



Amelia County Needs Assessment

July 16, 2014

Presentation Outline

Objectives of the Study

Study Process / Schedule

Components of the Study

Options Identified and Options Developed

Cost of Each Option Developed

Recommendations

Objectives of the Study

1. Provide a Physical Assessment of Each Facility

- Document condition of each building and site
- Current utilization of each space
- Space allocation of each department

2. Meet with Department Heads

- Identify needs and issues
- Strengths and deficiencies of existing spaces
- Size, location and adequacy of existing spaces
- Develop a program of requirements

3. Identify and Develop Options

- Address current and long term needs

4. Provide Cost Estimates

- Hard costs/soft costs

5. Recommendations for Selected Approach

Buildings included in the study:

- Administration Building
- Humanities Building
- Courthouse/Sheriff's Department
- Jackson Building
- Hindle Building
- EOC
- Boepple Building
- Health Department
- VDOT Building

Study Process / Schedule

1. Meeting with Taylor/Daryl Oct 2013
 - Study process and schedule
 - Identified study participants
 - Tour of each building
 - Obtained available drawings
2. Draft Plans of Each Building Nov 2013
3. Sent Survey to Department Heads Nov 2013
 - Current and future staff needs
 - Relationship to other departments
 - Current and future space needs
 - Storage needs
4. Physical Assessment (9 Buildings – 3 Days) Nov/Dec 2013
 - Confirm accuracy of existing drawings
 - Document conditions of buildings
 - Identify area each department occupies
 - Identify use of each room
 - Site concerns
5. Develop a Program of Requirements April 2014
 - Meet with each department head (22 meetings – 4 days)
 - Needs and issues
 - Strengths and deficiencies
 - Adequacy of existing space
 - Future space needs
6. Identify and Develop Options May/June 2014
 - Identified 5 / Developed 2
7. Presentation to Board of Supervisors July 2014
 - Revise options based on input received

Components of the Study

- Survey completed by each department head
- Physical assessment/facility appraisal
- Minutes of meetings with each department head
- Current floor plans of each department
- Utilization of each space in each department
- Identifying options to meet needs
- Development of selected options
- Preparation of cost estimates for selected options
- Recommendations

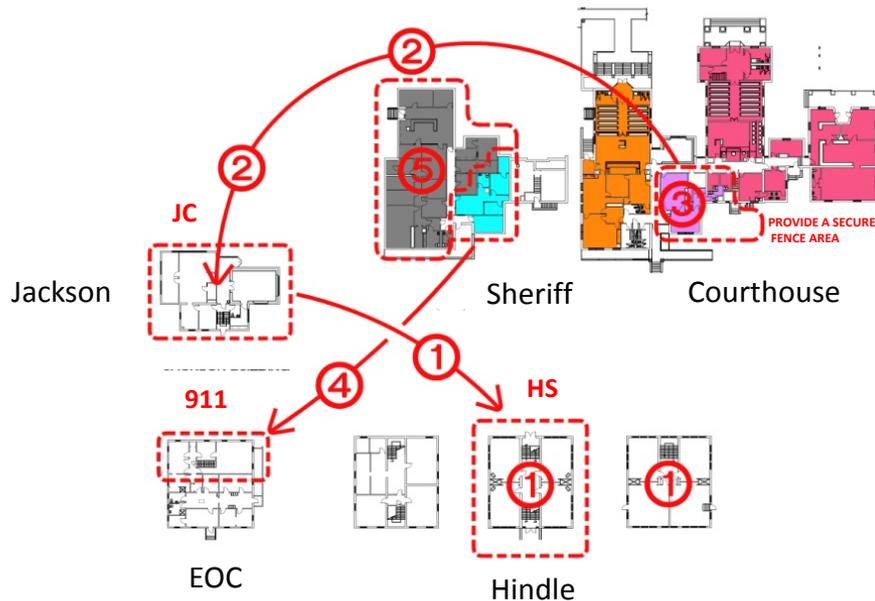
Options Identified and Options Developed

- 5 Options Identified
- 2 Options Developed
 - Current and long term needs
 - Solve Courthouse security issues
 - Relocate departments to reduce overcrowding and allow for future expansion without building additions

Option 1

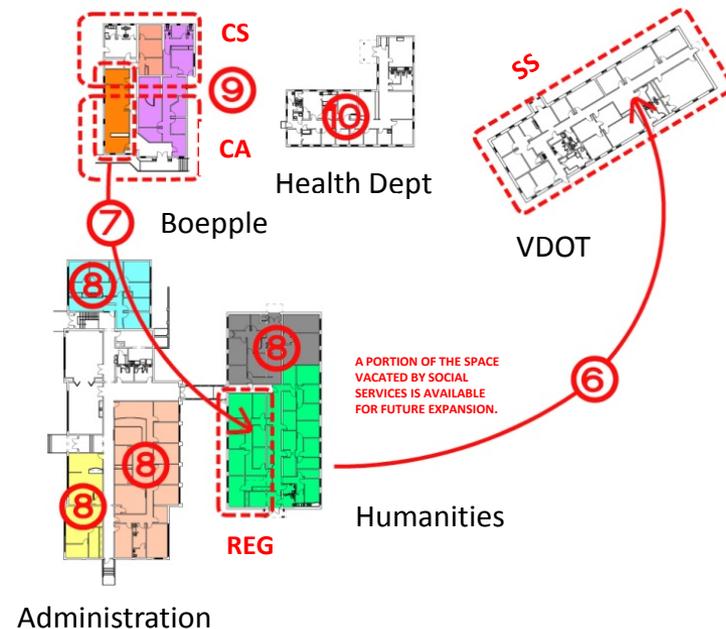
OPTION 1

1. RENOVATE HINDLE BUILDING FOR HISTORIC SOCIETY & BOARD OF SUPERVISOR'S MEETING ROOM.
2. RENOVATE JACKSON BUILDING FOR JUVENILE COURT/JUDGE.
3. RENOVATE SPACE VACATED BY JUVENILE COURT FOR HOLDING CELLS.
 - PROVIDE A SECURE FENCED AREA AT REAR OF COURTHOUSE TO LOAD/UNLOAD INMATES.
4. RENOVATE EOC FOR 911/DISPATCH.
5. RENOVATE SPACE VACATED BY 911/DISPATCH AND SHERIFF'S OFFICE.



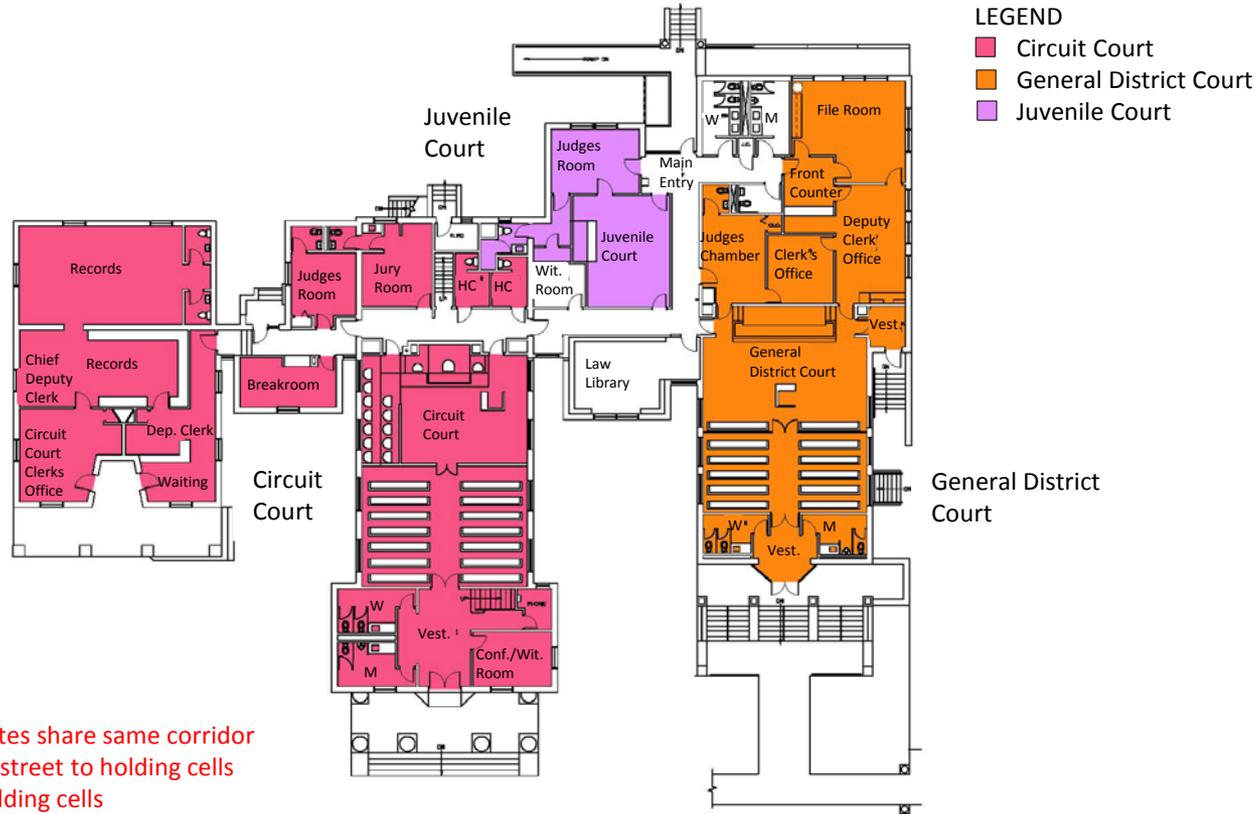
AMELIA COUNTY NEEDS ASSESSMENT STUDY

6. RENOVATE VDOT BUILDING FOR SOCIAL SERVICES.
7. RENOVATE A PORTION OF THE AREA VACATED BY SOCIAL SERVICES FOR REGISTRAR.
8. COUNTY ADMINISTRATOR, REVENUE, TREASURER AND VA COOPERATIVE EXTENSION REMAIN IN CURRENT LOCATIONS.
9. RENOVATE BOEPPLE BUILDING FOR COMMONWEALTH ATTORNEY AND COURT SERVICES.
10. RENOVATE HEALTH DEPARTMENT.



