



City of Danville, Virginia

CITY-WIDE SPACE NEEDS ASSESSMENT

October 2016

Prepared by:
Solutions for Local Government, Inc.

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EXECUTIVE SUMMARY

The summary that follows provides an overview of the City-Wide Space needs Assessment; its purpose, processes, and substantive findings. The major content sections included are:

- § Existing Space
- § Building & Department Summary Tables
- § Projecting Future Needs
- § Prioritizing Needs
- § Recommendations
- § Probable Costs

Introduction

During February, 2016 the City of Danville issued a request for proposals from qualified firms to undertake a City-Wide Space Needs Assessment of the facilities and building space which it provides to its various operational departments as well as those buildings and work space that it provides the City's various Constitutional Officers; i.e. Courts, Sheriff, Clerk of Court, Registrar, Commissioner of Revenue and Commonwealth's Attorney, among others.

The City's project objectives, as stated in the RFP were as follows:

1. *The identification & assessment of Current Space; i.e., occupied by various City departments & agencies.*
2. *The identification of a minimum of 10-year Projected Space Needs; which consider current/existing identified space deficits.*
3. *Recommendations with regard to providing for the space needs identified.*
4. *An estimate of Probable Costs.*

On March 31, Solutions for Local Government, Inc. of Charlotte, North Carolina, received Notice of Award that its proposal had been accepted by the City. Work commenced with a kick-off meeting on April 18th which included City Administration and Project Management representatives and the consultant. The space needs study effort that ensued and that is documented in this report eventually assessed 48 individual buildings that included the work space of 27 City Departments, Departmental Divisions and Constitutional offices.

Ultimately, the consultant's responsibility was to provide an orderly and objective assessment of the operations and space needs of the buildings, departments and agencies identified for study by the City. This effort required audits of each building and the assigned spaces within, many individual interviews, the general review of current business and reporting practices, collection and review of customer and/or workload data, as well as relevant staffing and budget information. In addition, building architectural and construction as-built drawings (if available) as well as many physical measurements were used to calculate existing space and determine if options for reallocation of existing space were appropriate. When considering site issues or needing to determine the footprint of a particular building via aerial photography, the City's GIS website was a valuable resource.

General Findings & Observations

- § Of the 48 buildings studied, 27 were determined to have no current space deficit; however, several have issues other than space that merit serious attention; i.e. City Auditorium; see also individual building comments in Section 1.
- § The array of buildings studied were located throughout the City and were found to be of varying ages and physical condition.
- § Fifty-six per cent (56%) of the buildings studied were originally built over 50 years ago.
- § Eight of the buildings were originally built between 70-100 years ago.
- § Five of the buildings studied were originally built over 100 years ago.
- § The older the building, the less efficient it tends to be for current day uses, despite renovation that may have occurred in an effort to repurpose and/or update the space.
- § Parking accommodations for citizens having business at the Courthouse and City Hall, as well as for the employees that work in these buildings; are awful.
- § The most frequently expressed, *non-space issue of concern* with regards to City Hall was: "building security".

SECTION 1. EXISTING SPACE

Determining the space needs of a building or a designated area within a building is not the same as determining the physical condition of the building, its roof, its appearance, or its foundation. Determining space needs requires that the activities designated to be performed within that space have adequate room to do so safely, and efficiently.

The only way to determine this is to spend time in those spaces, with the people who are assigned to those spaces, and observe how they do what they do, who they do it with, the equipment and tools that they use or need, and ultimately, quantify the needs assessed.

This Section identifies the location, age, ownership and current size of each building assessed; together with comments regarding the space and issues identified within.

Summary Findings

- § Current space occupied by the departments and agencies studied: 733,989 square feet
- § Current space needs identified as of 31 August 2016: 868,353 square feet
- § Current total space deficit identified: 134,364 square feet

SECTION 2. BUILDING & DEPARTMENT SUMMARY TABLES

A breakdown of the Summary Findings noted above are provided in three (3) formats beginning on page 38. The first is a Combined Building/Department Summary, the second is a Building Summary only without designation of included departments, and the third is a Department/Agency Summary listing each department's and agency's current space, current space needs, and identified space deficits.

SECTION 3. PROJECTING FUTURE NEEDS

The City provides services to its resident and visitor populations via the individuals it employs. Therefore, the methodologies used to project future needs; whether people, workload, or space; will typically involve an examination of recent year trends of those same characteristics; in this case the City's population and its number of employees. Here, the "recent years" include the ten-year period from fiscal year (FY) 2007-2008 through FY 2016-2017. The results illustrated that:

- § The City's population decreased 4.3% between fiscal year (FY) 2007-2008 (2008) and FY 2016-2017 (2017).
- § The total number of employees decreased over this same 10-year period by 1.3%.
- § The total, full-time City and Constitutional employees authorized for FY 2017 is 1,165.
- § The number of employees per 1,000 residents averaged 27 between FY 2008-FY 2017.

