

**HASTINGS CITY COUNCIL
WORKSESSION AGENDA**

**Council Chambers – City Hall
220 North Hastings Avenue
January 6, 2020
5:30 PM**

ROLL CALL:

MOTION TO ADOPT CURRENT AGENDA for January 6, 2020 Worksession.

PUBLIC NOTICE - Official Notice of the Worksession was published in the Hastings Tribune on Friday, January 3, 2020. Pursuant to Nebraska Revised Statute Section 84-1412, the public is advised that a copy of today's agenda and all reproducible written material which will be discussed at today's meeting is available. Also, a current copy of the Nebraska Open Meetings Act is posted and accessible to members of the public.

DISCUSSION ITEMS

1. Discussion of transportation related issues:
 - Proposal for viaduct demolition
 - Left turn signals on Burlington Avenue
 - Request For Proposals (RFP) for long-term transportation and parking plan
2. Presentation of Museum Annual Report.
3. Presentation of Library Annual Report.
4. Review of Library Policies.
5. Discussion of alarm monitoring resolution.
6. Discussion of Property Assessed Clean Energy (PACE) manual and application.

ADJOURN:

The Mayor and City Council reserve the right to enter into an executive session at any time during the meeting, in accordance with the Nebraska Open Meetings Act, even though the closed session may not be indicated on the agenda.

It is the intention of the Mayor and City Council to take up the items on the agenda in sequential order. However, the Mayor and City Council reserve the right to take up matters in a different order to accommodate the schedules of the city council members, person having items on the agenda, and the public.

CITY OF HASTINGS, NEBRASKA COMPREHENSIVE TRANSPORTATION AND PARKING PLAN

Hastings, Nebraska

CITY OF HASTINGS PLANNING AND DEVELOPMENT SERVICES DEPARTMENT REQUEST FOR QUALIFICATIONS

Sealed qualifications will be received by the City of Hastings, Nebraska in the City Clerk's office at City Hall, 220 North Hastings Avenue, Hastings, NE 68901, until **February __, 2020 at 5:00 pm** for the following services:

COMPREHENSIVE TRANSPORTATION AND PARKING PLAN

Qualifications will be accepted until the above time and date. Detailed requirements and qualifications for these services may be obtained on the City's web site at <https://www.cityofhastings.org/bids/>

All qualifications submitted in response to this notice will be reviewed and evaluated by City staff. Selected respondents will be invited to go through an interview and selection process conducted by a selection panel.

The City of Hastings, Nebraska reserves the right to accept or reject any and all submittals of qualifications. The City reserves the right to waive technicalities on qualifications. No qualifications may be withdrawn after receipt deadline opening time for a period of sixty (60) days.

All information should be submitted in an 8½" by 11" format in seven bound copies and a complete PDF electronic version on thumb drive delivered to the City Clerk's office. **Please be advised that emailed qualifications will not be accepted.**

All information should be submitted to and plainly marked as:

CITY OF HASTINGS, NEBRASKA
COMPREHENSIVE TRANSPORTATION AND PARKING PLAN
ATTN: CITY CLERK
220 North Hastings Avenue
Hastings, NE 68901

RFQ – COMPREHENSIVE TRANSPORTATION AND PARKING PLAN

I. Background and Project Description:

The City of Hastings is issuing a Request for Qualifications (RFQ) for a comprehensive transportation and parking plan and strategy.

The City of Hastings is located in south-central Nebraska in Adams County with a population of approximately 25,000 and an area of ____ square miles. The City's current comprehensive zoning plan which incorporated a transportation element was adopted in February 2009, including the adoption of a form based code in downtown, have taken place over the years, but a full review specific to the transportation and parking standards has never been completed.

Although the City of Hastings is an auto-oriented community, over the last 10 years, private investment has resulted in \$_____ million dollars in the downtown and northern part of the City and in the downtown corridor, creating pockets of development with a more urban feel. The City has as its principal north-south transportation route State Highway 281 which is four-lane roadway which connects the City to Interstate 80. The City seeks assistance implementing a new city-wide approach to transportation and parking to address both its urbanizing corridors and developing suburban areas.

II. Project Scope in Brief:

The transportation and parking plan is intended as a piece of an overall update to the City's Comprehensive Zoning Plan. In preparation of this effort, the staff has begun reviewing transportation needs and parking utilization for various development types around the city. Staff seeks a consultant to bring outside expertise and best practice standards for the following items:

- Review of the City's current transportation system throughout the City and growth areas within the extraterritorial jurisdiction where the City exercises its powers and duties. The options for north-south and east-west transportation routes are somewhat limited within the City, and there is no clearly defined requirements based on need for both on-street and off-street parking. There are off-street parking requirements for all zoning districts as outlined in the Hastings City Code.
- Propose options to improve both north-south and east-west traffic flow within the City taking into consideration the area of the City which has entertained the most growth is to the north towards Interstate 80.
- Review contemplated road and bridge vacations and extensions citywide to provide recommendations for future connectivity of the local street network. Recommend priority connections and constraints based on existing traffic data and urban growth patterns.
- Propose minimum ingress/egress standards or policies for new subdivisions to maximize future connectivity and emergency access.
- Propose possible changes or modifications to the City's one-way street system in the downtown corridor.
- Propose options to best accommodate the two railroads crossing the City (BNSF and UP), while mitigating negative effects of traffic patterns and blocking of intersections. There is a desire to implement quiet crossings for the BNSF rail traffic east and west through the City, especially in the downtown corridor.
- Review parking standards to right size parking ratios and make them context-sensitive to project locations and parking demand factors particularly in redevelopment areas identified by the City's Community Redevelopment Authority (CRA).
- Consider alternatives for amendments to on- and off- street ADA and Van-accessible parking standards, based on existing and projected future demographic makeup of the jurisdiction.

- Review existing policies or propose new policies for shared parking areas within the City, and make recommendations regarding the applicability, opportunities, implementation, and necessary documentation to support shared parking.
- Review of the impact of on-street parking and its overall impact on a strategy to provide parking.
- Analyze the concept of maximum parking standards and provide a pro/con analysis of this approach.
- Identify possible options for discouraging over parking including the opportunity costs of excess parking.

III. Anticipated Selection Criteria:

The City of Hastings will utilize a qualifications-based selection process in determining a consultant that will assist with this project. Consultants will be evaluated primarily on the creativity, experience, and expertise in reviewing and proposing right-sized parking standards, expertise related to a shared parking model, management of an update process, and experience with area-wide transportation improvements.

