



TOWN OF MANLIUS MUNICIPAL BUILDING STUDY

04.27.18 FINAL REPORT



TL BROWN
MANAGEMENT
GROUP

TOWN OF MANLIUS
MUNICIPAL BUILDING STUDY

TABLE OF CONTENTS

Introduction **1**

Town Vision + Goals / Existing Facilities **2**

Precedent Projects **3**

Space Program **4**

Concept Drawings **5**

Cost Estimate + Potential Funding Sources **6**

Potential Sites **7**

Introduction

Project Understanding: Feasibility Study

The Town of Manlius retained the services of Miller Engineers, along with King + King Architects and TLBrown Management Group to prepare a Feasibility Study which investigates the design and construction of a new multi-functional Municipal Building.

The current Town Hall was constructed in the 1960’s and expanded during the 1980’s. Since that time the needs of the town have changed requiring increased security, and better collaboration between the town’s operational functions which include the Town Supervisor’s Office, the Town Clerk, Assessment Office, Tax Receiver, Town Planning and Zoning Office, Town Court, Recreation Department, Town Police Department and potential for an Emergency Operations Center.

In meetings with Town officials, the goals of the feasibility study should include and mitigate a number of issues shown below:

1. The Town of Manlius Police Department is located in the Village of Manlius in the former Manlius Elementary School. This building is in need of repairs, has **no air conditioning** and is not reflective of a first class Police Department.
2. Safety concerns for the public when **court hearings** are held at the Town Offices.
3. **Concerns for the safety of town employees** working in the Town Offices.

The feasibility study for a new multi-functional Municipal Building will also:

- + Review other town municipal buildings that have been constructed in the past five years. The review is to identify the population served, the square footage of the facility, what town functions are contained in the facility and the cost to construct if available.
- + Conduct meetings with town employees to collect preliminary data on the future requirements of the Town including local other municipality facility visits and staff interviews of their employees.
- + Provide a preliminary layout of a new facility, including a space program document as a result of the visioning/programing which describes key spaces, and the quantity and size to be used to obtain a preliminary cost estimate of a new facility. The preliminary concept building floor plan (block diagram), will be based on a “generic” site.
- + Identify site options within the town that might serve as a potential location for the new town municipal building which will combine the town offices, Police Department and Courts.
- + Identify potential sources of funding to support the design and construction of a new town municipal building.
- + Review current operating expenses and outline the operating expenses that will be associated with a new facility. The market value of the current Town Office Building will be included in this review.
- + Define other opportunities a new facility will provide the Town such as enhanced recreational programs, wellness programs for employees, recruitment and retention of employees and added security for town employees and the public.

Since the current Town of Manlius Municipal Building was built in the 1960’s, the Town services and needs have changed dramatically. The population has increased from approximately 19,351 residents to its current 2010 census of 32,370. At that time the Villages of Minoa, Fayetteville, and Manlius had their own independent police departments. These services were consolidated into one police department in 1985. State and Federal laws such as the American Disabilities Act(ADA), Court facilities requirements, Occupational Safety and Health Administration agency (OSHA), Environmental Protection Agency, numerous labor laws, Air Quality requirements and the list goes on, did not exist.

In 1999, the Town of Manlius engaged the firm of Quinlivan, Pierik & Krause Architects and Engineers to perform a Needs Assessment Study that focused on the Town of Manlius Police Facilities and the Court. This report concluded that the existing Police Facilities and Court could not be renovated cost effectively and could not provide adequate space for the Police Department or the Court Administration requirements.

Since 1999, technology advancements have made police work more efficient in many ways, but increasingly technical. Additional government regulations and demands on the Police Department and the Court Administration over the past 19 years further support the 1999 needs assessment study.



Manlius Town Hall + Court
301 Brooklea Drive / Fayetteville, NY 13066

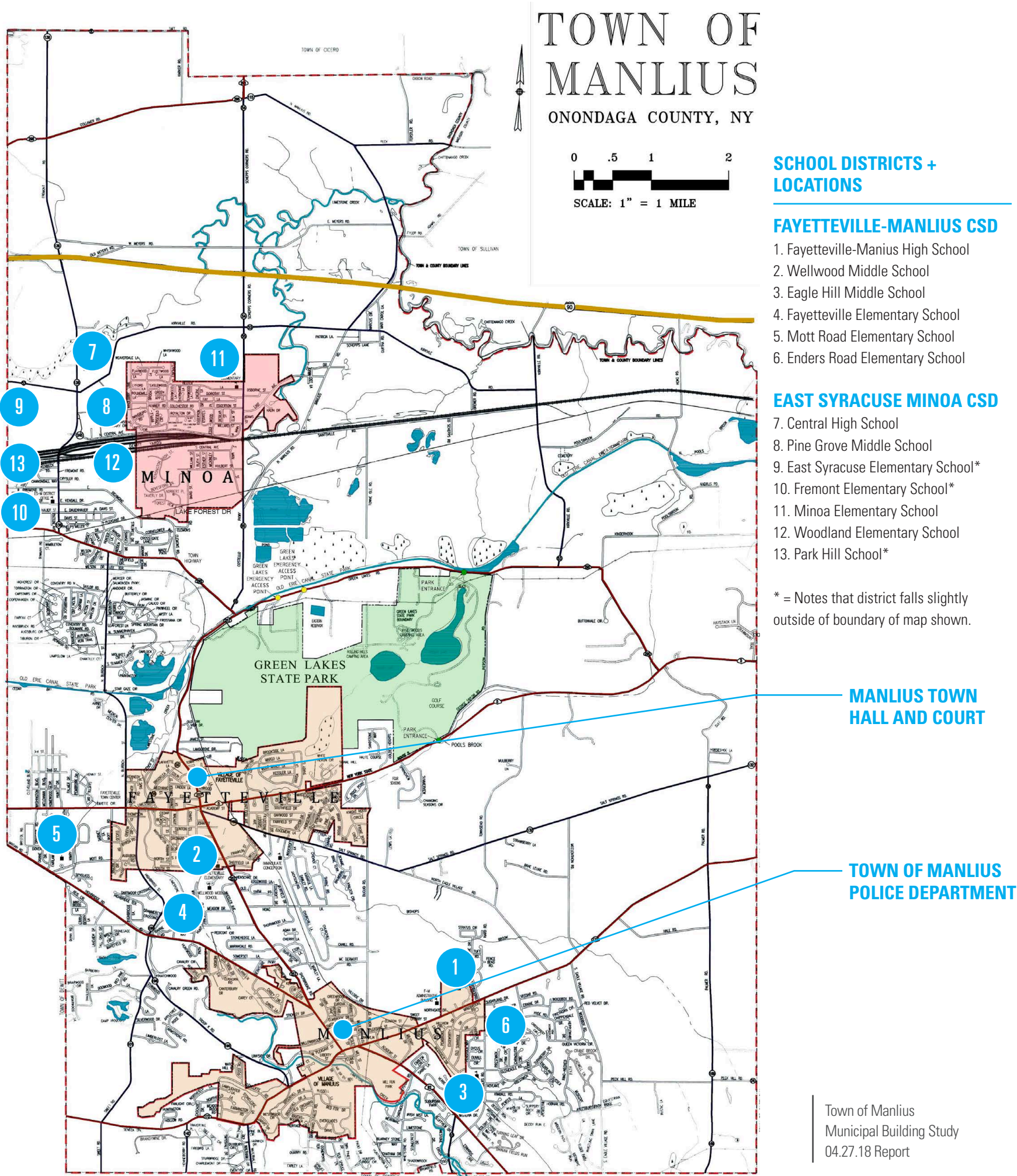
Average Driving Times/Miles from Town of Manlius Police

Due to the location of the current Police Station, which is further South within the Town limits, it can take up to 20 minutes or longer to respond to a call, which is not ideal from a safety standpoint. A more centrally located Police Department would reduce travel times

TO THE SOUTH	TOTAL MILES	TOTAL TIME (MIN.)
Whetstone Rd Intersection w/ Broadfield Rd	2	7
Palmer Rd. at Pompey Border	6	10
Sweet Rd. at Pompey Border	3	8
AVERAGE	3.6	8.3
TO CENTRAL		
Dewitt Border on Genesee St.	4	10
Madison County Border on Route 5	7	12
Intersection of E. Genessee St. & South Manlius St. (Fayetteville Fire Station)	2	7
AVERAGE	4.3	9.6
TO MINOA		
Village of Minoa Library	6	13
Kirkville Rd. at the Dewitt Border	8	16
Poolsbrook Rd. Intersection w/ Hoag Rd.	7	17
AVERAGE	7	15.3
TO FAR NORTH		
Freemont Rd. Intersection at Taft Rd.	10	19
Minoa Bridgeport Rd. at Cicero Border	9	18
Firstler Rd at Cicero Border	10	20
AVERAGE	9.6	19



Town of Manlius Police Department
1 Arkie Albanese Avenue / Manlius, NY 13104



Existing Facilities : Town of Manlius Police Department

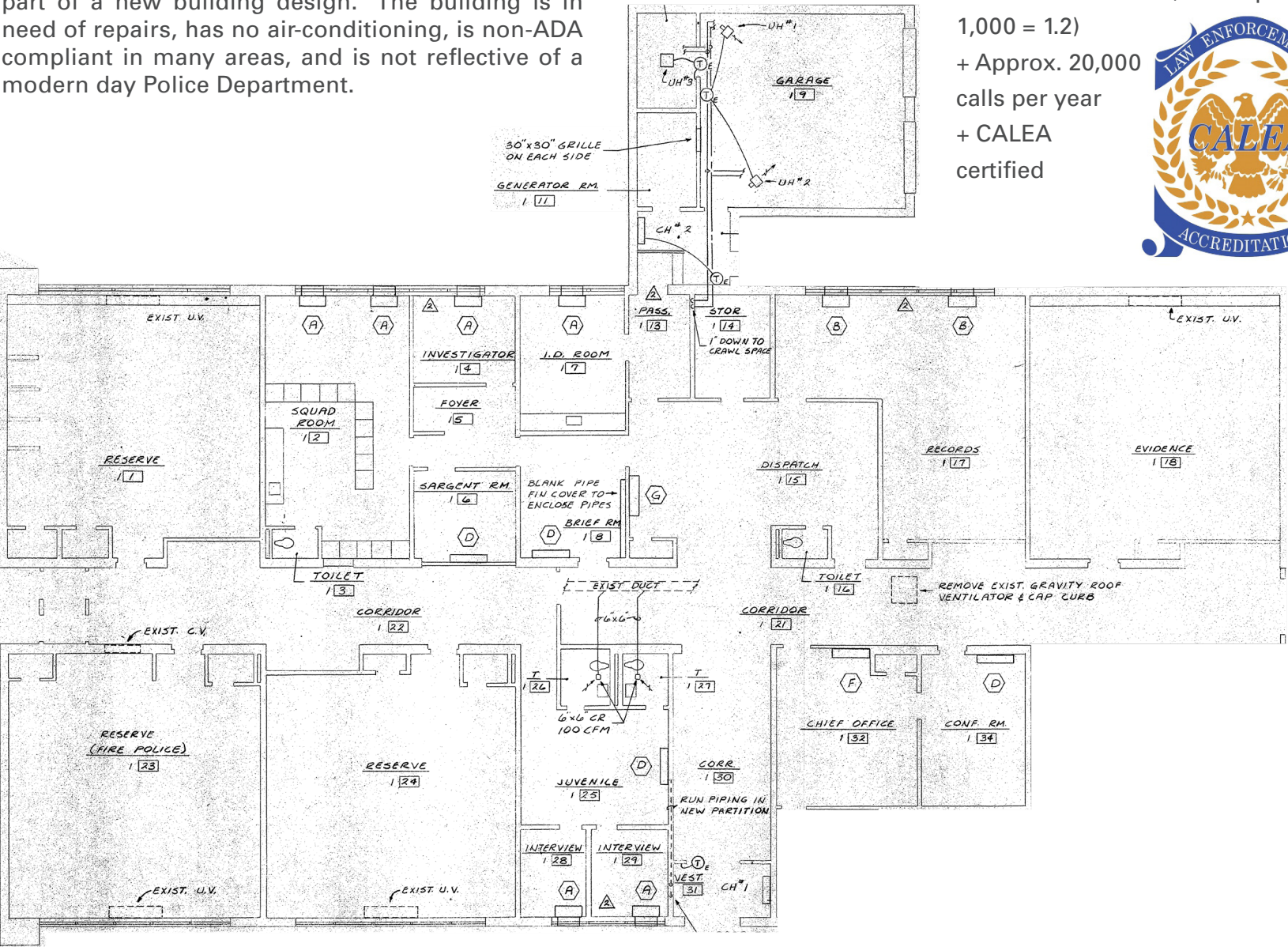
Town of Manlius Police Department

Summary

The Town of Manlius Police Department is located in the Village of Manlius in the former Manlius Elementary School. The Police were “temporarily” placed here in 1985, and have been in this space ever since. Through discussions with leaders in the department and surveying the existing facility, several areas of concern have been identified which will be considered as part of a new building design. The building is in need of repairs, has no air-conditioning, is non-ADA compliant in many areas, and is not reflective of a modern day Police Department.

Quick Stats:

- + Located in existing 1960’s elementary school; approx. 13,000 sf
- + Manlius Population: 32,000
- + 37 Active Officers (Sworn per 1,000 = 1.2)
- + Approx. 20,000 calls per year
- + CALEA certified



POLICE STATION EXISTING LAYOUT
(Drawing not to scale)





STORAGE: DUE TO LACK OF STORAGE WITHIN THE FACILITY, THERE ARE CURRENTLY UNITS SCATTERED OUTSIDE OF THE BUILDING, WHICH IS INEFFICIENT. TIRE STORAGE IS ALSO LOCATED OUTDOORS DUE TO LACK OF STORAGE IN THE MAINTENANCE/GARAGE AREA.