Dewberry®

Courthouse

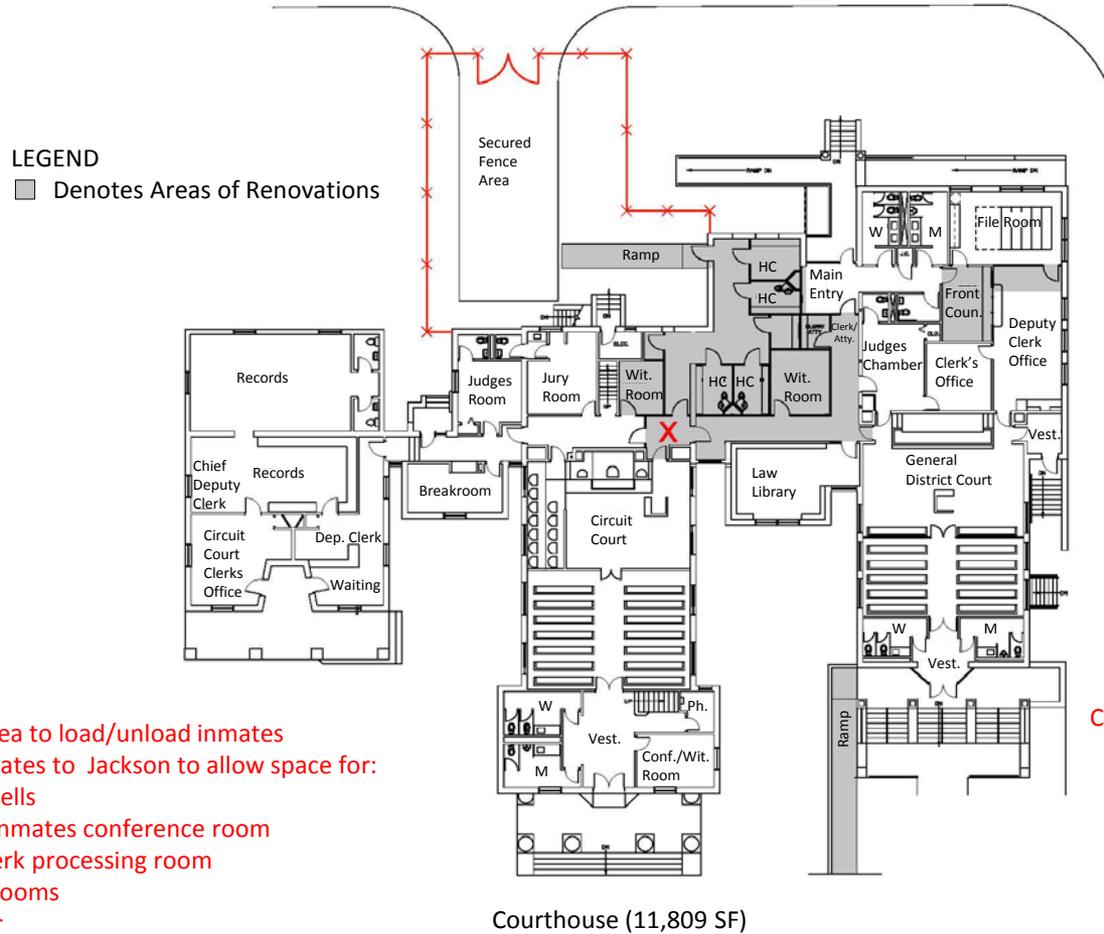


Existing Courthouse (11,809 SF)

KEY ISSUES

- Public, staff, judges & inmates share same corridor
- Transporting inmates from street to holding cells
- Location and number of holding cells
- Need additional witness room
- Security
- Clerks front counter
 - Not handicap accessible
 - Not separated from public
 - Size of front counter
 - Inmates, public & staff share same space

Courthouse



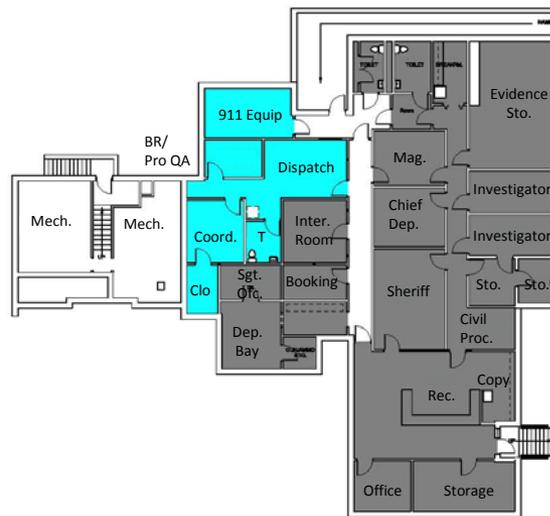
KEY ISSUES ADDRESSED

- Created a secure area to load/unload inmates
- Juvenile Court relocates to Jackson to allow space for:
 - 4 holding cells
 - Attorney/Inmates conference room
 - Inmate/Clerk processing room
 - 2 witness rooms
- Clerks front counter
 - Handicap accessible, separated from public, larger
- Inmates no longer transported to clerk

Sheriff's Office

LEGEND

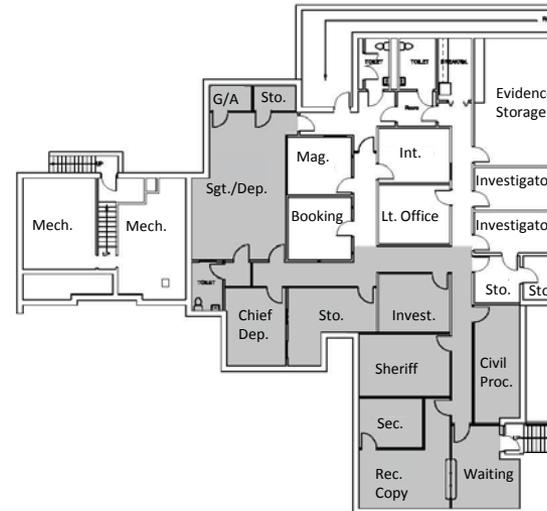
- 911 / Dispatch
- Sheriff



Existing

LEGEND

- Denotes Areas of Renovations



Proposed

Sheriff's Office

Basement Courthouse – Sheriff's Office (6,344 SF)

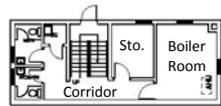
KEY ISSUES

- No space for expansion
- Front counter/reception area not secure
- Deputy bay/sergeant's offices not large enough
- Need space for another investigator
- Need window into magistrar's office from corridor
- Civil process office too small

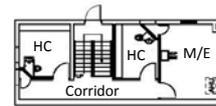
KEY ISSUES ADDRESSED

- 911/Dispatch relocated to EOC
- Space is available for expansion
 - 3 investigators offices
 - Deputy bay/sergeant offices
 - Civil process office
- Front counter/reception area is secure
- Window added at magistrate's office from rear corridor

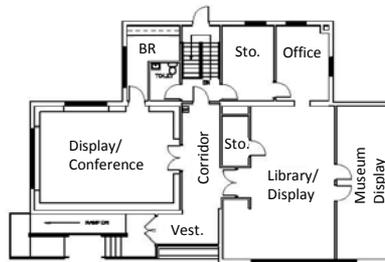
Jackson Building



Existing Basement (686 SF)

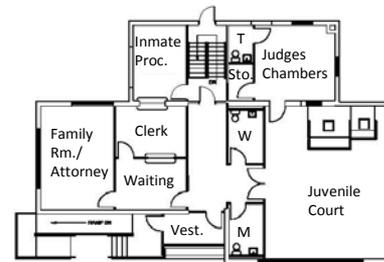


Basement



Existing First Floor (2,610 SF)

Historic Society



First Floor

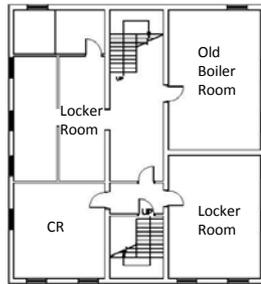
Juvenile Court

Jackson Building (3,296 SF)

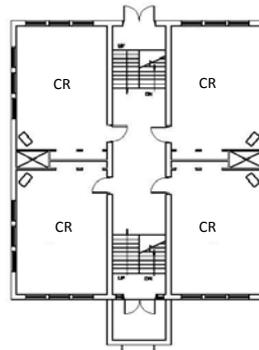
KEY ISSUES

- Historic Society moves to Hindle Building
- Juvenile Court occupies entire building
 - Larger Courtroom: 391 vs. 750 SF
- Two holding cells in basement
- Judge Southall and Clerk move back and forth between Jackson and General District Court
 - Juvenile Court in morning
 - Domestic Relations Court in afternoon

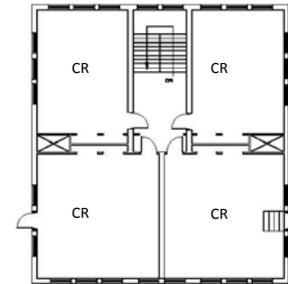
Hindle Building



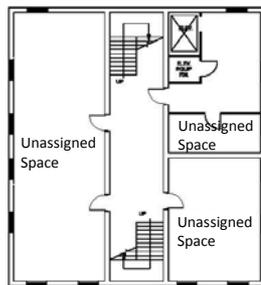
Existing Basement Floor (2,750 SF)



