credited to the project previously from City of Lincoln.

\$16.4M will be paid by September 30, 2017 (consists of \$10M from RTSD + \$6.4M from City)

\$15M will be paid by September 30, 2018 (consists of \$10M from RTSD + \$5M from City)

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**\$50M TOTAL**

**RTSD Share:**

The RTSD has agreed to pay \$20M towards the local share of the project to be paid in two (2) \$10M installments. Those funds will be used toward the railroad grade crossing improvements on the project. This month, the City and the RTSD executed an Interlocal Agreement memorializing the payment conditions above.

**City Share:**

Along with the agreement, the City will bring forward a CIP amendment to reflect the lump sum payments on the South Beltway. There will be no delays to any other capital improvement projects. *Note:* the City is also responsible for approximately \$400K worth of design costs which were completed prior to May 25, 2017 (the date the verbal cost-share commitment was made).

**Warlick Relinquishment:**

In addition, Supplemental Agreement No. 3 includes the relinquishment of L-55W prior to construction of the City's 14<sup>th</sup>/Warlick/Old Cheney improvement project. The relinquishment of L-55W was agreed to in the original South Beltway agreement. However, the benefit of taking the relinquishment sooner means: 1) the City will receive a fully improved and reconstructed road segment to US 77; and 2) the City will avoid time and cost associated with right-of-way permitting on a State-controlled highway at the time we begin construction of the 14<sup>th</sup>/Warlick/Old Cheney improvements.

**Timeline:**

- ✓ June 5 2017: RTSD Board meets to approve a budget adding \$7M to the previous commitment of \$13M for South Beltway pre-payment and executes the Interlocal Agreement with the City reflecting the commitment.
  
- ✓ June 15 2017: MPO Officials Committee meets to approve the MPO Transportation Improvement Program reflecting the new South Beltway cost estimate of \$300M.
  
- ✓ Summer 2017: City and NDOR amend the cost-share agreement for the South Beltway.
  
- August 2017: Supplemental Agreement No. 3 is brought to the County Board for concurrence.
  
- August 2017: Supplemental Agreement No. 3 is brought by Resolution before City Council to be executed by the Mayor. An amendment to the City's Capital Improvement Program will be made concurrently.
  
- Sept 1 2017: RTSD pays first payment of \$10M to City.
  
- Sept 30 2017: City makes a \$16.4M payment to the State.
  
- Sept 1 2018: RTSD pays second payment of \$10M to City.
  
- Sept 30 2018: City makes final \$16.4M payment to the State.

SUPPLEMENTAL AGREEMENT NO. 3

CITY OF LINCOLN  
LANCASTER COUNTY  
STATE OF NEBRASKA, DEPARTMENT OF TRANSPORTATION  
PROJECT NOS. DPU-3300(3), DPU-LIN-2-6(120), AND DPU- LIN-2-6(121)  
STATE CONTROL NOS. 12578, 12578D AND 12578E  
LINCOLN SOUTH BELTWAY

THIS SUPPLEMENTAL AGREEMENT, is entered into between the City of Lincoln, hereinafter referred to as the "City", Lancaster County, hereinafter referred to as the "County", and the State of Nebraska, Department of Transportation, hereinafter referred to as the "State," and identified in previous agreements as Department of Roads. Collectively, City, County, and State will be referred to as the "Parties".

WITNESSETH:

WHEREAS, the Parties entered into agreement (VL0201) (Original Agreement) that provided for the design and construction of the Lincoln South Beltway under the designation of DPU-3300(3). This Agreement was executed by City on April 30, 2002, by County on April 23, 2002, and by State on May 9, 2002, and

WHEREAS the Parties have identified the need and desire to build a freeway around the south side of the City of Lincoln hereinafter referred to the Lincoln South Beltway. The Lincoln South Beltway will be a 4-lane facility with access only at interchanges and begin and end as shown in Exhibit A, and

WHEREAS, the Parties executed Supplemental Agreement No. 1 to clarify cost sharing between the Parties, and reimbursement obligations. This Agreement was executed by City on November 30, 2005, by County on December 13, 2005, and by State on January 4, 2006, and

WHEREAS, the Parties executed Supplemental Agreement No. 2 which amended Supplemental Agreement No. 1, Section 3 which provided for credits to the City for costs shared on other projects, and payment arrangements, and

WHEREAS, City has offered to contribute their Lincoln South Beltway Project funding participation early which requires changing funding arrangements; and State is willing to agree to changing the current funding arrangements, and

WHEREAS, City Council has authorized the Mayor to sign this Agreement, as evidenced by the Resolution of City Council, as shown on Exhibit "B"; and

WHEREAS, the Chair of the County Board is authorized to sign this Agreement, as evidenced by the Resolution of County Board, as shown on Exhibit "C" and

Project Nos. DPU-3300(3), DPU-LIN-2-6(120), and DPU-LIN-2-6(121)  
Control Nos. 12578, 12578D and 12578E  
Lincoln South Beltway

WHEREAS, State is constructing improvements on L-55W from the intersection at L-55W and N-2 to US 77, Lincoln West Bypass; and City has plans to fund and construct a separate project on L-55W known as the 14<sup>th</sup> Street and Old Cheney Intersection Improvement Project. The Agreement is being amended to state that City will accept relinquishment of L-55W before beginning construction of the Intersection Improvement Project.

WHEREAS, since the Original Agreement was executed, City has annexed County's portion of L-55W. This agreement needs to be revised to reflect that City will accept relinquishment of the annexed section of L-55W.

NOW THEREFORE, in consideration of these facts, the Parties agree as follows:

SECTION 1: The Parties agreed to fund and construct the Lincoln South Beltway Project as described in the Original Agreement. The funding terms of the Original Agreement were the State would provide 80% of the cost of obtaining right-of-way, designing, and construction of the Project; and City would provide the remaining 20% match of the costs.

SECTION 2: Supplemental Agreement No. 1 outlined funding obligations in Section 3; however, those funding obligations were amended by Supplemental Agreement No. 2 in Section 1. Section 3 of this Supplemental Agreement now supersedes and replaces Section 1 of Supplemental Agreement No. 2 and Section 3 of Supplemental Agreement No. 1.

SECTION 3: The Parties agree that effective as of May 25, 2017, the funding obligations for this Project will be as follows:

- A. City will be responsible for funding obligations described in Agreement VL0201 including Supplement Agreement No.1 and No. 2 for any work completed on or before May 25, 2017. State will invoice City for City's share of any work completed on or before May 25, 2017.
- B. City will be given a credit of \$18,593,234.02 to its funding obligation which State will apply to this Project. See Exhibit D for a summary of credits.
- C. City will pay State \$16,400,000.00 on September 30, 2017.
- D. City will pay State \$15,000,000.00 on September 30, 2018.
- E. Upon making the payments described in 3A through 3D above, the City and County shall have fulfilled all funding obligations under Agreement VL0201 and any or all supplemental agreements or amendments. In no event shall the City or County be responsible for or have further obligation to provide any additional or other funding for the design and construction of the Lincoln South Beltway Project.

SECTION 4: State agrees to give consideration to a reimbursement or credit to the City should State receive a transportation grant directed specifically to the Lincoln South Beltway project. How much consideration is given would depend on the type of grant and the amount of funding.

SECTION 5: Due to the City's annexation of the County's portion of L-55W that was the subject of Section 5 of the Agreement, the Parties agree that the County shall not have an obligation to accept relinquishment of any portion of L-55W. The Parties agree to modify the timing of when

Project Nos. DPU-3300(3), DPU-LIN-2-6(120), and DPU-LIN-2-6(121)  
Control Nos. 12578, 12578D and 12578E  
Lincoln South Beltway

City will accept relinquishment of L-55W. Prior to City beginning construction of its 14<sup>th</sup> Street and Old Cheney Intersection Improvement Project, City agrees to accept the relinquishment of all of L-55W, beginning at its intersection with US-77 to the south to its intersection with N-2 to the north, including the segment recently annexed by City. City agrees to begin construction on its Project after State completes and accepts State's relinquishment project on L-55W.

**SECTION 6:** The Mayor is authorized to sign this Agreement, as evidenced by the Resolution of the City Council County Board, attached as Exhibit "B", and incorporated herein by this reference.

**SECTION 7:** The Chair of the County Board is authorized to sign this Agreement, as evidenced by the Resolution of County Board, attached as Exhibit "C", and incorporated herein by this reference.

**SECTION 6:** Except as specifically amended by this Supplemental Agreement, all terms and conditions of the Agreement, and Supplemental Agreements No. 1 and No. 2 shall remain in full force and effect.

Project Nos. DPU-3300(3), DPU-LIN-2-6(120), and DPU-LIN-2-6(121)  
Control Nos. 12578, 12578D and 12578E  
Lincoln South Beltway

IN WITNESS WHEREOF, City, County, and State have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates below indicated.

EXECUTED by City this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:  
Teresa J. Meier

CITY OF LINCOLN  
Chris Beutler

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

EXECUTED by County this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:  
Dan Nolte

LANCASTER COUNTY  
Todd Wiltgen

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Chairperson, County Board

EXECUTED by State this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

STATE OF NEBRASKA  
DEPARTMENT OF TRANSPORTATION  
Michael Owen, P.E.

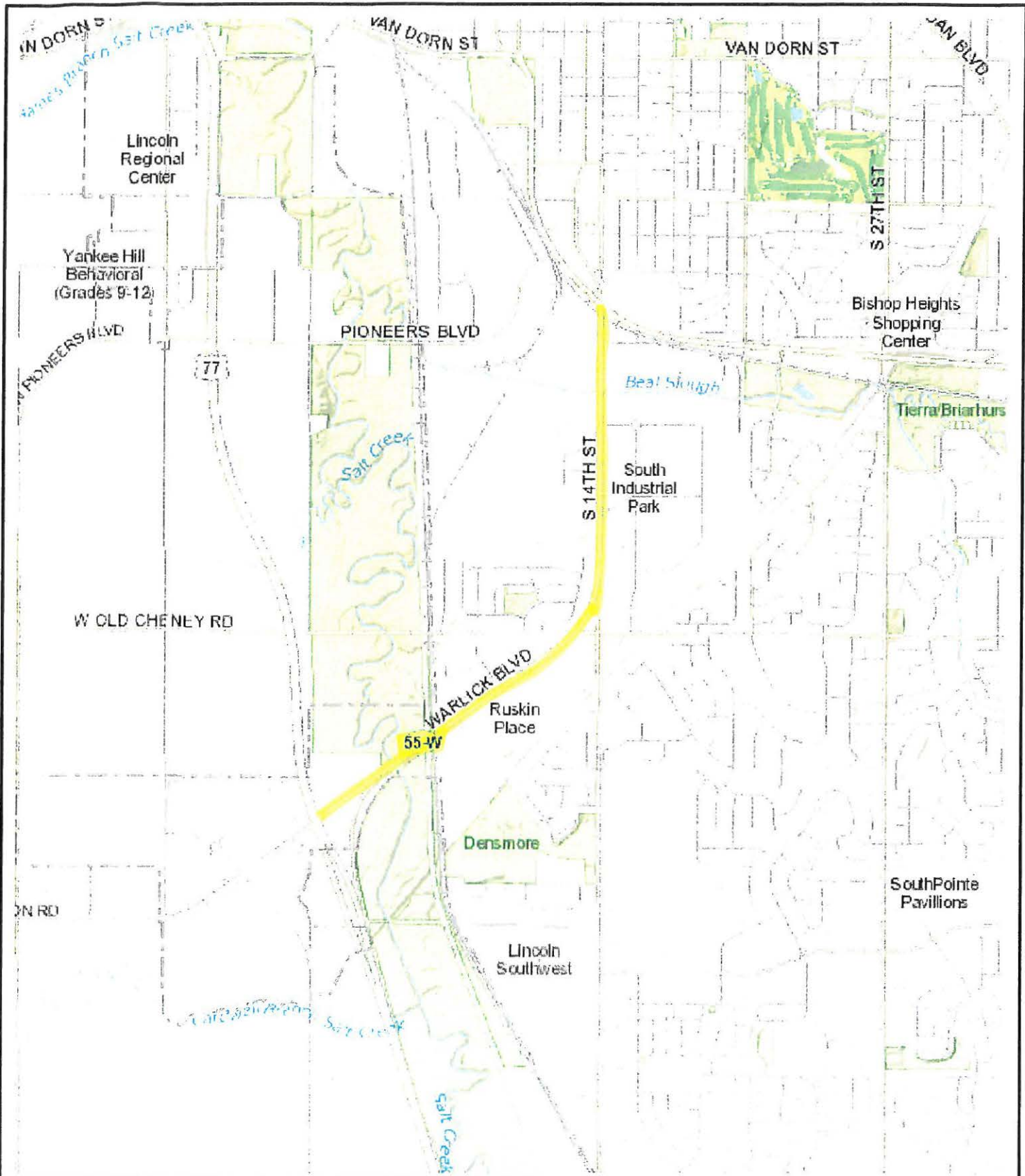
\_\_\_\_\_  
Roadway Design Engineer

RECOMMENDED:  
Thomas Goodbarn, P.E.

\_\_\_\_\_  
District One Engineer

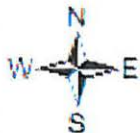
Project Nos. DPU-3300(3), DPU-LIN-2-6(120), and DPU-LIN-2-6(121)  
Control Nos. 12578, 12578D and 12578E  
Lincoln South Beltway





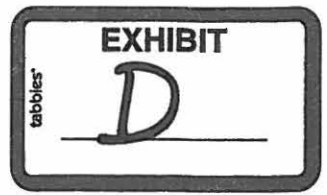
## Lancaster County/City of Lincoln GIS Map

L-55W



Printed: Jul 27, 2017

DISCLAIMER: The information is presented on a best-efforts basis, and should not be relied upon for making financial, survey, legal or other commitments. If you have questions or comments regarding the data displayed on this map, please email [ags@lincoln.ne.gov](mailto:ags@lincoln.ne.gov) and you will be directed to the appropriate department.



Contents

LANCASTER COUNTY DIRECTOR’S MANUAL ..... 2

I. Purpose..... 2

II. County Board ..... 2

    County Board Authority ..... 2

    County Board Meetings ..... 2

    County Organizational Chart ..... 4

    County Board Officers and Committees..... 4

    Chief Administrative Officer ..... 4

    Management Team..... 5

    County Board Policies ..... 5

    List of Policies ..... 5

III. Budget ..... 15

IV. Departments ..... 19

# LANCASTER COUNTY DIRECTOR'S MANUAL

## I.

### Purpose

The purpose of this manual is to assist Lancaster County directors in the discharge of their administrative duties by providing an overview of County policies and procedures, and State statutes applicable to counties.

## II.

### County Board

#### A. County Board Authority

A county is a political subdivision of the State, and has only those powers authorized by State statute. The executive and legislative powers of a county are exercised by the county board, and only the county board has the legal authority to contractually bind the county. Primary responsibilities of the board include the management of county funds and property, adoption of the budget, setting tax levies, establishing salaries for elected and appointed officials, and administration of programs required or authorized by State law.

Lancaster County directors are appointed by the Lancaster County Board of Commissioners and serve at the pleasure of the Board. Although directors work independently and exercise a high degree of discretion in the discharge of their duties, their authority is derived directly from the County Board. Directors are required to work within the legal framework established under state and federal law, as well as any policies established by the County Board pursuant that authority

#### References

County statutory authority is primarily found in Article 23 of the Nebraska Revised Statutes

Nebraska Association of County Officials County Board Handbook

#### B. County Board Meetings

The County Board meets twice per week to conduct County business: the formal meeting on Tuesday and the Thursday staff meeting.

#### Tuesday Formal Meeting

The County Board exercises its executive, legislative and quasi-judicial powers at the meeting held on Tuesday mornings at 9am. The Tuesday meeting is formal in nature, and the Board takes action on matters such as consideration of claims against the County, official adoption of resolutions and policies, and the execution of contracts.

The Lancaster County Board of Equalization meets twice monthly on the second and third Tuesday immediately following the regularly scheduled Board meeting.

#### Agenda

The agenda for the Tuesday meeting is prepared and maintained by the Lancaster County Clerk's Office. Agenda items to be considered by the Board at the Tuesday meeting must be submitted to the Clerk no later than 4:30 p.m. on the Thursday preceding the Tuesday meeting. The purpose of this policy is to help guarantee the County complies with the Nebraska Open Meeting Act, Neb. Rev. Stat. §§84-1407 through 1414, and to allow the County Board to review documentation regarding agenda items prior to the meeting.

Agenda items that require legal review or approval as to form should be submitted to the County Attorney to allow enough time to meet the Thursday, 4:30 p.m. filing deadline.

#### Thursday Staff Meeting

The County Board also conducts a staff meeting on Thursday mornings starting at 8:30am. The purpose of the staff meeting is to brief the Board on important issues facing the County and to provide an opportunity for in depth policy discussions.

The staff meeting serves as a forum for receiving reports and information from County elected officials and directors, officials from other governmental entities, and any individual who can provide information to assist the Board in the formulation of public policy and the efficient administration of County government. When the Nebraska Legislature is in session the County Board receives a legislative update from the County's lobbyist at every staff meeting. Reports from County Board members regarding committee meetings and other Board-related activities are also presented at the staff meeting.

Although the main purpose of the staff meeting is to gather and disseminate information, action may be taken by the Board at a staff meeting. Generally, such actions will be ministerial in nature and will involve the administration of policies and contracts, rather than their formal adoption.

#### Agenda

The agenda for Thursday staff meetings is prepared by the County Board's Chief Administrative Officer. Directors who wish to have items scheduled for the Thursday meeting should contact the Chief Administrative Officer no later than the Tuesday preceding the Thursday meeting. All handouts, exhibits or other materials related to director presentations at the staff meeting must be submitted to the County Board office

in electronic form no later than 3:30pm on the Tuesday immediately preceding the meeting at which the materials will be presented.

