



Buildings & Grounds Committee

Tuesday, February 6, 2024 4PM
40 McMaster Street, Ballston Spa, NY

Chair: Scott Ostrander

Members: J.D. Arnold, Dave Ball, Angela Thompson, Kevin Tollisen, Kevin Veitch, Matt Veitch

Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the December 5, 2023 meeting
- III. Appointment of Vice-Chair
- IV. Discussion: Facilities Study Update
- V. Other Business
- VI. Adjournment



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Department of Public Works

DATE: 2/1/24

COMMITTEE: Buildings & Grounds

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted Yes

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

County Administrator's Office
Consulted

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Agency granting funds:
 - c. Amount of grant:
 - d. Purpose grant will be used for:
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
 - g. Amount of county matching funds:
 - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Facilities Study programming data

10. Remarks:
- Discussion and update on the Facilities Study

	BUILDING ONE	BUILDING TWO	BUILDING THREE	BUILDING FOUR	BUILDING FIVE	ANIMAL SHELTER	DPW	JAIL	MENTAL HEALTH	PUBLIC SAFETY	SOCIAL SERVICES	VETERANS
BUILDING EXTERIOR												
Exterior Walls	Green	Yellow	Yellow	Yellow	Green	Green	Green	Yellow	Green	Green	Yellow	Green
Windows	Yellow	Red	Red	Red	Green	Green	Green	Green	Green	Green	Red	Green
Doors	Blue	Yellow	Yellow	Yellow	Green	Green	Green	Yellow	Green	Green	Green	Green
Roof/Gutters/Soffit	Yellow	Red	Red	Red	Yellow	Green	Green	Red	Green	Green	Yellow	Green
Cornices/Coping	Blue	Red	Red	Red	Green	Grey	Grey	Red	Green	Green	Yellow	Green
BUILDING INTERIOR												
Interior Finishes	Blue	Blue	Blue	Red	Green	Yellow	Blue	Blue	Green	Green	Green	Green
Accessibility	Green	Yellow	Yellow	Yellow	Red	Green	Green	Blue	Green	Green	Green	Green
Hazardous Materials	Yellow	Red	Red	Red	Yellow	Green	Green	Green	Green	Green	Yellow	Green
Structural Frame	Green	Green	Green	Yellow	Green	Green	Green	Yellow	Green	Green	Green	Green
BUILDING SYSTEMS												
Electrical	Yellow	Red	Red	Red	Blue	Yellow	Blue	Blue	Blue	Green	Blue	Green
Lighting	Yellow	Red	Red	Red	Blue	Blue	Blue	Blue	Blue	Green	Yellow	Blue
HVAC	Yellow	Red	Red	Red	Green	Yellow	Yellow	Yellow	Red	Green	Red	Yellow
Plumbing	Red	Red	Red	Red	Green	Blue	Blue	Yellow	Yellow	Green	Blue	Blue
Fire Protection	Red	Red	Red	Red	Red	?	Red	Green	Red	Green	Red	Red
SITE												
Site Accessibility	Green	Yellow	Yellow	Yellow	Yellow	Green	Green	Green	Green	Green	Green	Yellow
Sidewalks/Curbs	Green	Green	Green	Green	Green	Green	Green	Blue	Green	Green	Green	Yellow
Stairs/Retaining Walls	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Yellow
Parking/Paving	Green	Green	Yellow	Yellow	Blue	Blue	Blue	Blue	Blue	Green	Blue	Blue
Underground Tanks	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	?	Green	Grey	Grey
Utilities	Green	Red	Red	Red	Blue	Green	Green	Green	Green	Green	Green	Green
	Green											
			GOOD									
	Blue		FAIR / NEEDS EVENTUAL ATTENTION									
	Yellow		SOME POOR / SOME FAIR									
	Red		POOR / NEEDS IMMEDIATE ATTENTION									
	Grey		NOT APPLICABLE									

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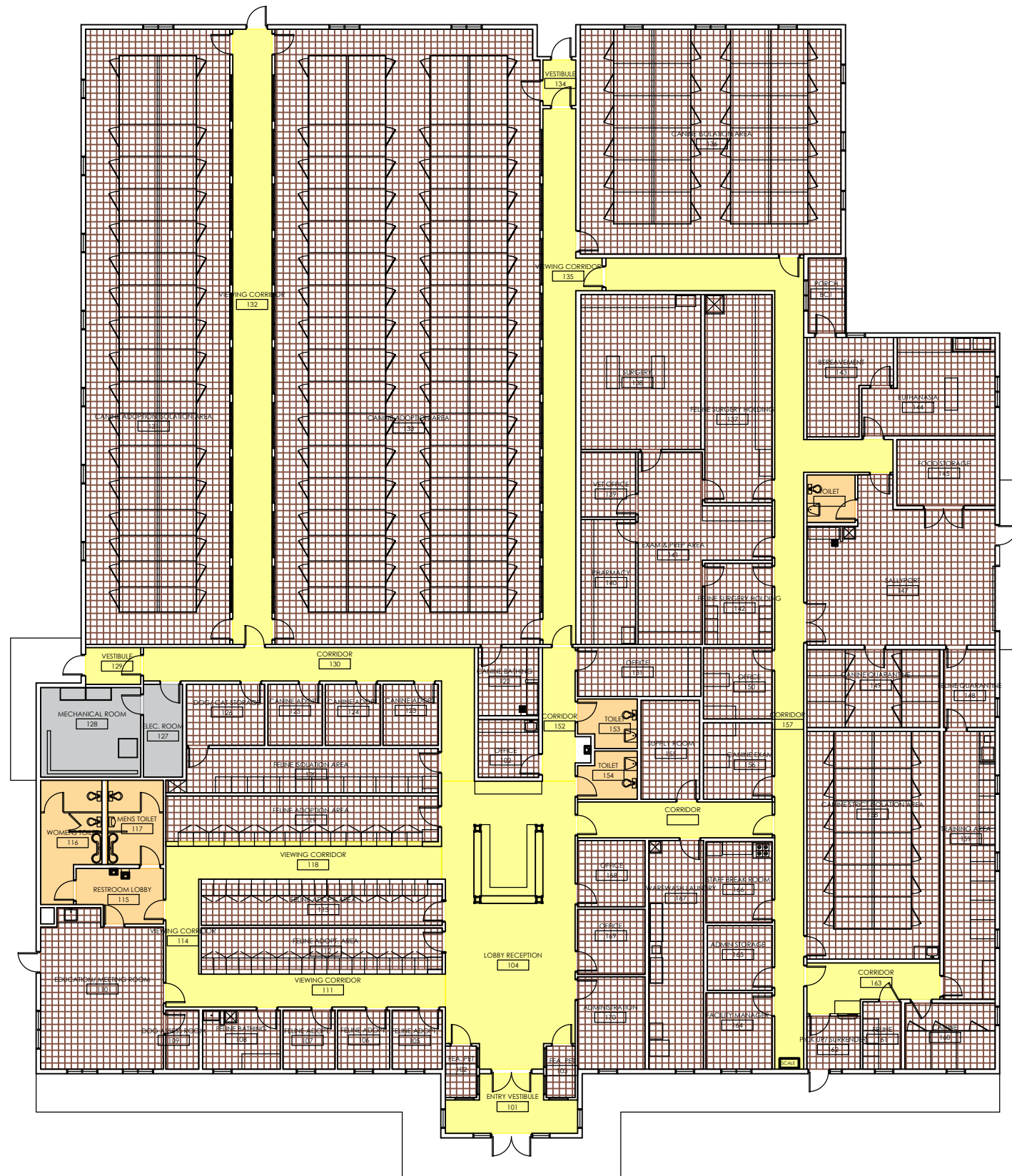
SARATOGA COUNTY FACILITIES ASSESSMENT

FACILITY ASSESSMENT SUMMARY CHART

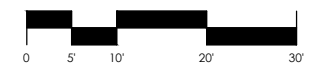
Project Number
16706.00

Scale
NA

Date
DRAFT-02/01/2024



	TOILETS 562 SQFT
	SUPPORT 305 SQFT
	CIRCULATION 3113 SQFT
	ANIMAL SHELTER 17107 SQFT
OVERALL BUILDING 21087 SQFT	



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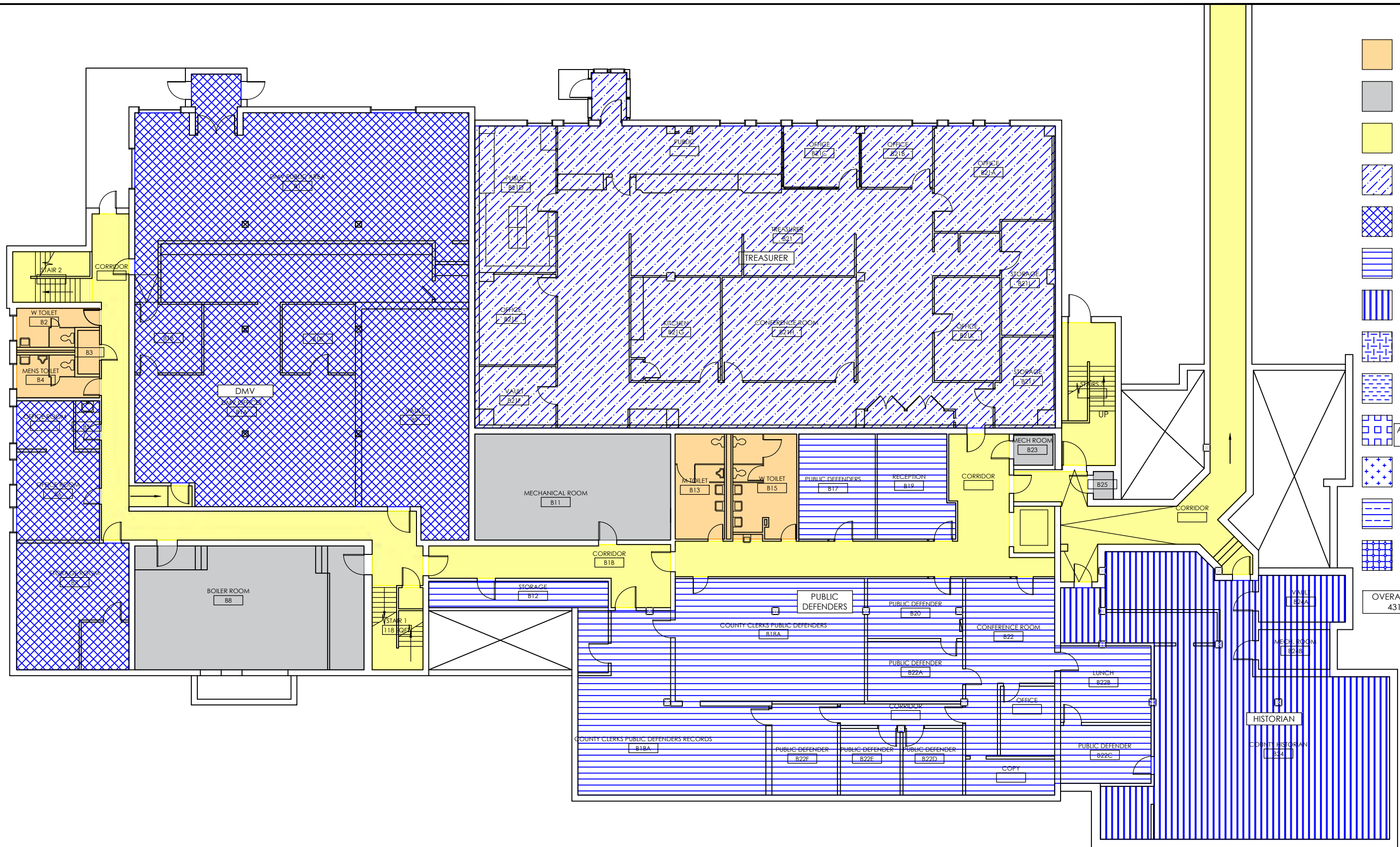
SARATOGA COUNTY FACILITIES ASSESSMENT

ANIMAL SHELTER - LEVEL 1

Project Number
16706.00

Scale
3/64" = 1'-0"

Date
DRAFT-02/01/2024



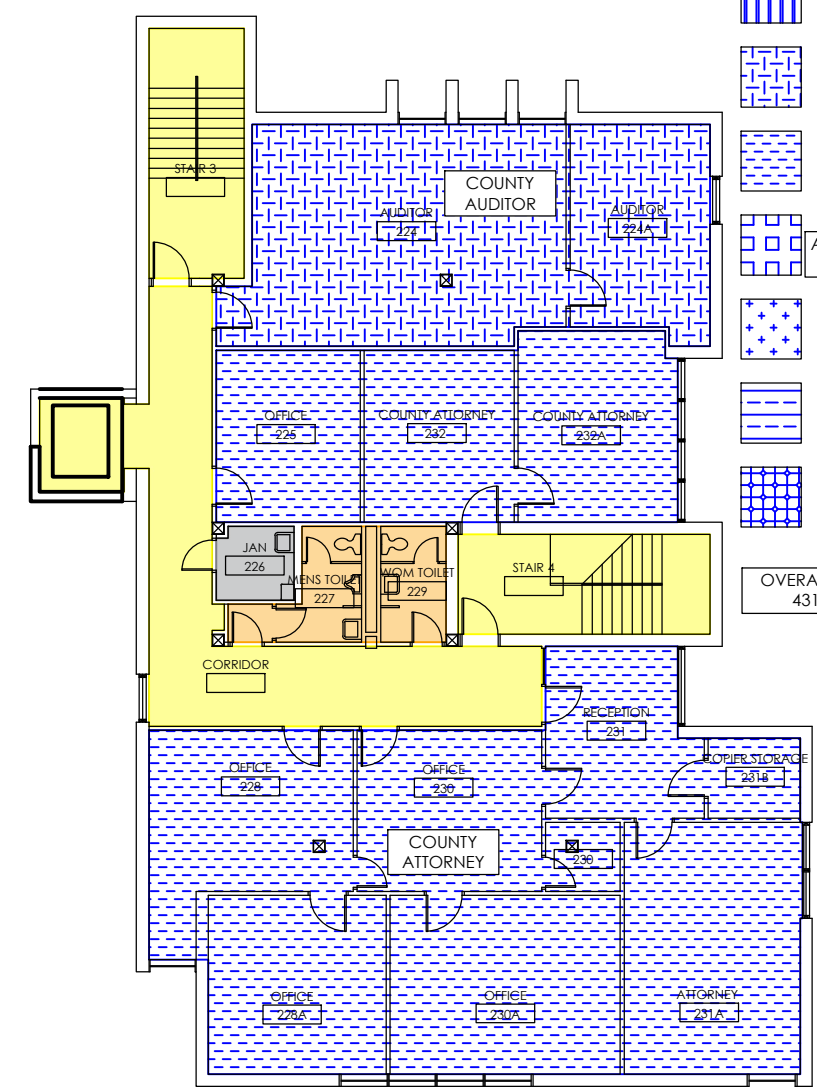
- TOILETS
1305 SQFT
- SUPPORT
971 SQFT
- CIRCULATION
5255 SQFT
- TREASURER
4618 SQFT
- DMV
4114 SQFT
- PUBLIC DEFENDERS
3524 SQFT
- HISTORIAN
1776 SQFT
- COUNTY AUDITOR
2622 SQFT
- COUNTY ATTORNEY
2074 SQFT
- ADMINISTRATION
1609 SQFT
- BOARD OF SUPERVISORS
6507 SQFT
- COUNTY CLERK
5513 SQFT
- HUMAN RESOURCES
2498 SQFT
- OVERALL BUILDING
43184 SQFT**

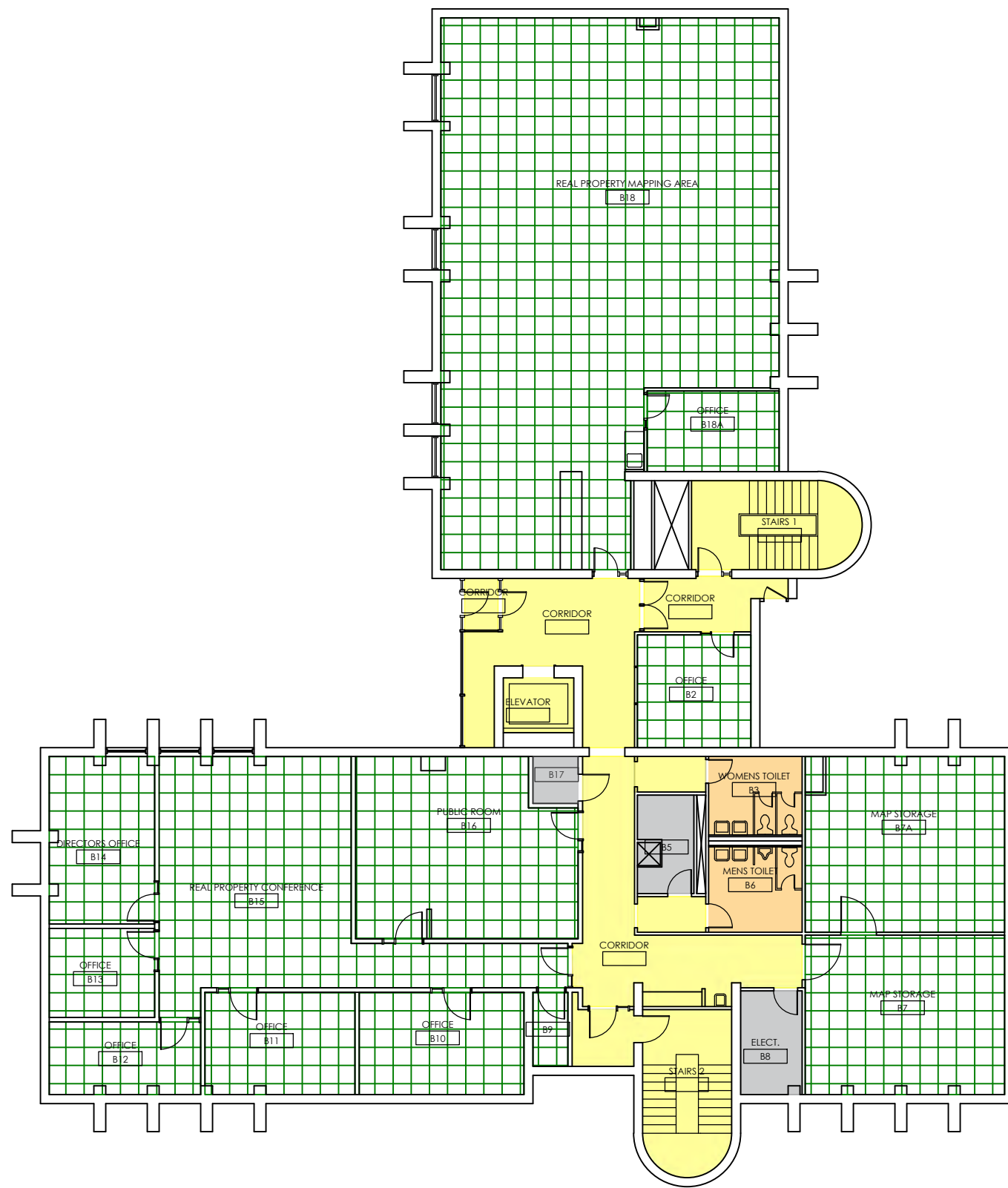


SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 1 - BASEMENT
 Project Number: 16706.00
 Scale: 1/16" = 1'-0"
 Date: DRAFT-02/01/2024

- TOILETS
1305 SQFT
- SUPPORT
971 SQFT
- CIRCULATION
5255 SQFT
- TREASURER
4618 SQFT
- DMV
4114 SQFT
- PUBLIC DEFENDERS
3524 SQFT
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- OVERALL BUILDING
43184 SQFT

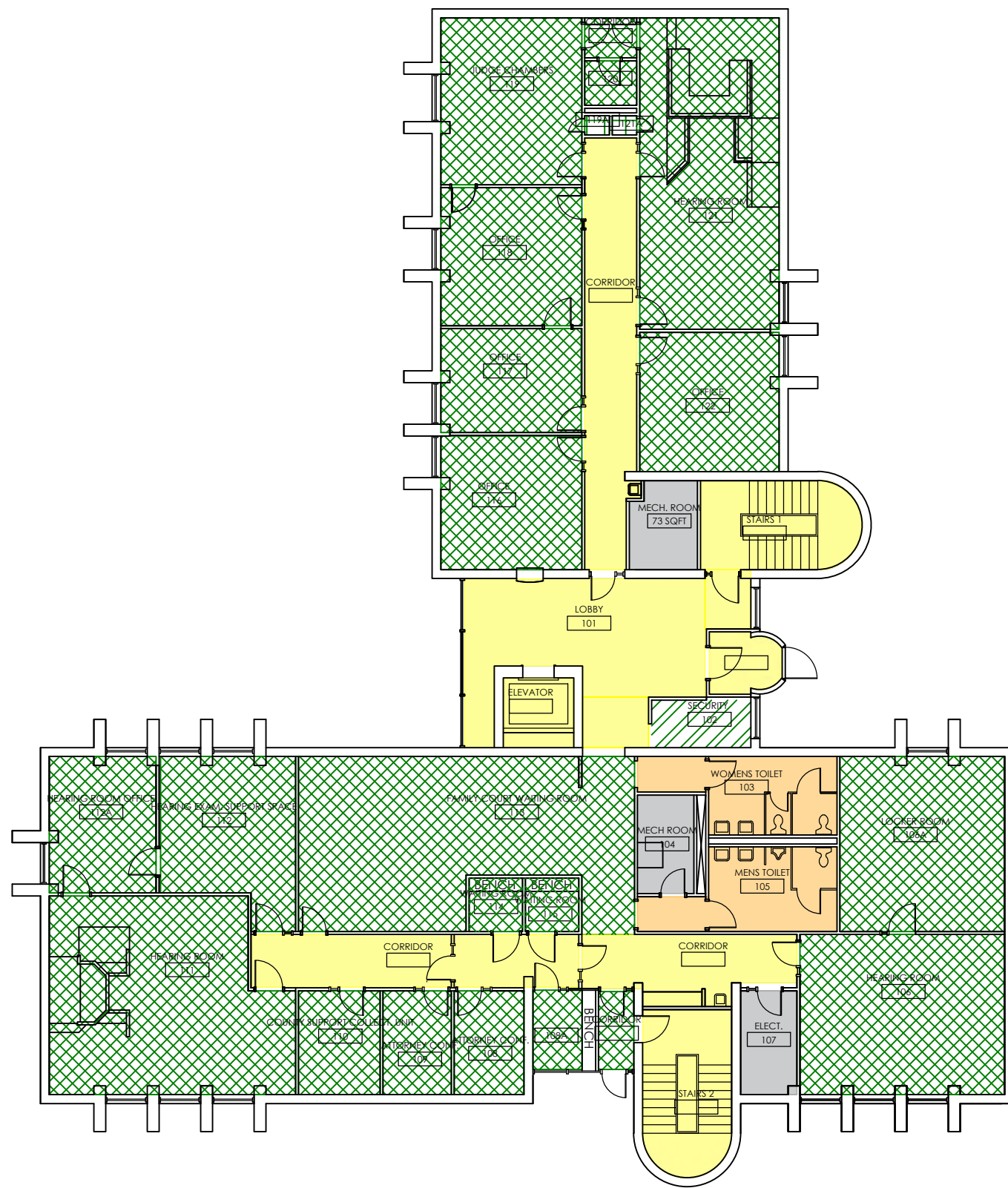




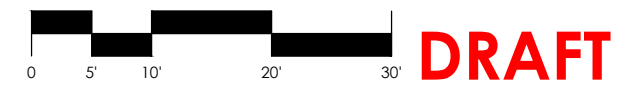
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	SUPPORT 593 SQFT
	CIRCULATION 4188 SQFT
	VACANT
	REAL PROPERTY 5334 SQFT
	FAMILY COURT AUXILIARY SPACES/ OFFICES 8835 SQFT
	SECURITY 423 SQFT
OVERALL BUILDING 20264 SQFT	

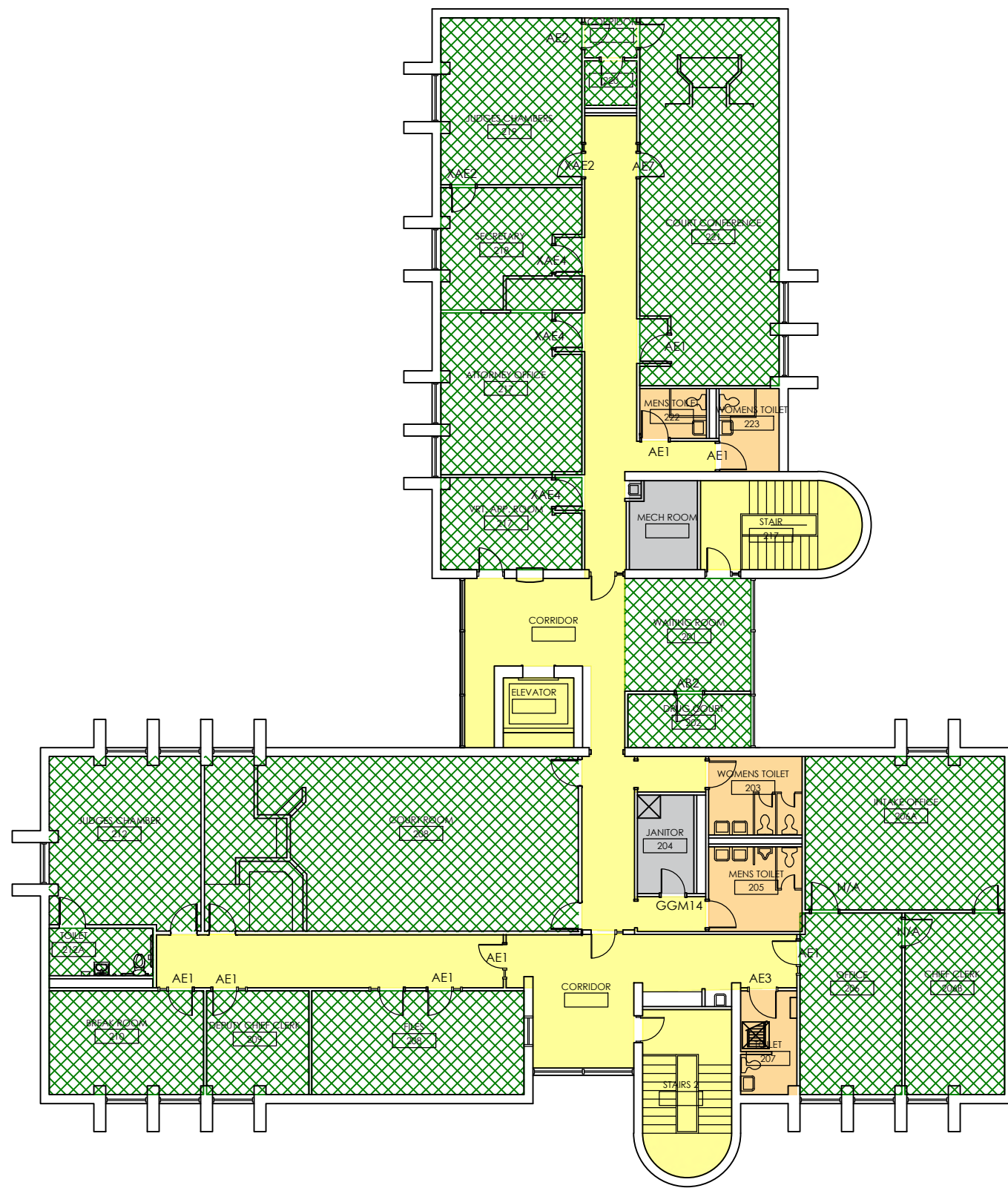


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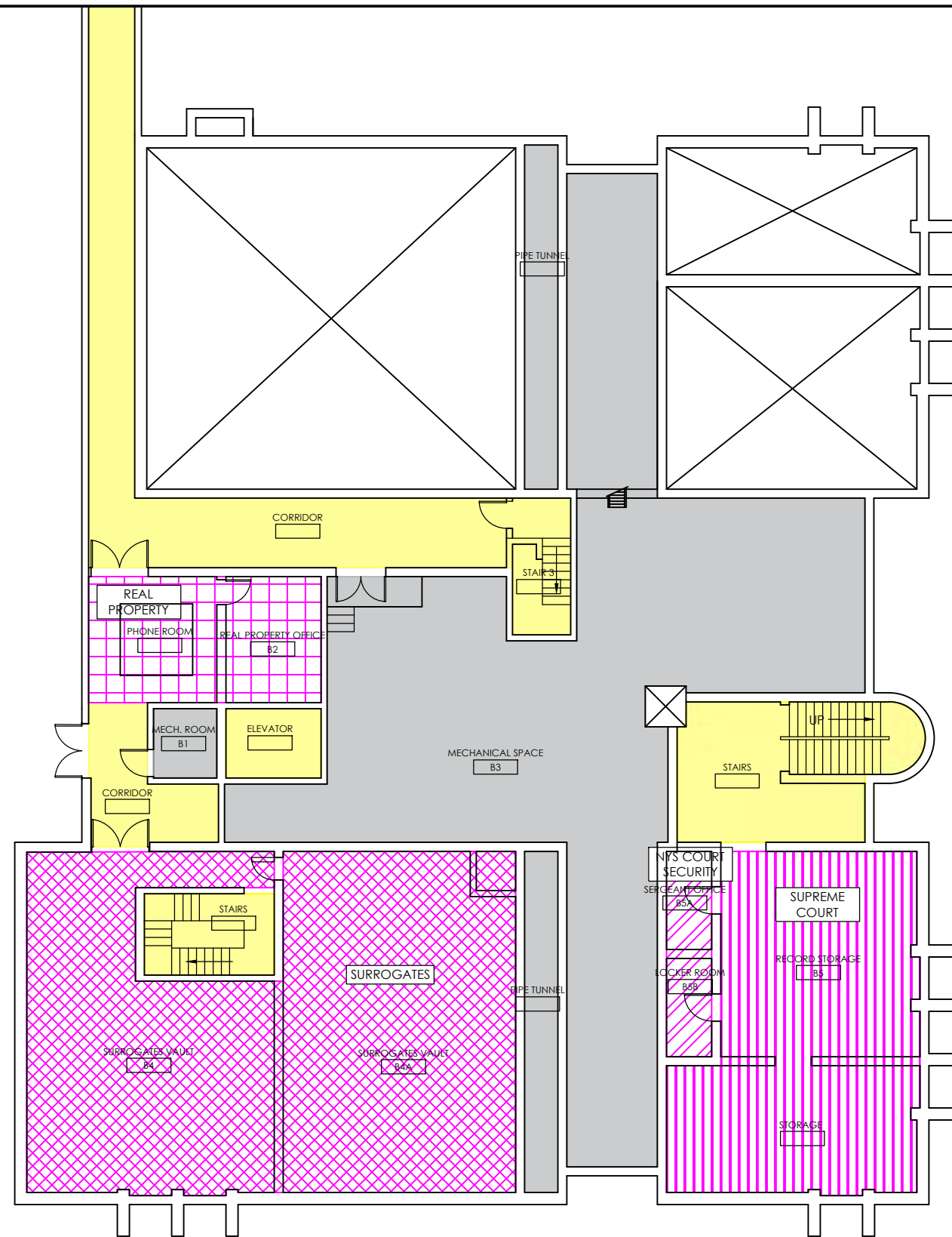
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	SUPPORT 593 SQFT
	CIRCULATION 4188 SQFT
	VACANT
	REAL PROPERTY 5334 SQFT
	FAMILY COURT AUXILIARY SPACES/ OFFICES 8835 SQFT
	SECURITY 423 SQFT
OVERALL BUILDING 20264 SQFT	





