

Commissioners' Journal
August 23, 2017

The Geauga County Board of Commissioners met for a work session with Richard L. Bowen and Associates on August 23, 2017 at 8:30 a.m. in the Commissioners' Conference Room located at 470 Center Street in Chardon, Ohio.

It is declared and determined that all formal actions of the Board of County Commissioners concerning and relating to the adoption of all resolutions that were adopted in this meeting, and that all deliberations of the Board of County Commissioners that resulted in such formal action were open to the public and were in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

Vice President Walter M. Claypool opened the work session at 8:36 a.m.

Commissioner Spidalieri was absent from today's work session.

In attendance: Commissioner Claypool, Commissioner Lennon, County Administrator David Lair, Clerk Christine Blair.

From Richard L. Bowen and Associates were Allan Renzi, AIA, Robyn Wolf, AIA, NCARB, and Kenneth Emling, AIA, NCARB.

The audience included Director of Administrative Services, Linda Burhenne, Steven Yaney from the Development and Zoning for the City of Chardon, and Geauga County Recorder Sharon Gingerich.

Brief Background:

In April 2017 the Board of Commissioners sent a request for proposal to several agencies to conduct a feasibility analysis regarding future space needs for the county.

Responses were received from North Coast Capital Consultants, Richard L. Bowen and Associates, Incorporated, MS Consultants, Incorporated and K2M Design.

On June 13, 2017 the Board held a work session to review the proposals that had been submitted by each of these companies and during that meeting, they decided to hold an additional work session to invite each of the companies in to answer a series of questions about which they wanted further information.

On July 25, 2017 after much discussion the Board approved and executed an agreement with Richard L. Bowen and Associates for Feasibility Analysis Services for the construction of new office facilities.

On August 3, 2017 the Board held a work session to talk about the next steps in the process that include the project plan and a questionnaire. There was discussion about the questionnaire, what it would include and to whom and when it would be presented to the other departments and officials.

Allan Renzi explained that this is the first of the work sessions, and today will lay out the plan, noting that they had gotten some great information from Commissioner Claypool. Mr. Renzi stated that it will lay out a schedule and work plan to move forward and walk through the process. We can edit as we go through the process.

Ken Emling provided an agenda for the work session today that included:

Review Project Schedule

Review Project Schedule Narrative

Review Project Plan Draft

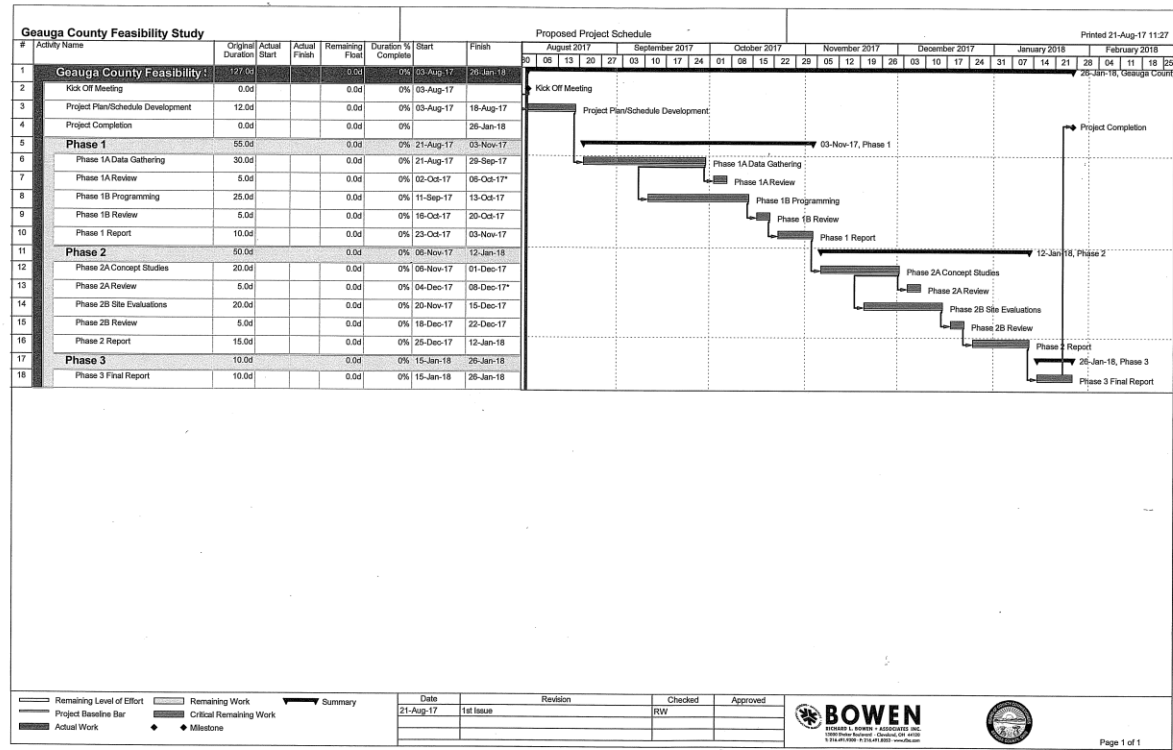
Confirm day/time for bi-weekly progress meetings