### References

The Nebraska Open Meetings Act, Neb. Rev. Stat. §§84-1407 through 1414 (Reissue 2014)  
<http://nebraskalegislature.gov/laws/statutes.php?statute=84-1407>

Resolution No. 5465, In the Matter of Establishing an Open Meetings Policy for the Lancaster County Board of Commissioners

Guidelines for Public Participation at Meetings of the Lancaster County Board of Commissioners, as Amended June 21, 2016  
<http://lancaster.ne.gov/commiss/policies/partguide.pdf>

Policy for Placing Matters on the County Board Meeting Agenda, dated September 14, 1995

### **C. County Organizational Chart**

### **D. County Board Officers and Committees**

Each January the County Board elects officers and makes committee assignments. County Board officers include a chair and vice chair for the County Board, the Board of Equalization, and the Board of Corrections. Committee assignments cover a wide range of responsibilities, including: advisory committees, joint public agency governing boards, governing boards and committees created pursuant to interlocal agreements, governmental advocacy organizations, and attendance of meetings of private sector groups such as the Lincoln Chamber of Commerce and the Lincoln Independent Business Association. A current list of Committee Assignments is prepared each year.

(Committee Assignments)

### **E. Chief Administrative Officer**

The County Board is assisted by the Chief Administrative Officer (CAO) in the coordination and management of Board functions. The CAO acts as a liaison and key point of contact between the County Board and County directors. The CAO assists in the development, implementation and interpretation of County Board policies. One of the most important functions performed by the CAO is the administration and coordination of the County's legislative agenda. The Chief Administrative Officer is assisted by the Deputy Chief Administrative Officer. Primary responsibilities of the deputy position include: coordination of media relations; maintaining current content of the County website; monitoring the County Strategic Plan; and serving as the point of contact for constituents.



## References

CAO Job duties

CAO Class Description

Deputy CAO Class Description

### **F. Management Team**

The Management Team consists of all county directors, joint department heads, the County Board, and other County elected officials. The purpose of the Management Team is to provide a forum for receiving and exchanging information on a variety of topics related to the administration of county government. Management Team meetings are scheduled for the second Thursday of each month at 7:30am, and are facilitated by the Chief Administrative Officer.

### **G. County Board Policies**

Pursuant to its executive authority, the County Board adopts policies governing a wide variety of county administrative matters. Directors are expected to know and follow these policies. A copy of all policies is maintained by both the County Board and the County Clerk, and can be found on the County's website at:

<http://lanaster.ne.gov/commiss/policies/index.htm>

<http://lanaster.ne.gov/clerk/policy.htm>

## **List of Policies**

### **1. Advisory Committee Information on County Website**

The County Board has established a number of committees which provide advice to the Board, including the Visitors Promotion Committee, the Air Pollution Advisory Committee, and others. The purpose of this policy is to set the standards and conditions under which these advisory committees can place information on the County's website.

<http://lanaster.ne.gov/clerk/policies/advisory.pdf>

### **2. Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination against persons with disabilities. This policy affirms the intent of the County to comply with the intent of these laws, appoints a coordinator to assure the County does

not discriminate against persons with disabilities in any of its programs, services or activities, and establishes a grievance process for handling complaints.

<http://lancaster.ne.gov/commiss/ada.htm>

### **3. Amusement Licenses**

Pursuant to the authority granted under Neb. Rev. Stat. §23-1813 through 818 (Reissue 2012), the County Board requires that any person seeking to hold a mass gathering for entertainment in an area of County which lies outside the city limits of any city or village must first obtain an amusement license from the County Board. Information on how to obtain an amusement license can be found on the County Clerk's website.

<http://lancaster.ne.gov/clerk/amuse.htm>

County Resolution No. R-05-0058, Amusement License Uses as a Conditional Use in the Agricultural District

### **4. Animals in County Buildings**

This policy applies only to buildings owned and controlled by the County. A similar policy is maintained by the Lincoln-Lancaster County Building Commission for buildings under its control.

<http://lancaster.ne.gov/commiss/policies/animals.pdf>

### **5. Awards and Recognition**

The Local Government Miscellaneous Expenditures Act, Neb. Rev. Stat. §13-2203 authorizes a governing body to expend public funds for reimbursement of certain expenses incurred by employees and volunteers in the scope of official County business. The Act allows a governing body to expend public funds for recognition dinners, plaques and certificates of achievement, so long as a uniform policy covering these expenses has been adopted by the governing body. The Board's policy on the purchase of plaques and awards is found in Resolution No. R-14-0032. The policy covers the Commissioners' Award of Excellence, the annual employee longevity awards and banquet, and various awards in appreciation of service to the County.

<http://lancaster.ne.gov/commiss/policies/reimburse.pdf>

### **6. County Board Letterhead/ Signature**

When a County department drafts a letter for County Board signature, this policy sets forth the procedure for review and signature by the Board.

<http://lancaster.ne.gov/commiss/policies/letter.pdf>

## **7. Claims for Review**

The Lancaster County Clerk is responsible for auditing and issuing warrants for all claims against the County, but only the County Board has authority to approve or deny claims against the County. When the Clerk identifies a claim which may be legally deficient, this policy sets forth the procedure for review and final decision on the claim by the County Board.

<http://lancaster.ne.gov/commiss/policies/letter.pdf>

## **8. Credit Cards**

This policy governs the issuance and use of County credit cards, and is applicable to elected officials and appointed directors.

<http://lancaster.ne.gov/clerk/policies/credit.pdf>

## **9. Director Leave**

Directors who will be out of the office for more than one (1) day are required to notify the County Board in accordance with this procedure.

<http://lancaster.ne.gov/commiss/policies/dirleave.pdf>

## **10. Dress Code in County Buildings**

This policy applies only to buildings owned and managed by the County.

<http://lancaster.ne.gov/commiss/policies/dress.pdf>

## **11. Emergency Operations Plan**

The Lancaster County Emergency Operations Plan (LEOP) establishes the policies, plans, guidelines and procedures to be followed when responding to emergencies in Lancaster County. The LEOP is prepared and maintained by the Lancaster County Emergency Management Director. For security reasons a copy of the LEOP is not maintained on line. However, a copy of the LEOP can be obtained from the Emergency Management Director. Other useful information regarding preparation for and response to emergencies is available on the Lincoln-Lancaster County Emergency Management website.

<http://lancaster.ne.gov/emergency/index.htm>

## **12. Employee Communications**

Communications intended for all County employees are governed by this policy.

<http://lancaster.ne.gov/clerk/policies/empcomm.pdf>



### **13. GASB 54 Funds Balances**

The County has adopted Government Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions, with regard to the County's governmental funds.

<http://lanaster.ne.gov/clerk/policies/empcomm.pdf>

### **14. General Assistance Guidelines**

Counties are statutorily required to adopt written standards governing eligibility for medical and other services under the County's General Assistance program. Neb. Rev. Stat. §§68 1-4 through 156. General Assistance is administered under the County's Human Services Department. The Guidelines must be reviewed and updated every two years.

<http://lanaster.ne.gov/ga/pdf/guidelines.pdf>

### **15. Grant Applications**

Grants are an important source of revenue and can assist the County in establishing programs which are beneficial to County constituents. However, grants may also require burdensome funding matches, and may require continuation of the program even after grant funding has ceased. For these reasons, grant applications must be reviewed and approved by the County Board. The policy has a Lancaster County Grant Form which should be used to help describe the grant being sought.

<http://lanaster.ne.gov/clerk/policies/grants.pdf>

### **16. Keno Prevention Fund Guidelines**

#### **a. Lottery Participation Restrictions**

In 1993 the City of Lincoln and Lancaster County entered into an inter-local agreement to establish a joint City-County keno lottery. Resolution No. 4984 was adopted by the County Board to prohibit Board members from having any connection or interest in a lottery conducted for the County. Resolution No. 4984 also prohibits Board members, lottery owners, and members of the lottery owners' families from participating in the County's lottery.

Resolution No. 4984

#### **b. Distribution of Keno Proceeds**

The Nebraska County and City Lottery Act generally provides that keno funds accruing to the County must be used for community betterment purposes. Neb. Rev. Stat. §9-604. In 1994 the

County Board adopted Resolution No. 5134 to establish policies and procedures to assist the Board in how Keno proceeds should be used for community development purposes. The Keno funds distribution policy requires that all expenditures of Keno funds must involve a County governmental purpose, projects funded with Keno proceeds are limited to one-time expenditures, Keno proceeds will not be committed until they are received and deposited into the County's Keno fund, and a public hearing will be held to receive input regarding projects the County intends to support with Keno funds.

Resolution No. 5134

### **c. Keno Prevention Fund Guidelines**

Lancaster County and the City of Lincoln have established the Keno Human Services Prevention Fund for the purpose of helping prevent crisis situations through early intervention. The Guidelines establish the eligibility criteria, funding preferences and limits, and application deadlines.

<http://lancaster.ne.gov/clerk/policies/keno.pdf>

Overview of the City of Lincoln and Lancaster County Keno Human Services Prevention Fund, dated October 27, 2015.

### **17. Legal Opinion Requests**

Directors seeking legal opinions from the Lancaster County Attorney do so under the direct authority of the County Board. When a director submits a written request for a legal opinion, a copy of the opinion request must be provided to the County Board's Chief Administrative Officer. A copy of legal opinions written by the County Attorney pursuant to director requests must also be provided to the Chief Administrative Officer.

<http://lancaster.ne.gov/clerk/policies/legalops.pdf>

### **18. Limited English Proficiency Plan**

The purpose of the Limited English Proficiency Plan is to clarify the responsibilities of County departments receiving federal assistance and to assist them in meeting those responsibilities under Title VI of the Civil Rights Act of 1964. See also the Title VI Plan, which is included with this list of County policies.

<http://lancaster.ne.gov/commiss/policies/lepp.pdf>

### **19. Liquor License Applications**

The Nebraska Liquor Control Act, Neb. Rev. Stat. §53-101 et seq. (Reissue 2010) requires the County Board to make recommendations to the Nebraska Liquor Control Commission regarding liquor license applications, corporate manager applications, and liquor license renewals and

revocations. The County Board adopted Resolution No. R-05-0052 to establish procedure and standards for administering liquor license and corporate manager applications for businesses located in Lancaster County and which are outside the corporate limits of any city.

Resolution No. R-05-0052

## **20. Lobbyist Communications and Testimony before the Legislature**

The County Board employs a lobbyist to assist with advancing the County's legislative agenda. County directors play an essential role by providing information and testimony to the legislature. The legislative communications and testimony policy is designed to keep open channels of communication between the lobbyist and County officials in order to present a clear and consistent message on matters of interest to the County.

<http://lanaster.ne.gov/clerk/policies/lobbyist.pdf>

## **21. Microcomputer Purchase Policy**

The County Board closely monitors the acquisition and use of microcomputers and other information technology equipment. The purpose of this policy is to control costs and to maximize the efficient use of the County's information services resources. All proposed purchases of computers and related information technology equipment must be identified and approved by the County Board as part of the annual budget process. Microcomputer Request Forms are provided for this purpose. All approved purchases are handled by the Information Services Division of the City of Lincoln's Finance Department. Information Services may contact the Chief Administrative Officer to verify County Board approval. Purchases of \$500 or less are not subject to this policy.

## **22. Motor Vehicle Titles**

The County's fleet of motor vehicles is under the control of various County officials and kept at different locations. The motor vehicle title policy provides that Lancaster County, Nebraska shall be listed as the owner on all titles, and all original titles shall be delivered to the County Risk Manager for filing. The Risk Manager is required to maintain a County fleet data base showing which County department has possession of the car and other pertinent information. The policy also sets forth procedures for selling vehicles or transferring them to another County department.

<http://lanaster.ne.gov/clerk/policies/mvtitle.pdf>

## **23. Open Meetings**

The Nebraska Open Meetings Act, Neb. Rev. Stat. §§84-1407 through 1414 (Reissue 2014) requires that meetings of a public body must be open to the public. The Open Meetings Act allows public bodies to establish reasonable rules and regulations governing how public meetings are conducted. The County Board adopted Resolution No. 5465 for this purpose.

Resolution No. 5465, In the Matter of Establishing an Open Meetings Policy for the Lancaster County Board of Commissioners

#### **24. Payroll Deductions and Paycheck Inserts**

The County occasionally receives requests from employees and organizations to directly deduct compensation from paychecks for various purposes. The payroll deduction policy was developed to provide uniform guidelines for establishing and maintaining payroll deductions.

<http://lancaster.ne.gov/clerk/policies/payroll.pdf>

#### **25. Personnel Policies**

A complete list and copies of all personnel policies can be found at the website for the Lincoln-Lancaster County Human Resources Department.

<http://lincoln.ne.gov/city/person/county/index.htm>

#### **26. Phone Calls (Abusive)**

Although this policy applies only to the Office of the County Commissioners, it can serve as a model for other County departments.

<http://lancaster.ne.gov/commiss/policies/phonecalls.pdf>

#### **27. Press Releases**

This policy governs the issuance of press releases by either the County Board or individual County commissioners.

<http://lancaster.ne.gov/clerk/policies/press.pdf>

#### **28. Property Valuation Protest Guidelines and Procedures**

These Guidelines set forth the procedures followed by the Lancaster County Board of Equalization to hear protests filed by Lancaster County real property owners regarding the value of their property as established by the Assessor.

<http://lancaster.ne.gov/clerk/policies/BOE.pdf>

#### **29. Public Participation Guidelines for County Board Meetings**

The Nebraska Open Meetings Act provides that a public body can make and enforce reasonable rules and regulations regarding the conduct of persons attending and speaking at public meetings.

Public comment is allowed at the regular Tuesday meetings of the County Board, but is not generally accepted at the Thursday Staff Meetings.

<http://lanaster.ne.gov/commiss/policies/partguide.pdf>

### **30. Purchasing**

The County Purchasing Act, Neb. Stat. Stat. §§23-3100 through 3115, covers all purchases made from appropriated funds of the County. The Act requires Lancaster County to appoint a purchasing agent. Under the general supervision of the County Board, the purchasing agent is responsible for the purchase of all personal property and services required by all offices, officers, departments, and agencies of County Government. All purchases must comply with the County Purchasing Act. §23-3108 of the Purchasing Act defines how purchases are made based on the estimated value of the purchase:

- \$25,000 or more - competitive sealed bids
- Equal to or exceeds \$5,000, but less than \$20,000 - three informal bids
- Less than \$5,000 - purchase in the open market.

Exceptions to the competitive bidding requirements are provided in the Purchasing Act.

In accordance with the authority granted under the County Purchasing Act, the County Board has adopted purchasing guidelines and procedures to be followed by all County officials and directors. In some situations the County Board has adopted financial thresholds for determining how purchases are made which are more restrictive than the Purchasing Act.

### References

County Purchasing Act, Neb. Rev. Stat. §§23-3101 through 3115  
<http://nebraskalegislature.gov/laws/statutes.php?statute=23-3101>

County Purchasing Manual (Presently being revised)

### **31. Records Management**

The records management policy has the following objectives:

- Efficient and responsible management of records including related costs;
- Security and protection of confidential and vital records is of the utmost importance;
- Access and customer service are paramount concerns;
- Records are retained for as long as legally and operationally required and no longer; and
- Records are systematically destroyed according to their retention schedule.

The policy is jointly administered by the Records Administrator and the Records Coordinator. The Administrator manages the County's electronic records management system, and the Coordinator manages the K Street Records Center.

<http://lancaster.ne.gov/clerk/policies/records.pdf>

### **32. Smoking**

This policy which applies only to buildings owned and managed by the County. Smoking is prohibited in all County-owned or leased buildings, offices, motor vehicles, and equipment.

<http://lancaster.ne.gov/clerk/policies/smoking.pdf>

### **33. Special Event Permit (Events Held on County Roads)**

Any person or organization wanting to utilize the County's right-of-ways to hold a special event must obtain a permit from the County Board. Special events include parades, runs, walkathons, etc. A copy of the guidelines and application form for a special event can be found on the County Clerk's website.

<http://lancaster.ne.gov/clerk/spevent.htm>

### **34. Social Media Use**

The County supports the use of social media channels by directors and their departments. At the same time, the Board recognizes there are risks to the County created by the use of social media. This policy establishes protocols and procedures designed to mitigate the risks which arise from the use of social media.

<http://lancaster.ne.gov/clerk/policies/social.pdf>

### **35. Social Security Income (SSI) Reimbursement**

Private attorneys representing clients before the Social Security Administration may obtain awards and settlements resulting in the reimbursement of the County for General Assistance provided to these clients during their retroactive eligibility period for receiving SSI. Resolution No. R-09-0106 establishes a payment policy for compensating private attorneys for services related to SSI awards which reimburse the County for General Assistance previously provided to their clients.

Resolution No. R-09-9196

### **36. Title VI Plan**

Any local public agency (LPA) which receives federal financial assistance must comply with the provisions of Title VI of the Federal Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, which provide that no person on the grounds of race, color, national origin, age, disability/handicap or sex shall be excluded from participation in, be denied benefits of, or otherwise subjected to discrimination under any program or activity receiving federal financial

assistance. Lancaster County's Title VI Plan is required by law, and sets forth how the County will implement and administer its Title VI compliance program. The County Board's Deputy Chief Administrative Officer is designated as the Title VI Coordinator for the Plan.

<http://lancaster.ne.gov/commiss/titlevi.htm>

### **37. Title VI Plan for Lancaster County Rural Transit Program**

Pursuant to the provisions of the Federal Transit Act and the Nebraska Public Transportation Assistance act, the County is required to adopt and submit to the Nebraska Department of Roads a Title VI compliance plan for the Lancaster County Rural Transit Program.

<http://lancaster.ne.gov/commiss/titlevi.htm>

### **38. Travel Reimbursement (Meals, Lodging and Transportation)**

The Local Government Miscellaneous Expenditures Act, Neb. Rev. Stat. §13-2203 authorizes a governing body to expend public funds for the payment or reimbursement of the actual and necessary expenses incurred by officials, employees or volunteers for attendance of educational workshops, conferences, workshops, training programs, hearings and meetings. Expenses may include registration fees, tuition, mileage, meals, lodging, and travel expenditures. The County Board has adopted a uniform policy for the payment or reimbursement of these expenses.

<http://lancaster.ne.gov/commiss/policies/reimburse.pdf>

### **39. Use of Common Areas for Solicitation and Expressive Activities**

This policy applies only to County owned and managed properties. The Lincoln-Lancaster County Building Commission maintains a similar policy for properties under its jurisdiction.