It is anticipated that firms will be evaluated based on the following criteria:

- Specific firm experience in preparing a transportation plan, parking standards update, and community parking strategy implementation for cities with similar characteristics to Hastings in size, demographics, or this project scope.
- Specific individual project management experience in managing a long-range transportation plan, community parking strategy, and regulatory policy review including development and implementation.
- Specific team experience and qualifications related to preparing similar municipal transportation and parking updates.
- Demonstrated knowledge of Nebraska transportation funding mechanisms and programs, including gap/connection, multi-modal, ADA-compliance, and streetscape enhancement programs.
- Availability and commitment of the project manager to the project. Firms should specifically address the level of commitment by the proposed project manager.
- Creativity demonstrated in the consultant's response to achieve this scope or items the consultant may think are important but not addressed.
- Reputation of the team.
- Adherence to the process identified in this RFQ.
- Others that may be identified.

IV. Submittal Requirements:

All responses to the RFQ shall include the following information:

- Provide a profile of the team. If more than one firm is to be engaged, include identification of the lead firm, the role of each firm on the team, and an organizational chart as well as the year each firm was established.
- A description of the team's qualifications for the Hastings Comprehensive Transportation and Parking Plan and Strategy including a description of relevant experience on similar projects for each firm on the team.
- The names and qualifications of the specific staff members from each firm who will be assigned to the project, their role in the project, and a detailed resume listing their individual work experience in this role on similar projects.
- A specific written comment from the Project Manager describing their experience and project approach proposed for this project. This should be a demonstration of the capability, commitment, and professionalism of the Project Manager.
- A minimum of three (3) professional references for which a similar project has been completed within the last six (6) years.
- A general description of the recommended strategies and processes for developing a Comprehensive Transportation and Parking Plan based on the premises described above. This would be a section that could include statements about creative approaches to this effort proposed by the consultant team.
- A recommended timeline for the completion of the design team's recommended deliverables.
- A proposed fee or fee range, itemized by project component. If the respondent proposes additions/alternatives to the above project scope, these fees should be separately reported.
- All information should be submitted in an 8½" by 11" format in seven bound copies with a complete PDF electronic version on thumb drive delivered to the City Clerk's office, 220 North Hastings Avenue, Hastings, NE 68901, before 5:00 pm on Friday, February __, 2020.

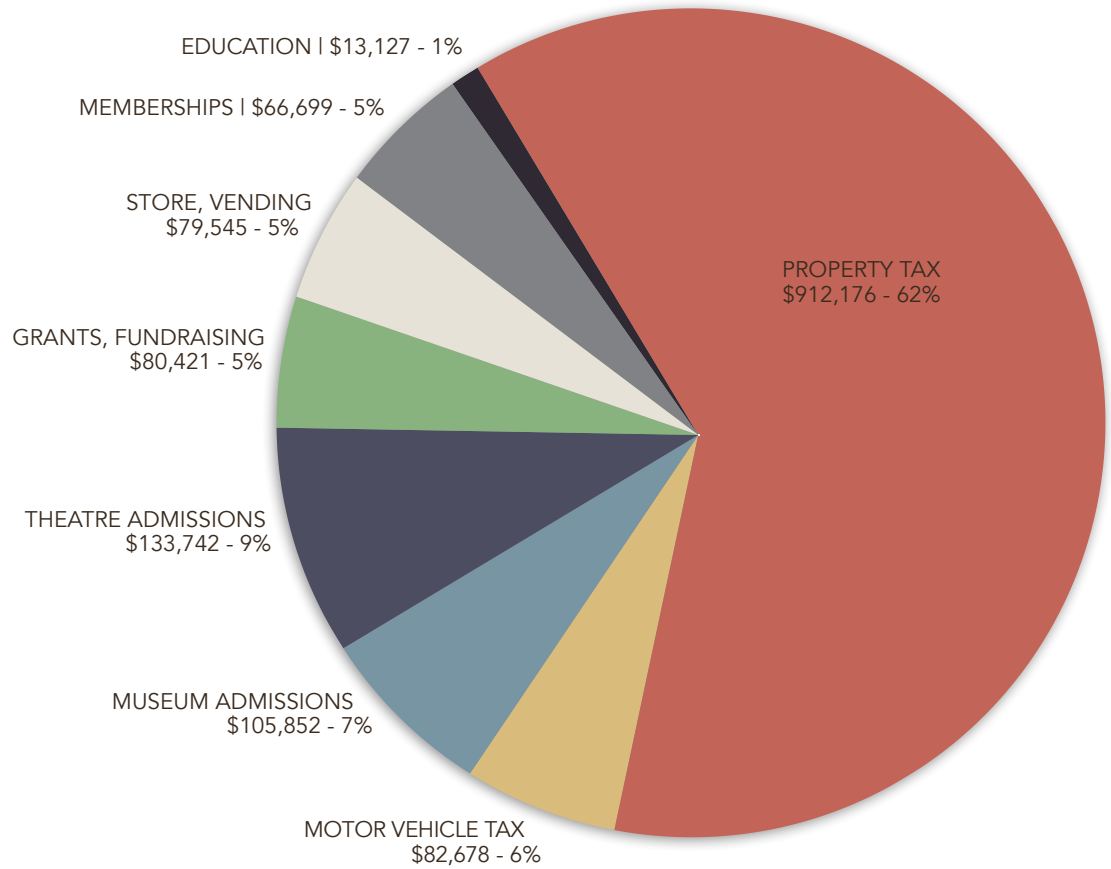
V. Selection Process:

The City of Hastings will select the most qualified consultant to perform this work. A recommendation to negotiate with a preferred consultant will be made to the City's Development Services Department and City Council by a staff selection team. The identification of the full team will not be revealed prior to the submission of written qualifications.