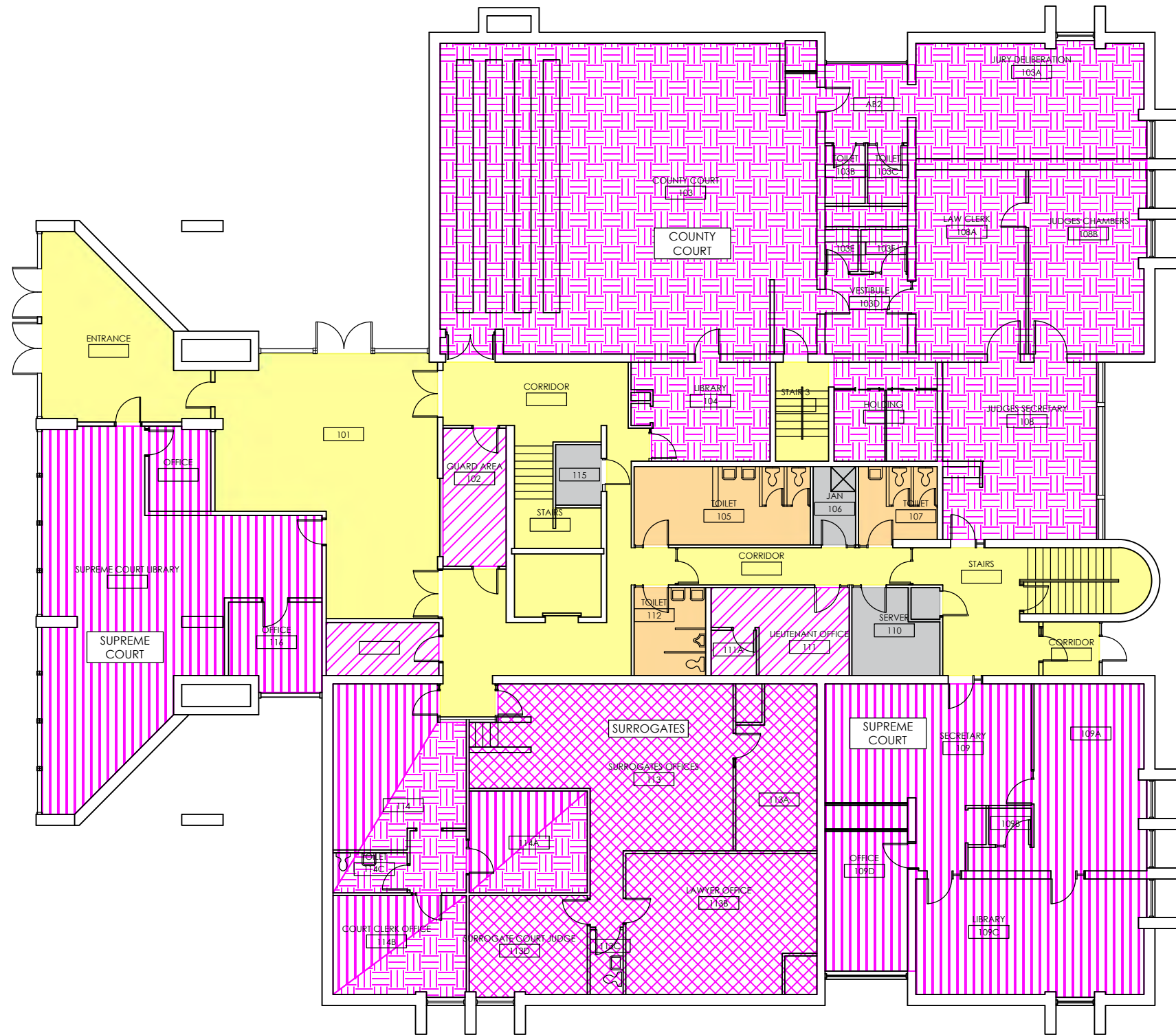
- TOILETS
891 SQFT
- SUPPORT
593 SQFT
- CIRCULATION
4188 SQFT
- VACANT
- REAL PROPERTY
5334 SQFT
- FAMILY COURT
AUXILIARY
SPACES/ OFFICES
8835 SQFT
- SECURITY
423 SQFT
- OVERALL BUILDING
20264 SQFT**





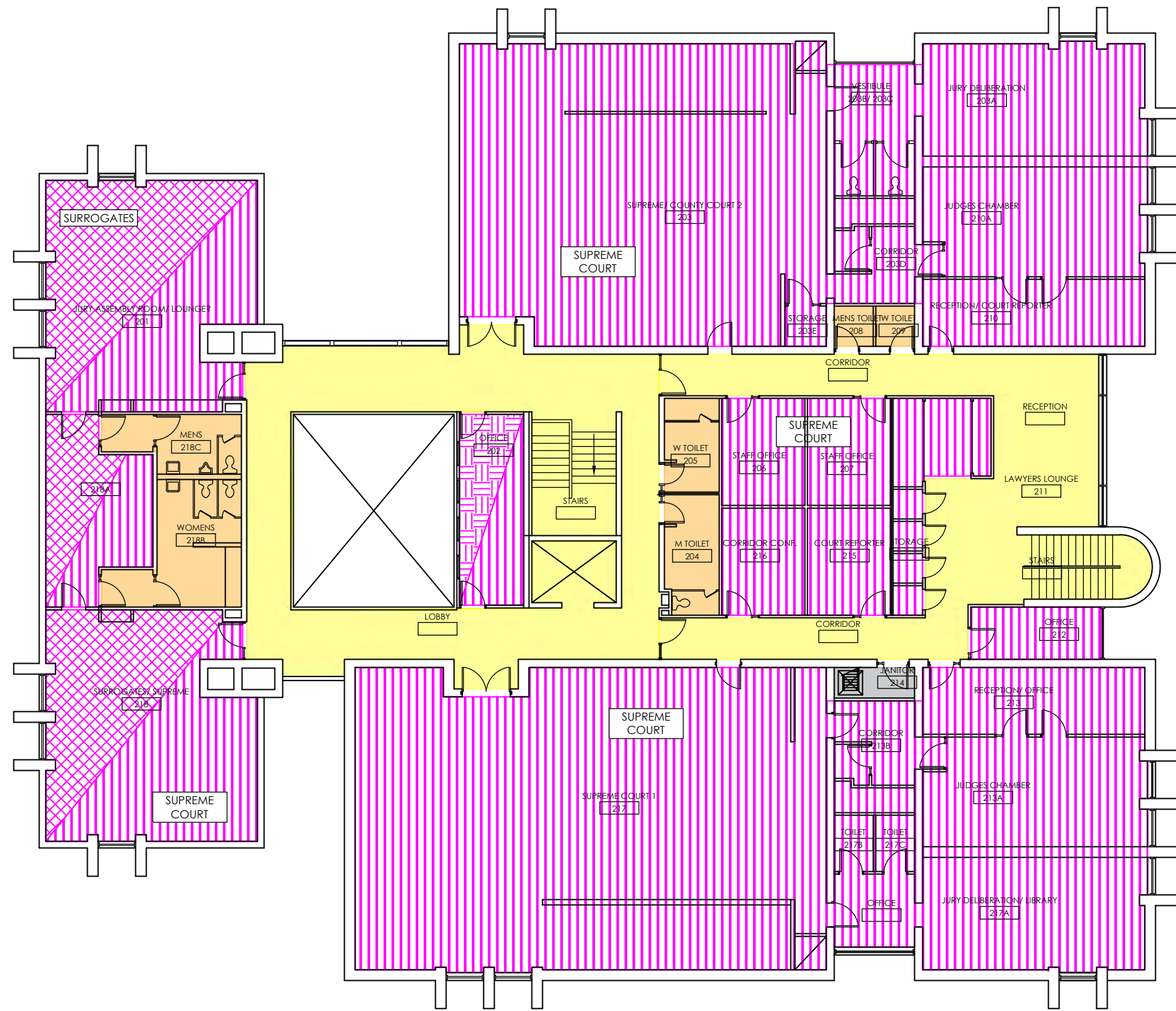
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	CIRCULATION 6122 SQFT
	SURROGATES 3452 SQFT
	REAL PROPERTY 146 SQFT
	NYS COURT SECURITY 483 SQFT
	SUPREME COURT 2471 SQFT
	COUNTY COURT 3774 SQFT
	SUPREME/COUNTY MIXED USE 9323 SQFT
OVERALL BUILDING 31016 SQFT	





	TOILETS 977 SQFT
	SUPPORT 4268 SQFT
	CIRCULATION 6122 SQFT
	SURROGATES 3452 SQFT
	REAL PROPERTY 146 SQFT
	NYS COURT SECURITY 483 SQFT
	SUPREME COURT 2471 SQFT
	COUNTY COURT 3774 SQFT
	SUPREME/COUNTY MIXED USE 9323 SQFT
OVERALL BUILDING 31016 SQFT	





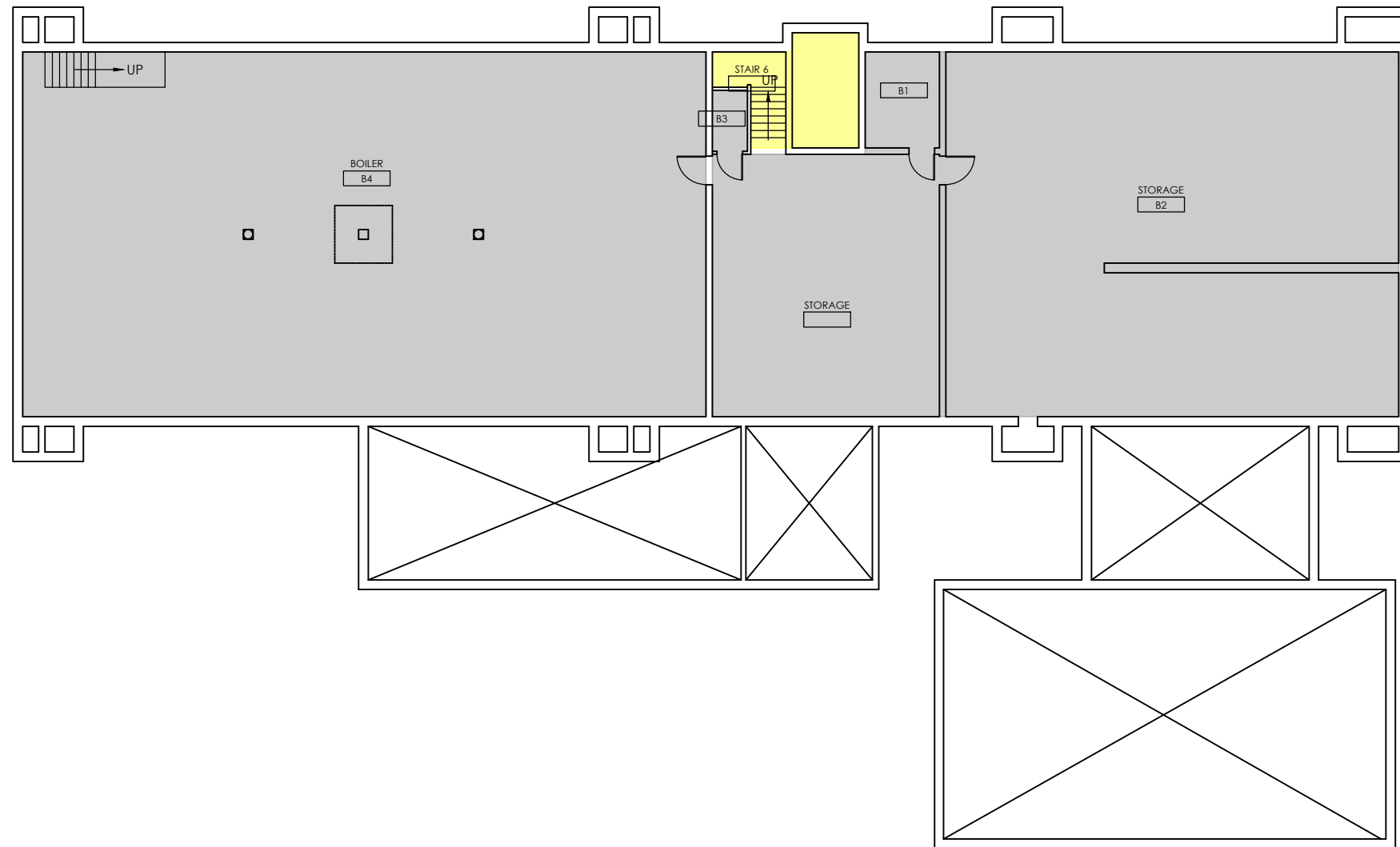
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	SUPPORT 4268 SQFT
	CIRCULATION 6122 SQFT
	SURROGATES 3452 SQFT
	REAL PROPERTY 146 SQFT
	NYS COURT SECURITY 483 SQFT
	SUPREME COURT 2471 SQFT
	COUNTY COURT 3774 SQFT
	SUPREME/COUNTY MIXED USE 9323 SQFT
	OVERALL BUILDING 31016 SQFT



SARATOGA COUNTY FACILITIES ASSESSMENT

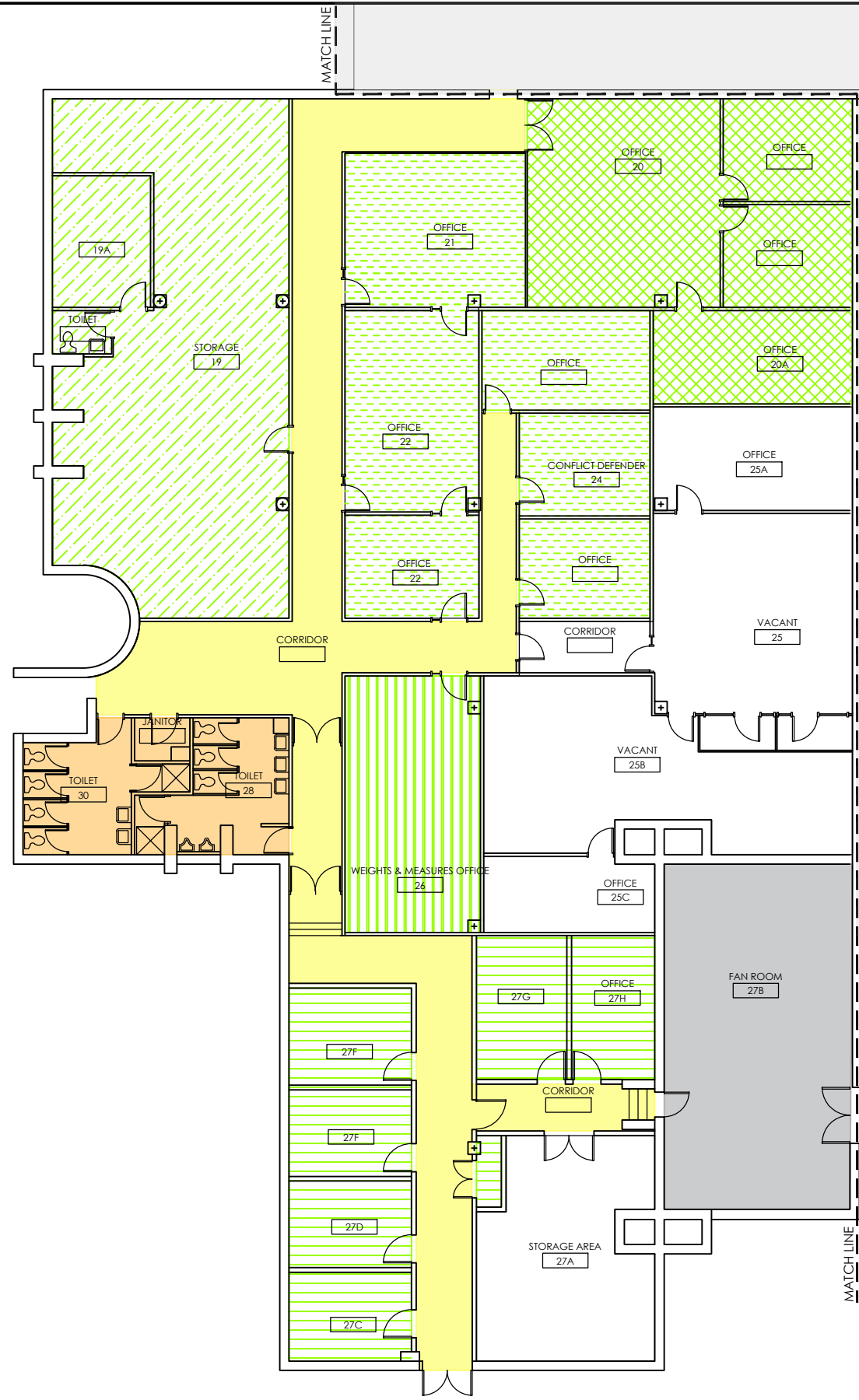
BUILDING 3 - LEVEL 2

Project Number: 16706.00
 Scale: 1/16" = 1'-0"
 Date: DRAFT-02/01/2024



	TOILETS 720 SQFT
	SUPPORT 10487 SQFT
	CIRCULATION 5034 SQFT
	VACANT 12773 SQFT
	TREASURER 1313 SQFT
	PUBLIC DEFENDERS 1224 SQFT
	BOARD OF SUPERVISORS 121 SQFT
	COUNTY AUDITOR 113 SQFT
	BUILDINGS & GROUNDS 1484 SQFT
	DISTRICT ATTORNEY 8577 SQFT
	CONFLICT DEFENDERS 1275 SQFT
	WEIGHTS & MEASURES 399 SQFT
	EMERGENCY SERVICES 81 SQFT
	SECURITY 427 SQFT
	OVERALL BUILDING 44028 SQFT



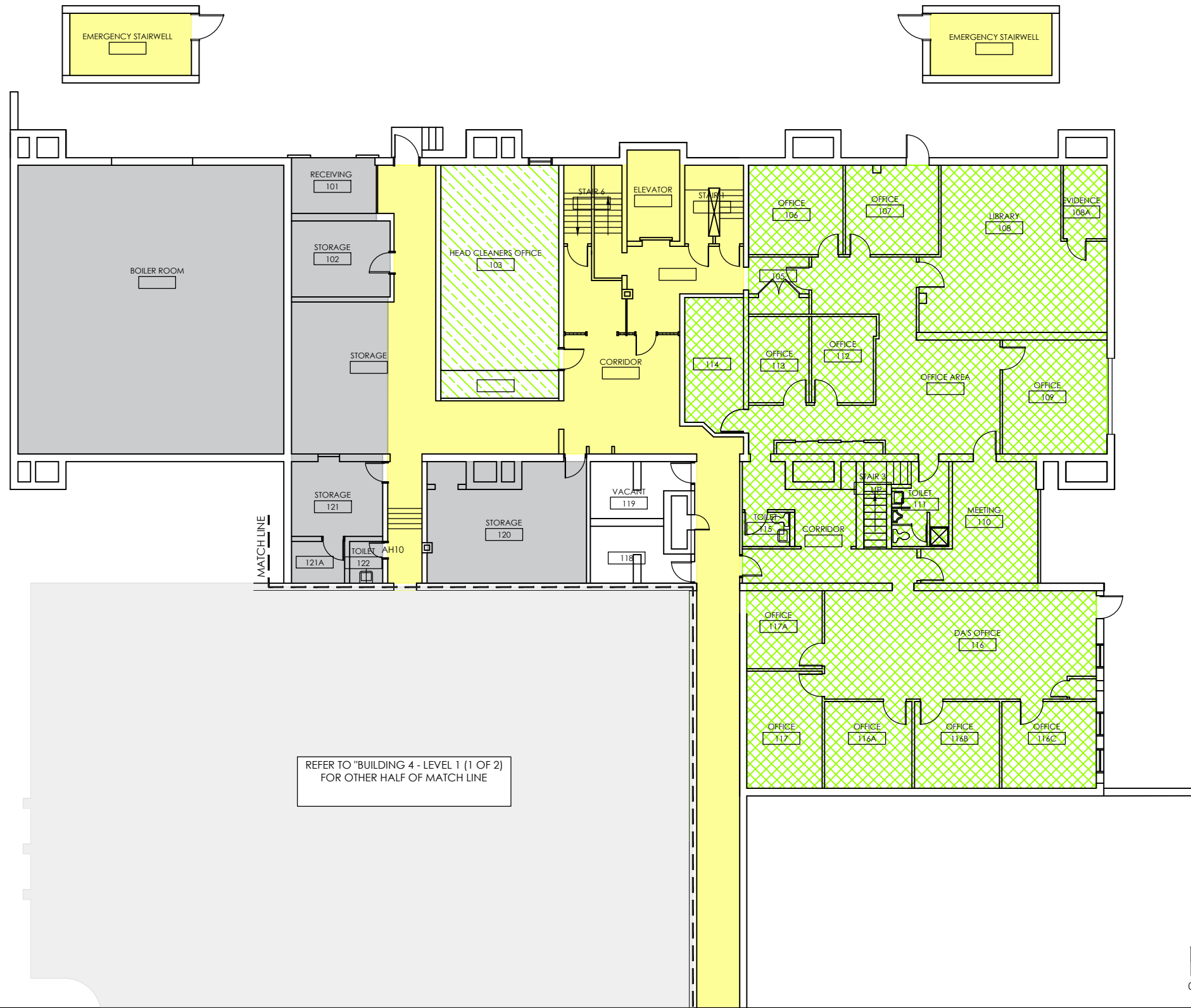


REFER TO "BUILDING 4 - LEVEL 1 (2 OF 2)"
FOR OTHER HALF OF MATCH LINE

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	SUPPORT 10487 SQFT
	CIRCULATION 5034 SQFT
	VACANT 12773 SQFT
	TREASURER 1313 SQFT
	PUBLIC DEFENDERS 1224 SQFT
	BOARD OF SUPERVISORS 121 SQFT
	COUNTY AUDITOR 113 SQFT
	BUILDINGS & GROUNDS 1484 SQFT
	DISTRICT ATTORNEY 8577 SQFT
	CONFLICT DEFENDERS 1275 SQFT
	WEIGHTS & MEASURES 399 SQFT
	EMERGENCY SERVICES 81 SQFT
	SECURITY 427 SQFT
	OVERALL BUILDING 44028 SQFT



