



LANCASTER COUNTY FACILITIES STUDY 2020-2030

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architects



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SECTION 1. OVERVIEW

1.A. SCOPE AND PURPOSE

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

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

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

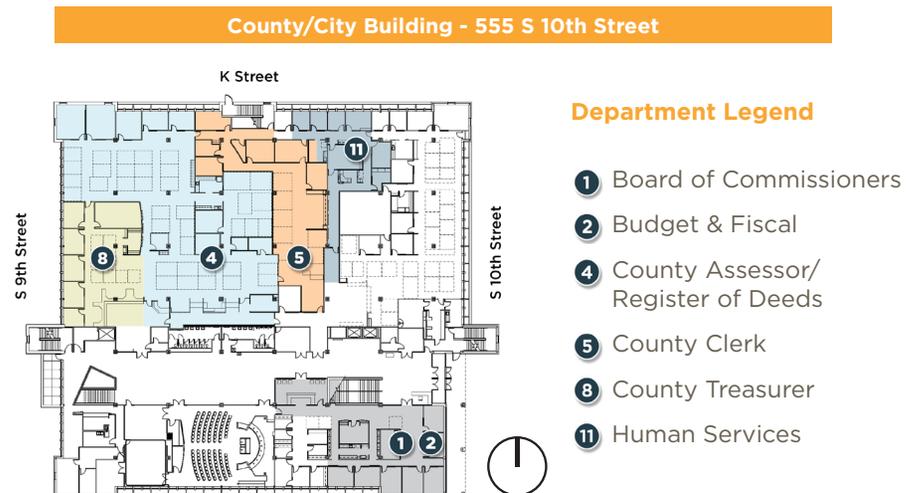
The study used a planning process that focused on the following elements:

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

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

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

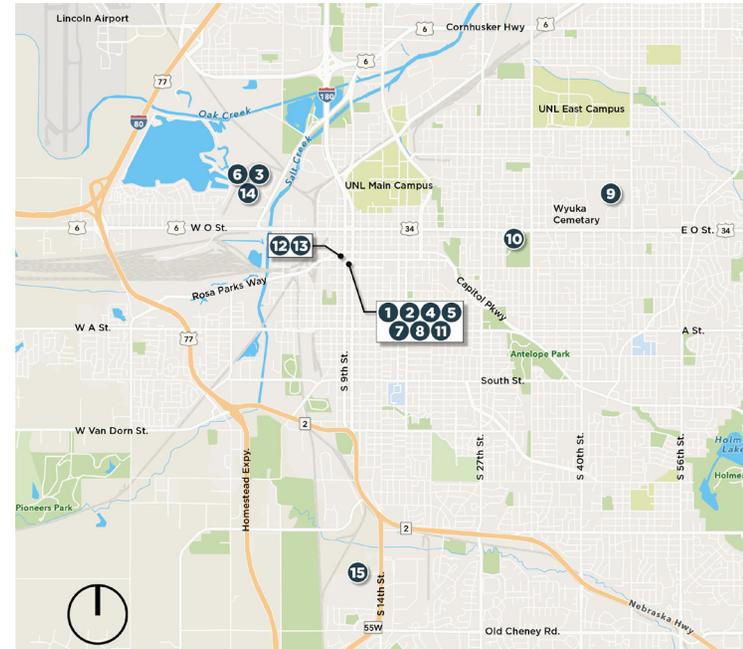
The value of the study is not measured by its ability to accurately predict the future, but its ability to frame a collection of needs, offer concepts to address them, and fashion a systematic approach for implementing the concepts. Subsequent planning, and design will need to take place at the project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



1.B. PARTICIPATING AGENCIES

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

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



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

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

1.C. PROCESS AND TIMELINE

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

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

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

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

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

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

IMPACT OF CORONAVIRUS (COVID-19) PANDEMIC

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

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

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

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

1.D. LANCASTER COUNTY POPULATION

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

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

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

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

2020 CENSUS

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

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

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

LANCASTER COUNTY POPULATION TRENDS

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

1. Aging Population

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

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

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

2. Urban Shift

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

3. Rising Diversity

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

Sources:

Nebraska County Population Projections: 2010 to 2050, David

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

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

United States Census Bureau, American Community Survey.