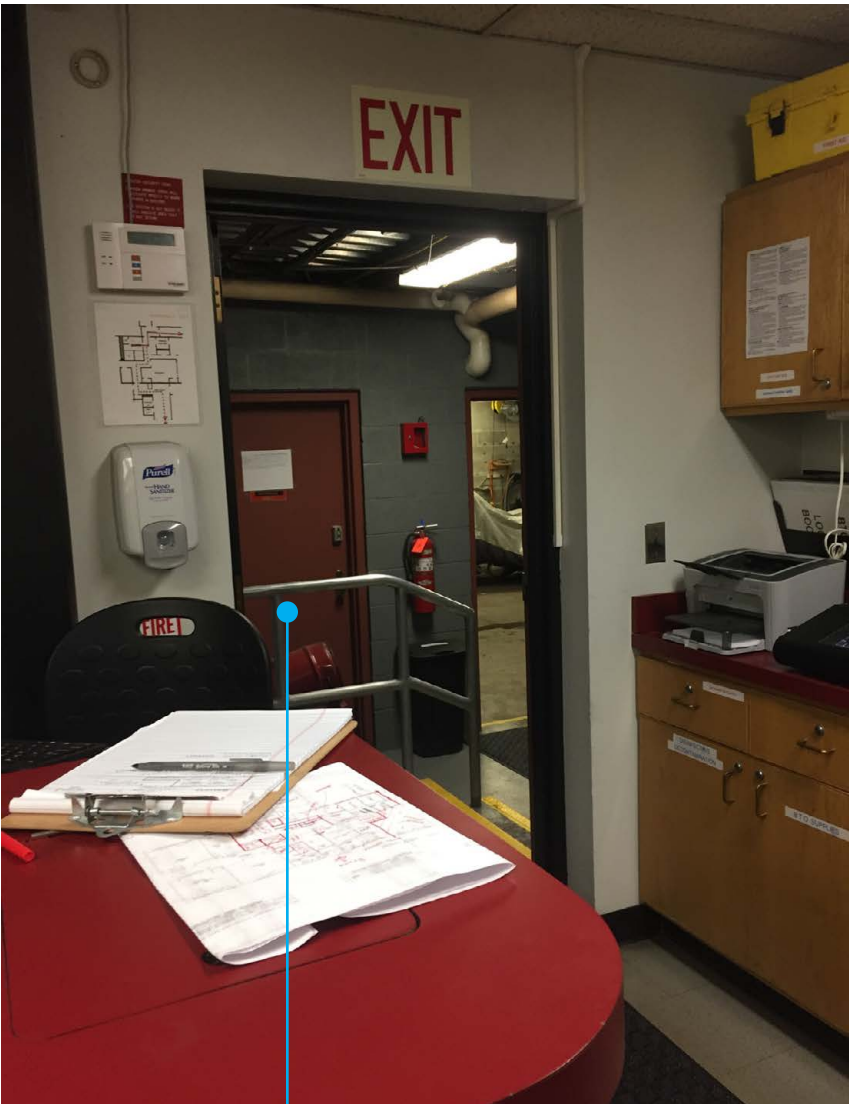


OVERALL DISPATCH WORK AREA TOO SMALL; CRAMPED; LACKS SPACE FOR FILE STORAGE AND PRINTING AREA.

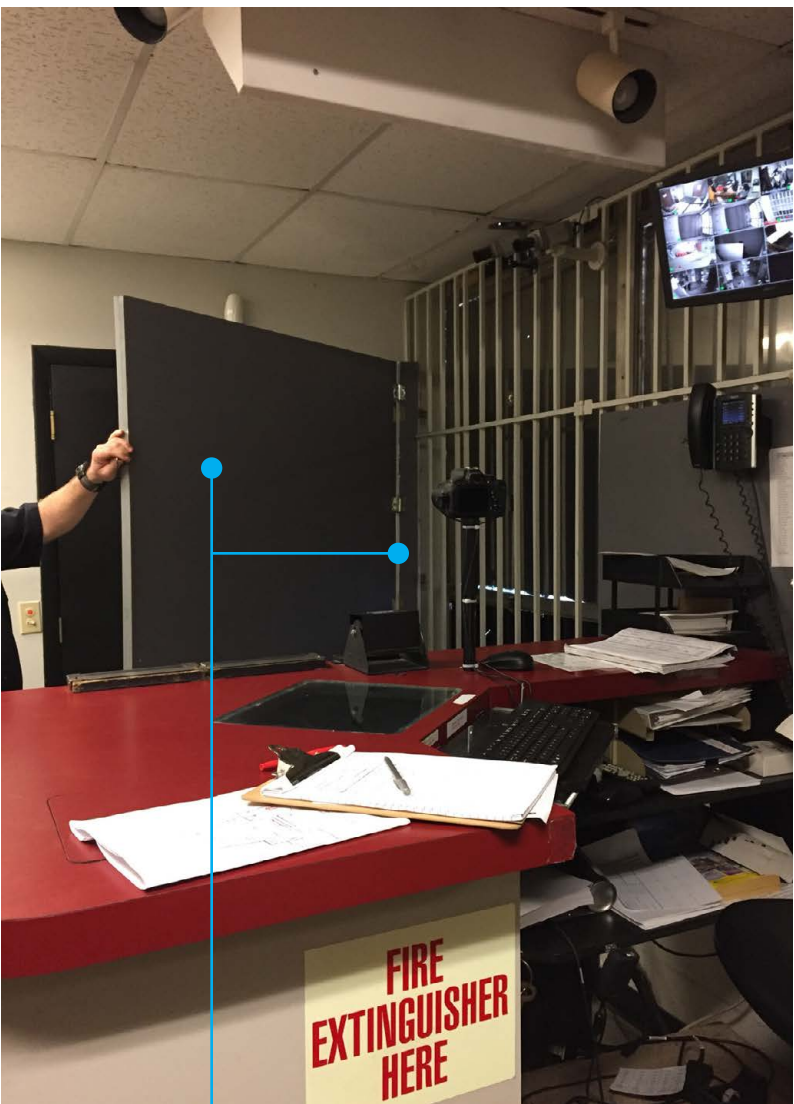
Existing Facilities : Town of Manlius Police Department



MAINTENANCE GARAGE: NOT ENOUGH SPACE IN MAINTENANCE GARAGE AREA FOR GENERAL STORAGE; THERE IS ALSO A LACK OF VENTILATION IN THIS SPACE WHICH IS NOT AN IDEAL ENVIRONMENT FOR EMPLOYEES.



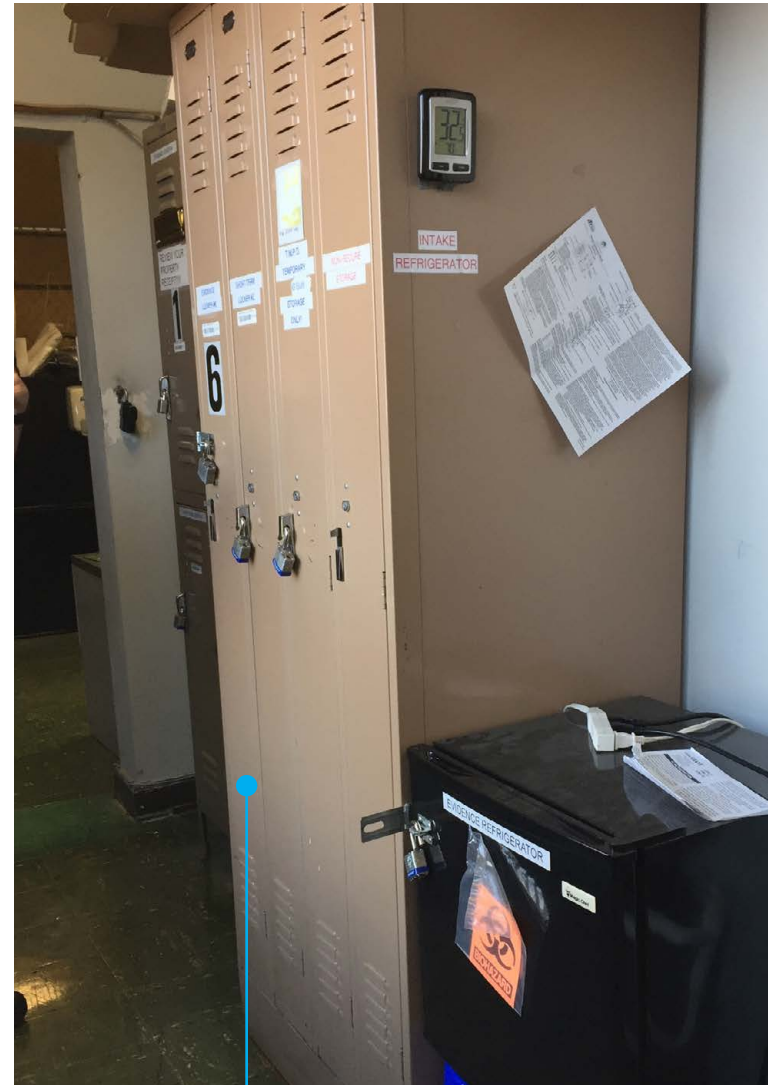
BOOKING AREA ENTRY: SECURE SPACE IN BETWEEN GARAGE AND BOOKING AREA WOULD BE IDEAL; THIS SPACE IS ALSO CURRENTLY NON-ADA COMPLIANT, AS THERE ARE (3) STEPS UP INTO THE BOOKING AREA.



BOOKING AREA: LACK OF SPACE AND STORAGE IN BOOKING AREA; NO SPACE TO PHOTOGRAPH (CURRENTLY A MOVABLE DOOR IN FRONT OF BATHROOM).



BOOKING AREA: DUE TO LACK OF SPACE, THE POLICE ARE CHALLENGED TO SAFELY MOVE ABOUT THROUGHOUT BOOKING AREA. THE WHITE LINE REPRESENTS THE AREA THAT IS WITHIN ARM'S REACH OF SOMEONE IN THE CELL. THIS IS THE HIGHEST LIABILITY SPACE WITHIN THE ENTIRE FACILITY, AND LACKS THE MOST AMOUNT OF NECESSARY SQUARE FOOTAGE. THERE ARE ALSO NO DRAINAGE LOCATED IN THIS AREA, WHICH IS AN ISSUE.



EVIDENCE PROCESSING: THE POLICE DO NOT HAVE A PROPER "PASSTHROUGH" SET UP FOR EVIDENCE, AND LACK SPACE FOR WHEN EVIDENCE IS BEING CHECKED IN AND PROCESSED.



EVIDENCE ROOM: THE EVIDENCE STORAGE + PROCESSING AREA IS NOT LARGE ENOUGH, AND SHARES SPACE WITH GENERAL STORAGE; THERE IS ALSO A LACK OF VENTILATION IN THIS SPACE, AND WHEN THERE ARE ITEMS SUCH AS DRUG EVIDENCE, THE ODOR INFILTRATES INTO OTHER AREAS OF THE BUILDING.

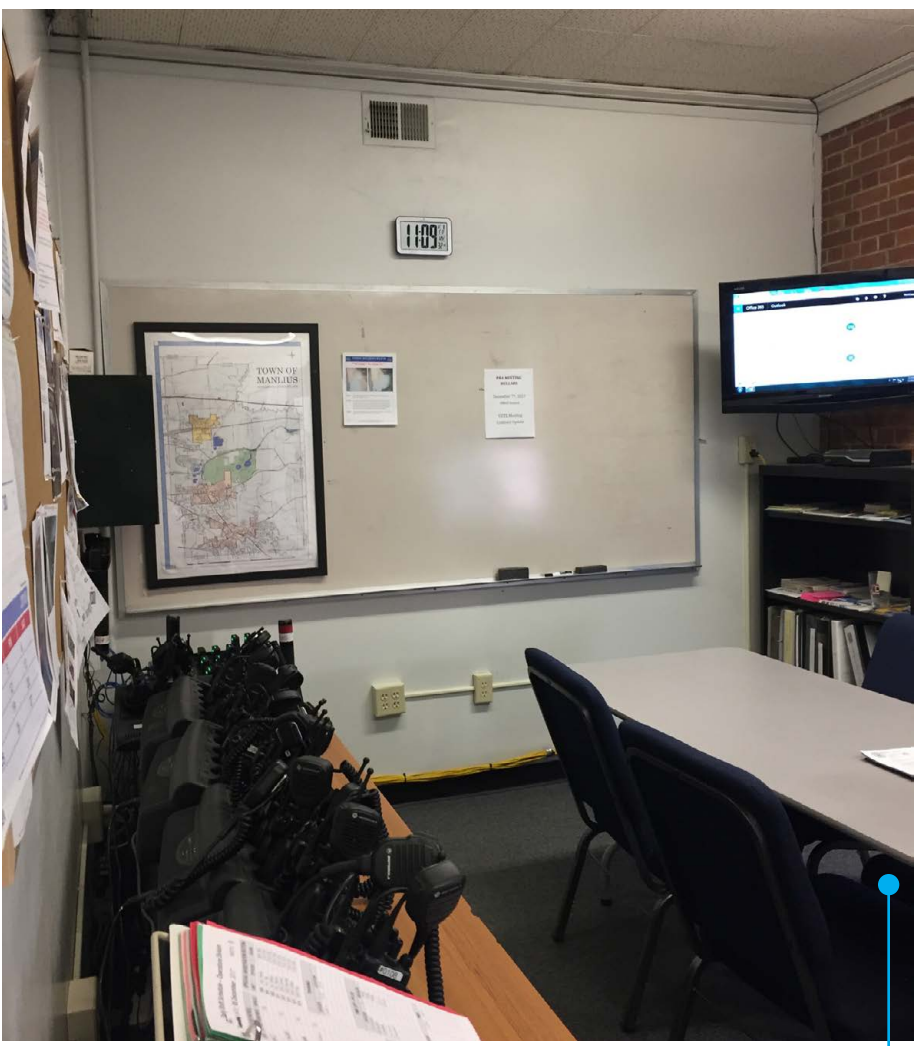
Existing Facilities : Town of Manlius Police Department



POWER SOURCE WITH NO REDUNDANCIES WITHIN BUILDING ; ADMINISTRATION WORK AREA IS VERY CRAMPED WITH NOT ENOUGH STORAGE.



