

**FOOD BANK OF THE SOUTHERN TIER  
FACILITIES COMMITTEE MEETING  
May 17, 2022 3:15-4:45 PM**

**AGENDA**

<b>TOPIC</b>	<b>FACILITATOR</b>	<b>ACTION</b>	<b>TIME</b>
1. Welcome	Mary Pat Dolan		2
2. Opening Prayer/Poem/Positivity			2
3. Approve April 15, 2022 Minutes	Mary Pat Dolan		2
4. Check-in			10
5. Follow-up Items		Discuss	20
• Estimates for 2 <sup>nd</sup> story construction	Dan		
• Set-back & height limits	Natasha		
• Pros & cons of leasing space	Natasha & Erica		
6. High Level Test Fit	Kimberly O'Connor	Review & Discuss	20
7. Executive Committee Feedback	Mary Pat Dolan	Discuss	15
8. Next Steps	Mary Pat Dolan	Decide	10
• Confirm summer meeting dates			
• Review assignments			
9. Wrap-up/Adjourn	Mary Pat Dolan	Discuss & Decide	2

**Next Meeting**

TBD

RSVP to Lynn Dates [Lynn.Dates@foodbankst.org](mailto:Lynn.Dates@foodbankst.org)

# Food Bank of the Southern Tier

## Facilities Committee Meeting

Friday, April 15, 2022 11 am – 1 pm

Member Name	In Attendance	Unable to Attend
Mary Pat Dolan (Chair)	X	
Peter Dugo	X	
Dan Kazmark	X	
Kimberly O'Connor	X	
Joe Thomas	X	
Travis Virgadamo	X	
<b><i>Ex-Officio</i></b>		
Natasha Thompson	X	
<b><i>Staff</i></b>		
Dave Patterson	X	
Erica Loomis	X	
Lynn Dates	X	

1. **Welcome & Introductions** – Mary Pat Dolan called the meeting to order at 11 am
2. **Opening Prayer/Poem/Positivity** – Natasha asked the group to share a moment of silence
3. **Check-in** - All attendees provided updates on their personal & professional lives.

#### 4. **Follow-up Items**

**Utilization and adjacencies** – Natasha reviewed the number and square footage of workspaces, adjacencies and communal spaces required. The group discussed the following: Which spaces are not included; Based on HOLT's work is this enough or not enough; Probably not enough, however not all staff would remain all day; 30% of square footage should be considered aisles or spaces to circulate; 120 sq ft is adequate for 2 people in an office, or a huddle room, and provides future flex space; Consider filing cabinet needs and adjacencies (future flex); Review workspaces and adjacencies with supportive reasoning for each department. Dave reviewed high/low average for each department, noting 23 spaces. The group further discussed: Consider turnover options; Add a buffer to daily active number; Hedge some access capacity; Daily averages considering different departments might be in on different days; Scheduling smaller meetings; Places to meet and sit beyond meetings; Closer to 100% of office in house, and not needing to consider warehouse staff.

Natasha shared concerns about the HOLT proposal, noting the following: Estimated costs are high considering no sq ft gained; No room for future growth; Do need a larger staff break room/event space/demo kitchen but not at the expense of warehouse space; Plan doesn't include current warehouse office and opportunities there; Front offices are very small; No restrooms in the front office space. Mary Pat Dolan noted the lack of access to natural light, sun, and sound proofing.

Estimates for construction/addition – Dave reviewed options to build and outlined 8 steps that need to happen with Town of Horseheads as a planned unit development site. The group discussed the following: How close can we get to the road; Assuming setbacks; Must go through Town of Horseheads committee; Do we have site plans for current location; Height of building is approved by the Town of Horseheads committee.

Dan Kazmark reviewed building expansion costs, noting \$2.1M for a basic office design with no additional design or furniture costs. He added that we should ask HOLT for their total for design and furniture. Dan pointed out that expenses increase with expansions that likely need and ADA elevator adding \$8K - \$10K to overall budget. He provided a rough estimate for the next meeting.

Mary Pat reviewed the timeline/milestones for the Committee work and presentation to the BOD, noting Natasha's sabbatical, assignments, and speed of process. The group discussed the following: Reviewing adjacencies; Understanding how much space we really need; Alternative locations; Operational questions; Parallel path of zeroing in

on space needs versus what we really want; Moving warehouse spaces creates extra costs and limits building options. Natasha reviewed the following: 1) Final recommendation to BOD in December, 2) Decide to renovate, 3) Decide to build, 4) Decide to lease.

