

**APPROVED**  
**7/13/05**

**SPACE NEEDS & LOCATION COMMITTEE**

June 22, 2005 11:30 pm – 1:30 pm

1710/2

Scott Heyman Conference Room

**Committee Members present:** Frank Proto, Chair; Dan Winch, Vice Chair; Dooley Kiefer

**Excused:** Nancy Schuler, Kathy Herrera (Ms. Schuler indicated she was available for a conference call if needed for quorum. Quorum was present at the meeting and as Ms. Schuler did not have the handouts Mr. Proto felt her participation was not required. )

**Staff present:** Arel LeMaro, Facilities Director; Crystal Buck, Planner; I. Stein, Office for the aging; W. Skinner, Public Information Officer; P. McGuire, Department of Motor Vehicles; Karen Fuller, Deputy Clerk

**Guests present:** Kevin Marren, Associate Labella Associates, M. Bishop

Prior to the meeting a brief discussion took place regarding inter-departmental relationships. Wendy Skinner spoke of how Administration relates more closely to Personnel and also Finance than to the County Attorney. She believed the executive summary of the report from LaBella should reflect the relationship.

The meeting was called to order at 11:35 am.

Frank Proto said due to a time conflict he would like to address the item regarding the Office for the Aging first on the agenda.

**County Office for the Aging**

Space Options

Irene Stein addressed the memo included in the agenda packet regarding space options for her department. She noted that overall it was an accurate reflection of the discussions held with Crystal Buck. Irene Stein said one area she has more thoroughly reviewed and has a concern about the feasibility of moving into the Old Jail site. Although the plan allows for growth, she does not believe the ten percent expansion over time, given recent statistical data relating to the aging population, would be adequate. Irene Stein stated that the preferred location for her department would be the Old Library location which would allow more options for growth as well as the proximity to Lifelong which also serves the aging population.

Update on Lifelong Discussions

Irene Stein reported on the presentation made for Lifelong Board members regarding services offered by the Tompkins County Office for the Aging. The presentation provided a description of services as well as the synergy of philosophies and activities between the two organizations. She believed there was interest, however no action was taken specifically to the possible joint venture between the two. Mr. Hawley, Lifelong Director, said there would be further discussions taking place with their Board and he would notify her of anything significant; thus far she has not had a return call. Dan Winch said the collaboration between the two would also provide better telephone systems as well as other technology for Lifelong. He also noted Lifelong would possibly share a receptionist who would appropriately direct clients to the proper agency/department. In response to a question from Dooley Kiefer, Irene Stein clarified that the Office for the Aging deals with individuals sixty years old and above as well as their caregivers; Lifelong is trying to reach a younger audience.

Frank Proto informed Irene Stein that previously a discussion took place relating to the capital funding available; he indicated that funding may be available to perform a feasibility study relating to the collaboration of the Office for the Aging and Lifelong. Dan Winch said he believes the most important issue would be a space analysis if this collaboration were to occur; each entity would require adequate space to perform their services. Irene Stein also spoke of the need for each to be readily visible to the public. Frank Proto said if the Office for the Aging is located at the Old Library site perhaps the parking lot barrier could be removed and the area leveled and possibly combined to provide easy access to each.

Dooley Kiefer inquired about a notation within the memo relating to grading issues at the Old Library site. Crystal Buck explained the grading was due to the driveway slope that is on the site that may be modified to reduce the extreme angle.

Crystal Buck noted the memo does not include information related to a newly constructed building on the Old Library site.

### **Minutes of June 8, 2005**

It was MOVED by Dan Winch, seconded by Dooley Kiefer, and unanimously approved by voice vote of members present, to approve the minutes of June 8, 2005, as amended.

### **Open Discussion - Health Department**

There were no questions or comments on this topic.

### **Center of Government**

Kevin Marren provided members of the Committee with a Summary Report, dated June 22, 2005, of the Tompkins County Space Use Master Plan. He reviewed the cost estimates, noting corrections/modifications and concerns discussed from previous meetings had been addressed. Dooley Kiefer inquired if any information was available about site remediation for the alternative site. Kevin Marren said a review of Department of Environmental Conservation sites and local records had not indicated any spills or tank/underground storage on the property; a Phase I Environmental Assessment would provide further research on this subject. The Committee briefly discussed the NYSEERDA grant funding sustainability; it was thought the funds would be good for at least five years. *Kevin Marren will obtain a summary regarding NYSEERDA grant funding outlooks. Dan Winch expressed concern that the funding may not be sustained; Frank Proto said he has seen funding such as this eliminated over a period of time.*