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

1.E. PREVIOUS PLANNING

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2. ANALYSIS AND RECOMMENDATIONS

2.A. SPACE NEEDS ANALYSIS

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

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

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

2.B. SPACE NEEDS SUMMARY

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

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

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

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

General observations regarding overall growth needs include:

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

SUMMARY SPACE NEEDS

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

2.C. SPACE NEEDS - HIGH GROWTH

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

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

HIGH GROWTH NEEDS

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

2.D. SPACE NEEDS - MODERATE GROWTH

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

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

MODERATE GROWTH NEEDS

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



Election Commissioner High Growth Needs



County Clerk High Growth Needs



Weed Control Authority Moderate Growth Needs

2.E. SPACE NEEDS - NO GROWTH

Observations about no growth agencies:

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

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

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



Youth Services Center Entrance

NO GROWTH NEEDS

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



County Assessor/Register of Deeds No Growth Needs



County Engineer Administration No Growth Needs



Records & Information Management No Growth Needs

2.F. RECOMMENDATIONS SUMMARY 2020-2030

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

RECOMMENDATION #1:

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

RECOMMENDATION #2:

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

RECOMMENDATION #3:

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

RECOMMENDATION #4:

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

RECOMMENDATION #5:

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



RECOMMENDATION #6:

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

RECOMMENDATION #7:

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

RECOMMENDATION #8:

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

RECOMMENDATION #9:

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

RECOMMENDATION #10:

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



RECOMMENDATION #1 COUNTY CLERK - PHASE 1 (2020)

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

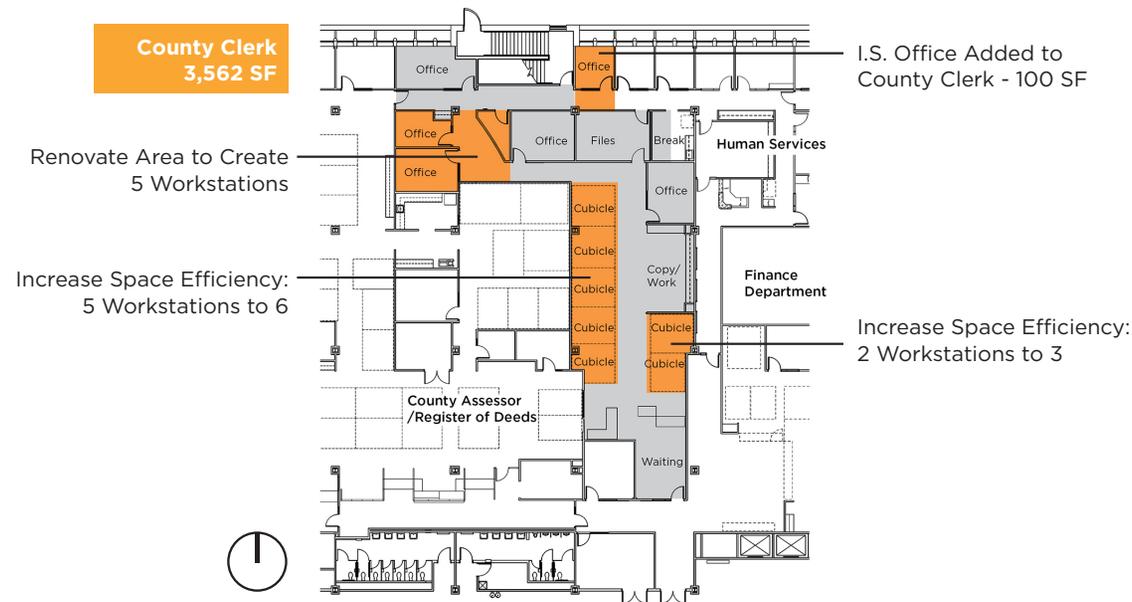
Summary

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

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

Scope of Work

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





County Clerk - Existing Open Storage Area



County Clerk - Existing Work Area



County Clerk - Existing Storage Room



County Clerk - Existing Work Stations

RECOMMENDATION #2: ENGINEERING ADMINISTRATION (2020)