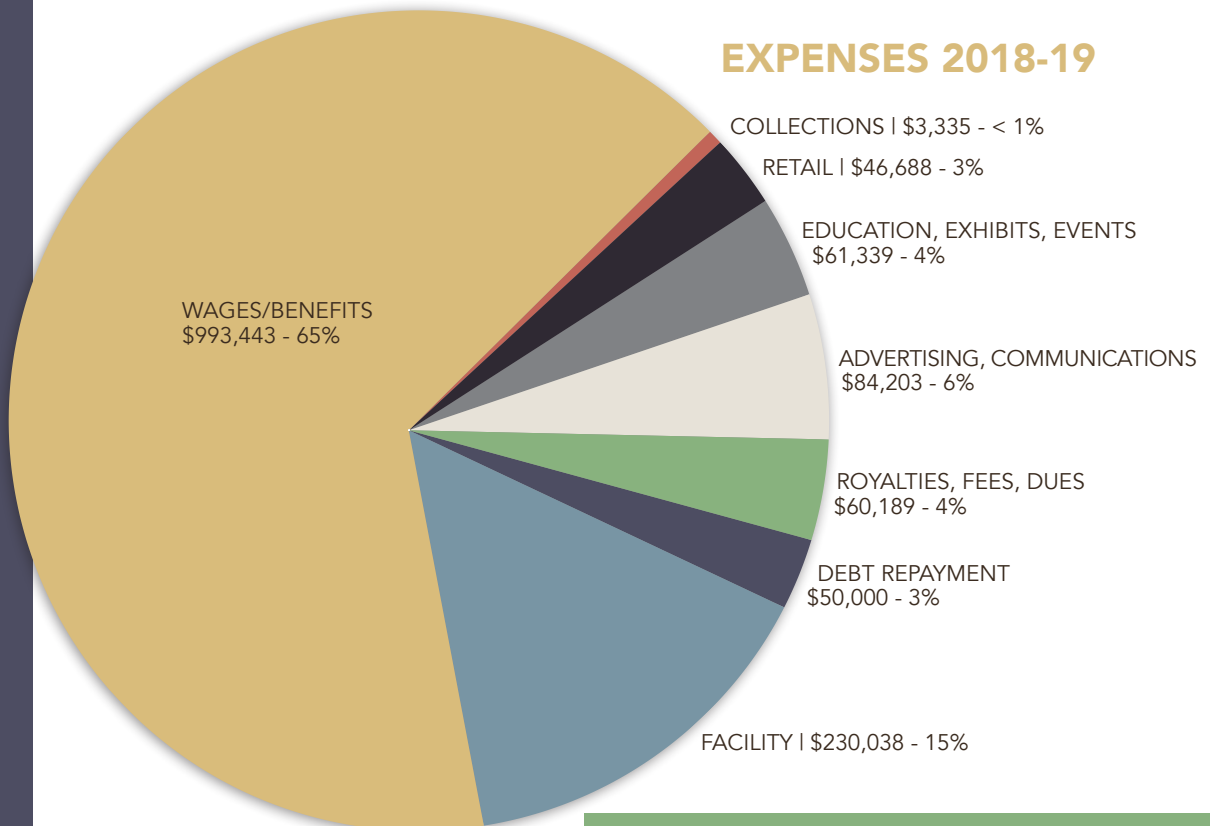
Questions concerning this RFQ must be submitted by e-mail at least ten (10) days prior to the deadline for qualifications. The City's responses to questions will be posted on the City's internet site, at least five (5) days prior to the deadline for qualifications. Consultants may be provided an opportunity to discuss the Hastings Comprehensive Transportation and Parking Plan prior to submission with key city staff members that include the City Administrator, City Attorney, City Engineer, and the Development Services Director. All inquiries should be coordinated and scheduled through _____ (402) 461-____ @cityofhastings.org

MUSEUM FINANCIALS

INCOME 2018-19



EXPENSES 2018-19



1/2 CENT SALES TAX 2018-19

\$218,549
Funds Received

\$158,216
Funds Spent

ANNUAL REPORT 2018-19

COLLECTIONS

4,093

objects were cleaned, photographed, rehoused, and catalogued.

5,693

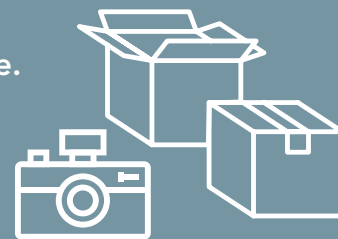
were moved into new compact storage.

1,972

hours from the Museum's 3 interns.

128

hours donated by volunteers to the collections department.



ATTENDANCE

28,783

Museum patrons

22,156

Theatre patrons



Life up close.

Hastings Museum

Natural & Cultural History
Planetarium • Theatre

PROGRAMS

5,352

People in 485
Planetarium Shows



3,440

Students in 196
School Programs



385

Summer Fun Students
in 23 Classes



MEMBERSHIPS

5,533

Members

1,051

Active Memberships



1,733

Twitter
followers

766

Instagram
followers

8,235

Facebook
fans



132,104 VISITS



2,271
Makerspace
Visits

1,126
New Library
Cards



178,487 - from Main Library
56,338 - from Digital Libraries
21,760 - from Bookmobile

256,585 TOTAL
ITEMS CHECKED OUT

CIRCULATION



21,434
INTERNET SESSIONS



70,204
FREE WI-FI
ACCESSED



91,638
Total
Computer
Sessions

3,775 items
added to Collection
289,152 minutes
read during Summer

662
Bookmobile Stops
23
Home Delivery
Participants



1,052
PROGRAMS



20,974
ATTENDEES

BECAUSE
ACCESS
EQUALS
OPPORTUNITY.



BYLAWS
of
The Hastings Public Library Board

Article I
NAME AND PURPOSE

This organization shall be called: "The Hastings Public Library Board." The Board exists by virtue of the provisions of Chapter 26-101, et seq. of the City Code of the City of Hastings, Nebraska. The Board shall exercise the powers and authority, assume the responsibilities delegated to it and operate pursuant to such code.

The Library Board advises the library director and the city council in matters related to the library and its services, and promotes the library and its programs.

Article II
MEMBERSHIP

Section 1. The Board shall be composed of eight (8) members who are to be appointed for individual terms of four (4) years, by the Mayor and Council of the City of Hastings, pursuant to law.

Section 2. The member's terms of office shall be staggered to provide for continuity in policy and orderly transition of membership.

Section 3. A member may serve a maximum of two (2) consecutive terms; interim or temporary appointments for terms of less than two years shall not be considered a "term."

Section 4. In the event of vacancies due to resignation, removal or otherwise, the Mayor and Council of the City of Hastings shall fill such vacancy for the unexpired term pursuant to law.

Article III
OFFICERS AND THEIR DUTIES

Section 1. The officers of the Board shall be President, Vice President, and Secretary, who shall be elected by the Board at the annual meeting held in August of each year.

Section 2. The President shall preside at all meetings of the Board, appoint, subject to the approval of the Board, all standing committees, and perform such other duties as required by these Bylaws or imposed by law.

Section 3. The Vice President shall preside and perform other duties in the absence of the President.

Section 4. The Secretary shall perform all duties, as directed by the Board.

Section 5. All funds set apart for the use of the Library shall be drawn upon and paid out by the Treasurer of the City of Hastings upon written voucher signed by the Library Director. A list of such vouchers shall be available for review by the Board upon request.

Section 6. In the event of the death, resignation or disability of the President, the Vice President shall assume the duties of the office of President.

Article IV TERMS OF OFFICE AND ELECTIONS

The officers shall be elected annually at the regularly scheduled meeting of the Board in the month of August. The newly elected officers shall assume the responsibilities of their offices effective September 1 and shall serve for a term of one (1) year, and thereafter, if necessary, until their successors shall have been elected. No person shall be elected to the same office for more than two (2) consecutive one-year terms.

Article V MEETINGS

Section 1. Regular meetings of the Board shall be held at the Hastings Public Library. Written notice of the time and place of the meetings shall be posted and published in conformity with the provisions of the laws of the State of Nebraska and the Hastings City Code.

Section 2. Special meetings may be called by the President or by any two (2) Board members. Written notice of the time and place of special meetings shall be posted and published in conformity with the provisions of the laws of the State of Nebraska.