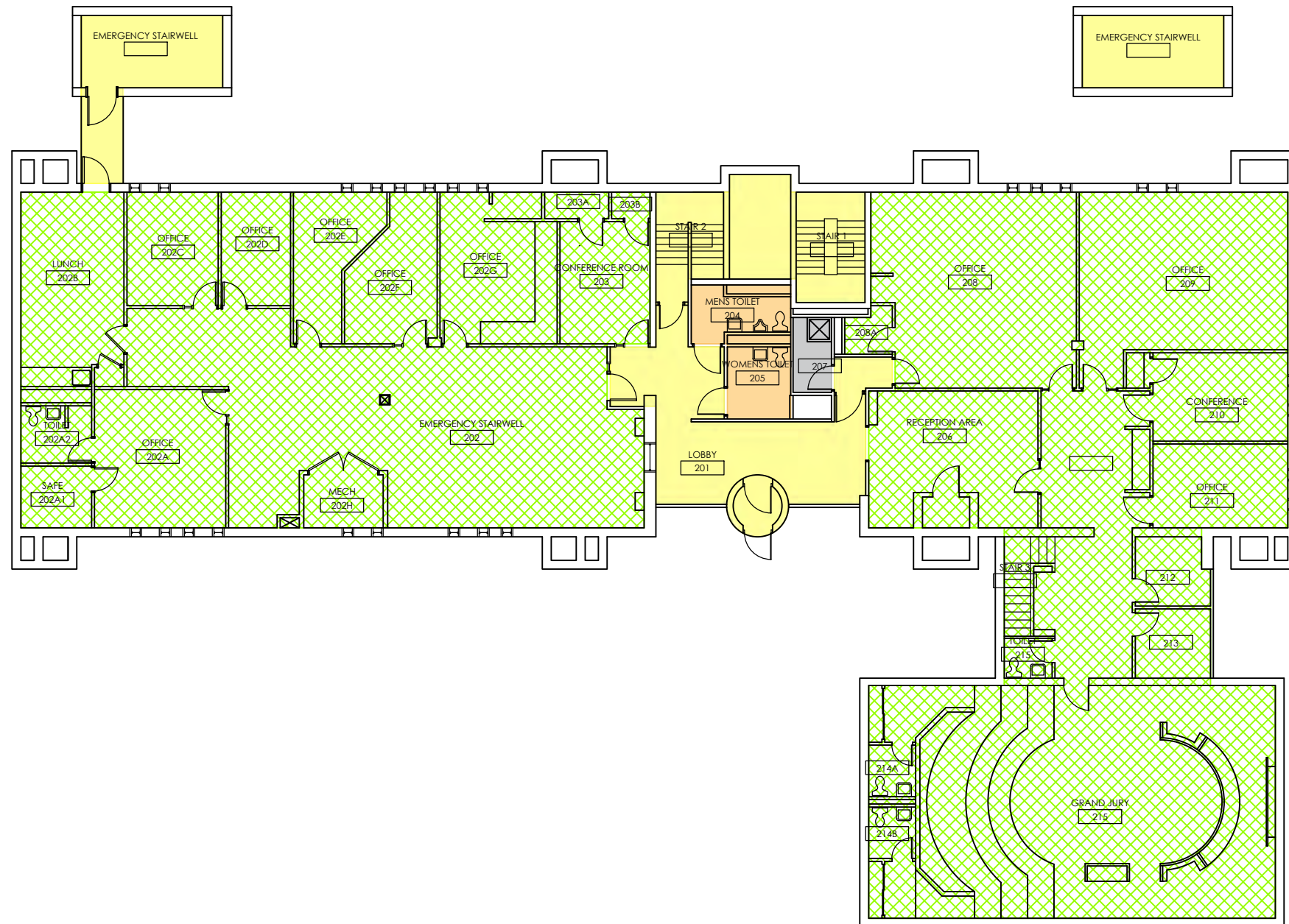
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	TOILETS 720 SQFT
	SUPPORT 10487 SQFT
	CIRCULATION 5034 SQFT
	VACANT 12773 SQFT
	TREASURER 1313 SQFT
	PUBLIC DEFENDERS 1224 SQFT
	BOARD OF SUPERVISORS 121 SQFT
	COUNTY AUDITOR 113 SQFT
	BUILDINGS & GROUNDS 1484 SQFT
	DISTRICT ATTORNEY 8577 SQFT
	CONFLICT DEFENDERS 1275 SQFT
	WEIGHTS & MEASURES 399 SQFT
	EMERGENCY SERVICES 81 SQFT
	SECURITY 427 SQFT
	OVERALL BUILDING 44028 SQFT

REFER TO "BUILDING 4 - LEVEL 1 (1 OF 2)
FOR OTHER HALF OF MATCH LINE





	TOILETS 720 SQFT
	SUPPORT 10487 SQFT
	CIRCULATION 5034 SQFT
	VACANT 12773 SQFT
	TREASURER 1313 SQFT
	PUBLIC DEFENDERS 1224 SQFT
	BOARD OF SUPERVISORS 121 SQFT
	COUNTY AUDITOR 113 SQFT
	BUILDINGS & GROUNDS 1484 SQFT
	DISTRICT ATTORNEY 8577 SQFT
	CONFLICT DEFENDERS 1275 SQFT
	WEIGHTS & MEASURES 399 SQFT
	EMERGENCY SERVICES 81 SQFT
	SECURITY 427 SQFT
	OVERALL BUILDING 44028 SQFT

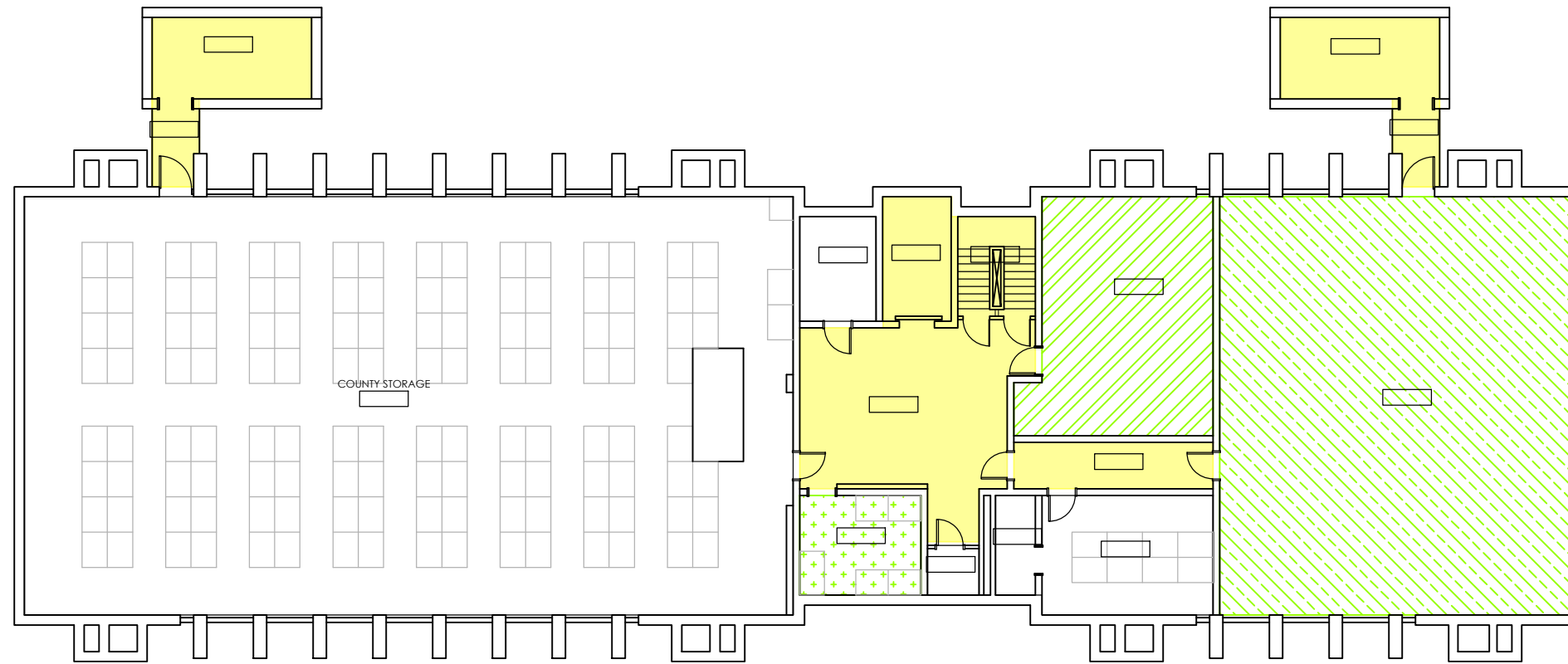


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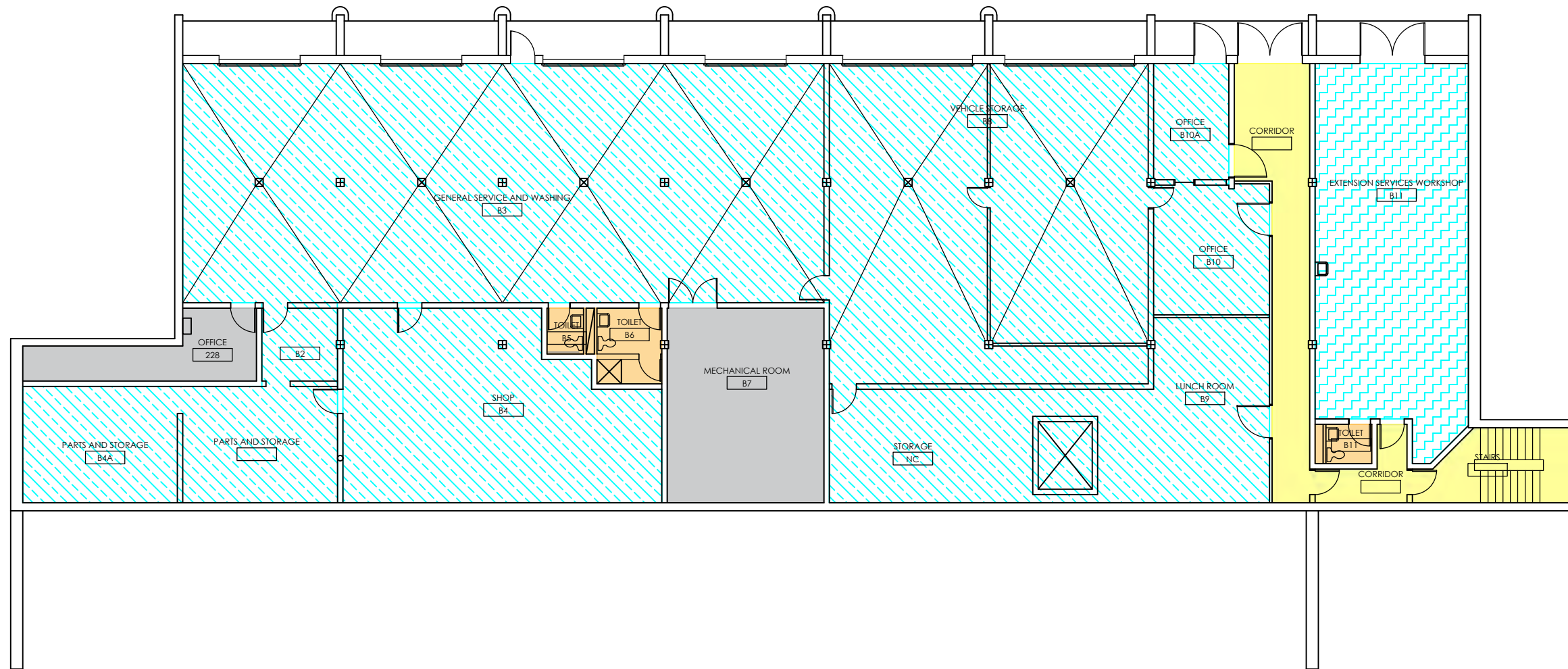
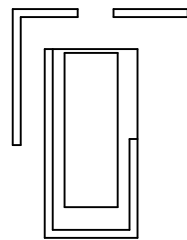
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	SUPPORT 10487 SQFT
	CIRCULATION 5034 SQFT
	VACANT 12773 SQFT
	TREASURER 1313 SQFT
	PUBLIC DEFENDERS 1224 SQFT
	BOARD OF SUPERVISORS 121 SQFT
	COUNTY AUDITOR 113 SQFT
	BUILDINGS & GROUNDS 1484 SQFT
	DISTRICT ATTORNEY 8577 SQFT
	CONFLICT DEFENDERS 1275 SQFT
	WEIGHTS & MEASURES 399 SQFT
	EMERGENCY SERVICES 81 SQFT
	SECURITY 427 SQFT
	OVERALL BUILDING 44028 SQFT





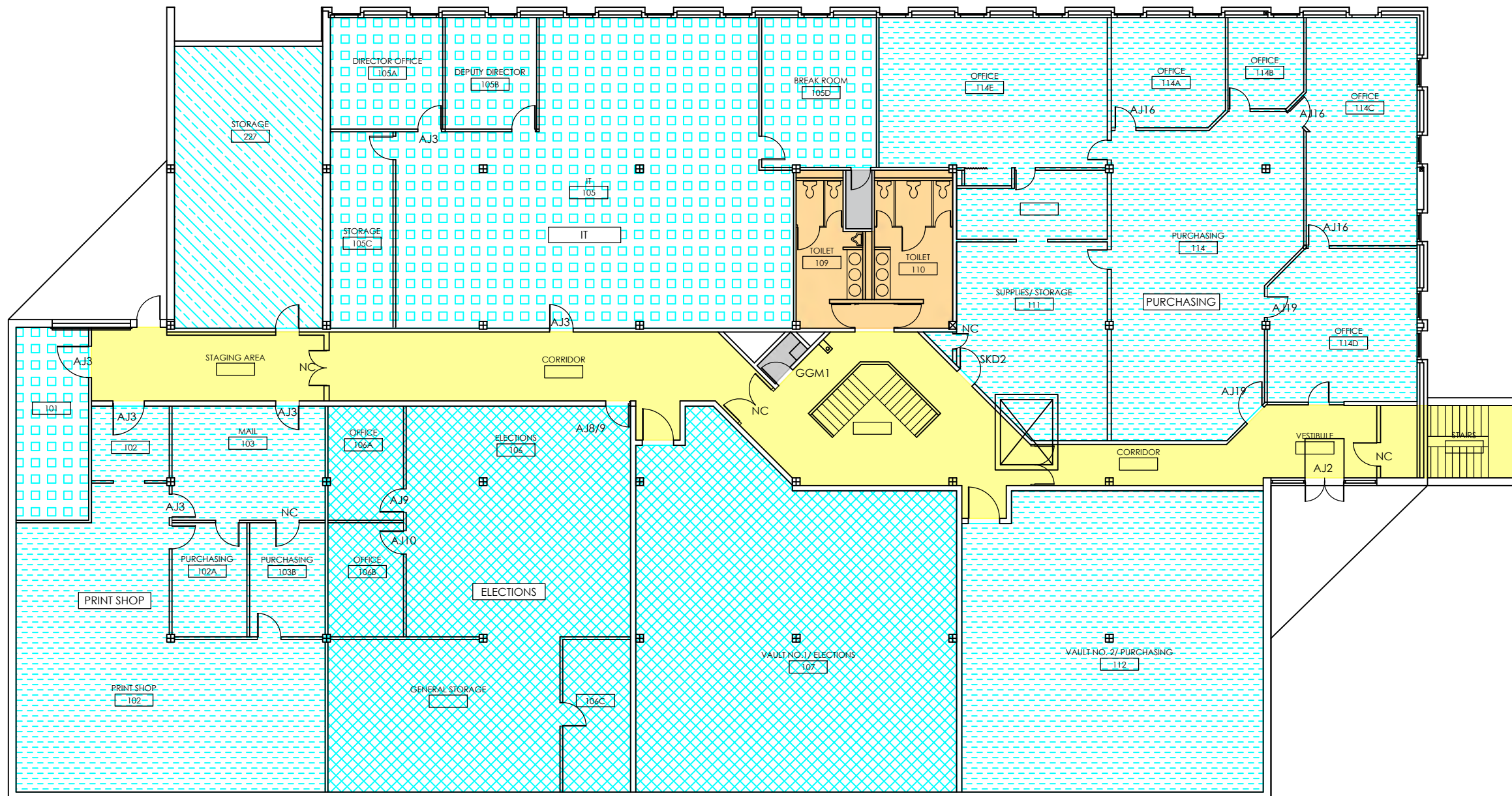
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	SUPPORT 10487 SQFT
	CIRCULATION 5034 SQFT
	VACANT 12773 SQFT
	TREASURER 1313 SQFT
	PUBLIC DEFENDERS 1224 SQFT
	BOARD OF SUPERVISORS 121 SQFT
	COUNTY AUDITOR 113 SQFT
	BUILDINGS & GROUNDS 1484 SQFT
	DISTRICT ATTORNEY 8577 SQFT
	CONFLICT DEFENDERS 1275 SQFT
	WEIGHTS & MEASURES 399 SQFT
	EMERGENCY SERVICES 81 SQFT
	SECURITY 427 SQFT
OVERALL BUILDING 44028 SQFT	





	TOILETS 705 SQFT
	SUPPORT 270 SQFT
	CIRCULATION 6035 SQFT
	VACANT 3158 SQFT
	BUILDINGS & GROUNDS 7772 SQFT
	CORNELL COOP EXTENSION 5266 SQFT
	SOIL & WATER 1602 SQFT
	ELECTIONS 3591 SQFT
	PURCHASING 6368 SQFT
	IT 2733 SQFT
	PLANNING 1935 SQFT
	OVERALL BUILDING 44028 SQFT



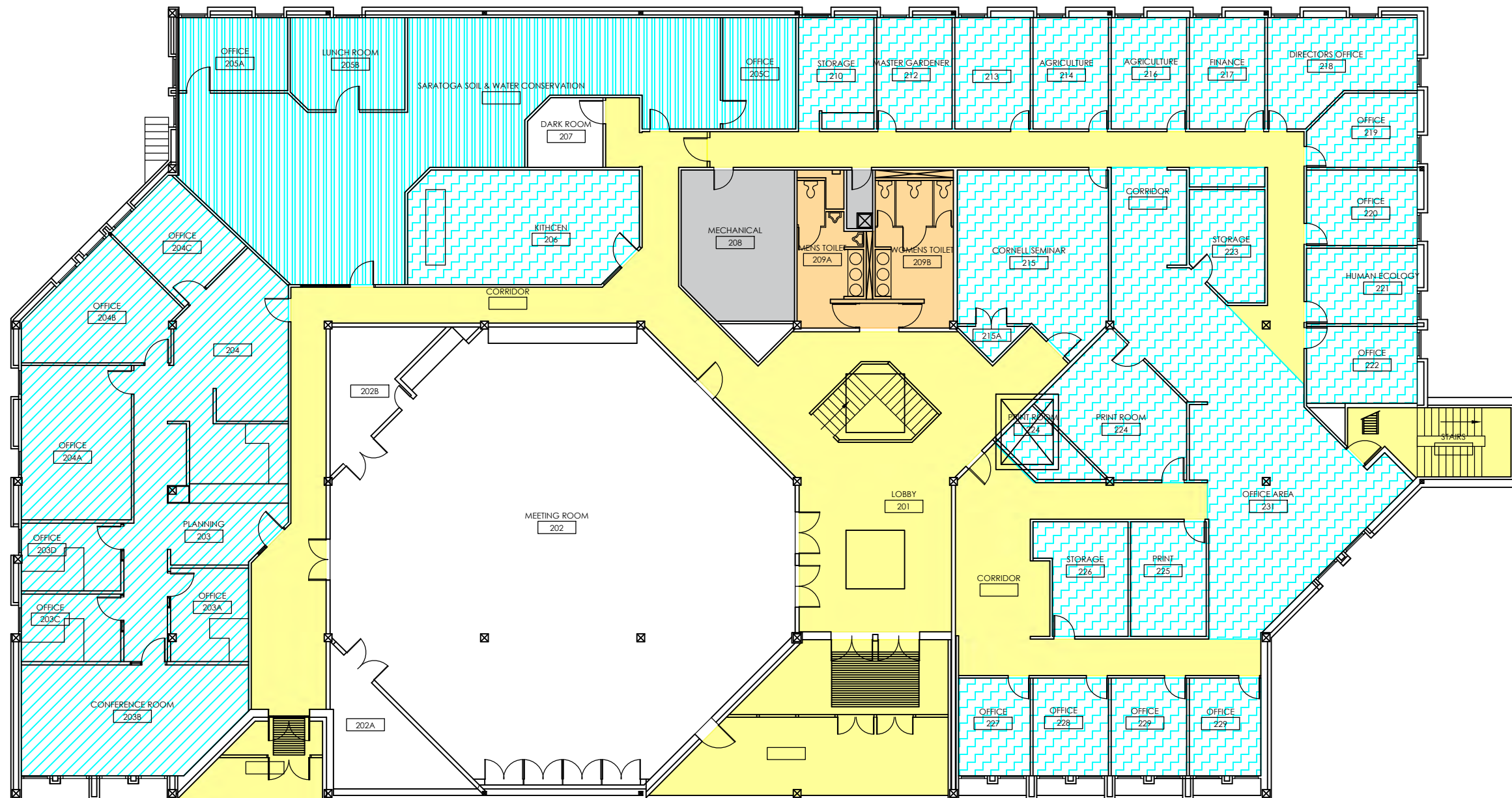


- TOILETS
705 SQFT
- SUPPORT
270 SQFT
- CIRCULATION
6035 SQFT
- VACANT
3158 SQFT
- BUILDINGS & GROUNDS
7772 SQFT
- CORNELL COOP EXTENSION
5266 SQFT
- SOIL & WATER
1602 SQFT
- ELECTIONS
3591 SQFT
- PURCHASING
6368 SQFT
- IT
2733 SQFT
- PLANNING
1935 SQFT
- OVERALL BUILDING
44028 SQFT



SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 5 - LEVEL 1
 Project Number: 16706.00
 Scale: 1/16" = 1'-0"
 Date: DRAFT-02/01/2024



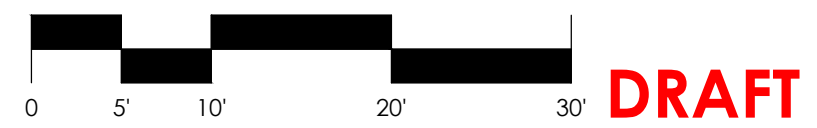
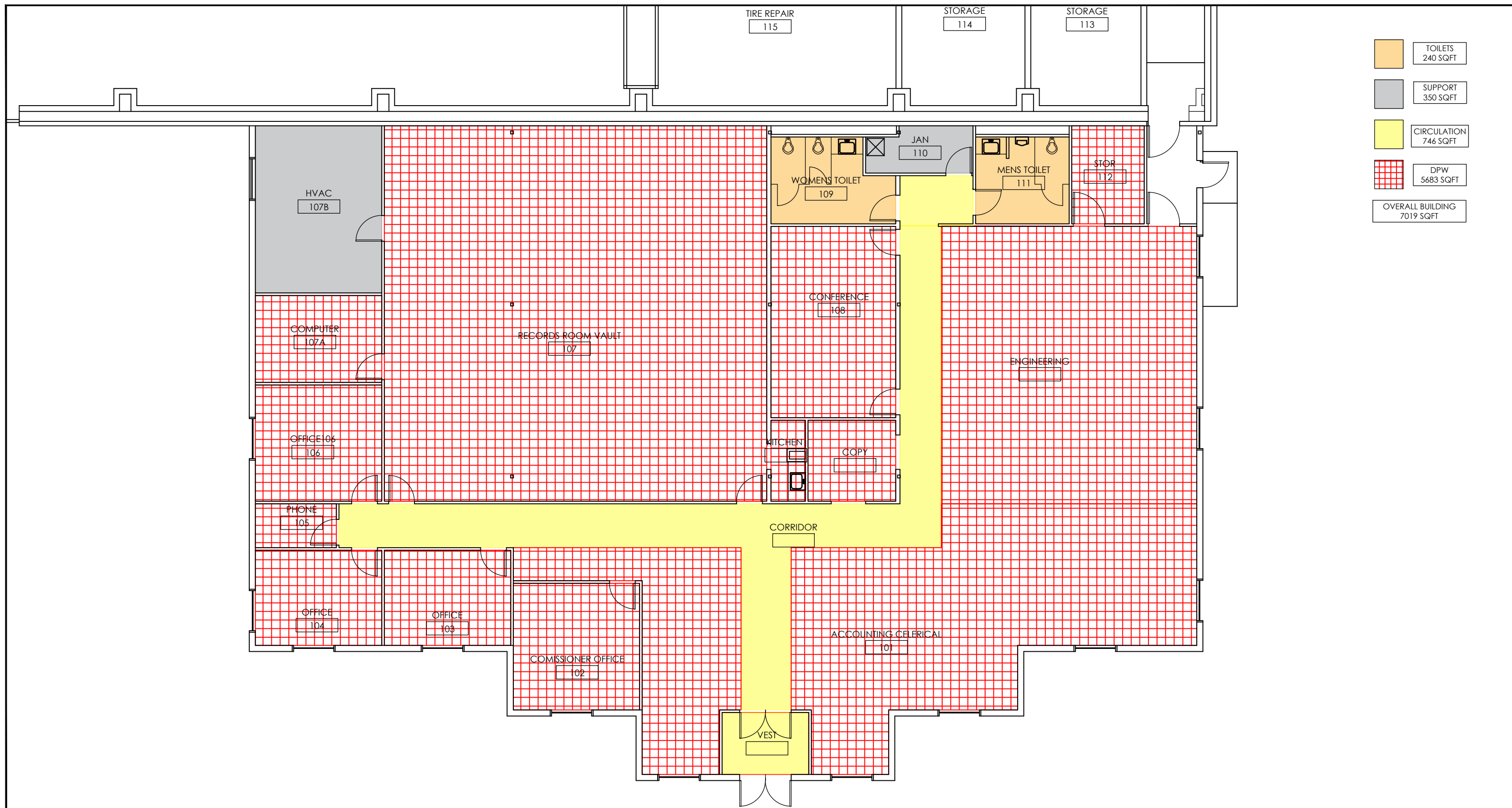
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	SUPPORT 270 SQFT
	CIRCULATION 6035 SQFT
	VACANT 3158 SQFT
	BUILDINGS & GROUNDS 7772 SQFT
	CORNELL COOP EXTENSION 5266 SQFT
	SOIL & WATER 1602 SQFT
	ELECTIONS 3591 SQFT
	PURCHASING 6368 SQFT
	IT 2733 SQFT
	PLANNING 1935 SQFT
	OVERALL BUILDING 44028 SQFT







SARATOGA COUNTY FACILITIES ASSESSMENT

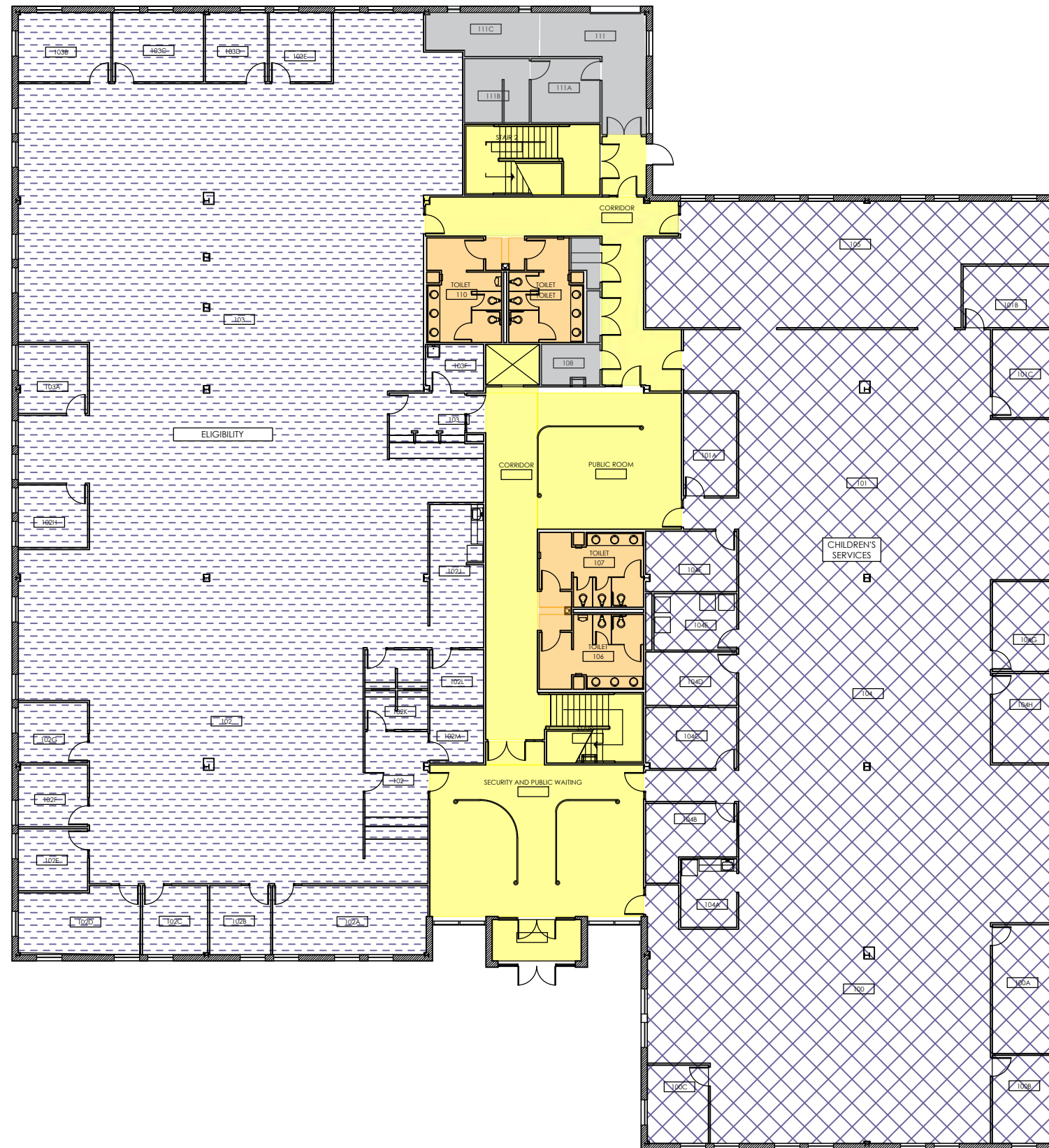
BUILDING 5 - LEVEL 2

Project Number: 16706.00 Scale: 1/16" = 1'-0" Date: DRAFT-02/01/2024

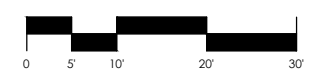


	TOILETS 642 SQFT
	SUPPORT 148 SQFT
	CIRCULATION 2813 SQFT
	COUNSELING 10772 SQFT
OVERALL BUILDING 44028 SQFT	





	TOILETS 1397 SQFT
	SUPPORT 1111 SQFT
	CIRCULATION 6734 SQFT
	ELIGIBILITY 10288 SQFT
	ACCOUNTING 2056 SQFT
	CHILDREN'S SERVICES 9390 SQFT
	CHILD SUPPORT 4498 SQFT
	ADULT AND FAMILY SERVICES
	AGING AND YOUTH 4123 SQFT
	ADMINISTRATION 1393 SQFT
	EMPLOYMENT & TRAINING 2436 SQFT
OVERALL BUILDING 46843 SQFT	