Subsequently, future population projections were evaluated from two sources with the resulting 10-year calculations illustrating the following:

Weldon Cooper Center Scenario

Year	2020	Est. 2026	2030	2040
Danville Population	42,555	42,971	43,249	44,106
Avg. # Employees/1,000	27.00	27.00	27.00	27.00
Est. # Employees	1149	1161	1168	1191

DataUSA Scenario

Year	2020	Est. 2026	2030	2040
Danville Population	43,350	44,337	45,088	46,730
Avg. # Employees/1,000	27.00	27.00	27.00	27.00
Est. # Employees	1170	1197	1217	1262

The second scenario (DataUSA) suggests a 10-year, 32 employee increase over that approved for FY 2017; 1,197 minus 1,165. Assuming all 32 were within existing City Departments, and that they would be phased in over the next 10 years, they (their space requirements) can easily be accommodated *if the recommendations identified in Section 5 are implemented in a timely fashion.*

Beyond 10 years; 2026-2036 for example, it will depend a great deal on the rate Danville is growing and the associated expectations and reliance the population will have on the City and its employees. Among the key indicators to assess then will be, of course, the City's population and, the extent to which the City has been able to keep up with and utilize then current technology to improve production and the efficiency of services delivered.

SECTION 4. PRIORITIZING NEEDS

Three (3) categories for prioritizing space needs were initially identified:

1. Based Upon the Identified Space Deficit:

The space deficits identified in these two tables refer to the *quantity* of space (square footage) that is needed *in addition to what* the building or department referenced, already has. Note that the table on the left identifies the individual *buildings* with the largest space deficit; while the table on the right identifies the individual *departments* with the largest space deficits.

Building	Square Feet
City Hall	32,365
City Jail	31,315
Utilities Warehouse	20,000
Courthouse	8,880
Herman	7,837

Department	Square Feet
Sheriff (Includes Jail)	32,192
Utilities	28,960
Police	25,302
Emergency Preparedness	9,735
Parks & Recreation	6,710

2. Based Upon Greatest Need:

This list identifies those departments or departmental functions that have been identified to have the "greatest need". In this case the need (net square feet) is not simply the *amount* of space deficit, as identified in Category #1 above, but *the sum* of what each of these departments have now, *plus* the deficit identified. For example, Social Services currently has 23,500 square feet; with an identified deficit of 5,130 square feet; the total *current need* is 28,630 net square feet.

Secondly, *in addition to* those criteria on which category #3 below is based, (Functionality, Responsibilities Assigned, and Efficiency of Operations), the "greatest need" category *adds* concerns regarding excessive lack of space, elevated levels of inefficiency, employee safety, and the inability (currently) to adequately secure the City's information and communications infrastructure. Thus, the square feet indicated is the total current need, for which new construction will be requested.

§ Police	38,784 net square feet
§ Registrar	4,322 net square feet
§ Information Technology	7,548 net square feet
§ Social Services	28,630 net square feet
§ Public Works Garage	15,560 net square feet

3. Based on Functionality, Responsibilities Assigned, and Efficiency of Operations:

Listed under this heading are 22 additional departments, departmental functions and buildings for which space needs have been identified. The needs identified vary from the relocation of a major Department Division (26,269 net square feet) to a 200 net square foot storage facility. Although

recommendations, with comments, regarding each of these 22 needs are addressed in Section 5, *the list is not ranked* in terms of priority.

SECTION 5. RECOMMENDATIONS

The individual *Building Comments* noted in Section 1, under each designated building heading, identified issues of concern pertinent to the building noted. Those comments are intended to serve as the basis for the recommendations included in this Section.

- § Recommendations 1-5 address those City Departments and major functions identified as having the *greatest need* for new, more, and better space.
- § Recommendation 6 suggests relocating Economic Development from City Hall to a larger and more appropriate space within the City, and reuse of the current space by others.
- § Recommendations 7-9 seek to correct the remaining City Hall Departments' identified space deficits via relocation within City Hall to the spaces vacated; as well as the renovation of much of the remaining vacated space for new occupants and uses; i.e. Central Services Print Shop, Security Control, etc.
- § Recommendations 10-26 are numbered, however, *simply for reference* versus any particular order of preference or assumed priority. The City certainly has the prerogative of adjusting or reordering the recommendations as it sees fit.

Following Recommendation 26, additional narrative, including relevant concerns, is provided with regards to each of the buildings discussed. Additional recommendations, although few, are offered. The first three buildings house Constitutional offices. The later three are City owned buildings, however here, rather than formal recommendations, relevant comments are offered for consideration.

SECTION 6. PROBABLE COSTS

Of the 30 total recommendations discussed, 16 include recommendations pertaining to building or space reuse and renovations to improve efficiency. Fourteen (14) of the recommendations include new facility construction. Probable construction and project related costs are identified for each of these 14 projects, which range from a new Police Station to the addition of a Vehicle Garage on site at the Utilities Services Center Complex.