Select date(s) for Facility Assessment field visits

Mr. Emling expressed that this is a projected time line and adjustments will be made according to progress.

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Proposed Project Schedule:



Phase 1 includes:
Data Gathering and Review, Programming and Review and a Report
Tentative completion by November, 2017

Phase 2 includes:
Concept Studies and Review, Site Evaluations and Review and a Report
Tentative completion by January 2018

Phase 3 includes:
Final Report completed tentatively by January 26, 2018

Project Schedule Narrative is a more descriptive breakdown of the schedule.

Mr. Emling wants to confirm a bi-weekly meeting schedule about work sessions following the regular Commissioners meeting. Mr. Emling went through the Schedule Narrative.

Mr. Emling stated that as issues come up they want to handle them as they arise with Mr. Lair as the immediate point of contact. Commissioner Claypool asked for a running issues/needs list so they can take care of them so we are not waiting two weeks to solve them. There was discussion about keeping everyone informed and up to date and to keep on schedule as much as possible.

Phase 1A Data Gathering:
Facilities Assessments
 Condition Evaluation
 Space Inventory
 Space Efficiency Evaluation
Property Use Evaluations
 Maintenance / repair costs
 Operating costs
 Property valuation / future use

Phase 1A Review

Phase 1B Programming:
Space Needs Assessment
 Questionnaires completed by departments
 Interviews conducted with departments
Program of Requirements
 Identified types, sizes and quantities of spaces necessary for each department
 Takes into account each departments projected growth/ reduction

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Phase 1B Review

The intent at the end of both phases is we will issue a report. Mr. Claypool asked if at the end of Phase 1, we could make a broad statement of where we are or a perception of the reasonableness. Ms. Wolf added that this was the intent. Mr. Renzi stated that the work plan goes into further detail than the narrative. It is noted on the diagram that you can see that Phase 1A and 1B overlap. At this point there will be a decision about whether we move on to the next phase and start to look at concepts. County Recorder Sharon Gingerich expressed that the Board needs look at a way to keep certain departments in one area and then move the rest to another location. There was some discussion about the requirement of departments being in the County seat.

Phase 1 Report:

*Includes Assessments, Program of Requirements and Property use recommendations for review
Public presentation to Commissioners
County review and approval prior to Phase 2*

Based on the decision to move forward this phase will begin in November.

Phase 2A Concept Studies:

Diagrammatic Concept Plans

Functional relationships between departments

Relative Space Sizes

Includes projected operational costs

Identify potential repurposing options for facilities that will not be reused for County functions

Phase 2A Review (beginning of December)

Phase 2B Site Evaluations

Site Evaluation

Diagrammatic site plans based on Phase 2A concept plan

Takes into account site development costs

Evaluates relationship of site to other County functions

Testing sites and concepts on where they might fit and what the pros and cons are. Mr. Lair brought up the subject of financing options and overall cost. Commissioner Lennon inquired about market value of current property and selling those versus repurposing. There was a brief discussion regarding the Job and Family Services building and parking lot.

Director of Administrative Services Linda Burhenne inquired about financing options and when they would be discussed. Mr. Emling stated that was why CBRE is included in the project and Mr. Renzi and Mr. Emling agreed that it should come towards the end when they bring them in. Mr. Claypool mentioned the 470 Center complex and the Courthouse being a complex asset and what we can do with them.