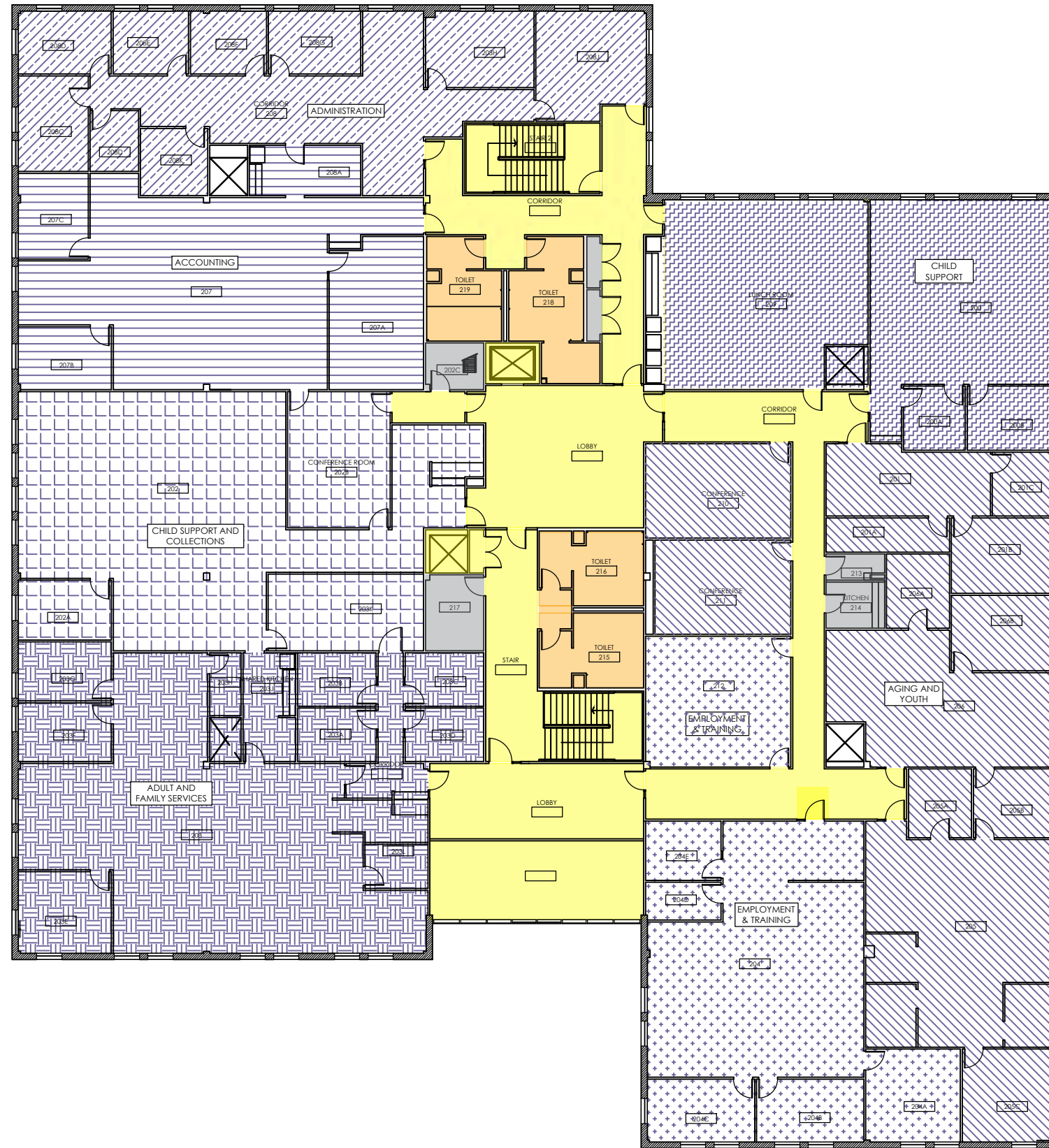
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SARATOGA COUNTY FACILITIES ASSESSMENT

SOCIAL SERVICES - LEVEL 1

Project Number: 16706.00
 Scale: 3/64" = 1'-0"
 Date: DRAFT-02/01/2024

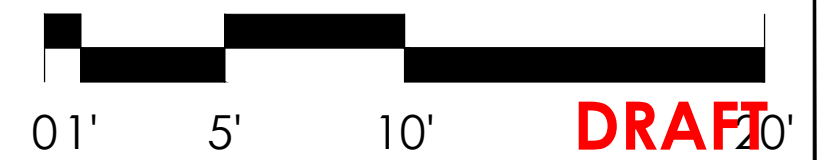
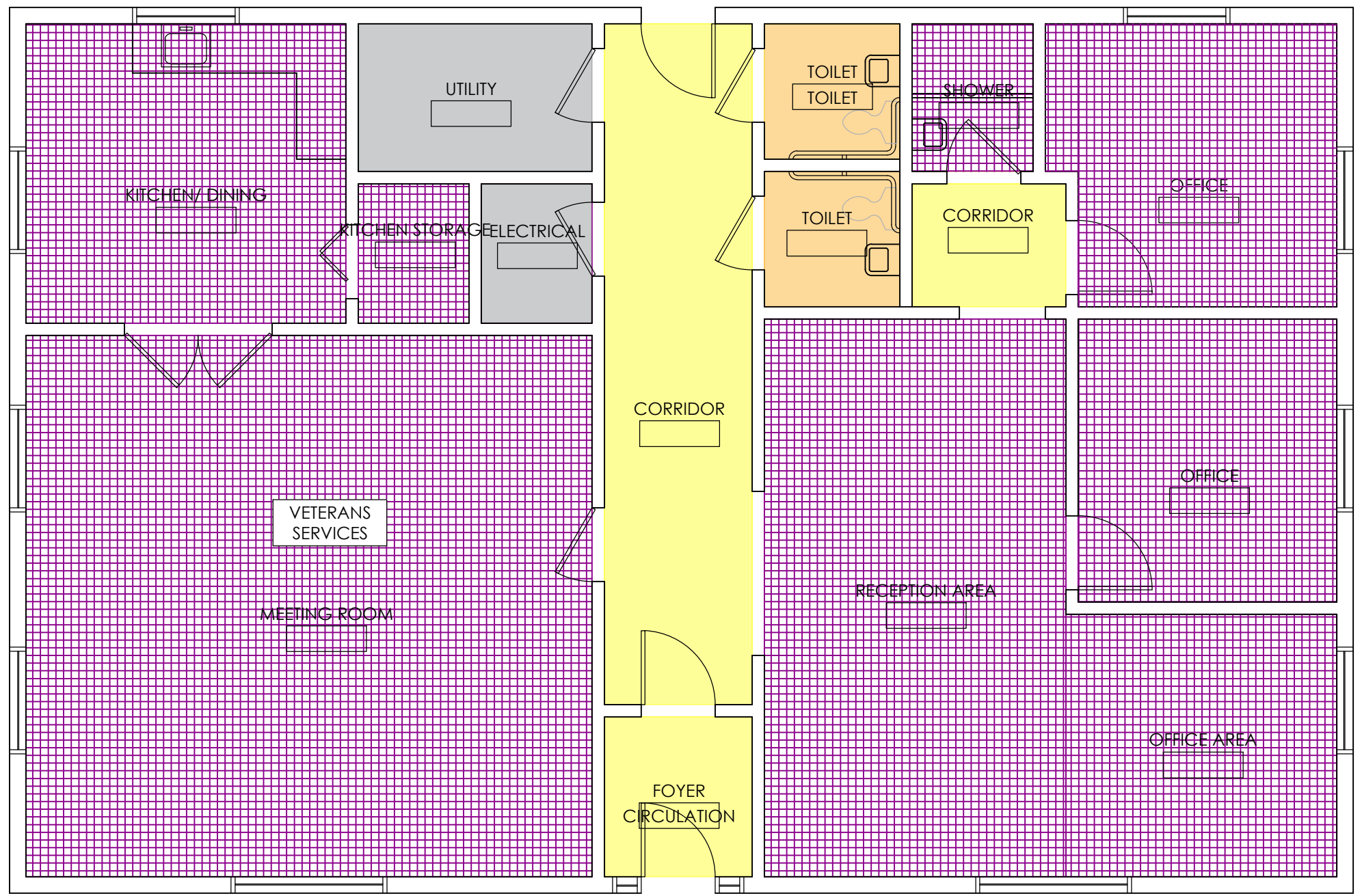


	TOILETS 1397 SQFT
	SUPPORT 1111 SQFT
	CIRCULATION 6734 SQFT
	ELIGIBILITY 10288 SQFT
	ACCOUNTING 2056 SQFT
	CHILDREN'S SERVICES 9390 SQFT
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	ADMINISTRATION 1393 SQFT
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OVERALL BUILDING 46843 SQFT	



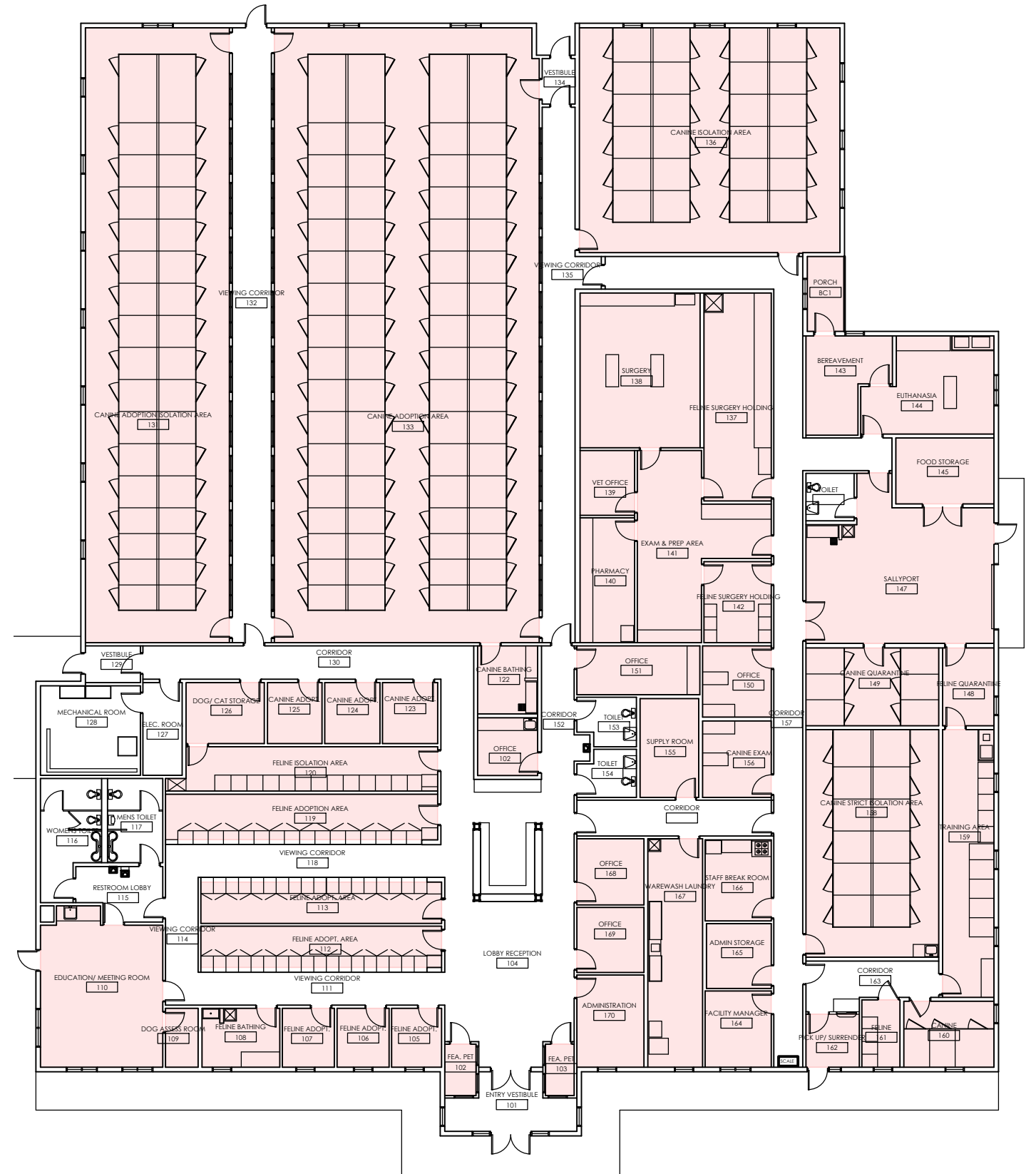
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- TOILETS
60 SQFT
- SUPPORT
83 SQFT
- CIRCULATION
236 SQFT
- VETERANS SERVICES
1365 SQFT
- OVERALL BUILDING
1744 SQFT



ANIMAL SHELTER

CURRENT LOCATION	Animal Shelter Building at County Farm
CURRENT SIZE	21,087 sf, there are also exterior spaces.
GENERAL	no work is anticipated for this "stand alone" building
PROGRAM	no work is anticipated for this "stand alone" building
PROJECTED GROWTH	no work is anticipated for this "stand alone" building
ADJACENCIES	NA
MISCELLANEOUS	NA



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SARATOGA COUNTY FACILITIES ASSESSMENT

COUNTY ADMINISTRATOR

CURRENT LOCATION Building 1 - First Floor

CURRENT SIZE 1,609 SF

GENERAL Repatriate offices from HR

5 Offices, 1 Conference Room, 1 Secy Recpt, Kitchenette

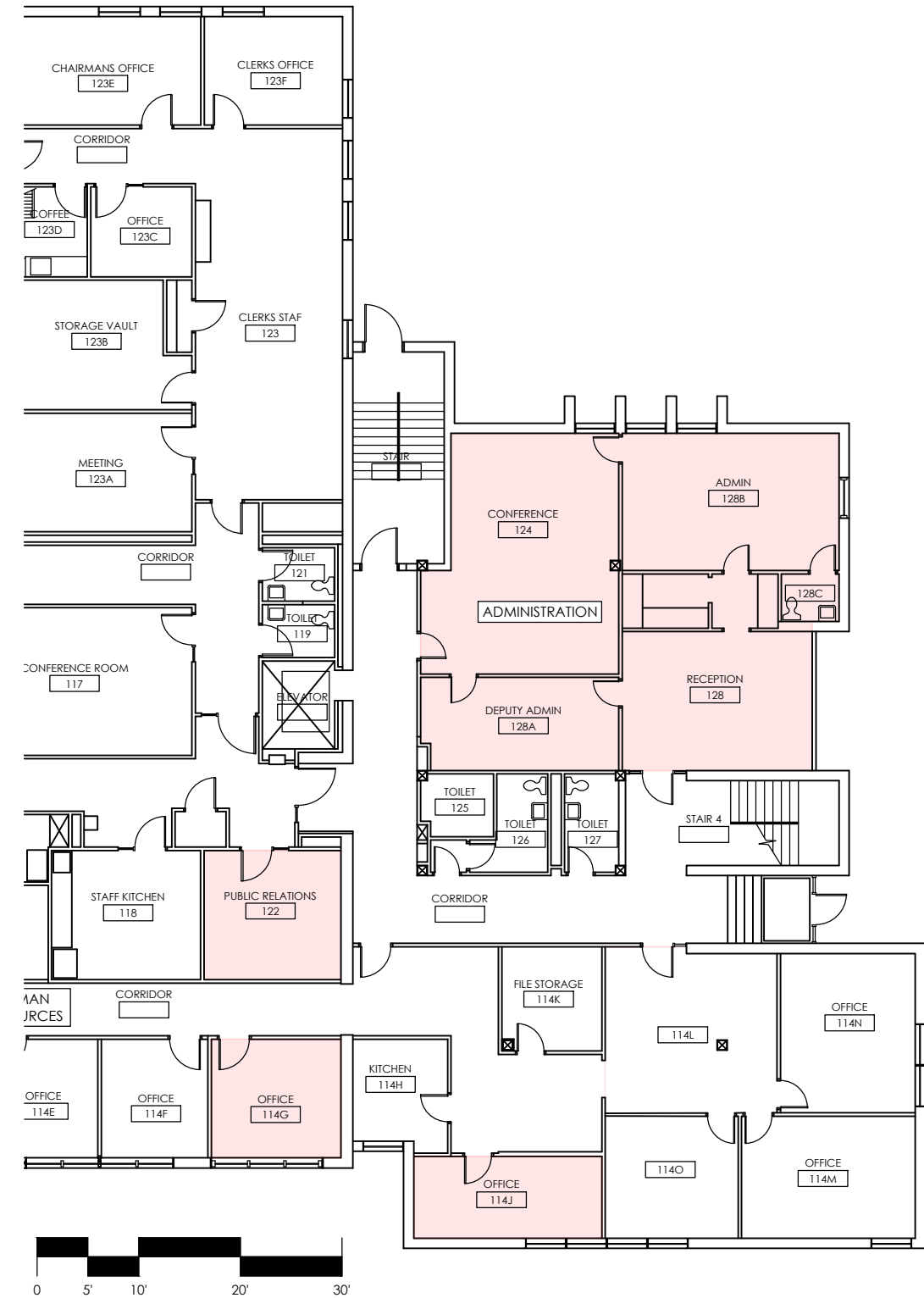
PROGRAM Offices will likely expand from 8 to 10 in next five years plus one clerk. Add20%

PROJECTED GROWTH Board of Supervisors

County Attorney

ADJACENCIES Treasurer

MISCELLANEOUS



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 1 - ADMINISTRATION

Project Number
16706.00

Scale
1/16" = 1'-0"

Date
DRAFT-02/01/2024

**BOARD OF SUPERVISORS -
LEGISLATIVE CLERK**

CURRENT LOCATION Building 1 - Main Level

CURRENT SIZE 6,507 SF

GENERAL

- utilize Board Room for Press Conferences
- Board Room serves 23 Supervisors; Board Room = satellite workspaces for each supervision
- official meetings held monthly; open to the public
- during meeting times, parking becomes an issue
- Conference Rooms (Blue Room = larger; Red Room = smaller)
- both are centrally located - can be requested for departmental use when not booked; committee functions always take priority
- these rooms are always in demand due to many departments lacking their own dedicated meeting areas
- Blue Room is utilized for County Committee meetings; IT upgraded w/ live-stream capability
- Red Room does not have upgraded IT; no live streaming capability
- Red Room often serves as support area (breakfast / lunch) for larger rooms; Blue Room support during large meetings and/or training.

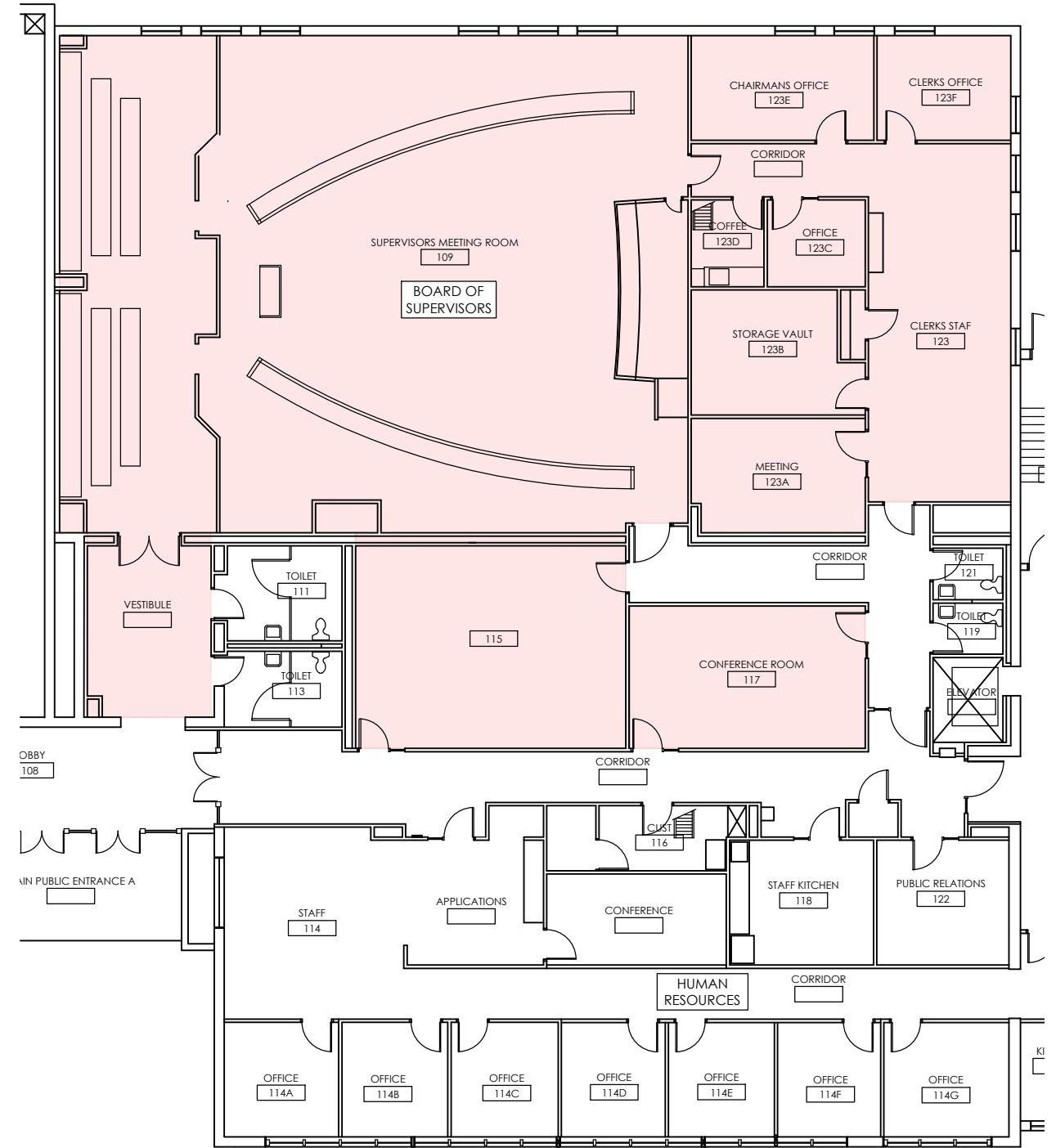
PROGRAM

- Clerk & Deputy Clerk are only FT employees; seasonal help requires (2) additional workstations
- Clerk office adjacent to Supervisors Office...poor sightlines / internal communication
- Deputy Clerk presently sits at open workstation; often this is a privacy concern - better if in an enclosed office; no need for "receptionist"
- Department would benefit from access to Shared Meeting Room...occasional use only. Staff meetings, training, etc.
- could use additional meeting / break-out rooms based on demand. This need would be mitigated if more departments had their own dedicated meeting rooms

PROJECTED GROWTH FOIL Storage - new requirements for body camera file storage being defined; may cause a space need

ADJACENCIES NA

MISCELLANEOUS HVAC - loud and inefficient; difficult to properly regulate; background air noise makes using areas inefficient for broadcasting meetings, etc.



*NOTE: ADDITIONAL 114 SQ FT IN BUILDING 4 LEVEL 4 STORAGE NOT SHOWN IN PLAN

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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 1 - BOARD OF SUPERVISORS

Project Number
16706.00

Scale
1/16" = 1'-0"

Date
DRAFT-02/01/2024

COUNTY ATTORNEY'S OFFICE

CURRENT LOCATION Building 1 - Upper Level

CURRENT SIZE 2,074 SF

GENERAL

The County Attorney's office acts as legal counsel for Saratoga County.

Department does not interact with the public. No waiting or reception is required.

The current department has multiple entry points which is very undesirable.

Maintaining a singular control point to monitor departmental access is greatly desired.

This is a very important feature to maintain confidentiality. Files contain private information, HIPAA concerns.

All attorneys need private offices to maintain confidentiality.

The majority of these offices can be minimally sized as nearly all of the interaction is done via computer or phone... In person meetings are very infrequent.

Administrative assistant positions/paralegals can be in open office cubicles.

The department is presently under minor renovation to provide additional private offices.

Although these renovations will provide additional work areas, they do not resolve the overall flow and security concerns.

Law Library/access to traditional books is no longer a major requirement as the majority of this information is now accessed online.

PROGRAM

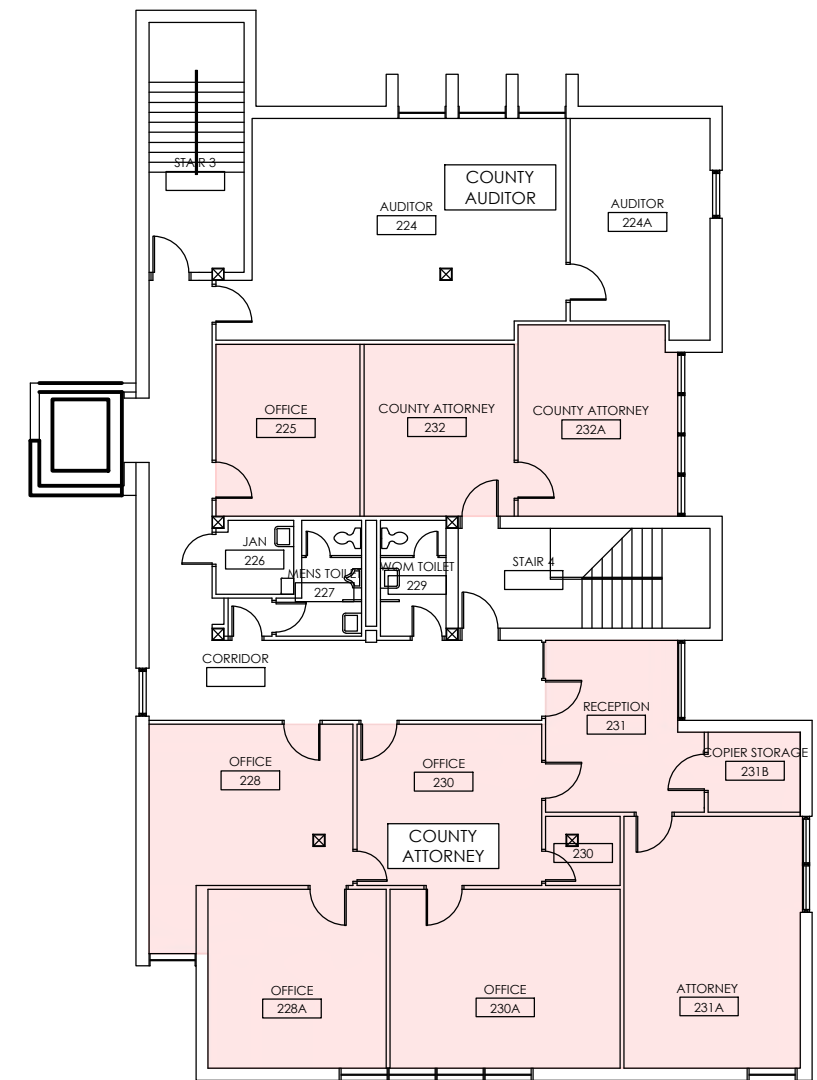
Present staffing includes eight attorneys and three paralegal/clerk assistants.

