

Minutes  
 Capital Plan Review Committee  
 Wednesday, July 10, 2013

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                 |
| <b>MOVER:</b>    | Martha Robertson, Member                                   |
| <b>SECONDER:</b> | Frank Proto, Member  |
| <b>AYES:</b>     | Michael Lane, Dooley Kiefer, Martha Robertson, Frank Proto |

### Capital Program

#### **Resolution 2013-132: Authorizing an Amendment to the 2013-2017 Capital Program to Add a Project to Expand and Renovate the Human Services Building at a Cost of \$1,550,000 and Execute a Contract with LaBella Associates for Architectural and Engineering Services (ID #4274)**

Ms. Kiefer said she would prefer to review the PAR (Project Approval Request) form before considering a resolution.

Mr. Mareane provided an overview of the history of this and said LaBella was asked to revisit the conceptual plan that was designed some time ago to see if the Community Justice Center could be placed within the Human Services Building. Two options were presented to this Committee and the Committee expressed a strong preference for one option and asked LaBella to proceed with costing that option out. At the June meeting LaBella provided a cost estimate for the preferred option (\$1.534 million) and the Committee asked that the project proceed. He said it is important to note that by doing this project the County will be avoiding some costs that it currently incurs annually to keep the Old Library building in operation and maintained (\$100,000). Mr. Mareane said in looking at the cost of added debt (\$112,000 annually) and acknowledging the avoided cost the net cost is very small.

Mr. Mareane stated the building expansion is modest at 1,650 feet but there are significant interior modifications required to make sure that the programs currently on the ground floor of that building continue to function well and that adequate space can be provided for the Day Reporting Program and although smaller than the present Beverly Livesay Conference Room, a dedicated midsize conference room is maintained within this plan.

Mr. Proto spoke of the \$100,000 in savings Mr. Mareane referred to and said that is only assuming the County will keep the Old Library for 20 years. It probably will be for the first year but does not think it should be assumed that the savings will be for 20 years. He said he would like to see language added to the resolution that the proceeds go toward retiring the debt.

Mr. Mareane said he believes his earlier statement is a fair way of comparing what future costs will be with incurred debt cost with what the County is currently paying to keep the building operational. He said when alternatives are being considered you need to compare what it would cost to keep that building open and if anything he thinks the cost of keeping the building open is being undervalued because it will need a new roof and mechanical repairs.

Mr. Proto did not disagree but doesn't think it should be characterized as a savings of the full 20 years.

Ms. Robertson said the Day Reporting Program serves an important function and the County has a long-term commitment to it. She said the idea of committing proceeds of the sale to that particular function can be pursued if it is a good idea but there are some bonds that preclude prepayment. She would like the resolution to include language to reflect the exhaustive search that has taken place.

It was MOVED by Ms. Robertson, seconded by Ms. Kiefer, and unanimously adopted by voice

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vote by members present, to amend the 9<sup>th</sup> Whereas to read:

“Whereas, although this project is not included in the County’s Capital Improvement Plan, the on-going debt service cost of the project is estimated at \$112,000 annually (borrowed at 20 years at 4% interest)”.

It was MOVED by Ms. Robertson, seconded by Mr. Lane, to amend the following Whereas as follows:

“WHEREAS, the County has diligently pursued alternative locations for the Community Justice Center for more than three years, and has successfully relocated the Family Treatment Court to the County Courthouse and Drug Court staff to existing space within the Human Services Building, leaving only the Day Reporting Program without a long-term location, and

“WHEREAS, after undertaking an exhaustive review of available real estate, it has been determined that there are not suitable alternative existing locations for the Day Reporting program, and”

Ms. Robertson said the purpose of this amendment is to show the County did not decide to take on a new Capital project without exploring every possible scenario. Ms. Kiefer said having one of the amendments would be acceptable but she did not think both were necessary.

A voice vote resulted as follows: Ayes - 2 (Lane and Robertson); Noes - 2 (Kiefer and Proto).  
 MOTION FAILED.

It was MOVED by Ms. Kiefer, seconded by Ms. Robertson, to amend the 9<sup>th</sup> Whereas to read as follows:

“WHEREAS, although this project is not included in the County’s Capital Improvement Plan, the on-going debt service cost of the project is estimated at \$112,000 annually (borrowed at 20 years at 4% interest) will nearly be offset by approximately \$100,000 in costs associated with the Day Reporting Program occupying the Old Library”.