Section 3. Four (4) members of the Board shall constitute a quorum for the transaction of business.

Section 4. No Board member shall vote on any matter if such vote might reasonably be expected to result in a direct or indirect benefit (other than that received as a member of the general public) to such member or the immediate family of such member. No Board member shall receive any pay or compensation for any services rendered as a member of the Board.

Section 5. Proceedings of all meetings shall be governed by the most current edition of Robert's Rules of Order.

Article VI ANNUAL MEETING

The annual meeting of the Board shall be the regular August meeting.

Article VII **ATTENDANCE**

The Board members are expected to attend all regular and special meetings of the Board. The members who are absent from three (3) consecutive regular meetings or who fail to attend two-thirds (2/3) of all meetings in any twelve-month period, shall be automatically removed from the Board.

Article VIII **COMMITTEES**

Section 1. Special committees may be created by the Board to handle specific matters, with the President appointing the Chairman and committee members. Each committee shall consist of at least two (2) members, but no more than three (3).

Section 2. Committee meetings shall be called by the committee chairman. Two (2) committee members shall constitute a quorum for the transaction of committee business. Committee business may also be conducted through electronic communication.

Section 3. A verbal or written report by the committee chairman shall be presented at the next regular meeting of the Board following the committee meeting.

Article IX **LIBRARY DIRECTOR**

Section 1. The Library Director shall be considered the executive officer of the Library and shall have primary responsibility for administration of the Library under the direction and review of the Board. The Library Director is responsible for the organization, planning, direction and administration of library services and activities to provide quality library service. The director works with the advisory board, as well as with other groups, to promote the library. The Library Director shall attend all regular Board meetings.

Section 2. The Library Director shall present a verbal or written report at each regular meeting of the Board, describing the activities of the Library during the previous month. Any written report shall be filed as a permanent record.

Article X **AMENDMENT OF THE BYLAWS**

These Bylaws may be amended at any meeting of the Board by the affirmative vote of the majority of members of the Board, provided written notice of the proposed amendment has been given to all Board members prior to the meeting at which the proposed amendment is presented for consideration.

Passed and approved this _____ day of _____, 2018.

Board Secretary

Adopted 1985

Amended February 12, 2001
Amended November 20, 2002
Amended December 13, 2004
Amended May 4, 2015
Amended October 9, 2018

Approved by the Mayor and Hastings City Council on the _____ day of _____, 2018.

City Clerk

Hastings Public Library

CIRCULATION POLICY

IN LIBRARY USE

All materials may be used within the Library, free of charge.

ELIGIBILITY FOR FREE BORROWING PRIVILEGES

Any resident or person paying property taxes in Adams County is eligible for a free library card. Identification that shows proof of current physical address is required. Identification must include a valid driver's license or other photographic identification. In the case that the photographic identification does not include a current physical address, other identification will be required, such as a personalized check blank, or utility bill. Post office box addresses may be used for mailing purposes, but proof of physical address is required for borrowing privileges.

NON-RESIDENT CARDS

Non-Residents may purchase a card for \$40.00 a year, effective October 1, 2018.

LENDING POLICIES

Materials may be borrowed only with a card in good standing.

Fees or fines in excess of \$10.00 will block borrowing privileges until a portion or the entirety of the fees or fines have been paid.

LENGTH OF LOANS

3 Weeks:	Most books, Books on CD,
1 Week:	Selected New Books, magazines, DVDs
3 Days:	Equipment

RENEWALS

Most items may be renewed twice.

Equipment may not be renewed.

Items with waiting requests cannot be renewed.

CHECK-OUT LIMITS

No limit on the total number of items

10 Videos/DVDs

5 Magazines

Reference items may be used in the library.

FINES AND CHARGES

Service fees for past due items are based on a per day charge per item.

The service fee structure for Hastings Public Library and the Bookmobile is \$0.10 per item per day. The fines will accumulate to a maximum of \$5.00 per item, or until the item changes to Lost status.

Items borrowed from other libraries (Interlibrary loan) and HPL equipment will be charged \$1.00 per item per day. The fines will accumulate to a maximum of \$10.00.

Accounts with outstanding fines or fees of \$25.00 or more may be sent to a collection agency for further action. If the account is sent to collections, a non-refundable \$10.00 fee will be placed on the account (to recoup notice fees and loss of percentage at collection, in addition to cost of notices sent from in-house before collection agency is involved.)

LOST MATERIALS

Items not returned by their due dates enter the following process:

1. Items five days late receive an email notice, if email notification is activated on the borrower account.
2. Items 15 days late will receive a second email notice, also only if email notification is activated on the borrower account.
3. Items 25 days late will be set to Lost status and the borrower will receive a written billing notice for the replacement cost of the item(s). This cost is the actual amount the Library paid for the item.
4. Items 35 days late will receive a second notice from the library with replacement costs.
5. When items become 60 days late, an account with lost item(s) or more than \$25.00 in fines and fees may be sent to collections.

DAMAGED MATERIALS

Charges for damaged items will be assessed on a case-by-case basis.

Charges for damaged or missing materials shall be as follows:

Single CD for Audiobook	\$7.00
Artwork for DVD	\$2.00
DVD Case and Artwork	\$3.00
Audiobook Case	\$5.00

The Library will accept cash, checks, credit and debit cards for lost and damaged materials.

REFUND POLICY

In the event a Lost item is paid for and then recovered, a borrower may be entitled to a refund.

Refunds can only be given in cash for up to \$25.00. Refunds of over \$25.00 will be paid by the City of Hastings, and may take up to three weeks to arrive.

Credit/Debit card payments will be credited back the card on which the original transaction took place.

Refunds can only be given within 60 days of the payment. A Lost item recovered after 60 days is no longer eligible for a refund.

Replacement items are not permitted.

Adopted August 1994
Revised February 2001
Revised December 2002
Revised December 2003
Revised June 2010
Revised August 2011
Revised and approved September 2014
Revised and approved January 2015
Revised and approved November 2018

Hastings Public Library

Gift Policy

The Hastings Public Library accepts gifts and donations for the library collection. Materials added to the collection must meet the library's established selection criteria.

All donations of furnishings, equipment, art or museum objects valued at \$250 or more must be approved by the Hastings Public Library Board of Trustees, with recommendations from the Library Director. Gifts will be evaluated individually as to their suitability regarding the library's mission, décor, available space for display, and the frequency and expense of maintenance. Donor recognition such as plaques, markers, labels, etc. will be decided by the board at the time of acceptance of the gift. The Library Board shall be consulted about the withdrawal of any gift the acceptance of which it approved. The Library reserves the right to decline any gift.

All gifts become the property of the Hastings Public Library.

Adopted October 13, 2003
Reviewed September 2014
Reviewed November 2018

HASTINGS PUBLIC LIBRARY TOBACCO FREE FACILITIES POLICY

PURPOSE

The purpose of this policy is to provide comfortable, accessible facilities and a welcoming environment at the Hastings Public Library, including the north patio area and on or in the Adams County Bookmobile.