CURRENT ARMORY ROOM: EXTREMELY SMALL AND CRAMPED; INADEQUATE STORAGE; GENERATOR BACK-UP SYSTEM IS VERY LIMITED.



ROLL CALL ROOM: VERY CRAMPED; CAN NOT ACCOMMODATE FULL SHIFT CHANGE.



LOCKER ROOMS: NO AIR CONDITIONING (FULL-TIME HEAT BOILER SYSTEM); LACK OF VENTILATION; CARPET NOT IDEAL FOR FLOORING MATERIAL, ESPECIALLY NEAR WET AREAS.



LOCKER ROOMS: LACK OF SPACE AND VENTILATION; STORAGE AND SINK SITUATION ABOVE MORE "TEMPORARY" SOLUTIONS; CARPET FLOORING NOT APPROPRIATE IN WET AREAS.

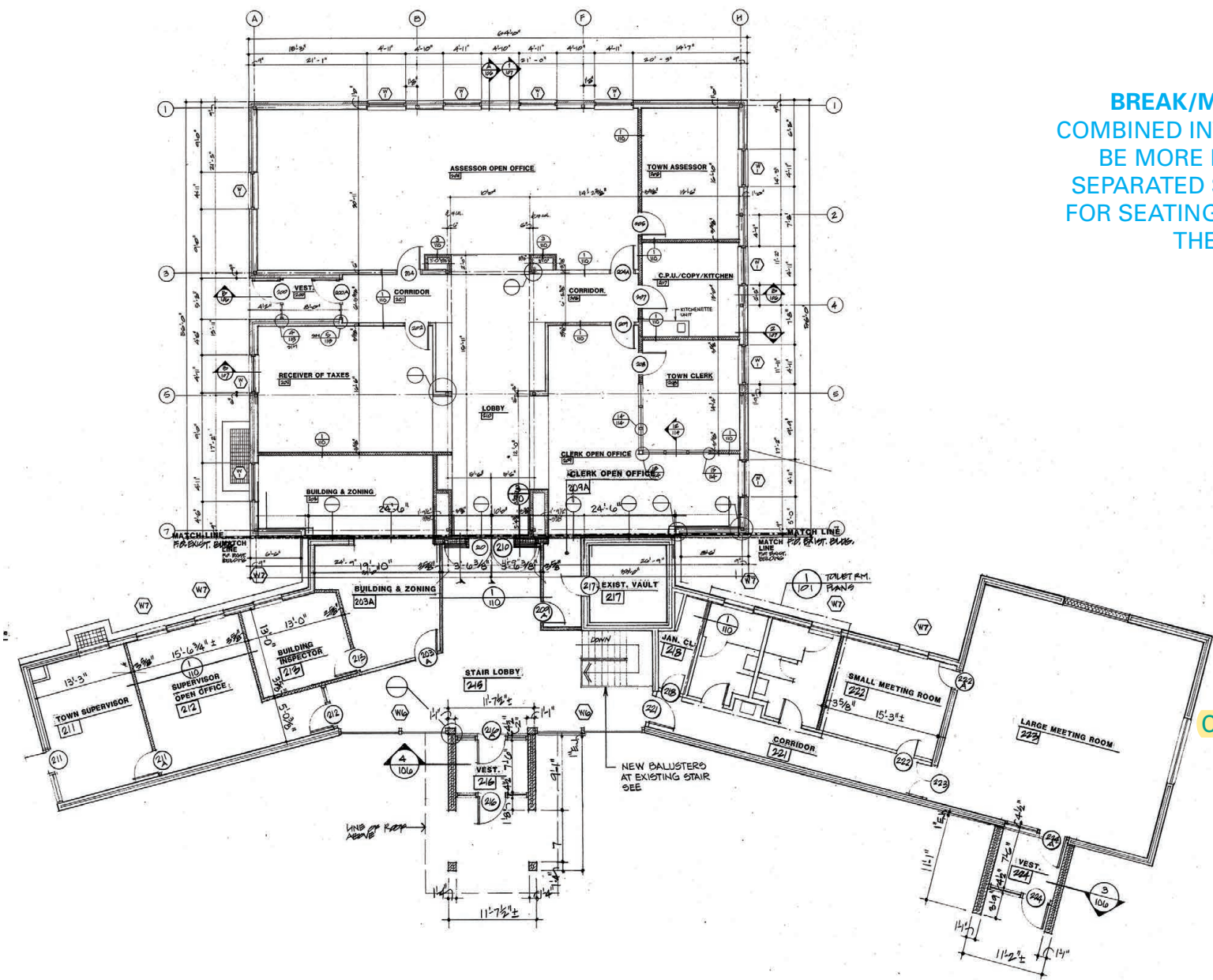


BREAK ROOM: EXTREMELY TIGHT ("CLOSET-SIZE"); NOT ANY SPACE FOR STAFF TO SIT DOWN; SEWER LINE CURRENTLY LOCATED UNDER REFRIGERATOR; LACK OF STORAGE.

Existing Facilities : Town Hall

Summary

The current Town Hall is approximately 12,000 sf and was constructed in the 1960's and expanded during the 1980's. Since that time the needs of the town have changed requiring increased security, and better collaboration between the town's operational functions which include the Town Supervisor's Office, the Town Clerk, Assessment Office, Tax Receiver, Town Planning and Zoning Office, Town Court, Recreation Department, Town Police Department and potential for an Emergency Operations Center. In addition, there are safety concerns for the public when court hearings are held at the Town Offices, including public visitors and Town employees.



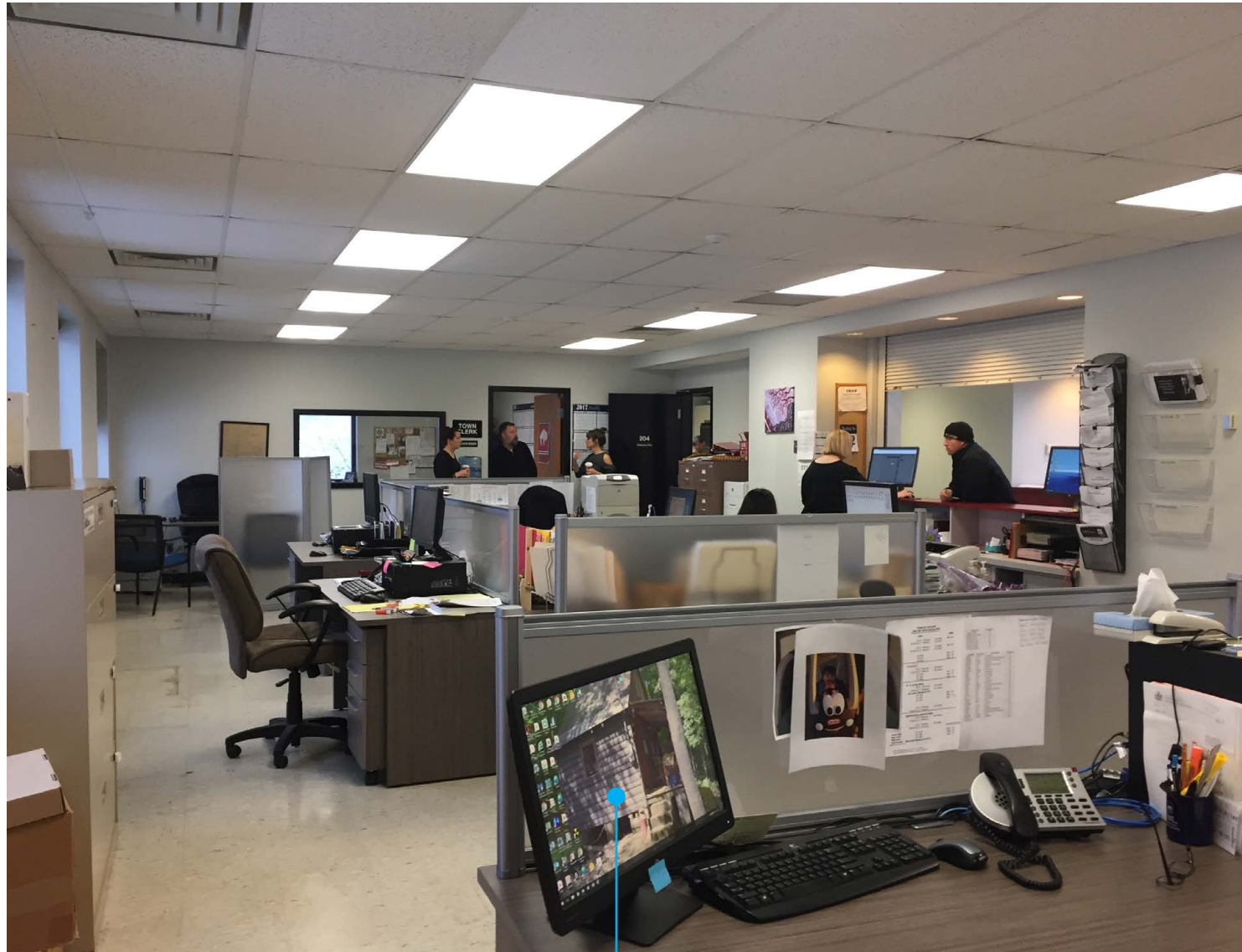
BREAK/MAIL/COPY ROOM: CURRENTLY COMBINED INTO ONE ROOM AND IT WOULD BE MORE IDEAL/EFFICIENT IF THEY WERE SEPARATED SO STAFF COULD HAVE PLACE FOR SEATING AND MORE STORAGE COULD THEN BE DEVOTED TO MAIL/COPY.



STORAGE: DUE TO LACK OF STORAGE, MANY ITEMS ARE CURRENTLY KEPT OUTSIDE OF BUILDING, PROVIDING LESS EFFICIENCY.



EXISTING TOWN HALL FIRST FLOOR
(Drawing not to scale)

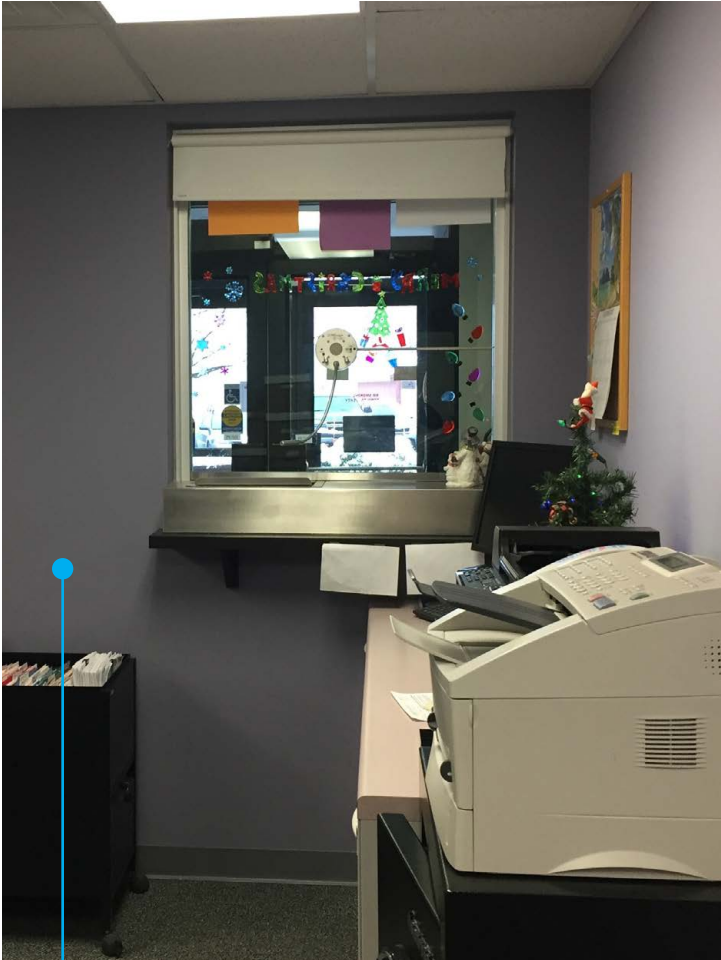


WORK AREA: LAYOUT INEFFICIENT; THERE IS NOT ENOUGH SPACE FOR A PRIVATE ROOM TO PROCESS ITEMS SUCH AS MARRIAGES OR HOLD SMALL MEETINGS; TOWN FUNCTIONS AND THEIR EMPLOYEES CURRENTLY SEGREGATED AND COULD BE COMBINED TO BE MORE EFFICIENT AND PROVIDE A MORE TEAM ENVIRONMENT.

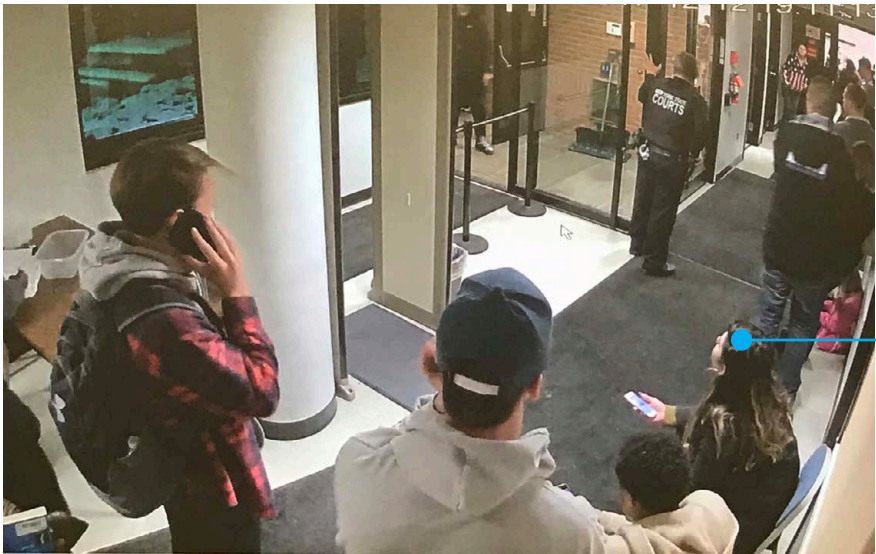


WORK AREA: DUE TO LACK OF SPACE, ITEMS SUCH AS SCANNING ARE CRAMPED AND DO NOT HAVE PROPER SUPPORT.