And to include the two amendments proposed earlier by Ms. Robertson:

“WHEREAS, the County has diligently pursued alternative locations for the Community Justice Center for more than three years, and has successfully relocated the Family Treatment Court to the County Courthouse and Drug Court staff to existing space within the Human Services Building, leaving only the Day Reporting Program without a long-term location, and

“WHEREAS, after undertaking an exhaustive review of available real estate, it has been determined that there are not suitable alternative existing locations for the Day Reporting program, and”

A voice vote resulted as follows: Ayes - 3 (Kiefer, Lane and Robertson); Noes - 1 (Proto).  
 MOTION CARRIED.

It was MOVED by Mr. Proto, seconded by Ms. Robertson, to add the following additional Resolved:

“Resolved, further, That upon sale or disposition of the Old Library building property, the proceeds from the same would be applied towards the cost of renovation of the Human Services Building”.

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A voice vote resulted as follows: Ayes - 1 (Proto); Noes - 3 (Kiefer, Lane, and Robertson).  
MOTION FAILED.

At this time there was discussion of the PAR (Project Approval Request) form. Following discussion, the following changes were agreed upon:

Jurisdiction: City of Ithaca  
Is this Project Mandated: No  
Inclusion of an explanatory note containing the history  
Under B. **Project Description** add "This project completes the expansion and ..."

**"Summarize the purpose and need of for this project:"**

Under **The expected outcome of the project:** add "...specifically to accommodate the current functions..". Ms. Kiefer said to her knowledge there is not a plan for anything and said it is important to recognize this.

Under **What alternatives to this project were considered and why were they rejected?**

Ms. Kiefer suggested adding Ms. Robertson's amendment as follows: "Sought other real estate alternatives over a three-year period, .."

On Page two of the PAR form Ms. Kiefer suggested adding a 2013 column and previous years should include the initial LaBella costs. Mr. Mareane said that cannot be done as the \$186,000 covers previous up-front costs of LaBella. It was clarified that Ms. Kiefer would like it recognized that there were costs incurred with LaBella prior to this final design.

Ms. Robertson said it is important that the numbers be the same as in the resolution. She said the PAR form describes the project and it would confuse it if it included all monies that have been expended over the years to get to this point. Ms. Kiefer felt if there are costs Mr. LeMaro expects to be reimbursed for they should be included in the form. Mr. Mareane offered to include a note that he has the information but does not believe including it in the matrix of information fits well. Mr. LeMaro said he thinks there is enough of a buffer in the capital program to cover the expenses he has incurred and did not think it was necessary to include on the PAR form.

Mr. Proto agreed with Ms. Kiefer that funds expended should be included in the PAR form. Mr. Mareane said the PAR form could be changed to reflect the expenses that have already been incurred. The form will be amended to include \$8,000 in the Planning row.

Other suggested changes were as follows:

**D. Administrative Information:** If this project requires the acquisition or disposition of land, has the County Land Acquisition Policy been followed? Add "Not Applicable"

**E. Operational Costs and Impacts**

Mr. Proto said there should be acknowledgement that this is being proposed to create efficiencies in addition to moving out of the Old Library. He also questioned whether there should be costs included. Mr. LeMaro said they are anticipating a minimal impact and doesn't expect a significance disturbance to other programs in the building.

It was the consensus of the Committee to add: "No estimated impact on ongoing operations" to the section labeled "Other".

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**G. Municipal Involvement and Discretionary Approvals:** “Are there licenses or permits required for this project?” Ms. Kiefer questioned what permits would be required. Mr. LeMaro provided examples of a building permit and electrical permit. Ms. Kiefer said it would be useful to list the licenses or permits.

"Has a site plan review been completed by the municipal jurisdiction?" Mr. LeMaro said the maximum buildout for that site has not been maximized; therefore, there has been no site plan review. Ms. Kiefer said it would be good to have this information at some point. Mr. Marx said the Planning Department has traditionally agreed to present a plan to municipalities, recognizing that the County is not subject to the review but tries to comply with all of the regulations.