As important as these Project Cost sheets, is the narrative that precedes and follows them. The subheadings of which include:

- § The Facility Development Process
- § Net vs. Gross Square footage
- § Types of Costs
- § Cost Basis
- § Notes for Consideration Regarding Costs

CONCLUSIONS

- § The longer the delay in addressing these needs, the more expensive the eventual solution(s).
- § Adequate time spent in pre-design planning, involving the owner and users of the facility/space project undertaken, will assure that the building that results is what is needed and wanted and what ultimately will be the most economical solution to serve the purposes intended.
- § The City should take the time now to identify, articulate and document the *long-term* view, in other words, a definitive philosophy and *Plan* of how it intends to address its facilities needs of not just the next five years but the next 15-20 years.

SECTION 1. EXISTING SPACE

This Section provides the assessment summaries of 48 individually identified buildings which were occupied by 27 different departments and agencies for whom the City provides space. The facilities addressed in the pages that follow include:

1. Fire Station #1 (Admin/HQ)
2. Fire Station #2
3. Fire Station #3
4. Fire Station #4
5. Fire Station #5
6. Fire Station #6
7. Fire Station #7
8. 911/Emergency Communications Center
9. C. Harris Financial Services Center (FSC)
10. Courthouse
11. City Jail
12. L. Herman Building
13. Municipal Building (City Hall)
14. Adult Detention Center
15. Green Street (Police) Precinct
16. W.W. Moore, Jr. (Juvenile) Detention Center
17. Public Works Administration
18. Public Works Crew Hall
19. Public Works Garage (Motor Pool)
20. Public Works Warehouse
21. Public Works Traffic Shop
22. City Auditorium
23. Ballou Recreation Center
24. Ballou Annex Building
25. Coates Recreation Center
26. Glenwood Recreation Center
27. Stonewall Recreation Center
28. Squire Recreation Center
29. City Maintenance Facility
30. Dan Daniel Maintenance Facility
31. Carrington Pavilion
32. Community Market
33. Pepsi Building
34. Welcome Center
35. Public Library (Main Branch)
36. Westover Branch
37. School Board Building
38. Airport Terminal
39. Hanger/Office/Classroom Building
40. Transit Center
41. Bus Garage
42. Utilities Service Center
43. Utilities Engineering Building
44. Warehouse
45. Water Treatment Plant
46. Wastewater Treatment Plant-North
47. Wastewater Treatment Plant-South
48. Galileo Magnet High School

Notes:

The information listed for each building includes the year built; i.e. "Built: 1979". If the "Built" date indicates 1979/1991, it refers to the year originally built and the date it was last renovated/updated.

When a building includes several different departments or agencies, the building's general information will be listed then the name of individual included departments as sub-headings in bold print. For example: Sheriff [2,811]. The number in [] is the area (square feet) allocated the Sheriff within the building; in this case the Courthouse.

Building: Fire Station #1- (Includes Department Administration)

Address: 600 Lynn Street

Built: 2014

Ownership: City of Danville

Existing Building: 27,389 square feet

Included Departments/Agencies:

- § Emergency Preparedness

Building Comments:

- § Facility includes four (4) drive through vehicle bays & living quarters/support space for central City station, as well as headquarter offices and support space; i.e. training, administration, supply, etc. for the entire department.
- § Building is in excellent condition, appropriately sized and well sited.

Building: Fire Station #2

Address: 250 Piney Forest Road

Built: 1971

Ownership: City of Danville

Existing Building: 3,696 square feet

Included Departments/Agencies:

- § Emergency Preparedness

Building Comments:

- § The facility is not ADA compliant.
- § It lacks adequate storage space.
- § Space around vehicles is very poor;
- § The vehicle bays are so narrow that the fire apparatus must be very carefully maneuvered into the bay at an angle to allow enough space to exit the truck and stand at the work counter adjacent the dispatch window.
- § Personnel cannot work on fire apparatus while parked in existing bays due to lack of space; vehicle cleaning, maintenance, restocking, inspections, etc.
- § Building is poorly laid out; sleeping area on opposite side of station from vehicle bays negatively impacts turn-out/response time.
- § The "utility" room inappropriately contains all of the following in a very small space: the heating/air conditioning unit, the water heater, the electrical service breaker box for the building, a refrigerator, a washing machine, mop buckets, and; the station's computer and communications server.
- § See also *Summary Comments Regarding Fire Stations*; page 8.

Building: Fire Station #3

Address: 1315 Industrial Avenue

Built: 1973

Ownership: City of Danville

Existing Building: 4,410 Square feet

Included Departments/Agencies:

- § Emergency Preparedness

Building Comments:

- § The facility is not ADA compliant.
- § A separate room is needed for completing reports.
- § Captain needs a private office for conducting personnel evaluations, completing incident reports, secure maintenance of records, etc.
- § The food preparation/kitchen area is small and poorly arranged.
- § See also *Summary Comments Regarding Fire Stations*; page 8.