Karen Fuller stated that Nancy Schuler just called from out of town. She would like to know if information from the earlier Misserian report, which discussed a Center of Government building, had been reviewed. Crystal Buck said she believed a copy had been given to Kevin Marren for review. *(Subsequent to the meeting Crystal Buck indicated she mistakenly spoke, that the plan provided was not the Misserian report but the Sciarabba report. She is attempting to locate the requested report from many years ago).* Kevin Marren said he has reviewed abatement history for the Old Library and believes he has a thorough understanding of the current status of the building. He said that the value of the building was reviewed and the present assessment figure was utilized in the cost comparisons. *(Later in the meeting it was noted that the Old Library had been placed for sale for a minimum of \$1.2 million and there were no takers, so the assessed value may be higher than it should be.)* Karen Fuller then stated Nancy Schuler said if a decision was needed her preference would be to deconstruct the Old Library and build a new facility on the site, rather than remodeling the existing building.

The alternative site figures includes the building cost for the area to be occupied by a tenant, however the cost of furniture and fixtures for that area are not included.

Dooley Kiefer asked for more information relating to the LEEDS program for material reuse. Kevin Marren said it was planned to not have approximately 75 percent of the deconstructed materials go to a landfill. He said in order to obtain the LEEDS certification there is documentation involved and this is included in the contractor's estimated cost. Dooley asked if there is revenue available for the recycled materials; Kevin said it would be included as part of the estimates provided by the contractor and revenue from recycled material would not go to the County directly but as a reduced expense for the contract. Frank Proto noted there was notations on what could possibly be done with the materials upon deconstruction. Kevin Marren said crushing the material would require removal from the area as the process is very loud and then returning the modified material on site as fill. Dan Winch noted this is a costly process; Frank Proto said meetings would be required regarding noise abatement of any project.

Dooley Kiefer inquired about the executive summary language; Kevin Marren said that it is his language, Dooley has some recommended modifications to the report.

### **Discussion of Options - Old Library Site**

Kevin Marren completed a review of the cost estimates and design for deconstruction/construction at the Old Library Site. At this point the final figures and plans for deconstruct were discussed. Frank Proto inquired if there is a way to identify potential cost associated with accessibility to Lifelong when implementing the new construction plans. It was noted this is not included but could be worked into the estimates. Dan Winch said the building plan could be set closer to Lifelong's property for easier access if need be.

Dan Winch asked if we should even be considering reconstruction; Dooley Kiefer said yes, because the dollar estimates are so close.

Arel LeMaro said he has determined that for a twenty-year bonding period the additional operating cost of utilities and labor for maintenance for the renovated Old Library would be \$2.3 million dollars, when compared to a new Center of Government building. This cost is due in part to the larger square footage (15,000 sq.ft) of the renovated building. If labor costs were not included the figure would be an additional \$1.6 million over the twenty-year period. It was noted the figures had not yet been provided to Kevin Marren for inclusion in his report; it was believed the figure given by Arel would be based upon knowledge of actual use rather than an industry estimate. Using industry estimates, Kevin Marren came up with a \$30,000/year additional utility cost. Dan Winch requested the figures be provided to the Committee and be included in the final report presentation to the full Legislature.

Frank Proto said the report should include moving of departments currently in the Old Library and the costs associated with a move, with the possible location identified. In addition he spoke of the list of the offices that would move to the new building and inquired whether it is possible to utilize the spaces vacated for other departments in the interim periods.

Kevin Marren said that if the alternative site were chosen it is important to note the sale price of the Old Library is included, which would reduce the overall costs. Crystal Buck said the price on the spreadsheet was based on assessment and could possibly be higher than what would actually be received if the property sold.

#### Determination of Site

Frank Proto asked if any members had a desire to pursue the alternative site; none present wished to pursue it, but rather acknowledge the study undertaken. Dooley Kiefer said the language of the summary will be an important factor to note the various stages the Committee has gone through and the continuing possibility of that option in the future.

Frank Proto noted that Nancy Schuler had stated she was in favor of deconstruction/construction via her brief call at the beginning of the meeting. Dan Winch said a lot of data has been heard and his opinion is that it reinforces the deconstruct/rebuild option. He said the roof has continually been problematic as well as the façade of the building. Dan said the problem of parking would still be a factor. Arel LeMaro stated he is in agreement with Dan Winch that new construction is the best option. He spoke of his experience in renovating building and the higher costs that can be associated with unseen conditions as well as many change orders.

A brief discussion regarding contingency budgeting occurred. It was noted that renovation often requires more than a budgeted contingency due to unexpected difficulties. Kevin Marren said the contingency for deconstruct/rebuild would be mainly for materials at and below grade, once past this portion of the construction there is less chance for the need for changes.