**A. Project Summary:** Ms. Kiefer questioned why Mr. LeMaro's name appeared under both the Project Manager and Program Manager. Mr. LeMaro said in the past if the project was for a building that has multiple occupants and multiple departments it would show the Facilities Division for both roles (Project Manager and Program Manager) but if it is specific to a department they would most likely show the program being the department that is going to occupy the space. In this case he would list the Department of Probation and Community Justice as the Program Manager.

Mr. Lane asked members if they were ready to proceed with this project. Ms. Kiefer said she was ready to proceed even though there is no room for expansion. Ms. Robertson called attention to the memorandum from the County Administrator which states the Day Reporting Program is the sole remaining occupant of the Old Library. Many things have been tried and she thinks this is a good solution and allows the County to make a decision on a very important parcel of land while still respecting an important program. Mr. Proto agreed with Ms. Kiefer. He said although he believes something needs to be done he cannot commit to this amount of money. He does not think the search has been exhaustive. He would prefer language be included that refers to the synergy and the value of efficiencies that are expected to be achieved.

Mr. Lane said he thinks a very good look was taken at looking at other possibilities including leasing. He recalled the options that were explored and said he believes it makes sense to locate the Day Reporting Program within the Department of Probation and Community Justice as does emptying the Library so that a decision can be made about the building.

Ms. Kiefer said she hopes the colors and finishes will match the original finishes. Mr. LeMaro said it is the intention to match the exterior and interior to the greatest extent possible.

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|------------------|---|
| <b>RESULT:</b>   | <b>RECOMMENDED [3 TO 1]</b>                   |
| <b>MOVER:</b>    | Martha Robertson, Member                      |
| <b>SECONDER:</b> | Frank Proto, Member                           |
| <b>AYES:</b>     | Michael Lane, Dooley Kiefer, Martha Robertson |
| <b>NAYS:</b>     | Frank Proto                                   |

WHEREAS, by Resolution 2010-117, the Legislature acknowledged the desirability of vacating the Old Library before major repairs and renovations were required, and directed staff to investigate alternative locations for the Records Center and the Community Justice Center (CJC), for both short-term and long-term relocation, and

WHEREAS, as a part of its review of alternatives, the County commissioned LaBella Associates to develop a conceptual plan to expand and renovate the County’s Human Services Building to

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accommodate all component elements of the CJC, namely the Family Treatment Court, Drug Court, and Day Reporting Program, and

WHEREAS, acting upon the Legislature’s directive, the County has now successfully digitized records that are not required to be stored in paper form, allowing archival records to be stored in a cost-effective manner at a secure, off-site location, thereby eliminating the need for records storage in the Old Library, and

WHEREAS, the County has diligently pursued alternative locations for the Community Justice Center for more than three years, and has successfully relocated the Family Treatment Court to the County Courthouse and Drug Court staff to existing space within the Human Services Building, leaving only the Day Reporting Program without a long-term location, and

WHEREAS, after undertaking an exhaustive review of available real estate, it has been determined that there are not suitable alternative existing locations for the Day Reporting program, and

WHEREAS, the Capital Plan Review Committee requested the County Facilities Division revisit and revise the 2011 LaBella Associates conceptual plan in order to incorporate the changes in space needs that have occurred since the LaBella plan was presented, and

WHEREAS, upon review of two design alternatives presented to the Capital Plan Review Committee by LaBella Associates on May 8, 2013, the Committee directed the Facilities Management Division to prepare an estimate of the cost of the design alternative the Committee found preferable because of its lesser impact on existing programs that also occupy the ground floor of the Building, and

WHEREAS, on June 12, 2013, LaBella Associates presented to the Capital Plan Review Committee a preliminary estimated total project budget of \$1,534,185 for the preferred design, and

WHEREAS, although this project is not included in the County’s Capital Improvement Plan, the on-going debt service cost of the project estimated at \$112,000 annually borrowed at 20 years at 4% interest will nearly be offset by approximately \$100,000 in annual building, operation, and maintenance costs associated with the Day Reporting Program occupying the Old Library, and

WHEREAS, after review of the plan and consideration of the preliminary cost estimate of the project, the Capital Plan Review Committee, the Facilities and Infrastructure Committee, and the Budget, Capital, and Personnel Committee have recommended amending the Capital Program to include the Human Services Building Expansion and Renovation project at a cost of \$1,550,000 and commending the final design of the improvement by LaBella Associates, now therefore be it

RESOLVED, on recommendation of the Capital Plan Review, the Facilities and Infrastructure, and the Budget, Capital, and Personnel Committees, That the Capital Program be amended to add the Expansion and Renovation of the Human Services Building at a cost of \$1,550,000,

RESOLVED, further, That the County Administrator or his designee be and hereby is authorized to execute an agreement with LaBella Associates for Architectural and Engineering Services in connection with the Expansion and Renovation Project for an amount not to exceed \$186,000.