Building: Fire Station #4

Address: 2152 West Main Street

Built: 1993

Ownership: City of Danville

Existing Building: 5,516 square feet

Included Departments/Agencies:

- § Emergency Preparedness

Building Comments

- § Crews would benefit from washer & dryer being within the station vs. within the open unheated vehicle bays.
- § Captain needs a private office for conducting personnel evaluations, completing incident reports, secure maintenance of records, etc.
- § See also *Summary Comments Regarding Fire Stations*; page 8.

Building: Fire Station #5

Address: 114 Third Avenue

Built: 1957

Ownership: City of Danville

Existing Building: 2,241 square feet

Included Departments/Agencies:

- § Emergency Preparedness

Building Comments:

- § Third bay added approx. 2006
- § Building is two floors; does not have elevator per ADA.
- § Crew sleeping quarters on the second level; wherein crews on duty must exit via stairs to vehicle bays when responding to a call;
- § And, negatively impacts turn-out/response time.
- § There is inadequate storage.
- § Personnel cannot work on fire apparatus while parked in existing bays due to lack of space; vehicle cleaning, maintenance, restocking, inspections, etc.
- § Technical Rescue trailers need to be kept in an enclosed garage.
- § Storage of turn-out gear is inadequate.
- § See also *Summary Comments Regarding Fire Stations*; page 8.

Building: Fire Station #6

Address: 3165 Westover Drive

Built: 1979/1991

Ownership: City of Danville

Existing Building: 3,688 square feet

Included Departments/Agencies:

- § Emergency Preparedness

Building Comments:

- § The facility is not ADA compliant.
- § It does not have drive-through vehicle bays.
- § The concrete pad in front of the vehicle bays is less than the minimum required for vehicles of this type & size; i.e. needed to permit safe turning radius when turning onto a public street.
- § Pedestrian vehicles are blocked from passing on Westover Drive while fire apparatus are maneuvering to back into the station.
- § Overall; size of station is marginal for current use.
- § See also *Summary Comments Regarding Fire Stations*; page 8.

Building: Fire Station #7

Address: 423 Airport Drive

Built: 1991

Ownership: City of Danville

Existing Building: 5,791 square feet

Included Departments/Agencies:

- § Emergency Preparedness

Building Comments:

- § Houses the Regional Hazmat Response team.
- § Additional (higher) bay added to accommodate Hazmat Response Trailer.

Building: 911/Emergency Communications Center

Address: 580 Lynn Street

Built: 2014

Ownership: City of Danville

Existing Building: 4,464 square feet

Included Departments/Agencies:

- § Emergency Preparedness

Building Comments:

- § This is a new building; built in conjunction with Fire Station #1
- § Building is in excellent condition, appropriately sized and well sited.

Summary comments regarding Fire Stations:

- § None of the outlying stations have a visitor friendly public entrance.
- § Firefighters are expected to maintain a fitness regimen yet what fitness equipment stations have is typically located behind or between trucks in the vehicle bays; dedicated fitness rooms should be standard in fire stations whether they be primary (headquarter) facilities or sub-stations
- § Stations lack adequate storage space.
- § Specifically, more suitable storage for turn-out gear is lacking and essential.
- § Sub stations lack sufficient dedicated study/quiet space; as re: studying for promotions, working toward continuing education credits required annually, additional/required/supplemental levels of certification...skill levels.

Building: Charles Harris Financial Services Center (FSC)

Address: 311 Memorial Drive

Built: 1975/1986

Ownership: City of Danville

Existing Building: 15,969 Square feet

Included Departments/Agencies:

- § City Treasurer
- § Commissioner of Revenue
- § Central Collection (Finance)
- § Utilities Customer Service

Building Comments:

City Treasurer [2,252]

- § Existing space is adequate to accommodate current responsibilities of personnel assigned.

Commissioner of Revenue [3,044]

- § Space is generally adequate.
- § Additional storage is needed.
- § Confidential information discussed with business owners and citizens is not possible in single, open office shared by three (3) employees; private offices would be more appropriate.

Central Collections [3,883]

- § Space is generally adequate.
- § Additional storage is needed.
- § Lacks space for expansion.

Utilities Customer Service [3,748]

- § Space is generally adequate.
- § Circulation is poor in that employees must go through Central Collection's office area and reception space to get to restrooms.

Building Summary

- § Building is essentially full, with little if any room to expand within.
- § Customer/visitor parking is adequate and convenient to the building.
- § Staff must park across High Street.

Building: Courthouse

Address: 401 Patton Street

Built: 1972/1998

Ownership: City of Danville

Existing Building: 50,082 Square Feet

Included Departments/Agencies:

- § City Sheriff
- § Juvenile & Domestic Court
- § Juvenile Probation
- § Juvenile & Domestic Court Clerk
- § General District Court
- § General District Court Clerk

- § Circuit Court
- § Commonwealth Attorney
- § Circuit Court Clerk

Building Comments:

Sheriff [2,811]

- § Bailiffs need a dedicated and adequately sized work/meeting room either within or immediately adjacent the internal secure area of the Courthouse.
- § Chief Bailiff (Captain) could use additional space for secure storage and when meeting individually with employees or when interviewing perspective employees.
- § The Courthouse does not have a Security Control room from which to monitor visually, and where appropriate audibly, the activities and movements of visitors throughout the Courthouse; particularly primary entrances and exits, public lobby/waiting areas, and circulation corridors.
- § The Security Control room would also serve as a control point for communications between/among Court Security personnel as well as enable prompt response to any observed or pending incident.