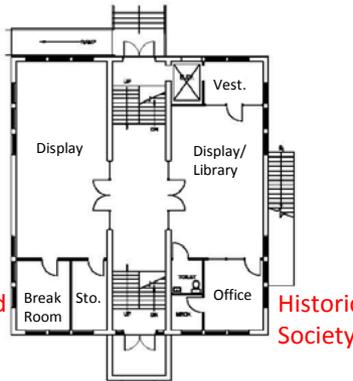
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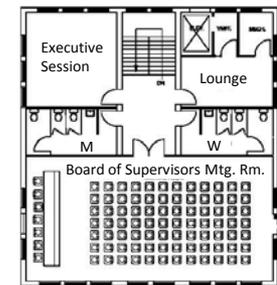
Existing Second Floor (2,750 SF)



Basement



First Floor



Second Floor

Hindle Building (8,250 SF)

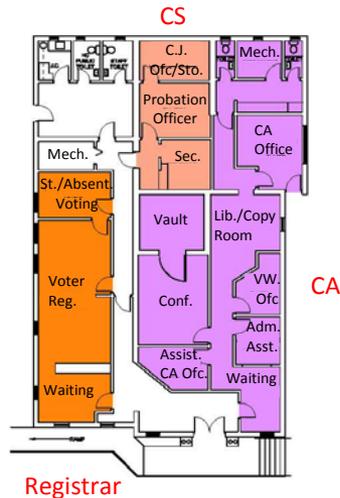
KEY ISSUES

- Historic Society occupies first floor
- Board of Supervisors Meeting Room on second floor
- Basement remains unfinished
- Elevator and exterior stair added

Boepple Building

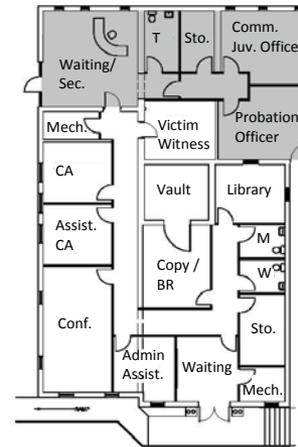
LEGEND

- Commonwealth Attorney
- Court Services
- Registrar



Registrar

Existing



Proposed

Boepple Building (4,129 SF)

KEY ISSUES

- One entry for all 3 departments
- Registrar, CA, and Court Services need additional space
- Registrar
 - Waiting area too small
 - Storage room also used for absentee voting
 - Need access to a conference/training room
- Court Services
 - No waiting area
 - Limited storage space
 - Need office space for secretary, community juvenile officer and probation officer
- Commonwealth Attorney
 - Go thru library/copy room to access CA
 - Assistant CA, Conference Room & Waiting are too small
 - Waiting area not secure

KEY ISSUES ADDRESSED

- Registrar relocates to Humanities Building
- CS and CA have room to expand
- Separate entry/waiting area for CS and CA
- Waiting areas are secure

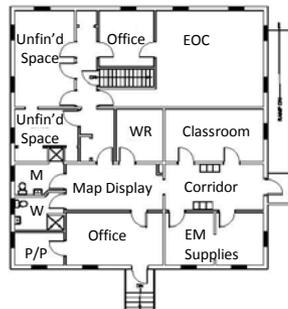
EOC Building



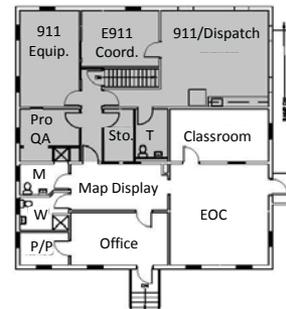
Existing Basement (857 SF)



Basement



Existing First Floor (2,692 SF)



EOC/911 Dispatch

EOC Building (3,549 SF)

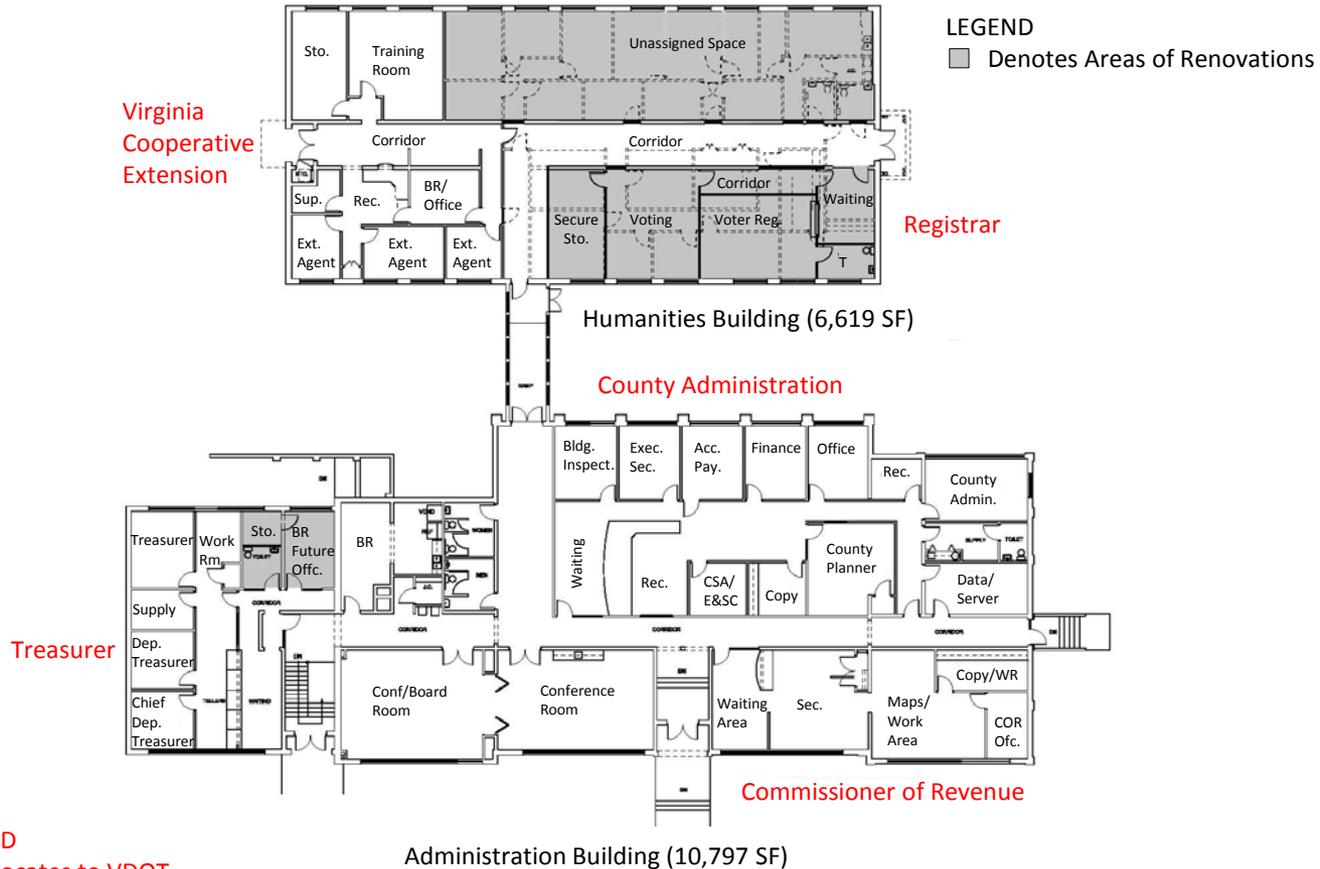
911/Dispatch

EOC

KEY ISSUES

- 911/Dispatch moving to EOC frees up space to expand Sheriff's Department
- EOC Building recently renovated
- Existing Building can accommodate both EOC and 911/Dispatch

Admin/Humanities Building



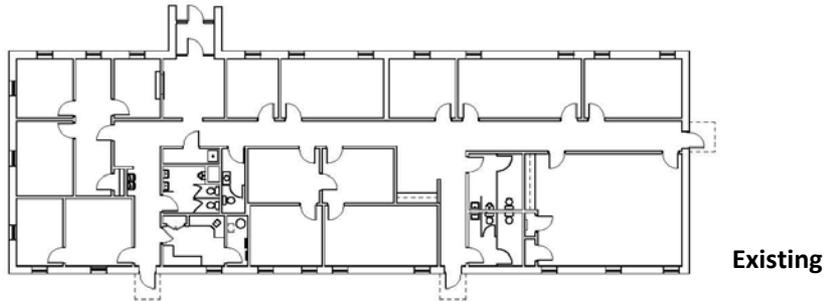
KEY ISSUES ADDRESSED

- Social Services relocates to VDOT
- Space is now available for future expansion
- Staff restrooms added for Treasurer and Registrar
- Registrar occupies a portion of the space vacated by Social Services

VDOT Building

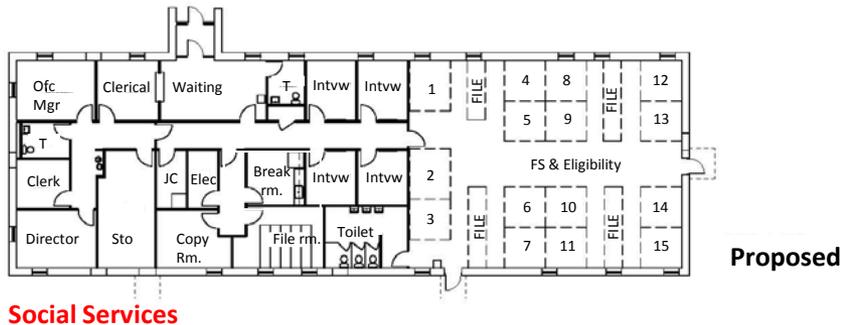
SOCIAL SERVICES

- Key issues with current location (Humanities Building)
 - No space for expansion
 - Need additional file space
 - Limited number of interview rooms
 - Need to add a staff restroom
 - Existing conference room too small
 - Waiting area too small
 - Need a family observation area



