

AGENDA

Johnson City Development Authority Board Meeting

Monday, August 14, 2023 @ 12:00 PM 510 Bert St. Johnson City, TN 37604

1. CALL TO ORDER

- 1.1. Call to Order and Quorum Confirmation: 6/11 of Current Members Required Call to Order and Confirm Member Quorum August 14 2023
- 1.2. Claim for Member Conflict of Interest
- 1.3. Additional Action Item to Agenda

2. PUBLIC COMMENT ON AGENDA ITEMS

3. EXAMINATION OF THE JOHN SEVIER ANCHOR BLOCK

3.1. Downtown Centre Report and Recommendation August 14, 2023

Downtown Centre and Parking Garage Report August Called Meeting 081423

Downtown Centre Transition Budget 115 E Market St.

JCDA Elevator Due Diligence & Design Proposal

2019 JCDA Parking Garage Exterior Elevator AC & AS sheets Rothe

4. ADJOURNMENT

5. CHAIR REPORT

Comments from the Chairman

1.1 Call to Order and Confirm Member Quorum

The Johnson City Development Authority (JCDA) consists of eleven active members with no vacant seats. A majority (6 of 11 voting members) is required for quorum in order to conduct business. * *JCDA By-Laws: Section 23. Quorum

August 14, 2023, Called Meeting

Member	Term Expires	Present	Not Present
Hank Carr, Chairman	June 30, 2025 (3 year term)		
Shannon Castillo, Vice Chairman	June 30, 2024 (2 year term)		
Ernest Campbell	June 30, 2024 (fulfill unexpired)		
Bob Cooper	June 30, 2025 (fulfill unexpired)		
County Commissioner Jodi Jones	County Commission Seat		
County Commissioner Freddie Malone	County Commission Seat		
City Commissioner Aaron Murphy	June 30, 2024 (2 year term)		
Daniel Tackling	June 30, 2026 (3 year term)		
Jack Simpson	June 30, 2025 (3 year term)		
Chris Hyder	June 30, 2026 (3 year term)		
City Commissioner Joe Wise	City Commission Seat		
Patricia Oldham, AICP, TCEcD	Executive Director, non-voting		

Johnson City Development Authority

Downtown Centre Report

August 14, 2023 Called Meeting

Building Operations and Maintenance Funding Allocation Request

Johnson City Development Authority will assume possession of the Downtown Centre September 1, 2023. In order to meet the tight schedule to accept and maintain an operational building, staff needs to authorize vendors and transfer accounts immediately for installation and transfer. Necessary funds are not in the FY24 budget and other funding sources are not available to absorb and sustain the costs of maintaining and managing the Downtown Centre. Due to the lack of available capital, the JCDA must request assistance from the Johnson City Commission, through the City Manager, Cathy Ball. If it is possible to have TIF funding approved for specific, qualified expenditures (such as security equipment), the request will be processed through the JCDA TIF Advisory Committee and, if \$25,000 or above, will be processed through the Washington County Commission committees and full commission for request for approval. However, that process will require up to three months. Therefore, assistance is being requested to allow for secure and timely transition of the building in early September.

JCDA would seek to lease the building to generate supporting revenue, as well as offset costs, while also examining the potential for parking revenue. Assistant City Manager, Randy Trivette, announced during the July 2023 JCDA meeting that the City has been approached by a potential tenant that might choose to use the building for three to four years. While those potential options are being examined, staff is presenting JCDA Commissioners with the basic costs to protect and sustain the building interior and the parking decks.

Since receiving 90-day notice from Northeast State Community College, staff has performed due diligence to evaluate the building, as well as vendor quotes and other potential fundamental costs, which are shown in the attached budget estimate. The budget delineates two expense time frames A) **initial transition operations**, such as changing locks, utility deposits, IT/broadband installation, and security camera reinstallation; and B) **the monthly operational cost** to maintain the building. These costs are to ensure that the building has an operational camera system, that all mechanical is maintained, and the building remains in a status quo condition.