Juvenile/Domestic Court [7,668]

- § Circulation between Judge's Office and Courtroom #2 is not secure.
- § One judge must pass through an open public corridor going to/from his/her office located within a restricted/secure area, and the second Juvenile/Domestic Courtroom which is also a restricted/secure area, however, separated by the referenced open public space.
- § Two (2) additional Judge's Chambers (Offices) are needed to accommodate visiting judges.

Juvenile Probation [1,610]

- § Space is adequate for current use and staffing level.
- § Would benefit from private conference room within area.

Juvenile/Domestic Court Clerk [4,254]

- § The physical size of the assigned space is generally adequate, however, the arrangement of the space and the location and size of the primary service counter are inefficient for assigned staff and lead to extensive wait times for visitors requiring attention.

General District Court [3,363]

- § Space is generally adequate for most court hearings/procedures.
- § Seats do fill up during traffic court with some standing or waiting outside the courtroom.
- § Could use additional attorney client meeting rooms.

General District Court Clerk [2,747]

- § Space is generally adequate for current needs.
- § Although, significant (much needed) storage space is located on the first floor of the Courthouse addition; the Clerk's offices are on the second floor.

Circuit Court [8,565]

- § Additional victim/witness space designated specifically for children is needed.
- § Additional attorney/client meeting rooms are needed
- § Additional holding cells are needed
- § Jury deliberation rooms do not have entrance sound lock vestibules.

Commonwealth's Attorney [175]

- § Space allocated is convenient to circuit courtrooms, however, in that Commonwealth's Attorney primary offices are not in the Courthouse; the room should be larger; able to accommodate 3-4 attorney work stations.

Circuit Court Clerk [6,969]

- § Clerk needs additional file storage space now for confidential records; i.e. adoptions, wills, marriage, military
- § The current evidence room is extremely overcrowded and in a very poor location; additional, preferably relocated, space is urgently needed.

Common Areas [6,965]

(Public Restrooms, Elevators, Public Lobbies & Major Corridors)

Courthouse Summary

- § Courthouse lacks dedicated Grand Jury space; i.e. the necessary *series* of spaces.
- § Courthouse does not have a designated Jury Assembly area to accommodate those reporting for jury duty and waiting to be called as well as receiving orientation and instructions once selected.
- § There is no Attorney lounge for attorneys waiting for trials or during recesses.
- § There is no Law Enforcement waiting/workroom area for officers outside the public corridors where they can be readily available once court begins.
- § The Courthouse lacks a dedicated Security Control Center.
- § Parking is *woefully* inadequate.

Building: City Jail

Address: 401 Patton Street

Built: 1972/1998

Ownership: City of Danville

Existing Building: 32,060 Square Feet

Included Departments/Agencies:

- § City Sheriff

Building Comments:

- § The legal capacity of the Danville City Jail inmate population, established by the State of Virginia, is 213 inmates.
- § The beds to accommodate those 213 inmates are distributed as follows:
- § 169 beds in the City Jail structure below the Courthouse at 401 Patton Street
- § 44 beds at the Adult Detention Center on South Boston Road.
- § The existing City Jail is woefully out of date; it could not be built today.

For example, a local detention facility with a bed capacity of 169 inmates, designed and built today to comply with nationally accepted standards of the US Department of Justice/National Institute of

Corrections *together with* the Commonwealth of Virginia's statutory design requirements, would call for a facility of *at least* 60,000-68,000 square feet; i.e. minimally, 350-400 square feet per inmate.

- § The Danville City Jail, with a capacity of 169 beds (94 cells & 75 dormitory beds), is 32,060 square feet; a ratio of 190 sf/inmate.

Further, Title 6 of the Virginia Administrative Code (VAC), Section 15, Chapter 80 describes the planning, design and construction standards for local correctional facilities in the State. Subsequently, several examples of space issues in the City's Jail include:

6VAC15-80-350. All individual cells or individual rooms shall be constructed to contain no less than 70 square feet of space and have a ceiling height no less than eight feet.

- § The City Jail currently has 94 individual cells/rooms; 84 of those cells are 35 square feet each and ten (10) of those cells are 55 square feet each; i.e. individual cell square footage totals 3,490 square feet.
- § Were the current individual cells built to Virginia Administrative Code standards the total net area would be 6,580 square feet; the resulting space deficit: 3,090 square feet.

6VAC15-80-390. Natural light. Natural light is required in inmate housing areas. Natural light is recommended in renovation projects which provide new inmate housing.

- § Neither the original jail (1972) nor the 1998 addition provide inmate living areas with access to natural light.

6VAC15-80-480. Special purpose cells. There shall be a minimum of one special purpose cell (isolation, medical or segregation) for each 10 inmates for which the facility is designed; and special purpose cells shall not contain less than 70 square feet of floor space.