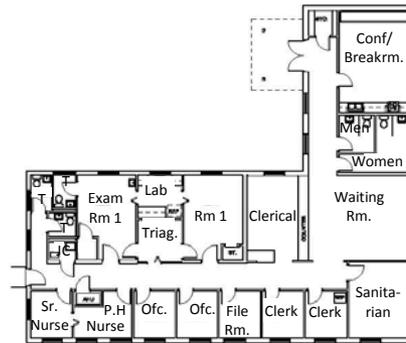
SOCIAL SERVICES RELOCATED TO VDOT BUILDING

- PROS/CONS
 - Existing floor plan cannot accommodate Social Services (gut interior)
 - 1,245 SF more space than current location
 - 4,064 vs. 5,309 SF
 - FS and Eligibility workers offices in cubicles not individual offices.
 - Adequate parking is available



VDOT Building (5,890 SF)

Health Department



Health Department (3,294 SF)

PROS

- Size of facility is adequate for services provided
- Good location
- No problems with water/sewer
- Cabinets in good shape
- Parking is adequate for staff/visitors
- Roof does not leak

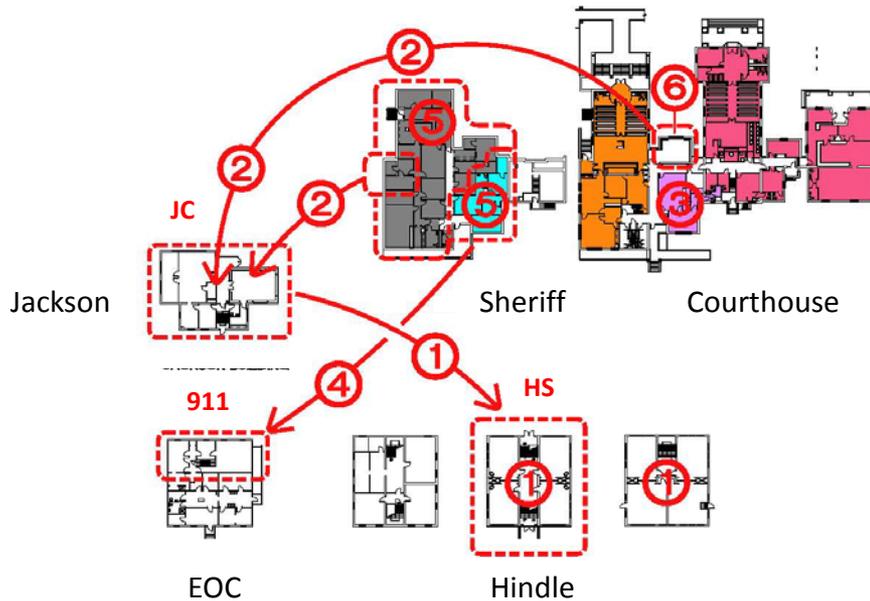
CONS

- Facility has not been renovated since 1980 addition
- Restrooms need upgrade
- Floor slab has settled and cracked in several areas
- Light fixtures need replacing

Option 2

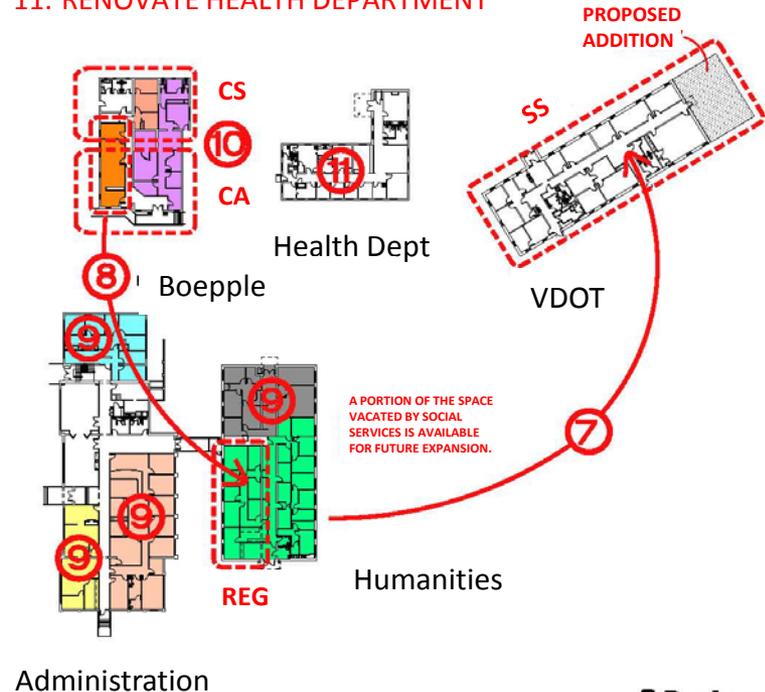
OPTION 2

1. RENOVATE HINDLE BUILDING FOR HISTORIC SOCIETY AND BOARD OF SUPERVISOR'S MEETING ROOM.
 - INCLUDES HOLDING CELLS AND AN ELEVATOR
2. RENOVATE JACKSON BUILDING FOR LAW LIBRARY & INVESTIGATORS
3. JUVENILE COURT REMAINS IN ITS CURRENT LOCATION
4. RENOVATE EOC FOR 911/DISPATCH.
5. RENOVATE SPACE VACATED BY 911/DISPATCH AND SHERIFF'S OFFICE.
6. RENOVATE LAW LIBRARY FOR HOLDING CELL & ELEVATOR.



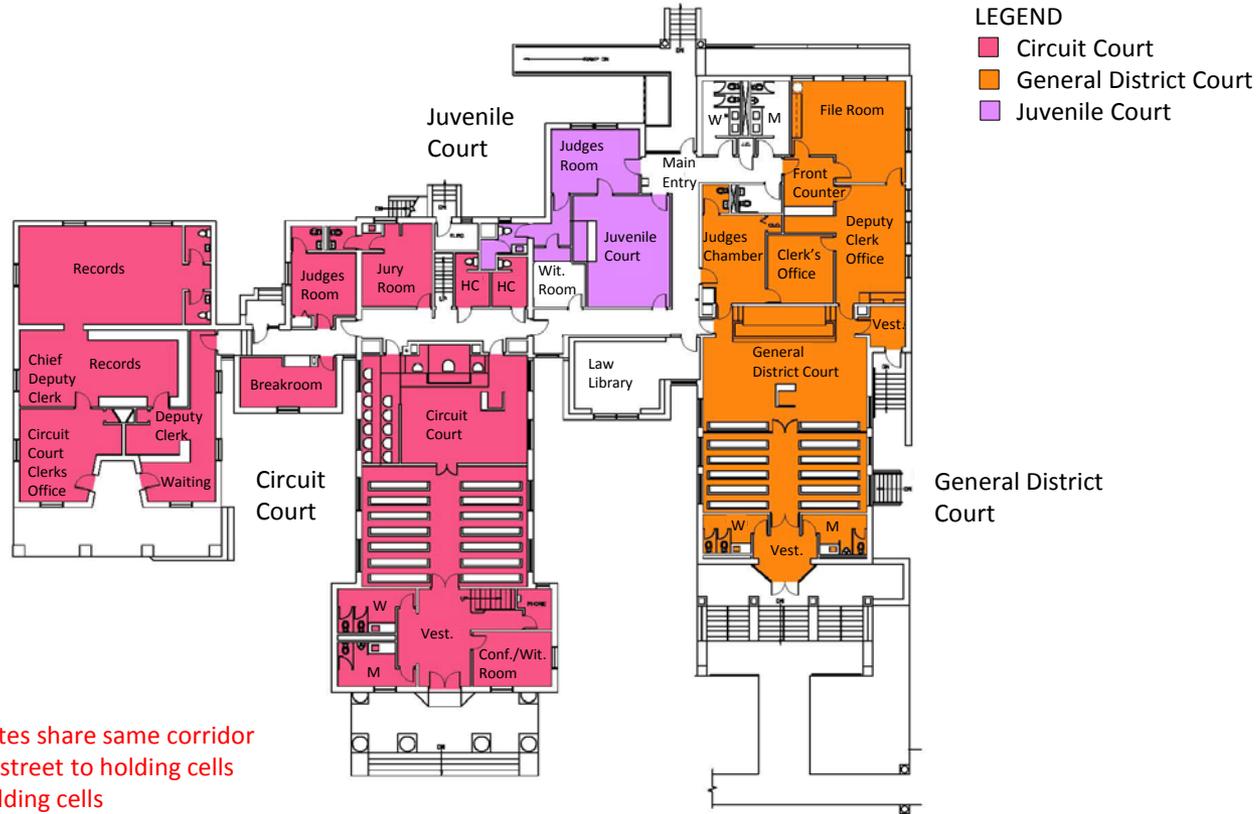
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10. RENOVATE BOEPPLE BUILDING FOR COMMONWEALTH ATTORNEY AND COURT SERVICES
11. RENOVATE HEALTH DEPARTMENT



Dewberry

Courthouse



Existing Courthouse (11,809 SF)