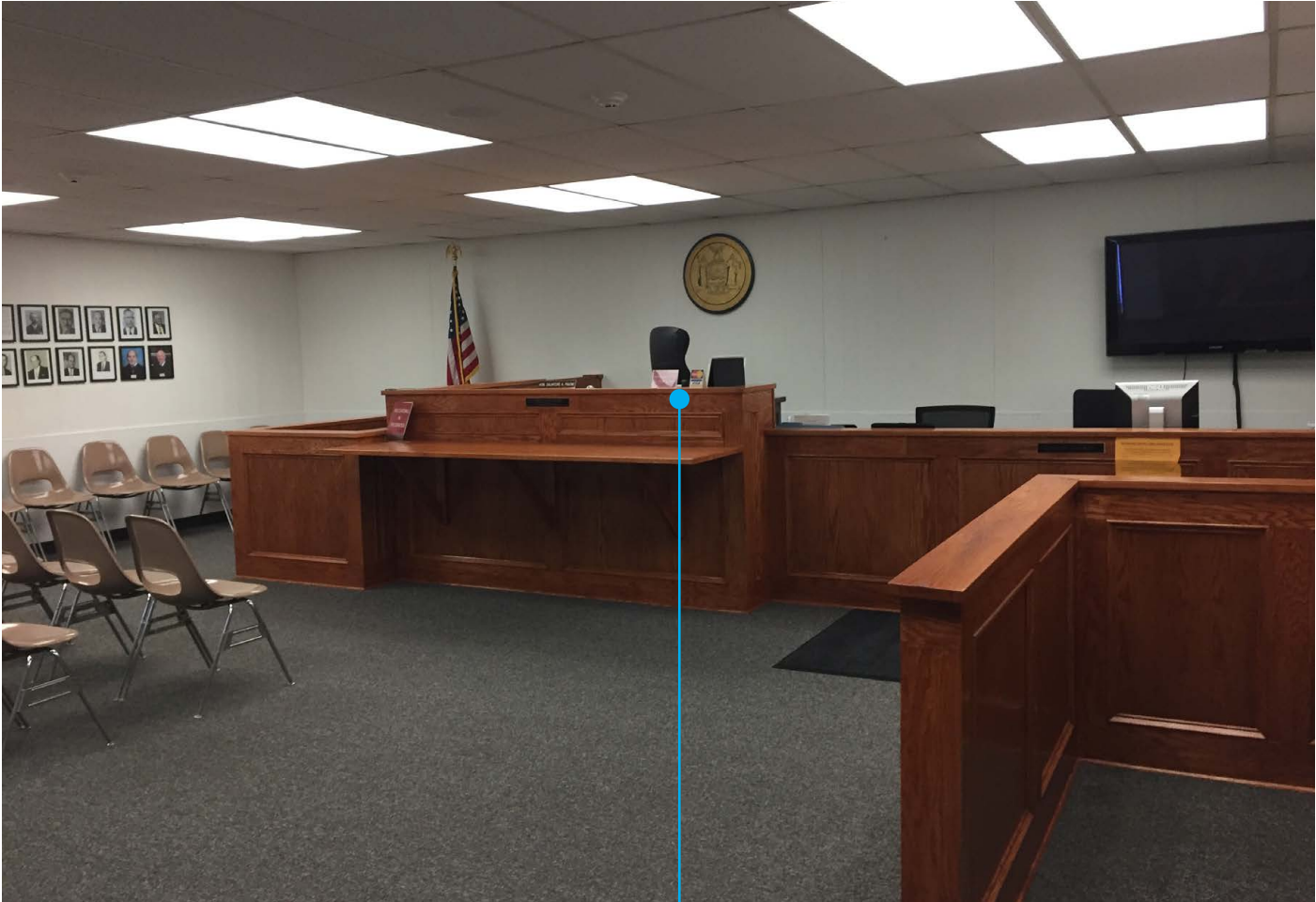
Existing Facilities : Court



COURT CHECK-IN/ADMIN AREA: THE COUNTER AND WINDOW FOR THIS SPACE IS UNDERSIZED AND NEEDS TO BE AT LEAST DOUBLE THE SIZE TO BE MORE EFFICIENT; THE WORK AREA IS ON THE SMALL SIDE AND SHOULD BE ENLARGED TO ACCOMMODATE STORAGE AND ADDITIONAL COUNTER SPACE.



COURT WAITING: THERE IS NOT ENOUGH SPACE FOR PEOPLE TO WAIT PRIOR TO GOING INTO COURT; HALLWAYS BECOME CROWDED AND BRING UP SECURITY CONCERNS.



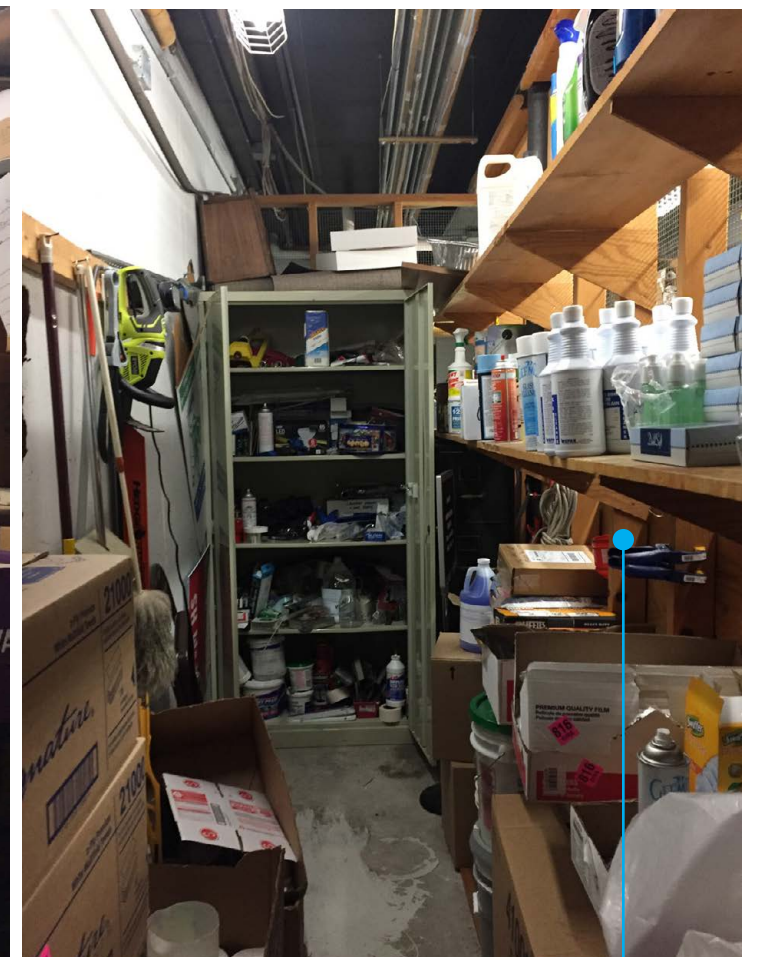
COURT INTERIOR: DUE TO LOW CEILINGS AND LACK OF NATURAL LIGHT, SPACE WITHIN COURT FEELS CLAUSTROPHOBIC, WHICH CAN LEAD TO FURTHER ANXIETY FOR THOSE IN ATTENDANCE. THIS SPACE IS ALSO UNDERSIZED, AS IT IS NOT LARGE ENOUGH TO ACCOMMODATE A ROOM AT FULL CAPACITY ON A BUSY NIGHT.



COURT INTERIOR: PRISONERS CURRENTLY SIT IN THE BACK OF THE ROOM, WHICH IS A SECURITY CONCERN; THEY SHOULD BE LOCATED BEHIND A PARTIAL HEIGHT WALL WITH THEIR OWN ENTRY, ADJACENT TO THE STAND (SEE LANCASTER PROJECT AS PRECEDENT EXAMPLE).



RECORD STORAGE: SHOULD BE SECURED AT ALL TIMES; SHOULD NOT BE ACCESSING BOILER ROOM THROUGH RECORD STORAGE.



RECORD STORAGE: DUE TO LACK OF SPACE, CLEANING SUPPLIES/ MAINTENANCE IS CURRENTLY LOCATED WITHIN RECORD STORAGE, WHICH IS NOT IDEAL - THIS AREA SHOULD HAVE ITS OWN LOCKED ROOM DEDICATED TO IT.

Precedent Projects : Amherst Police Department

Building Tours

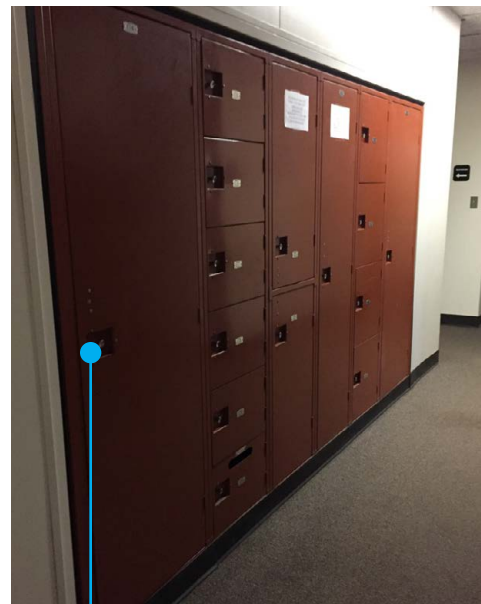
The next 3 projects highlight more recently built or renovated Police Department and Court Buildings, all located in the Buffalo, NY region. All facilities were toured in person and provided great discussion about what is working well for each municipality, as well as what could be improved.

Town of Amherst Police Department

Amherst, NY

QUICK STATS:

- + Town of Amherst Population: 130,000 people
- + 154 police officers (Sworn per 1,000 = 1.2)
- + Approx. 65,000 calls per year
- + 76,000 sf 2-Story building



EVIDENCE PROCESSING + STORAGE WITH PROPER SPACE AND PASS THROUGH LOCKERS



TRAINING ROOM: AREA LARGE ENOUGH TO ACCOMMODATE ALL STAFF AND CAN DOUBLE AS SPACE FOR OTHER FUNCTIONS BEYOND MEETINGS.



BOOKING AREA: PRISONER BOOKING WITH CONNECTION TO SEPARATE SALLYPORT; AREA FOR MUGSHOT AND PRINTS AREA ADJACENT TO BOOKING. SPACE INCLUDES (2) TEMPORARY HOLDING CELLS WITH 10 MALE CELLS AND 5 FEMALE CELLS.



BOOKING PHOTO AREA



COURT ROOM



CHECK-IN/PUBLIC WAITING AREA: ADEQUATELY SIZED WITH A LOT OF NATURAL LIGHT AND SEATING.

Precedent Projects: Lancaster Police Department

Town of Lancaster Police Department

Lancaster, NY

QUICK STATS:

- + New building built in 2014
- + Town of Lancaster population at 41,600
- + Building approx. 15,000 sf, \$10+ million dollar (built on poor soils)
- + 20, 200 Annual Calls
- + 50 Active Officers (Sworn per 1,000 = 1.2)

LEVEL 1:

- + Evidence room/storage
- + General Storage (note: lacking overall storage in building)
- + Cells/Holding Area
- + Sallyport
- + Police Offices/Work Area with roll call adjacent to Lieutenant
- + Court

LEVEL 2:

- + Deputies and Interview room
- + Training Room; doubles for training exercises; (24) seats total
- + Lockers & Gym
- + Offices & Meeting Room
- + Chief of Police Office



TRAINING ROOM: AREA LARGE ENOUGH TO ACCOMMODATE ALL STAFF AND CAN DOUBLE AS SPACE FOR OTHER FUNCTIONS BEYOND MEETINGS.



OPEN WORK ADMIN AREA



BOOKING AREA STORAGE



ROLL CALL: LARGE ENOUGH SPACE TO ACCOMMODATE STAFF; ADJACENT TO LIEUTENANT

Precedent Projects: Cheektowaga Police Department

Town of Cheektowaga Police Department

Cheektowaga, NY

QUICK STATS:

+ Existing 1960's building that was renovated in 2007, with addition added by 2010.

+ Population of 80,000 people in Cheektowaga, but can flex up to 200,000 people with mall spaces and businesses active.

