

**MINUTES
of the
THIRD MEETING
of the
CAPITOL BUILDINGS PLANNING COMMISSION**

**November 9, 2015
Room 311, State Capitol
Santa Fe**

The third meeting of the Capitol Buildings Planning Commission (CBPC) was called to order by Edwynn L. Burckle, secretary of general services, co-chair, on November 9, 2015 at 1:07 p.m. in Room 311 of the State Capitol.

Present

Edwynn L. Burckle, Secretary of General Services, Co-Chair
Rep. Don L. Tripp, Speaker of the House of Representatives, Co-Chair
Tom Clifford, Secretary of Finance and Administration
Michael DeLello, Designee for Veronica N. Gonzales, Secretary of Cultural Affairs
Tim Eichenberg, State Treasurer
Loren Hatch, Designee for Tom Church, Secretary of Transportation
Sen. Stuart Ingle
Sen. Michael Padilla, Designee for Sen. Mary Kay Papen, Senate President Pro Tempore
Arthur W. Pepin, Designee for Barbara J. Vigil, Chief Justice, New Mexico Supreme Court
Clyde Ward, Designee for Aubrey Dunn, Commissioner of Public Lands

Absent

Rep. Brian Egolf

Staff

Raúl E. Burciaga, Director, Legislative Council Service (LCS)
Michelle Jaschke, Researcher, LCS
Alexandria Tapia, Contractor, LCS
George Morgan, Director, Facilities Management Division (FMD), General Services
Department (GSD)
Andy Aguilar, Facility Planner, Architectural Research Consultants, Inc. (ARC)
John Petronis, Principal, ARC

Guests

The guest list is in the meeting folder.

Handouts

Handouts from the meeting are posted at www.nmlegis.gov.

Monday, November 9

Ms. Jaschke called the roll for the commission confirming a quorum.

Approval of the Agenda

Upon a motion duly made and seconded, the commission voted to approve the agenda of the third meeting of the CBPC.

Approval of Minutes from September 2015 Meeting

Upon a motion duly made and seconded, the commission voted to approve the minutes from the September 15, 2015 meeting.

Action Item: Potential Los Lunas Land Transfer

Mr. Morgan provided the commission with an update on the potential Los Lunas land transfer. Details of the proposed transfer were provided to the commission during the September 15, 2015 meeting. The state currently leases approximately 141 acres to local governments in the Los Lunas area on a long-term basis through seven lease agreements. The FMD is seeking the commission's approval to proceed with the land transfer. The transfer will require a joint resolution during the upcoming legislative session. The request was presented to the commission in the form of the following two motions.

Motion 1

The CBPC recommends the transfer of approximately 131 acres identified as Tracts 108, 26A2, 26A3, 26A5, 44 and 45A in Valencia County to the Village of Los Lunas from the FMD by donation.

Members of the commission made several inquiries clarifying the purpose and process of the transfer. Prior to legislative approval, an environmental study and surveys on the tracts will need to be conducted. Following the discussion, Secretary Clifford moved to endorse the transfer, and the motion was seconded by Speaker Tripp. The motion was approved without objection.

Motion 2

The CBPC recommends the transfer of approximately 10 acres identified as Tract 2B1A1 in Valencia County to Valencia County from the FMD by donation.

Following discussion on the motion, Secretary Clifford moved to endorse the transfer, and the motion was seconded by Mr. Pepin. The motion was approved unanimously. It was noted that even with the endorsement by the CBPC, the transfers will still have to be approved through the legislative process in the upcoming session. Secretary Clifford added that with future land transfer requests, it would be helpful for the commission to receive a letter of support from the requesting entity.

Review and Update Concerning Inventory of State Buildings

Mr. Aguilar provided the members of the commission with some background and a review of his previous presentation regarding the inventory of facilities and properties database. Complete information regarding the state's assets is a keystone to successful facilities management. Mr. Aguilar conducted a live demonstration of the 2016 inventory, showing the various information and functions available to users. The search tool allows users to filter items like "non-office" facilities or to sort by county, city or name. The database provides the ability to show master planners what office space is currently being used. One challenge for the compilers has been acquiring an accurate count of people housed in each facility. Mr. Aguilar demonstrated the new function that integrates the inventory with the Statewide Human Resource, Accounting and Reporting Enterprise (SHARE) system to retrieve those numbers, adding a new level of information to the inventory.

Mr. Aguilar described the next steps for the database and the ongoing efforts to fill in gaps and refine the existing data. He reported that facility condition information for agencies outside the GSD is inconsistent. Providing more accurate facility condition information will help to integrate condition and valuation data when available. Some land-ownership data and information on contractors and volunteers housed at state facilities also represent gaps in the inventory at present.

Every state-owned site now has a unique site code with many reserved for future additions, according to Mr. Aguilar. In the latest iteration of the inventory, a new "space type code" has been applied to all buildings owned or used by the state to aid in data analysis and future master planning. The space type code refers to the use category and the primary space use of the building. While there may be multiple uses in a building, this code identifies the primary use (more than 60% of space). Mr. Aguilar added that state schools and universities are not included in the inventory — each such entity has its own facilities management system, and it is not necessary to duplicate that effort in the statewide inventory.

Following the presentation, members of the commission explored the possibilities of the inventory site, noting that the interactive maps will be valuable links to facilities information for individual state agencies and the public. Mr. Aguilar pointed out that there is still a lot of other information that could be developed to populate the database. Information about the actual leases is available but is not accessible through the public site. In response to a question, it was noted that one can search the database for vacant buildings, but a lot of older buildings that are no longer structurally viable will come up in the results (old forts, penitentiaries, etc.).