- § Utilizing this ratio as the basis for determining the number of special purpose cells there should be 17; there are ten (10).
- § All ten of the special purpose cells in place now are 55 square feet versus the 70 square feet stipulated.

6VAC15-80-500. Recreation. Recreation space shall be provided at a rate of 10 square feet for each inmate for which the facility is designed up to 500 inmates. A minimum of two recreation areas shall be provided in facilities with a design capacity of up to 250 inmates. No recreation area shall have less than 600 square feet.

- § The only designated recreation areas in the City Jail are in the 1998 building addition, proximate the three (3) dormitory housing units. However, the largest is only 294 square feet, whereas the smaller of the two is 280 square feet

Additional comments are offered in Section 5, Recommendations; under the sub-heading City Jail

Building: L. Herman Building

Address: 510 Patton Street (Social Services access)
515 Main Street (Registrar's Office access)

Built: 1910/1991

Ownership: City of Danville

Existing Building: 37,000 Square Feet

Included Departments/Agencies:

- § Social Services (DSS)
- § Registrar

Building/Area Comments:

Social Services [33,600]

- § Client parking area adjacent to the building is inadequate.
- § Public reception lobby & seating areas are small and noisy.
- § Computers in the lobbies for client use must be situated to provide the client privacy while at the same time permit Department personnel the ability to monitor their use; current lobby configurations and size cannot accommodate.
- § Lobby areas lack convenient private interview rooms, directly accessible to/from the Public Lobby, that would benefit staff when only having to meet briefly with a visitor or client not requiring a formal meeting in their office.
- § The facility lacks adequate meeting rooms convenient to individual work unit groupings for meetings with unit staff, supervisory personnel, and clients.
- § Additional secure storage is needed that better addresses VDSS, Social Security Administration, and HIPPA privacy requirements.
- § Many of the private offices assigned to DSS staff cannot now adequately accommodate the handicapped; i.e. wheelchairs, and walkers.
- § In addition, with few exceptions individual offices are too small to adequately address/provide for:
 - ú Adequate seating for clients/visitors
 - ú Furniture arrangement that will allow staff an easy exit path from the office in an emergency or if threatened.
- § Restrooms designated for client use should be located within the various work unit areas to keep from having to interrupt a meeting to escort a client across the building, through other work areas, and back; to use a restroom.
- § Visitation space utilized by staff for monitoring visits between adults and children is poorly located within the building and absolutely woeful in terms of size and accommodations.
- § When DSS must remove a child or children from their home, wherein DSS then assumes temporary custody, necessary accommodations should include at least dedicated dressing, bathing, sleeping and restroom facilities; these accommodations currently, are lacking or inadequate at best.
- § There are various randomly located (usually small) rooms designated for storage purposes throughout the building; all are full.
- § Additional storage beyond the above referenced rooms is relegated to space atop file cabinets or in boxes stacked in corners of offices.
- § Current copy/work areas are alcoves that partially stick out into corridors; additional, dedicated areas are needed.
- § Offices and work space in the Administration area is lacking; i.e. need for small seating area, restrooms, storage, and particularly, an appropriately sized conference room.

- § Facilities to adequately accommodate formal training activities, including tele/video conferencing are lacking and badly needed.
- § The building's configuration is the most significant factor limiting efficiency, functional/area adjacencies, and circulation within and between designated work units.

Registrar [1,615]

- § The entrance "Lobby" is very small, as is the counter at which day-to-day business is conducted.
- § As a voting location during elections, this Lobby is woefully inadequate.
- § There is no room to establish queueing lines for voters waiting to cast their ballots and subsequently lines extend outside and along the adjacent sidewalk.
- § The size of the lobby also does little to provide for voter privacy when casting their ballots.
- § There are no public restrooms available in this space.
- § The photo ID process is inconvenient; a designated space is needed to accommodate equipment, processing and production of identification cards.
- § The office lacks adequate training space.
- § It lacks considerable general storage, equipment storage, and secure voting machine storage space(s).
- § Additional storage space is needed for supplies, and voting records that must be maintained in their original format per State of Virginia retention requirements.
- § Current storage practices require that materials be "stacked" vertically due to lack of space; to the extent that the only way to access these items is with a step ladder, which is an unsafe practice in these circumstances.
- § Required document shredding generates considerable dust and noise; a separate, ventilated and enclosed room is needed.
- § Training seasonal part-time employees and volunteers that will work the polls at the various voting precincts during an election is critical; space to do so within the current office, is very poor.
- § Private office(s) for at least the Registrar would facilitate necessary privacy when meeting with a member of the public or Election Board.
- § There is inadequate space to simultaneously set up all voting machines and complete required equipment testing and maintenance.
- § Counting and logging of absentee ballots must occur in a private and secure room free of any interruptions; the existing facility does not include such a room.