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

Summary

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

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

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

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

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

Scope of Work

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

Other Considerations

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

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

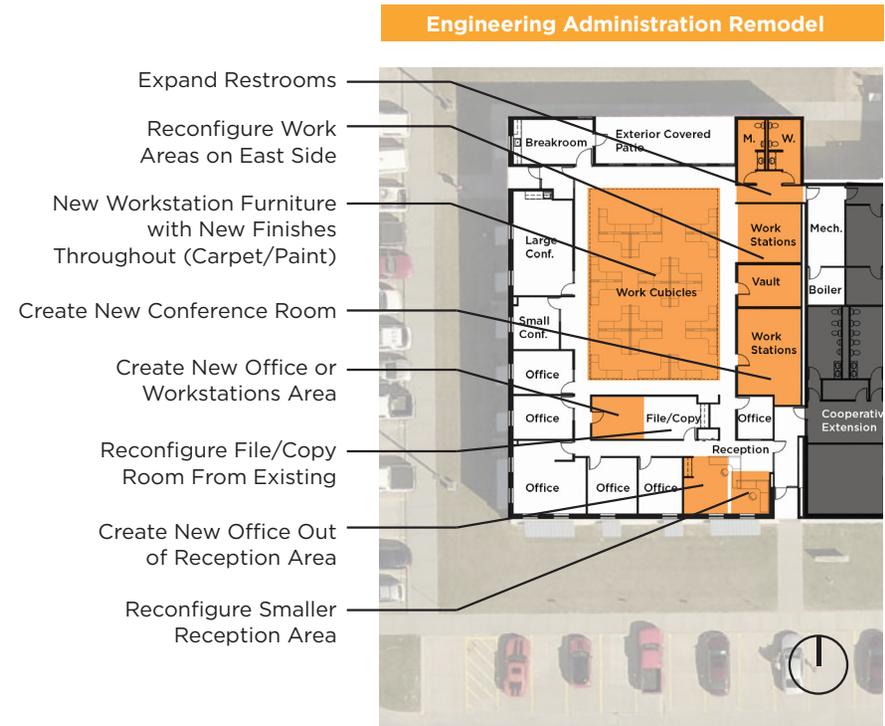


Engineering Administration Exterior



Engineering Administration - Existing Reception Area

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



RECOMMENDATION #3: ELECTION COMMISSIONER (2021-2022)

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

Summary

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

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

1. Early Voting

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

2. Petitions

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

3. Lancaster County Population Increase

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

4. Help America Vote Act

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

Scope of Work

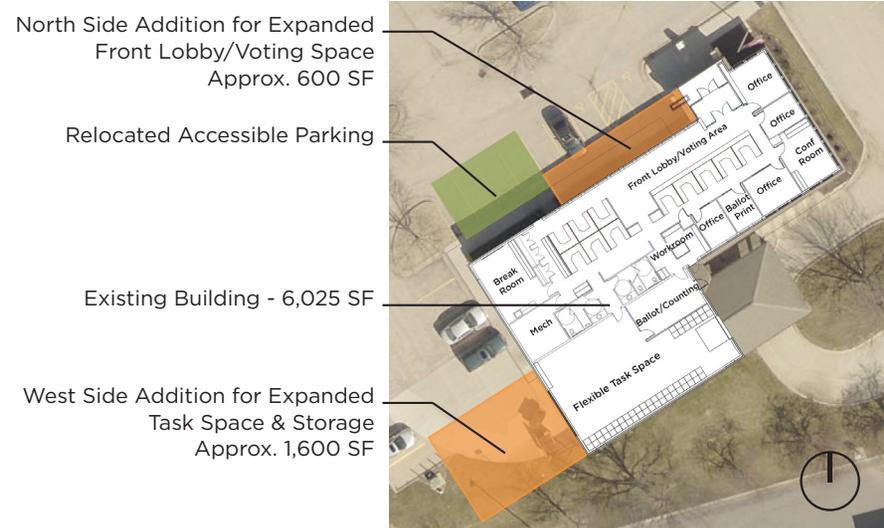
- Construct 2,200 GSF of additions in two locations - north and west
- Construction timeline to occur during 8 month 'down period' following elections in May 2021 to January 2022
- Add larger public waiting/queuing space and voting area (public 'front of house')
- Include larger secure ballot counting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

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

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

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

- Add security with card access system



Election Commissioner - Existing Southeast Exterior



Election Commissioner - Storage Workroom

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

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

Summary

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

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

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

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

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

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

Scope of Work

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

Other Considerations

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

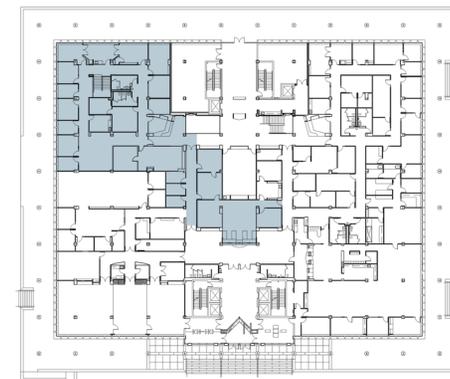


Justice & Law Enforcement Center

Justice & Law Enforcement Center - First Level



County Sheriff at Justice & Law Enforcement Center



FIRST LEVEL - KEY PLAN

RECOMMENDATION #5: COOPERATIVE EXTENSION (2022-2023)