**5. Decision Making Matrix**

**Pros & cons of buying/leasing outside space** - Peter Dugo reviewed options to lease or buy industrial versus office space. Mary Pat inquired about the number of possible spaces available at this time, to which Peter noted that there are not many that are very large, adding that there are approximately 20 buildings throughout 6 counties.

**6. Next Steps** – noted below

**7. Wrap-up/Adjourn**

**The meeting adjourned at 12:12 pm**

Minutes respectfully submitted by,  
Lynn Dates, *Executive Assistant to*  
Natasha Thompson, *President & CEO*

Action Items	Responsible	Due Date
Determine how close we can get to the road	Dave	5/17/2022
Site plans for the current building and are there height limits	Dave	5/17/2022
Rough estimate on 2 <sup>nd</sup> story	Dan	5/17/2022
Talk with HOLT	Natasha	5/17/2022
Communication plan for the BOD	Natasha	5/17/2022
Review and fine tune adjacencies with supportive reasoning for each department, space needs, and expectations of future growth	Senior Leadership Team	5/17/2022
Discussion with Executive Staff – stay or move, and possible benefits of more than one site	SLT & MPD	5/17/2022
Next meeting May 17, 3:15 pm		May 17, 3:15 pm
BOD Presentation		May 19

# Pros and Con's of a Decentralized Warehouse & Office Structure

## PROS:

1. Promotes FBST Image in the community of choice
2. Opportunity to work with other partners, i.e., Community Food Center
3. Ability to flex main office space to reduce needed space for headcount as well as prepare for future internal expansion.
4. Benefit for staff in located area to have designated permanent space outside of their home without travel.
5. Reduction in mileage costs
6. Local access to specialized services with reduced transportation cost. (clients)

## CONS:

1. Risk of misallocation (goods ordered are not stored at a more convenient location)
2. Higher investment and operating costs.
3. Higher control expenditure (warehouse management, material flow)
4. High effort for inventory management.
5. Higher minimum stocks.
6. Increased shipping costs
7. Reduction in pool of staff to cover absences.
8. Potential perception of biased work allocations
9. Additional Compliance/Regulatory needs and inspections.

## Considerations:

1. Culture Impact
2. Does this fix our internal space issue completely?
3. How do we pick the community to expand too? Staff location or need location?
4. Can we rent office space from CHOW (or other county partners) instead of a stand-a-lone building?
5. Lease vs Buy perception to donors.
6. Staff costs (specifically for warehouse) and current job market.

## Exploring Options- Lease/Buy

### Industrial

- Rents on average are **\$4.45/SF per year**. Most of these deals are NNN, which means on top of the rent, the tenant would pay for some or all operating expenses such as taxes, insurance, utilities, maintenance, etc.
- Building sales are from **\$30/SF (Median)** to **\$37/SF (Average)**.

### Office

- Rents on average are **\$16.52/SF** per year. Most of these deals are a Modified Gross or Gross rent, which would include most of the operating expenses listed above.
- Building sales ranged from **\$53/SF (Median)** to **\$78/SF (Average)**.

### Example Calculation: (Lease)

- 5,000 Sqft. Office space - \$16.52/SF x 5000 - \$82,600 annual cost
- Phone/Data - \$225 month
- Utilities- \$280
- Additional Insurance coverage- \$750 year (est)
- Annual cost (this *excludes any warehouse space*) - \$89,410

### Build Estimated Cost: (1 time)



## Exploring Options- Build

ROM (Rough Order of Magnitude) Expansion Costs				
Description	QTY	UM	UP	Total Cost
Single Story Office Expansion w/ New MEP	5,000	SF	\$330	\$1,650,000
Design Contingency	\$1,650,000	%	10%	\$165,000
Escalation	\$1,815,000	%	5%	\$90,750
Construction Contingency	\$1,905,750	%	10%	\$190,575
<b>Total Construction Cost</b>				<b>\$2,096,325</b>



① Level 1 option 4  
 1/32" = 1'-0"



① Level 1 option 6  
 1/32" = 1'-0"