Building: Municipal Building (City Hall)

Address: 427 Patton Street

Built: 1926/1988/2012

Ownership: City of Danville

Existing Building: 84,508 Square Feet

Included Departments/Agencies:

- § City Manager
- § City Council
- § City Attorney

- § Human Resources
- § Finance
- § Information Technology (IT)
- § Community Development
- § Public Works
- § Economic Development
- § Police

Building Comments:

City Manager [3,647]

Existing space is adequate to accommodate current responsibilities of personnel assigned.

City Council [3,961]

Existing space is adequate to accommodate current Council duties and activities.

City Attorney [1,310]

Existing space is adequate to accommodate current responsibilities of personnel assigned.

Vacant [1,474]

Human Resources [1,292]

- § Entry reception area is very small and lacks adequate seating.
- § Not only is the space small but it also must accommodate several file cabinets and file boxes that would normally be kept within the formal office area if space was available.
- § Support personnel must sit at work stations in an open circulation/walkway area where interruptions are frequent.
- § Personnel have expressed safety concerns in that they have but one (1) way in & out of the office i.e. there is no alternative/emergency exit.
- § The department lacks considerable internal storage space which results in file cabinets and cardboard boxes of files being stacked in any space available; i.e. offices, hallways, open work spaces, etc.
- § The height of some cabinets require that the staff use step-stools to access upper shelves, which is not a safe practice.
- § There is no designated space to provide an open copy/work & layout area for materials that are being prepared for City staff.
- § An internal meeting room is needed to accommodate staff meetings, employment candidate interviews, and existing and/or new employees when needing to complete paperwork or meet with Department personnel.
- § Construction quality of staff consultants' individual offices cannot ensure privacy during consultant/employee confidential conversations.
- § Space is needed within Human Resources that can serve as a permanent training/classroom for training activities that are provided to new and existing City employees throughout the year.
- § No space exists within the current space for expansion much less additional/future personnel.

Finance [6,720]

- § Administration area is small and congested.

- § Administrative Assistants' work space is open and among the walkways between three offices and the copy area.
- § The Division Director's office is too small to adequately accommodate meetings with management staff.
- § A larger office or adjacent, internal conference room is needed.
- § Real Estate Division work cubicles are very small and crowded.
- § Lack of space within Real Estate area is compounded by poor internal circulation.
- § The Accounting area is full; with no room to accommodate additional, needed personnel.
- § Accounting's records storage capacity is full, particularly having lost space to recent renovations.
- § Purchasing area needs additional storage space; a single, dedicated room would be more efficient than the current distribution of files, etc. throughout the area.
- § The Purchasing Manager's work space currently serves (simultaneously) as an office, a regularly accessed file storage area and, as a meeting room for formal bid openings.
- § The Purchasing area is full with no room to expand.
- § Collections Office, located at the Financial Services Center (FSC), is generally adequate, however, lacks space for expansion, and currently needs additional storage.

Information Technology [7,136]

IT currently occupies space on the first and third floors of the Municipal Building.

Third Floor

- § Space was formerly occupied by others for purposes not designed for IT.
- § Subsequently circulation between offices and work spaces is poor.
- § Area design overall is inefficient; current configuration requires that staff must go through rooms to get to other rooms versus having access from a common corridor.
- § Training room not large enough to efficiently accommodate needs/demand; i.e. for staff meetings and particularly City employee training responsibilities of the IT department.
- § Computer staging area is woefully inadequate.
- § Help-Desk office is less than 60 square feet.
- § Storage space, although well-organized is completely full; additional storage is needed for tools, equipment and hardware.
- § There are no vacant offices or space available to expand needed work space or accommodate future personnel.

First Floor

- § Consists of the Data Center, three (3) offices and assorted storage spaces.
- § Offices are inadequate; i.e. long, narrow office space is very inefficient for the responsibilities assigned.
- § Either larger offices or a dedicated computer/equipment testing lab/work room are needed in this area.
- § Floor space currently allocated to the Data Center is actually more than enough, however, the extensive array of cabling and power conduit under the raised floor would make it impractical to attempt modifications to this space, at this time, for other purposes.
- § A meeting room is needed within this area adjacent the Data Center.
- § The Data Center does not have a fire suppression system.
- § The Municipal Building (City Hall) cannot adequately accommodate current IT Department functions and responsibilities, particularly with regards to the Date Center.
- § A new location is needed that can more suitably address efficiency of operations, the flexibility to adjust to changing technology and the adequate security of data and the building.

Community Development [5,045]

- § Department needs additional/larger meeting space.
- § Cubicles in Inspections section are crowded leading to congestion within.
- § Additional storage space for files, drawings, and resource materials is needed throughout the Department.
- § Current plan storage is inadequate.
- § Inspections area would benefit from additional space for a dedicated resource/library type space that does not interfere with internal circulation.
- § Additional plan review and layout space is needed.

Public Works [2,284]

Engineering -2nd Floor

- § Space allocated cannot currently provide work space for the number of employees assigned.
- § There is no area for a formal customer/visitor counter/reception area.
- § Cubicles are small and crowded.
- § Additional and more adequate type of storage space is needed for drawings, maps and files.
- § A meeting room, separated from the large open work space is needed within the area.
- § Area lacks adequate plan review and layout space.