POLICY

No use of tobacco products, including, but not limited to, cigarettes, e-cigarettes, pipes, cigars and “spit tobacco,” shall be allowed within the Hastings Public Library, including the north patio area, and on or in the Adams County Bookmobile at any time.

However, smoking tobacco, tobacco products, and e-cigarette use shall be permitted at least twenty-five (25) feet outside the building entrance, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke or vapors from e-cigarettes from entering those areas. All materials used for smoking, including cigarettes butts and matches, shall be extinguished and disposed of in appropriate containers, and all e-cigarettes shall be turned off and not operated within the Hastings Public Library.



Updated November 2018

Hastings Public Library

Interlibrary Loan Policy

The Hastings Public Library hereby adopts the International Interlibrary Loan Code and the Interlibrary Loan code for Nebraska.

SUSPENSION OF PRIVILEGES

Repeated infractions of the interlibrary loan codes shall result in the suspension of the privilege.

FEES

Photocopying or other fees (including computer searches) charged by the lending institution will be passed on to the patron requesting the materials.

If actual costs of obtaining materials for a patron exceed the foregoing costs, an additional fee shall be assessed to cover such actual costs.

Adopted February 1990

Revised February 1995

Revised February 2001

Revised September 2014

Revised November 2018

Hastings Public Library

Internet Safety Policy

It is the policy of Hastings Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub .L. No. 106-554 and 47 USC 254(h)]

LOCAL GUIDELINES

1. Library Internet access computers are available for public use during normal library hours. The total time limit for each user will be 120 minutes per day.
2. A user will need their library card number and PIN to use the computer. Persons not eligible for a library card may receive a guest user ID at the circulation desk.
3. Printing costs —\$.10/page, black & white; \$.10/page, color.
4. Report any printing and computer problems to the library staff immediately.
5. Misuse of the computer or Internet access will result in the loss of computer privileges.
6. In the case of a violation involving criminal behavior, the police will be called.
7. Users are cautioned not to reveal personal information over the Internet.
8. Not all sources on the Internet provide accurate, authoritative, factual or complete information. The user is responsible for verifying the accuracy of any material.

LEGAL REQUIREMENTS

9. In compliance with the Children's Internet Protection Act, all computers have technology protection measures used to block inappropriate information, specifically visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. (See definitions below)
10. Minor users may not use library computers for viewing, sending or receiving materials which may be determined to be harmful to minors as defined by State of Nebraska Statutes Section 28-807(6).
11. Users may not use library computers for viewing, sending or receiving materials which may be determined to be legally obscene as defined by State of Nebraska Statutes 28-807(10).
12. Users may not violate licensing agreements and copyright laws or attempt in any way to alter, damage, abuse or sabotage computer equipment or software, alter configurations or install any software.
13. Library computers may not be used for inappropriate network usage including (a) unauthorized access (hacking) or (b) unauthorized disclosure, use and/or dissemination of personal identification information regarding minors.
14. Adult users may request that the technology protection measure be disabled for uses other than those prohibited in 9 and/or 11 above.

DEFINITIONS

1. **Adult User:** any library patron **18 years** of age or older
2. **Technology Protection Measure:** The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:
 - A. Obscene, as that term is defined in section 1460 of title 18, United States Code;
 - B. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
 - C. Harmful to Minors.
3. **Harmful to Minors:** The term “harmful to minors” means any picture, image, graphic image file, or other visual depictions that:
 - A. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - B. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and
 - C. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

August 14, 2001
revised October 13, 2003
revised January 12, 2004
revised May 10, 2004
revised November 13, 2006
revised September 2014

revised November 2018

Hastings Public Library

Library Behavior Policy

Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations. In addition, there are statutes, state and local, prohibiting theft and mutilation of books and library materials, defacing public property, drug paraphernalia, public intoxication, consumption of alcohol on public property, disturbing the peace, obstructing free passage, stalking and disorderly conduct.

LIBRARY CONDUCT/BEHAVIOR

No conduct which interferes with or discourages the public's use of the library or passage to and from the library will be permitted. The library specifically prohibits tobacco use, weapons of any kind, misuse of rest rooms, such as laundering clothes or personal bathing, leaving unattended children, sleeping, rollerblading, solicitation or distribution of unauthorized material, tampering with computer equipment or files, noise making or engaging in disruptive conduct. Behavior that is either physically or verbally abusive to library staff, volunteers or patrons will not be permitted.

FOOD AND/OR DRINK

Small snacks are the only food permitted in the library. **However, food and/or drinks of any kind are not permitted in the designated computer areas.** Permission for meals or other food may be granted for special events and meetings. Non-alcoholic beverages are permitted in the library.

CELLULAR TELEPHONES, ELECTRONIC AND AUDIO EQUIPMENT

The use of cellular telephones, pagers, laptop computers and audio equipment are permitted as long as they are not disruptive to other users of the library.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Failure to comply with the library behavior policy will result in the following progressive penalties:

1. Verbal warning that loss of privileges may result
2. Expulsion from all library grounds for remainder of day.
3. Expulsion from all library grounds for one week.
4. Expulsion from all library grounds for one month.
5. Expulsion from all library grounds for six months.

In a case where a violation involves possible criminal behavior (destruction of property, harassment, abuse, assault, etc.) rather than confronting the person, staff will call the police. Behavior leading to police involvement may lead to more severe penalties.

Any suspension of one month or longer may be appealed. If an individual wishes to appeal his/her loss of privileges, he/she may file a written appeal to the Library Director within 10 days of the notification of loss of privileges. The Library Director will meet with the claimant and/or parent or legal guardian of any minor, and will make a determination within five business days thereafter. The Library Director will respond to the individual in writing.

UNATTENDED CHILDREN

In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library and to provide for the general safety of children using the Hastings Public Library the following policies are adopted:

a. Supervision -- birth through 7 years of age

All children seven years or younger shall, at all times, be attended and adequately supervised by a responsible person, e.g. an adult or mature adolescent.

b. Adult Supervision of Children with Special Needs

Whereas, children may be left unattended while participating in scheduled library programs and the responsible person may choose to leave the building, he/she should plan to be at the library when the program is scheduled to conclude. However, a responsible person should remain at all times with children who have special needs related to physical, mental or emotional development.

c. Supervision -- 8 years and older

Children from the age of eight years and older may use the library unattended, subject to the rules and regulations of the Hastings Public Library.

d. Responsibility of the Hastings Public Library

The Hastings Public Library assumes no responsibility for children left unattended on library premises.

Approved February 2, 1997

Revised February 12, 2001

Revised October 13, 2003

Revised January 9, 2006

Revised July 9, 2012

Reviewed September 2014

Revised November 2018

Hastings Public Library

Makerspace Policy

The Lower Level Makerspace provides an opportunity to explore and create using technology not always available to the general public. The following are the policies for the space and the equipment.