<http://lancaster.ne.gov/clerk/policies/common.pdf>

### **40. Visitors Improvement Fund Grant Guidelines**

The Lancaster County Visitors Improvement Fund can be used to make grants for the expansion or improvement of tourist attractions located in the County which are owned by the public or a nonprofit organization. The grants are made by the County Board after receiving advice from the Lancaster County Visitors Improvement Committee.

<http://lancaster.ne.gov/clerk/policy.htm>

### **41. Website Front Page**

The format and content of the home page for the Lancaster County website is governed by this policy. The Web Committee has supervisory control under this policy.



<http://lancaster.ne.gov/clerk/policies/website.pdf>

## **42. Whistleblower Protection**

41 U.S.C. §4712 prohibits reprisal by the County against an employee who has provided information to a designated person or body regarding federal contracts, grants or funds, which the employee believes is evidence of gross mismanagement, a gross waste of federal funds, a substantial and specific danger to public health or safety, or a violation of law, rules, or regulations. The County's policy designates the Deputy Chief Administrative Officer as the person available to assist with compliance, inquiries and complaints. The policy also provides notice to employees of the protection available under federal law and gives information on how to file a complaint.

<http://lancaster.ne.gov/clerk/policy.htm>

### **III.**

## **Budget**

### **A. Budget Process**

Preparation and adoption of the County's annual budget is one of the most important responsibilities of the Lancaster County Board. The budget reflects the fiscal policy of the County Board in the provision of local governmental services. Directors play a key role in helping to implement the Board's fiscal policy through the administration of their department budgets. Although a budget year has a specific beginning and ending date, the budget process is continuous. How directors manage their budgets in the current year directly affects the County budget for the following year. This point is illustrated by the annual Mid-Year Budget Retreat. This meeting not only provides a review of the current year's budget, but also serves as springboard for preparation of the following year's budget.

#### **1. Service Based Budgeting**

The County Board adopted a service based budgeting process for the FY 2017-2018 budget. Service based budgeting requires each department head to describe the services provided by their department and to put a cost on each service. Additionally, department heads are required to identify whether or not the service is mandated by State statute, and any revenue generated by the service. Service based budgeting provides a better way to explain to taxpayers the actual cost of programs and services provided by the County.

Also beginning in FY 2017-2018 all department budgets must be submitted to the Budget and Fiscal Officer electronically.

#### **2. Key steps for Directors in the Budget Process**



### **a. Budget Preparation Instructions**

Each year the budget preparation process is commenced by a Memorandum from the County Board to all department heads providing instructions for preparation and submission of department budgets. The Memorandum includes information on:

- Detailed instructions for preparation of department budgets
- Specific Conditions pertaining to that budget year
- Federal grants
- Computer purchases
- Cutoff on expenditures for the current budget year
- Guidelines for estimating payroll costs
- Budget calendar for the upcoming budget year

Budget Instructions for FY 2017-18

### **b. Mid-Year Budget Retreat**

The Mid-Year Budget Retreat not only provides an opportunity for a detailed examination of the status of the current year's budget, it also yields up to date information used in the budget preparation instructions for the next budget year. All directors and elected officials are asked to submit letters detailing the status of their current budget and whether additional appropriations will be needed by their agency to complete the budget year. They are also asked to identify future spending needs for their agency. The Retreat helps the Board identify and address issues with the current budget, and also allows the Board to plan for how to meet future budgetary challenges.

### **c. Department Budget Hearings**

After department budgets are prepared and submitted to the Budget and Fiscal Officer, each director is given an opportunity for an in depth discussion regarding their submitted budget with the County Board at a Staff Meeting. These meetings, referred to as department budget hearings, provide directors with an opportunity to explain and justify their requested budgets.

### **d. Additional Appropriations**

The adoption of the final budget establishes the spending authority for each County agency during the budget year. A director cannot exceed the spending authority for their department without specific authorization by the County Board following a public hearing for that purpose.

## **B. Statutory Authority**

The budget process is generally governed by the Nebraska Budget Act, Neb. Rev. Stat. §§13-501 through 522. Lancaster County has also chosen to follow the provisions of the County Budget Act, Neb. Rev. Stat. §§23-901 through 920. Other constitutional and statutory provisions place specific limitations on the budgetary and levy authority of counties.

## **1. Budget-Making Authority**

The County Board's budget-making authority has been delegated to the Lancaster County Budget and Fiscal Officer pursuant to §23-906 of the County Budget Act. The Budget and Fiscal Officer is responsible for the preparation and administration of the County budget, preparation of budget instructions and procedures used by County departments, and assisting County departments with budgetary services.

## **2. Budget Document**

The Nebraska Budget Act and the County Budget Act set forth the requirements for what must be included in the budget document, including the following information:

- a. All proposed expenditures for the administration, operation and maintenance of all offices, departments, activities, funds and institutions of the county;
- b. Actual or estimated operating deficits from prior years;
- c. All interest and debt redemption charges during the budget period;
- d. All expenditures for capital projects to be undertaken during the budget period, including expenditures for local improvements which may be paid for in whole or part by special assessments and operating reserves; and
- e. Anticipated income, including all fees, license taxes, taxes to be levied and all other means of financing the proposed expenditures in the budget period.

The budget document must contain three parts:

Part 1 Budget message outlining the fiscal policy of the county, general budget summary with corresponding summaries for the last two completed fiscal years, and the amount sought from the real property tax levy for bonded indebtedness and other purposes.

Part 2 Detailed budget estimates of expenditures and revenue; information on bonded indebtedness, the condition of sinking funds, borrowing capacity, and uncollected taxes from the last three levies; and a statement on the financial plan of the county.

Part 3 Resolutions and motions required to give legal sanction to the financial plan adopted by the county board, including an appropriation resolution or motion authorizing the amount of spending authority for all agencies and funds for the budget period.

## **3. Levy and Budget Limits**

### **(a) 50¢ Constitutional Levy Limit**

Article VIII, Section 5 of the Nebraska Constitution provides:

County authorities shall never assess taxes the aggregate of which shall exceed fifty cents per one hundred dollars of taxable value as determined by the assessment rolls, except for the

payment of indebtedness existing at the adoption hereof, unless authorized by a vote of the people of the county.

**(b) Statutory Levy Limits**

Additional restrictions are placed on the constitutional levy limit by Neb. Rev. Stat. §§77-3442 through 3444. §77-3442(8) provides that 5 cents of the 50¢ levy must be used for financing the county's share of interlocal agreements or joint public agencies.

Also, counties are authorized but not required to allocate up to 15 cents of levy for certain political subdivisions identified under §77-3443.

§77-3444 provides that the levy limits provided in §77-3442 may be exceeded by a vote of the people.

**(c) Budget Limits**

Neb. Rev. Stat. §13-519 limits the growth of total budgeted restricted funds to no more than the total of the previous budget year's total of budgeted restricted funds plus the allowable growth percentage set forth in §77-3446 (2.5%, plus any annual increase allowed by the Legislature to reflect changes in the price of goods and services). Restricted funds are defined in §13-518(6), and include property tax, payments in lieu of taxes, local option sales tax, motor vehicle taxes, state aid, transfer of surplus fees, funds previously budgeted for capital improvements but which will not be spent on capital improvements, license or occupational taxes, and excess tax collections returned to the county.

Restricted funds used for capital improvements, expended from qualified sinking funds, or used to retire bonded indebtedness, are not subject to the limitations set forth in §13-519.

Restricted funds do not include the increase in taxable valuation in excess of the §77-3446 limits due to improvements to real property as a result of new construction, additions to existing buildings, any improvements to real property which increase the value of such property, and any increase in valuation due to annexation and any personal property valuation over the prior year.

A county board may exceed the budget limit by an additional 1% by an affirmative vote of at least 75% of the board. The budget limit may also be exceeded by a vote of the people.

A county may chose to not increase its total amount of restricted funds in a given year and carry forward to future budget years that amount of unused restricted funds authority.

**(4) Budget Calendar**

Budget Year - Begins July 1 and ends June 30.

Preliminary budget due - August 1

Assessor certifies final values - August 20

Adopted Budget Due, Filed with State Auditor - September 20

## References

Nebraska Budget Act, Neb. Rev. Stat. §§13-501 through 522  
<http://nebraskalegislature.gov/laws/statutes.php?statute=13-501>

County Budget Act, Neb. Rev. Stat. §§23-901 through 920  
<http://nebraskalegislature.gov/laws/statutes.php?statute=23-901>

## IV.

### **Departments**

Most County departments are administered by either elected officials or department directors appointed by the County Board. Two exceptions are the Election Commission and the Extension Office. The Election Commissioner is appointed by the Governor, and the Extension Unit Leader is University of Nebraska-Lincoln employee. Some County services and functions are provided by joint City-County departments created under the Interlocal Cooperation Act.

#### **A. Elected Officials**

Article IX, Section 4 of the Constitution of the State of Nebraska provides, “The Legislature shall provide by law for the election of such county and township officers as may be necessary...” In addition to the county board of commissioners, the Legislature has created nine county elected officials. In the 2000 election the voters of Lancaster approved the merger of the Assessor and Register of Deeds into one combined office. Unlike directors, elected officials administer their offices independently. They answer directly to the voters and are not subject to county board supervision.

##### **1. Assessor/Register of Deeds - Norm Agena**

The County Assessor/Register of Deeds Office is responsible for the assessment of all property in Lancaster County for property taxation purposes. This includes maintaining and updating the inventory of all real estate tax parcels as new subdivisions are created and existing parcels are modified. We have a staff of real estate appraisers and apprentices who work to keep current and accurate property information and to establish equalized and accurate market values on all parcels. We also maintain a complete file of sales data on all types of property, and each sale is reviewed and verified by staff to determine its usability in our database for valuation models.

We are responsible for the administration of personal property tax accounts for all owners of depreciable tangible personal property used commercially in their business or agriculture. While personal property returns are self-reported by the taxpayers and their tax preparers, we are responsible for the compliance and accuracy of all personal property accounts.

All Homestead Exemption applications, providing property tax relief to persons over age 65, certain disabled individuals, and disabled veterans, are filed with our office. We are required to verify that the applicants own and occupy the property and then those applications are reviewed by the Department of Revenue to determine whether the applicants meet the statutory income requirements.

Exemption applications for religious, charitable, educational, and cemetery properties are filed with our office to review and make recommendations to the County Board of Equalization. We also are required to notify governmental subdivisions when property they own is not being used for public purposes and will be subject to property taxation.

The office is responsible for submitting abstracts of assessment to the Department of Revenue, certifying taxable valuations to all taxing subdivisions, preparing the tax roll for the County Treasurer to collect taxes, and certifying the taxes levied.

We have a Geographic Information System staff that maintains current legal and parcel layers of information, assists in the process of establishing equalized market values, and allows our GIS information to be easily accessed by the public and to interact with various other map layers available throughout the county.

The Register of Deeds is responsible for receiving, recording, and preserving all land records, including deeds, mortgages, deeds of trust, assignments, releases, liens, UCC filings, plats, and other instruments submitted for recording. We provide free online access to all Register of Deeds filings.

The County Assessor/Register of Deeds Office does not levy or collect taxes. Once the taxing jurisdictions, such as school districts and local governments (County Board, city council, fire districts etc.) set their budgets, the tax levies are set by the County Board of Commissioners. The County Treasurer is responsible for the collection of all property taxes.

## **2. County Attorney - Joe Kelly**

The County Attorney is the chief prosecutor and civil attorney for the county. Unlike some states that separate the District Attorney (criminal) and County Attorney (civil) offices, Nebraska merges the two functions into one office.

The Criminal Division reviews criminal investigations and prosecutes all of the felonies that occur in the county and all of the domestic violence cases, whether felony or misdemeanor, that occurs in the county. The office reviews criminal investigations and prosecutes all of the most serious misdemeanors, Class I and II types that occur in the county. The office also reviews investigations and prosecutes crimes that occur on state property such as the University of Nebraska or at facilities operated by the state like the Nebraska Department of Correctional Services.

Investigations are submitted to this office by the Lincoln Police Department, the Lancaster County Sheriff's Office, the Nebraska State Patrol, the University of Nebraska-Lincoln Police

Department, Nebraska Game and Parks, Nebraska Department of Correctional Services and other state agencies.

Working in the four juvenile courts in this county, the Juvenile Division of the office files petitions to protect children who are abused or neglected by adults. The office is involved in Truancy Courts and other activities designed to keep kids in school. The division files petitions to assist parents and schools in dealing with ungovernable children. When older juveniles commit law violations the office is involved in pretrial diversion programs or proceeding to an adjudication on the issues.

The Civil Division advises county employees and elected officials on legal matters that arise out of their official duties. We provide legal representation for the county on all matters relating to property tax assessments and appeals. The division represents the county in civil litigation in the areas of eminent domain, damage to county property and contract claims. This also includes defending the county on tort claims, negligence cases, civil rights cases and worker's compensation suits.

The Child Support Division establishes orders of paternity and orders for child support against non-custodial parents. The office handles the enforcement of court ordered child support when payments are delinquent.

By state law, the County Attorney is the County Coroner. That involves the investigation of 'unattended' deaths 'in-custody' deaths occurring when the deceased was in prison or in contact with law enforcement at the time of death.

The County Attorney conducts grand jury investigations when individuals die 'in-custody'.

### **3. Clerk - Dan Nolte**

The County Clerk's Office is comprised of two divisions - accounting and records.

#### **Records Division**

As the County record keeper, the County Clerk or their designee is required to attend all meetings of the County Board, as well as the Board of Equalization, Board of Corrections and other county committees upon request. The Clerk's Office maintains copies of meeting agendas and minutes, as well as resolutions, contracts, bids and other official documents. The County's electronic records administrator is also part of this division and assists county offices with electronic records issues including training, records retention/disposal and public records requests.

Other functions of the Records Division include issuing marriage licenses, liquor and tobacco licenses, amusement licenses, locksmith certificates and special events licenses, processing property valuation protests and filing/certifying veteran discharge papers and other public documents.



The Records Division creates the agendas for the formal (Tuesday) Board of Commissioners and Board of Equalization Meetings. For information about submitting agenda items contact 402-441-7485.

For information on electronic records management contact 402-441-6308.

### **Accounting Division**

#### **Payroll**

The Lincoln-Lancaster County Human Resources (HR) Department is responsible for processing job requisitions and applications.

Following the interview and selection process conducted by individual County departments, the respective payroll clerk is required to enter the new employee's basic information in the County's payroll system. The County Clerk's payroll specialist then completes the hiring process by entering such information as tax withholdings, direct deposits, garnishments, vacation/sick leave accrual etc.

Each county department's payroll clerk is also required to enter biweekly payroll for the entire department. A payroll report is generated which must be reviewed by each department. Following any corrections, a second report is sent to each department for approval.

There are typically 26 pay periods in a calendar year. Pay day is every other Thursday.

Employment questions should be directed to the City-County HR Department at 402-441-7597.

Payroll questions should be directed to the County Payroll Specialist at 402-441-8722.

### **4. Clerk of the District Court - Troy Hawk**

The Clerk of the District Court fulfills three primary functions for the County. First, it is the Clerk of the Court for both the District and Separate Juvenile Court. Second, it is the Clerk of the Mental Health Board. And third, the Clerk of the District Court is also the Jury Commissioner for Lancaster County.

#### **Clerk of the Courts**

The Clerk of the District Court maintains all court records for the District Court, as well as the Separate Juvenile Court. Between these two courts, we receive over 12,000 new and reopened cases each year. These include: felony criminal cases, such as DUIs, assault, sexual assault, drug possession, manslaughter, and murder; civil cases, including protection orders, personal injury suits, and contract disputes, and; dissolution, or divorce cases. We are also the Appeals Court for Lancaster County Court, as well as appeals from administrative agencies, such as the DMV or EEOC. At any one time we have approximately 5,500 cases open and active within the Courts.

In a typical week, we will process between 3,000-4,000 pleadings, filings, rulings, and judgments for these open cases, as well as issue summons and subpoenas in these various cases.

The Clerk's Office is also responsible for the money that flows through the District Court, at the rate of just under \$1M each month. This includes court costs and fines, victim restitution payments, bond payments (and bond refunds), judgments, property settlements, and alimony payments.

AUTHORITY: Various statutes and Supreme Court Rules, including sections of: Nebraska Revises Statutes, Chapters 27, 25, 28, 29, 33, 42, and 43; and Nebraska Supreme Court Rules, Chapters 2, 3, 4, and 6.

### **Clerk of the Mental Health Board**

As Clerk of the Mental Health Board, the Clerk: maintains all confidential records for Mental Health Cases; schedules, manages and records Mental Health Board hearings and appeals; coordinates and accounts for all payments to appointed board members, consultants, witnesses and interpreters; coordinate with Region V, mental health service providers, the County Attorney, and Public Defender regarding status of mental health subjects, and; processes and issues warrants for the emergency protective custody of mental health subjects.

AUTHORITY: Generally, Neb.Rev.Stat.§§ 71-901 to 71-963

### **Jury Commissioner**

The Jury Commissioner is responsible for compiling the Master Jury List once a year, which is the list from which jurors are drawn for the year for trials in Lancaster County Court and Lancaster County District Court. This list is also used to draw the Grand Jury for Lancaster County, with a jury term of one year. The Jury Commissioner: summons approximately 1,100 - 1,200 jurors each month; sends and receives juror qualification forms; compiles the qualification forms for further distribution to Judges and attorneys as required; communicates with jurors to inform them of reporting dates and times, and; ensures payment of jurors when jury service is complete.

AUTHORITY: Generally, Neb.Rev.Stat.§§ 25-1601, 25-1603, 25-1609, 25-1611, 25-1625, 25-1627, 25-1627.01, 25-1629, 25-1629.01 to 25-1629.04, 25-1631.03, 25-1637, 25-1639, and 25-1640

**5. Engineer - Pam Dingman**

**6. Public Defender - Joe Nigro**

**7. Sheriff - Terry Wagner**



*It shall be the duty of every sheriff to apprehend, on view or warrant, and bring to the court all felons and disturbers and violators of the criminal laws of this state, to suppress all riots, affrays, and unlawful assemblies which may come to his or her knowledge, and generally to keep the peace in his or her proper city. It shall be the duty of the sheriffs of the several counties to execute or serve all writs and process issued by any county court and to them directed and to return the same. The sheriff shall execute every summons, order, or other process and return the same as required by law. The sheriff shall attend upon the district court at its session in his or her county, shall be allowed the assistance of two deputies and of such further number as the court may direct. It shall be the duty of the sheriff by himself or deputy to preserve the peace in his county, to ferret out crime, to apprehend and arrest all criminals, and insofar as it is within his power, to secure evidence of all crimes committed in his county. N.R.S. 23-1701 to 23-1710*

The Lancaster County Sheriff's Office is divided into five divisions to accomplish the statutorily mandated duties mentioned above.