Presently the department has several attorneys who work in different departments.

A dedicated conference room would be a beneficial support component.

PROJECTED GROWTH 5-10 year projected growth to 20+ employees

MISCELLANEOUS Department adjacency to HR and Administration is desired...these are the departments with most in-person interaction with Attorneys.



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 1 - COUNTY ATTORNEY

Project Number
16706.00

Scale
1/16" = 1'-0"

Date
DRAFT-02/01/2024

COUNTY AUDITOR'S OFFICE

CURRENT LOCATION Building 1 - Upper Level

CURRENT SIZE 2,622 DGSF

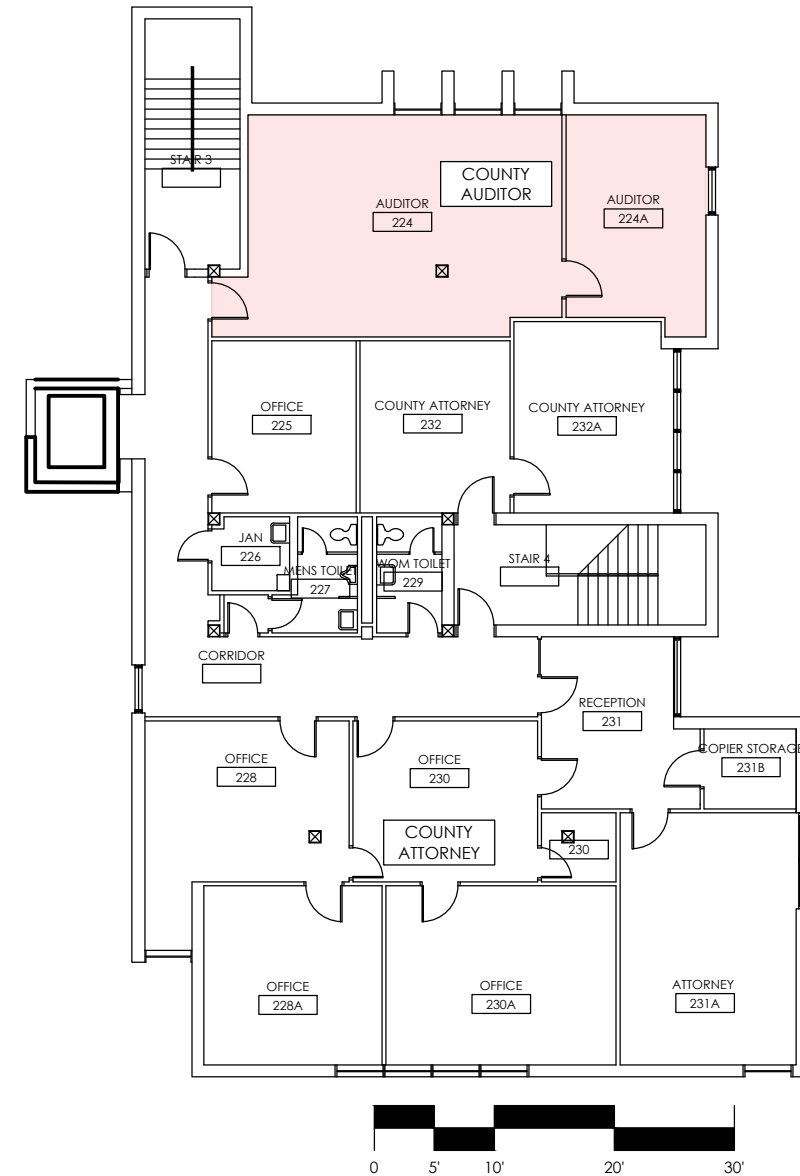
GENERAL The Auditor's department is involved with accounts payable and reviewing contracts for the county.
No public interaction
Present location / layout works well.

PROGRAM Auditor's Office + 5 employee workstations presently
Access to remote storage area required...5 year holding requirement.

PROJECTED GROWTH No projected growth

ADJACENCIES Adjacency to County Attorneys is convenient as both departments review contracts.
Proximity to Real Property Department would be convenient.

MISCELLANEOUS Department would benefit from access to Shared Meeting Room...occasional use only.
Staff meetings, training, etc.



*NOTE: ADDITIONAL 114 SQ FT IN BUILDING 4 LEVEL 3 STORAGE NOT SHOWN IN PLAN

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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 1 - COUNTY AUDITOR

Project Number
16706.00

Scale
1/16" = 1'-0"

Date
DRAFT-02/01/2024

COUNTY CLERK

CURRENT LOCATION Building 1 - First Floor & Part of Basement

CURRENT SIZE 5,513 SF

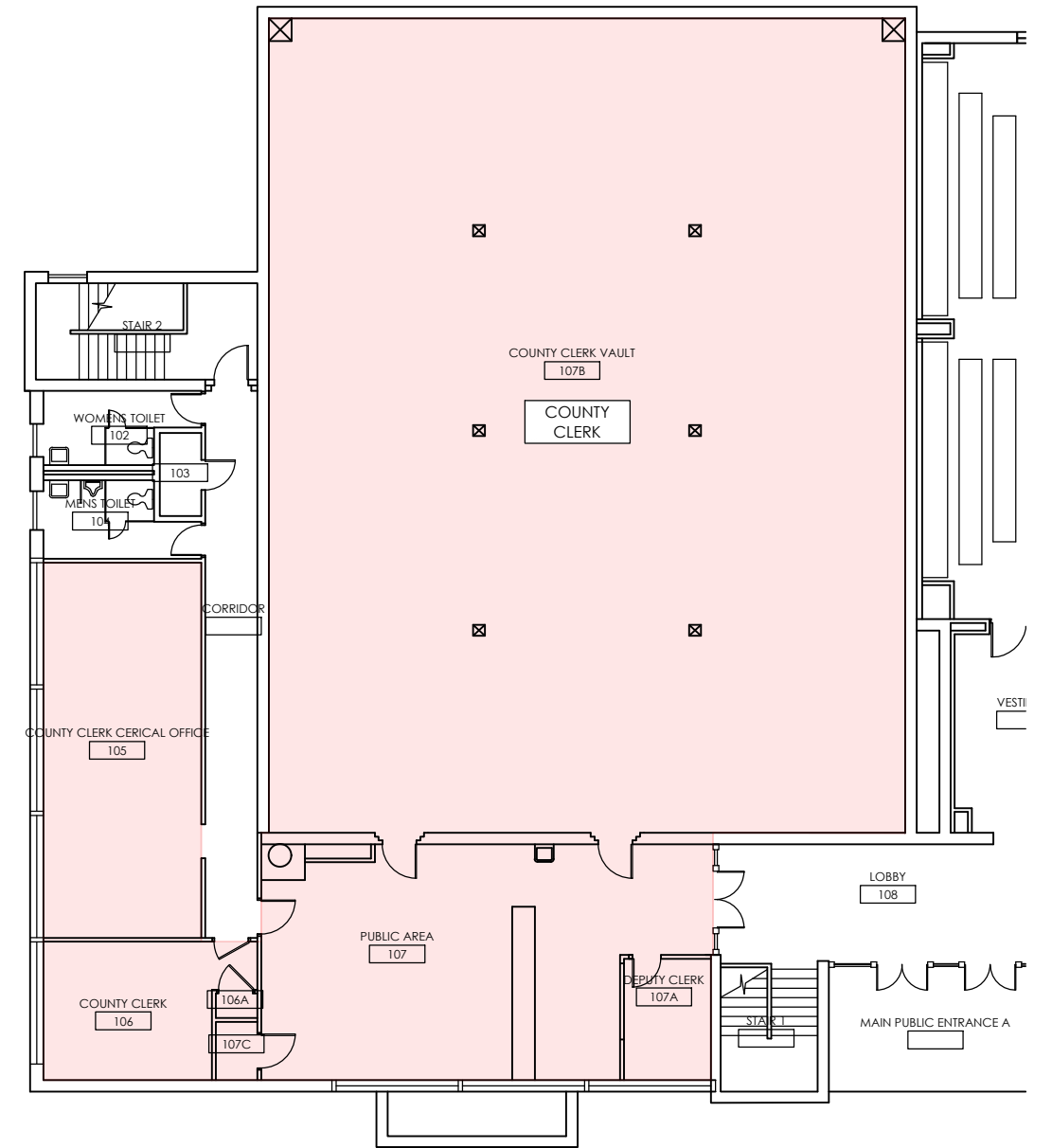
GENERAL
"Vault" to reorganize clerical and add Historic Gallery
Improve public flow and security
Add washroom and expand staff kitchenette
Land Recordings
Court Filings
Pistol Permits
Passport Services
Filing of mortgages, deeds, power of attorney, discharge of mortgages and judgements.

PROGRAM
4 Offices
5 Clerical
Records
History/Gallery

PROJECTED GROWTH
Minor growth; Storage reducing, clerical mirrors population 5%
Department would benefit from access to Shared Meeting Room...occasional use only.
Staff meetings, training, etc.

ADJACENCIES
DMV
Real Property
Treasurer

MISCELLANEOUS Managing digitization of all county records



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SARATOGA COUNTY FACILITIES ASSESSMENT

Project Number
16706.00

Scale
1/16" = 1'-0"

Date
DRAFT-02/01/2024

BUILDING 1 - COUNTY CLERK

HISTORIAN

CURRENT LOCATION Building 1 - Basement

CURRENT SIZE 1776 SQ. FT.

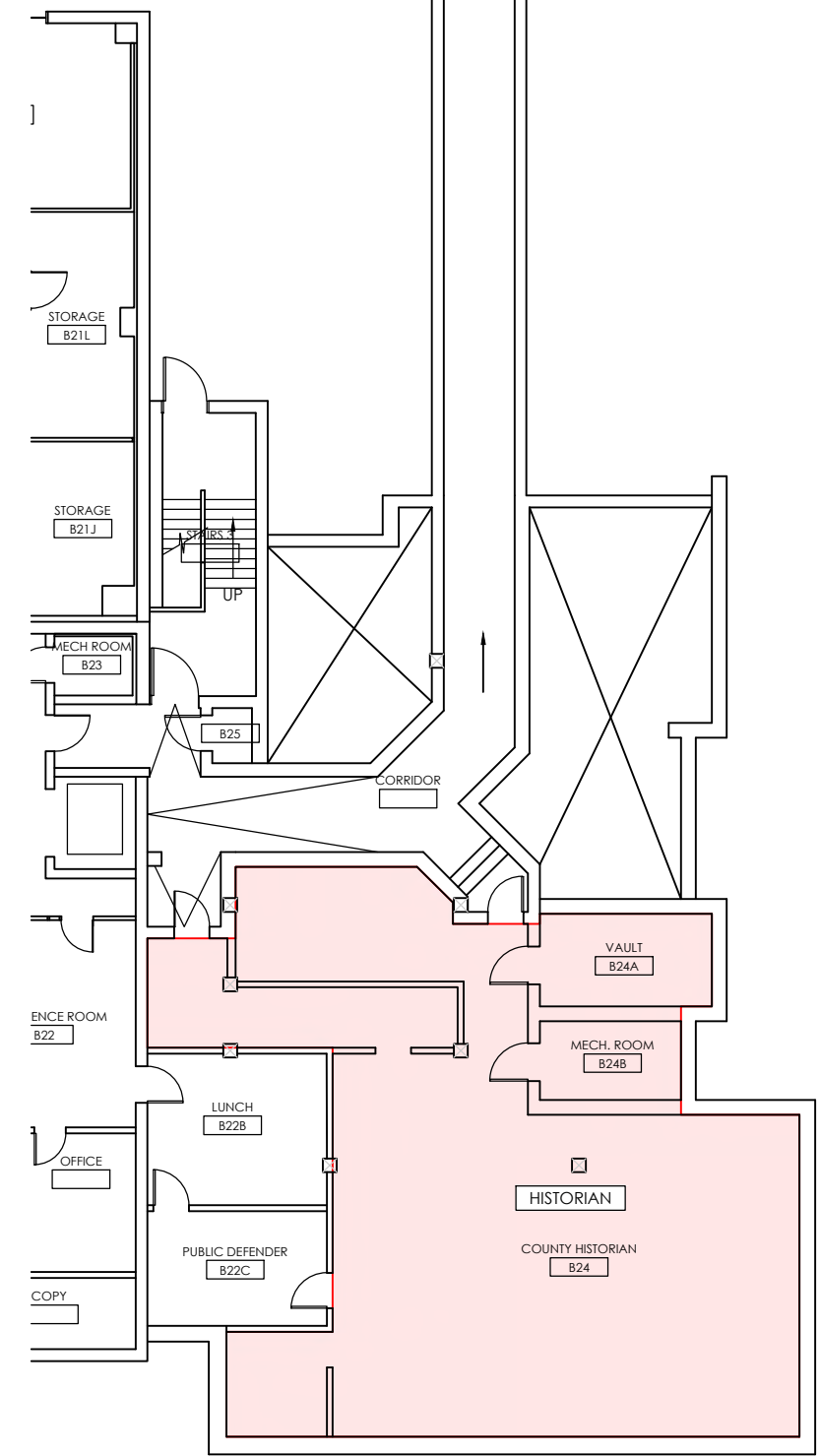
GENERAL Current location does not meet ADA requirements
Space should be climate and environmentally controlled for preservation of documents

PROGRAM Needs to be publicly accessible
Add 10% storage

PROJECTED GROWTH 2 times current capacity

ADJACENCIES N/A

MISCELLANEOUS



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 1 - HISTORIAN

Project Number
16706.00

Scale
1/16" = 1'-0"

Date
DRAFT-02/01/2024

HUMAN RESOURCES

CURRENT LOCATION Building 1 - Level 1

CURRENT SIZE 2,498 SF

GENERAL Human Resources for County positions.
Other departments have started using their offices because of space needs
Waiting room is shared with Administration. (Chairs in the hallway)
Public coming in for applications
Staff come in for explanation of benefits

PROGRAM 1,200 employees are cared for by HR
Large orientation meetings
Average visitors per day is 2 dozen.
Individual department people needing help come to them.
Applications / hiring .
Applications are paper, not digitized.

PROJECTED GROWTH Anticipated near growth is 2 people. 5 years = 20 total. 10 years= 25-30 total.
Need more bandwidth now

ADJACENCIES Absolutely need to be adjacent to the Administrator's office.
Vault has active employee files.

MISCELLANEOUS Currently use shared Blue Room for orientation, arbitration, grievances, hearings.
Have remote paper storage. Employee records need to be secure. Should be onsite and easily accessible.
Have and would still like a staff breakroom
Parking required for staff, no support vehicles, and visitor's cars (+/- 24 per day)
Would like a security camera. Should restrict access from 9-5. Better FOB access. Continue having the Deputy at the door.



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 1 - HUMAN RESOURCES

Project Number
16706.00

Scale
1/16" = 1'-0"

Date
DRAFT-02/01/2024

PUBLIC DEFENDER'S OFFICE

CURRENT LOCATION Building 1 - Lower Level & Building 4 - Level 1

CURRENT SIZE 4,748 SF Total = 3,524 SF (Bldg 1) + 1,224 SF (Bldg 4)

GENERAL

Existing location somewhat circuitous for public access.

Client checks in with security guard in lobby and then is escorted by attorney to appropriate office area.

All attorneys require individual, private offices with client chairs adjacent to desk.

Existing meeting room lacks privacy due to circulation flow to adjoining offices

Six attorneys offices are located in building four down the ramp from the main public defenders area.

Remote relationship of offices inefficient

PROGRAM

Presently have (10) criminal attorneys and (3) family court attorneys

Immediate need to accommodate (4) additional attorneys offices (=3 criminal + 1 family court)

Presently considering repurposing existing lunchroom to accommodate some of these additional office areas.

May require relocating walls of existing adjacent office (through lunchroom) to provide area to accommodate three total offices.

(3) Workstations share one room...lack of privacy / confidentiality = paralegal, senior typist & confidential secretary)

(1) existing social worker office

PROJECTED GROWTH

Desire to possible expand into existing Clerk's Storage area

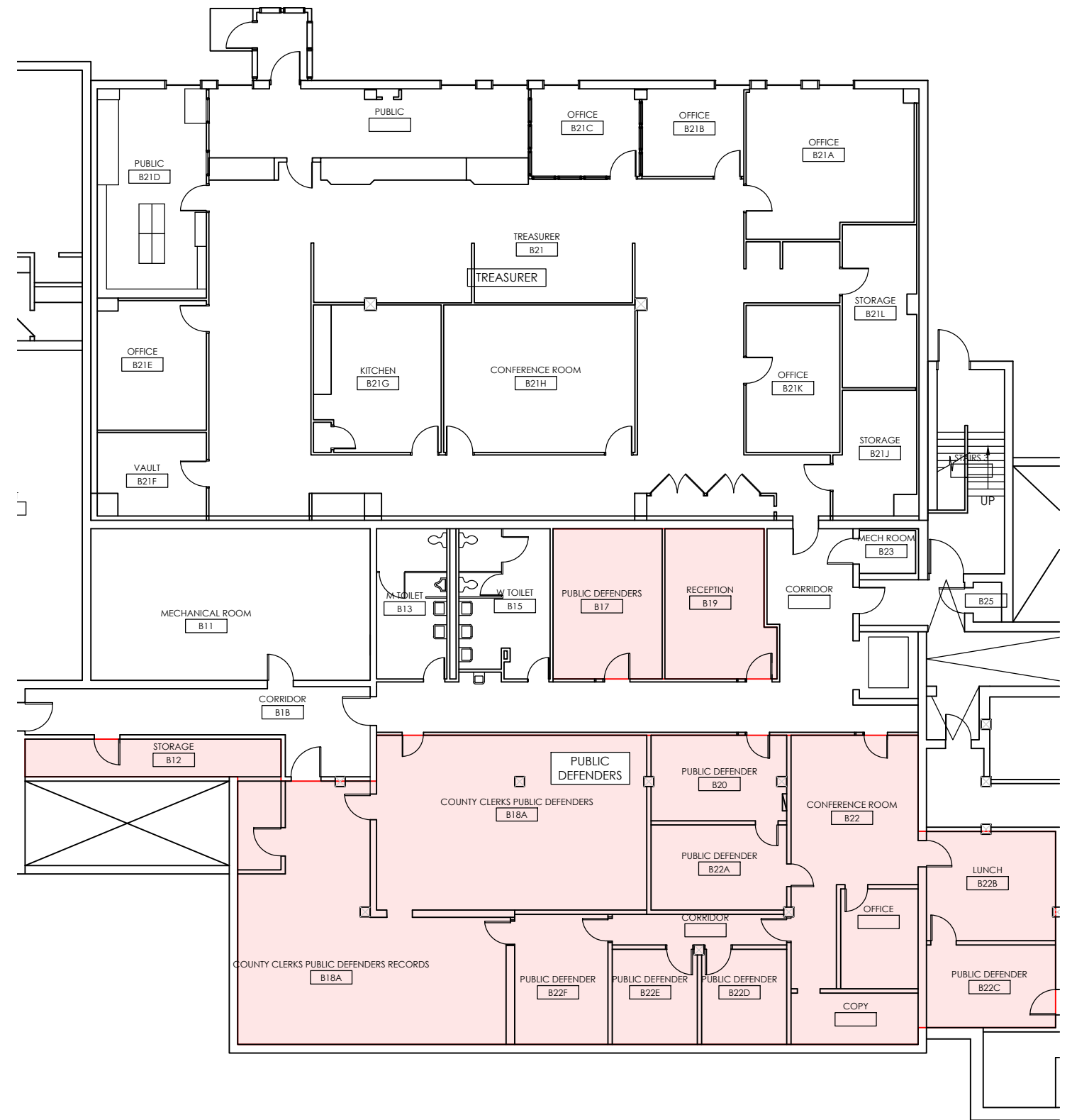
Currently 17 total employees...immediate need for 4 more.

ADJACENCIES

Department must be remote from conflict defenders office

MISCELLANEOUS

No waiting area required...all public interaction done on scheduled basis.



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 1 - PUBLIC DEFENDERS

Project Number
16706.00

Scale
1/16" = 1'-0"

Date
DRAFT-02/01/2024

COUNTY TREASURER'S OFFICE

CURRENT LOCATION Building 1 - Lower Level
CURRENT SIZE 4,618 SF (Bldg 1) + 1,313 SF (Bldg 4 Storage)

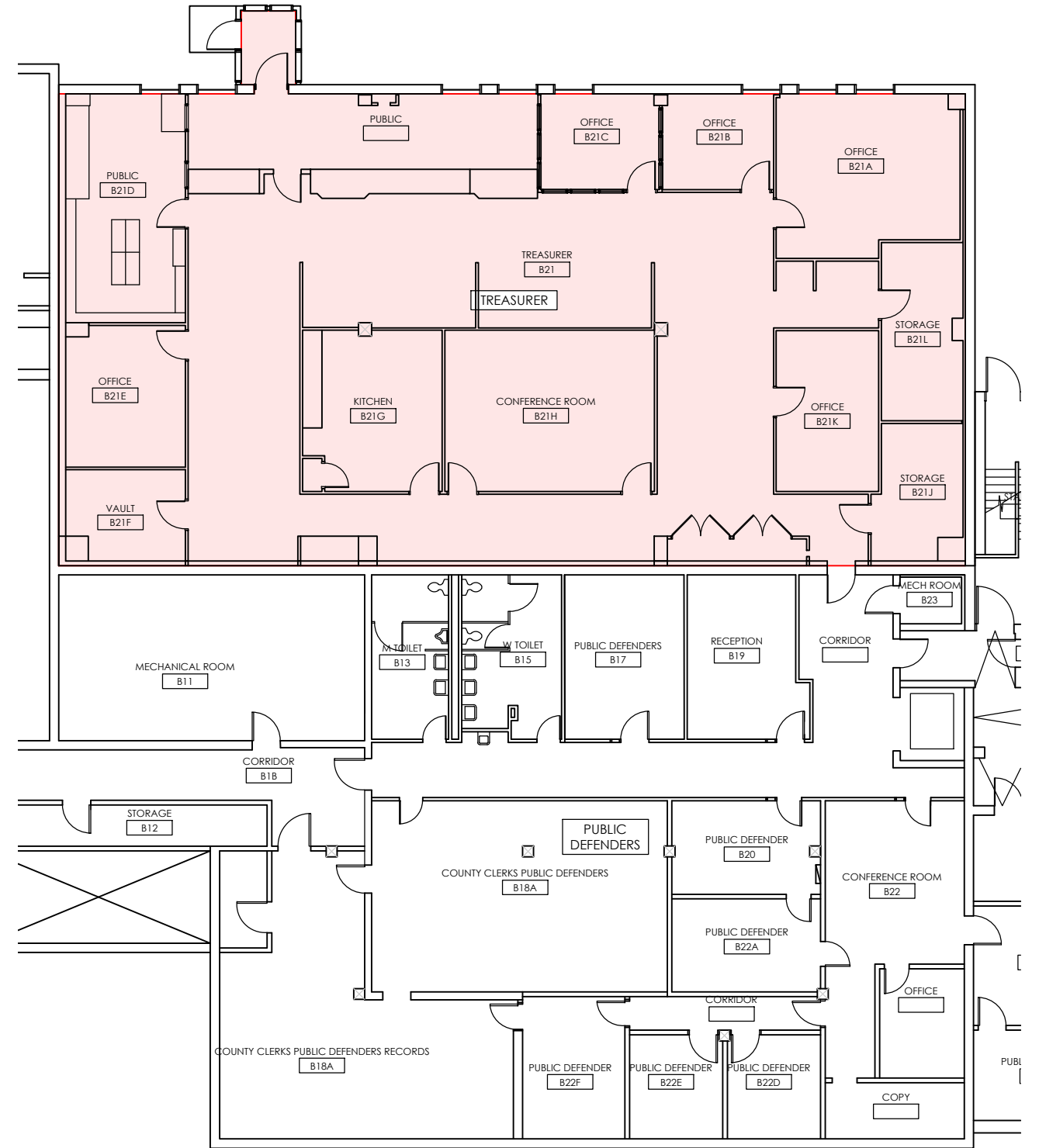
GENERAL
 Present area is located on lower level adjacent to DMV
 Public entrance is from a dedicated exterior vestibule.
 Internal circulation between treasurer and upper floor for public is very circuitous and undesirable from a flow and security standpoint.
 No convenient access to Public Restrooms.
 All payments for county go through Treasurer's Office.
 A large amount of current area occupied by redundant copies of record files.
 Public waiting area often insufficient in size and security.
 Public volume depends on time-of-year.
 Many functions could possibly be done online, although technology would require substantial upgrade
 Large amounts of cash transactions done during tax season...no privacy; security.

PROGRAM
 Currently (6) enclosed offices; (6) open workstations; and (2) remote workers (payroll clerks in HR) = 14 total
 Long term Storage...additional area in Building 4. Lack of security for that area is a concern
 Existing Conference Room is frequently used and is shared by other departments on a scheduled basis
 Kitchen / Break area

PROJECTED GROWTH
 Future mandates could dramatically increase need to (3) additional employees, work spaces.

ADJACENCIES
 Security concerns about shared staff corridor with client flow for public defender's office.
 Payroll -> HR
 Taxes -> Real Property & Attorney

MISCELLANEOUS
 Parking concerns for public and staff



*NOTE: ADDITIONAL 1,352 SQ FT IN BUILDING 4 LEVEL 1 STORAGE NOT SHOWN IN PLAN

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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 1 - TREASURER
 Project Number 16706.00
 Scale 1/16" = 1'-0"
 Date DRAFT-02/01/2024

FAMILY COURTS

CURRENT LOCATION Building 2 - Levels 1 and 2

CURRENT SIZE 8835 SF

GENERAL

Currently 3 Judges, 2 magistrates

Family Courts are open to the public but usually only family and significant family members.

Currently there is a State wide movement for judges - Legislative increase.

Courts personnel, especially the judges should have private access from parking lot for security reasons.

The Judge's chambers should have a bathroom. Currently have small, non-ADA ones.

Judges should have personal lunch area to meet with people because they often have private meetings with lunch.

Safety and Security is significant concern; besides the few security personnel there are no security measures.

Emergency egress for Judges

Privacy for personnel, including a bathroom and a food area (currently have neither)

Need secure, separate path way for accused from the public and Judges and then if remanded to the sallyport for transport.

Better circulation - personnel and public are constantly crossing paths.

Waiting room is not ample and not separated at all to keep opposing parties distances +/- or out of viewing range from each other.

Need a large conference room for the personnel

5 small attorney/client conference rooms per judge. Need to fit 5 people minimum up to 8 for family services.

Within the hearing room there isn't enough room for court officer to circulate with documents. Could be dangerous because of holstered gun.

Within the hearing room the litigants are too close to each other and to judge

Within the hearing room there is an Attorney for Child (only Article 10 Abuse & Neglect Cases) (Currently very tight, should be equal to the litigant tables, not in front of or behind the public.)

Need a childcare facility.

PROGRAM

Each judge has had about 2,000 cases per year.

They hear abuse, neglect, support collections, JD petitions, youth petitions, etc.

Currently 3 Judges and each Judge has a Court Attorney, Court Clerk and 3 Admin.