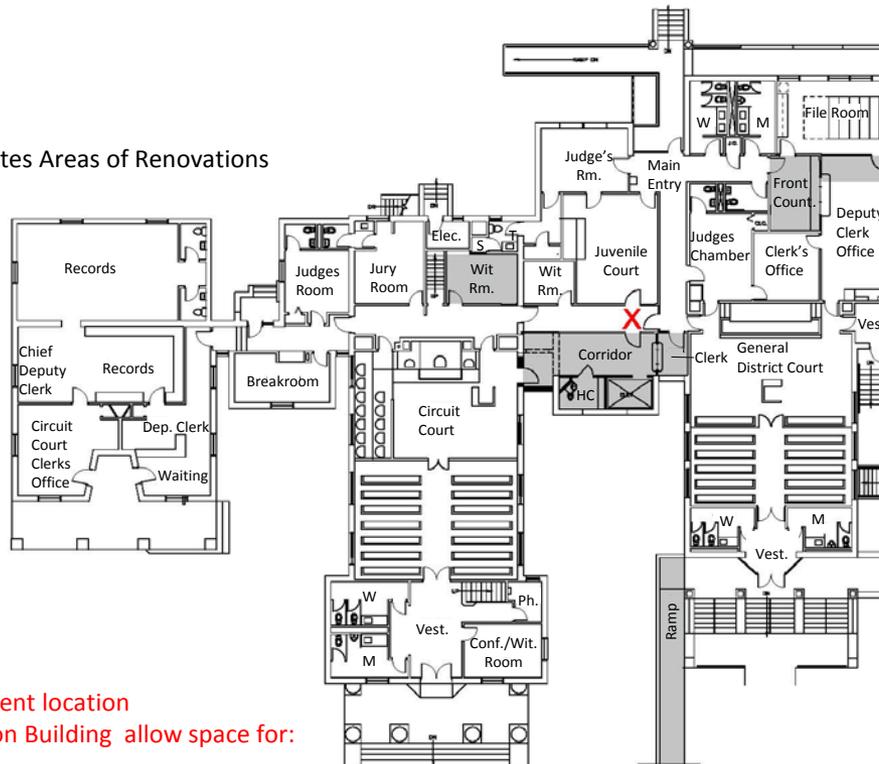
KEY ISSUES

- Public, staff, judges & inmates share same corridor
- Transporting inmates from street to holding cells
- Location and number of holding cells
- Need additional witness room
- Security
- Clerks front counter
 - Not handicap accessible
 - Not separated from public
 - Size of front counter
 - Inmates, public & staff share same space

Courthouse

LEGEND

■ Denotes Areas of Renovations



Courthouse

Courthouse (11,809 SF)

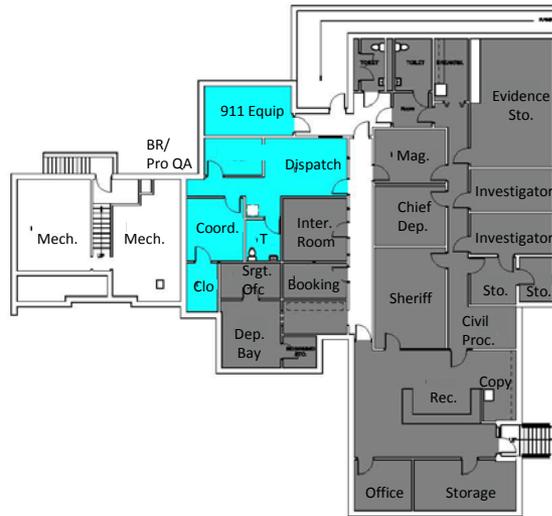
KEY ISSUES ADDRESSED

- Juvenile Court remains in current location
- Law library relocates to Jackson Building allow space for:
 - Elevator
 - Holding cell
 - Inmate/Clerk processing room
- Holding cells converted to witness rooms
- Clerk front counter
 - Handicap accessible, separated from public, larger
- Inmate no longer transported to clerk
- Two witness rooms

Sheriff's Office

LEGEND

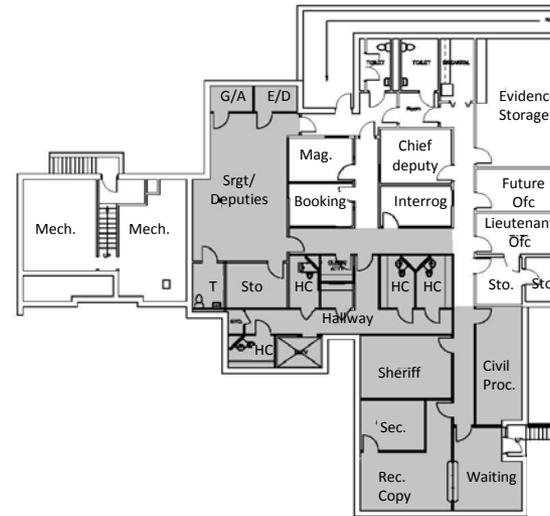
- 911 / Dispatch
- Sheriff



Existing

LEGEND

- Denotes Areas of Renovations



Proposed

Sheriff's Office

Basement Courthouse – Sheriff's Office (6,344 SF)

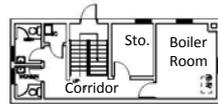
KEY ISSUES

- No space for expansion
- Front counter/reception area not secure
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- Need space for another investigator
- Need window into magistrate's office from corridor
- Civil process office too small

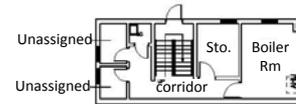
KEY ISSUES ADDRESSED

- 911/Dispatch relocated to EOC
- Investigators relocate to Jackson Building
- Inmates unloaded on street and transported thru sheriff's office:
 - 4 holding cells
 - Attorney/Inmate conference room
 - Elevator
- Front counter/reception area is secure
- Space is available for needed expansion

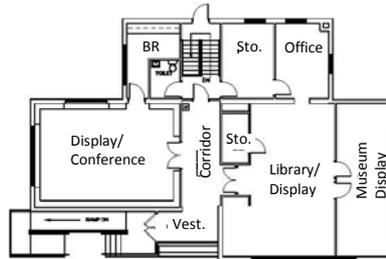
Jackson Building



Existing Basement (686 SF)

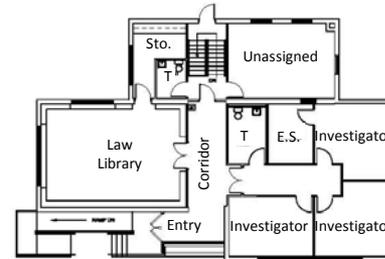


Basement



Existing First Floor (2,610 SF)

Historic Society



First Floor

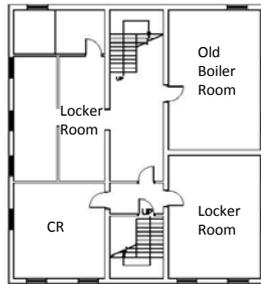
Law Library & Investigators

Jackson Building (3,296 S.F.)

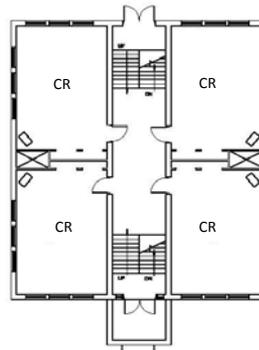
KEY ISSUES

- Historic Society moves to Hindle Building
- Law Library and Investigators relocate to Jackson Building
- Basement remains unfinished
- Space available on first floor for expansion

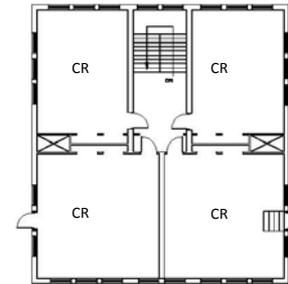
Hindle Building



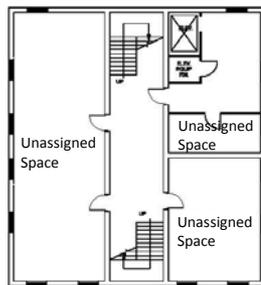
Existing Basement Floor (2,750 SF)



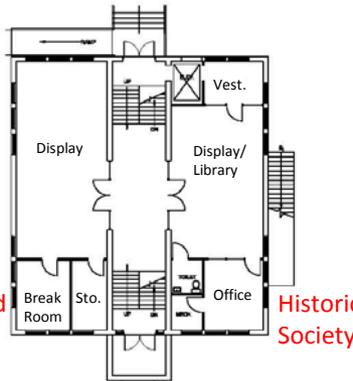
Existing First Floor (2,750 SF)



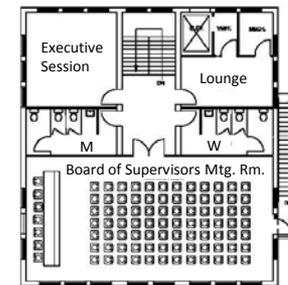
Existing Second Floor (2,750 SF)



Basement



First Floor



Second Floor

Unassigned Space

Historic Society

Board of Supervisors

Hindle Building (8,250 SF)

KEY ISSUES

- Historic Society occupies first floor
- Board of Supervisors Meeting Room on second floor
- Basement remains unfinished
- Elevator and exterior stair added

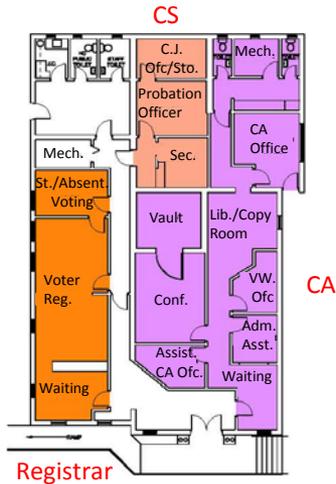
Boepple Building

LEGEND

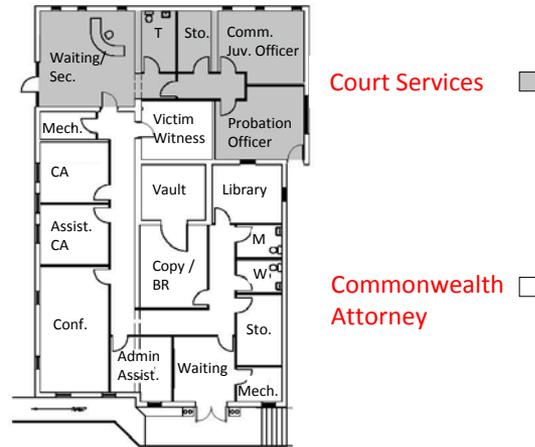
- Commonwealth Attorney
- Court Services
- Registrar