Phase 2B Review

Phase 2 Report: (end of the year of 2017 and beginning of 2018)

Including recommended Concept Plan, recommended Site Plan and Estimate of Probable Costs, submitted for review

Public presentation to Commissioners

County review and approval prior to Phase 3

Phase 3 Final Report: (delivered the end of January 2018)

Include deliverables from all phases, including:

Assessment / Analysis

Recommendations

Site Plan

Concept Plan

Estimate of Probable Cost

Appendices as necessary

Public Presentation Materials

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Mr. Claypool expressed his concern about the sensitivity of the questionnaires and the need for the Board of Commissioners being comfortable. He added that Elected Officials are important to this whole thing and need to be on solid ground to make the case.

Geauga County – Project Plan (Draft):

Mr. Emling stated the project plan goes into specific details about what is being completed and meetings. Mr. Renzi stated that this might be a good place to insert stakeholder meetings and the other Elected Officials.

Project Objective:

To review and analyze current County facilities located in three primary campus locations, to provide recommendations to consolidate facilities to better serve the current and future needs of various County offices, and to determine an estimated return on investment for the recommendations:

Mr. Claypool added that he felt that this included all their property and should be included in the list of considerations. Mr. Lair added that there is a need for local housing of youth outside the home by the courts and placed into a proper facility, and we don't have any locally, so they are placed throughout the state and sometimes out of state, with required social worker visits. Mr. Lair noted that the cost is the equivalent of two people driving back and forth. Mr. Lair asked if, as part of this overview, can we include a facility that might allow for housing youths locally. Ms. Gingerich noted the Ohio Housing Trust Fund that could be looked at for funding and financing. Mr. Claypool agreed about having it included as a need. Mr. Emling inquired about the number of youth that would be placed, to which Mr. Lair stated that on average it's about 70, sometimes it dips to 50 but at any given time it could spike to 75. Mr. Claypool noted additional needs that may come up as we are going through this that may need to be considered. Mr. Emling explained that this "need" will be included and will add square footage but may come out differently in the Program of Requirements when the assessment is complete. There was discussion about who the questionnaire would be submitted to and then that interviews will be conducted to review the information. There was discussion about organizational charts and individual internal organization charts for the departments and officials offices. There was discussion about those departments, how some of them are tenants and others that won't be considered in this. An example that was discussed was the Title Office and the State of Ohio License Bureau and how they are each side of town and it's not very efficient for residents. Ms. Wolf asked for a list of Officials / Departments that they must provide space for, offices that are currently tenants and any other stakeholders. Mr. Lennon added that he feels some departments will need less space and others will need more. Mr. Claypool added that it is also about overall need, including technology. Ms. Gingerich added that she would like to see security provided, noting herself, Mr. Gliha and Mr. Hitchcock. Mr. Emling asked the Board to think about, after the information is gathered and compiled and they provide the information for review, should it be presented in a meeting or through electronic methods. It was noted that the information will be reviewed about those needs and what is going to be considered or granted in this process, citing conference rooms, lunch and break rooms, competition for similar resources, and consolidation of receptionists as long as the departments needs are met. Mr. Renzi asked the Board about presenting a draft program to the Officials and Departments.

Includes the following properties:

*County Courts – 101 Short Court Street
Court Annex – 211 Main and 213 Main Street
Administrative Offices – 470 Center Street
Human Services – 12480 Ravenwood Drive*

Will meet to discuss, identify and review the goals of the study, establish appropriate lines of communication and confirm important schedule dates.

Project Schedule:

Meet bi-weekly throughout the duration of the project to review project progress, with additional meetings as needed.

Refer to project schedule document for detailed schedule.

Phase 1A Data Gathering:

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Facilities Assessments – evaluate current physical condition, space usage of the properties, including:

- *Visual assessment of each building, including high level reviews of exterior envelope and building systems*
- *Inventory of existing space functions and sizes*
- *Identify current space utilization and efficiency*

Property Use Evaluations – gather current data from records and key staff members related to current maintenance and repair costs and facility operating costs

Phase 1A Progress Meetings:

Meet bi-weekly to review project progress including:

- *Report physical conditions and inefficiencies observed*
- *Discuss future use of buildings*
- *Discuss upcoming activities*

Work Product – Information gathered during this phase will be used to prepare a report summarizing the data gathered in order to provide a holistic understanding of the existing County properties and establish the County's baseline "cost of doing business" in the existing buildings. Recommendations will be provided related to facilities suitable for reuse and those that should be replaced.

