

**JOINT MEETING
HEALTH AND HUMAN SERVICES COMMITTEE
FACILITIES AND INFRASTRUCTURE MEETING
MINUTES
JULY 17, 2008 – 2:30 P.M.
SCOTT HEYMAN CONFERENCE ROOM**

Approved 8-21-08

Present:

Health and Human Services Committee: F. Proto, Chairman, M. Robertson, C. Chock, D. Randall
Facilities and Infrastructure Committee: L. McBean-Clairborne, Chair, K. Luz Herrera, Vice Chair, D. Randall, D. Kiefer, C. Chock

Excused from Both Committees: N. Shinagawa

Staff: E. Marx, Commissioner of Planning and Public Works; C. Nelson, Public Works Administrator; A. Lemaro, Director of Facilities; D. Squires, Finance Director; S. Whicher, County Administrator; S. Martel-Moore, Deputy Administrator/Director Human Rights Commission; K. Fuller, Deputy Clerk of the Legislature

Guests: Bill Hawley, Lifelong Director; Dan Winch, Lifelong Board of Directors; Sarah Galbreath, Paul Levesque, Graham Gillespie, Holt Architects; Philly DeSarno, City of Ithaca Economic Development

Call to Order

Mrs. McBean-Clairborne, Facilities and Infrastructure Chair, called the joint meeting to order at 2:35 p.m.

Presentation of Feasibility Report – Lifelong/County Office for the Aging Co-Location

Ms. Holmes, Office for the Aging Director, expressed appreciation to those in attendance and provided them with the final Feasibility Study report, dated July 17, 2008, noting a July 8 draft had been distributed earlier, and there are only minor changes.

Introductions were made, followed by a review of the Feasibility Study report.

The Committees were informed of the process for the study which included formation of a joint Lifelong/County Building Task Force (BTF) comprised of Lifelong Board members and employees, County Office for the Aging (COFA) staff, the COFA Advisory Board, a to produce a feasibility study, which began in May 2008 with Holt Architects meeting every other week with the BTF, as well as site visits to COFA offices, and the buildings located at 119 and 121 West Court Street. This was followed by the development and review of the space program, utilizing the County benchmarks for space standards. The space study indicated COFA's existing net assignable square footage (NASF) to be 2,127, and Lifelong's NASF to be 5,050 for a total of 7,177 NASF. The proposed square footage for the co-location, including additional program and shared spaces was 2,748 NASF for COFA, 7,639 NASF for Lifelong, and 1,491 NASF for shared spaces, for a grand total of 11,878 NASF. The grossing factor was then determined to be 8,400 square feet, making a total Gross Square Footage of 20,400. When assigning space, it was determined that COFA would be thirty percent (6,100 sq. ft.) and Lifelong seventy percent (14,300 sq. ft.).

The Holt staff then reviewed the site location, determined the footprint of the existing buildings and sharing information on the various site options. Initially seven options were considered with three final options being presented. It was noted that presently there are 36 parking spots, including two assigned to the apartment located in the 121 West Court Street building. Each of the options would require variances as a result of the limited parking area for the site. Both the Building Task Force and Lifelong desire to preserve the current parking; County employees would continue to utilize the County-owned parking lots located in the Courthouse Complex. Mr. Proto inquired whether consideration had

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been made to offer parking at a reduced rate in the City of Ithaca parking garages; at this time the option had not been considered.

The Committees then were given information on the three options chosen.

Option 1

This option would deconstruct both existing buildings and construct a three-story building along the northeast corner of the property at a cost of \$5,772,000. The reconfiguration of the footprint would provide the most parking spaces (44).

Option 2

This option would provide for the deconstruction of 121 West Court Street, and a three-story addition would be connected to the 119 West Court Street building, with varied levels of renovation to 119 West Court Street at a cost of \$4,456,000. The number of parking spaces would be 34.

Option 3

This option is similar to Option 2, however the footprint would change the location of the new structure to place it along the east side of the property, adjacent to the Old Library site; the cost remains \$4,456,000. The number of parking spots would be 45.

The Committees were provided with cost estimates and a time line for the project to proceed.

A discussion regarding the presentation included the following items:

- Ms. Kiefer expressed concern with regard to maintaining the streetscape as it currently exists. Ms. Kiefer would like to maintain the tree and north end of 121 West Court Street with the balcony if possible. Ms. Chock asked if it was possible to maintain the front of 121 West Court Street as part of the plan and about the cost of maintaining the exterior while modernizing the interior of the building. Mr. Marx noted the streetscape has been discussed and it is believed the same effect of the present streetscape could be attained with Option 3, which is a new building.
- Mr. Proto inquired about the cost of relocating staff and parking during a construction phase and was informed by Mr. Hawley discussions have taken place regarding that aspect. It is believed that operations could be maintained for a period of time; upon the need to relocate, it is hoped that other agencies would be able to provide temporary program space. Also noted was that Options 1 and 3 would allow the office operations to continue at 121 West Court Street during construction.
- There would be a two-year period between design and occupancy.
- For the proposal to continue a Project Approval Request would have to be completed by Facilities and the Office for the Aging. In addition a Memorandum of Understanding would then be required to define the cost-sharing aspects of the project.
- The Health and Human Services Committee will review the study further and provide input to the Facilities and Infrastructure Committee, and other stakeholders as necessary.
- Mr. Hawley indicated there is strong support by the Lifelong Board regarding the concept of the project and co-locating COFA as it will increase services to clients and makes sense. The area of concern would be obtaining funding for the project, which initially was thought to be around \$2 million vs. the \$4.5 million estimate. A Lifelong planning committee is in place to develop a capital campaign. He believes there is the capacity to raise between \$1 to \$1.5 million, however there is a short period to do so. They are seeking State and Federal funding for the project, however, due to their share Lifelong may need to bond \$1 million.
- Mr. Winch, Lifelong Board member, spoke with enthusiasm about the prospect of the two agencies, one public and one private, coming together in a manner that is beneficial to clients. He said that through co-location, fifteen to eighteen percent of square footage use is saved.
- Mr. Hawley reported the City of Ithaca asked if other sites were considered. He said that part of the purpose was proximity to other County offices as well, particularly if offices were placed in

the Old Library site in the future. In addition, a question regarding whether 121 West Court Street site could be maintained indicated it is not possible due to the need for parking.

- Mr. Proto noted that although any recommendation will come from Facilities and Infrastructure, Health and Human Services Committee will continue to consider the matter.
- Ms. Robertson, following a statement that consideration by the County to finance is still required, spoke of the possible loss of construction time due to winter conditions. It was explained that due to the milder winters being experienced this is not thought to be a concern.
- In response to a question regarding staff preference for the options presented, the Committees were informed that Option 3 is the preferred footprint by Lifelong. Ms. Holmes said the options have not yet been shared with County Office for the Aging Staff.
- Mr. LeMaro, Ms. Holmes, and Mr. Marx will continue to review the proposal and provide information as necessary.

Adjournment

On motion the joint meeting adjourned at 3:40 p.m.

Respectfully submitted by Karen Fuller, Deputy Clerk