Please note that the only parking facility operation costs included in this budget are limited to maintaining the weekend opening and closing of the parking garage by Axis Security, a cost that had been supported by the \$1,000 monthly rent paid by the former tenant. Weekday parking operation is being evaluated and will not be ready for operation by September 1st. Necessary parking upgrades such as ticketed access gates, parking ticketing equipment, and security personnel are in a separate planning stage, Phase One B Transition Needs. 1.) If JCDA chose to

CALLED Johnson City Development Authority Meeting: August 14, 2023

operate the parking by providing unticketed, non-revenue generating access seven days a week as a stop gap before completing parking upgrades, Axis Security would simply open and close the parking garage at a cost of \$40 daily/\$280 week/\$1,213 mo./\$14,560 annually. That does not include any on-premises monitoring of the parking garage. There would not be any security personnel on site during parking access hours, per the current budget. 2.) If 24/7 security is provided, the annual cost estimate is \$257,000 for one security personnel. 3.) By the end of August staff will have a quote from a provider for outsourcing the entire parking garage, from equipment to operation.

Today, staff has presented costs for A) the initial transition operations that are estimated to be within the range of \$73,672 to \$83,508 with an additional ten percent contingency, and B) the ongoing monthly operational costs that are estimated to be within the range of \$14,036 to \$15,992 with an additional ten percent contingency. These estimates exclude additional substantial repairs and design or construction costs and do not include any revenue potential, at this time.

Downtown Centre Parking Access and Exterior Elevator Due Diligence

Additionally, in order to examine short- and long-term redevelopment opportunities and needs, the JCDA has convened a collaborative working group regarding the redevelopment of the John Sevier Anchor Block, including the Downtown Centre property. During recent meetings, discussions regarding the overall need for the parking garage in relationship to the John Sevier Center, as well as its potential use. Most recently, discussions have involved how to secure the Downtown Centre and coordinate the use of public use of parking at Downtown Centre. The group has been examining the 2019 external elevator design concept, but also an alternative construction model that would utilize a new modular elevator design. In the 2019 drawings it proposed a glass, lighted, external elevator on the Downtown Parking Garage to allow for highly visible elevator access that allows first floor to fourth floor public access to the garage when access to the interior elevator is closed during non-office operating hours. It also would resolve the lack of ADA access after-hours. The committee recommended that the JCDA examine a proposal from Rothe Architecture + Planning, which designed and bid the original elevator design. The proposal includes a full project scope, but in particular, would update 2019 drawings for the proposed external elevator for the Downtown Centre Parking Garage, as well as architectural drawings for an alternative design using a new modular elevator design, including architectural, structural engineering, MEP (mechanical/electrical/plumbing) engineering, and geotechnical engineering. A \$2,000 deposit would be due, with subsequent fees billed monthly or when the project is complete. Per the TIF Guidelines TIF, funding would be requested for proposed scope of services for review by the TIF Advisory Committee, then if approved, would return to JCDA for a vote at the regular August 25, 2023, meeting.

Additionally, the committee has been discussing the process for issuing a Request for Qualifications (RFQ) process to hire a development consultant to steer the redevelopment of both the John Sevier and the Downtown Centre anchor block. Staff have begun contacting consulting groups to begin the discussion with the working group. During the July 2023 JCDA meeting, Assistant City Manager Randy Trivette announced that the city was prepared to fund

CALLED Johnson City Development Authority Meeting: August 14, 2023

Agenda Item #3.3.1.

the cost for the consultant, due to the JCDA budget constraints, and that the city would direct the RFQ/RFP process and integrate a selection committee to choose the consultant, perhaps in collaboration with other ongoing committees from the JCDA.

<u>ACTION</u>: As a result of elevator information received by staff during the John Sevier Anchor Block Working Group on July 26, 2023, as well as the research concerning the costs of initiating operation and maintaining operation of the Downtown Centre, staff recommends two actions by the JCDA, as below.

First, staff recommends that the JCDA request funding allocation in the amount of \$84,000 for initial transition costs, plus a regular allocation to cover 15,500 monthly for ongoing costs, for review by the City Manager for request to the City Commission.

Secondly, staff recommends that the JCDA consider the recommendation of the John Sevier Anchor Block Working Group and send a request to the TIF Advisory Committee on August 16 to request a maximum of \$24,999 toward the architecture and engineering service proposal by Rothe Architecture and Planning, as attached, related to the due diligence external elevator design and evaluation for the optimal use of the parking garage and its design.