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

Summary

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

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

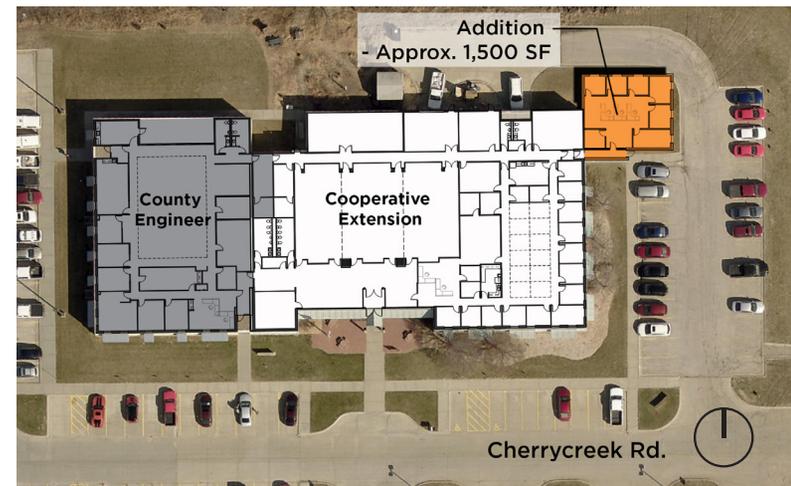
Staff projections estimate as many as 7 new employees are needed (including 3 FTE's and 4 PTE's) in the 10-year period from 2020-2030. Due to the nature of the department's work with children there is a need for privacy in work spaces when discussing the needs and well being of children. As such this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

Scope of Work

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

Other Considerations

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





Cooperative Extension - Main Entrance



Cooperative Extension - Staff Parking



Cooperative Extension - Auditorium/Event Space



Cooperative Extension - Existing Work Area

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

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

Summary

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

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

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

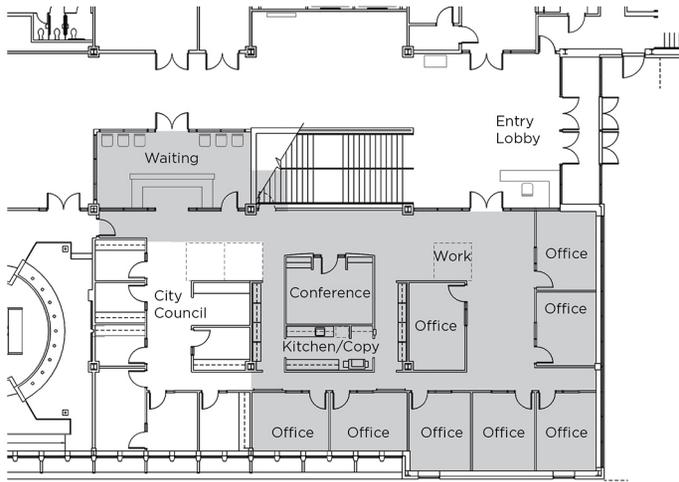
Scope of Work

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

Other Considerations

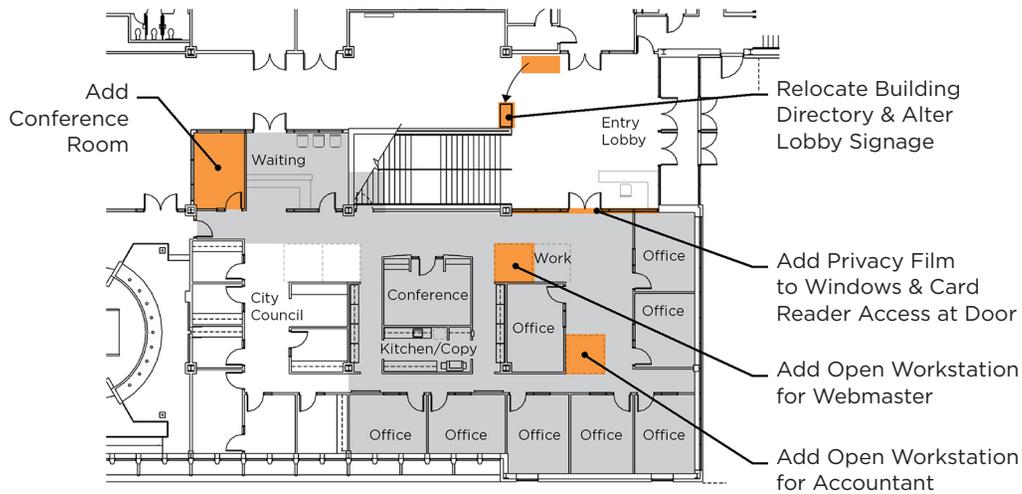
- There will be a need in the future, beyond the scope of this study, to add additional offices for new County Commissioners based on population growth. Current projections suggest this will not be necessary until after the 2040 census.