KEY ISSUES

- One entry for all 3 departments
- Registrar, CA, and Court Services need additional space
- Registrar
 - Waiting area too small
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 - Need access to a conference/training room
- Court Services
 - No waiting area
 - Limited storage space
 - Need office space for secretary, community juvenile officer and probation officer
- Commonwealth Attorney
 - Go thru library/copy room to access CA
 - Assistant CA, Conference Room & Waiting are too small
 - Waiting area not secure



Existing



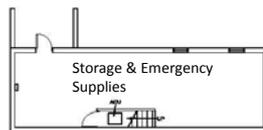
Proposed

Boepple Building (4,129 SF)

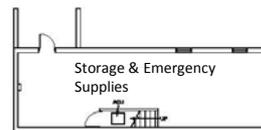
KEY ISSUES ADDRESSED

- Registrar relocates to Humanities Building
- CS and CA have room to expand
- Separate entry/waiting area for CS and CA
- Waiting areas are secure

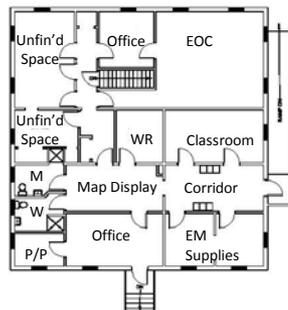
EOC Building



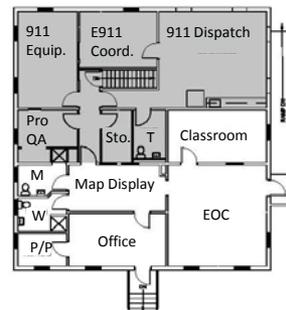
Existing Basement (857 SF)



Basement



Existing First Floor (2,692 SF)



EOC/911 Dispatch

EOC Building (3,549 SF)

911 Dispatch 

EOC 

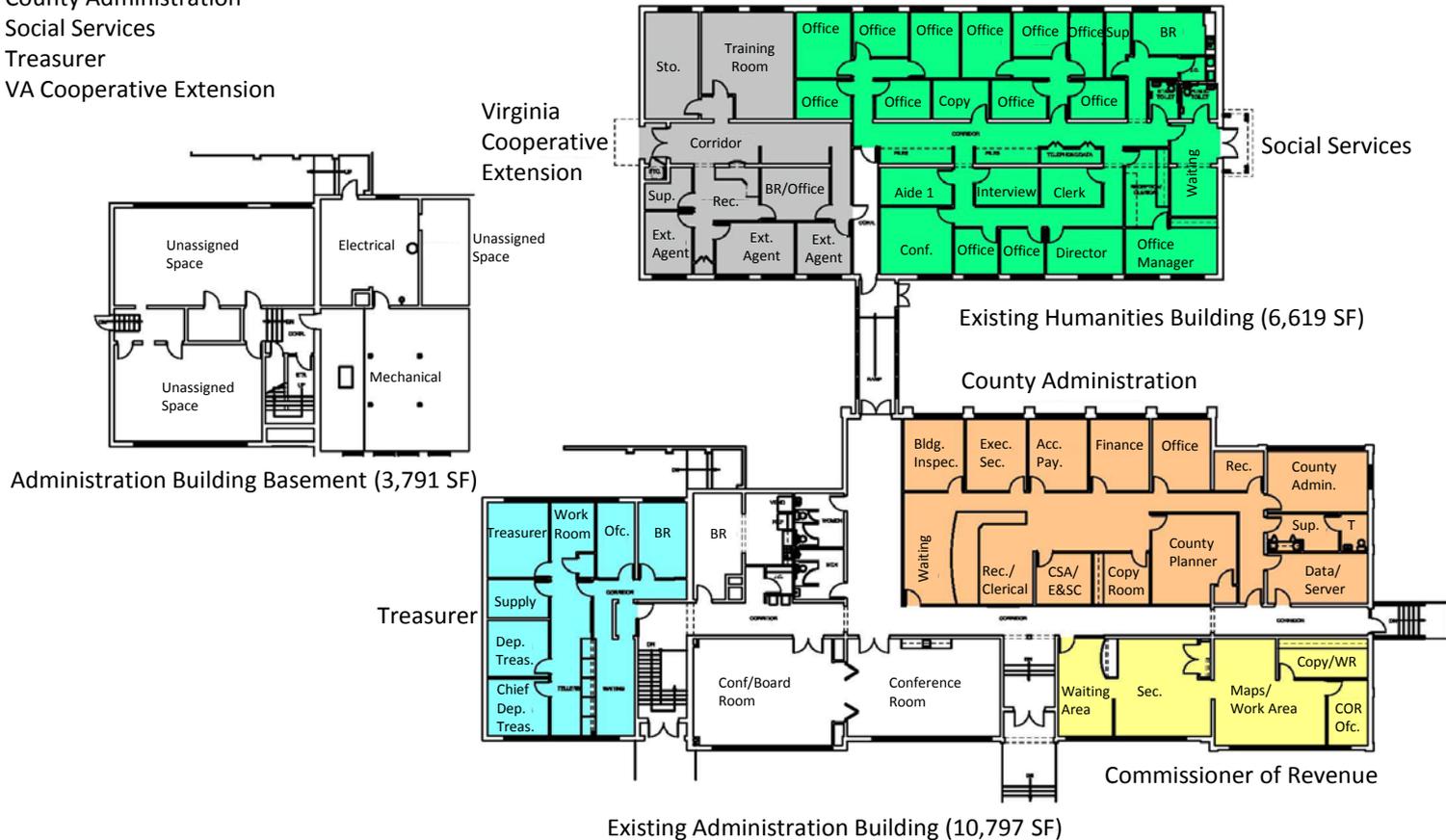
KEY ISSUES

- 911/Dispatch relocating to EOC frees up space to expand Sheriff's Department
- EOC Building recently renovated
- Existing Building can accommodate both EOC and 911/Dispatch

Admin/Humanities Building

LEGEND

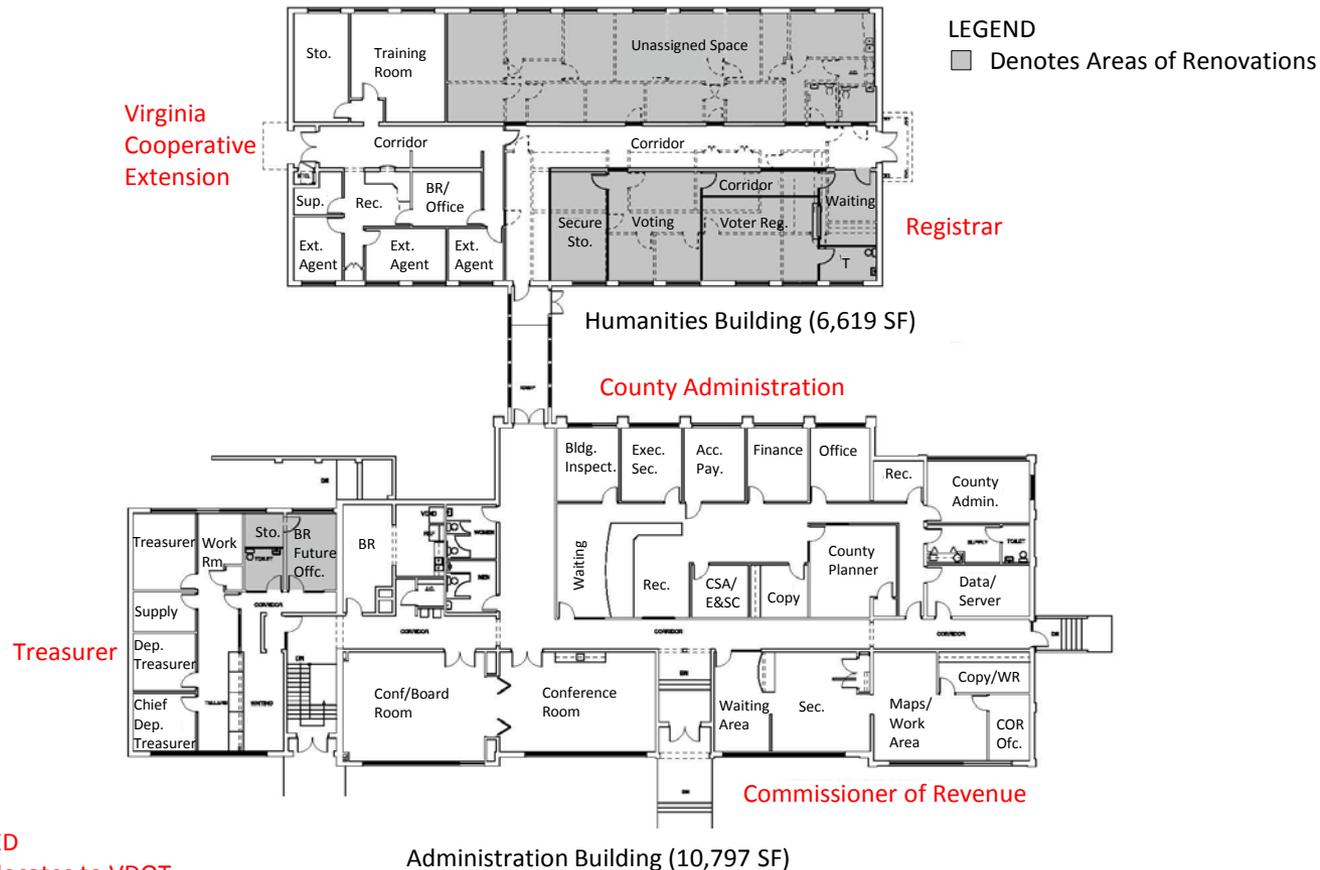
- Commission of Revenue
- County Administration
- Social Services
- Treasurer
- VA Cooperative Extension