CALLED Johnson City Development Authority Meeting: August 14, 2023



Downtown Centre

115 E. Market St. Johnson City, TN 37601

NeSCC Transition back to JCDA Carrying Cost and Improvement Estimates

			Phase One A	Transition Needs		
			U	Itilities		
			Month 1 Cost (100% of Avg			
		Deposit	Full Cap. Rate)	Full Cap. Rate)		
Electric		10600	4341.02	3,255.77		
Gas		5381	1107.55	830.66		
Water		0	551.80	413.85		
Sewer		0	1112.21	834.16		
Storm Water		0	56.57	56.57		
Utility Total	\$	15,981.00	\$ 7,169.15	\$ 5,391.00		
				fastructure		
	One	e Time Cost	Month 1 Reoccuring			
NeSCC Patch Panels		1100		replacement cost payable to NeSCC, saves labor cost		
IT Hardware		5803.6		Racks, Switches, UPS, et al for three closets		
IT Labor		2240				
ISP	_	250		50 x 50 Service		
IT Total	\$	9,393.60	\$ 180.00			
				king Garage Open/Close		
	One	e Time Cost	Month 1 Reoccuring			
Weekend Garage Security			480	Axis security company (gate open/close only)		
Cameras		39000		includes sf license and 30 day cloud storage		
Labor		1000		estimate to move cat 6 lines to 4th level garage for new camera installation		
PSS			-	24/7 service add \$21,417 12/7 service add \$10,709		
Basic Security Total	\$	40,000.00	\$ 480.00			
		Alternative:	\$1,113 monthly	7 days a wk gate open/close from Axis for Downtown Centre Pa	rking Garage	
			Building	Maintenance		
			Month 1 Reoccurring with			
	One	e Time Cost	10% Management Fee			
Fire Panel Maintenance			99	pending		
Fire Alarm Monitoring		350	33			
Security Alarm Monitoring		250	49.5			
Alarm Maintenance			99	pending		
HVAC			5500	pending		
Pest Control			44			
Elevator			101.2			
Hydronic H2O Treatment			183.7			
Re-Keying		1000		pending		
Mitch Cox Main.			600	_		
Total		1600	6709.4	-		
	_	l	84	Month 1 Tatal Cost /759/		
	One	Time Total	Month 1 Total Cost	Month 1 Total Cost (75%		
	٦	Cost	Reoccuring	of Utility)		
Grand Total (no insurance)	\$	66,974.60	14,538.55	\$ 12,760.40		
10% Contingency	\$	73,672.06	15,992.41	\$ 14,036.44		

			Insura
	Total Cost	Month Accrual	
Flood	1460.00	\$	121.67
Property and Liability	8376.00	\$	698.00
Total	\$ 9,836.00	\$	819.67

Grand Total + Insurance \$ 83,508.06 \$ 15,358.22

		Phase One B Transition Needs		
Parking Garage Upgrades				
	Amano Upfront	Amano Subscription		
Hardware	43176			
Installation/Shipping	7205			
Software Cloud		690		
Deck Cleaning				
External Elevator Due Diligence				
Phase One				
Bid Package	\$ 24,999.00 in	cludes updated blueprints for code changes and modular design as well as core samples		



ROTHE ARCHITECTURE + PLANNING

112 E. MYRTLE AVE. SUITE 105 JOHNSON CITY, TN. 37601 OFFICE: 423.202.7615 FAX: 423.282.3885

WWW.ROTHEARCHITECTURE.COM

July 27, 2023

Subject: Architecture and Engineering service proposal

A new elevator is to be installed at 101 E. Market St. Johnson City TN 37601

Attn: JCDA Board,

Thank you for considering Rothe Architecture + Planning for Architectural, Structural Engineering, and MEP Engineering for a new elevator to be installed at the downtown Johnson City parking garage. We will prepare two (2) sets of drawings for invited bidding, the 2019 design and the modular design.

THE PROJECT SCOPE:

- Update drawings and specifications from 2019 and prepare bid package.
- Architectural drawings (modular elevator)
 - Site Plan (existing plan and new plan)
 - Existing building drawings
 - Demo drawings
 - New Architectural plan drawings
- Coordination of all consultants (structural, geotechnical, and MEP engineers)
- · Necessary Structural Engineering of the elevator foundation and connection to the existing parking garage.
- Mechanical, Electrical, and Plumbing Engineering.
 - o Electrical connections to the existing mechanical room adjacent to the elevator location.