1 Chief Clerk and 1 Deputy Chief Clerk

PROJECTED GROWTH Additional (third) Judge added in January 2023

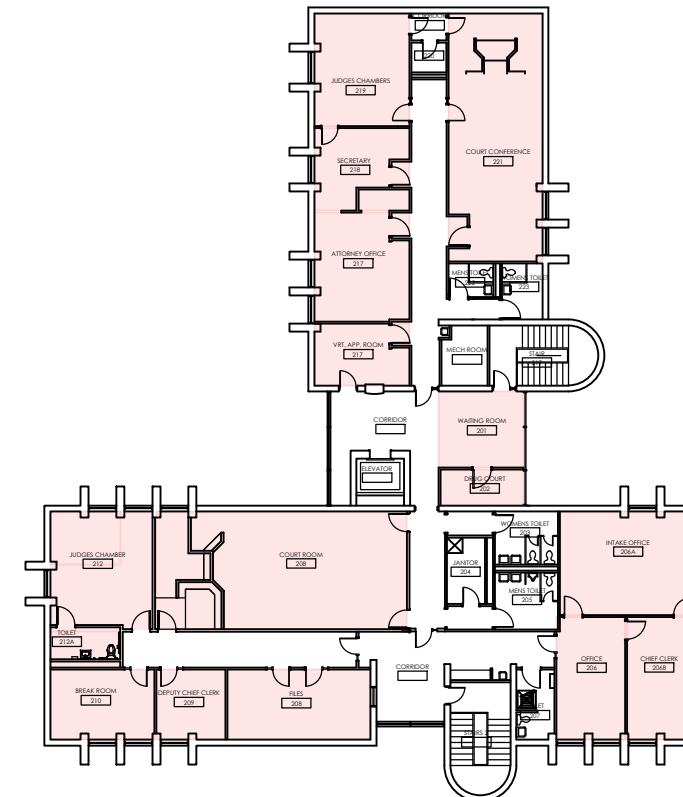
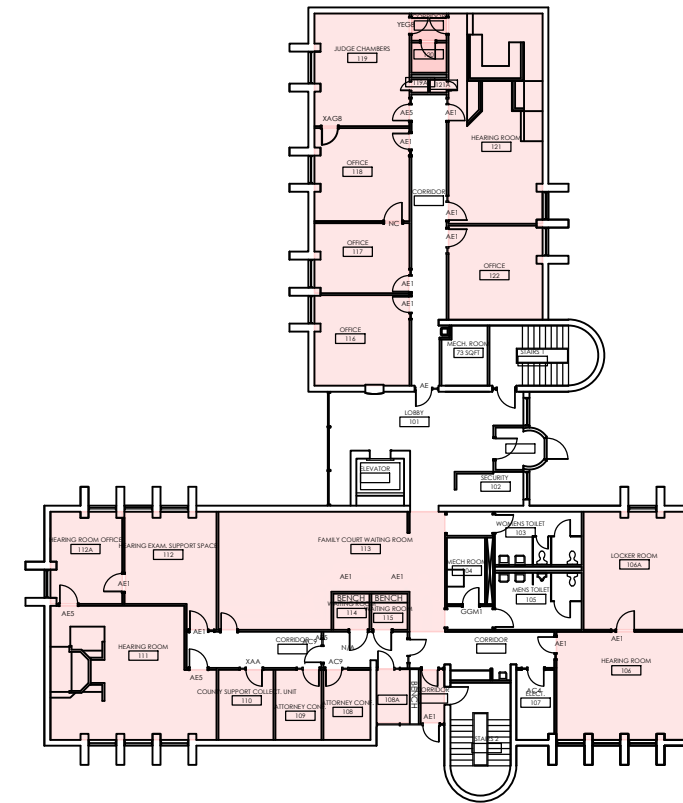
ADJACENCIES Dept. Social Services, Probation, County Attorney, Public Defender

MISCELLANEOUS

One current Judge does not have an adjacent Court Attorney, they are about 20' down the hall.

Microphone needs to be used for proper recording and a headset needs to be worn to know if recorder is working. Too few microphones.

The digital courtroom during Covid worked was inadequate yet is still happening. Not taken seriously by public, even police.



SARATOGA COUNTY FACILITIES ASSESSMENT

Project Number
16706.00

BUILDING 2 - FAMILY COURT

Scale
1/32" = 1'-0"

Date
DRAFT-02/01/2024

REAL PROPERTY

CURRENT LOCATION Building 2 - Basement

CURRENT SIZE 5,334 DGFSF

GENERAL

Mapping as it relates to deeds, subdivisions, GIS etc

Tax Assessment works with towns.

Tax Assessment needs a print shop and loading dock big enough for the mail trucks.

Technology has caused a decreased need for staff.

Application to Building Department goes to Assessor then they report. Use formulas from the State.

A lot of property transfers go through this department.

PROGRAM

Public (aprox 4/day) come in and require the use of a workroom for research.

Currently 4 in Mapping, probably need 1 more as subdivisions increase

Currently 7 in Tax Assessment

Mapping and Tax Assessment should be together like they are now.

Currently one large (14 seats) conference area used for general gathering.

Mapping room has small kitchenette.

PROJECTED GROWTH

1 1/2 people in 10 years +/-

Keep Mapping and Tax Assessment Together

ADJACENCIES

County Treasurer - works with daily

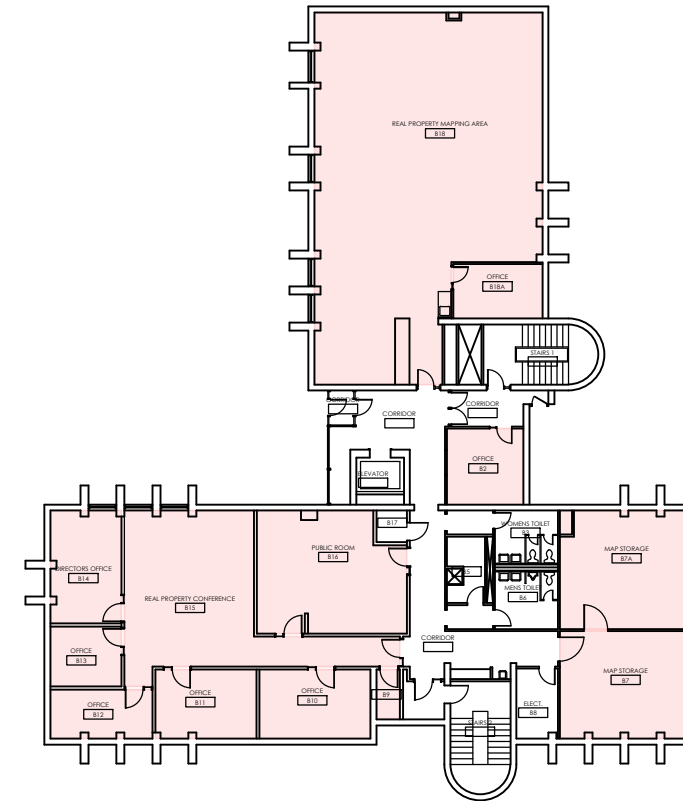
County Clerk - works with daily

MISCELLANEOUS

1075 cubic feet of records

Map storage(since 1800's) needs to be climate controlled area and be accessible to staff.

County's pool of cars are used in field review for pre-tax foreclosure.



*NOTE: ADDITIONAL 358 SQ FT IN BUILDING 3 BASEMENT OFFICES NOT SHOWN IN PLAN

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SARATOGA COUNTY FACILITIES ASSESSMENT

Project Number
16706.00

BUILDING 2 - REAL PROPERTY

Scale
1/32" = 1'-0"

Date
DRAFT-02/01/2024

COUNTY COURTS

CURRENT LOCATION Building 3

CURRENT SIZE 31,016 SF

GENERAL

County Court and ancillary space is not adequate for juror panels, and maintaining separations between victims, defendants, families and jurors.

Entrance, Security needs and tight circulation is difficult and unsafe.

County Court jury room does not have an emergency exit.

County Court has one restroom only.

County Courtroom itself is organized poorly in terms of the Judge and incarcerated individuals must use same entrance.

Courtrooms and Washrooms are not ADA compliant.

County Courtroom itself is organized poorly in that the jurors have to pass by the defendant.

Surrogate Courtroom's office suite is small and overcrowded.

Surrogate Court does not have a waiting room.

Judges and staff do not have a separate entrance

Conference rooms are needed. 2/Judge

Evidence Storage

Safe Entrances each appropriate for who is using them.

Electrical/IT is severely limited

Jury Rooms required for each courtroom.

PROGRAM

County Court Judge Add 1 Courtroom

Magistrate Add 1

Chief Clerk has 7 staff

Chief Clerk's office deals with a lot of sharing and storing paperwork.

18B

PROJECTED GROWTH See detail above

ADJACENCIES

All courts and their functions.

DA has asked for 3 attorneys, 3 staff for clerk for the bodycam, 2 paralegals and 2 admin.

Security

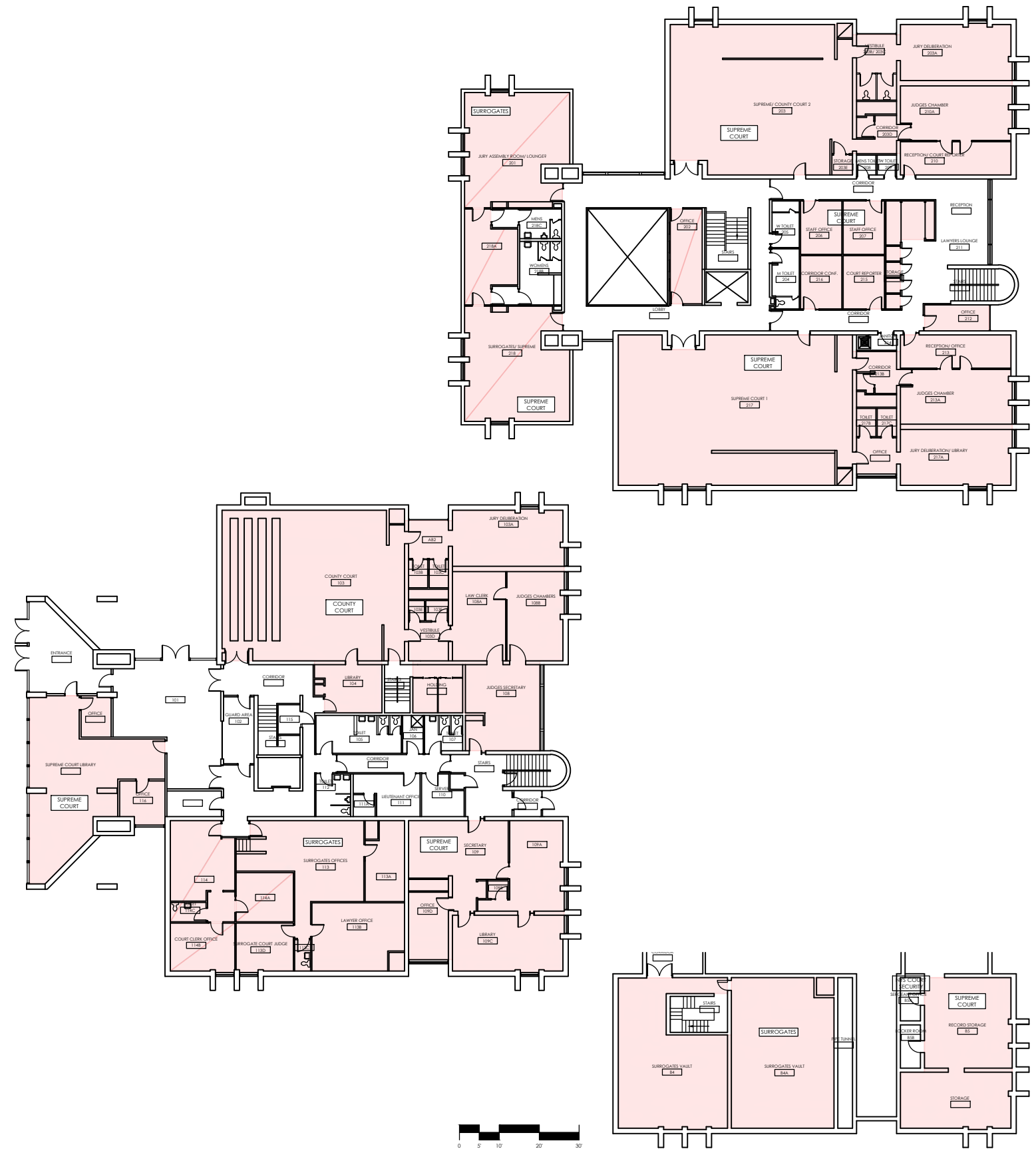
Offices in basement and tunnels.

Records room is in an inappropriate (basement) area accessed only by small stairs.

Will continue to need proper storage for biological evidence.

There are new proceedings for probation so records need 24 hour access.

Currently have a safe by the entrance.



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 3 - COUNTY COURT

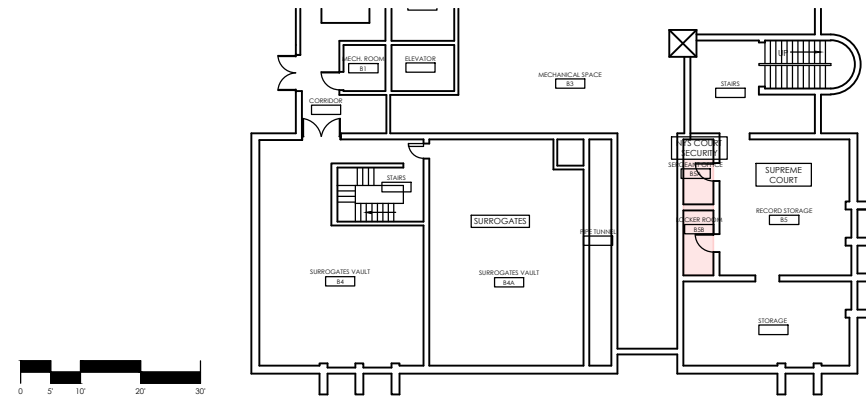
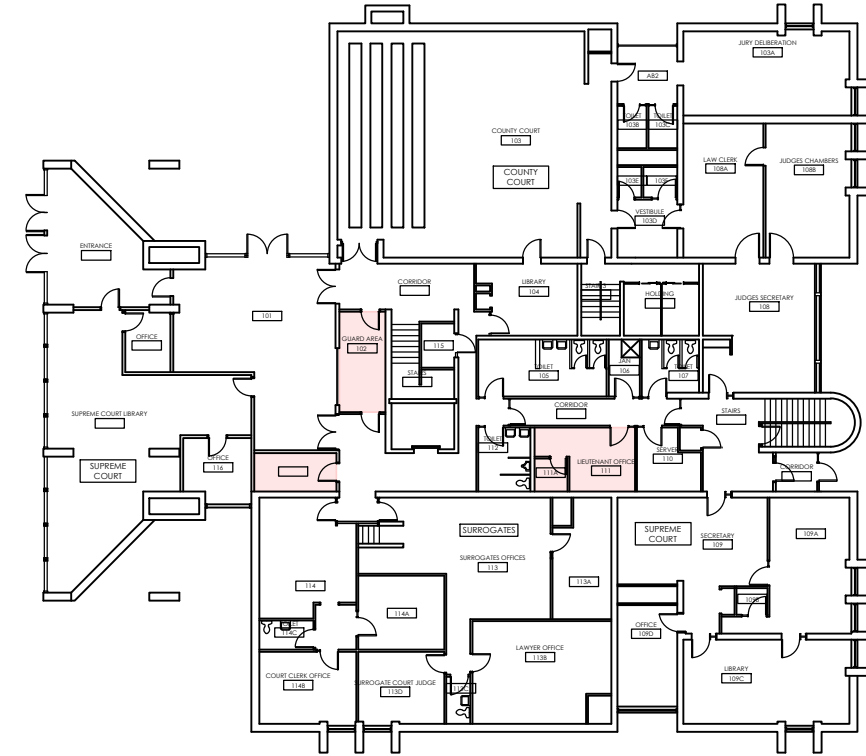
Project Number
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Scale
1/32" = 1'-0"

Date
DRAFT-02/01/2024

**OFFICE OF COURTS
ADMINISTRATIONS SECURITY**

CURRENT LOCATION	Presence in all courts.
CURRENT SIZE	X,XXX DGSF
GENERAL	<p>Must have separate bathrooms because they should not be with public. Cannot have uniform or guns on their person in public bathrooms.</p> <p>Need appropriate locker room, men's and women's.</p> <p>Required to have eye wash but don't.</p> <p>Need showers but do not have.</p> <p>Need separate entrance into locker room area.</p>
PROGRAM	XXX
PROJECTED GROWTH	XXX
ADJACENCIES	XXX
MISCELLANEOUS	XXX



*NOTE: ADDITIONAL 60 SQ FT IN BUILDING 2 LEVEL 1 NOT SHOWN IN PLAN

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CONFLICT DEFENDER

CURRENT LOCATION Building 4 - Level 1

CURRENT SIZE 1,275 DGSF

GENERAL
Should be remote from Public Defender, DA
Confidentiality is critical issue
Represents cases where the client may have been previously represented by Public Defender
Existing office construction lacks acoustical privacy...presently adjacent to DA office area
Sound transmission; confidentiality concern

PROGRAM
(1) CD supervisor office
(2) Attorney offices
(1) Administrative office
(1) Supply Room
(1) large meeting room (contains some file storage; file cabinets)
Paper file's storage...=3 years on-site; 7 years total (can be remote)
Currently no remote storage utilized

PROJECTED GROWTH
Projected need to add one Family Court Attorney + (2) paralegals
Desire to add break area with small kitchenette

ADJACENCIES Department of Social Services

MISCELLANEOUS
Department area is presently "land-locked" with no windows or exterior awareness
No sprinklers
HVAC issues...no consistency, some area hot, some cold...poor air flow
Conference room area is foreseen as possible expansion space for adding future department offices
They questioned why the old nursing home (Maple Manor) wasn't utilized as flex-space if courts and departments remain in current location



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 4 - CONFLICT DEFENDERS

Project Number 16706.00 Scale 1/32" = 1'-0" Date DRAFT-02/01/2024

DISTRICT ATTORNEY

CURRENT LOCATION Building 4, Basement, Levels 1,2 & 3 including off of tunnels.

CURRENT SIZE 8,577 SF

GENERAL Each employee needs dedicated workspace.
Spaces are completely full and they have started to break up general areas into cubicles.
Significantly lacking meeting rooms sized for 4-5 people each.
During Grand Jury must keep the groups of people apart.
Clustering the units for collaboration and support is ideal.

PROGRAM 1 DA with a First Assistant DA, Administrative Officer and Confidential Secretary
Senior Assistant DA of DWI/Vehicular Crimes
4 Assistant DA of DWI/Vehicular Crimes
Senior Assistant DA of Special Victims Unit
6 Assistant DA of Special Victims Unit
Senior Assistant DA of Major Felonies
6 Assistant DA of Major Felonies
Senior Assistant DA of Narcotics/Appeals/Intake
3 Part Time Assistant DA's
6 DA Investigators
3 Crime Victim Advocates
Significant storage required.

PROJECTED GROWTH There will be growth from population growth.

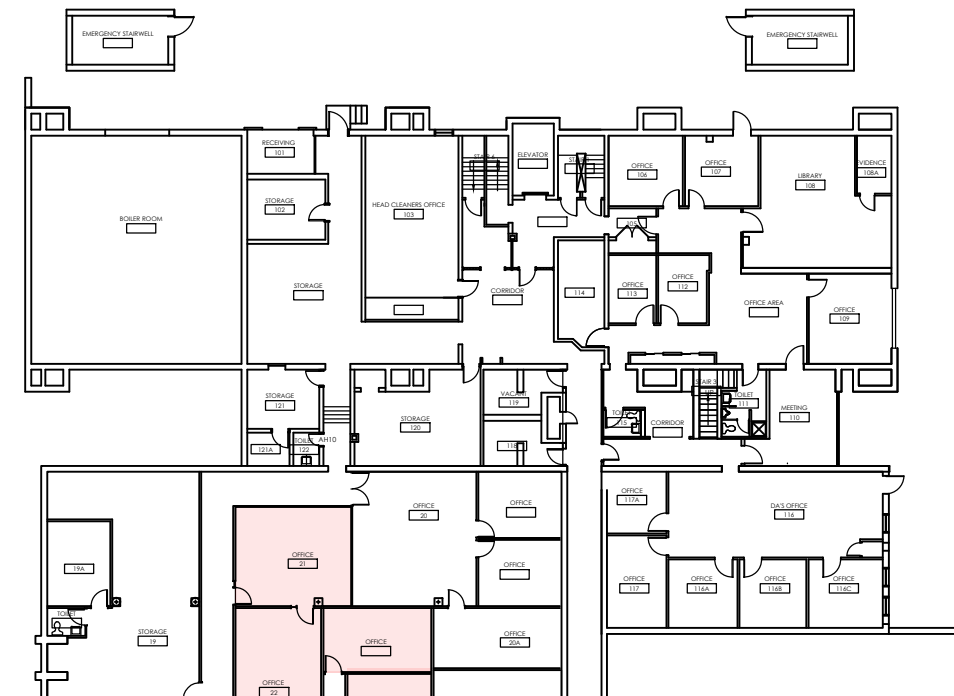
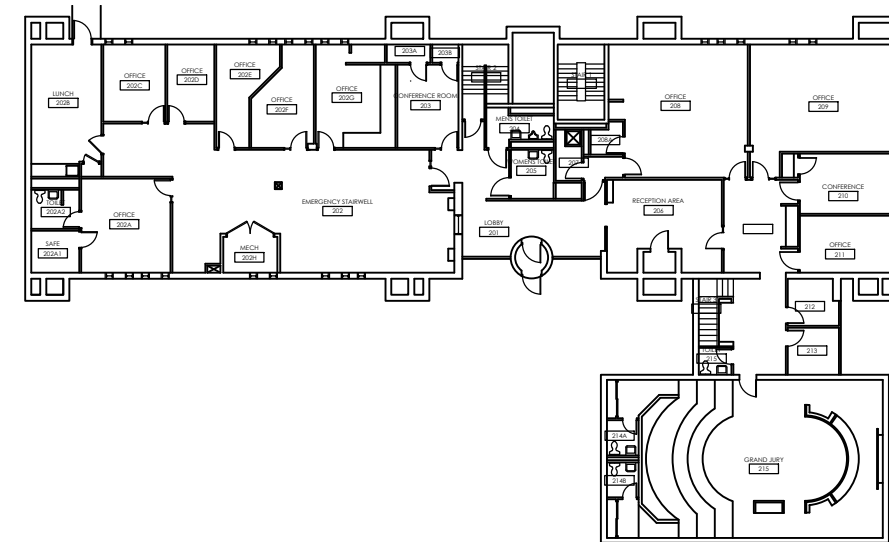
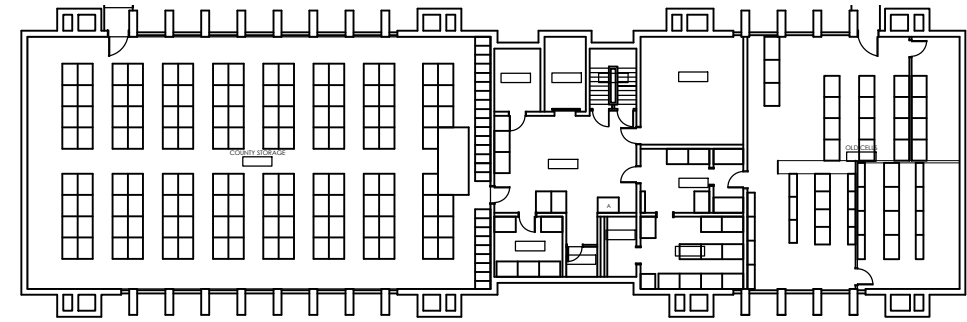
MISCELLANEOUS Paperwork with County Clerk for notarizations is important. Must still have original hard copies.

1/3 of their storage was lost because of structural issues in the "old jail's" cantilever.

Sallyport recently built.

Increase in camera footage since Discovery Reform.

Example of "putting people where they can" - Secretary in the West Wing supports the staff in the basement.



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 4 - DISTRICT ATTORNEY

Project Number
16706.00

Scale
1/32" = 1'-0"

Date
DRAFT-02/01/2024

WEIGHTS & MEASURES

CURRENT LOCATION Building 4, Level 1

CURRENT SIZE # DGSF

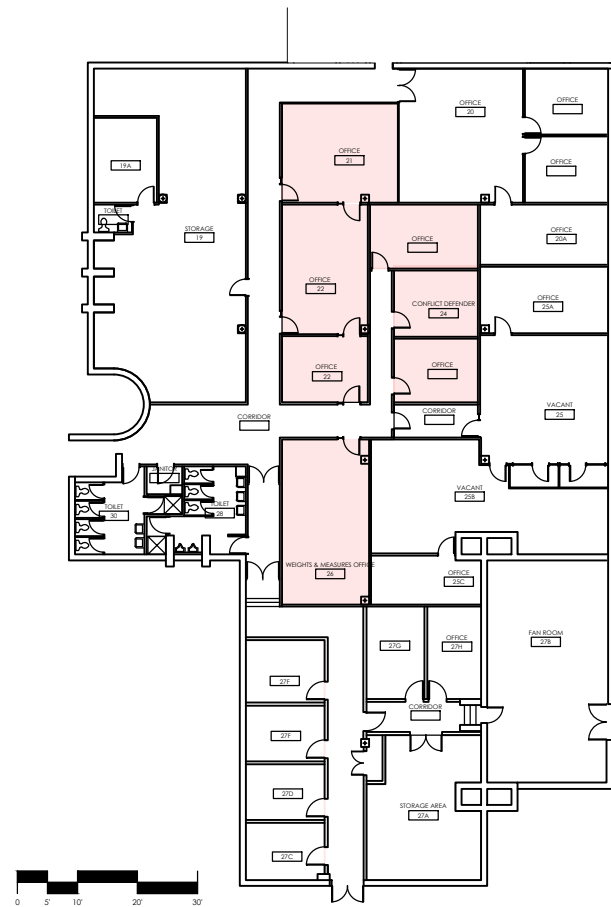
GENERAL Technology is counter to growth.
Most of the work is done around the County.
Department requires vehicles.

PROGRAM 1 long-term employee, 1 new hire, only dept without a secretary.
Mostly out of office work.
Sometimes the public brings in scales, etc.

PROJECTED GROWTH Don't foresee any growth in immediate future except if EV stations rapidly increase.

ADJACENCIES None

MISCELLANEOUS Department has 2 vehicles which are parked at County campus.
Vehicles are repaired at DPW.
Would like showers because of liquids they work with.
The "Prover" has 100 gallons of liquid to test trucks which needs to be protected from weather.