KEY ISSUES

- County Administrator, Revenue, Treasurer, VA Cooperative Extension and Social Services
 - no space for future expansion
- Shortage of staff restrooms

Admin/Humanities Building



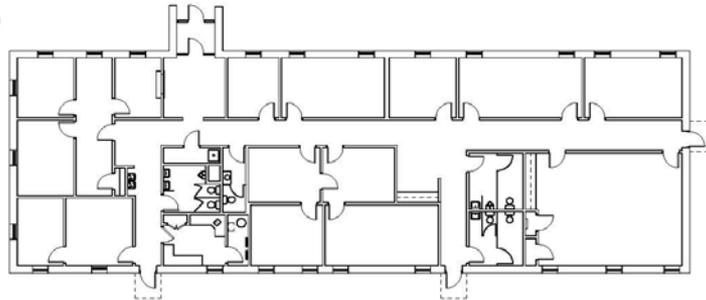
KEY ISSUES ADDRESSED

- Social Services relocates to VDOT
- Space is now available for future expansion
- Staff restrooms added for Treasurer and Registrar
- Registrar occupies a portion of the space vacated By Social Services

VDOT Building

SOCIAL SERVICES

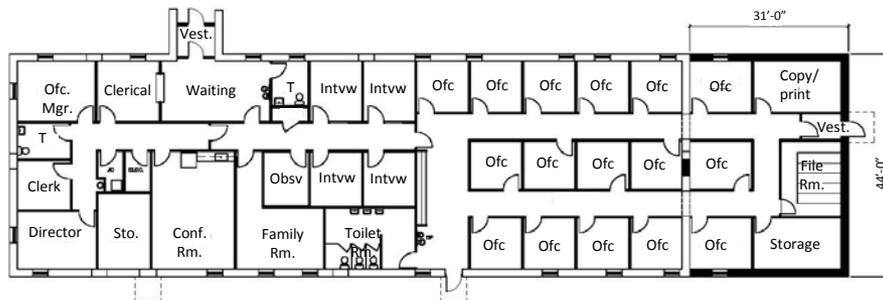
- Key issues with current location (Humanities Building)
 - No space for expansion
 - Need additional file space
 - Limited number of interview rooms
 - Need to add staff restroom
 - Existing conference room too small
 - Waiting area too small
 - Need a family observation area



Existing

SOCIAL SERVICES RELOCATED TO VDOT BUILDING

- PROS/CONS
 - Existing floor plan cannot accommodate Social Services (gut interior)
 - 2,609 SF more space than current location
 - 4,064 vs. 6,673 SF
 - Provided permanent offices for FS and Eligibility Workers
 - Provided a family observation area
 - Provided a large conference room
 - Requires a 1,364 SF addition

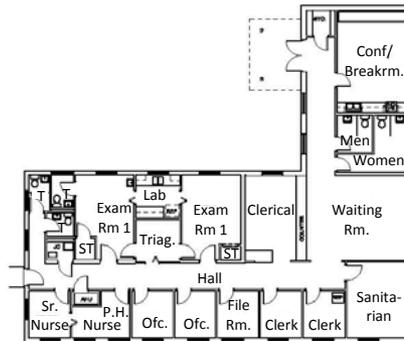


Social Services

Proposed

VDOT Building (5,890 SF)

Health Department



Health Department (3,294 SF)

PROS

- Size of facility is adequate for services provided
- Good location
- No problems with water/sewer
- Cabinets in good shape
- Parking is adequate for staff/visitors
- Roof does not leak

CONS

- Facility has not been renovated since 1980 addition
- Restrooms need upgrade
- Floor slab has settled and cracked in several areas
- Light fixtures need replacing

Cost of Each Option Developed

Cost Estimate – Option 1

Description	Total Cost
1. Jackson Building	\$496,300
2. Boepple Building	454,190
3. Hindle Building	1,725,000
4. Administration Building	157,750
5. Humanities	344,035
6. Courthouse Basement	347,600
Courthouse	1,039,740
7. EOC	1,229,080
8. VDOT	847,900
9. Health Department	131,760
Subtotal Construction Costs	\$6,773,195
• General Conditions, Overhead and Profit	677,335
• Contingency	1,016,003
Total Construction Cost (Hard Costs)	\$8,466,693
Related Project Costs (Soft Costs)	1,270,003
Total Project Costs	\$9,736,696

Cost Estimate – Option 2

Description	Total Cost
1. Jackson Building	\$375,840
2. Boepple Building	454,190
3. Hindle Building	1,725,000
4. Administration Building	157,750
5. Humanities	344,035
6. Courthouse Basement	525,320
Courthouse	753,250
7. EOC	1,229,080
8. VDOT	1,045,700
9. Health Department	131,760
Subtotal Construction Costs	\$6,741,925
• General Conditions, Overhead and Profit	674,192
• Contingency	1,011,289
Total Construction Cost (Hard Costs)	\$8,427,406
Related Project Costs (Soft Costs)	1,264,111
Total Project Costs	\$9,691,517

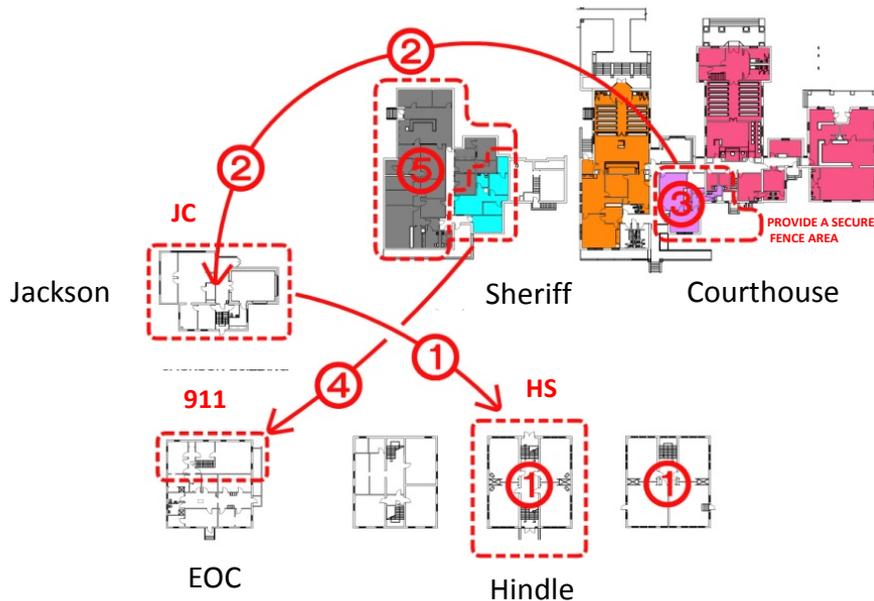


Recommendations

Option 1

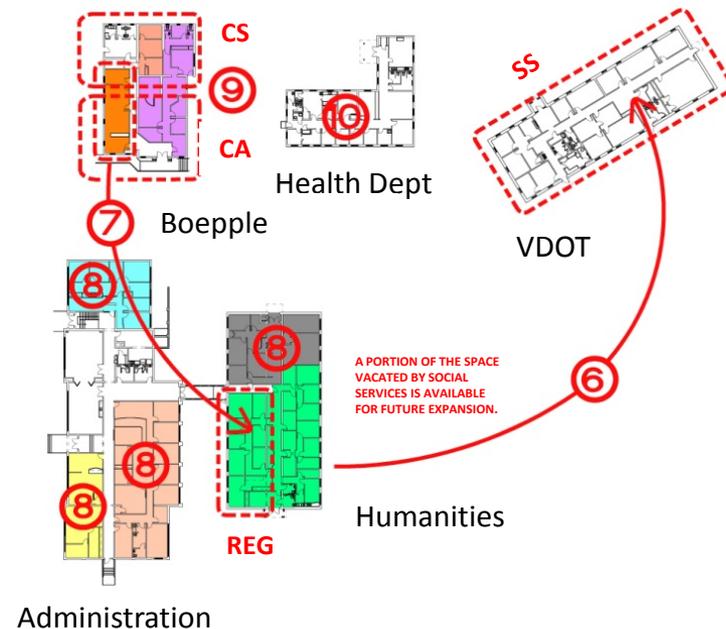
OPTION 1

1. RENOVATE HINDLE BUILDING FOR HISTORIC SOCIETY & BOARD OF SUPERVISOR'S MEETING ROOM.
2. RENOVATE JACKSON BUILDING FOR JUVENILE COURT/JUDGE.
3. RENOVATE SPACE VACATED BY JUVENILE COURT FOR HOLDING CELLS.
 - PROVIDE A SECURE FENCED AREA AT REAR OF COURTHOUSE TO LOAD/UNLOAD INMATES.
4. RENOVATE EOC FOR 911/DISPATCH.
5. RENOVATE SPACE VACATED BY 911/DISPATCH AND SHERIFF'S OFFICE.