OUTLINE OF PROPOSED DESIGN SERVICES

Rothe Architecture + Planning will provide the following design services:

Predesign Phase (credit from previous work applied)

- Detailed measurements and drawings of the existing building.
- Complete CAD and Revit floor plan to be used as a base plan for proposed changes, 3d renderings, and construction drawings of the project.

Design Phase

- Program and objective meetings to keep the project scope within the desired budget.
- Code analysis of the existing facility and requirements for compliance with the current building codes.
- Develop exterior design concepts that create a cohesive appearance that fits the downtown context.
- o Drawings, plans, and 3d renderings presented for review, approval, or comment.
- Develop design solutions to items listed in the project scope.
- Coordination of all consultants.
- Coordination of all drawings with the general contractor.
- Specifications manual in coordination with the final construction documents.
- Complete set of sealed construction documents to be issued to a contractor for estimating and construction.
- All final construction drawings will be made available in PDF format for records.

This proposal is valid for 60 days from the date stated above.



ROTHE ARCHITECTURE + PLANNING

112 E. MYRTLE AVE. SUITE 105 JOHNSON CITY, TN. 37601 OFFICE: 423.202.7615 FAX: 423.282.3885

WWW.ROTHEARCHITECTURE.COM

This proposal has been based on the information you have given us and projects we have done previously that are similar in scope. The proposed budget is a not to exceed cost for Architectural, Structural Engineering, MEP Engineering, and Geotechnical Engineering. Additional consultants are not covered in the proposed contract fee. All drawings will be in accordance with state and local building codes and submitted for review and approval to the Johnson City Building Department.

Combined Architectural and Engineering services:

Total fee for the project: Not to exceed \$24,500.00

- Update drawings and specifications from 2019
 - o check drawings and update for current code compliance.
 - o prepare plans and specs to be sent out for bids.
- Modular elevator Architectural plans
 - Design and material specifications of new elevator enclosure.
- Structural Engineering
- MEP Engineering
- · Geotechnical Engineering

Structural Engineering services include:

- All Structural design
- Site visits
- Services during construction (shop drawing review)

MEP Engineering services include:

- All Mechanical, Electrical, and Plumbing design
- Site visits
- · Services during construction (shop drawing review)

There is a \$2,000 deposit is due at the beginning of the project and subsequent fees will be billed monthly or when the project is complete.

Thank you for your interest, and we look forward to hearing from you.

Regards,

Andrew N. Russell, AIA, NCARB
Project Architect
Rothe Architecture + Planning
112 E. Myrtle Ave. Ste. 105
Johnson City, TN. 37601

Office: 423.202.7615 | Cell: 423.202.5071

This proposal is valid for 60 days from the date stated above.



SITE LOCATION

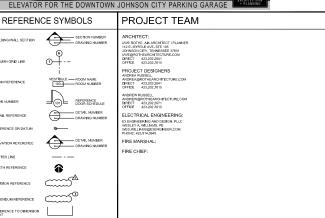
GENERAL NOTES ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL CODE ORDINANCES AND LAWS.
 THE CONTRACTOR SHALL LIKE THE UP OFFER VEHICL CONDITIONS AND



	LIST OF ABB	REV	IATIONS
JAN ANOD JT AWI MECH BLK'G MGR BM MIN BRG MIN CG	ANGLOSE BUT ANGLOS	RET. EA. REO/D. EJM. MATERIAL SCHED. ELEC. SCWD ELEV. SECT. EO. SECTY EOUIP. SHT. EXIST. STN. EXT. STN. EXT. STOL EXT. FO.U.	RETAINING RECORD CONCENTRATION
CG. MTL. CJ. MFR. CLG. NO. CLOS. O.C. CMU. PNT. COL. PC. CONC.			FAN CONTROL UNIT STRUCTURAL FLOOR DÉAN FLOOR DÉAN FINSHED FLOOR TELEPHONE FIRE EXTINOUISHER TEMPÉRED TOP DE GRATE FLOOR TOP DE GRATE FLOOR TOP DE LIGHTWEIGHT CONORITE
DIM'S REC'P. DN REINF. DWC RESIL DWG'S	DIMENSIONS RECEPTION DOWN REINFORGING REINFORGING REINFORGING DRYWALL CHANNEL RESILIENT DRAWNGS	VCT GEN. VWC G.I. W WD	VINYL COMPOSITION TILE GENERAL VINYL WALL COVERING GALVANDED IRON WITH WOOD

