

APPROVED
8/10/05

SPACE NEEDS & LOCATION COMMITTEE

July 13, 2005 2:30 pm – 4:30 pm
Scott Heyman Conference Room

Committee Members present: Frank Proto, Chair; Nancy Schuler, Kathy Herrera, Dooley Kiefer

Excused: Dan Winch

Staff present: Arel LeMaro, Facilities Director; Crystal Buck, Planner; W. Skinner, Public Information Officer; Karen Fuller, Deputy Clerk

Call to Order

The meeting was called to order at 2:41 p.m.

Additions to the Agenda

It was requested and approved to add the following items to the agenda:

- Update on the Missirian report
- Update on discussions between the Office for the Aging and Lifelong

Office for the Aging and Lifelong

Frank Proto shared an e-mail received related to the discussions between the Office for the Aging and Lifelong. In the e-mail from Dan Winch to Irene Stein, Director of the Office for the Aging, and William Hawley, Director of Lifelong, he stated: "... I have told Frank Proto as Chair of the Space Committee of the vote by the Lifelong Board. Great news, it will be put in the final report of the Space Committee." Frank Proto explained the Board voted to continue discussions with the County regarding the possible relocation of the County Office for the Aging with Lifelong. He said he was pleased that the suggestion to continue discussions with Lifelong and perhaps jointly study the possibility is within the report being recommended to the Legislature.

Missirian Report Update

Dooley Kiefer inquired whether the Missirian Report that Ms. Schuler was interested in had been located. Crystal Buck said she found a report from 1971 done with assistance of Planning Department staff member Missirian, that spoke of a new Center of Government Building. In this report a new building was proposed near the Annex "C" building. Crystal stated Kevin Marren of LaBella had not seen this report. Frank Proto suggested that Arel LeMaro and Crystal Buck review the document to determine if any worthwhile information is included within the document. He expressed concern with reviewing something not seen before this time and over thirty years old but suggested staff and interested Committee members take turns reviewing this report for appropriate data. Nancy Schuler recalls a plan that called for a building above a parking area.

Minutes of June 22, 2005

It was MOVED by Dooley Kiefer, seconded by Frank Proto, and unanimously approved by voice vote of members present, to approve the minutes of June 22, 2005, as amended. Kathy Herrera noted she did not have the revised draft in hand to review and also was not present at the June 22, 2005 meeting but will provide an "uninformed" approval.

Draft Committee Report

The Committee was provided information to be included in the report that had been unavailable prior to receipt of the draft report. They then reviewed the draft report prepared by Crystal Buck and Arel LeMaro, providing amendments throughout the document. During the review the following specific concerns and/or recommendations were noted:

- "Swing" as noted in cost estimates - it is the expense for the period of time a department/agency is required to move into a temporary location during deconstruction/construction/renovation periods. The department/agency then returns to the original location. This does not apply to those who move pending a determination of a permanent location.

- A copy of the Phase I and Phase II reports will be on file in the Tompkins County Legislature for review; many references are made to these reports.
- It is a Master Plan rather than a recommendation; if all resources were readily available at this time this would be the plan to undertake for the County. As a Master Plan it would require the Legislature to amend it and also provides direction for the Facilities Director for future budget planning.
- Ms. Kiefer suggested including the charge to the committee, references to work by earlier Space Committees, and this Committee's development of office space standards for County employees.
- A determination was made to signify the difference between unanimous and consensus decisions. Committee members wanted to make clear specific portions where varied opinions existed.
- Ms. Herrera expressed her desire not to include design work for the recommendations over the next several years due to the budget constraints. As a result of concerns it was determined to amend language that would allow flexibility while recognizing the need to proceed with a plan.
- Ms. Kiefer desired to add Health Department alternative site information within the plan and that when the plan was implemented it may be desirable to utilize the alternative, Mr. Marx and Ms. Herrera did not agree that the portion relating to the utilization should be included. Mr. Marx said this possibility was put behind the committee after review and the decision was to proceed in another direction. Noting that alternative sites were evaluated would be acceptable.
- Ms. Schuler noted a concern regarding the possible adjacency of Assigned Counsel with the Children's Interview Rooms if Assigned Counsel were placed in the Old Jail building.
- Ms. Herrera said the Justice Center has said proximity to Probation is a deterrent to the Day Reporting Program; although the Department Head would prefer to see the two in close proximity, the potential deterrent should be taken into consideration. Mr. Marx said there are options that could incorporate the concern in a future analysis. Mr. Proto said it should be clear that the Committee did not recommend building a new Justice Center but rather to consider the possibility through future analysis. Ms. Schuler does not support taking a property off the tax roll.
- It is important that recommendations are clear for use by individuals who have not been present during the study.
- Ms. Herrera did not agree that the County should spend the funds on a study relating to Lifelong. It was noted that funding exists in the budget that may help to do a study; some members feel the cost should be shared. Mr. Proto said he did not think a shared building was appropriate language but that a study on the compatibility of the two programs has been discussed. A discussion took place that indicated it was not believed a shared building was the goal of the discussions.

Resolution

RESOLUTION NO. - ADOPTION OF TOMPKINS COUNTY SPACE USE MASTER PLAN 2005

It was MOVED by Ms. Herrera, seconded by Ms. Kiefer, and unanimously approved by voice vote of members present, to approve the following resolution for consideration of the full Legislature. MOTION APPROVED.

WHEREAS, the Tompkins County Space Use Master Plan 2005 is the result of more than two years of intensive study by the Space Needs and Location Committee, which built on three years of work by a predecessor committee, and

WHEREAS, there are a significant number of existing and predictable space shortages for many County departments located in the downtown office complex, and

WHEREAS, Biggs B is in need of major renovations, and

WHEREAS, the Old Library is costly to maintain, lacks energy efficient features, and is currently underutilized, and

WHEREAS, a new building on the Old Library site could be designed to be more consistent with the character of the Dewitt Park Historic District, and

WHEREAS, providing adequate and appropriate space is critical for effective delivery of government services, and

WHEREAS, a long-term office space plan will facilitate cost-effective decisions regarding repair and maintenance of County-owned buildings, and

WHEREAS, the Tompkins County Space Use Master Plan 2005 identifies a preferred strategy as well as alternatives for providing adequate space for Tompkins County departments, now therefore be it

RESOLVED, on recommendation of the Space Needs and Location Committee, That the Tompkins County Space Use Master Plan 2005 is adopted and intended to be used as a guide for short- and long-term County office space decisions,

RESOLVED, further That, the Facilities and Infrastructure Committee is hereby given responsibility for implementing the Plan.

RESOLVED, further, That the Plan can be amended from time to time and that the Plan shall be reviewed, at a minimum, every five years.

Next Steps

Crystal Buck will amend the document and provide members with a copy to review prior to the next Committee meeting.

Nancy Schuler was excused at 4:55 p.m.

Mental Health

Crystal Buck reported that there really is no excess space in the Mental Health Building. She said that Mental Health workers need larger offices than our standards, and Mr. DeLuca is still looking at re-licensing Day Treatment (Skylight Club). She will change Phase 3 of the report to reflect that there is no excess space.

Adjournment

On motion the meeting adjourned at 5:00 p.m.

Next Meeting: July 26 at 11:30am

Respectfully submitted by Karen Fuller, Deputy Clerk