**Patrol Division** provides 24 hour a day, 7 days a week visible patrol coverage in the areas of the county outside the city of Lincoln. The deputy sheriffs on patrol respond to crimes in progress, disturbances and other law enforcement needs of the county; investigate crimes and traffic crashes; enforce traffic and penal code violations; investigate unattended deaths in Lancaster County.

**Criminal Division** are plainclothes deputy sheriffs who assist in major crime investigations; investigations involving child victims and intra-familial cases; are assigned to the U.S. Marshals Fugitive Task Force, the Highway Criminal Interdiction Task Force or the Lincoln-Lancaster County Narcotics Task Force.

**Civil Division** are those deputies who serve or executes the orders of the court. This division is also responsible for recruiting and testing employee applicants; Procurement and issuance of standard Equipment to deputy sheriffs including uniform apparel, patrol vehicles and their associated equipment; schedule and organize in-service training for all employees.

**Special Services** provides security for the courtrooms in the Justice and Law Enforcement Center (Hall of Justice), the County-City Building and the 605 Building. To accomplish that goal, the division operates the security check-point in the Hall of Justice, has deputies assigned to the District, County and Juvenile Courts. The Division also transports individuals who have been arrested in other counties or states on Lancaster County warrants. They also transport individuals who are incarcerated elsewhere when they have court appointments in the HOJ. The division performs inspections of vehicles which are brought into Lancaster County from other states.

**Administrative Support** provides 24 hour a day, 7 day a week coverage for the service desk for walk-in and telephone traffic; conducts Sex Offender Registrations; takes applications, conducts background investigations and issues (or denies) Firearms Purchase Permits; processes all incoming Civil Process including Protection Orders; processes all arrest warrants and Mental Health warrants; types or transcribes all investigative reports completed by deputies from other

divisions. This division also provides technical assistance and programming for all of the computers in the Office.

For more info: <http://lancaster.ne.gov/sheriff/>

## **8. Treasurer - Andy Stebbing**

The Mission of the Lancaster County Treasurer's Office is to provide excellence in public service while maintaining public trust, fairness and integrity.

The Lancaster County Treasurer's Office is responsible for the administration of tax law through tax collection and distribution of property and motor vehicle taxes, special assessments, driver's license fees and inheritance taxes. The treasurer also collects and distributes monies from Homestead Exemptions, Property Tax Credits, Carline, In Lieu, and MV pro-rate taxes. <http://nebraskalegislature.gov/laws/statutes.php?statute=23-1601>.

The county treasurer's office adheres to our standard operating policies, state statutes, along with an internal control manual to assist with accountability and responsibility.

<https://intralinc.lincoln.ne.gov/cnty/treasurer/pdf/intctrlman.pdf>

<https://intralinc.lincoln.ne.gov/cnty/treasurer/pdf/stoppro.pdf>

The treasurer's office has three locations: 555 S 10th St., 625 N 46th St and 500 West O St and a staff of 40. Additional duties include:

- Cash manager for the county, acting much like a banker.
- Collect and account for the revenues for the county and ensure the safekeeping of funds.
- Responsible for the management of the investments. Safety, liquidity, and earning a market rate of return on the county's money are primary responsibilities.
- Invest funds in county board approved depositories in accordance with statutory guidelines and the state investment policy on collateral and bank ratings.
- Maintains balances of all county transactions and reconciles daily to bank accounts. The treasurer's office also balances monthly to the accounting program, JDE.
- The Treasurer also collaborates with the Sheriff's Office by issuing distress warrants to minimize the delinquency of personal property and mobile homes.
- The county treasurer provides statements of cash receipts and disbursements to all political subdivisions and prepares statements for all external audit requests.

Finally, the county treasurer holds an annual public tax sale to reduce the tax delinquency and meet political subdivisions expectations. The county treasurer tracks bankruptcy, foreclosures and prepares Treasurer's Deeds according to statute. The Lancaster County Treasurer's Office

processes over 200,000 property tax receipts; 350,000 vehicle registrations, and 110,000 titles annually.

## **B. Directors Appointed by County Board**

### **1. Budget and Fiscal - Dennis Meyer**

### **2. Community Corrections - Kim Etherton**

The Lancaster County Department of Community Corrections was founded in 2003 in response to the *2001 Adult Corrections Needs Assessment*. The department provides alternatives to incarceration for individuals in the adult criminal justice system. As of May, 2017, Community Corrections administers 11 programs and employs 27 full time and 9 part time staff.

Our office is located at 605 South 10<sup>th</sup> Street, Suite A131.

Office: 402-441-3600

Fax: 402-441-3604

The following alternatives to incarceration are available:

- The Court Reminder program contacts individuals, not represented by an attorney, who have an approaching court date to remind them of their court date, time and court room number. Those represented by an attorney will be advised by their attorney.
- The Community Service program is available for courts as either a sentencing option or can be used to pay a fine. The courts must approve all requests to complete community service in lieu of paying a fine. Court costs are not allowed to be converted into community service and must be paid before the case can be closed.
- Pretrial Release is a program for non-violent felony offenders. Community Corrections screens all eligible defendants who are lodged in jail but unable to post bond for release. If a Community Corrections bond is approved, supervision is provided via electronic monitoring, frequent and random drug testing, and regular visits with a case manager. Participants may be required to attend behavioral health treatment, must follow a curfew and will be expected to seek gainful employment, when reasonably possible.
- Adult Drug Court targets non-violent, high risk/high need felony offenders who engage in criminal activity to support their addiction. The program can be completed in no less than 18 months and requires nine months continuous sobriety. The average length of participation is 21 months. Graduating from Adult Drug Court requires more than remaining clean and sober. Drug Court participants are expected to make meaningful changes that support sustaining a law abiding lifestyle. In an effort to effect these

changes, participants will actively engage in: substance abuse treatment; various cognitive restructuring classes and utilize mental health assistance when indicated. Additionally, participants must have a high school diploma or GED and will maintain employment or be a full time student; establish and sustain a social support system; complete a 40 hour community service project and pay all fees associated with participating in Adult Drug Court. Participants are provided case management and judicial support to accomplish all requirements. Random home checks are used to enforce curfews and incentives and sanctions are used to support behavior change. <http://lancaster.ne.gov/commcorr/drugcourt/index.htm>

- House Arrest is available to the County and the District Courts as a sentencing option. House Arrest allows individuals to live at home and maintain employment or their educational path while being held accountable through supervision, monitoring and drug/alcohol testing. Random home checks may also occur throughout the course of the House Arrest sentence. Individuals on House Arrest are required to be at home at all times unless working or in school, any exception must be approved by the court.
- Diversion Programming offers 5 options. These options are dependent upon the individual having no prior, or a limited, criminal history and their offense must be an eligible charge. Successful completion diverts punishment away from the criminal justice system and individuals avoid a conviction for the misdemeanor or felony offense. Current Diversion Programs include:
  - General Diversion (low level misd. and felonies)
  - Veteran's Diversion
  - Mental Health Jail Diversion
  - Intensive Supervision Diversion (charge must be Drug Court eligible)
  - S.T.O.P (Safety Training Option Program)  
<http://lancaster.ne.gov/commcorr/stop.htm>
- 24/7 is a Pretrial Release program for felony DUI offenders. Individuals who agree to, or are ordered to, participate in this program report twice daily to provide a breath test for alcohol consumption. These tests will be performed 12 hours apart, daily. Testing occurs 365 days per year, including weekends and holiday. Exceptions will only be made for inclement weather. Positive tests result in graduated sanctions, beginning with 12 hours in custody. Random drug testing is also a component of this program.
- 

### **3. Community Mental Health Crisis Center - Scott Etherton**

### **4. Corrections - Brad Johnson**

The Lancaster County Adult Detention Facility (LCADF) at 3801 West O Street opened in July of 2013 and has a current maximum capacity of 786 inmates. The ADF was built in response to an overcrowded inmate population in the previous facilities; the Intake and Detention Facility (IDF) located at 605 South 10th Street, and the Lancaster Correctional Facility (LCF) located at

4420 NW 41st Street.

The LCADF contains: 6 general population pods, 12 general population dormitories, a segregation pod, a pod for inmates with special needs due to mental/ behavioral health concerns, cognitive deficits, or developmental disabilities, and a total of 29 multipurpose rooms to provide space for increased programming opportunities. Current programs focus heavily on substance abuse and adult education. The LCADF's classification process determines inmate housing assignment, and evaluates many factors, including present and past criminal charges, level of experience in a correctional environment, and current level of behavioral compliance with facility rules and regulations.

The LCADF applies the principles of Direct Supervision to facility operations. Direct Supervision has two key elements. The first element involves the physical design of the facility. The LCADF is designed to reduce physical barriers that impede staff interaction with inmates. The second element of Direct Supervision involves behavior management methods. The supervising Correctional Officer assumes control of the housing unit and establishes a professional supervisory relationship with the inmates. Correctional Officers interact with inmates in the housing unit, addressing any problems promptly, and encouraging pro-social behavior. When both elements of Direct Supervision are applied, the result is a correctional facility with improved safety and security for inmates, staff, volunteers, and visitors.

The LCADF kitchen prepares food for the Youth Services Center, Crisis Center, Cornhusker Place, and the LCADF. This service is provided by a private contractor equipped to take advantage of quantities of scale and provide economical, nutritious meals to inmates and residents of the other facilities noted above.

## **5. Emergency Management - Jim Davidsaver**



### **Lincoln-Lancaster County Emergency Management**

#### **Mission**

Lincoln-Lancaster County Emergency Management is responsible for facilitating the continuation of normal government in time of disaster or major emergency. It coordinates county, city, private sector and volunteer services to enable continuity of operations countywide.

The agency fosters the development and testing of plans for warning, response, rescue, emergency shelter, communication, transportation, operations and resource utilization. It conducts extensive training and public education programs focused on these topics. Emergency Management coordinates these activities and operations with state and federal programs.



## Mission Goals

The National Preparedness Goal identified mission areas within which communities must build and sustain capabilities. Using a Whole Community approach, Emergency Management supports or executes the below mission areas:

1. **Prevention:** The capabilities necessary to avoid, prevent or stop a threatened or actual act of terrorism. As defined by Presidential Policy Directive-8 (PPD-8), the term "prevention" refers to preventing imminent threats.
2. **Protection:** The capabilities necessary to secure the homeland against acts of terrorism and human-caused or natural disasters.
3. **Mitigation:** The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.
4. **Response:** The capabilities necessary to save lives, protect property and the environment and meet basic human needs after an incident has occurred.
5. **Recovery:** The capabilities necessary to assist communities affected by an incident to recover effectively.

## Primary Functions

Emergency Management's primary functions include: planning and preparing for continuity of operations during disasters and declared emergencies; acting as liaison between emergency management agencies and City-County executives; preparing and maintaining the EOC for use at any time; developing and maintaining City-County warning systems; training storm spotters and coordinating storm watch operations; planning and conducting preparedness, response and recovery training exercises; instructing and assisting the general public in disaster preparedness and response planning; assisting schools, hospitals, nursing homes, business and industry in developing and implementing 'all hazards' plans.

## Emergency Operations Center

The EOC is designed to coordinate and manage response and recovery operations during a disaster or other declared emergency. It is equipped to serve as the seat of city and/or county government as needed.

It provides work space for key government, private sector and volunteer personnel. Operation of the EOC strictly adheres to the Incident Command Structure (ICS) and follows the required protocol of the National Incident Management System (NIMS).

The EOC can operate as a stand-alone facility, independent from the rest of the building. An auxiliary power source ensures the EOC can operate even if public utility services are damaged or interrupted.

The air handling system is self-sufficient. The supply of fresh water and other essentials allows for an extended period of operation.

The EOC can be activated for situations other than major disasters. Most often, an activation is triggered by severe weather. The EOC is the coordinating mechanism for storm spotting operations and severe weather tracking to provide timely information and necessary warnings. During these events, the EOC is staffed by representatives of the agencies charged with these responsibilities

**Additional Information**

An extensive overview of Emergency Management’s primary duties and responsibilities is posted on the county’s shared drive.

S:\County\Emergency Mgmt\Directors Manual

**LEOP Link**

2012 Lancaster County Local Emergency Operations Plan (LEOP)

[https://nema.nebraska.gov/sites/nema.nebraska.gov/files/e-plan/Lancaster\\_eLEOP.pdf](https://nema.nebraska.gov/sites/nema.nebraska.gov/files/e-plan/Lancaster_eLEOP.pdf)

**6. Human Services/General Assistance - Sara Hoyle**

**Lincoln/Lancaster County Human Services**

Human Services is a joint office through the City and County. Its purpose is to guide the community to respond to human needs in a collaborative, cost efficient, and expedient manner with available resources; and to assist in generating new resources when necessary. This office has 3 primary functions: 1. Administer Funding; 2. Juvenile Services; and 3. General Assistance. Government is one of the key players in the important provisions of human services for Lincoln and Lancaster County. Often times the nonprofit sector can provide those services at less cost and with greater expertise. The City and County formed the Joint Budget Committee (JBC) which oversees the distribution of city and county tax dollars for this purpose. These funds augment city/county services and assist with securing the safety net our citizens have come to appreciate. The City and County partner with the United Way to fund program in following five strategies: Food; Victim Safety; Shelter; Adult Behavioral Health; and Youth Behavioral Health. The grant process and subsequent contracts for service are overseen through Human Services.

In addition to City and County funds allocated through the Joint Budget Committee, Human Services is active in writing federal grants to address community needs. This office also facilitates the review process for all Keno funding requests and subsequent contracts. The Human Services Grant Guidelines can be found at the following link <http://lancaster.ne.gov/hserv/index.htm>

The Human Services Office serves as the backbone organization for the juvenile justice system facilitating both the community collaborative and the juvenile justice planning process. In addition, the following services are provided:

- Early Assessment Process interviews approximately 800 youth annually. Assessment recommendations are submitted to the County Attorney to assist in filing decisions.

- Pre-Adjudication Community Services Program serves 30 youth annually who are provided electronic monitoring and home detention supervision in the community.
- Approximately 20 youth and their parents who do not attend their court are contacted through our office annually. The goal is to ensure the family attends their next court hearing.
- RESTORE is school based diversion program. 50 youth are served through this program annually.
- The Truancy Diversion Program is now in 7 different schools and involves a coordinator at each school. The Human Services Office is responsible for coordination among all the schools to insure program quality and consistency.
- Through Juvenile Diversion over 500 youth annually are case managed and referred to partner agencies.

The General Assistance Office is a Lancaster County agency providing services as required by state statute and funded by Lancaster County. The following services are provided to those who are determined to be financially eligible and medically indigent: food, shelter (deposit, rent and utilities), assisted living, medical care, transportation, non-food necessities (household supplies and personal care items), clothing, and cremation expenses. <http://lancaster.ne.gov/hserv/index.htm>

The Human Services Office consists of 12 full-time staff. Over 3.5 million in grants and contracts comes through this office with over 250 different contracts to supervise. The departmental budget is \$3.1 million. Over 1,500 clients seek direct services from this office and over 600 clients involved in the juvenile justice system are supervised in the community. The Director is Sara Hoyle 441-6868 or [shoyle@lancaster.ne.gov](mailto:shoyle@lancaster.ne.gov)

## **7. Property Management - Don Killeen**

The Lancaster County Property Management Department/Lincoln Lancaster County Public Building Commission is responsible for administering property management functions for County, City and Public Building Commissions facilities. This includes both, the day to day operations as well as long term planning, budgeting, policy setting, construction/remodeling and financing of these buildings.

### **Primary Duties and Responsibilities**

- I. Administer property management functions for the following areas:
  - a. County owned properties
    - i. Youth Assessment Center
    - ii. Trabert Hall
    - iii. Election Commission
    - iv. Driver's Licensing
    - v. Driver's testing facility
  - b. Public Building Commission managed properties



- i. County City Building
    - ii. Hall of Justice
    - iii. 605 building
    - iv. 633 building
    - v. 825 J. St. building
    - vi. 900 J. St. building
    - vii. K Street Records Facility
    - viii. 233 building
    - ix. Health Department building
    - x. Downtown Senior Center
    - xi. Northeast Senior center
    - xii. 27<sup>th</sup> & Holdrege Police Station
    - xiii. Juvenile Probation Space in Heritage Square
    - xiv. All associated parking garages and lots
  - c. City Owned Properties
    - i. Old City Hall
    - ii. Amtrak Facility
    - iii. A wide variety of vacant lots as well as some maintenance and environmental functions on various other City properties such as fire stations and parks facilities
- II. Supervise all phases of building maintenance and property management on a day to day basis.
  - a. Set building policies
  - b. Address daily maintenance repairs
  - c. Supervise cleaning activities
  - d. Maintain maintenance contracts
  - e. Initiate preventive maintenance programs
  - f. Set guidelines for staff performance
  - g. Oversee accounts receivable and payable functions
- III. Budget Preparation
  - a. Establish City/County Department rents in January
  - b. Prepare personnel budget allocations. This becomes a challenge because the expenses are paid out of Fund 65 and reimbursed by each buildings budget on a payroll basis. Consequently, part of the budget process is allocating projected manpower against each building function. We currently have 67 employees.
  - c. Prepare County budgets
  - d. Prepare Public Building Commission budget in May & early June. This budget usually is reviewed by a joint City/County Budget Committee in July. There is a formal Public Building Commission budget hearing in August.
  - e. Prepare submission of PBC budget to the State Auditor's office by September 20<sup>th</sup>.
- IV. Management of capital improvements and construction projects
  - a. Identification and approval of projects. The identification and approval phase maybe be simply identifying capital project such as roof replacements or may be major projects such as the current 605 building or the 826 J. Street which requires some level of County and City consensus.