Existing Plan



Commissioners/Budget & Fiscal - Wayfinding Directory Example

Revised Plan



Commissioners/Budget & Fiscal - Privacy Window Film Example

RECOMMENDATION #7: SHERIFF'S OFFICE 2023-2024

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

Summary

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

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

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

Scope of Work

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

Other Considerations

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





Lincoln Police Department Shooting Range



Lincoln Police Department K-9 Training Facility



Site of Sheriff's Training Center



Lincoln Police Department Existing Training Facility

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

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

Summary

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

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

Scope of Work

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

Other Considerations

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

625 N 46th Street



DMV Location - Central

500 West O Street



DMV Location - West

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

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

Summary

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

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

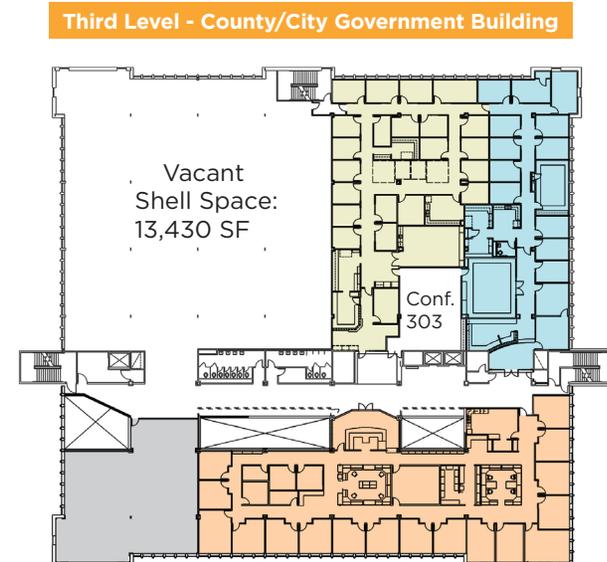
Centralized Accounting - the County Clerk's office is responsible for preparing payment claims that are presented to the Board of Commissioners for review and approval of payment. Currently, the existing system utilizes account clerks embedded in separate county agencies to prepare and submit a payment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