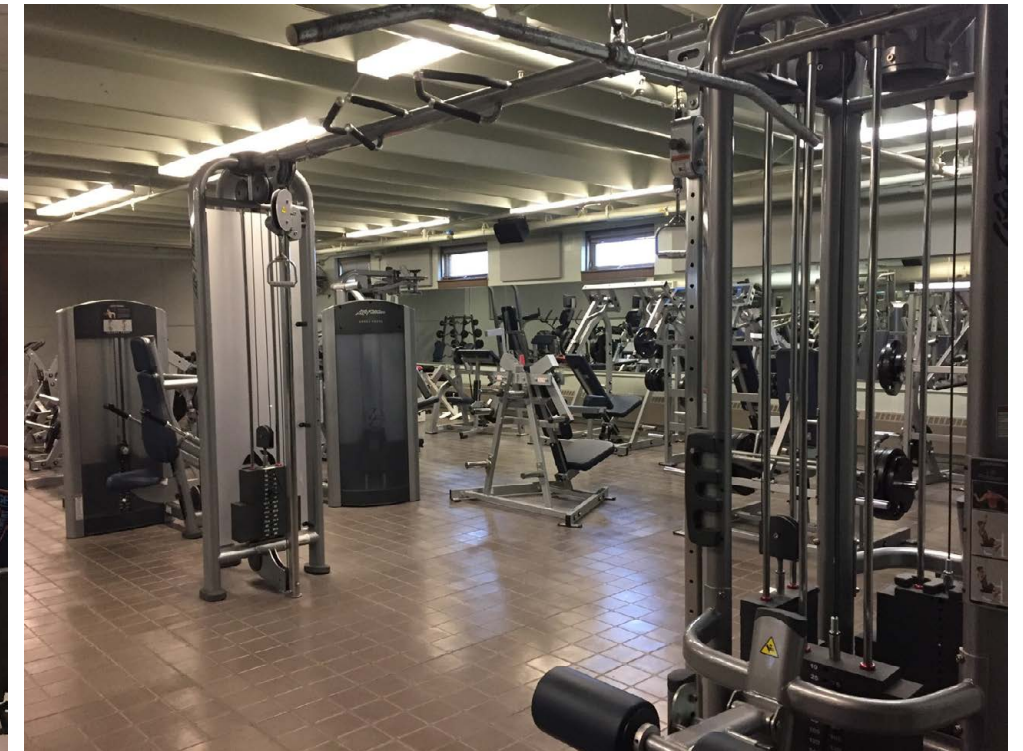
+ 129 Officers (Sworn per 1,000 = 1.6)

+ Total Building square footage is 59,500 sf. Breakdown of sf:

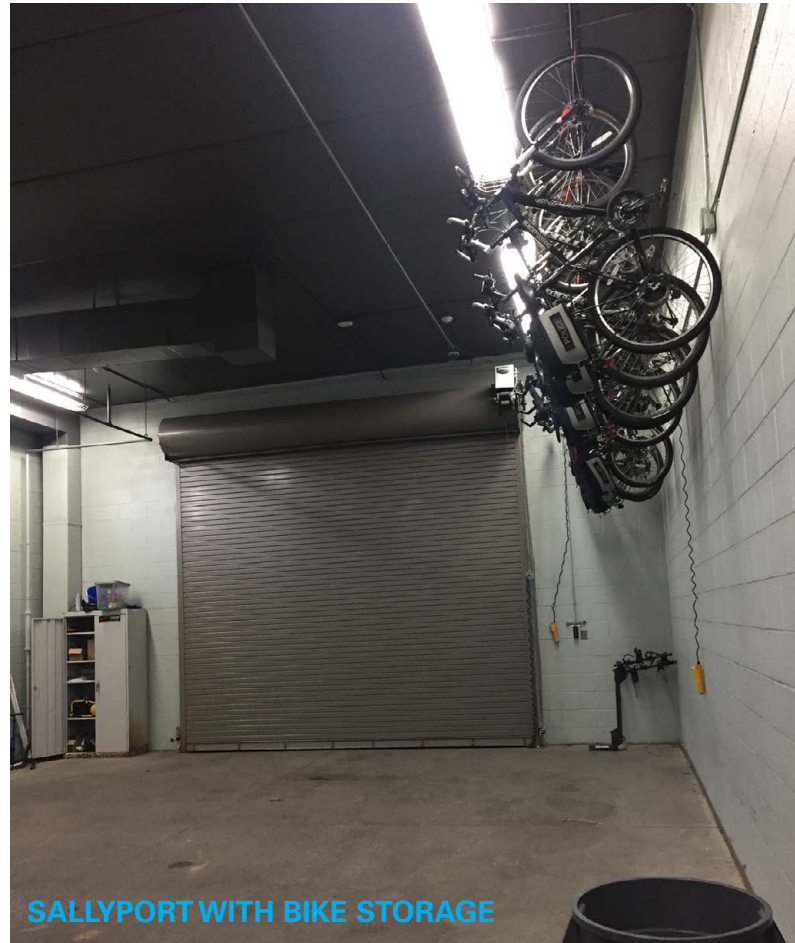
- Old/New Upper Level: 19,522 sf
- Old/New Lower Level: 9,080
- Dispatch and Lockup: 12,700
- New Court and offices: 18,200



LARGE MEETING ROOM: USED FOR MANY DIFFERENT FUNCTIONS, INCLUDING FOR PRESS RELEASES.



TRAINING ROOM : INCLUDES FIREARM TRAINING SIMULATOR; SPACE COMBINED WITH TECHNOLOGY FOR MODERN TRAINING ACTIVITIES.



SALLYPORT WITH BIKE STORAGE



ARTWORK DISPLAYS ARE SCATTERED THROUGHOUT THE FACILITY TO COMMEMORATE AND CELEBRATE THE STATION'S HISTORY AND STAFF, WHICH ADDS A PERSONAL AND VISUAL TOUCH.



WAITING AREA: THIS SPACE IS LARGE, OPEN AND HAS PLENTY OF NATURAL LIGHT; CONNECTS THE COURT, POLICE, AND PUBLIC FUNCTIONS TO MAXIMIZE SPACE. OVERALL, THE SPACE IS VERY SECURE WITH STAFF AND SURVEILLANCE.



COURT ROOM



Space Program

Summary

Key leaders from each Town department were interviewed to determine current space sizes, qualities, adjacencies and future needs, including deficiencies in current layouts. Visits to other recently constructed facilities informed space needs, adjacencies, and areas where safety of facility can be improved.

The space program document is the result of the visioning/programing, Town employee interviews, and other facility visits. The space program describes key spaces, and the quantity and size to be used to obtain a preliminary cost estimate of a new facility.

Additional Space needs beyond Current Facilities:

POLICE DEPARTMENT

Current Size: 13,000 sf
Proposed Size: 19,925 sf

Additional square footage breakdown (approx. +6,000 sf):

- 1. Additional storage (general, records, evidence, etc.) = +1,000sf
- 2. Additional Sallyport(s) = +1,200sf
- 3. Addition of Traffic Unit = +400sf
- 4. Addition of Firearms Training Simulator = +500sf
- 5. Increase Booking = +300sf (min)
- 6. Increase Operations (add Armory, increase work area, increase roll call) = +600sf

Total of Above = 4,600sf (+1,380 from 30% gross factor) = 5,980sf

TOWN HALL

Current Size: 10,270 sf
Proposed Size: 8,620 sf

Note: Current square footage is adequate; could be better distributed among programs and storage areas.

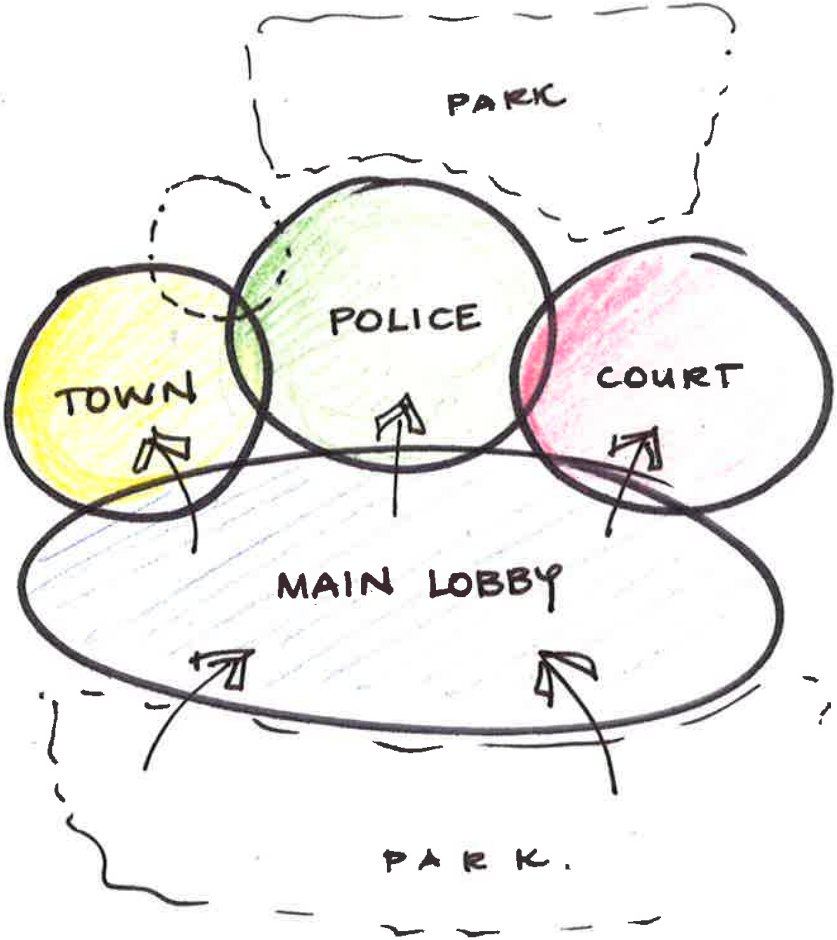
COURT

Current Size: 1,730 sf
Proposed Size: 4,095 sf

- 1. Increase in size of Court Room & support = +2,000sf

Proposed Shared Spaces within new building:

- + Main Lobby/Entry (single entry for all sectors)
- + Multi-Purpose Room for: Police/Town Board Meetings; Public Use; Recreation
- + Combined Kitchen/Break for Town & Police Staff
- + Fitness Center for Town & Police Staff



▲ EARLY CONCEPT SKETCH ABOUT POTENTIAL BUILDING ORGANIZATION W/ SHARED POINT OF ENTRY AND COMMON SPACE.

Space Program Summary

Manlius Municipal Building Study

4/24/18

Space Program Tally Sheet

Department/Floor		TOTAL DGSF
Major Function		
Police (13,000 sf current facility)		19,625 SF
Court (1,730 sf current facility)		4,095 SF
Town Hall (10,270 sf current facility)		8,620 SF
Lobby/Public		4,400 SF
Sub-Total (25,000 sf current facility)		36,740 DGSF
Building Grossing Factor	10%	3,674
Building Total (BGSF)		40,414 BGSF

Space Program

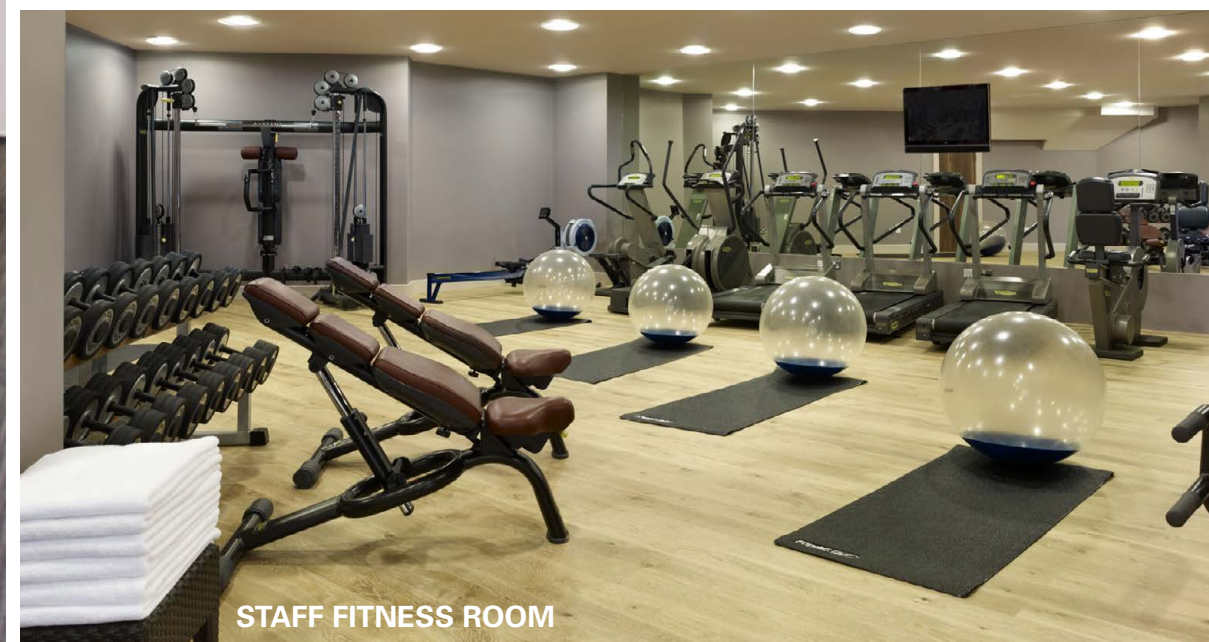
Police Department Space Summary

Functional Element	Proposed			
	Qty	Unit SF	Total SF	Comments
Lobby/Entry				
Waiting	0	0	0	6 people; common Lobby
Interview room	1	80	80	
Toilet	1	50	50	
Substance drop-off	1	30	30	Drop-off bin; location TBD (typ @ entry)
Subtotal, Lobby/Entry			160	SF
Administration				
Captain's Office	1	300	300	Adjacent to Chief; table for 4
Chief's Office	1	200	200	Adjacent to Captain
Offices	4	100	400	
Copy Alcove	1	50	50	
Storage	1	50	50	
Subtotal, Administration			1,000	SF
Common Facilities				
Mens Locker Room	1	700	700	
Womens Locker Room	1	400	400	
Fitness Center	1	600	600	Shared w/ Town Employees
Training Room	1	700	700	Adjacent to Operations
Firearms Training Simulator	1	500	500	Adjacent to Operations
Conference Room	1	150	150	Near Lobby for family; press conference
Interview Room	0	0	0	
Lunch/Break	1	200	200	Could be part of large central
Bathrooms	4	100	400	
House Keeping	1	80	80	
Copy Alcove	1	60	60	
Subtotal, Common Facilities			3,790	SF
Communications/Dispatch				
Work area	1	500	500	2 Workstations; counter w/ bulletproof glass
Copy Alcove	1	50	50	
Records	1	120	50	3 years of record storage
Subtotal,			600	SF
Evidence				
Evidence Processing	1	200	200	
Evidence Storage	1	800	800	Includes General; Weapons; narcotics
	0	0	0	
Subtotal, Evidence			1,000	SF