- b. Design/Engineering of projects. The design and engineering function will often involve establishing a selection and interviewing committee on the larger projects. Typically the schematic design phases consist of numerous tenant/user meetings for which it is beneficial for the PBC staff to be involved.
  - c. Oversee construction of projects. The actual construction involves regular construction meetings, site visits and pay request/change order approvals.
  - d. Arrange for financing of projects. The financing is a critical factor throughout all phases of the project. A determination has to be made at the outset as to what finance vehicle will be used and how that debt will be serviced over the life of the improvement. This may involve interim financing with the intent to issue permanent bonding at the end of the project. This is the situation with the 605 building and the 825 J. street building projects. Part of this process is balancing the projected revenue levels against the debt service and operating expenses.
- V. Personnel Management
- a. Analyze and adjust allocation of personnel assets. The overall department has 67 employees consequently personnel allocations, management, assessment and review is an ongoing function of this position.
  - b. Review all performance appraisals
- VI. Implement energy efficiency measures
- a. Continue our involvement with District Energy Corporation (DEC)
  - b. Monitor energy usage on an on-going basis. True energy management begins by actively monitoring valid data. Consequently, it is imperative that each building has a state of the art EMS system (Energy Management System). However, without continuous monitoring the goal cannot be achieved. We accomplish this monitoring in two ways. First is by subscribing to a reporting service called Energy Print for many of the PBC buildings. It allows us to follow and analyze the energy usage from a variety of perspectives on a monthly basis. The second tool is a Profiler Project we are in participation with LES which gives us a daily graph of 24 hour electrical usage compared to the same period last year but adjusted for temperature. By regularly monitoring both data systems I am able to assess the effectiveness of both our operations and our system equipment. Upgrading EMS (Energy Management System) as needed is also important.
  - c. Undertake new energy saving initiatives such as the current program to re-lamp the County City Building with LED lighting fixtures.
- VII. Manage parking from both a supply and demand perspective
- a. Determining County/City needs
  - b. Balance external and internal revenues in order to balance debt
- VIII. Direct the implementation and coordination of security systems and controls
- a. Upgrade the camera system from analog to digital and expand coverage
  - b. Continue to monitor and expand the door access system
  - c. Monitor the effectiveness of the physical security program such as “single point of entry”
- IX. Incidental Duties: There are many other incidental duties involved in this position such as performing real estate appraisal on County or City Property and managing County or City owned Ag land as well as negotiating purchasing and leasing of privately owned property for County and City Departments.

- X. Environmental: We maintain in house staff that are trained and licensed to address asbestos, lead and mold abatement and air sampling. These services are accessed by City and County Departments including the Housing Authority.
- XI. Monthly Public Building Commission Meetings
  - a. Review monthly agenda
  - b. Address issues on agenda
  - c. Implement policies set by the Commission

**8. Records & Information Management - Brian Pillard, Records Coordinator  
Department Head - Kerry Eagan**

Records & Information Management is a county agency providing records analysis, records storage, and document scanning services. All services are free to county agencies and charged back to city agencies.

**Records Analysis:** Help is available to determine appropriate filing & retrieval systems, how long records need to be kept, and in what format records should be kept.

**Document Scanning Services:** The Records Center can scan current documents so that you can work with them electronically either in the County's records management software or within your own system. We also can scan backlog documents so that they are retrievable electronically.

**Records Storage:** The county records center stores hard copy records for agencies. Records are indexed and requests for records made using our intraLine application. Service includes picking up records, retrieving records for reference, notification of records to be disposed, and disposal of records.

**9. Risk Management - Sue Eckley**

The Lancaster County Risk Management Department is responsible for the administration of all workers' compensation claims for Lancaster County employees, general liability claims filed against Lancaster County and various types of tort claims.

The department is responsible for the continuous development and implementation of the risk management program for Lancaster County.

The four main goals of the office are:

- To provide a safe working environment for our employees through employee training, engineered controls and on-going risk identification and assessment measures.
- To identify and eliminate loss exposures that could result in severe financial impact and impair the County's ability to provide essential public services.

- To provide compensation benefits to Lancaster County employees for injury or illness arising out of and in the course of employment with the County as defined by State Statute.
- To protect the County's assets by providing coverage in the event of a liability or property loss.

Our website is:[www.lancaster.ne.gov/risk](http://www.lancaster.ne.gov/risk)

Our public website has access to the link for:

Personnel Rules

Human Resource Policy Bulletins

Trends in workers' compensation claims, general liability claims and automobile claims

Long-term disability benefits information for County employees

In addition to the public website, we have an internal website via the intralinc that has a link to all forms necessary to file claims, auto loss forms, and long-term disability applications.

#### **10. Lancaster County Veterans Service Center – Richard Ringlein**

Under the direction and guidance of the Veterans Service Committee the national accredited staff of the Lancaster County Veterans Service Center assists and advises armed forces veterans, along with their dependents, of the benefits available to them under federal, state, and local regulations.

- File and process veterans' service-connected and non-service-connected disability claims; along with claims for state and federal benefits. Ensure that all applications are properly completed and submitted to the appropriate adjudicating agency.
- Assist clients in applying for Nebraska Veterans' Aid Fund monies. Process claims for wartime veterans who are applying for Lancaster County Veterans Aid Fund monies.
- Assist clients in securing Department of Veteran Affairs' education benefits at the federal level and tuition waivers at the state level.
- Assist clients in applying for admission to the Nebraska Veterans Home system.
- Assist surviving spouses in securing Department of Veteran Affairs' death and burial benefits.
- Advise veterans on the Department of Veteran Affairs' guaranteed home loan program and assist them in obtaining Certificates of Eligibility.
- Assist veterans and their dependents in obtaining missing or replacement military medals, ribbons and badges.
- Assist veterans and their dependents with applications to correct errors in military records.
- Assist veterans with military discharge upgrade applications.

- Counsel veterans on issues they may be facing and direct or refer them to the appropriate professional services.
- Attend community events and share information on the various veteran programs in the county and make oral presentations to groups, as requested, on topics pertaining to veterans' affairs.

For more information about the Veterans Service Center: <http://lancaster.ne.gov/vets/index.htm>

## **11. Lancaster County Weed Control Authority – Brent Meyer**

Lancaster County Weed Control Authority is responsible to carry out the State of Nebraska Noxious Weed Control Act, along with the administration of the City of Lincoln's Weed Abatement program since entering into an inter-local agreement with the City in 1996.

This is accomplished by educating landowners making them aware of the legal requirements and benefits of controlling noxious weeds, overgrown weeds and worthless vegetation on their property.

Almost every parcel has the potential to have one or more kinds of noxious weeds present. The key to noxious weed control is not allowing the plants to seed. This requires persistence and follow-up. Most of the public and private landowners understand this and are keeping their noxious weeds under control. It is the job of noxious weed control authority staff to assist landowners in the job of controlling noxious weeds. Many landowners are accomplishing control without any assistance or contact from the authority. The authority carries out a strong information and awareness program along with an extensive inspection program to encourage voluntary compliance of the Nebraska Noxious Weed Control Act.

The County Commissioners serve as the Lancaster County Noxious Weed Control Authority. The office has three full-time employees including the Superintendent, a Chief Noxious Weed Inspector and an Account Clerk. Six seasonal inspectors are hired to perform the onsite inspections.

### Links

Lancaster Weed Control Authority [www.lancaster.ne.gov/weeds](http://www.lancaster.ne.gov/weeds)

Nebraska Weed Control Act <http://www.nda.nebraska.gov/regulations/plant/actbb.pdf>

City of Lincoln Weed Abatement Ordinance <http://lincoln.ne.gov/city/attorn/lmc/ti08/ch846.pdf>

## **12. Youth Services - Sheli Schindler**

The Lancaster County Youth Services Center is a nationally recognized state of the art juvenile detention facility. We can house up to sixty juveniles in secure detention. All rooms are single bed and each unit utilizes direct care staffing.

The Center operates to provide safe, secure and attentive community- based detention services to youth under nineteen (19) years of age accused of conduct subject to the jurisdiction of a Court in Lancaster County Nebraska and who require a secure environment pending legal action. The State of Nebraska and various counties contract with us for housing which is available as space allows.

The Center operations are driven by a variety of regulations and agreements:

1. Nebraska Juvenile Detention Standards
2. Health Department Regulations
3. Fire Safety Regulations
4. Federal breakfast and lunch school program
5. Contractual agreement for Education, Mental Health and Medical
6. PBC- Building maintenance and cleaning
7. FOP77 and AFSCME personnel contracts

Within the facility we have an accredited Rule 18 school. Lancaster County contracts with Lincoln Public Schools for school management and staff. Youth are able to obtain full credit for their educational work while in this school. Additionally, we have mental health professionals who assist with crisis intervention and programming for special needs youth. Our onsite nursing staff assists with emergent and ongoing medical needs. Please refer to our website for specific information. <http://lancaster.ne.gov/youth/index.htm>

## **C. Other County Departments**

### **1. Election Commissioner - Dave Shively (Appointed by the Governor)**

Lancaster County Election Commissioner  
David Shively, Election Commissioner  
Maura Kelly, Chief Deputy Election Commissioner  
601 North 46<sup>th</sup> Street, Lincoln, NE 68503  
(402) 441-7311

The Election Commissioner's office conducts all federal, state, and local elections within Lancaster County. This office also maintains a database of all registered voters in Lancaster County. The office is responsible for recruiting, motivating, and training over 1,000 poll workers for each election. The office also locates polling locations for 198 voting precincts within the county. In addition, the office is responsible for verifying signatures state-wide and local issues and candidate ballot access petitions. The office must abide by all state, federal and local election laws.

#### Conducting Elections

The Election Commissioner conducts elections for federal, state, local governments. State-wide elections are held in even-numbered years (May and November). The City of Lincoln municipal elections are held in odd-numbered years (April and May). Special elections are scheduled by political sub-divisions and are held the second Tuesday following the first Monday of the month.



Special Elections cannot be scheduled in April, May, June, October, November, and December of even-numbered years. Most special elections are now conducted by mail.

The Election Commissioner must prepare the coding and programming of ballot tabulating machines/Automark® (machine for disabled voters). Ballots must be laid out, proofed, and printed to meet the deadlines for Early Voting for each election. In addition, all machines must be thoroughly tested for accuracy.

### Voter Registration

Requirements to register to vote in Nebraska:

- Will be 18 years of age or older on General Election Day (first Tuesday after the first Monday in November).
- Is a United States citizen.
- Is a resident of Nebraska.
- Has not been convicted of a felony, or if convicted, it has been at least two years since the completion of the sentence for the felony including any parole term.
- Has not been found mentally incompetent.

Once voters have registered or updated their voter information, an acknowledgement card is mailed the voter. Voter list maintenance is crucial in order to maintain an accurate list of voters. The Election Commission works in conjunction with the Nebraska Secretary of State twice a year to run the voter file through a National Change of Address Program and mails confirmation cards to all voters who have filed a change of address with the United States Postal Service.

Nebraska Online Voter Registration:

<https://www.nebraska.gov/apps-sos-voter-registration/>

Nebraska Printable Voter Registration Form:

<http://lancaster.ne.gov/election/registr.pdf>

### Poll worker Recruitment and Training

Poll workers are appointed for a two-year term in February of each even-numbered year and serve every election during that cycle. Poll workers are required by state law to attend poll worker training prior to each state-wide election. The Election Commissioner conducts ten to twelve poll worker training sessions at a local church before each election.

Poll worker application and information:

<http://lancaster.ne.gov/election/pwapp.htm>

### Polling Place Location and Precinct Set up

The Election Commissioner locates polling locations for 198 Precincts within Lancaster County. All locations must be American with Disability Act (ADA) compatible and easily accessible for all voters. In addition, the Election Commissioner must provide the necessary supplies for each precinct and maintains two warehouses for supplies and equipment.

### Petition Verification

The Election Commissioner is responsible for verifying the signatures on state-wide petitions (Constitutional Amendments, Initiatives, Referendums, Political Party formation, and Candidate



ballot access). In addition, the Commissioner also verifies petition signatures for local political subdivisions within Lancaster County.

## **2. Extension Office - Karen Wobig (UNL Employee)**

**Nebraska Extension in Lancaster County**  
**444 Cherry Creek Rd. Suite A**  
**Lincoln, Ne 68528**  
[lancaster.unl.edu](http://lancaster.unl.edu)

### **Mission statement: Helping Nebraskans enhance their lives through research-based education.**

Nebraska Extension in Lancaster County is a partnership between county government, federal government and the state's only land-grant university, the University of Nebraska-Lincoln. 2014 marked the centennial of the Smith-Lever Act, which created the national Cooperative Extension Service. Today, every state has a land-grant university with a public mission of teaching, research and extension service.

The Lancaster County Extension Board, established by law, is an integral part of the Extension system. Members of the board are appointed by the Lancaster County Board of Commissioners. The Extension Board, consisting of 10 community representatives, provides guidance to Extension staff in establishing and accomplishing Extension education program goals and objectives.

The Extension staff in Lancaster County provide educational programs that translate research into non-biased, consumer, user-friendly information. We extend knowledge, provide solutions and change lives. Housed in our office are 35 – 40 staff members, consisting of Educators, Associates, Assistants and support staff. During the summer months, we hire 4-H interns to assist with summer programs and the Lancaster County Fair, which showcases year-long project development of Lancaster County youth. To expand reach, we utilize over 1,400 volunteers each year.

Lancaster County Extension office staff provide educational programming in the following areas:

- Cropping & Water Systems
- Beef Systems
- Food, Nutrition & Health
- Community Environment
- Learning Child
- 4-H Youth Development
- Community Vitality

Educational delivery methods include:

- Phone, email & walk-ins
- Workshops, trainings, webinars, on-line classes

- NEBLINE newsletter, publications
- Website – Lancaster.unl.edu
- Social media – Facebook, Twitter
- Blogs, Newspaper, TV, Radio
- Egg Cam and Pollinator Habitat livestreams

The Lancaster County Conference facilities, consisting of three large rooms equipped with complete A/V systems, are available to county departments and to other nonprofit and governmental organizations.

#### **D. Joint Departments (City Agencies Providing Services to the County)**

Lancaster County and the City of Lincoln have a long history of cooperation and consolidation. In 1947 the Lincoln-Lancaster County Department of Health was established by agreement pursuant to the authority granted in Neb. Rev. Stat. §71-1626 et seq. The joint City of Lincoln-Lancaster County Planning and Zoning Commission was formed in 1959, followed by the establishment of a joint Planning Department in 1961. After its passage in 1963, the Interlocal Cooperation Act, Neb. Rev. Stat. §13-801 et seq., was utilized by the City and County to consolidate a number of departments, including: Personnel, Purchasing, Information Services, Building and Safety (zoning enforcement), Weed Control, and Human Services. The Interlocal Cooperation Act was also used to establish the Lincoln-Lancaster County Public Building Commission and Railroad Transportation Safety District, as well as numerous other cooperative arrangements between the City and County.

#### References

Lancaster County/City of Lincoln Joint Departments/Commissions

City of Lincoln-Lancaster County Consolidation Task Force Report and Recommendations (December 2013).

- 1. Building and Safety - Chad Blahak**
- 2. Health Department - Shavonna Lausterer**

#### LINCOLN-LANCASTER COUNTY HEALTH DEPARTMENT

The Health Department is a city/county agency established through interlocal agreement and state law. The Health Director is hired by the Mayor and approved by the City Council, County Board of Commissioners and the Board of Health. Health Department employees are city employees and the budget is established through the City of Lincoln budget process. The jurisdiction of the Health Department is the City of Lincoln and Lancaster County. Only the Animal Control Program is restricted to the City of Lincoln.

The statutory authority for the Health Department is in state law (71-1630,); Lincoln Municipal Code (Chapter 2.2) and Interlocal Agreement (City of Lincoln-City Resolution A-78707-4/6/1998 & Lancaster County approved 4/7/1998). State and city law and the Interlocal Agreement grants authority to the local health department to conduct public health activities.

Public health activities include:

- Assessment of community health status;
- Policy development to support & improve public health;
- Communicable disease investigation, immunization, vaccination, testing & prevention measures;
- Environmental health: permitting, investigations, inspections, monitoring, sampling, reporting, technical assistance & plan review and prevention measures;
- Community health services and health promotion & outreach;
- Professional advice & information to schools/public agencies regarding sanitation & public health;

The mission of the Health Department is to “Protect and promote the public’s health.” This is accomplished through a range of programs that address environment (air, water, waste), personal health and access to health care, communicable diseases, policies and behaviors that influence health and impact of animals on public health. The Health Department conducts a Community Health Assessment every 3-5 years and then facilitates a community-wide planning effort to develop a Community Health Improvement Plan (CHIP). The department works with partners throughout the community to accomplish the goals and objectives of the Community Health Improvement Plan and reports back to the community on progress in its annual report.

The Health Department is developing a Performance Management System that includes monitoring and analyzing performance objectives from the Community Health Improvement Plan, the department Strategic Plan, the Mayor’s Taking Charge and LinkStat initiatives. The goal is to use measures and indicators that can provide feedback regarding progress toward community goals and objectives for improving the community’s health and then evaluate and modify as needed to reach the goal.

Below is a brief description of department divisions and contacts:

Division	Description	Contact	Phone
Director’s Office	This division includes the Director, Administrative Aide and Personnel Clerk.	Charlotte Burke	441-8011
Health Promotion, Data & Evaluation	This division includes: Epidemiology, Communicable Disease, Emergency Preparedness, Chronic Disease and Injury Prevention.	Charlotte Burke	441-8011

Division	Description	Contact	Phone
Community Health Services	The Community Health Services Division includes the Public Health Clinic and the Home Visitation Programs. The Public Health Clinic includes Vaccine and Sexually Transmitted Disease Clinics. The Home Visitation program uses the Healthy Families America evidence-based model to support at-risk children and families.	Andrea Haberman	441-8054
Dental Health & Nutrition	This division includes a Dental Clinic that provides preventive and restorative dental services for low income children, adults and families. It also includes the WIC (Women, Infant & Children Feeding Program).	Gwendy Meginnis	441-8014
Environmental Public Health	This division works to ensure safe and healthy environments for Lincoln and Lancaster County residents. This includes: Clean air, clean water, water safety, waste management (nuisance, appropriate disposal and hazardous material spill mitigation), food safety and child care health & safety.	Scott Holmes	441-8019
Animal Control	This division is responsible for rabies control, investigations of bites, attacks and cruelty/neglect. They license more than 60,000 pets annually and monitor rabies certificates. They enforce city ordinances related to animals and promote responsible pet ownership. A contract with the Capital Humane Society provides animal shelter services.	Steve Beal	441-8080
Information & Fiscal Mgmt	This division manages financial and information technology resources for the department.	Kathy Cook	441-8092

### Key Program Areas

- Epidemiology is central to the Health Department. Our epidemiologists analyze community data, looking for patterns, causes and effects of health and disease in the county. The data and analysis are the cornerstone of planning (Community Health Improvement Plan), policy and evidence-based practice.
- Communicable Disease Control includes monitoring, investigation and response for contagious disease incidence and outbreaks. It also includes the on-going promotion and provision of vaccinations to prevent diseases as well as the diagnosis, treatment and follow-up for sexually transmitted diseases.