**SEQR ACTION:** TYPE II-7

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**Project Updates and Reports**

Legislature Relocation

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It was MOVED by Ms. Robertson, seconded by Mr. Proto, and unanimously adopted by voice vote, to hold the first Legislature meeting in the Chambers on August 6, 2013.

#### Old Library Site

It was MOVED by Mr. Proto, seconded by Ms. Kiefer, to direct the County Administrator to proceed with getting an updated appraisal on the Old Library building.

Ms. Robertson asked that Lifelong be informed of what the County is doing with regard to this building. Mr. Mareane agreed to do this.

#### Public Safety Building

Mr. Lane suggested this issue be turned over the Public Safety Committee and others were in agreement. Ms. Robertson will speak to Mr. Robison, Public Safety Committee Chair, about this.

Ms. Robertson requested that Mr. LeMaro make a presentation to the Committee at an upcoming meeting about the County's demolition choices and whether there are different levels of recycling that would include the different costs associated with each option.

#### Parking

The Committee took no action at this time; discussion on this will continue.

#### Adjournment

The meeting adjourned at 5:53 p.m.

Minutes Acceptance: Minutes of Jul 10, 2013 3:30 PM (Minutes Approval)

**Capital Plan Review Committee**  
 Regular Meeting Minutes – Draft 9-16-13  
**Wednesday, September 11, 2013 3:30 PM**  
 Legislature Chambers

**Attendance**

| <b>Attendee Name</b> | <b>Title</b>                                       | <b>Status</b> |
|----------------------|--|---------------|
| Michael Lane         | Chair  | Present       |
| Dooley Kiefer        | Member   | Present       |
| Martha Robertson     | Member   | Present       |
| Frank Proto          | Member   | Excused       |
| Catherine Covert     | Clerk of the Legislature                           | Present       |
| Joe Mareane          | County Administrator                               | Present       |
| Jay Franklin         | Tompkins County Director of Assessment             | Present       |
| Ed Marx              | Planning and Community Sustainability Commissioner | Present       |
| Arel LeMaro          | Facilities Director                                | Present       |
| Marcia Lynch         | Public Info. Officer, County Administration        | Present       |

Guests: Graham Gillespie, HOLT Architects; Seth Waltz, AVL Designs, Inc., Jim Blizzard, Public Information

**Call to Order**

Mr. Lane, Chair, called the meeting to order at 3:35 p.m.

**Minutes Approval**

Ms. Kiefer offered and the Committee agreed to accept the suggested changes to the minutes. The following paragraph includes the changes accepted:

"Mr. Mareane stated the building expansion is modest at 1,650 feet but there are significant interior modifications required to make sure that the programs currently on the ground floor of that building continue to function well and that adequate space can be provided for the Day Reporting Program and although smaller **than the present Beverly Livesay Conference Room**, a **dedicated** midsize conference room is maintained within this plan."

**7/10/2013 Minutes**

|                |                 |
|----------------|-----------------|
| <b>RESULT:</b> | <b>DEFERRED</b> |
|----------------|-----------------|

**Changes to Agenda**

There were no changes to the agenda.

**Discussion - Disposition of Old Library**

Ms. Kiefer questioned whether the History Center could be asked to take a look at the building to see if there is any value in any piece of it. Mr. Mareane said he could do that.

Ms. Robertson recommended a RFEI (Request for Expression of Interest) for this site and find out what people are interested in.

Committee members agreed with moving forward with this proposal to request expressions of

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interest and circulate it to the community and requested a resolution be prepared. Mr. Mareane agreed to draft a resolution and the document to request expressions of interest for the Committee's next meeting.

### **Adjournment**

The meeting adjourned at 5:24 p.m.

Minutes Acceptance: Minutes of Sep 11, 2013 3:30 PM (Minutes Approval)