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 4 - WEIGHTS & MEASURES

Project Number
16706.00

Scale
1/32" = 1'-0"

Date
DRAFT-02/01/2024

BUILDING & GROUNDS

CURRENT LOCATION Building 5

CURRENT SIZE # DGSF

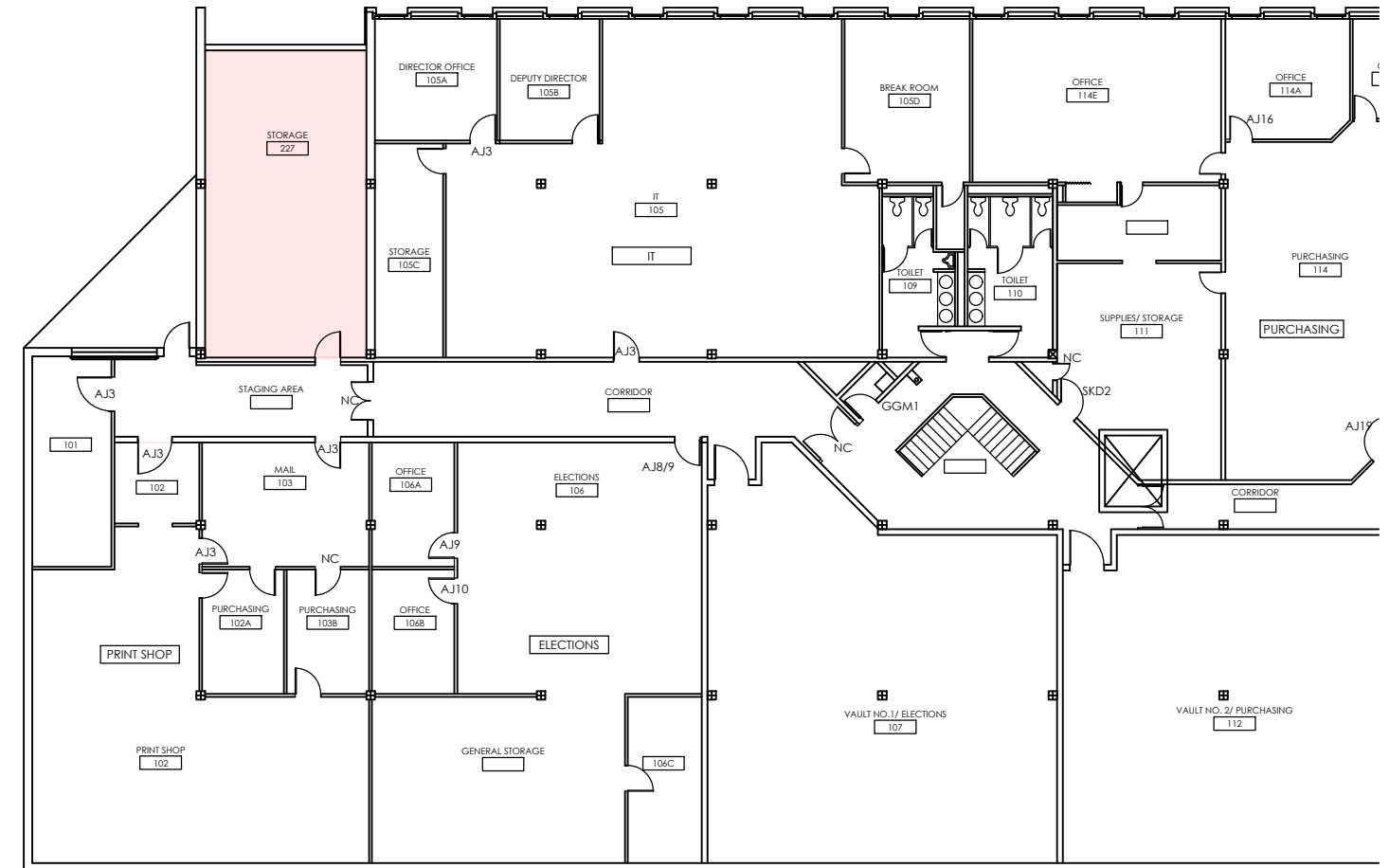
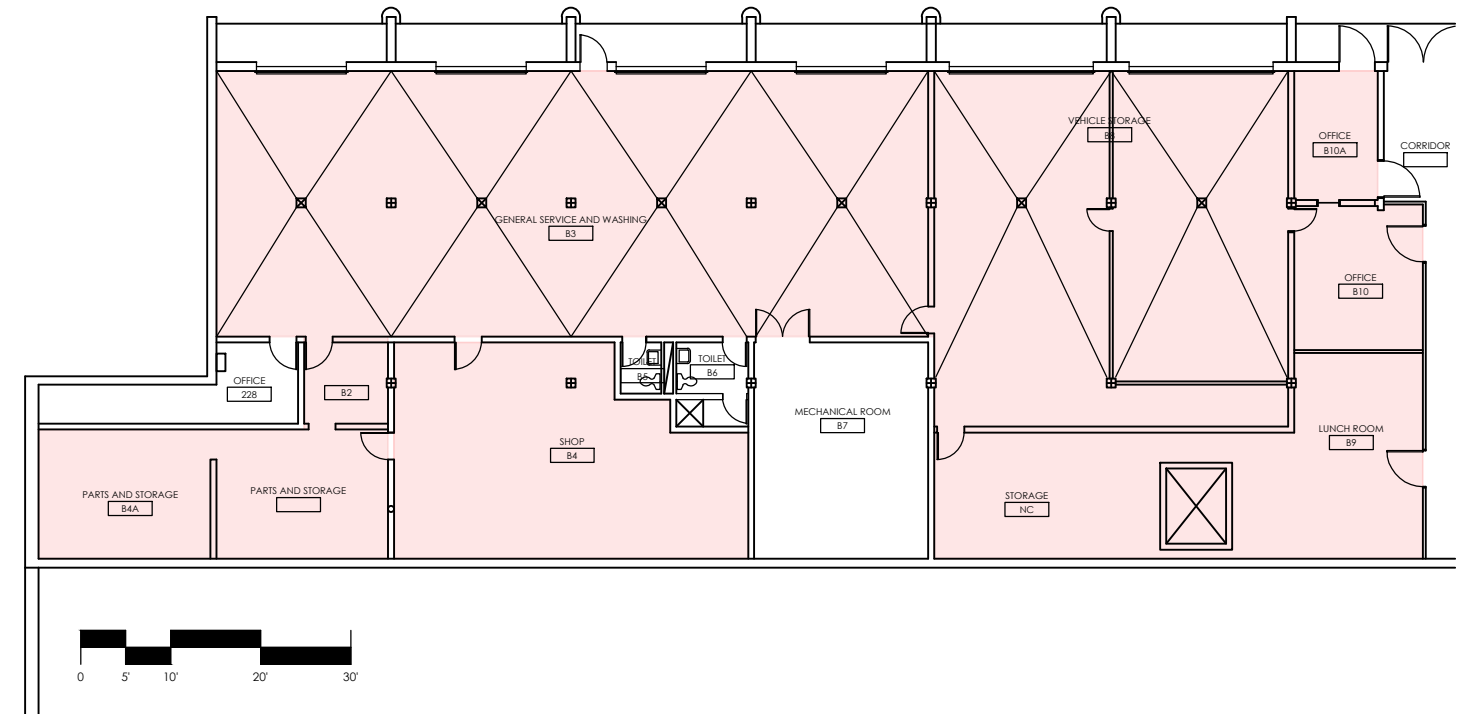
GENERAL
Need larger office for the existing 4 mechanics.
Housekeeping is actually in Building 4 but under B&G
20 foot storage trailer on order (
Small 2 car garage at farm.

PROGRAM
Ideally - 10 Bays min for everything. Bucket at Farm, Skidster, sidewalks and parking lots including firehouse in Tadio, Malta. Fre Investigation and ATF. Farm takes care of snow and grass.
Clean, do capital projects.

PROJECTED GROWTH
Need bigger parts area and workshop area
Equipment kept up at farm.
EV stations would be under B&G.

ADJACENCIES
DPW/ County Farm access for equipment & fuel
Storage trailer.

MISCELLANEOUS
Potential move from Building 5 to DPW location.



*NOTE: ADDITIONAL 1,960 SQ FT IN BUILDING 4 HEAD CLEANERS OFFICE AND LEVEL 4 STORAGE NOT SHOWN IN PLAN

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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 5 - BUILDINGS & GROUNDS

Project Number
16706.00

Scale
3/64" = 1'-0"

Date
DRAFT-02/01/2024

**CORNELL CO-OPERATIVE
EXTENSION**

CURRENT LOCATION Building 5 - Level 2

CURRENT SIZE 5,266 SF

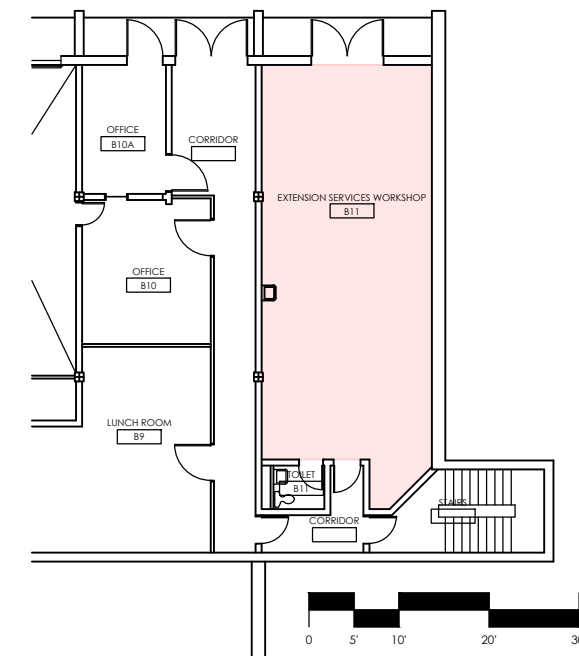
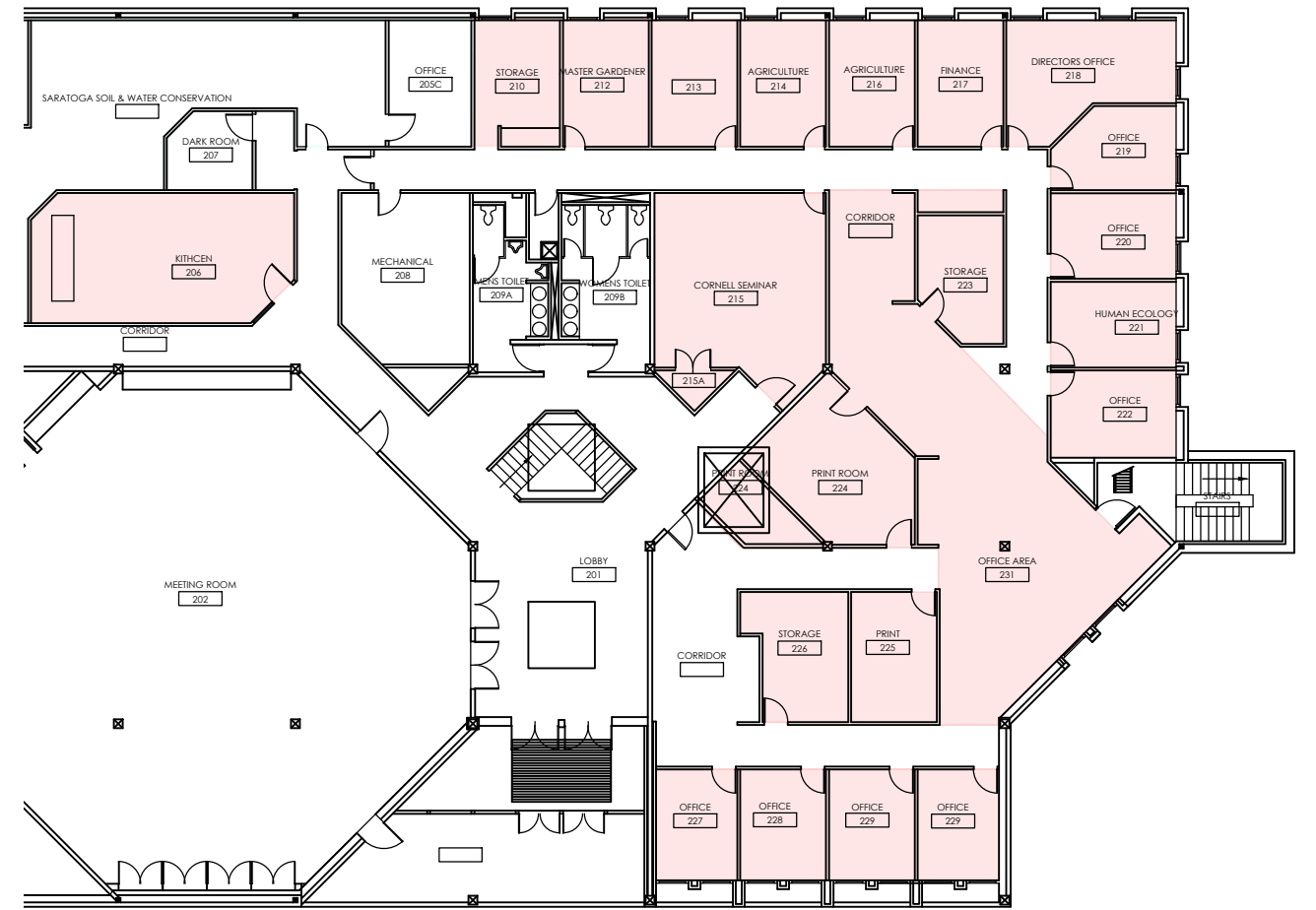
GENERAL Unique department to County
4H Building on Midline Rd is well-used by Cornell Coop, some County activities like pet vaccinations, sheriff car seat fit, bike helmets, Lions Club, trappers, etc.
Cannot go up to the County Farm because of 5 year lease at Building 5.
Each program has a shed. A storage building could be added, even if separate location.
MOU with Board of Supervisors
Department needs more meeting space.

PROGRAM Very full space, hallways used as storage.
Under State not County.
Master Gardener

PROJECTED GROWTH Increasing number of farms (not just horse farms) in the County.
Once 4-H Building is expanded they can have more public programs

ADJACENCIES Cornell Co-Op does not require any County adjacencies.
Appropriate and helpful to be located near the Saratoga fair grounds.

MISCELLANEOUS Their conference room is used
Some documents have to be kept for 7 years, some forever. This storage's location may be separate.
Seminar Room 215 and Large Meeting room 202 are now wired for Zoom.
DEC commonly meet through Zoom
Need more storage space.



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 5 - CORNELL COOPERATIVE

Project Number
16706.00

Scale
3/64" = 1'-0"

Date
DRAFT-02/01/2024

BOARD OF ELECTIONS

CURRENT LOCATION Building 5 - Level One

CURRENT SIZE 3,591 SF (in Building 5; 7,000 SF leased warehouse space)

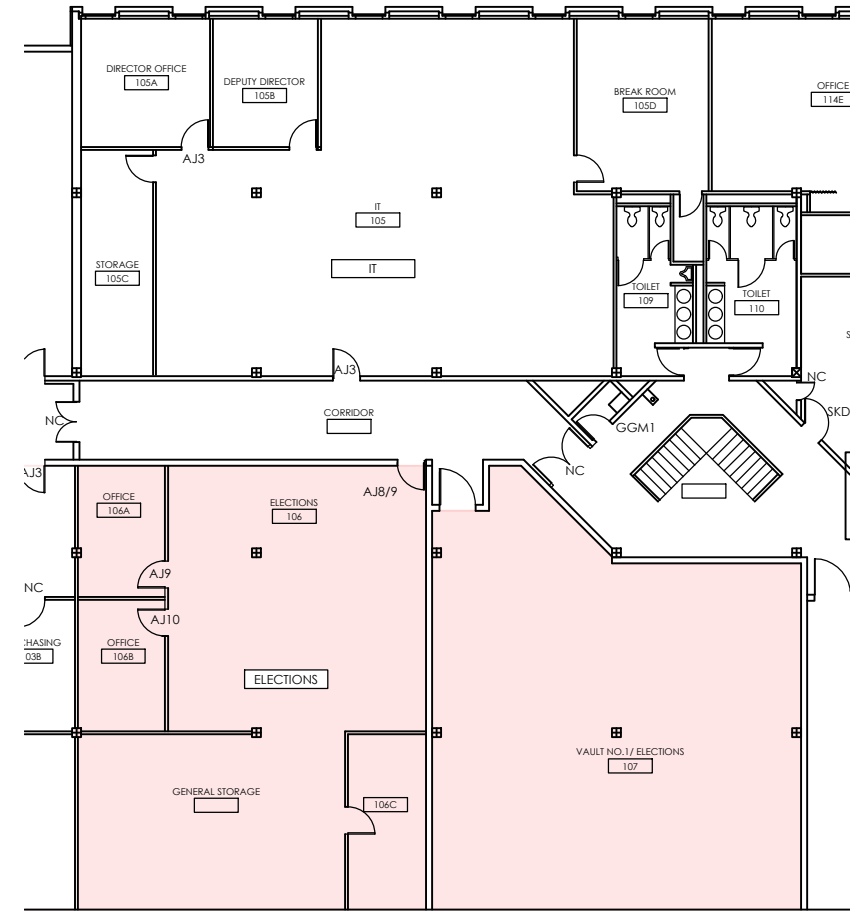
GENERAL Both parties represented (Rep / Dem)
Vault work area...gated; double key access required / one republican, one democrat
Long table work counter requirement

PROGRAM 12 (bldg 5) + 2 (@ warehouse) full-time = 14 full-time employees presently
+6 part-time / seasonal workers...located in vault area

Warehouse = 30 Saratoga Avenue = 7,000 sf lease space
Houses voting machines, records storage (for 2 years by law)
2 staff = one Republican, one Democrat

PROJECTED GROWTH Department growth relates to process changes
-early voting (absentee / mail-in) processing
of employees impacted by # of residents (population increase = more employees required)

ADJACENCIES Department is independent from other county departments; no real department adjacency requirements
Public access; presently no elevator on building 5; major accessibility issue



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 5 - ELECTIONS

Project Number
16706.00

Scale
3/64" = 1'-0"

Date
DRAFT-02/01/2024

INFORMATION TECHNOLOGY (IT)

CURRENT LOCATION Building 5 - Level One

CURRENT SIZE X,XXX DGSF

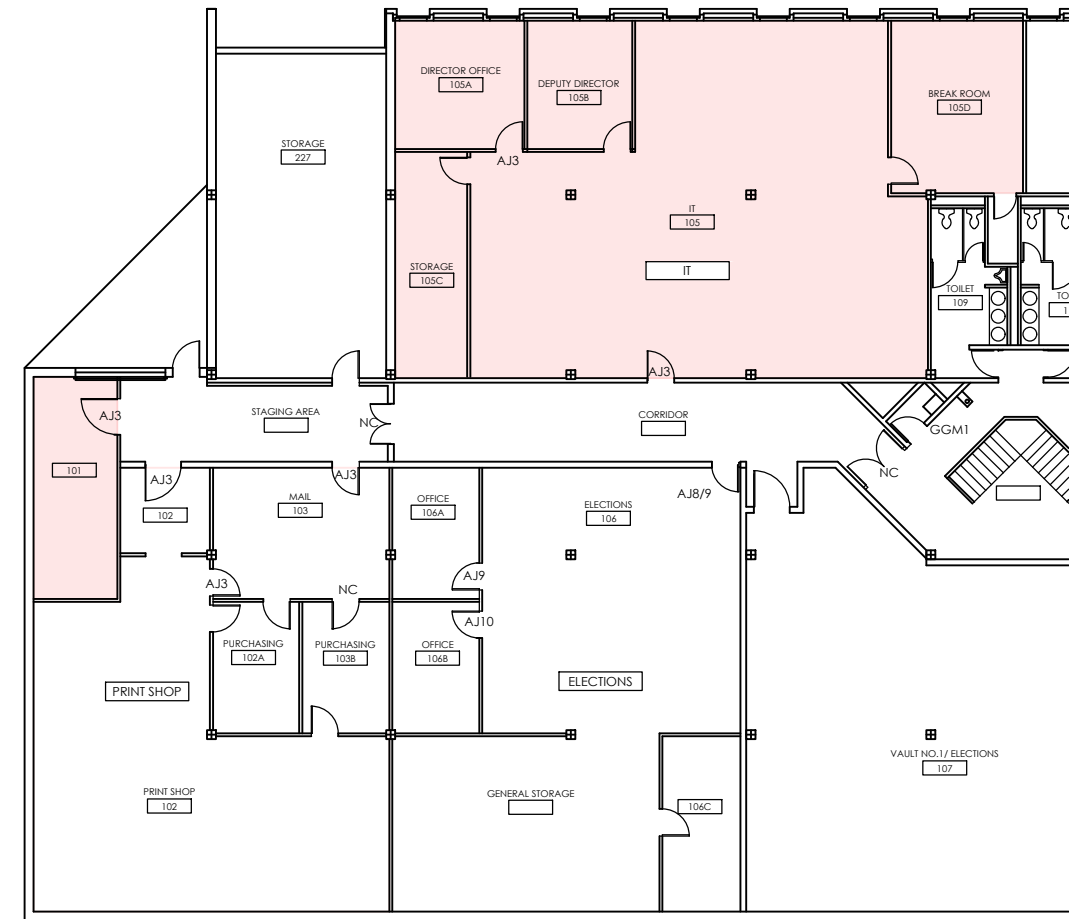
GENERAL Recently renovated department
Existing server is a self-contained system, (Smart row) located in secure room on same floor. Has its own fire suppression system
Serve all county departments except Sheriff who has a self-contained IT system (Black Creek manages jail internet system) jail is closed system
Remote work policy used during COVID...hybrid system may be more realistic than "work from home"
No building security...unmarked room houses server
IT presently tied into standard building electrical service

PROGRAM Presently have (3) unfilled positions; 12 + 3 = 15 total capacity now

PROJECTED GROWTH Anticipated to grow to 20 over next 5+ years have some flex space, could lose lunch/break room to add more workstations as required

ADJACENCIES IT would see advantage to collocation of all county agencies in one building / location
Physical separation from other departments seen as advantageous...confidentiality issues

MISCELLANEOUS Acts as their own data center...not on cloud
IT area (room or closet)required in all county buildings
Accessibility issues...no elevator
Cornell COOP supports themselves from IT standpoint; county just provides phone



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 5 - INFORMATION TECHNOLOGY

Project Number 16706.00 Scale 3/64" = 1'-0" Date DRAFT-02/01/2024

PLANNING & ECONOMIC DEVELOPMENT

CURRENT LOCATION Building 5 - Level 2

CURRENT SIZE 1,935 SF

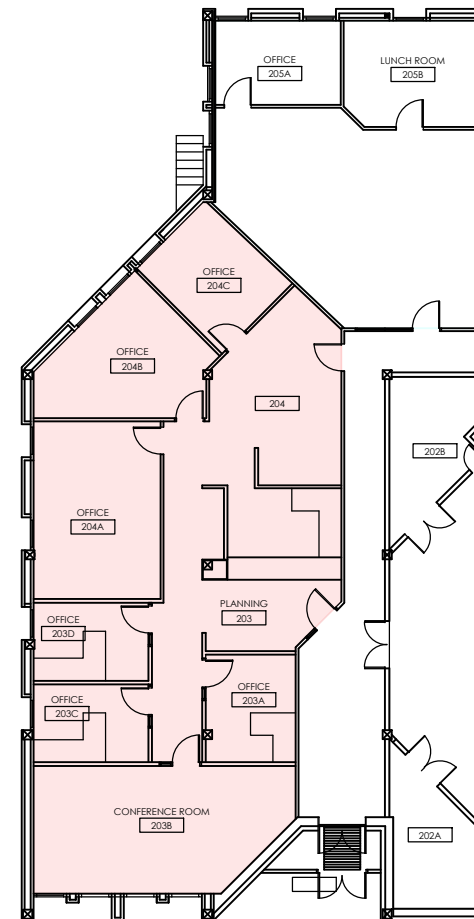
GENERAL
Located in renovated area
Periodic public interaction
Department runs Planning Board and IDA

PROGRAM
Staff:
Director office could be divided in two for future growth; Director would move to Sr.Planner's Office
Sr. planner
planner
GIS Specialist (mapping)
Open office for new hire
One spare office
Reception desk / confidential secretary
Area for plotter / files w/ small kitchenette
Large new conference room works well for Planning Board meetings (size and technology)
Conference Room can be reserved by other departments
Records storage...need to be held for 7 years within department

PROJECTED GROWTH Foresees continued steady growth within County

ADJACENCIES No adjacency requirements to other county departments

MISCELLANEOUS
Review "town projects" that require county input; adjacency to county lands
Oversees "inner community regional transportation"; county transportation responsible to DPW
Noted accessibility issues with building 5
Building 5 shared meeting room used for seminars (scheduled through Cornell COOP) creates additional parking shortfall during those events
Director would be good "sounding board" for part 3 (options) of CPL study



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 5 - PLANNING
Project Number 16706.00
Scale 3/64" = 1'-0"
Date DRAFT-02/01/2024

**GENERAL SERVICES
(PURCHASING, MAIL & PRINT
SHOP)**

CURRENT LOCATION Building 5 - First Level

CURRENT SIZE 6,368 SF

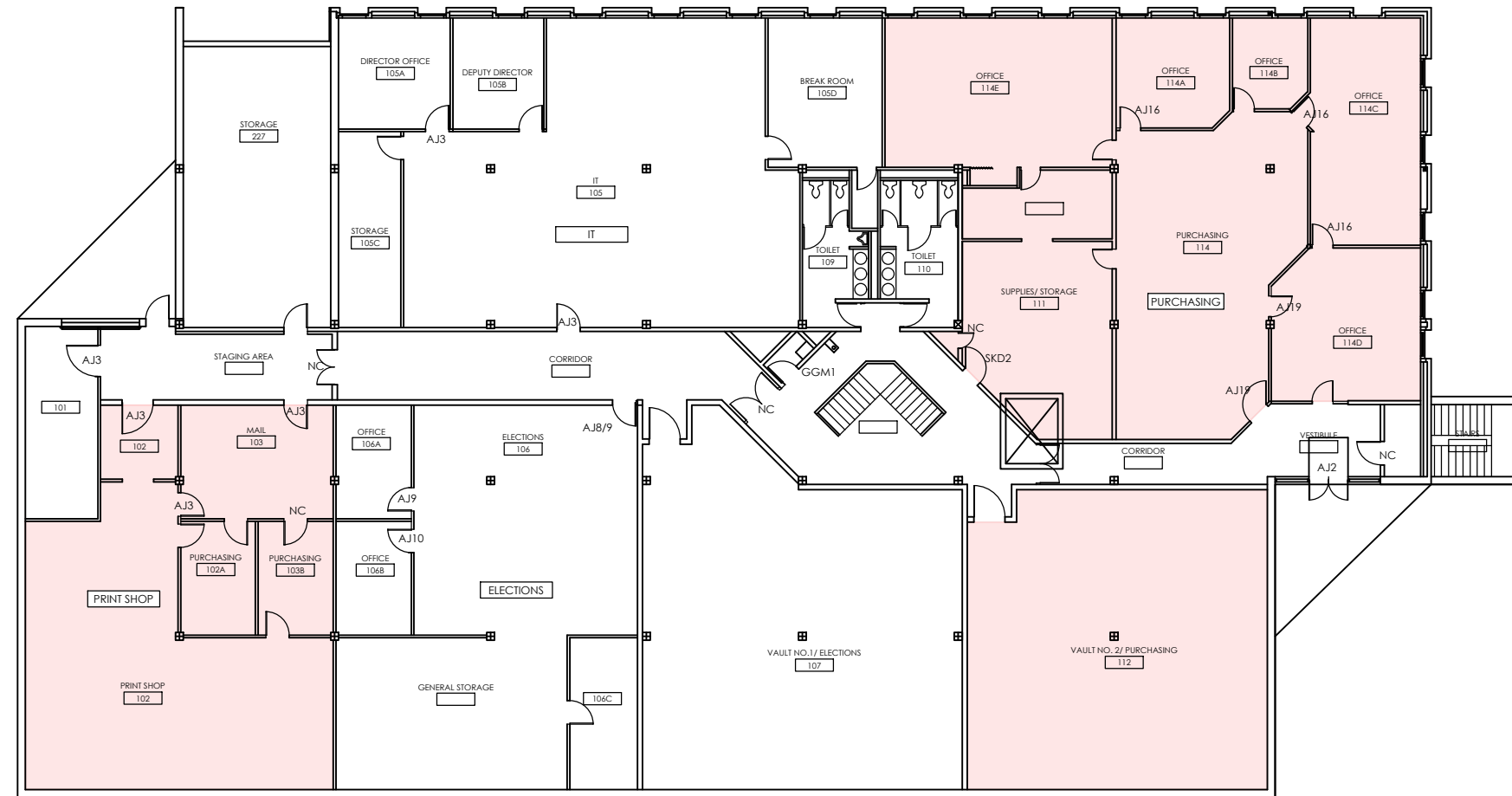
GENERAL Oversees Purchasing and County Print Shop
Responsible for:
Purchasing
General Stores
Printing
Mail (all county mail delivered here...distributed. (Incoming and outgoing...)
Vendor/sales cold calls

PROGRAM Staff:
Director office contain large meeting table...utilized for small bid openings
Adjacent Break / Meeting room utilized for larger bid openings
All bid openings for county are public
(2) private offices
Open work area with (3) workstations
Small copy / supply room
Large Central Stores Room (supplies) w/small adjacent anteroom
Mail Room / Print Shop:
Print shop...for reproduction of documents...letterhead & envelopes
Area periodically utilized by other departments...periodic "clean-out" (sale...)