Investigation (C.I.)				
Functional Element				
	Qty	Unit SF	Total SF	Comments
Investigator Office	4	80	320	
Youth/C.I. Office	1	120	120	
Investigator Work Area	1	200	200	
Adult Interview Room	1	80	80	Up to 3 people
Juvenile Interview Room	1	120	120	Up to 4 people
Line-Up Room	1	100	100	
Staff Toilet Room/Shower	1	50	50	
Subtotal, Investigation (C.I.)			990	SF
Booking				
Confinement Room	1	60	60	Secure; connected to Sallyport
Booking Officer + Support	1	60	60	
Support	1	150	150	Photo; finger printing; breathalizer
Interview Room/Lawyers Conf.	1	80	80	Connected to booking area
Cells	3	75	225	
Toilet	1	50	50	
Subtotal, Booking			625	SF
Operations/Patrol				
Lieutenant Office	1	120	120	Needs small seating area
Captain (Chief Op Comm.) Office	1	120	120	Needs small seating area
Sergeant Work Area	1	250	250	5 Sergeants; need 3 stations (6'x8')
Patrol Work Area	1	400	400	4 stations (min); 4-7 working per shift
Roll Call	1	300	300	
Toilet	2	50	100	
Armory	1	100	100	locked door with weapons & work area
Subtotal, Operations/Patrol			1,390	SF
Traffic				
Office	1	100	100	
Work Area	1	300	300	
Subtotal, Traffic			400	SF
Storage				
Record Storage	1	1,000	1,000	
Misc. Storage	1	900	900	Confirm what this is; at substations
Property/Department Storage	1	400	400	
Office Supplies	1	80	80	
Sallyport storage	1	400	400	Cones, bikes, misc.
Subtotal, Storage			2,780	SF (doubled current storage of 1,100 sf)
Other/Speciality				
Explorer Program (Boyscouts)	1	60	60	Storage; adjacent to Training Room
2 Car Sallyport	1	800	800	Current single car is 500sf

Functional Element	Proposed			
	Qty	Unit SF	Total SF	Comments
11.03 Evidence Sallyport	1	500	500	
11.04 Maintenance Garage	1	1,000	1,000	
Subtotal, Other/Speciality			2,360	SF
Subtotal, Net Area			15,095	NSF
		@ 30%	4,530	
Department Grossing Factor				
Total Area			19,625	DGSF

PRECEDENT PROJECTS: THESE IMAGES REFLECT THE DESIGN POSSIBILITIES FOR SHARED SPACES, SUCH AS THE STAFF BREAK AREA, STAFF GYM, AND TRAINING/COMMUNITY ROOM.



Space Program

Court Space Summary

Functional Element	Proposed			
	Qty	Unit SF	Total SF	Comments
1.0 Court				
1.01 Waiting	0	0	0	Common lobby
1.02 Prisoner Holding Area	1	150	150	
1.03 Court Room	1	2,200	2200	Capacity of 200 (current 650sf); 8 to 12 sf per spectator
1.04 Public Toilet	2	50	100	
Subtotal, Court			2,450 SF	
2.0 Admin Support				
2.01 Court Clerk Office	1	600	600	5 clerk workstations (max) w/ counter
2.02 Conf. Rooms (lawyers)	2	80	160	Up to 4 people
2.03 Storage	1	50	50	
Subtotal, Admin Support			810 SF	
3.0 Judge Support				
3.01 Offices	2	75	150	
Subtotal, Judge Support			150 SF	
Subtotal, Net Area			3,410 NSF	
Department Grossing Factor	@ 20%		685	
Total Area			4,095 DGSF	



PUBLIC WAITING AREA EXAMPLE

Public Space Summary

Functional Element	Proposed			
	Qty	Unit SF	Total SF	Comments
1.0 Lobby				
1.01 Toilet	1	400	400	
1.02 Waiting	1	1600	1600	
1.03	0	0	0	
1.04	0	0	0	
Subtotal, Net Area				
2.0 Community				
2.01 Community Room	1	1,100	1100	With movable divider; multi-purpose?
2.02 Kitchen Area	1	400	400	
2.03 Storage	1	100	100	
2.04	0	0	0	
Subtotal, Net Area				
Department Grossing Factor	@ 10%		4,000 NSF	
Total Area			400	
			4,400 DGSF	



PUBLIC WALKING TRAILS AND SEATING AREA EXAMPLE

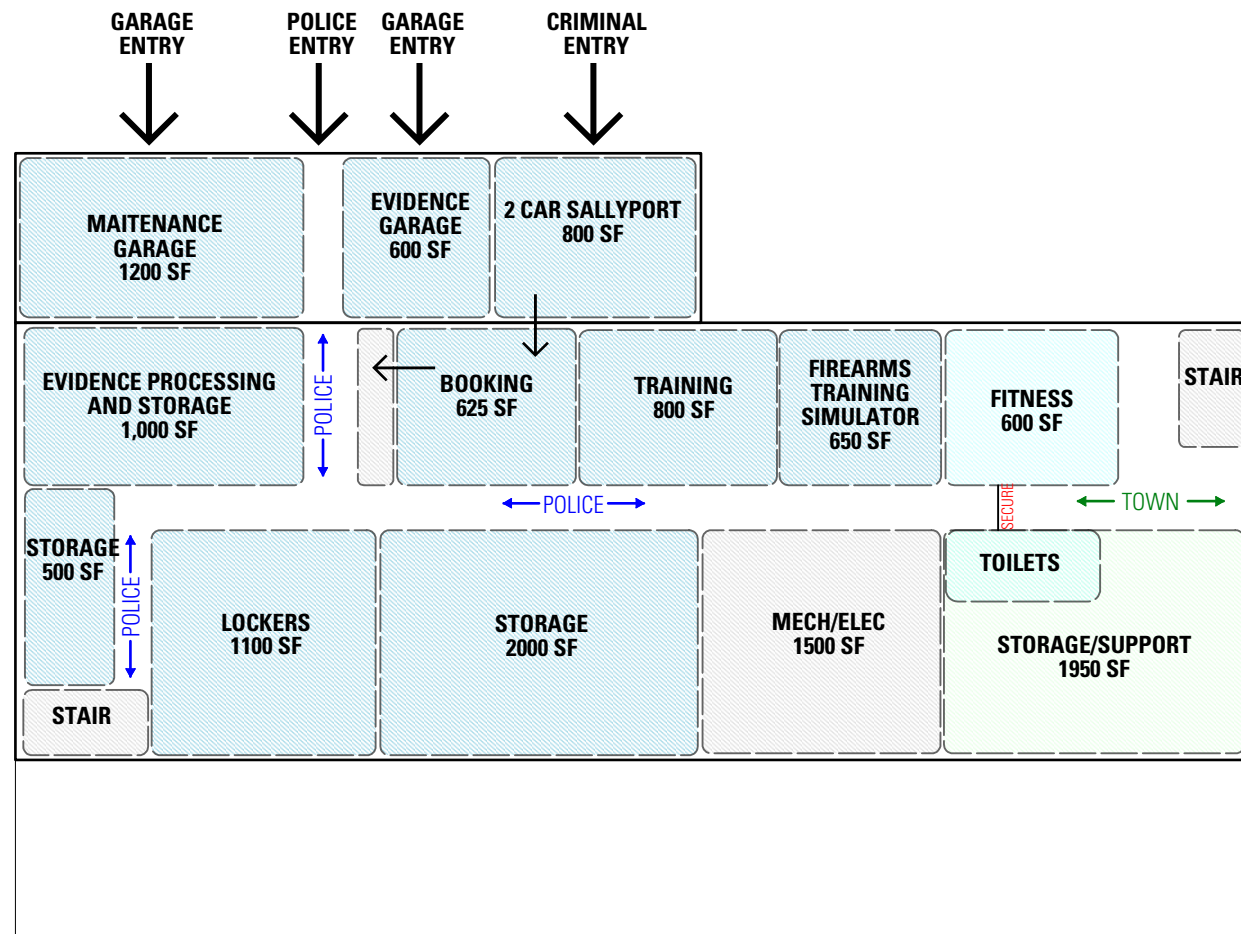
Town Hall Space Summary

Functional Element	Proposed			
	Qty	Unit SF	Total SF	Comments
1.0 Town Supervisor/Manager				
1.01 Town Supervisor Office	1	300	300	6 to 8 people meet in office
1.02 Town Manager Office	1	160	160	Ajacent to Town Super; share Admin
1.03 Town Supervisor Admin	1	80	80	Share w/ Admin Space
1.04 Town CPA	1	60	60	Share w/ Admin Space
1.05 Storage/File	1	40	40	
Subtotal, Town Supervisor/Manager			640 SF	
2.0 Town Administration				
2.01 Receiever of Taxes	1	300	300	1 full-time; 1 part-time employee
2.02 Town Clerk Office	1	200	200	Adjacent to P&D; visible to public
2.03 Planning & Development Work Area	1	900	900	6 workstations; incl. file storage and doc. Scanning
2.04 Multi-Purpose Room	1	80	80	Used for marriage license; conference
2.05 Assessor Work Area	1	450	450	4 workstations
2.06 Assessor Office	1	120	120	Table for 2-4 meeting
2.07 Assessor File Storage	1	200	200	
2.08 Town Attorney	1	150	150	Meeting space for up to 6
2.09 Rec Offices	3	110	330	
2.10 Rec Admin/Check-In	1	80	80	
2.11 Rec Open Area	1	320	330	
2.12	0	0	0	
Subtotal, Town Administration			3,140 SF	
3.0 Common Spaces				
3.01 Kitchen/Break	1	350	350	Fit 6-8 people; could be central shared?
3.02 Large Board Room	1	0	0	Shared w/ Multi-purpose room
3.03 Small Meeting Room	1	150	150	8-10 people; can be located anywhere
3.04 Mail/Copy	1	120	120	
3.05 Bathrooms	4	100	400	
3.06	0		0	
Subtotal, Common Spaces			1,020 SF	

Functional Element	Proposed			
	Qty	Unit SF	Total SF	Comments
4.0 Storage/Support				
4.01 File Storage	1	1,000	1,000	Currently approx 1,000 sf; spread out
4.02 Secure (Vault) File Storage	1	100	100	
4.03 Rec Storage	1	500	500	
4.04 Janitor/Maitenance	1	150	150	
4.05 IT	1	80	80	
4.06	0	0	0	
Subtotal, Storage/Support			1,830 SF	
Subtotal, Net Area				
			6,630 NSF	
		@ 30%	1,990	
Department Grossing Factor				
Total Area			8,620 DGSF	

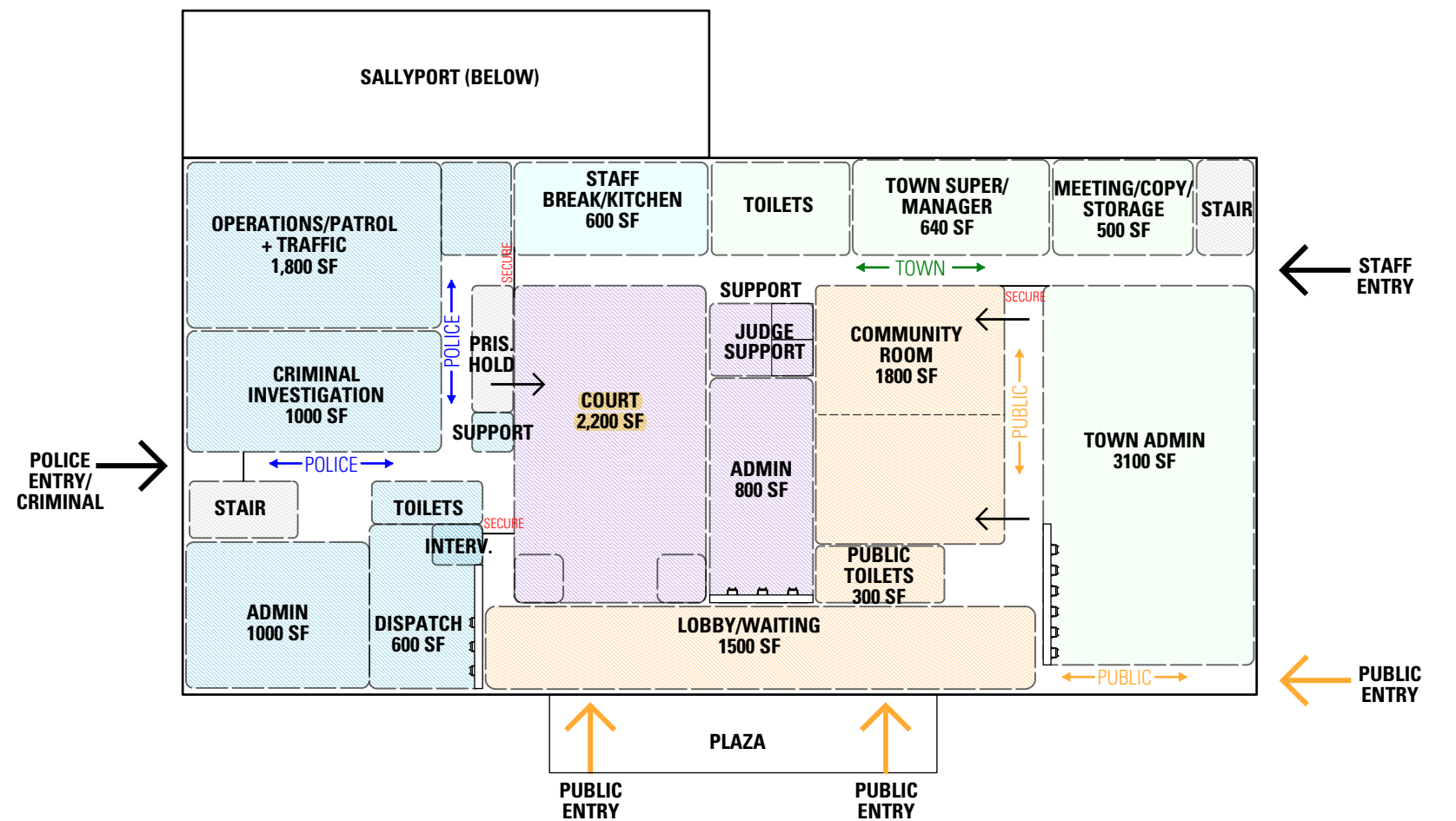


COMMUNITY ROOM EXAMPLE



BASEMENT LEVEL = 18,200 SF GROSS

Key:



MAIN LEVEL = 21,630 SF GROSS

BUILDING PLANS

Concept Drawings



TOTAL BUILDING SF = 40,570 SF GROSS

ZONING ANALYSIS PARKING GUIDELINES:
(REF. TOWN OF MANLIUS + VILLAGE OF FAYETTEVILLE)

ALL SPACES TO BE 10' X 20'-0" MIN.