Crystal Buck did not have any additional comments.

Frank Proto said he believes consensus is to deconstruct and rebuild on the Old Library Site. *Dan Winch requested that Nancy Schuler should be contacted to confirm her statement as well as speak to Kathy Herrera for her opinion. Arel LeMaro will provide members with an executive summary relating to his operational/maintenance costs for the Old Library site renovation proposal.*

Dooley Kiefer said she finds the figures to be basically a wash; she also spoke of the information related to contingency an important aspect to include in the report. She said the County is always trying to save money and she believes the County uses a smaller percentage. Arel LeMaro said the figure used to be ten percent of projects and was dropped to five percent; however it has exceeded the amount at times during the renovation process. Dooley Kiefer said she is not opposed to deconstruction and rebuild; the numbers are very close and she is not certain what will be best at the actual future time of construction. Frank Proto stated that based on what is known today the conclusion is to rebuild. Dooley stated she is not against any of the options, but prefers the no-loading-dock option.

#### Departmental Office Theoretical Option

Frank Proto spoke of the possibility of considering the Old Jail to accommodate the Justice Services, or perhaps the Old Court House. He said he had not yet reviewed square footage to determine if it is possible. He thought if it were possible it may be an option for the Criminal Justice programs rather than building a new structure. Crystal Buck noted alternative two has other departments in the Old Jail space and frees up the Old Court House. The possibility of moving to the Old Court House was discussed with Kathy Leinthall as they would fit with Drug Court on the first floor with Day Reporting to the second story. Crystal Buck indicated that Kathy Leinthall had not been receptive to the idea, as it would allow for only limited growth of the program, and does not address the need for the Justice Center to be located near Probation. In alternative two the Old Courthouse would be leased out. Frank Proto also spoke of the importance of being sensitive to building that could take additional property off the tax rolls. He also said to bear in mind that the long-term commitment to the programs is not certain; (refer to K. Leinthall memo of March 3, 2005).

### Executive Summary

Dooley Kiefer provided Kevin Marren with written suggested changes to the Executive Summary prepared by LaBella Associates. Kevin said the purpose of the summary was to review items covered in the study.

### Executive Session

Frank Proto asked for a motion to enter Executive Session. Dan Winch made a motion to enter Executive Session to discuss real estate matters. Frank Proto seconded the motion. The Committee entered Executive Session at 1:20 pm. The Committee exited the executive session 1:47 p.m. with no action taken.

### Justice Center Space Options

The Committee continued to review information related to a possible Justice Center, noting the construction would be similar to that of the Human Services building with steel frame, brick, sprinkler system, HVAC, etc. A spreadsheet was provided with possible expense for this proposal. This option was provided as a potential direction if it was determined necessary to build a new Justice Center.

### Project Progress and Next Steps

The Committee reviewed the work completed to date. By July 13, 2005, the Committee should receive a draft report from Crystal Buck and Arel LeMaro that summarizes the work completed and suggested recommendations. A presentation will be given to the Legislature at their August 2, 2005, meeting.

A brief discussion took place regarding identification of space in the Mental Health Building that is an item on the work plan. Crystal Buck said the work is not yet completed, and will simply identify the amount of space and what potential uses could be. Dooley Kiefer said it appears the organizational layout is not ideal, and suggested the Planning Department staff work with the Mental Health Commissioner to determine what could be done. Frank Proto said he does not believe anything can be done at the present time but perhaps Planning can assist the Commissioner.

Frank Proto said the report going to the full Legislature should indicate a timetable for the recommendations, noting the Old Library would require attention over the course of time.

Dan Winch spoke of the need to present the material in a complete manner to avoid potential rumors about what may occur, as well as notifying where the reports are available. Dooley Kiefer said the report should provide detail and become a placeholder for potential projects within the capital budget; the details of the recommendations are important. Some, such as COFA or the Justice Center, may be acted on sooner. Frank Proto spoke of the need for the recommendations coming forth prior to budget. He said that as part of the report it may recommend carrying funds for existing projects as well as utilizing funds for future work. Frank Proto said the funds for the study should be recommended to look at the County Office for the Aging and Lifelong. Within the next week the pieces of the draft plan will be compiled to allow the drafts completion prior to the July 13 meeting. Arel LeMaro said the current capital project schedule has not changed from last year with relation to the Health Department. The design work will be for spring of 2006, with construction in 2007; the Center of Government would have design work in 2007.

### Adjournment

On motion the meeting adjourned at 2:07 p.m.

**Next Meeting: July 13th at 2:30pm**

Respectfully submitted by Karen Fuller