Age Requirement: Persons using the makerspace must be 14 years or older or accompanied by an adult. Special classes and events for children under 14 may be hosted by the library.

Reservation: Certain areas of the makerspace are available for reservation using the room reservation system found on the library calendar. Tools may be booked no more than two weeks in advance. The reservation becomes invalid if you are more than 10 minutes late and will be opened up to anyone else in the space for use. Tools may be reserved for 1 hour at a time. If there is not a reservation or someone wanting to use that tool the reservation can be extended a second hour. Print time can affect the reservation of some tools and we will try our best to accommodate.

Pricing: Use of tools in the makerspace is available at no charge. Some makerspace tools have a cost for the material. Pricing is listed in the Makerspace. The library accepts cash, check or credit card. Costs of some materials may be based on estimates and **Payment in advance is required for all items except for 3D printed items under \$1.00.**

Use of equipment: Use of tools is available only while the Makerspace is open. Use of Makerspace tools without direct library supervision is subject to certification on that specific tool by library staff.

Certification: In order to use tools unassisted, users must complete certification on specific tools. Certification training is scheduled by the library. Certification requirements can be waived on a case by case basis.

Outside materials: All outside materials are subject to review and must be approved by makerspace staff.

Unacceptable use: Use of the library's makerspace shall not include the creation of weapons or weapon parts **or the creation of pornographic materials. Project must meet staff approval prior to creation.** Use of the Makerspace tools for these items will be grounds for removal from the Makerspace and the possible ban of library privileges.

Items left in the makerspace after 30 days become property of the Library.

Approved November 14, 2017

Revised November 2018

Hastings Public Library

PERMITTED USE POLICY

Formerly RESTRICTED USE POLICY

The children's and teen areas of Hastings Public Library are designed for the use of children, teens, their families and caregivers. Use of the children's and teen areas by adults who are not parents, guardians, teachers, caregivers or people researching children's and teen literature may be restricted to ensure that children and their families have adequate access to the resources provided specifically for them.

Access to materials in the Children's and Teen area is open to everybody. Adults over the age of 18 who are not accompanying a child or teen can browse and check out materials and then find a General seating area. General seating and public access computer workstations are available elsewhere in the library for patrons not involved in the intended use of these children's and teen rooms.

Teen use and activities take priority over other activities in the designated Teen area and on Teen Lab computers. Use of the Children's lab computers and designated areas is also reserved for Children and their adults. Exceptions may be made for Library events.

DEFINITIONS

Teens: People in 6th grade through 12th grade or ages 11-17.

Children: People in 5th grade and below or 11 years of age or younger.

Adopted January 2015

Revised November 2018

RESOLUTION 2020-1

WHEREAS, the City of Hastings currently monitors various alarms of local businesses and residences at its Communications Center, and

WHEREAS, the City of Hastings charges a fee for monitoring alarms, and

WHEREAS, the fees charged by the City of Hastings for alarm monitoring was last increased on September 22, 2003, and

WHEREAS, it has become necessary to adjust the alarm fees to reflect the actual cost of provided the alarm monitoring service, and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF HASTINGS, NEBRASKA AS FOLLOWS:

1. The City Council does hereby impose a fee in the amount of \$1.00 per day plus applicable sales tax for each alarm monitored by the City of Hastings Communications Center, effective for the period commencing August 1, 2020; provided, however, the fee to any customer with more than six alarm lines shall be \$1.00 per day plus applicable sales tax for each of the first six alarm lines, and \$.50 per day plus applicable sales tax for each alarm line in excess of six. Furthermore, False or Nuisance Alarms will be assessed a penalty of \$25.00 for the 3rd False or Nuisance Alarm in a six month period, \$50.00 for the 4th False or Nuisance Alarm in a six month period, \$75.00 for the 5th False or Nuisance Alarm in a six month period, and \$100 for each subsequent False or Nuisance Alarm in a six month period. No penalty will be assessed for the 1st and 2nd False or Nuisance Alarms in a six month period.
2. The fee shall be due in advance in two semiannual payments, the first of which shall be due on or before February 1 of each year, and the second of which shall be due on or before August 1 of each year. The penalty resulting from False or Nuisance Alarms will be billed monthly and due upon receipt. All amounts paid by customer to the City shall be deposited into the General Fund.
3. The City shall send invoices to all customers at least (10) days before February 1 and August 1 of each year.
4. In the event any customer fails to pay any fee or penalty when due, the City shall send to that customer a notice by certified mail, that the monitoring service will be discontinued without further notification unless, within twenty (20) days after the date of the notice, the customer pays all fees due.

5. The City shall mail a copy of this Resolution to each new customer.
6. The customer list compiled and kept current pursuant to the terms of this Resolution shall not be made available for inspection by anyone other than persons involved in the operation of the alarm system.
7. Resolution No. 2003-41 of the Hastings City council is hereby rescinded to the extent it contradicts this Resolution.
8. The increased charges provided for herein shall be effective for the billing period which starts August 1, 2020.

PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2020.

Mayor

ATTEST:

City Clerk

(SEAL)

City Attorney

HASTINGS PACE DISTRICT

Program Manual

SUMMARY

Property Assessed Clean Energy, or PACE is a financing tool enabling development of clean energy projects and energy efficient buildings and operations. Nebraska State Law {Nebraska Revised Statute Sections 13-3203 and 13-3204(3)} allows for the creation of Clean Energy Districts and defines PACE-eligible projects. City of Hastings Ordinance No. 4618 passed by the Hastings, Nebraska City Council on November 12, 2019 created the City of Hastings, Nebraska PACE District and provides further requirements for implementation of a PACE program in Hastings. The City Ordinance also provides for the creation of a program manual that describes the application process, eligibility and other relevant program guidance. This PACE Program Manual was created to satisfy that requirement.

The State law and the City ordinance provide the minimum requirements for a PACE application and project, as well as the circumstances under which an application or project will not be eligible for PACE financing. This program manual provides guidance for the program and clarification on topics not specifically addressed by either the State Law or City ordinance.

The intent of this program is to incentivize the reduction of energy, water, and wastewater in our community as well as incentivize the use of renewable energy systems. The City of Hastings views PACE as a tool to encourage developers and property owners to go beyond the requirements of energy and building codes to achieve meaningful reductions in energy and water use, and to employ renewable energy systems.

Terminology

It should be noted that references to “energy project”, “energy efficiency” or “energy savings” throughout this document are intended to include projects, efficiencies and savings associated with energy, water, wastewater, storm water or other eligible renewable energy systems and utility projects or equipment under the PACE program consistent with this section.

Boundaries

Currently, only qualifying projects located within the Hastings city limits or its extraterritorial jurisdiction (“ETJ”) are eligible for PACE financing. Other local government jurisdictions within the State of Nebraska may join PACE upon establishment of an inter-local agreement.