2.	THE CONTRACTOR SHALL VISIT THE JOB SITE, VERIFY EXISTING CONDITIONS, AND NOTIFY THE ARCHITECT OF ANY DISCREPANCIES PRIOR TO SUBMITTING A BID
3.	AND/OR BEGINNING ANY CONSTRUCTION WORK. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCES FOUND
	BETWEEN THE DRAWINGS AND SPECIFICATIONS FOR RESOLUTION, DO NOT SCALE THE DRAWINGS.
4.	THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING A COMPLETE AS-BUILT SET OF CONSTRUCTION DRAWINGS AT THE JOB SITE AND TURNING THE AS-BUILT DRAWINGS OVER TO THE OWNER UPON COMPLETION OF THE PROJECT.
5.	REFER TO INDIVIDUAL DRAWINGS WITHIN THIS SET OF CONSTRUCTION DOCUMENTS FOR ADDITIONAL GENERAL NOTES.
6.	THE CONTRACTOR SHALL BE RESPONSIBLE FOR THOROUGHLY CLEANING THE COMPLETED JOB SITE PRIOR TO TURNING THE PROPERTY OVER TO THE OWNER FOR OCCUPANCY.
7.	IN THE SEART THAY THE CONTRACTION, OR SUSCIONING TO AN ANY TIES. THE SEART THAY THE CONTRACTION, OR SUSCIONING TO AN ANY TIES. THE CONTRACT SCHOOL THE SEARCH SEA
8.	FOR THE PURPOSE OF THESE DRAWINGS AND THE ACCOMPANYING SPECIFICATIONS. THE TERM FOR CC," THILL REFER TO TIEMS PROVIDED AND INSTALLED BY THE GENERAL CONTRACTOR. THERE SUBCONTRACTORS AND OR ACENTS. THE TERM "BY OWNER" WILL REFER TO TIEMS PROVIDED BY THE OWNER AND INSTALLED BY THE GENERAL CONTRACTOR. THE TERM NIC. WILL REFER TO TIEMS NOT IN CONTRACT OR PROVIDED AND INSTALLED BY THE OWNER AND OR THERE ACENT.
	UNLESS NOTED OTHERWISE, ALL TENIS ARE ASSUMED TO BE BY "GC." ANY DEVALATION FROM THESE CONSTRUCTION DO DOLUMENTS ON THE PART OF THE CENBRIAL CONTRACTOR. ANY SUBCONTRACTOR, VIDIODIC, ANDOOR, SUPPLIER, OR USE OF THESE CONSTRUCTION COOLINETS AT ANY LOCATION OF THE THAT HAT FOR ANY OF THE CONSTRUCTION COLUMENTS AT ANY LOCATION OF THE THAT HAT FOR AND ALL LIBBILITY INCIRRED IN LITERATION OR OTHERWISE WITH RESPECT TO THE CONSTRUCTION OF THE SULDION OR STRUCTURE BY THE SET OF TRAVITIONS.
11.	MOLD & MOSTURE MITIGATION NOT ENSURE THAT ANY AREA, BUILDING INTERNAL OF ASSESSED, VITHIN THE BUILDING DEVICE IS INTRODUCEDLY, JCEANGED AND INTERNAL ASSESSED, VITHIN THE BUILDING DEVICE IS THOROUGH TO ANY





JCDA PARKING GARAGE

101 EAST MARKET STREET JOHNSON CITY, TENNESSEE

COVER SHEET

ROTHE

DATE 11/14/2019 SGALE */** = 1'-0" AC

DOWNTOWN PARKING GARAGE ELEVATOR 101 E. MARKET ST. JOHNSON CITY, TN 37601

 $\langle A \rangle$

REFERENCE TO PARTITION TYPE

EMAE. UNEGROTHEARP.COM

DATE
11142019
SCALE
AS NOTED