- Chronic Disease Prevention is one of the priorities of the Community Health Improvement Plan. The Health Department contributes to the community effort through efforts to reduce tobacco use, increase physical activity and improve nutrition. This includes collaborative work to create policies and physical environment that promote healthy behaviors. It also includes the City and County Employee Wellness Programs.
- Healthy children are the focus of numerous department programs. These programs provide direct services, policy, education and case management to help parents and families assure that children are healthy and safe. Programs include: Healthy Families America home visitation program, Injury prevention; WIC, dental services for children, vaccine clinic, and child care provider health/safety training/consultation.
- Healthy environment is assured with a combination of enforcement and education. Environmental Health staff work throughout the community to enforce city ordinance and county resolutions related to clean air, clean water, safe food and good waste management practices. They provide education and opportunities to encourage the public to improve the environment. This includes graffiti abatement, neighborhood cleanups, illegal dumping cleanups (county), hazardous material spill response and mitigation, nuisance abatements. Food establishments are licensed and inspected and Food Handlers/Managers are trained and permitted. Air quality is monitored on a continual basis and business and industry air pollutant inventories maintained. Wells and septic systems are permitted and inspected. Risks associated with animal behavior and disease are managed by Animal Control's rabies prevention and investigation of bites, attacks and cruelty/neglect.

Additional information about the Health Department and its programs can be found on our website: <http://lincoln.ne.gov/city/health>.

### 3. Information Services - Steven Henderson

### 4. Planning - David Carey

#### Lincoln-Lancaster County Planning Department

##### About the Planning Department

The **Lincoln/Lancaster County Planning Department** provides technical information and advice to elected and appointed boards and citizens on managing the growth and development of Lincoln and Lancaster County to be efficient, orderly, and attractive, facilitate economic opportunities, and conserve natural and cultural resources.

##### Mission Statement

The Lincoln/Lancaster County Planning Department promotes and facilitates the efficient, high-quality development of the City of Lincoln and Lancaster County resulting from meaningful interaction with our customers and the community.

##### Department Responsibilities

- Developing and maintaining the Comprehensive Plan for Lincoln and Lancaster County
- Preparing Lincoln's Capital Improvement Program (CIP)
- Managing the operations of the Lincoln Metropolitan Planning Organization (MPO), the entity overseen by city and county elected officials which is responsible for the planning and management of federal transportation funds for road and bridge improvements and maintaining the city bus system
- Maintaining and updating the zoning and subdivision codes of the City and County
- Processing hundreds of development applications each year for annexation, zoning, special permits, land subdivision, and vacation of street and alley rights of way, most of which are required to be reviewed at public hearing and approved by one or more official boards
- Managing the City's historic preservation program, which includes design review for alterations to designated landmarks and building in designated districts, plus research and education on local resources
- Design review for building projects in other particular parts of the city -- the environs of the state capital building, the Downtown/Antelope Valley district, and new construction in older residential neighborhoods, and for all city and city-assisted building projects

Maintaining and updating information on land use demographics and development trends, as well as a variety of digital maps, aerial photographs and related geo-based information.

#### **Planning Department Organizational Chart**

### **5. Purchasing - Robert Walla**

#### **PROCUREMENT GUIDE Lancaster County**

#### **PURCHASING POLICIES**

The City of Lincoln/Lancaster County Purchasing Division is responsible for administering purchasing policies, programs, and procedures for the acquisition of materials, equipment, supplies, services and construction projects for Lancaster County government. The following policies have been established as guidelines for these services for procurement functions:

1. All requests for prices or services and all purchases should be made via the Purchasing Division. This authority may be delegated to others if certain criteria exist in accordance with the County Purchasing Act.
2. The Purchasing Division has the authority to investigate the quality, quantity, and type of materials purchased in order to best serve the interests of Lancaster County and the taxpaying citizens.
3. The Purchasing Division shall not knowingly issue a purchase order or contract where there is evidence of a conflict of interest.
4. Acceptance of gifts, other than advertising novelties, is prohibited. No Purchasing employee shall personally receive a benefit or profit from any purchase or contract made in conjunction with their position.
5. The County shall purchase from suppliers who have adequate financial strength, high ethical standards and a record of adhering to specifications and providing the full



measure of services requested.

Specifications for City/County bids, quotes and requests for proposals may be viewed on the Purchasing Ebid site. Vendors are welcome to visit the Purchasing office to discuss their services and product lines.

City of Lincoln/Lancaster County Purchasing  
"K" Street Complex, 440 S. 8th Street  
SW Wing, Suite 200, Lincoln, NE 68508  
Phone 402-441-8103

Office hours are from 8:00 a.m. to 4:30 p.m. Monday - Friday. Vendors may also contact County departments which may be interested in products or services.

#### **ELECTRONIC BIDDING**

The Purchasing Division utilizes an Electronic Bidding System (Ebid) for all County bids and RFP's. Through this process, Vendors receive immediate notification of bids via email which allows them to view, download or print the specs and plans and submit a bid online. Following the bid close, bid results may be accessed from any internet enabled device.



### **E-BID SECURITY**

The E-Bid System was designed to maintain the security of the solicitation process, including protecting the integrity of sealed bid responses. Key security features include, but are not limited to:

All sealed bid data is stored in encrypted fields while the bid is still available for Supplier response.

Each User is required to use a unique password that they select.

Passwords are stored in an encrypted format using a one-way hash.

Other security features are available for your protection.

### **PURCHASING METHODS** **BID THRESHOLDS**

#### **County, Formal Bids – \$20,000 and Up**

This process is used for commodities or services with a value over \$20,000.00 (County) where a firm fixed price for the products or services described is required to award the bid. All Formal Bids are normally advertised for a minimum of 14 days. All Formal Bids are received via the Ebid System at a date and time specified in the bid. Bids are then unsealed and available for public viewing on the log-in page of the Ebid system under Closed Bid Opportunities. County Departments and Agencies must adhere to the "Formal Sealed Bid" procedure when making a purchase or contract for \$20,000.00 or more. This procedure includes public notice in a regional newspaper and requesting Formal Bids via the Ebid System from qualified suppliers. Vendors registered under the corresponding commodity or service code used will receive immediate notification, via email, upon issuance of the bid.

#### **County, Informal Bids – \$3,001 - \$20,000**

This process does not require a specific number of days for solicitation. Normally, Quotes are posted on the E-Bid System for 1-10 days depending on the dollar amount and/or complexity of the product or service being requested. Purchasing will obtain Informal Bids or Quotes using the Ebid system for equipment, supply items or services with a single purchase value above the departmental limit, but less than \$20,000.00. All registered Vendors will receive immediate electronic notification of Informal Bids or Quotes for their respective commodity or service via email.

#### **County Dept. Quotes – \$3,000 and Under**

County Departments may make one-time purchases via their own staff for supplies or services which total an amount less than \$3,000.00 unless that commodity or service is already under contract. When the Department/Agency makes the purchase, they shall obtain and record at least three (3) quotations, either written or verbal. Typically, no purchase order is generated. Under no circumstances shall orders by Departments or Agencies be split into smaller orders to avoid a quote or bid being processed by the Purchasing Division.

### **SPECIFICATION DOCUMENTS**

Purchasing makes every effort to prepare detailed specifications which accurately define the

products or services to be purchased. In some cases a brand name may be used to describe a particular product. When a brand name is used, it is for the purpose of establishing a grade or quality level of material. It is not our desire to prevent competition. Alternates may be offered and will be considered if the County determines them to be of equal value to the specified brand. It is the Vendor's responsibility when offering an alternate to provide supporting documentation and/or product literature outlining the features and benefits of the product offered.

**CLOSED BIDS AND AWARD**

Following the closing date and time for all bids the bid tabulation is available within one minute for all Vendors and the public to view on the Ebid system. A checkmark in the electronic signature box of the Ebid shall be considered an offer on the part of the Vendor. Such offer shall be deemed accepted upon issuance by the County of purchase orders, contract award notifications, or other contract documents appropriate to the work. The County reserves the right to accept or reject any or all offers; request rebids; to award item-by-item, by groups, or "lump sum"; to waive irregularities and technicalities; as shall best serve the requirements and interests of the County. Bids will be awarded to the lowest responsible, responsive Bidder meeting the specification requirements according to the County Purchasing Act.

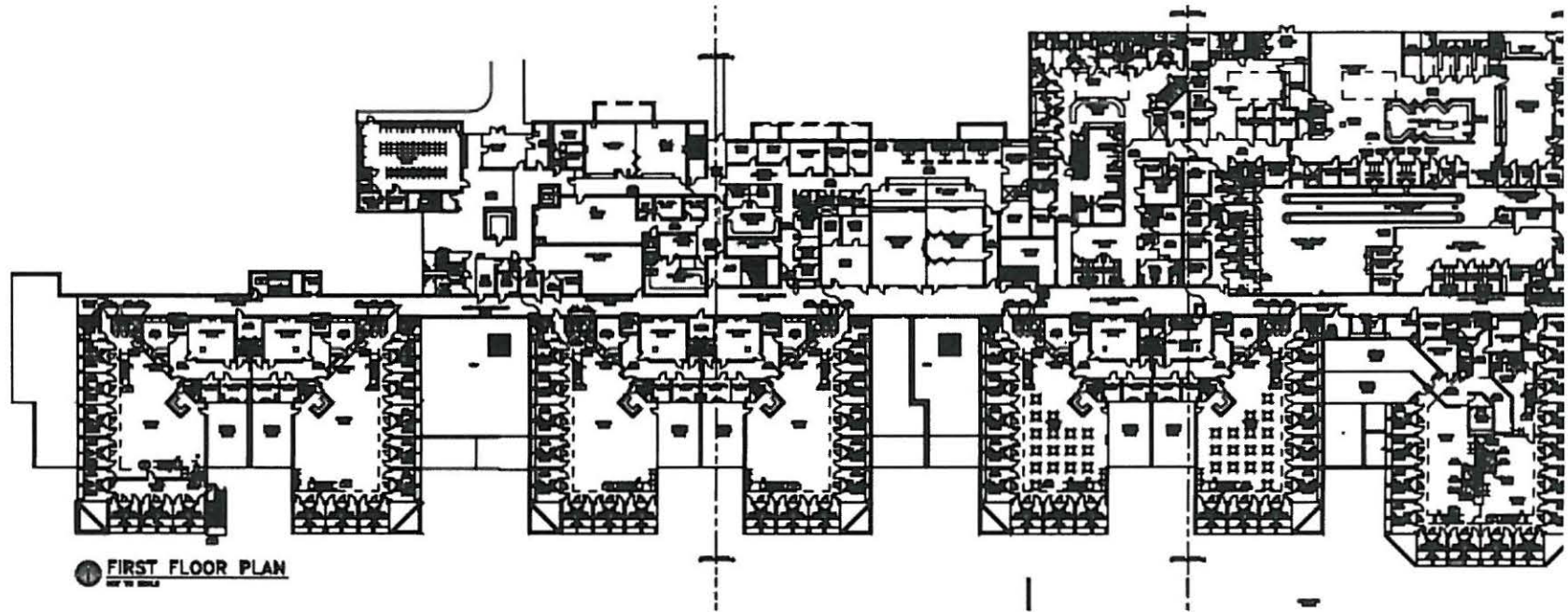
**REQUEST FOR PROPOSAL (RFP)**

The RFP process is designed to be a competitive negotiation platform for professional services, commodities or services that require more than a price to determine what is the best product or service for the County. This process allows the County the flexibility to negotiate with a select company/firm or selected companies/firms to arrive at a mutually agreeable relationship. Registered Vendors will receive notification of RFP's automatically via the Ebid System for the commodities or services they have registered for. Most RFP's require a written and electronic response via the Ebid System.

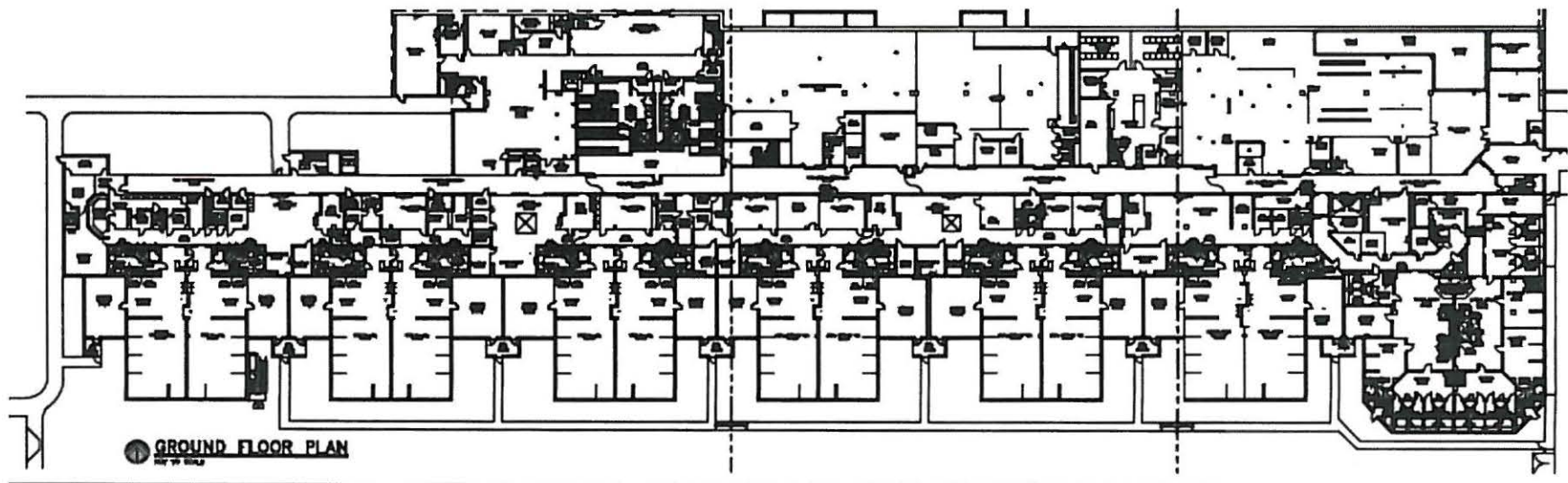
# OFFICER REQUEST 2017

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# First Floor Posts



# Ground Floor Posts





# Three year comparisons

- Average daily population

- FY14        585.6
- FY17        642.5
- 9.7% increase

- Officer compliment

- FY14        142
- FY17        143

- Current post minimums per shift
  - 1<sup>st</sup> shift
    - 28
  - 2<sup>nd</sup> shift
    - 27
  - 3<sup>rd</sup> shift
    - 22
- Requesting to increase by one on each shift



# Thinning of Shift Resources

- January through June 2017
  - Shifts operated at minimum staffing 55% of the time
  - Shifts absorbed at least one hospital post 18% of the time
- Increase calls for service/time to accomplish
  - Mail delivery, meal service, counts, laundry exchange, ect.
- 6 % increase in contact visits since 2014
- Opened additional dorm
- Supplementing for transport staff

# National Institute of Corrections Staffing Analysis

- Based on number of posts
  - Not inmate population
- Takes into account the average number of hours an officer works per year
- Estimates the number of officer needed to cover each post

# Lancaster County's Formula

- The average correctional officer will work 1768.67 hours per year
  - 2086 hours minus leave time (vacation, sick, military, W/C, ect.)
- A single post across all three shifts, working 7 days a week requires 4.9526 officers or FTEs.
  - 8 hours per shift x 3 shifts = 24 hours, 24 hours x 7 days = 168 hours per week, 168 x 52.14 weeks = 8759.52 hours per year
  - $8759.52 / 1768.67$  average hours worked per officer = 4.9526 officers or FTEs