PROJECTED GROWTH

ADJACENCIES Mailroom adjacent to print shop

MISCELLANEOUS Building issues:
HVAC...not evenly distributed...some areas too hot, some too cold
Accessibility...no elevator



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 5 - GENERAL SERVICES
Project Number 16706.00
Scale 3/64" = 1'-0"
Date DRAFT-02/01/2024

SOIL & WATER

CURRENT LOCATION Building 5 - Level 2

CURRENT SIZE 1,602 SF

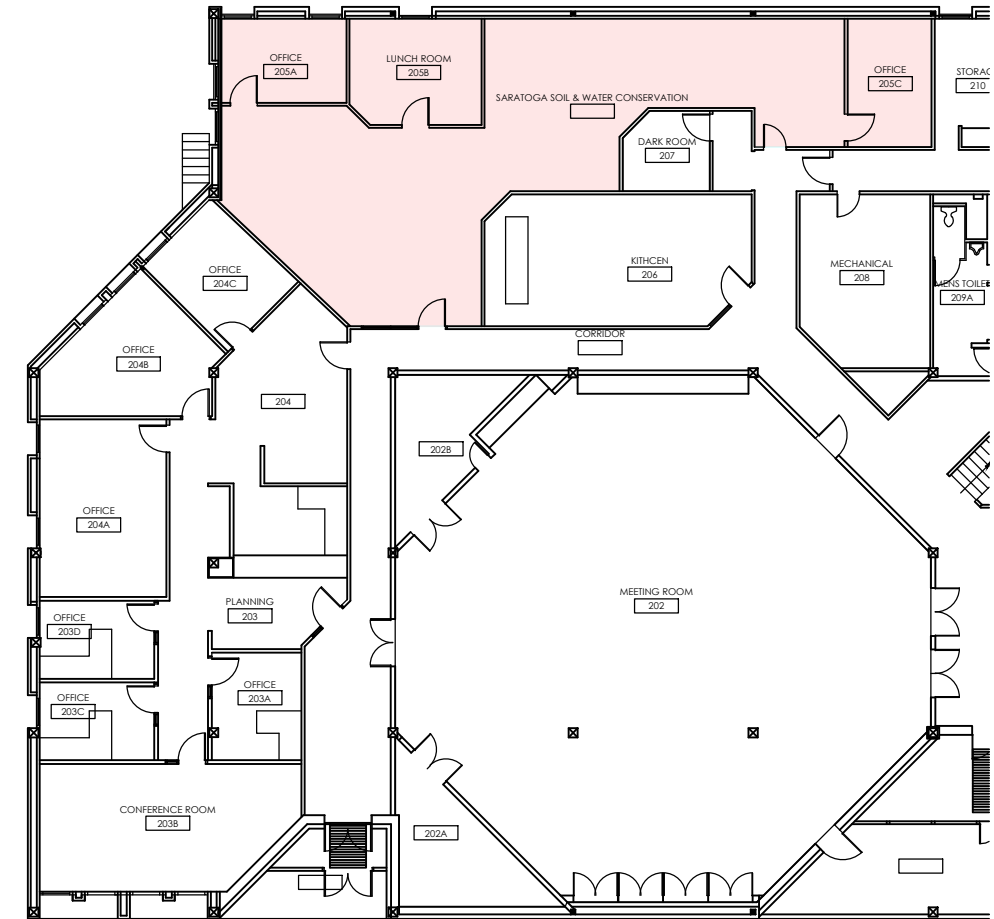
GENERAL Leased space from the County.
County gives an appropriation.

PROGRAM Non-point water pollution studies.
A private lab in town tests the drinking water.

PROJECTED GROWTH Currently 2 office staff, 2 field staff (shared desk)
Ideally have 3 offices and 2 desks in common area when 2 more join staff.
NCRS (USDA) has one person within the same suite.

ADJACENCIES Could technically be anywhere although have developed working rapport with Cornell Co-Op
Have a lot of large equipment spread across the county so maybe relocate to the County Farm.

MISCELLANEOUS They answer to their board which is comprised of 2 Supervisors and 5 Public (large farm, etc). County needs to approve Soil & Water Authority because it is civil service.
Rent paid by NCRS under USDA.
Piggy-back funding with clerks for storage.
Old farm and grant records have to be saved forever.
2 sets of shelving for saved files in electric vault.
Currently on Co-op's Phone, internet and computer lines because it was easier.
Completed land lease at the Farm for 92,000 sf but Soil + Water is paying for the construction and building. 30x50.



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SARATOGA COUNTY FACILITIES ASSESSMENT

BUILDING 5 - SOIL & WATER
Project Number 16706.00 Scale 3/64" = 1'-0" Date DRAFT-02/01/2024

DEPARTMENT OF PUBLIC WORKS

CURRENT LOCATION County Farm

CURRENT SIZE 7.019 SF = Office Area

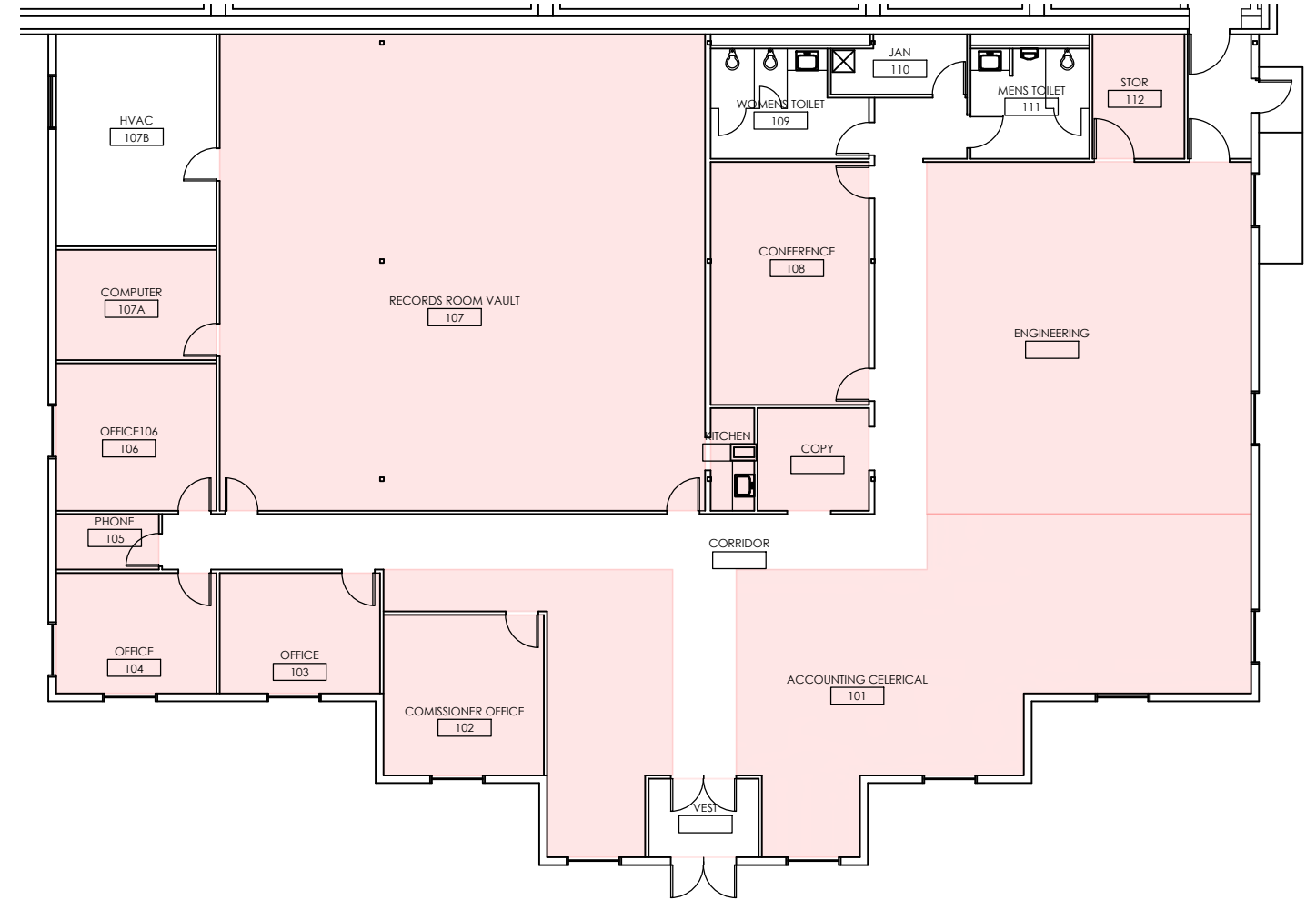
GENERAL
Existing Space is adequate for DPW into the future
Buildings and Grounds as well as Housekeeping should be added to this complex
DPW has outpost in Hadley and has a salt coop with adjacent counties
DPW Does all county roadwork and capital projects
No growth in DPW operations as roads have become static, with uncommon additional roads.
Vehicle Maintenance, Fuel Station are part of the operation.

PROGRAM 14 Admins/Clerks

PROJECTED GROWTH 60,000 sf

ADJACENCIES Buildings and Grounds,
Housekeeping

MISCELLANEOUS
The department has no identified space issues presently
Future growth would be tied to population growth and future state/legislative changes...county growth of future roads and bridges
Technology - will lessen face-to-face interactions
'Paper storage' requirements
DPW presently responsible for approximately 365 miles of roadway, All county bridges and structures, the Saratoga airport, As well as maintenance on all county offices and vehicles.
"Cleaners" (housekeeping) presently has a "home base" in Building 4....that could potentially be moved to "the farm".
Buildings and grounds department (presently located in building 5) could be combined with DPW functionally, additional space would need to be provided. Some expansion area still exists on the farm next to DPW...additional shop space would be required for potential Buildings & Grounds relocation.
DPW presently employs +/- 200 people
+/- 140 highway, +/- 60 buildings & maintenance
DPW has a fueling station for all county vehicles
DPW has county salt storage... Also maintains agreements with various municipalities for using and replenishing their salt supply... This is in decentralizing access points to more efficiently manage during winter.
No adjacencies required for DPW



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SARATOGA COUNTY FACILITIES ASSESSMENT

DEPARTMENT OF PUBLIC WORKS

Project Number
16706.00

Scale
1/16" = 1'-0"

Date
DRAFT-02/01/2024

MENTAL HEALTH

CURRENT LOCATION 135 S. Broadway, Saratoga Springs

CURRENT SIZE Current building = +/- 44,000 sf; needs could easily grow to 65-70,000

GENERAL

Presently in a leased space (building) which expires next year (October 2023)

No remaining areas internally for future growth

Currently on edge of very desirable commercial area = high rent & limited ability to expand (economically)

Good relationship with present landlord, but need to develop growth / long term strategy

Location along bus route is critical; current location is seen as desirable

Privacy and HIPAA concerns for clients = separate entry

Article 31 & 32 license

Facility provides on average 100 cases seen per day. Most are scheduled although some are walk-in.

Operates 5 days / week...weekends have on-call staff available

Staff time is also dedicated to community outreach programs & training which takes from clinic time

Staff consultants for: jail, sheriff, EMS, Animal Shelter, DA...= another demand on current resources

PROGRAM

Current service is broken into four main groups:

- PROS = Personalized Recovery Oriented Services
 - This area has its own separate entry
- Addictions
- Adult Clinic
 - Adult and children's clinic areas have their own individual subwaiting areas and are served through meetings within private office environments

Other program spaces include:

- Some patient medications are injectable, private area required
- 48 private offices (2 with small table)
- Records storage: 5 years 'program kept on-site
- Currently have one Safe Room (with internal divider); require an additional room
- +5 staff for therapy
- +1 psychologist
- All positions above require private offices except for the support staff which could be a workstation
- Children (+/- 50 additional cases currently waiting...)
- +1 therapist
- All positions above require private offices
- Future growth / needs are directly tied to population growth
- Additional cases are coming out of hospital and prison population
- Future legislation may also impact service needs

ADJACENCIES

DSS adjacency would be beneficial...case management

Current location proximate to RISE (health y housing) program facility; strong relationship for clients who utilize both facilities

MISCELLANEOUS

Clientele is +/- 85 to 90% public assistance

TeleMedicine / TeleHealth services are utilized +/-50% of cases

Currently have internal IT providers (current area too small; area is shared)

Web cams on workstation for individual

Group room have screens / cameras / TVs / white boards

There are sound transmission issues in current office construction...utilize white-noise generators to help mitigate

Present parking lot is undersized;

In location where excess patrons from adjacent restaurant use their lot



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SARATOGA COUNTY FACILITIES ASSESSMENT

Project Number
16706.00

Scale
1/32" = 1'-0"

MENTAL HEALTH

Date
DRAFT-02/01/2024

OFFICE OF AGING & YOUTH

CURRENT LOCATION Social Services Building

CURRENT SIZE 4,123 SF

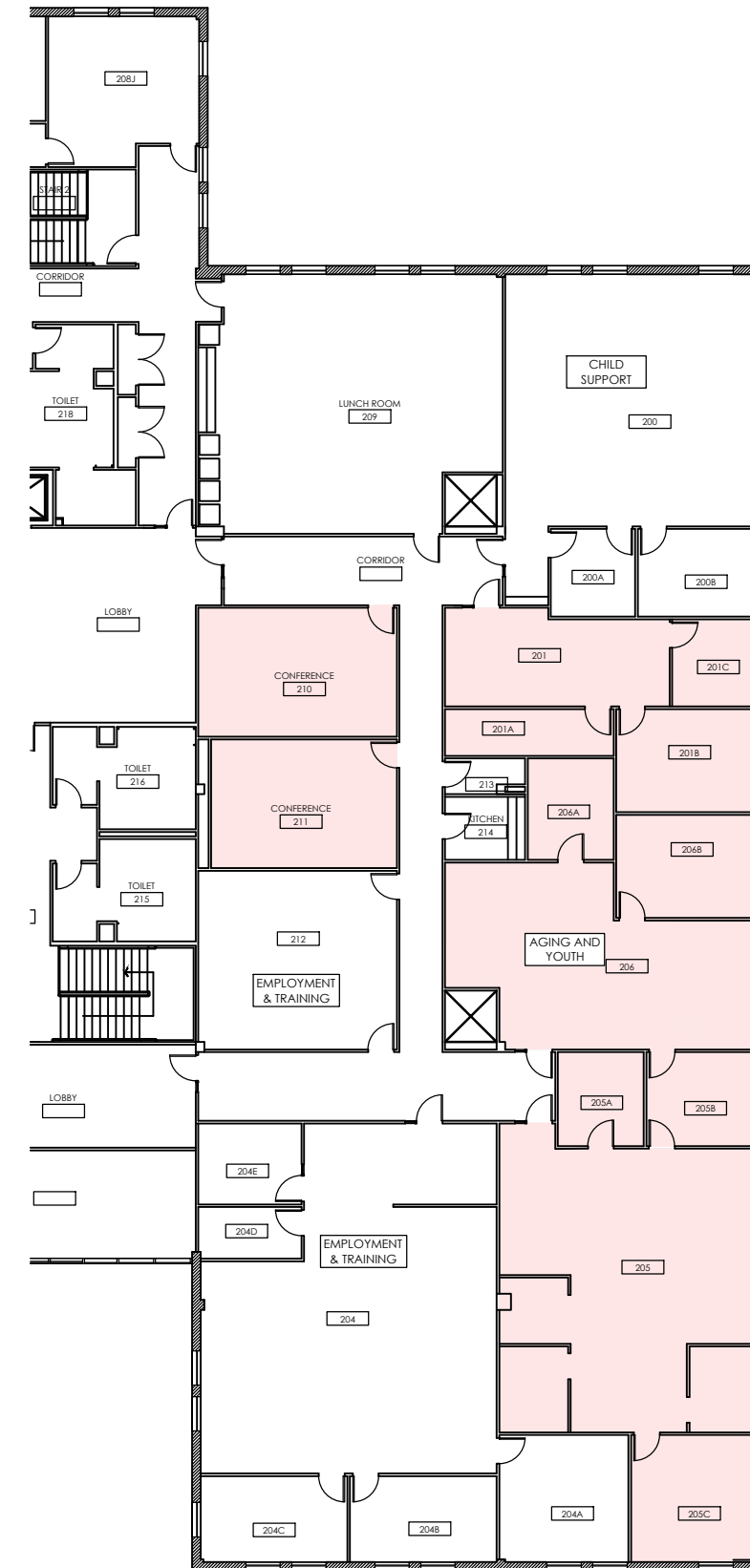
GENERAL Poor building envelope
Need separate entrance

PROGRAM Aging - 20 staff in office (2 Large Private, 1 Standard office, 3 senior workstations, 15 standard workstations)
Aging - 10 site managers for Food Service who work at each location across the county.
Youth - 2 staff who are not in the office.
Insurance workshop every Wednesday so the conference room is used. Usually about 5 people/
HEAP- Home Energy Assistance Program by State
Home Delivered Meals
There is a need for technology to have meetings; case management component is State based.
3-5 visitors a day.
The State can always mandate a new program.
DOH regulations by State. 2,000 clients' documentation must be kept for a year.

PROJECTED GROWTH Over the past 20 years the over 60s population has doubled.
No more than 5 more employees in 10 years. (Immediately 1 admin, then 1 more and 3 caseworkers)
Difficult to fully determine because of the way the census is broken down does not work well for their needs.
Department would benefit from access to Shared Meeting Room...occasional use only.
Staff meetings, training, etc.

ADJACENCIES Department of Social Services

MISCELLANEOUS Will not be able to reduce % of paper because of the rules that require original copies.
2 support vehicles.
Youth Programs have 2 staff who aren't in office. Small amount of storage required.
There isn't technology to meet with anyone.
Case management component is State based.
They have space in jail for storage



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SARATOGA COUNTY FACILITIES ASSESSMENT

SOCIAL SERVICES - AGING & YOUTH SERVICES

Project Number
16706.00

Scale
3/64" = 1'-0"

Date
DRAFT-02/01/2024

SOCIAL SERVICES

CURRENT LOCATION Social Services Building

CURRENT SIZE 42,072 SF

GENERAL Maxed out on First Floor, not enough Conference spaces

Confidentiality needs to be addressed

Field workers need touch workstations

Drivers share touchdown desk.

Some hybrid work possible but supervision is key.

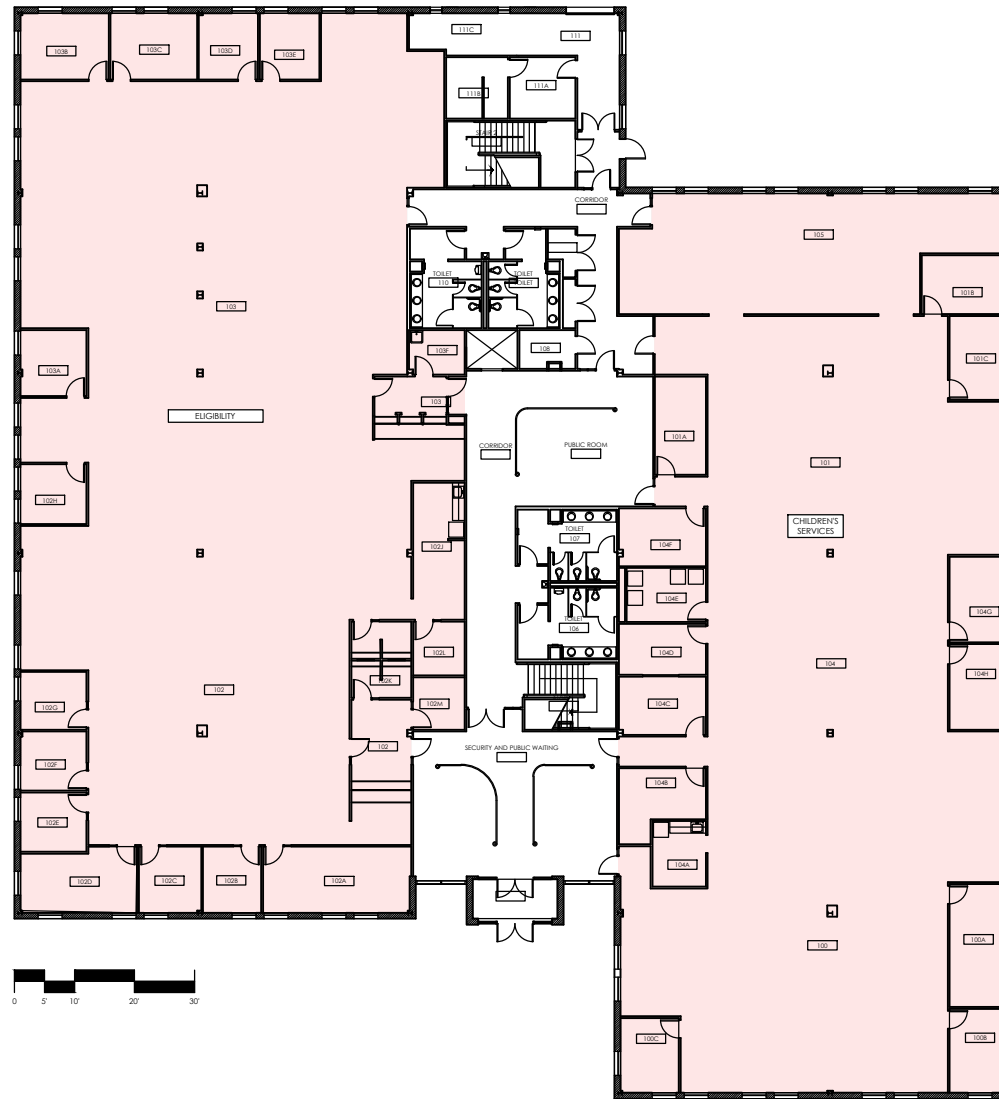
Better building wide security.

PROGRAM currently 220

PROJECTED GROWTH 15 new by 2030

ADJACENCIES Accounting, Treasurer, HR, Auditing are common connects
Mental Health and Vets have common clients (used to be together) also Probation
Department would benefit from access to Shared Meeting Room...occasional use only.
Staff meetings, training, etc.

MISCELLANEOUS HVAC Uneven



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SARATOGA COUNTY FACILITIES ASSESSMENT

SOCIAL SERVICES

Project Number
16706.00

Scale
1/32" = 1'-0"

Date
DRAFT-02/01/2024

VETERANS

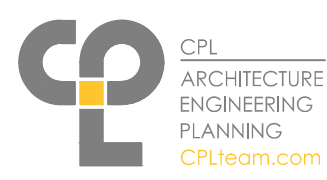
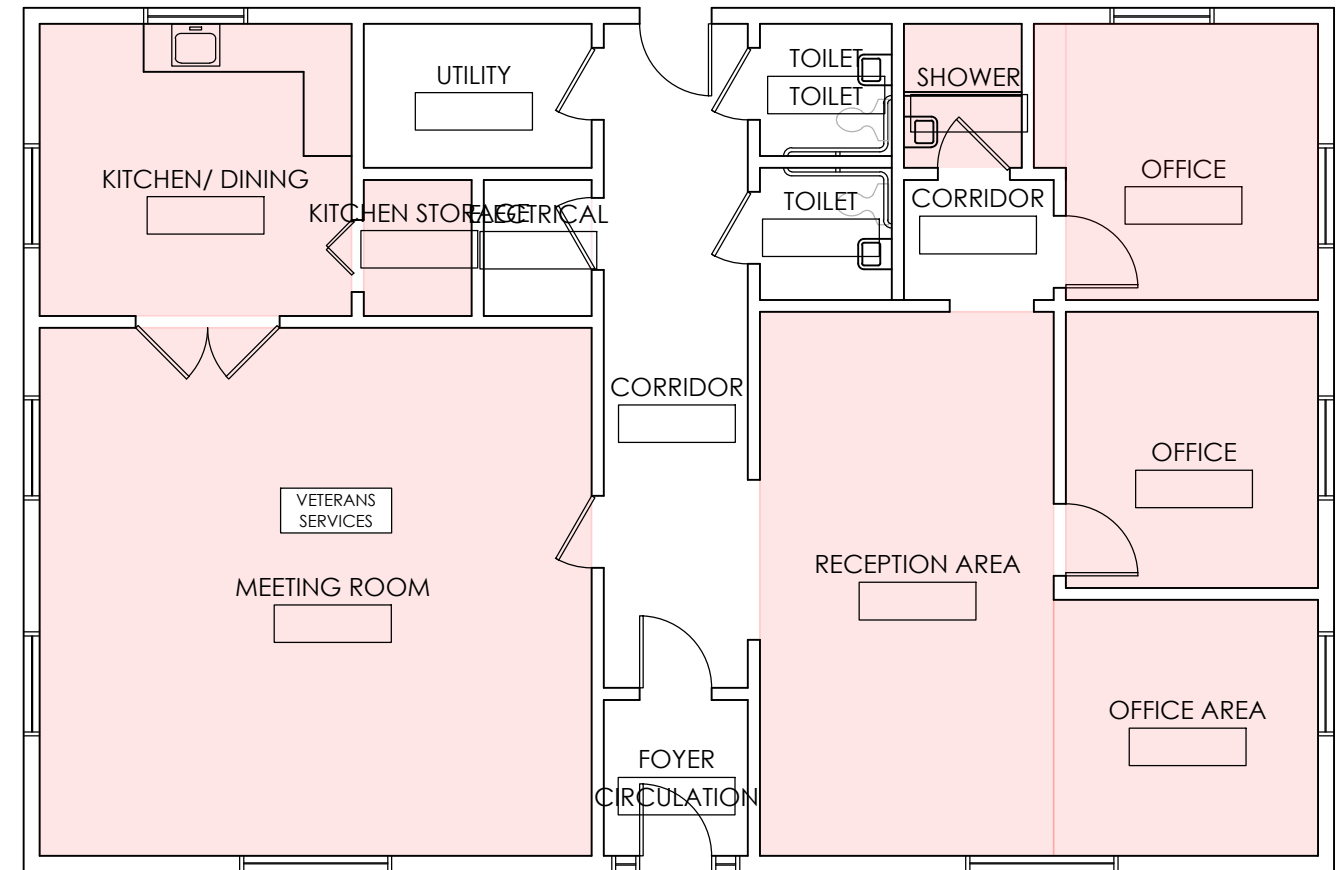
CURRENT LOCATION Leased Building

CURRENT SIZE ;1,900 SF +/- (as reported by tenant)

GENERAL Building is Leased
When Veterans was in DSS it was extremely awkward with other public entities and the building was difficult to maneuver if any physical disabilities.
Frequent large group gatherings require large gathering space
Needs to be visible from the road (even more so than currently)
Building is at full capacity.
Services (support counseling, administrative help, gatherings and group support are well-used.

PROGRAM 3 Full Time (2 Private offices, 1 open workstation which should be private)
1 Part Time at Front Desk
4-6 Public waiting
Kitchen (must have for frequent group gatherings)
24 person gathering space which needs to be bigger. Currently has large screen TV and requires one.
5-6 Personal/Public vehicles
1 onsite Support vehicle

PROJECTED GROWTH Two more offices
Need more general storage.



SARATOGA COUNTY FACILITIES ASSESSMENT

VETERANS SERVICES
Project Number 16706.00
Scale 1/8" = 1'-0"
Date DRAFT-02/01/2024