Minimum PACE Financing

_____ is the minimum amount of PACE financing to be extended to projects within the Hastings city limits. _____ is the minimum amount of PACE financing to be extended to projects within the extraterritorial jurisdiction where zoning powers and duties are being exercised as authorized by Nebraska Revised Statute 16-902.

Eligible Property Types

Although State Law allows for commercial, industrial, residential, and agricultural projects to be eligible for PACE; at this time, the City ordinance and the PACE program only allows for commercial (including multifamily residential property comprised of more than four dwelling units) and industrial PACE projects.

Eligible Project Types

Projects including new construction and the rehabilitation of existing buildings and operations are eligible for PACE financing. The types of project improvements eligible for PACE financing include, but are not limited to the following:

- (a) Insulation in walls, roofs, floors, foundations, or heating and cooling distribution systems;
- (b) Storm windows and doors; multi-glazed windows and doors; heat absorbing or heat-reflective glazed and coated window and door systems; and additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption;
- (c) Automated energy control systems;
- (d) Heating, ventilating, or air conditioning and distribution system modifications or replacements;
- (e) Caulking, weather-stripping, and air sealing;
- (f) Replacement or modification of lighting fixtures to reduce the energy use of the lighting system;
- (g) Energy recovery systems, including but not limited to, cogeneration and trigeneration systems;
- (h) Daylighting systems;
- (i) Installation or upgrade of electrical wiring or outlets to charge a motor vehicle that is fully or partially powered by electricity;
- (j) Facilities providing for water conservation or pollutant control;
- (k) Roofs designed to reduce energy consumption or support additional loads necessitated by other energy efficiency improvements;

- (l) Installation of energy-efficient fixtures, including, but not limited to, water heating systems, escalators, and elevators;
- (m) Energy efficiency related items (i.e. demolition/drywall replacement, etc. incident to efficiency equipment or material installation) so long as the cost of the energy efficiency related items financed does not exceed twenty-five percent of the total cost of the energy;
- (n) Waste recycling systems and support equipment;
- (o) Any other installation or modification of equipment, devices, or materials approved as a utility cost-saving measure by the municipality;
- (p) Renewable energy systems including but not limited to the following:
 - (i) Nonhazardous biomass;
 - (ii) Solar and solar thermal energy;
 - (iii) Wind energy;
 - (iv) Geothermal energy;
 - (v) Methane gas captured from a landfill or elsewhere; and
 - (vi) Photovoltaic systems;
 - (vii) Renewable energy system does not include an incinerator;
 - (viii) Renewable energy resource does not include petroleum, nuclear power, natural gas, coal, or hazardous biomass.

Timing and Eligibility

While applicants are encouraged to submit an application to the PACE program prior to or concurrently with the application for a building permit, the City will accept PACE applications for projects with an open building permit and/or not having received a final certificate of occupancy. PACE applications and instructions are available at <http://www.cityofhastings.org> and are included in this manual as Attachment 1. Building permit applications and instructions are also available at <http://www.cityofhastings.org>.

Annual Assessment and Average Weighted Useful Life

Section 13-3203 (1) of the State law requires an “agreement to pay an annual assessment for a period not to exceed the weighted average useful life of the energy project.” The weighted average useful life includes only physical improvements to a property for which an average useful life may be calculated. Furthermore, the improvement must qualify as an energy efficiency improvement under Section 13-3203(3) of the Nebraska State law or other eligible improvement listed under “Eligible Project Types” (above).

Eligible Costs

Section 13-3205(1) of the State law states "the costs financed under the assessment contract may include the cost of materials and labor necessary for installation, permit fees, inspection fees, application and administrative fees, bank fees, and all other fees incurred by the owner pursuant to the installation."

Savings to Investment Ratio ("SIR")

Nebraska State Law requires the savings realized by an energy project to equal or exceed the principal cost of the energy project. Therefore, an SIR of 1.0 or greater is required for all energy projects unless a waiver is granted. The SIR is generally calculated by dividing the projected energy savings for the life of the improvements by the cost of the eligible energy efficiency improvements. When calculating the SIR, the SIR for individual discrete components of the project for which PACE funding is being requested must be provided. The City's approval will be based on the total SIR for the entire project meeting an SIR of 1.0 or greater.

Applicants should include estimated operations and maintenance costs, and projected increases (escalations) in the cost of energy use, in the calculations.

The applicable City official will evaluate the methodology used to determine the energy savings calculations. Please include in the application an explanation of the methodology used to determine the SIR.

Applicants may request a waiver of the estimated economic benefit or SIR requirement and must submit a rationale for this request along with the application, if they choose to do so. The District Administrator may grant or deny the applicant's request for a waiver.

Energy Projects and Building Codes

The City requires an energy project to meet all relevant energy and building codes. However, for new construction, only aspects of the energy project that exceed energy and building codes are eligible for PACE financing. Nebraska energy codes are presented at http://www.neo.ne.gov/home_const/iecc/iecc_codes.htm.

Costs associated with building to these requirements are eligible under PACE with the exception of new construction which is required to exceed such requirements as referenced above.

Verification of Completed Energy Project

Section 13-3204(m) of the Nebraska State Law requires the municipality to obtain verification that the renewable energy system or energy efficiency improvement was properly installed and is operating as intended. To meet these criteria, City Inspectors must sign off on components of the project for which they have jurisdiction. Additionally, a professional engineer licensed in the State of Nebraska must provide a letter to the applicable City official stating the systems or improvements were properly installed and are operating as intended.

Funding Level and Fees

The PACE fee structure is summarized in the following table:

Application Fee	Administrative Fee	Annual Fee
\$1,000.00	1% of loan not to exceed \$40,000.00	\$500.00

The application fee is collected at the time of application. This fee is not refundable.

An administrative fee is due upon approval of the PACE project.

The annual administrative fee will be collected throughout the life of the loan.

Application Instructions

The City's PACE application is included in this manual as Attachment 1 and is also located at the following web address: <http://www.cityofhastings.org> along with other PACE-related resources.

Your completed applications should be submitted to:

Development Services Director
City of Hastings
220 N. Hastings Avenue
Hastings, NE 68901

Email: PACE@cityofhastings.org
Phone: (402)-461-2309

Applicants should, as best as they can, provide responses to questions within the application form, rather than relying on attachments. Attachments providing supporting data, drawings, and calculations are acceptable.

Provided below is clarification for specific sections of the application.

Project Details

Please describe the entire project, not just PACE components of the project. Please include drawings, maps, and photographs, when appropriate.

Financing Details

Applicants may add rows to the tables provided in this section.

A Professional Engineer licensed in Nebraska is required to determine the energy savings calculations.

Other Topics

Applying for both PACE and TIF

If the project requires both PACE and TIF funding, applicants should indicate as such on the application.

Who reviews the applications?