# Staffing Analysis

Post/Position	Job Class	Meal Relief?	Total Posts on Days	Total Hrs. on Days	Total Posts on Nights	Total Hrs. on Nights	Total Posts on Graves	Total Hrs. on Graves	12-Hour Day	12-Hour Night	Other Hours	Other Hours	No. of Days per Week	No. of Hours per Week	No. of Hours of Coverage per Year	Is Relief Needed for This Post?	Net Annual Work Hours	Total No. of FTEs Needed	Rounded No. of FTEs
Lobby	CO	YES	1	8	1	8	0	0					7	112	5839.68	YES	1768.67	3.3017	3
Control Cont	CO	YES	2	16	2	16	2	16					7	336	17519.04	YES	1768.67	9.9052	10
Infirmary	CO	YES	1	8	1	8	1	8					7	168	8759.52	YES	1768.67	4.9526	5
Intake Office	CO	YES	3	24	3	24	3	24					7	504	26278.56	YES	1768.67	14.8578	15
Release Offi	CO	YES	1	8	1	8	1	8					7	168	8759.52	YES	1768.67	4.9526	5
Property Offi	CO	YES	1	8	1	8	1	8					7	168	8759.52	YES	1768.67	4.9526	5
S. post	CO	YES	2	16	2	16	1	8					7	280	14599.20	YES	1768.67	8.2543	8
N. post	CO	YES	1	8	1	8	1	8					7	168	8759.52	YES	1768.67	4.9526	5
L. post	CO	YES	1	8	1	8	1	8					7	168	8759.52	YES	1768.67	4.9526	5
R. post	CO	YES	1	8	1	8	1	8					7	168	8759.52	YES	1768.67	4.9526	5
J. post	CO	YES	0	0	0	0	0	0					7	0	0.00	YES	1768.67	0.0000	0
I. post	CO	YES	1	8	1	8	1	8					7	168	8759.52	YES	1768.67	4.9526	5
R. post	CO	YES	1	8	1	8	1	8					7	168	8759.52	YES	1768.67	4.9526	5
G2	CO	YES	1	8	1	8	1	8					7	168	8759.52	YES	1768.67	4.9526	5
Ground Bea	CO	YES	4	32	4	32	3	24					7	616	32118.24	YES	1768.67	18.1595	18
Utility	CO	YES	1	8	1	8	1	8					7	168	8759.52	YES	1768.67	4.9526	5
W/B	CO	YES	1	8	1	8	1	8					7	168	8759.52	YES	1768.67	4.9526	5
Kitchen	CO	YES	1	8	1	8	0	0					7	112	5839.68	YES	1768.67	3.3017	3
Tot Floor Bld	CO	YES	3	24	4	32	2	16					7	504	26278.56	YES	1768.67	14.8578	15
PSY	CO	YES	1	8	1	8	1	8					5	120	6256.80	YES	1768.67	3.5376	4
Clean	CO	NO	1	8	0	0	0	0					5	40	2085.60	YES	1768.67	1.1792	1
Classification	CO	NO	4	32	0	0	0	0					7	224	11679.36	NO	1768.67	6.6035	4
Transport Off	CO	NO	12	96	0	0	0	0					5	480	25027.20	NO	1768.67	14.1503	12
Training Offi	CO	NO	1	8	1	8	1	8					5	120	6256.80	NO	1768.67	3.5376	3
Inmate Crew	CO	NO	1	8	0	0	0	0					7	56	2919.84	NO	1768.67	1.6509	1

Total Cos

152



# Budget Impact

- Currently have a maintenance position that we can trade for one officer position.
- FY18
  - 4 officers with benefits for 10 months will cost \$187,435
- FY19
  - 4 officers with benefits in today's dollars will cost \$224,924



- TICKETS
- CARNIVAL
- MAP
- ANIMALS
- ATTRACTIONS
- FREE MUSIC SERIES

## Let the Good Times Grow

<b>THURSDAY</b> 8/3  Come Let the Good Times Grow	<b>FRIDAY</b> 8/4  Kids and Grandparents Day	<b>SATURDAY</b> 8/5  See the Animals Day	<b>SUNDAY</b> 8/6  Family Fun Day	<b>MONDAY</b> 8/7  Taste the Good Times Day
<b>TUESDAY</b> 8/8  Carnival Discount Day	<b>WEDNESDAY</b> 8/9  Vets and Heroes Day	<b>THURSDAY</b> 8/10  More Rides than Ever Day	<b>FRIDAY</b> 8/11  Wild West Day	<b>SATURDAY</b> 8/12  Ranch Day

### SPONSORS



VENDORS | VOLUNTEERS | SPONSORS

Brought to you by the Lancaster County Agricultural Society, a nonprofit 501(c)(3) organization. | 4100 N. 84th Street, Lincoln NE 68507 | 402.441.6545





LANCASTER COUNTY  
**Super Fair**

*Schedule & Map*

**AUGUST 3-12, 2017**  
LANCASTER EVENT CENTER  
84TH & HAVELOCK, LINCOLN  
**SuperFair.org**

*Come Let the  
Good Times Grow!*

Celebrating  
over 140 years of  
Lancaster County  
fair fun!

**HISTORICAL DISPLAY** —  
100-year and older Lancaster County Fair  
photos and artifacts  
Business Center entryway (daily)



**NEW EVENTS**

- **FREE Haai Shark Encounter** — only traveling shark show in USA (daily)
- **Dream Drive Exotics** — pre-register at [SuperFair.org](http://SuperFair.org) (Aug 10)
- **Cornhusker Bill's Wild West Show** — tickets at [SuperFair.org](http://SuperFair.org) (Aug 11) featuring Hollywood star Joey Dillon

**NEW**

Produced by  
**BOY SCOUTS OF AMERICA**  
CORNHUSKER COUNCIL

Benefits summer camp facilities

Presented by  
**KX 96.9**  
11 IN A ROW NEW COUNTRY

**TOP 10 NATIONAL RED DIRT ARTIST**  
Aug 11, 8pm (doors open 7pm)  
Outdoors in Muhlbach Motorsports Complex  
(Rain location: Pavilion 3)  
\$15 general admission (bleacher seating or pit) at [SuperFair.org](http://SuperFair.org) by Aug 10 or \$20 day of show

TODAY'S BEST COUNTRY  
**FRAGGY98**  
*Free Music Series*

- Free nightly music at the **pepsi** Main Stage
- Aug 3 | **Dance Party Karaoke** by Finch on the Run Entertainment 9-11pm, immediately following MWA Wrestling (7-9pm)
  - Aug 4 | **Lancaster GhettoBlaster** (Old Skool Hip Hop) 8-11:30pm
  - Aug 5 | **Lincoln Continentals** (A Cappella Chorus) 4-4:30pm  
**Bucka Ruse** (Nebraska Country) 7-9pm  
**Dylan Bloom Band** (Midwest Country Rock) 9:30-11:30pm
  - Aug 6 | **Conjunto Estigma** (Latin American) 2-4pm  
**McKenzie Jalynn Band** (Contemporary Country) 6:30-10pm
  - Aug 7 | **Switchbak** (Rugged Country Rock) 8-11:30pm
  - Aug 8 | **B Street Band** (Country Rock) 6:30-10pm
  - Aug 9 | **DJ Toons** (DJ with Latino Vibes) 6-10pm
  - Aug 10 | **Sawyer Jay** (Country/Rock/Folk) 6-7pm  
**Drunk Monkey** (Pop/Rock/Country/Dance/Funk) 7-10:30pm
  - Aug 11 | **DJ Music** by Finch on the Run Entertainment 6-11pm
  - Aug 12 | **Lemon Fresh Day** (Top 40/Rock/Country/Classics) 8-11:30pm

Next to **Shade Tent** with fair food vendors & beer garden open 12pm-12am daily (except Aug 7-10 open 4-11pm)

**Coors Motor Mania!**

**MUHLBACH MOTORSPORTS COMPLEX** (all seats reserved)  
Save time in line & get the seat you want with reserved tickets at [SuperFair.org](http://SuperFair.org)

**PRE-FAIR! JULY 29 | MOTOCROSS ON THE BLUFFS**  
Doors open 11am, Practice 12-2pm, Motos 2-7pm, Main Event 7-10:30pm  
\$15 pit pass, \$10 adult reserved, \$5 ages 12 & under reserved (under 2 free if on lap)  
no fair gate or parking fees

Presented by **Edwards** MOTORSPORTS & RV'S

**AUG 5 | DEMOLITION DERBY** | **AUG 7 | FIGURE 8 RACES**  
Doors open 5:30pm, Event 7pm  
\$20 pit pass, \$10 adult reserved, \$5 ages 12 & under reserved (under 2 free if on lap)



**AUG 12 | FAST TRACK MUD DRAGS** —  
Doors open 11am  
12-5pm **AMATEUR & NOVICE RACES:** ATV, UTV, Daily Truck and Street Rod  
5-6pm Meet & Greet Trucks and Drivers  
6-9:30pm **MAIN EVENT:** Sportsman, Super Stock, Modified and Open  
\$20 pit pass, \$10 adult reserved, \$5 ages 12 & under reserved (under 2 free if on lap) — **ONE TICKET** for hours of fun

Presented by **ULTIMATE TRUCK** OFF ROAD CENTER





## FREE DAILY ATTRACTIONS

NEW



**Haai Shark Encounter**  
Aug 3-6, Aug 11-12  
• 12:30pm, 2:30pm, 5:30pm & 7:30pm  
Aug 7-10 • 5:30pm, 6:30pm & 7:30pm  
Attraction Zone



**Daryl's Racing Pigs**  
Aug 3-6, Aug 11-12  
• 11:30am, 1:30pm, 4:30pm & 6:30pm  
Aug 7-10 • 4:30, 6 & 7:30pm  
Attraction Zone



**A-Z Exotic Animal Petting Zoo & Pony Rides**  
Aug 3-6, Aug 11-12 • 10am-10pm  
Aug 7-10 • 5-10pm  
Attraction Zone

## ESPECIALLY FOR KIDS — FREE!



**Fun at the Farm Kid Zone — DAILY**  
Aug 3-6, Aug 11-12 • 10am-10pm  
Aug 7-10 • 5-10pm  
Pavilion 1

Discovery & interactive play area — collect eggs, plant crops, play in a corn box & more!

Sponsored by  
**Lancaster County Farm Bureau**



**Bob Bohm's Family Shows — DAILY**  
Aug 7-9 • 5:30pm, 7pm & 8:30pm  
Aug 10-12 • 2pm, 4pm, 6pm & 8pm  
Multipurpose Arena

### Scavenger Hunt — DAILY

Free t-shirt & coupons while supplies last  
Multipurpose Arena Super Fair Info Booth

Sponsored by

**Lancaster County Farm Bureau**



## MULTIPURPOSE ARENA — OPEN DAILY

Aug 3-6, Aug 11-12 • 10am-10pm  
Aug 7-10 • 5-10pm

**Kiwanis**

- Super Fair Info & Souvenir Booth staffed by Cornhusker Kiwanis Club
- Commercial Vendors
- Railway Display — FREE by Lincoln Area Railway Historical Society
- Bob Bohm's Family Shows — FREE • Aug 7-12
- Horseshoe Cafe
- Cheerful Bungee Trampoline — Aug 3 & 7-10 • 5-10 pm  
Aug 4-6 & 11-12 • 1-10pm

## SPECIAL EVENTS

NEW



**Lancaster Event Center Lunch & Learn — FREE**  
Sat Aug 5 • 12-1pm  
Business Center Nebraska Room  
Meet LEC staff and Agricultural Society board members. Hear an update on current and future LEC plans while enjoying tastes from our new cafe menu. Bring your appetite and questions!  
All public invited

NEW



**Dream Drive Exotics**  
ONLY Thu Aug 10 • 12-8:30pm  
Parking Lot E (Enter Gate 3 off Havelock Ave.)  
Pre-register at [SuperFair.org](http://SuperFair.org)

NEW



**Cornhusker Bill's Wild West Show**  
Fri Aug 11 • 1:30-3pm & 6:30-8:30pm  
Pavilion 4 Amy Countryman Arena  
Reserved Seating: \$7, 2 & under free if on lap — tickets at [SuperFair.org](http://SuperFair.org)  
Fundraiser for Boy Scouts of America  
Cornhusker Council



**Sheepdog Herding Trials — FREE**  
Sat Aug 12 • 11am-4pm & 6-9pm  
Pavilion 4 Amy Countryman Arena



**Equipment Rodeo — FREE**  
Sat Aug 12 • 1-5pm  
Exhibit Hall Parking Lot D  
Pre-register at [SuperFair.org](http://SuperFair.org)



## DAILY SCHEDULE OF EVENTS

Color Key: **4-H/FFA Activities** **Open Class & Super Fair Activities**  
**Free Entertainment** **Paid Admission Events**

### Thursday, August 3

#### COME LET THE GOOD TIMES GROW DAY

**FREE Super Fair hand-held fan for every fairgoer**  
(while supplies last at Super Fair Info Booth in Multipurpose Arena)

- 8am-10pm **4-H/FFA Livestock & Horse Exhibits**, Pavilions 1, 2, 3, 4  
8am **4-H English Horse Show: Hunter/Saddleseat Horse Halter/English Showmanship/English Pleasure/English Equitation**, Pavilion 4 Amy Countryman Arena  
9am **4-H Cat Show/Quiz/Costume Contest**, Exhibit Hall North End  
10am-10pm **4-H/FFA Static Exhibits on Display**, Lincoln Room  
10am-12pm **4-H Poultry Judging Contest**, Pavilion 1 Southwest Corner/West Arena  
11am **4-H Poultry Showmanship/Show**, Pavilion 1 Southwest Corner/West Arena  
12pm **4-H Household Pets Show/Animal Bingo**, Exhibit Hall North End  
2pm **4-H Meat Goat Show**, Pavilion 1 West Arena  
TBA **4-H/FFA Sheep Show, 10 minutes after completion of Meat Goat Show**, Pavilion 1 West Arena  
After 4:30pm **4-H Xtreme Horse Show: Extreme Versatility Class/Discipline Rail/Horsemanship Pairs/Freestyle Drill Teams**, Pavilion 4 Amy Countryman Arena  
7pm **4-H Fashion Show**, Exhibit Hall  
7-9pm **MWA Professional Wrestling**, In front of Pepsi Main Stage  
9-11pm **Dance Party Karaoke by Finch on the Run Entertainment — NEW Froggy98 Free Music Series — Immediately following MWA Wrestling**, Pepsi Main Stage

### Friday, August 4

#### KIDS AND GRANDPARENTS DAY

**FREE Super Fair tote bag for grandparents and Super Fair frisbee for kids**  
(while supplies last at Super Fair Info Booth in Multipurpose Arena)

- 8am-10pm **4-H/FFA Livestock & Horse Exhibits**, Pavilions 1, 2, 3, 4  
8am **4-H/FFA Swine Show**, Pavilion 1 West Arena  
8am **4-H Western Horse Show 1: Groom & Care/Western Showmanship/Horse and Pony Halter**, Pavilion 4 Amy Countryman Arena  
9:30am & 1pm **Fair Fun Day for pre-registered child care groups**, Exhibit Hall Room A  
10am-10pm **4-H/FFA Static Exhibits on Display**, Lincoln Room  
TBA **4-H Western Horse Show 2: Reining/Working Pleasure, immediately following Horse and Pony Halter**, Pavilion 3 Arena  
3pm **4-H Bucket Calf Show**, Pavilion 1 East Arena  
4:30pm **FREE WATERMELON FEED — Hosted by Lancaster County Commissioners & Staff — Sponsored by Union Bank, Colin Electric Motor Service, Wolfe Ace Hardware and Johns & Sons Refuse, Nebraska Lottery Entertainment Tent**  
5pm **4-H Llama/Alpaca Show**, Pavilion 1 East Arena  
5pm **4-H Table Setting Contest**, Exhibit Hall  
5:30-7:30pm **Chicken Dinner 4-H Council Fundraiser featuring Raising Cane's food truck**, Exhibit Hall Room B (Enter Gate 3 off Havelock Ave., parking near door)  
TBA **4-H Horse Games Show: Keyhole Race/Pole Bending/Figure 8 Stake Race/Barrel Race, immediately following Working Pleasure**, Pavilion 4 Amy Countryman Arena  
5:30pm **4-H Rabbit Judging Contest/Breeder's Choice**, Pavilion 1 Southwest Corner  
7pm **4-H Rabbit Pet Class**, Pavilion 1 Southwest Corner  
8-11:30pm **Lancaster GhettoBlaster (Old Skool Hip Hop) — NEW Froggy98 Free Music Series**, Pepsi Main Stage

### Saturday, August 5

#### SEE THE ANIMALS DAY

**FREE Super Fair hand-held fan for ages 12 & under**  
(while supplies last at Fun at the Farm in Pavilion 1)

- 7:55am **4-H Rabbit Show Flag Ceremony**, Pavilion 1 Southwest Corner  
8am-10pm **4-H/FFA Livestock & Horse Exhibits**, Pavilions 1, 2, 3, 4  
8am **4-H Rabbit Market/Breed/Fur Show**, Pavilion 1 Southwest Corner  
8am **4-H Horse Roping/Working Ranch Show: Working Ranch/Boxing/Roping/Goat Tying/Dummy Roping**, Pavilion 3 Arena  
8am **4-H Miniature Horse Show: Showmanship/Halter/Miniature Horse Jumping/In-Hand Obstacle Trail/Pleasure Driving/Timed Cones**, Pavilion 4 Amy Countryman Arena  
9am **4-H Dog Obedience/Showmanship/Costume Contest**, Exhibit Hall  
9am **4-H/FFA Beef Show**, Pavilion 1 East Arena  
9am **4-H Rabbit Showmanship**, Pavilion 1 Southwest Corner  
10am-10pm **4-H/FFA Static Exhibits on Display**, Lincoln Room  
12-1pm **NEW — FREE Lancaster Event Center Lunch & Learn**, Business Center Nebraska Room  
TBA **4-H Horse Special Needs Show, following 4-H Miniature Horse Show, not to start before 10am**, Pavilion 4 Amy Countryman Arena  
TBA **4-H Dog Agility Show, 1 hour following dog morning classes**, Exhibit Hall  
2pm **4-H Dog Creative Kennel Contest**, Exhibit Hall  
2-3pm **Capital City Dance Shack (Clogging)**, Pepsi Main Stage  
TBA **4-H Horse Trail Show, following 4-H Horse Special Needs Show**, Pavilion 4 Amy Countryman Arena  
4-4:30pm **Lincoln Continentals (A Cappella Chorus) — NEW Froggy98 Free Music Series**, Pepsi Main Stage  
6pm **4-H/FFA Livestock Premium Auction**, Pavilion 1 West Arena  
6:30pm **4-H Rabbit Specialty Show, Best Matched Pair/Tricks/Costume Contest/Pee Wee and Rabbit Races**, Pavilion 1 East Arena  
7pm **Demolition Derby, get reserved seat tickets at SuperFair.org (doors open 5:30pm) — Sponsored by KanEquip, Hosted by County Engineer Pam Dingman** Muhlback Motorsports Complex (Enter Gate 3 off Havelock Ave.)  
7-9pm **Bucka Ruse (Nebraska Country) — NEW Froggy98 Free Music Series**, Pepsi Main Stage  
9:30-11:30pm **Dylan Bloom Band (Midwest Country Rock) — NEW Froggy98 Free Music Series**, Pepsi Main Stage



## Sunday, August 6

### FAMILY FUN DAY

- 8am-10pm **4-H/FFA Livestock & Horse Exhibits**, Pavilions 1, 2, 3, 4
- 8am **Open Class Rabbit Show** — Sponsored by UNICO, Exhibit Hall
- 8:30am **4-H/FFA Dairy Cattle Show**, Pavilion 1 East Arena
- 9am **4-H Dairy/Pygmy Goat Show/Costume Contest**, Pavilion 1 West Arena
- 10am-10pm **4-H/FFA Static Exhibits on Display**, Lincoln Room
- 10am **4-H Western Horse Show 3: Bareback Equitation/Western Pleasure/Western Horsemanship/Ranch Riding/Ranch Horse Versatility**, Pavilion 4 Amy Countryman Arena
- 11am **Open Class Dairy Show**, Pavilion 1 West Arena
- 12-2pm **4-H/FFA Livestock Judging Contest**, Pavilion 1
- 12-4pm **Show and Shine Car Show**, Pre-register at [SuperFair.org](http://SuperFair.org) (first 100 pre-entries free!) or day of show starting 9am-12pm, Parking Lot B
- 1pm **4-H Clover Kids Show & Tell**, Lincoln Room Southeast Corner
- 2pm **Kids Big Wheel Race**, register at 1:30pm — Sponsored by Lancaster County Farm Bureau, Exhibit Hall
- 2-4pm **Conjunto Estigma (Latin American)** — **NEW Froggy98 Free Music Series**, Pepsi Main Stage
- 3pm **Pedal Tractor Pull**, register all ages at 2:30pm for youth & adult classes — Sponsored by Lancaster County Farm Bureau, Exhibit Hall
- 5pm **4H/FFA Elite Showmanship Contest**, Pavilion 1 West Arena
- 5pm **Hay Hauling Contest**, register your 3-person adult or youth team starting 4:30pm, see [SuperFair.org](http://SuperFair.org) for rules, Pavilion 4 Amy Countryman Arena
- 6:30-10pm **McKenzie JaLynn Band (Contemporary Country)** — **NEW Froggy98 Free Music Series**, Pepsi Main Stage

## FREE FAIR ADMISSION NIGHTS!!!

No gate admission or parking fees (Fair opens 4pm)

## Monday, August 7

### TASTE THE GOOD TIMES DAY

Fair food specials at all food vendors!