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

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

Scope of Work

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

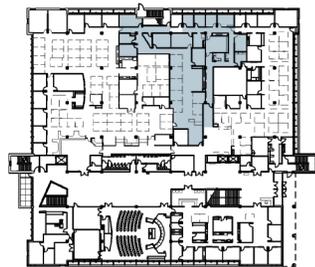


Human Services, Relocate 2,300 SF to 3rd Floor Vacant Space

Clerk Expands to Vacated Human Services



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



KEY PLAN



Human Services Relocates to 3rd Floor Vacant Space

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

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

Summary

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

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

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

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

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



Records & Information Management



Records & Information Management Scanning Area

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

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

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

Redevelopment

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

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

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

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

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



K Street Building - Election Commissioner Storage

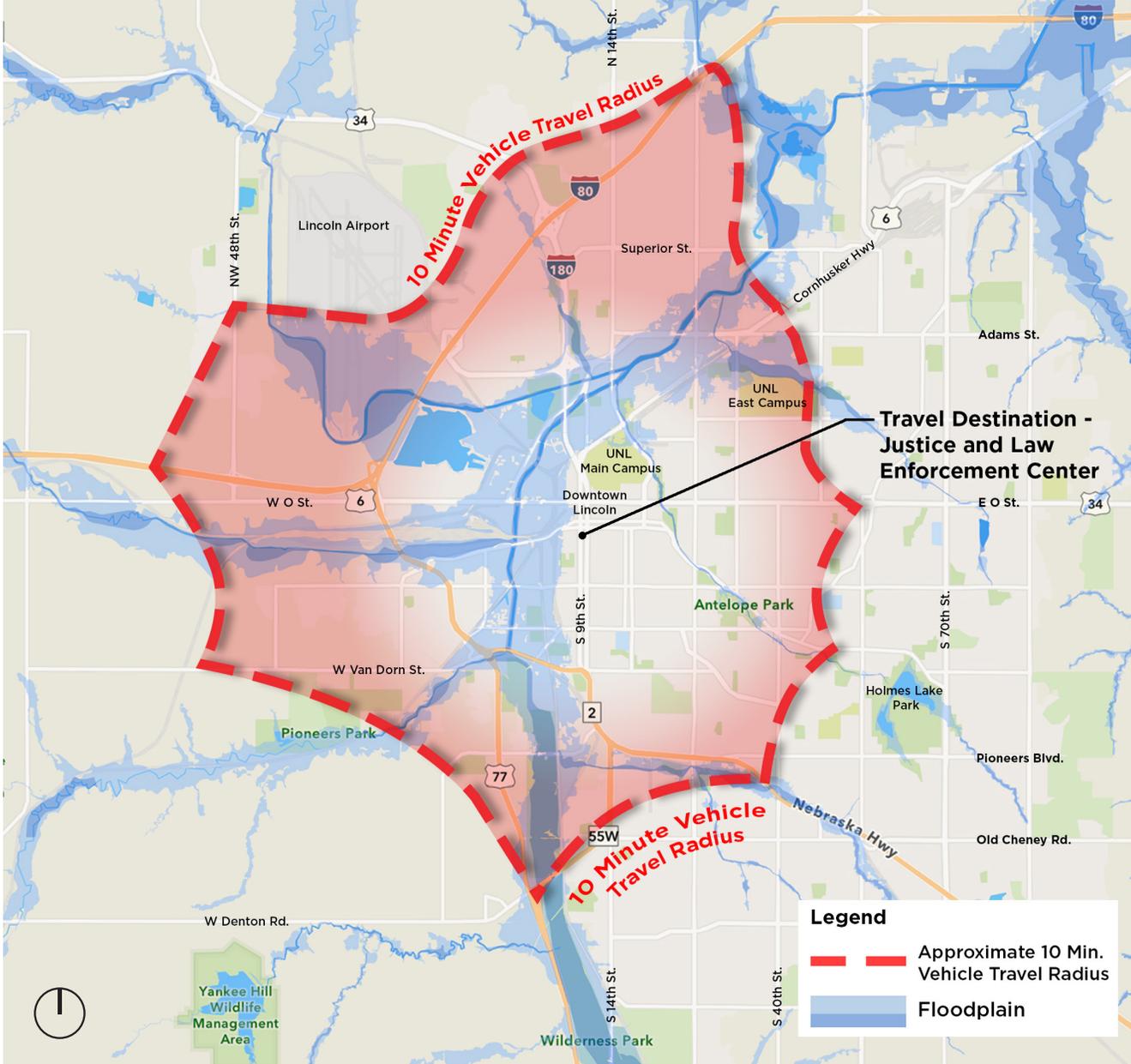
EXISTING TENANT LEASES

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

Scope of Work

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

10 MINUTE VEHICLE TRAVEL RADIUS



SECTION 3 PHASING SEQUENCE & CONSTRUCTION COST

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

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

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



Recommendation 3: Election Commissioner Additions

Timeframe Summary

2020

1. County Clerk - Phase 1
2. Engineering Administration

2021-2022

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

2022-2023

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

2023-2024

7. Sheriff - Training Facility - shared site with LPD

2025

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

2026-2030

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

YEAR 2020 | RECOMMENDATION 1: COUNTY CLERK - PHASE 1

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

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

YEAR 2020 | RECOMMENDATION 2: ENGINEERING ADMINISTRATION

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

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

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

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

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

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

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

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

YEARS 2022-2023 | RECOMMENDATION 5: COOPERATIVE EXTENSION

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

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

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

Board of Commissioners, Budget & Fiscal and Wayfinding Improvements	Quantity	Units	Cost/Unit	Component Cost
INTERIOR DEMOLITION				
First Floor - modify front desk, remove HM window frame/glass south wall	160	s.f.	\$10.00	\$1,600.00
Demolition Subtotal				\$1,600.00
INTERIOR ARCHITECTURAL CONSTRUCTION				
First Floor (walls, doors, ceiling, paint, flooring, base)	120	s.f.	\$50.00	\$6,000.00
Privacy film on existing windows - full matte	159	s.f.	\$18.00	\$1,434.00
Card Reader east entry	1	L.S.	\$3,000.00	\$3,000.00
New wayfinding directory in east lobby entry	1	L.S.	\$5,000.00	\$5,000.00
Interior Architectural Subtotal				\$16,862.00
MECHANICAL/PLUMBING				
HVAC modifications (moving grilles, new grilles and exhaust fan)	1	L.S.	\$1,000.00	\$1,000.00
(1) new VAV box (includes, piping and valves)	1	L.S.	\$3,750.00	\$3,750.00
Controls	1	L.S.	\$1,000.00	\$1,000.00
Fire sprinkler modifications	1	L.S.	\$1,000.00	\$1,000.00
Mechanical/Plumbing Subtotal				\$6,750.00
ELECTRICAL				
Lighting, Power and Phone Data Allowance	1	L.S.	\$6,000.00	\$6,000.00
Fire Alarm	1	L.S.	\$1,000.00	\$1,000.00
Electrical Subtotal				\$7,000.00
General Contractor (GC) Construction Subtotal				
Contractor General Conditions			10%	\$3,221
Subtotal				\$35,433
Contractor Overhead & Profit			7.5%	\$2,657
General Contractor (GC) Construction Total				\$38,091
Recommended Owner's Construction Contingency			10%	\$3,809
Design Contingency (needed for future design decisions not known at this time)			10%	\$3,809
TOTAL				\$45,709
Construction Escalation Factor - 4.5% per year to mid-point of construction				\$4,791
OPINION OF PROBABLE COST WITH ESCALATION TO SEPTEMBER 2022				\$50,500