The District Administrator or the District Administrator's representative will review the applications. Please direct inquiries and submit your application to:

PACE@cityofhastings.org.

Who approves the applications?

The District Administrator approves or disapproves the applications or may request additional information from the applicant. The District Administrator will approve or disapprove the application based upon material submitted by the applicant. The District Administrator may consult with other city staff and the city attorney as part of the application review process.

Adopted 1-13-20

City of Hastings
PACE Program
220 N. Hastings Avenue
Hastings, NE 68901
(402) -461-2309

PACE PROJECT APPLICATION

Name of Project: _____

Property Owner Information

Legal Name of Property Owner (Applicant): _____

Contact Person: _____

Tax ID Number (FEIN or SSN): _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____

Property Information

Address: _____ City: _____ State: _____ Zip: _____

Property Legal Description: _____

Property Type: _____ Tax Key Number (APN#): _____

Assessed Property Value: _____ Appraised Property Value: _____

Building Size: _____ Year Building Built: _____

Other PACE Projects

Does the property owner hold any other PACE loans and has the property owner previously applied for PACE? _____ Yes _____ No

If yes, please provide details:

Office Use Only

Rec'd By	Date Rec'd	PACE Application Fee (Due at Submission)	Administrative Fee (Due at Closing)

☐ Approved Condition(s): _____

☐ Disapproved Reason(s): _____

By: _____ Date: _____

Project Narrative: Briefly describe the overall project. *Submit separate sheets if necessary.*

Project Details: *Submit separate sheets if necessary*

Measure	Description /Specification of Energy/Water/Waste Measure
#1	
#2	
#3	
#4	
#5	
#6	

Note: Energy, water and waste savings should be over term of financing period rather than useful life, unless useful life is less than the term.

Measure #	Construction Costs/Bids	Estimated Useful Life (yrs.)	Year #1 Energy, Water & Waste Savings	Year #1 Maintenance & Operational Savings	Over Term Energy, Water & Waste Savings (specify % growth/yr.)	Over Term Maintenance & Operational Savings (specify % growth/yr.)	Over Term Total Savings (Energy + Water + Waste +O&M)
#1							
#2							
#3							
#4							
#5							
#6							
Estimated total energy savings (in kBtu, kwh or therms)							
Estimated total water savings (gal.), and/or waste reduced/recycled (tons)							
On-site renewable capacity (In kW)							
Expected \$ amount of utility incentives, rebates, solar tax credits, other benefits <i>Please specify which</i>							
Name, credentials, contact info of agent determining energy & water savings data							
Total costs of improvements/measures							
Name of General Contractor firm Licensed in NE & bonded? Yes/No							
General contractor contact person Contact person phone Contact person email							
Optional: Energy Subcontractors (if any) <i>(after name, indicate if licensed and bonded)</i>							
Projected Jobs created by PACE Project and Project Environmental Benefits							

Mortgage Lien & Deed of Trust Holder Information: *Signed mortgage lien or deed of trust holder consent and subordination agreement required. (Attach additional pages if more than 1 mortgage or lien holder)*

Financial institution name	
Financial institution contact person	
Contact person phone & email	

Financing Details

PACE capital provider	
PACE consultant (if any)	
Proposed PACE term (<i>in years</i>)	
Proposed interest rate and any Fees	
Annual assessment amount	
LVPD administrative fee	
Financing closing date (est.)	

Approval Criteria

Please mark all that apply. *Note: property owner refers to the legal entity which owns the property.*

- ☐ Applicant owns the property where the project will be located.
- ☐ Proposed improvements will be affixed to the property.
- ☐ The property owner has sufficient resources to complete the project.
- ☐ There are no delinquent ad valorem taxes for this property.
- ☐ There are no delinquent personal property taxes for this property.
- ☐ There are no delinquent special assessments for this property.
- ☐ There are no overdue or delinquent water or sewer charges for this property.

- ☐ There are no involuntary liens, including but not limited to construction liens for this property.
- ☐ There are no notices of default pursuant to any mortgage or deed of trust related to this property.
- ☐ The property owner has not declared bankruptcy in the last 5 years.
- ☐ The property owner is solvent and has no significant pending legal action.
- ☐ There are no unresolved or pending violations or complaints of violations of the La Vista Municipal Code for this property.
- ☐ The property owner understands that the estimated economic benefit, including, but not limited to, energy cost savings, maintenance cost savings, and other property operating savings expected from the energy project during the financing period, is equal to or greater than the principal cost of the energy project.
- ☐ The property owner is duly organized, validly existing and in good standing in the state of its organization, with authority to do business under the laws of the State of Nebraska.
- ☐ All owners of the property are aware of and approve the project.
- ☐ The property owner has obtained an acknowledged and verified written consent and subordination agreement executed by each mortgage holder or trust deed beneficiary stating that the mortgagee or beneficiary consents to the imposition of the annual assessment and that the priority of the mortgage or trust deed is subordinated.
- ☐ The property owner possesses all legal authority necessary to execute all project documents.
- ☐ All required permits, consents, approvals and authorizations in connection with the project have been obtained or will be obtained.

If any of these criteria are not met, please attach an explanation.

Required Application Documents and Information

The following documents and information are needed at time of application submission to obtain approval for funding:

- Applicant name and contact information, including property owner and developer. *
- Project location and legal description.*
- Identification of contractor or supplier, including anticipated PACE contractor.*
- Submit a copy of the approved bid for the energy efficiency project (attach signed bid/estimate).
- Project description.*
- Total project cost.*
- Description of proposed improvements.*
- Description of energy efficiency project to be financed.*
- Amount of requested assessment.*
- Interest rate on the PACE assessment and any required fees.*
- Term of assessment.*
- Energy savings report indicating estimated energy savings and estimated cost savings for the energy project. *
- Whether the applicant is requesting a waiver of the estimated economic benefit requirement.
- Title report showing any mortgage or lien holders. (attach title report)
- Lender consent (*attach consent document*)
- Projected jobs created by PACE project.*
- Projected environmental benefits.*
- Energy analysis report (attach engineer's report identifying qualifying energy and water conservation measures, energy and water conservation cost savings, maintenance cost savings, and other property operating savings expected from the energy and water conservation project).
- If the property owner wishes to request a waiver of the estimated economic benefit requirement, please attach a brief explanation for the request.
- Funding source.*
- Assessment contract.
- Completed application or attachments with required information.

**** included on application form or as attachment.***

Submission Instructions

Submit this application and necessary documents to:

**Development Services Director
City of Hastings
220 N. Hastings Avenue
Hastings, NE 68901**

**Email address: PACE@cityofhastings.org
Phone: (402) 461-2309**

Property Owner Signature

To the best of my knowledge, the statements made above are complete, true and accurate. I hereby certify that I am authorized to submit this application and affix my signature below. I recognize that submission of this application does not guarantee approval for funding.

Signature

Title

Printed name

Date