- All day **4-H Static Exhibit Release & Open Class Static Exhibit Check In** (not open to public), Lincoln Room
- 4pm **Open Class Swine Show** — Sponsored by Smithfield, Pavilion 1 West Arena
- 5-6:30pm **NEW — Fun on the Ranch Demo**, open to all, no pre-registration, try your hand at cowboy skills like roping & tying! Pavilion 4 Amy Countryman Arena
- 5:30pm **McClain's Kids Ranch Rodeo**, open to all children, no pre-registration required, Pavilion 4 Amy Countryman Arena
- 6pm **McClain's Mutton Bustin'**, pre-register children at [SuperFair.org](http://SuperFair.org), Pavilion 4 Amy Countryman Arena
- 7pm **Figure 8 Races**, get reserved seat tickets at [SuperFair.org](http://SuperFair.org), (doors open 5:30pm) — Sponsored by Gana Trucking & Excavating, Muhlbach Motorsports Complex (Enter Gate 3 off Havelock Ave.)
- 8-11:30pm **Switchbak (Rugged Country Rock)** — **NEW Froggy98 Free Music Series**, Pepsi Main Stage



## Tuesday, August 8

### CARNIVAL DISCOUNT DAY

All-you-can-ride wristbands only \$20!

- All day **Open Class Static Exhibit Judging** (not open to public), Lincoln Room
- 4pm **Open Class Sheep Show & Sale**, Pavilion 1 West Arena
- 6:30-10pm **B Street Band (Country Rock)** — **NEW Froggy98 Free Music Series**, Pepsi Main Stage

## Wednesday, August 9

### VETS AND HEROES DAY

**FREE Super Fair water bottle for veterans, active duty military & first responders** (while supplies last at Super Fair Info Booth in Multipurpose Arena)

- 9am **Open Class Poultry Show** — Sponsored by Orscheln Farm & Home, Pavilion 1 Southwest Corner
- 12pm **Open Class Beef Cattle Show** — Sponsored by Integrated Controls, Trade Well Pallet Inc. and Schaffer Communications, Pavilion 1 East Arena
- 5-10pm **Open Class Static Exhibits on Display** — Sponsored by Iowa-Nebraska Power Farming Show, Rixstine Recognition, Roca Berry Farm and Runza, Lincoln Room
- 5pm **Lancaster Barrel Racing** — Sponsored by Lampe's Clean Air Specialists and TO Haas Tire, Pavilion 3 Arena
- 6pm **Open Class Pigeon Show**, Walkway Between Pavilions 1 & 2
- 6-10pm **DJ Toons (DJ with Latino Vibes)** — **NEW Froggy98 Free Music Series**, Pepsi Main Stage

## Thursday, August 10

### MORE RIDES THAN EVER DAY

(Fair opens 4pm)

- 12-8:30pm **NEW — Dream Drive Exotic Cars**, pre-register at [SuperFair.org](http://SuperFair.org), Parking Lot E (Enter Gate 3 off Havelock Ave. — no fair admission/parking fees until 4pm)
- 4:30pm **Open Class Miniature Horse Show**, Pavilion 2
- 5-10pm **Open Class Static Exhibits on Display** — Sponsored by Iowa-Nebraska Power Farming Show, Rixstine Recognition, Roca Berry Farm and Runza, Lincoln Room
- 6-7pm **Sawyer Jay (Country/Rock/Folk)** — **NEW Froggy98 Free Music Series**, Pepsi Main Stage
- 7-10:30pm **Drunk Monkey (Pop/Rock/Country/Dance/Funk)** — **NEW Froggy98 Free Music Series**, Pepsi Main Stage

## Friday, August 11

### WILD WEST DAY

- 8am **Open Class Miniature Horse Show**, Pavilion 2
- 10am-10pm **Open Class Static Exhibits on Display** — Sponsored by Iowa-Nebraska Power Farming Show, Rixstine Recognition, Roca Berry Farm and Runza, Lincoln Room
- 1pm **Open Class Llama Show** — Sponsored by L.P. Stewart & Sons Inc., Pavilion 1 East Arena
- 1:30-3pm & 6:30-8:30pm **NEW — Cornhusker Bill's Wild West Show** Produced by Boy Scouts of America Cornhusker Council with proceeds to benefit summer camp facilities (reserved seating at [SuperFair.org](http://SuperFair.org), doors open 12:30pm and 5:30pm), Pavilion 4 Amy Countryman Arena
- 6-7:30pm **Floral Design Education Show**, Lincoln Room
- 8pm **NEW — Headliner "Red Dirt" Concert: Stoney LaRue w/Special Guest TBA** — Presented by KX96.9 (get tickets at [SuperFair.org](http://SuperFair.org), doors open 7pm), Muhlbach Motorsports Complex (Pavilion 3 rain location)

## Saturday, August 12

### RANCH DAY

- 8am **Open Class Dairy Goat Show**, Pavilion 1 West Arena
- 8am **Open Class Boer Goat Show** — Sponsored by State Farm Insurance Agent Bev Higgins, Pavilion 1 West Arena
- 9am **Open Class Llama Show** — Sponsored by L.P. Stewart & Sons Inc., Pavilion 1 East Arena
- 10am-10pm **Open Class Static Exhibits on Display** — Sponsored by Iowa-Nebraska Power Farming Show, Rixstine Recognition, Roca Berry Farm and Runza, Lincoln Room
- 11am-4pm **Sheepdog Herding Trials**, Pavilion 4 Amy Countryman Arena
- 12-5pm **Fast Track Mud Drags AMATEUR & NOVICE RACES: ATV, UTV, Daily Truck and Street Rod Classes** — Presented by Ultimate Truck Off Road Center (get reserved seat tickets good for both day & night events at [SuperFair.org](http://SuperFair.org), doors open 11am), Muhlbach Motorsports Complex (Enter Gate 3 off Havelock Ave.)
- 1-5pm **Equipment Rodeo**, pre-register at [SuperFair.org](http://SuperFair.org) — Hosted by Lancaster County Engineering Dept., Exhibit Hall Parking Lot D
- 1:30-2:30pm **Wild Animal Encounter by Lincoln Children's Zoo**, Pepsi Main Stage
- 3pm **Chase Dance Studio (Jazz, tap, ballet)**, Pepsi Main Stage
- 3-10pm **Lancaster Roping** — Sponsored by Wolfe Brothers, Pavilion 3 Arena
- 5-6pm **Fast Track Mud Drags MEET & GREET TRUCKS AND DRIVERS** — Presented by Ultimate Truck Off Road Center (reserved seat tickets needed — good for both day & night events at [SuperFair.org](http://SuperFair.org)), Muhlbach Motorsports Complex in front of bleachers (Enter Gate 3 off Havelock Ave.)
- 6-9:30pm **Fast Track Mud Drags MAIN EVENT: Semi Pro Classes including Sportsman, Super Stock, Modified and Open** — Presented by Ultimate Truck Off Road Center (get reserved seat tickets good for both day & night events at [SuperFair.org](http://SuperFair.org), doors open 11am), Muhlbach Motorsports Complex (Enter Gate 3 off Havelock Ave.)
- 6-9pm **Sheepdog Herding Trials**, Pavilion 4 Amy Countryman Arena
- 8-11:30pm **Lemon Fresh Day (Top 40/Rock/Country/Classics)** — **NEW Froggy98 Free Music Series**, Pepsi Main Stage

## CONNECT WITH US ONLINE!

**Website**  
**SuperFair.org**  
LancasterEventCenter.org

**Facebook**  
**@SuperFairLNK**  
@LancasterEventCenter

**Twitter**  
**@SuperFairLNK**  
@LancasterEventC

**Instagram**  
**@SuperFairLNK**  
@LancasterEventCenter



The Super Fair is brought to you by the Lancaster County Agricultural Society, a nonprofit 501(c)(3) organization that promotes agriculture, youth and community. Help let the good times grow by making a donation at [SuperFair.org](http://SuperFair.org) today!



Lancaster Event Center is a nonprofit 501(c)(3) organization dedicated to growing community through all-year-around events like yours and the Super Fair. Go to [LancasterEventCenter.org](http://LancasterEventCenter.org) to plan your next event.



The Nebraska Extension in Lancaster County 4-H Youth Development program is open to all youth ages 5-18. Visit [lancaster.unl.edu](http://lancaster.unl.edu) to learn how to get involved.



The National FFA Organization (formerly Future Farmers of America) is an agricultural education program based in classrooms. Local chapters are Norris, Raymond Central, Waverly and Crete. Find out more at [ffa.org](http://ffa.org)



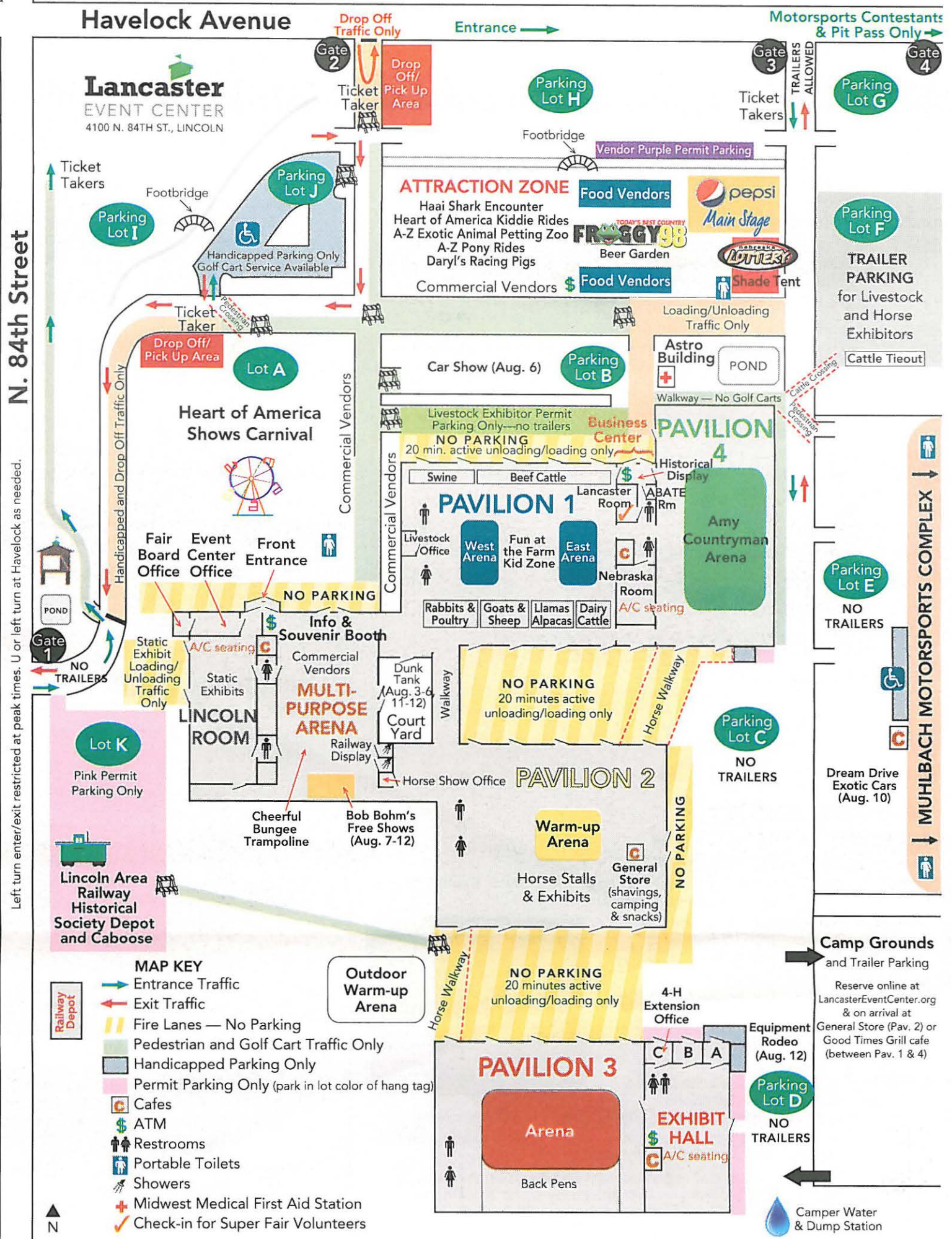
Pick up FREE GATE ADMISSION tickets at these locations



**SUPER SAVER**



Ride the StarTran bus (route 49) to Wal-Mart next door with Super Fair golf cart shuttle available daily upon request during fair hours (tell bus driver). Note: bus does not run on Sunday. See [SuperFair.org](http://SuperFair.org) "Plan Visit" for more details.



**FAIR HOURS**

**Fair Hours**  
Thu Aug 3–Sat Aug 5 • 8am–12 midnight  
Sun Aug 6 • 8am–11pm  
Mon Aug 7–Thu Aug 10 • 4–11pm  
Fri Aug 11–Sat Aug 12 • 8am–12 midnight

**GATE ENTRY**

**Admission Hours**  
Thu Aug 3–Sun Aug 6 • 10am–10pm  
Thu Aug 10 • 4–10pm  
Fri Aug 11–Sat Aug 12 • 10am–10pm

**Gate Admission Tickets**  
\$3 per day per person — cash only\*  
\*ticket required for each gate entry regardless of age, no re-entry  
\*Free Gate Admission tickets available at sponsor locations above

**Parking**  
\$5 per day per vehicle — cash only\*  
\*same day re-entry allowed, if parking permit kept

**FREE ADMISSION NIGHTS**  
Mon Aug 7–Wed Aug 9  
free gate admission & parking  
• Note fair opens 4pm

**PARKING TIPS**

**Drop Off/Pick Up Zones**  
Parents may drop off/pick up their kids (13 & older) at Gates 1 & 2 without paying a parking fee

**Handicapped Parking**  
Ample parking reserved at Gate 1 (Lot J) for most events. Use Gate 3 for parking located closer to Exhibit Hall, equine & Muhlbach Motorsports Complex events

**Golf Cart Service**  
Available from/to each parking lot including handicapped Lot J — ask parking or any staff to call you free cart ride

**Pedestrian Walkways & Bridges**  
Use these to stay safe when walking to/from parking lots

**Two Ways to Exit**  
Use Gate 1 (84th Street) & Gate 3 (Havelock Ave) to exit the fairgrounds

**PARKING RULES**  
• Parking will be allowed in designated parking areas only. NO PARKING IN THE FIRE LANES.  
• Livestock and equipment may be unloaded/loaded next to the buildings, but vehicles must be moved to parking areas immediately afterwards.

**CARNIVAL INFO**

**Open Hours & All-You-Can-Ride Wristband Sessions:**

**WEEKDAY SESSION (evening only)**

Thu Aug 3, Mon Aug 7, Wed Aug 9–Thu Aug 10  
• 6–11pm  
Buy wristband for \$25 at carnival until 10pm or buy before fair for \$20 at [SuperFair.org](http://SuperFair.org) through Aug 2

**WEEKEND MEGA SESSION (use all day & night):**

Fri Aug 4–Sun Aug 6, Fri Aug 11–Sat Aug 12  
• 1–11pm  
Buy wristband for \$30 at carnival until 10pm or buy before fair for \$25 at [SuperFair.org](http://SuperFair.org) through Aug 2

**SUPER TUESDAY Wristband Special**

Tue, Aug 8 • 6–11pm  
Save \$5 off at-carnival price — one day only!!  
Buy wristband for \$20 at carnival until 10pm or save time in line at [SuperFair.org](http://SuperFair.org) through Aug 8

See carnival ticket booths for single ride ticket pricing.

**Fairground General Rules**

- No smoking inside the buildings per Nebraska state law. E-cigarettes and vaping also prohibited due to interfering with smoke alarm system.
- No outside alcohol allowed anywhere on fairgrounds or in buildings due to Nebraska liquor license laws.
- Alcohol not allowed in any building during 4-H/FFA days of fair (Aug 3–6) — alcohol must be purchased and consumed in designated outdoor beer garden areas only.
- Absolutely no use of drones or lasers.
- No personal transportation devices anywhere on fairgrounds, including bicycles, scooters, ATVs, hoverboards, Segways or personal golf carts.
- No dogs allowed in any buildings except as required for special needs or for dog shows.
- Lincoln City Police and security will be patrolling fairgrounds.
- Exhibitors will not be allowed to sleep overnight in the buildings without written permission from your show superintendent.