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

YEARS 2023-2024 | RECOMMENDATION 7: SHERIFF TRAINING CENTER

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

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

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

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

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

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

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

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

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

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

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

SUMMARY OF 2020-2030 ESTIMATED COSTS

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

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

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

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

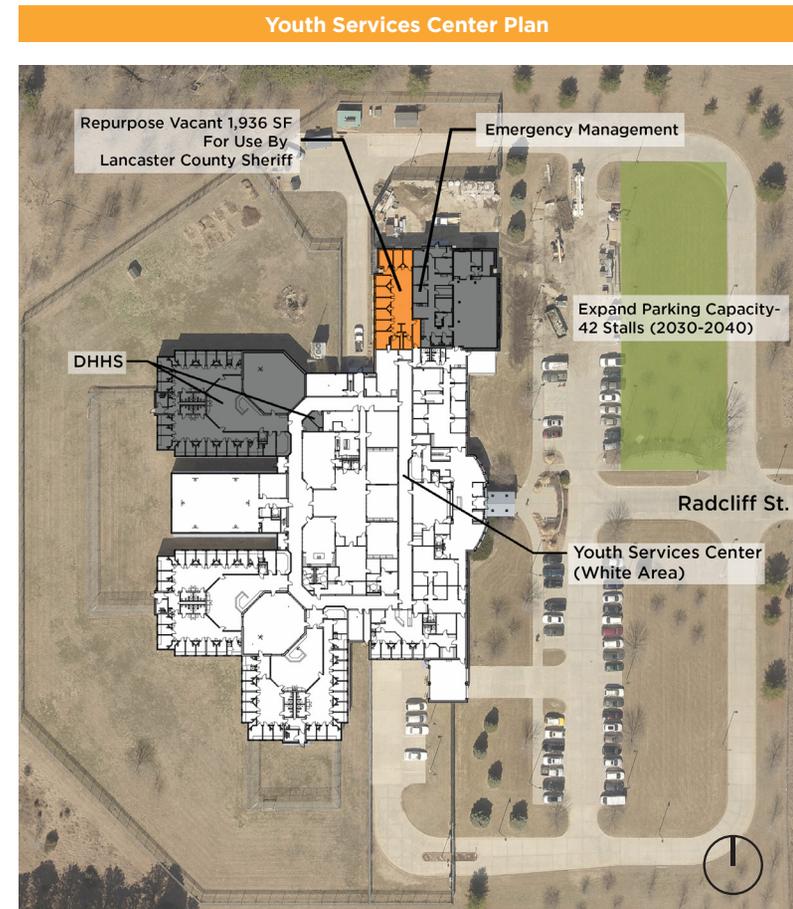
SECTION 4. OTHER CONSIDERATIONS 2020-2030 | YOUTH SERVICES CENTER - AVAILABLE SPACE

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

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

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

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



SECTION 5. LONG-TERM CONSIDERATIONS

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

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

Summary

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

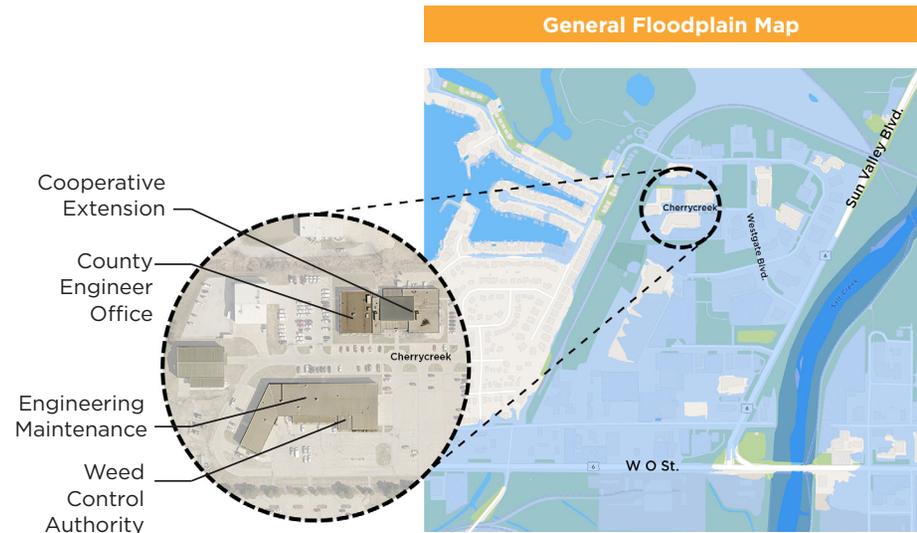
The county maintenance garage currently services all county vehicles and equipment, including Sheriff vehicles; approximately 783 vehicles in total. The County Engineer has expressed concern that should such a major flood event occur (similar to the major floods experienced throughout the state in 2019),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