NO PARKING IN FRONT

ASSEMBLY: 5 SPACES PER 100SF + 1 ADD FOR STAFF
4,200 (W/O LOBBY) = 210 SPACES (+ STAFF?)

OFFICE: 1 SPACE PER 275 SF
33,315 SF - 7,200 SF (STOR/SUPPORT) = 26,115/ 275
= 95 SPACES

TOTAL (PER ZONING) = 305 SPACES

CURRENT SITUATION/NEEDS:

POLICE: 65 SPACES

15 MARKED
5 UNMARKED
5 SIS
30 PERSONAL MAX.
10 OVERFLOW

TOWN HALL: 80 SPACES

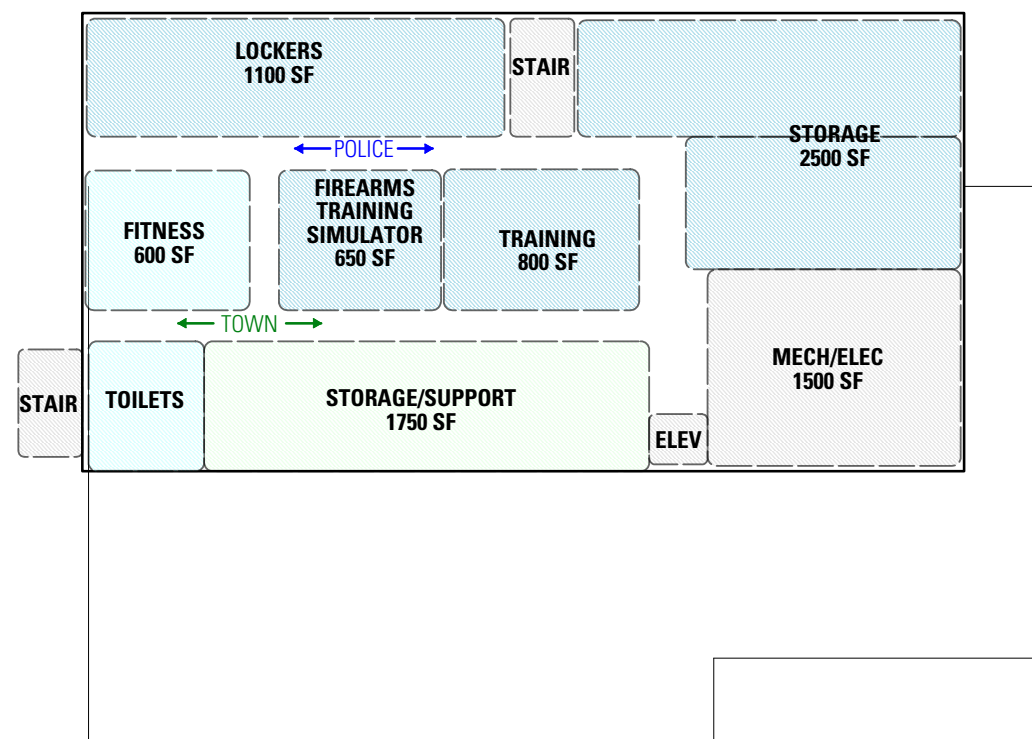
COMMUNITY CENTER: ADD. 55 TO CONSIDER
1,100 SF / 100 = 11 X 5 SPACES = 55

ACTUAL TOTAL GOAL: 200 SPACES

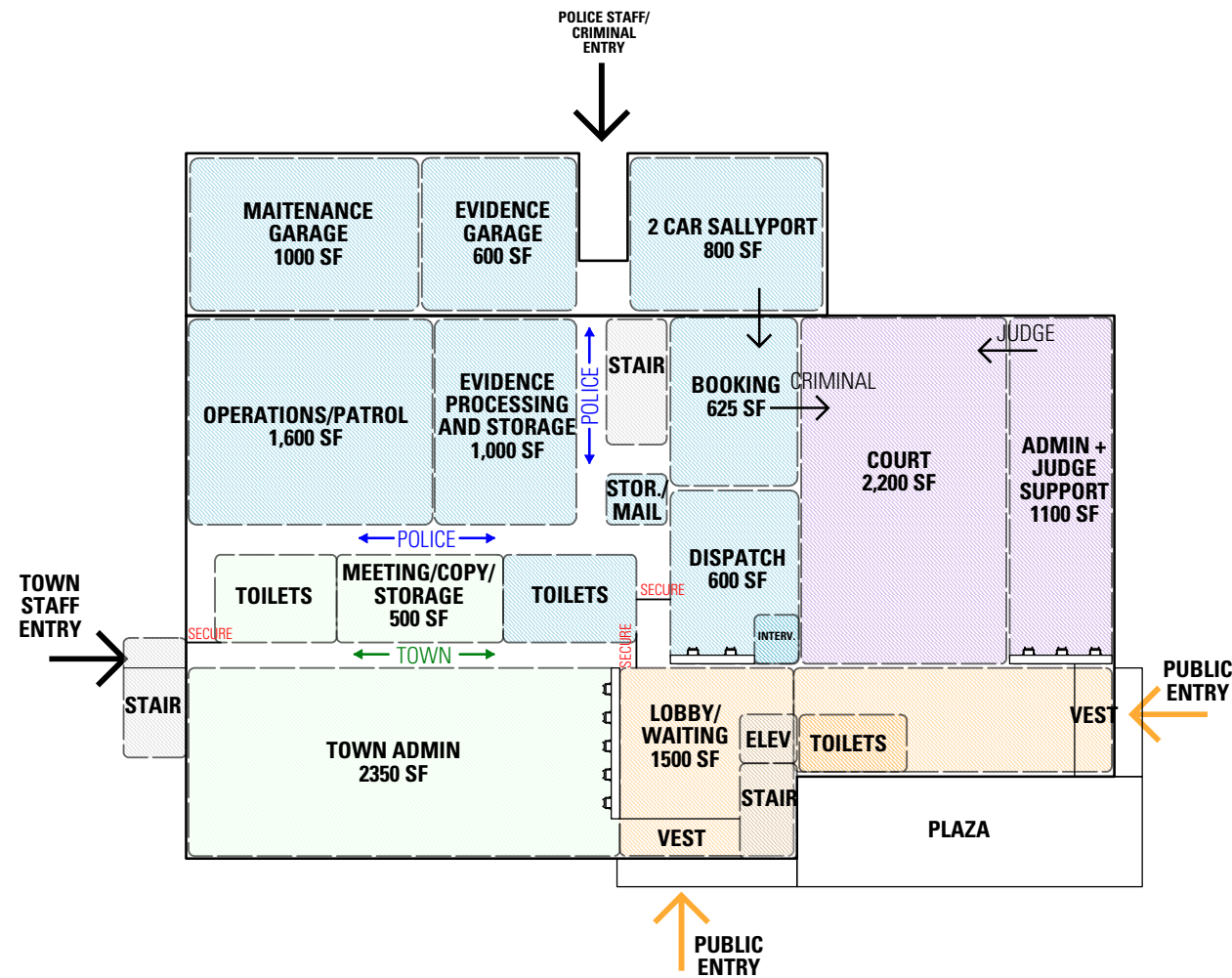
3-Story Building Concept

Following development of the space program document, two conceptual building floor plan options were developed to test the site size required. The concept plans are designed for 'generic sites'.

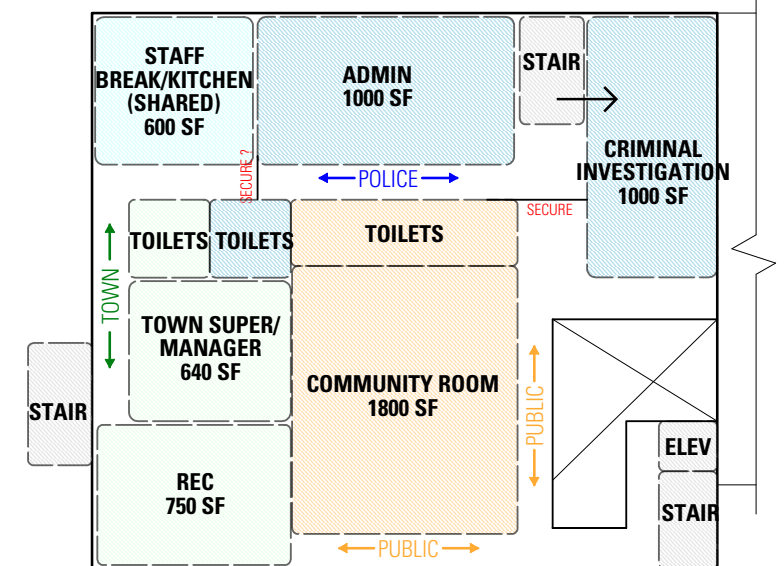
The 3-story building concept is designed for a more uniform, generally flat site where the middle floor is the main entry level, plus basement and second story. This concept allows for a smaller footprint, and relatively affordable space in the basement level for space uses where less natural light and views to exterior are required.



BASEMENT LEVEL = 12,100 SF GROSS



MAIN LEVEL = 18,000 SF GROSS



UPPER LEVEL = 10,470 SF GROSS

Key:



BUILDING PLANS

Cost Estimate + Potential Funding Sources

Preliminary Project Cost Estimate

The preliminary estimate is based on recent construction cost experience and commercially available average building cost data. Items such as building site, final building materials, sustainability initiatives, final design development, furniture, fixtures, equipment and IT systems have not been finalized and will effect final budget.

KING + KING ARCHITECTS LLP		DRAFT	PROJECT COST ESTIMATE	
PROJECT:	Manlius Municipal Building	PROJECT NO:	17-11-6014	
ASSUMED BID DATE:	TBD	DATE:	24-Apr-18	
ITEM	DESCRIPTION	AMOUNT	TOTAL	
A	Construction Costs			
	Site Development Cost	1,000,000	7-Acre site development	
	Construction Cost	12,100,000	Based on 40,000 sf @ \$275/sf + 10% Contingency	
	SUBTOTAL CONSTRUCTION COSTS		\$13,100,000	
B	Non-Construction Costs		notes	
	Land Aquisition	1,000,000	Final site selection TBD	
	Owners Legal and Administration Expense	25,000	(Allowance)	
	Financing During Construction	30,000	(Allowance)	
	Subsurface Investigation/Geotech	15,000		
	Architect / Engineer Fees	950,000		
	Site Survey/Subsurface Investigation	15,000	(Allowance)	
	Commissioning	11,000		
	Testing During Construction	35,000		
	Construction Manager	350,000	(Allowance)	
	FF&E (Furniture, Fixtures & Equipment)	750,000		
	IT	300,000		
	Insurance	15,000	(Allowance)	
	Moving and Relocation	50,000		
	LEED Registration & Certification	45,000		
	SUBTOTAL NON-CONSTRUCTION COSTS		\$3,591,000	
	SUBTOTAL PROJECT COSTS		\$16,691,000	
	Project Contingency	+/-5% ECC	834,550	
	TOTAL PROJECT COSTS		\$17,525,550	
	APPROXIMATE VALUE TOWN HALL		(\$825,000)	
	TOTAL PROJECT COST AFTER SALE OF TOWN HALL		\$16,700,550	

NOTE: Construction Cost Estimates are in 2018 dollars. Cost escalation has historically been 3-5% per year in CNY, subject to market factors.

Potential Funding Sources

Research was performed to determine what types of funding may be available to support the design and construction of a new Town of Manlius Municipal Facility. Our findings indicated there may be funding to support individual components of the facility or partial funding of the project. The funding sources that may be available are:

- **Local Government Efficiency Funding:** A joint municipal building is eligible if the project demonstrates significant municipal collaboration and sharing of services. Combining courts, police, recreation are effective ways to show municipal collaboration. Each project is eligible to receive up to \$200,000 with a total project award capped at \$1 million dollars.
- **New York State Regional Economic Development Council:** Each year for the past several years New York State awards funding for a multitude of projects. In a review of the 2017 awards it was found that several municipalities received funding to improve their facilities. For example the Town of Indian Lake received \$639,000 for the construction of a new Firehouse. Tompkins County received \$305,000 for their Visitor Center, the Minnewaska Visitor Center received \$650,000, and the City of Binghamton received \$1.6 million for improvements related to green infrastructure.
- **New York State energy Research & Development:** Grants are available for a variety of energy efficiency initiatives and energy sustainability implementations.
- **Department of Justice:** Offers funding to support law enforcement and public safety activities.
- **Aid and Incentive for Municipalities (AIM) Funding** is available to towns and villages.
- **Countywide Shared Services** funding to match shared services initiatives.
- **Citizens Government Performance and Efficiency Grants** to cover costs associated with local government efficiency projects, such as planning for and/or implementation of a functional consolidation, shared or cooperative services and regionalized delivery of services.
- **Municipal Restructuring Fund** for government projects that substantially transform the delivery of services or consolidate government entities which result in permanent property tax reductions.

While it is difficult to determine exactly what funding the Town of Manlius could receive for its new Municipal Facility, as the design is prepared, areas of funding opportunities for different components would be identified and strategies to apply for funding would be developed.

Potential Sites

Alternate Site Locations

Prior to identifying potential site locations the existingTown of Manlius Office facility should be evaluated to determine if the existing municipal building could be modified to meet the new building’s layout requirements and the site needs. The existing site was eliminated for the following reasons:

1. A modified foot print and parking requirements would not fit on the existing site.
2. Acquiring addition land around the building would be difficult. The west end of the property is bounded by a feeder stream to the Eric Canal and is bounded by a local business on the south side and a residential home on the North side.
3. It would be difficult to design the functional requirements into the existing building without major renovations expense and without a major disruption to theTown of Manlius operations.