Phase 1A Review – Review Phase 1A work product and provide comments. Appropriate changes to the report will be made prior to final approval.

Phase 1B Programming:

Questionnaire – Develop a Needs Assessment Questionnaire to be distributed to each County department located within the properties being evaluated.

Develop a deployment strategy for the questionnaire identifying the order in which departments will receive them and which individuals within each department will complete them (i.e. managers, supervisors, all employees, etc.). The completed questionnaires will be returned for review.

Mr. Emling reviewed the following section.

Interviews – Following review of the questionnaires, meet with each department head to review and discuss that department's responses, guiding discussion to establish the following:

- Function of the department (accessed by public)*
- Required adjacencies to other County departments*
- Location limitations (must be in County seat)*
- Types of spaces needed (private offices vs. cubicles)*
- Future growth / reduction of the department*
- Required support spaces (storage rooms, copy areas, etc.)*
- Unique considerations (specialized equipment, functions, etc.)*

Mr. Emling asked the Board to review the remainder of the document noting that, based on conversation today, tweaks and adjustments will need to be made. There was some discussion regarding the properties being considered versus the properties that will be considered as assets. They asked to include Aging and Job and Family Services in the list for consideration, but that the County Home in that area as an asset. There was brief discussion about the Water Resources building, and other ideas that have been thought of and discussed.

Phase 1B Progress Meetings:

Meet bi-weekly throughout the duration of the project to review project progress including:

- Report physical conditions and inefficiencies observed*
- Discuss future use of buildings*
- Discuss upcoming activities (two week look ahead)*

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Work Product – Information gathered through the Needs Assessment Questionnaires and department interviews will be used to develop a Program of Requirements (POR) outlining each department's space needs. The POR takes into account the County's future needs and establishes the cumulative space required for County functions. The POR will also help establish goals related to programming intent, functionality, efficient and affordable operation, value, and image.

Phase 1B Review – Review the Phase 1B work product and provide comments. Appropriate changes to the report will be made prior to final approval.

Phase 1 Report – Assemble the work products from Phases 1A and 1B into Phase 1 Report for delivery to the County.

Public Presentation #1 – Conduct a public presentation of the Phase 1 Report to the Geauga County Commissioners and the community. Following a PowerPoint presentation, the public will be encouraged to ask questions and to provide input regarding community needs to gain an understanding of the issues and concerns that may impact the next phase.

Phase 2 Preparation – Establish a County Planning Committee to act as decision makers during Phase 2.

Phase 2A Concept Studios:

Concept Plans – Based on POR developed in Phase 1, explore and develop a series of conceptual alternatives for the County functions. Design issues related to space adjacencies, access, flow and ease of management will be explored. Utilize the goals established in the POR to ensure that the conceptual design addresses key issues regarding programming intent, functionality, efficient and affordable operation, and value and image. The final program will be adjusted as necessary upon selection of the most successful Concept Plan.

Repurposing Options – Based on Phase 1 recommendations for facility reuse or replacement, guide discussion of potential repurposing options for existing facilities and provide recommendations.

Phase 2A Progress Meetings – Meet bi-weekly throughout the duration to review project progress including:

- Report progress of concept plans*
- Discuss repurposing options*
- Discuss upcoming activities (two week look ahead)*

Committee Workshop #1

Building upon information gathered from Phase 1, follow strategic planning activities:

- Review of the Program of Requirements and Phase 1 recommendations*
- Prioritization and refinement of wish list of program components*
- Discussion of repurposing of existing buildings*

Committee Workshop #2

Building upon information gathered from workshop #1:

- Review the conceptual plan options*
- Continue discussion of repurposing of existing buildings*
- Discuss site evaluation criteria in preparation for Phase 2B*
- Determine the sites to be evaluated (up to two) in preparation for Phase 2B*

Work Product – Information gathered from the Committee meetings will be used to develop conceptual plan options and select the most successful option for further development. Begin to determine operating and maintenance expenses for the selected option. Finally, an estimated project cost including construction and soft costs the selected option will be prepared.

Construction costs will be calculated by multiplying the total area of each space type (office, garage, court room, etc) by industry-standard cost/SF for that space type.