Scope of Work

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

Other Considerations

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



LONG-TERM CONSIDERATION #2: CORE GOVERNMENT CAMPUS GROWTH

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

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

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

Planning for Long-Term Growth

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

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

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



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

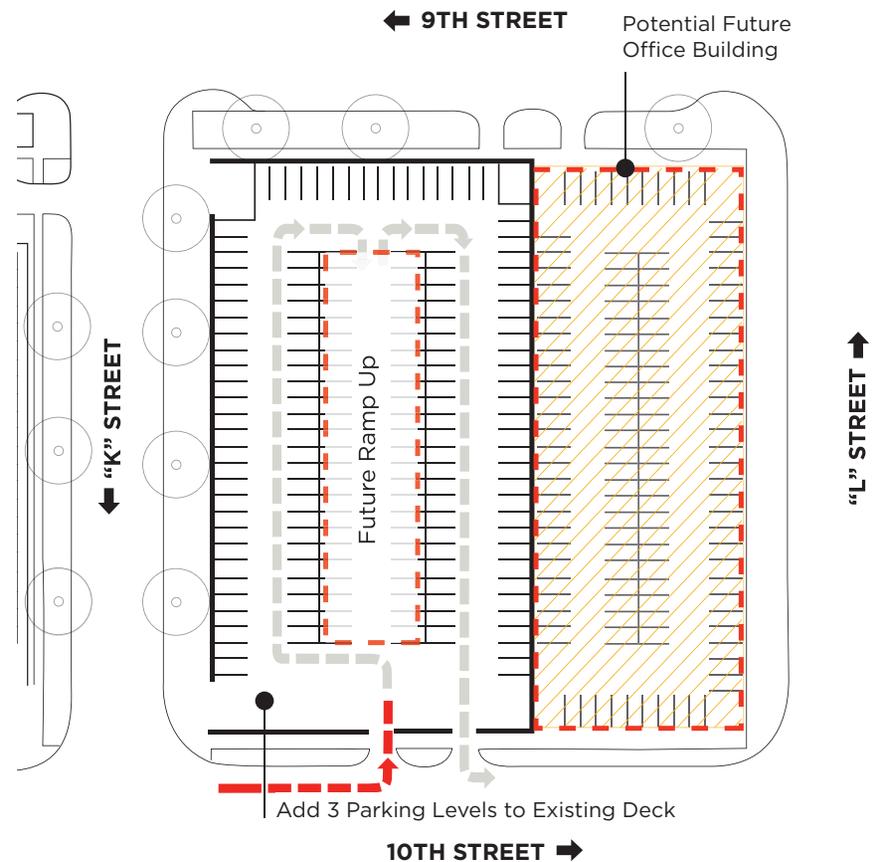
Expansion Capabilities: North and South Options

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

North Expansion - Office Building and Parking

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

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



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



PBC Parking Deck

South Expansion Option – Office Building and Parking

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

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

West Expansion Option

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

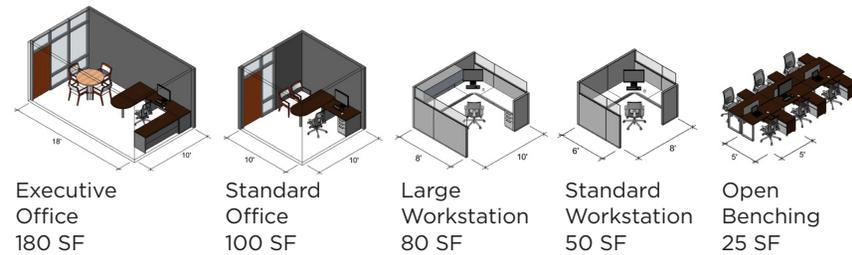
This study proposes the continued County/City use of the 633 and 825 'J' Street buildings located between 'H' and 'J' streets. However, a third option for future core campus expansion is to increase the density of the 900 'J' Street property. This could occur in a westerly direction on the parking lot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

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

APPENDIX 1 | SPACE STANDARDS FOR PROJECTIONS

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

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



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



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