AMELIA COUNTY NEEDS ASSESSMENT STUDY

6. RENOVATE VDOT BUILDING FOR SOCIAL SERVICES.
7. RENOVATE A PORTION OF THE AREA VACATED BY SOCIAL SERVICES FOR REGISTRAR.
8. COUNTY ADMINISTRATOR, REVENUE, TREASURER AND VA COOPERATIVE EXTENSION REMAIN IN CURRENT LOCATIONS.
9. RENOVATE BOEPPLE BUILDING FOR COMMONWEALTH ATTORNEY AND COURT SERVICES.
10. RENOVATE HEALTH DEPARTMENT.

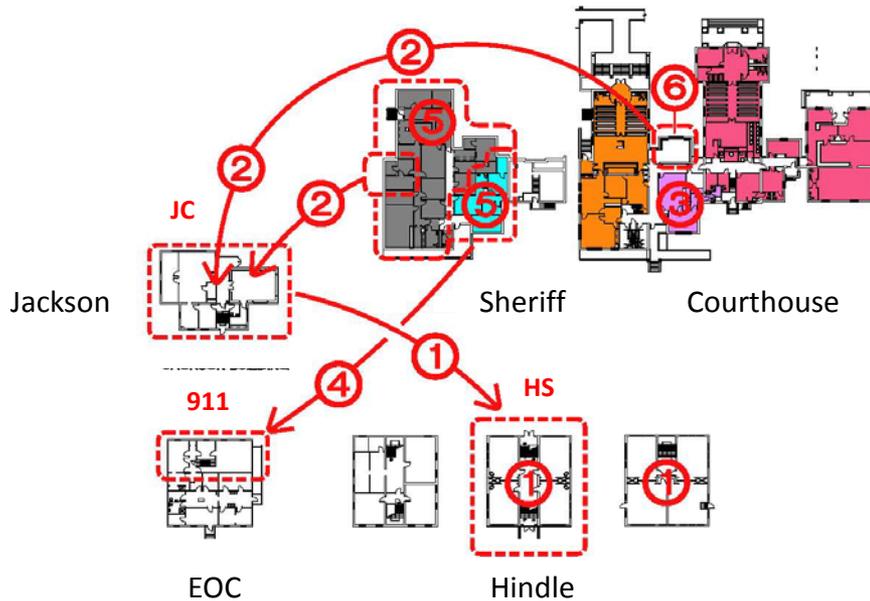


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Option 2

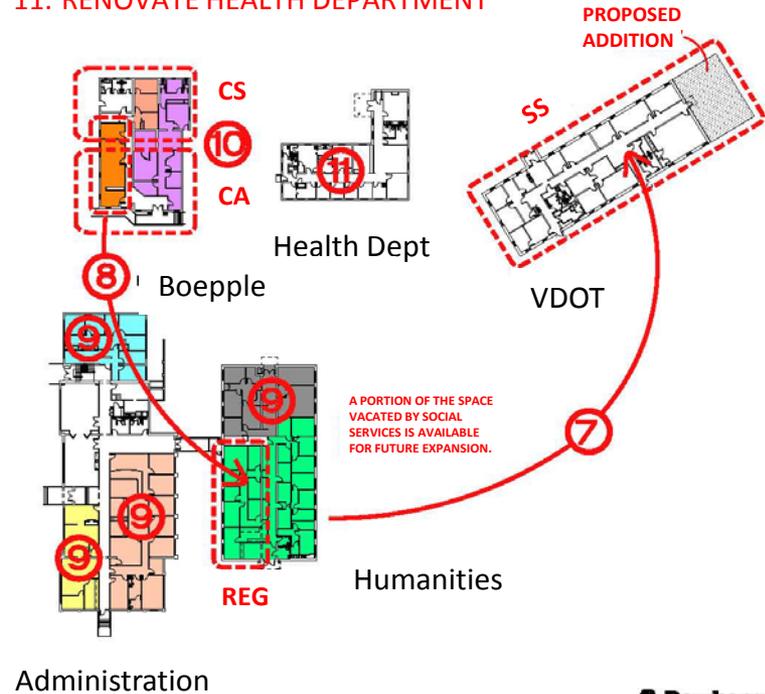
OPTION 2

1. RENOVATE HINDLE BUILDING FOR HISTORIC SOCIETY AND BOARD OF SUPERVISOR'S MEETING ROOM.
 - INCLUDES HOLDING CELLS AND AN ELEVATOR
2. RENOVATE JACKSON BUILDING FOR LAW LIBRARY & INVESTIGATORS
3. JUVENILE COURT REMAINS IN ITS CURRENT LOCATION
4. RENOVATE EOC FOR 911/DISPATCH.
5. RENOVATE SPACE VACATED BY 911/DISPATCH AND SHERIFF'S OFFICE.
6. RENOVATE LAW LIBRARY FOR HOLDING CELL & ELEVATOR.



AMELIA COUNTY NEEDS ASSESSMENT STUDY

7. RENOVATE VODT BUILDING FOR SOCIAL SERVICES
8. RENOVATE A PORTION OF THE AREA VACATED BY SOCIAL SERVICES FOR REGISTRAR
9. COUNTY ADMINISTRATOR, REVENUE, TREASURER AND VA COOPERATIVE EXTENSION REMAIN IN CURRENT LOCATIONS
10. RENOVATE BOEPPLE BUILDING FOR COMMONWEALTH ATTORNEY AND COURT SERVICES
11. RENOVATE HEALTH DEPARTMENT



Dewberry

Options Identified

Option 1:

1. Renovate Hindle Building for Historic Society and Board of Supervisor's Meeting Room
 2. Renovate Jackson for Juvenile Court/Judge
 3. Renovate space vacated by Juvenile Court for holding cells
 - Provide a secure fenced area at rear of Courthouse to load/unload inmates
 4. Renovate EOC for 911/Dispatch
 5. Renovate space vacated by 911/Dispatch and Sheriff's Office
 6. Renovate VDOT for Social Services (no addition)
 7. Renovate a portion of the area vacated by Social Services for Registrar
 8. County Administrator, Revenue, Treasurer, and VA Cooperative Extension remain in current locations
 9. Renovate Boepple Building for Commonwealth Attorney and Court Services
 10. Renovate Health Department
- Option Developed

Options Identified

Option 2:

1. Renovate Hindle Building for Historic Society and Board of Supervisor's Meeting Room
2. Renovate Jackson Building for Law Library and Investigators
3. Juvenile Court remains in current location
4. Renovate EOC for 911/Dispatch
5. Renovate space vacated by 911/Dispatch and Sheriff's Office
 - Include three holding cells and an elevator
6. Renovate Law Library for a holding cell and elevator
7. Renovate VDOT Building for Social Services (includes an addition)
8. Renovate a portion of the area vacated by Social Services for Registrar
9. County Administrator, Revenue, Treasurer, and VA Cooperative Extension remain in current locations
10. Renovate Boepple Building for Commonwealth Attorney and Court Services
11. Renovate Health Department

- Option Developed

Options Identified

Option 3:

1. Historic Society stays in Jackson Building
 2. Juvenile Court stays in its current location
 3. Renovate Hindle Building
 - Law Library and Investigators on 1st Floor
 - Board of Supervisors Meeting Room on 2nd Floor
 4. Renovate EOC for 911/Dispatch
 5. Renovate space vacated by 911/Dispatch and Sheriff's Office
 - Include three holding cells and an elevator
 6. Renovate Law Library for a holding cell and elevator
 7. Renovate VDOT Building for Social Services (no addition)
 8. Renovate a portion of the area vacated by Social Services for Registrar
 9. County Administration, Revenue, Treasurer, and VA Cooperative Extension remain in current locations
 10. Renovate Boepple Building for Commonwealth Attorney and Court Services
 11. Renovate Health Department
- **Viable Option**
 - **Historic Society and Juvenile Court remain in current location**
 - **Placing Law Library and Investigations in Hindle Building works functionally but is less desirable than placing them in Jackson Building as proposed in Option 2**

Options Identified

Option 4:

1. Historic Society stays in Jackson Building
 2. Juvenile Court stays in current location
 3. Board of Supervisors Meeting Room stays in General District Court
 4. Renovate Hindle Building
 - Law Library and Investigators on 1st Floor
 - Registrar on 2nd Floor
 5. Renovate EOC for 911/Dispatch
 6. Renovate space vacated by 911/Dispatch and Sheriff's Office
 - Include three holding cells
 7. Renovate Law Library for a holding cell and elevator
 8. Renovate Boepple Building for Commonwealth Attorney and Court Services
 9. Social Services remains in current location
 10. County Administration, Revenue, Treasurer, and VA Cooperative Extension remain in current location
 11. Renovate Health Department
-
- Historic Society and Juvenile Court remain in current locations
 - Social Services remains in Humanities Building
 - VDOT Building not used
 - Addition required to Humanities Building should County Administration, Revenue, Treasurer, VA Cooperative Extension, and Social Services need additional space

Options Identified

Option 5:

1. Historic Society stays in Jackson Building
 2. Board of Supervisors Meeting Room stays in General District Court
 3. Add a second floor over General District Court Clerks Area and Juvenile Court for Juvenile Court/Judge
 4. Renovate space vacated by Juvenile Court for holding cells
 - Provide a secure area at rear of Courthouse to load/unload inmates
 5. Renovate EOC for 911/Dispatch
 6. Renovate space vacated by 911/Dispatch and Sheriff's Office
 7. Renovate VDOT for Social Services (no addition)
 8. Renovate a portion of the area vacated by Social Services for Registrar
 9. County Administrator, Revenue, Treasurer, and VA Cooperative Extension remain in current locations
 10. Renovate Boepple Building for Commonwealth Attorney and Court Services
 11. Renovate Health Department
- Hindle Building not renovated
 - Adding a second floor over District Court Clerks area is appealing but not viable
 - Need to vacate General District Court Clerks Area, Juvenile Court, and Sheriff's Department to add a second floor
 - Due to current layout cannot provide two means of egress from proposed second floor