Potential Acquisition of an Albuquerque Office Campus

Mr. Morgan explained that the lease of the facility that currently houses the Children, Youth and Families Department (CYFD) expires in 2016. The FMD has been looking at several possibilities and has identified the SunPort Corporate Center in Albuquerque as a viable option.

Monique Jacobson, secretary, CYFD, described the facility needs of the CYFD by

walking the commission through the process of how a child comes into CYFD custody and what the first 48 hours of this process are like for the child. Secretary Jacobson explained the weaknesses in the current system that frequently result in re-traumatization of children as they progress through the initial stages of removal from their families and placement in foster care. Many of these weaknesses could be addressed and the trauma minimized with a facility that better meets the needs of children, families and staff. Secretary Jacobson proposed the creation of a child wellness center (CWC) at the Albuquerque facility to reduce the trauma that children experience when entering the protective services system; provide trauma-informed care to children who are victims of child abuse or neglect; and provide staff who work in this emotionally and physically taxing field a safe, healthy work environment.

The proposed Albuquerque location for the CWC would allow the CYFD to consolidate all of the department's Albuquerque programs in one location, resulting in more efficient operations; improved safety for children and staff; ready access to public transportation; and ample parking for employees and clients. It was noted that the facilities are sited on a 22-acre campus that could house other state agencies and eventually allow for construction of new facilities.

Additionally, the Albuquerque office campus:

- consists of four buildings totaling approximately 350,000 square feet;
- has buildings that are interconnected and encompass landscaped courtyards that can be used for playgrounds or family meetings;
- has an interior open space concept that allows for many uses such as indoor play areas, interview rooms and bedrooms for overnight stays;
- includes a full service kitchen to provide meals for staff as well as children;
- has kitchenettes and break rooms located throughout the facility; and
- includes showers and other facilities needed to care for children entering CYFD custody.

Mr. Morgan explained that six leases of CYFD space in Albuquerque could be consolidated into this one site, reducing leased space costs to the state. In addition, several other compatible agencies such as the Human Services Department, State Records Center and Archives and the Homeland Security and Emergency Management Department have been identified as potential tenants. The appraised value of the campus is \$10.25 million. There is an estimated \$18 million in needed upgrades and improvements, but Mr. Morgan noted that these upgrades could be done in phases. Tenant-specific improvements and moving costs are still being reviewed. A contract is being generated to develop a business case to determine the space needs of potential clients, test-fit potential agency locations within the Albuquerque campus and perform financial and cost-benefit analyses, including the economic impact on the Albuquerque office marketplace. The business case is to be completed prior to the 2016 legislative session. Mr. Morgan added that a phase 1 environmental assessment will be completed and that the FMD will continue to evaluate financing options, complete a survey and conduct a title search.

Commission members thanked Secretary Jacobson for her detailed and informative presentation. In response to member inquiries, the following points were addressed, many of which will be addressed in the business case as well:

- the need for additional space due to the CYFD's growth;
- the potential need for additional staff during transition and for the 24-hour trauma-informed child care center;
- retention of CYFD staff;
- the site's potential to serve surrounding counties;
- the chain of title history of the facility and potential conflicts of interest;
- the legislative process for selection of a new building for the CYFD;
- needs for renovation and improvement of the property;
- the cost of new construction versus purchase and renovation of existing facilities;
- a request for more information on agencies deemed compatible with the SunPort facility and a CYFD complex; and
- potential room for expansion on the proposed site.

Request for Proposals (RFP) for Master Planning Contract Subcommittee Recommendations

Mr. Burciaga reported that staff and the RFP subcommittee have met to consider a new master planning RFP. The current master planning contract with ARC expires in January 2016. Certain statutory directives drive the master planning work of the CBPC, and the subcommittee is seeking to integrate those directives with other master planning activities at the state level. Master plans have been developed for the greater metropolitan areas of Albuquerque, Las Cruces and Santa Fe and should now be developed for the state as a whole.

The statewide inventory has been a focus of the master planning contract. Subcommittee members are exploring means to secure more accurate and up-to-date facility condition assessments as part of the inventory development. The subcommittee is also considering how the commission can move forward to broaden state agency involvement in master planning.

Subcommittee recommendations included developing a general scope of work for the RFP that could provide a framework for deliverables to be included in the contract and that the commission work to transition the statewide inventory to an undetermined entity within state government. Commission members discussed adding a representative from the Cultural Affairs Department to the subcommittee and agreed that including additional representation from members outside the GSD is appropriate.

Following the presentation and the resulting discussion, Mr. Burciaga requested that the commission recommend that the subcommittee continue working on the master planning issues. He reported that the LCS and the FMD will work together to staff the subcommittee. Senator Ingle moved to continue the work of the subcommittee. Mr. DeLello seconded the motion, and the motion was approved without objection.

CBPC January Meeting

Members discussed the potential benefits of reviewing the business case for the Albuquerque office complex prior to the 2016 legislative session and recommended holding a meeting in early January. Potential agenda items for the proposed meeting include an update on the CYFD acquisition, a status report on the master planning RFP and a motion to proceed with the finalized RFP. The meeting date is to be determined.

Senator Padilla asked the commission about the grounds of the State Capitol building, inquiring if the trees could be trimmed back. Mr. Burciaga stated that he would speak to the superintendent of Legislative Building Services about the matter.

Adjournment

There being no further business before the commission, the third meeting of the CBPC adjourned at 3:40 p.m.