Phase 2A Review – Review Phase 2A work product and provide comments. Appropriate changes to the report will be made.

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Phase 2B Site Evaluation – Complete a visual and photographic survey of the proposed sites (up to two sites) using the site evaluation criteria established in Workshop #2.

Site Tour – Tour potential sites and / or conduct a site awareness walk with the Planning Committee to identify site opportunities and constraints.

Collect and analyze:

- *Topography / boundary information as available through County GIS*
- *Existing geotechnical information, as available*
- *Environmental documentation, as available*
- *State, City and local codes and standards as applicable to site development*
- *Site conditions to identify opportunities and constraints*

The analysis of existing conditions will include the site access, topography, drainage considerations, views and surrounding land uses.

Phase 2B Progress Meetings – Meet bi-weekly throughout duration of project to review progress including:

Report progress of site plans

Discuss repurposing options

Discuss upcoming activities (two week look ahead)

Committee Workshop #3

Site materials will be reviewed. Survey of potential sites and their evaluation will be discussed culminating into the selection of a preferred project site.

The workshop will:

Evaluate ability of each option to meet the stated goals and budget criteria

Review and discuss operating costs for each option

Refine program options and determine preferred option

Present site survey / evaluation

Work Product – Information gathered from the Site Tour and Committee Workshop #3 will be utilized to develop a Site Plan for the selected Concept Plan option. The concept plan will be adjusted as necessary to best function on the selected site. Update the estimated project cost from Phase 2A with site development costs.

Phase 2B Review – Review the Phase 2B work product and provide comments. Appropriate changes to the report will be made prior to final approval.

Phase 2 Report – Assemble the work products from Phases 2A and 2B into a Phase 2 report for delivery to the County.

Public Presentation #2 – Conduct a public presentation of the Phase 2 Report to the Commissioners and the Community. Following a PowerPoint presentation, the public will be encouraged to ask questions and provide input.

Phase 3 Final Report – Assemble the work products from Phases 1 and 2 into a Phase 3 Final Report for delivery to the County. Continue to review the functional organization and architectural character of the design. Final products of this effort shall include site plans, floor plans, space relationship diagrams and a design statement including a conceptual design and evaluations. Prepare the Final Report which will incorporate previous aspects of this study including:

Needs Assessment

Space components listing and square footage requirements

Site evaluation and analysis

Space relationship diagrams

Probable operating cost

Conceptual site plan and floor plan

Construction and project cost estimates; which will include equipment and furniture allowances and contingencies

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Phase 3 Progress Meeting – Meet bi-weekly throughout the duration of the project to review project progress including:

Review presentation materials prior to public presentation

Work product – After receiving comments, changes and recommendations will be incorporated into the Final Report. Assist with the preparation of presentation materials for distribution to stakeholders.

Assistance to help create graphic design and / or written text for not more than two types of materials to be used for said campaign. Since it is impossible to know at the beginning of this planning process what type of materials will prove to be most desirable, the quantity of materials needed for distribution and method.

Public Presentation #3 – Public presentation of the Phase 3 Final Report to the Commissioners and the Community.

There was discussion about setting up the work sessions, and whether they would be regular work sessions or if they are going to be impromptu meetings. There was discussion about the committee and who should be included, which includes the Board, the Administrator, Ms. Blair, Ms. Burhenne and Glen Vernick the Director of Maintenance. Ms. Gingerich added that she wished that other Elected Officials had been in attendance. There was discussion about scheduling a meeting with the Elected Officials as a way to offer an introduction to them, the project and then explain the questionnaire and what Bowen would like to see included in the responses. There was discussion about a target date of Monday, September 11th for the joint meeting and before that meeting that the Board is comfortable with the content of the questionnaire. It was noted that the questionnaire is the starting point for the interview to do the face to face about those needs.

Dates for the bi-weekly meetings discussed included September 7, the Joint meeting on the 11th, September 19, and then go into October on the 3rd, 17 and 31 at 10:30 a.m. Ms. Blair noted that the meetings will be placed on the Agenda to get scheduled and once approved, notifications will be sent out.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD

Motion: by Commissioner Lennon to adjourn the meeting at 10:13 a.m.

Geauga County Board of Commissioners

Ralph Spidalieri

Walter M. Claypool

Timothy C. Lennon

Christine Blair, Commissioners' Clerk

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