To identify alternate site locations we contacted the Pyramid Brokerage Company to inquire what sites may be available in theTown of Manlius for a newTown Municipal facility. As a result Pyramid Brokerage Company provided a list of potential sites. These sites were evaluated to determine if there were sites, irrespective of price.

Site Considerations

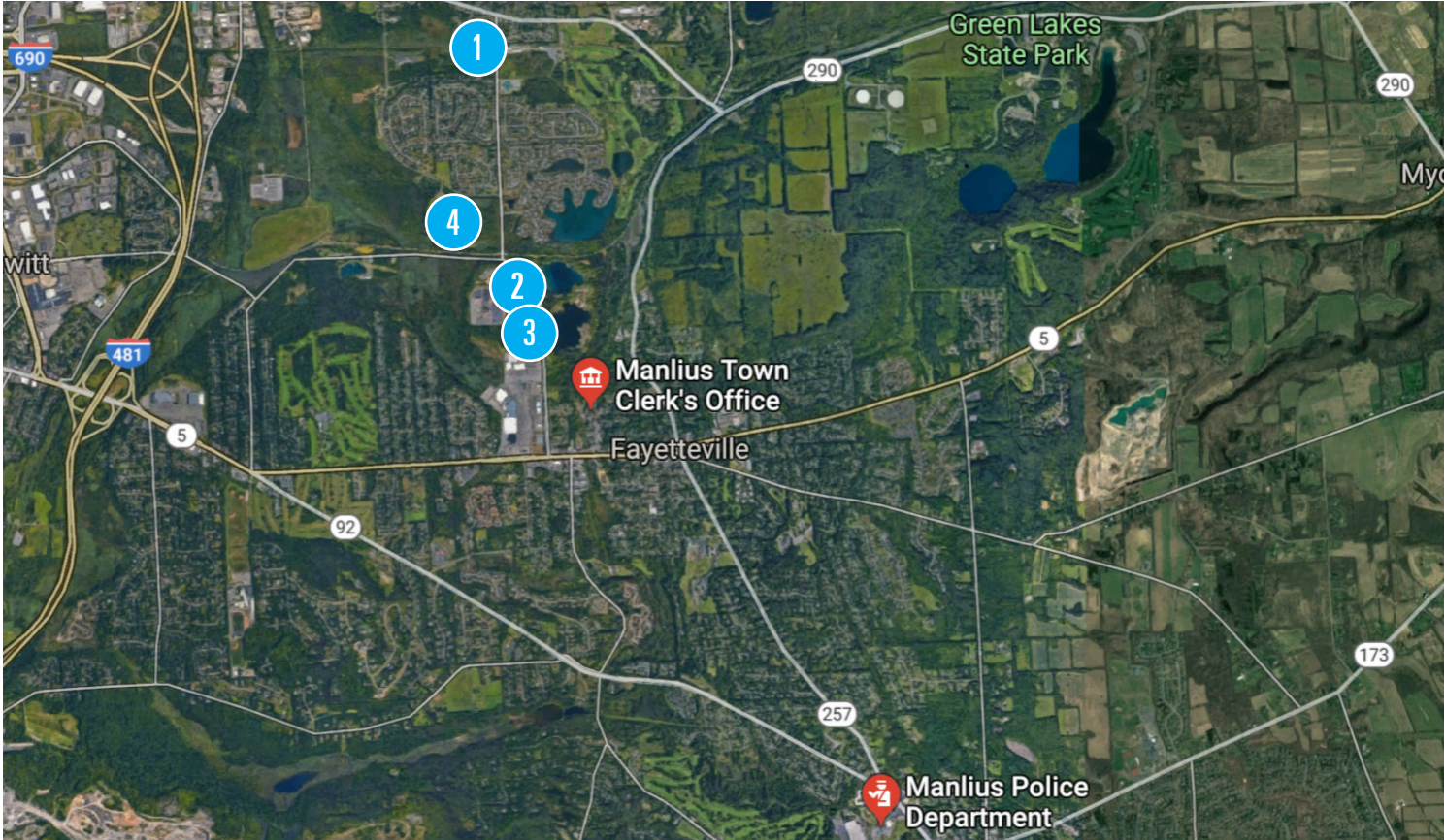
To determine the location of a new Town of Manlius Municipal Building the site should meet the following criteria:

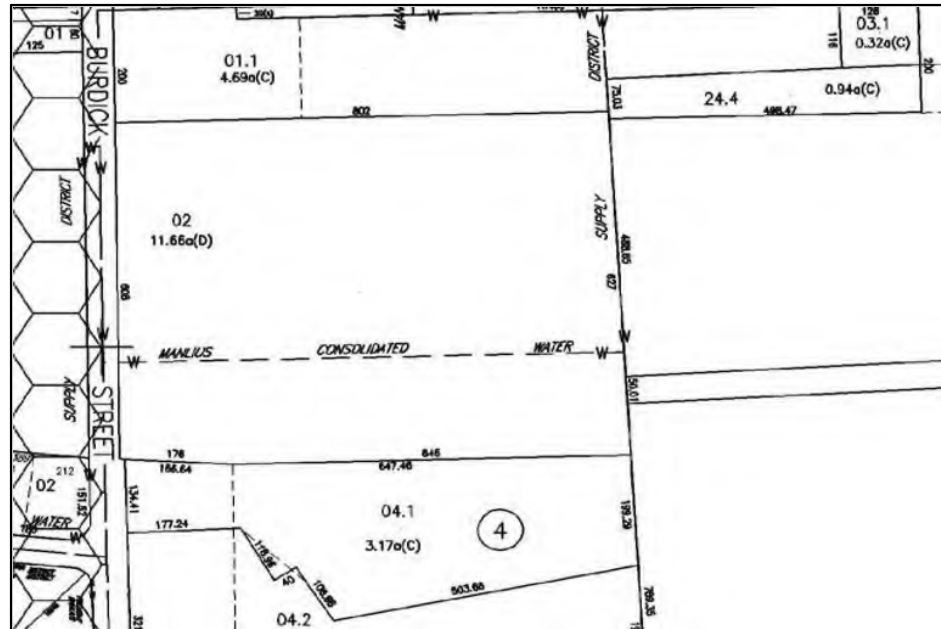
- Centrally located within the Town of Manlius.
- Allow for convenient public access off a main thoroughfare.
- Allow for good site distance onto the through fair to allow emergency vehicles, such as the Town of Manlius Police, to respond to emergency calls.
- Have adequate space to receive and transport prisoners for court appearances.
- Does not negatively impact surrounding properties.
- Of such size to adequately accommodate the foot print of the building and parking requirements.
- Has soil conditions, such that the new building’s footprint can be supported without specialized construction methods being required such as piling. This requires a geotechnical investigation and recommendations by Geotechnical Engineer as part of any future due diligence undertaken for a potential site.
- Be close toTown of Manlius amenities if possible such as access to nature walking or bike trails.
- No environmental issues such as soil or ground water contamination.
- Minimal wetland mitigation will be required if wetlands are present.

Potential Locations

The following sites were identified as those that could meet all or most of the site considerations, and be more centrally located, as shown on the map below:

1. 5910 North Burdick Street. It contains 11.66 acres with an asking price of \$500,000. It may contain some wetlands, is near the end of Burdict Street and relatively close to the golf course and Erie Canal.
2. Burdick Street between the AmeriCu Bank and the Northeast Medical Center. It contains 5.6 acres with an asking price of \$1,344,000. It is within a quarter of a mile of the Erie Canal.
3. On the east side of Burdick Street across from AmeriCu. This site is currently proposed to have residential units around the old quarry. At this time it is not known if the property could be subdivided for the Municipal Building but would offer direct access to the Erie Canal.
4. Corner of North Burdick Street and Bowman Road. This site is owned by the Town of Manlius and is currently the Town of Manlius’s Landfill that was closed over 40 years ago. There appears to be enough land directly on North Burdick Street that could fit the new Town of Manlius Municipal Building without impacting or perhaps would slightly impact the landfill. This site is adjacent to the Erie Canal tow path and offers unique recreation opportunities for Town employees and the public. While this site would potentially convert a Town liability into a Town asset and theTown would avoid the cost of purchasing land, theTown would need to mitigate the wetlands that currently exist on the site. In addition, while the landfill is benign and testing indicates that the landfill does not possess a risk to the public, the perception some residents my have being located so close to a landfill may need to be overcome.





Address: Burdick Street North
East Syracuse, NY 13057

Listing Type: **Sale**
Major Use: Land

Municipality: T-Manlius
Property Name:

Avail Acres: 11.66 ±
Small Lot Size: 11.66 Acres ±

Sale Price: \$500,000.00
Lease Price: 0.00

Rail Access: No

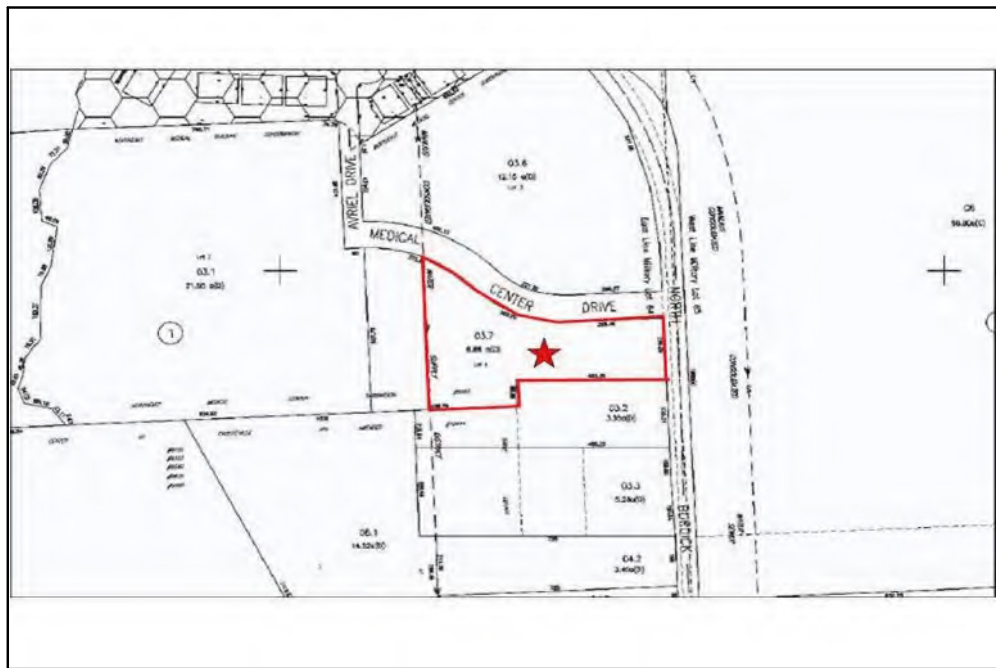
General Comments...

Property is located in between traffic corridor connecting Dewitt, East Syracuse to Fayetteville and Manlius. Site is relatively flat and a portion (6+/- acres) that is wet. Site is suitable for office, light industrial or residential. All subject to zoning and municipal approvals.



Potential Site 1: 5910 North Burdick Street

Potential Sites



Address:	Burdick Street North	Listing Type:	Sale
	Fayetteville, NY 13066	Major Use:	Land
Municipality:	T-Manlius	Avail Acres:	5.6 ±
Property Name:		Small Lot Size:	5.6 Acres ±
Sale Price:	\$1,344,000.00	Rail Access:	No
Lease Price:	0.00		

General Comments...
\$240,000 per acre. Located in front of Northeast Medical Center on the top of hill and in front of the condo's. Of the 5.6 acres approximately 5 are usable.



Potential Site 2: Burdick Street North



Department of Finance
Office of Real Property
Services



SDG
Image Mate Online

Navigation GIS Map Tax Maps | DTF Links Assessment Info Help Log In

Commercial

Property Info

Owner/Sales

Inventory

Improvements

Report

Comparables

Tax Info

Click the button below to view/print tax bills, receipts and delinquent tax amounts.

Tax Info

There are no delinquent taxes for this property.

*please contact your town, village or school tax collector for information about current year taxes.

Tax History

County/Town Tax Bills:
2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, All

School Tax Bills:
None Available

Municipality of Town of Manlius

SWIS: 313889

Tax ID: 074.-01-06.1

Property #:

Tax Map ID / Property Data

Status: Active

Roll Section: Wholly Exem

Address: 5701 Bowman Rd

Property Class: 852 - Landfill

Site Property Class: 852 - Landfill

Ownership Code:

Site: Com 1

In Ag. District: No

Zoning Code: RA -

Bldg. Style: Not Applicable

Neighborhood: 00500 -

School District: E. Syracuse-Minoa

Property Description: FI 53 & 64

Total Acreage/Size: 59.41

Equalization Rate: ----

Land Assessment: 2017 - \$56,500

Total Assessment: 2017 - \$186,200

Full Market Value: 2017 - \$186,200

Deed Book: 2571

Deed Page: 863X

Grid East: 649168

Grid North: 1110140

Special Districts for 2017

Description	Units	Percent	Type	Value
CWR51-County water e	0	0%		0
FR004-Minoa fire	0	0%		0

Exemptions for 2017

Code Description	Amount	Exempt%	Start Year	End Year	Vflag	Hcode	Own%
13500 - TOWN OWNED	\$186,200	0	1989				0

Land Types

Type	Size
Residual	26.17 acres
Wetland	33.24 acres

Photographs

No Photo Available

Tax Bills

(Select tax bill from list, click button.)

2017 Town & County Tax

2016 Town & County Tax

2015 Town & County Tax

2014 Town & County Tax

Show Tax Bill

Pictometry Connect

Documents

No documents found for this parcel

Maps

View Tax Map

Pin Property on GIS Map

View in Google Maps

View in Bing Maps

Map Disclaimer



Potential Site 3: 5701 Bowman Road