Maintenance & Supply -Basement

- § Current space (basement level) is adequate for responsibilities assigned.

Economic Development [2,321]

- § The primary Department reception area is very small and with limited seating.
- § The Department's six (6) personnel are not collocated; i.e. staff offices are in three (3) different locations; adversely impacting functionality and communications.
- § A private, internal conference room is needed.
- § Generally speaking, City Hall is a poor location for this Department considering the purposes it is intended to serve.

Police [13,482]

- § The unrestricted, unmonitored public access from the street, into the police corridor, is absurd.
- § There is no formal lobby, reception area or seating provided.
- § There are currently no public access restrooms on this floor of the building.
- § There is no screening of visitors entering the building, that once in, are free to move throughout the building.
- § The elevator access on this floor is unrestricted and unmonitored, offering further access to/from all levels of City Hall.
- § Adjacent public parking area(s) are inadequate.
- § Parking for Department personnel is inadequate.
- § Parking for Department Evidence, SWAT, and various operations vehicles and support trailers is inadequate.
- § Space available for K-9 operations is inadequate.
- § General storage space is needed within all Department units.
- § The Department needs an adequate muster/multipurpose room to accommodate at least the number of personnel equal to two consecutive shifts for briefings and distribution of information.
- § Many areas within the space assigned have been "re-worked" over the years to accommodate changing needs of current and previous occupants.
- § The result is that the space, overall, is crowded, offers poor adjacencies and inefficient

circulation between spaces, as well as many spaces that are too small to accommodate their intended purpose.

- § The Department needs a formal, technology equipped, meeting space from which it can plan, stage, deploy and monitor law enforcement operations occurring/underway within the City.
- § The layout of spaces and circulation patterns on this (first) floor creates problems when trying to coordinate the confidential activities of unit personnel while at the same time attempting to escort visitors, witnesses, victims and occasional suspects through the same corridors.
- § Space allocated for receiving, processing and storage of evidence is woefully inadequate.
- § There is no secure space for crime scene personnel to process vehicles.
- § The Evidence Room is too small; size & configuration do little to facilitate efficient organization.
- § A designated area should be provided for receiving and cataloging evidence as it is submitted;
- § Including space for photographing and/or videotaping evidence that is submitted for storage.
- § Separate area should be designated and, in some instances, individually secured; i.e. valuables, narcotics, electronics, weapons, etc.
- § Staff support & training space is very limited, or not available at all; including locker rooms and a physical training room.
- § There is no space available within the existing area for expansion/addition of future operations or personnel.

Summary comments regarding City Hall

- § The building lacks a fire suppression system.
- § Operational security of the building during normal working hours and public, evening Council meetings is nominal at best.
- § The basement level of the building is better suited for general (much needed) City Department storage needs than permanent offices of City personnel.
- § Built 90 years ago to address a specific purpose at that time, it remains to this day a grand and historic landmark; an efficient office building, not so much.

Building: Adult Detention Center

Address: 1000 South Boston Road

Built: 1964

Ownership: City of Danville

Existing Building: 40,971 Square Feet

Included Departments/Agencies:

- § Danville Police Department

Building Comments:

- § As with the City Jail, this facility is out of date with current national and State of Virginia standards regarding space.
- § However, this is a minimum security facility, wherein the majority of the inmates assigned are permitted to work outside the facility during the day.
- § As well, the interior of the facility is more open; i.e. open dining hall and various program areas; resulting in the inmates having more freedom of movement within the facility.

- § In addition, the stated capacity of the Detention Center (160) is nine less than that of the City Jail (169) but the Detention Center has almost 9,000 more square feet.
- § Subsequently, with no current issues at the Detention Center on file or recorded by the Department of Corrections, the facility is adequate for the number and type of inmates assigned; security classification: minimum.

Building: Green Street Precinct Station

Address: 827 Green Street

Built: 1957

Ownership: City of Danville

Existing Building: 3,136 Square Feet

Included Departments/Agencies:

- § Danville Police Department

Building Comments:

- § Originally established as a precinct station for the deployment of the Department's Community Policing Team.
- § Current space is adequate for the purposes intended.

Building: W. W. Moore, Jr. Detention Center

Address: 603 Colquhoun Street

Built: 1970/2001

Ownership: City of Danville

Existing Building: 40,500 Square Feet

Included Departments/Agencies:

- § Danville Police Department

Building Comments:

- § The facility serves as a regional detention center for juveniles as ordered by the Juvenile/Domestic Relations Court; and serves the cities of Danville, Martinsville and the counties of Halifax, Henry, Mecklenburg, Patrick and Pittsylvania.
- § The facility has a 60-bed capacity with an average population of less than 60.
- § The facility has adequate space to accommodate its intended use.

Building: Public Works Administration Building

Address: 998-A South Boston Road

Built: 1903

Ownership: City of Danville

Existing Building: 8,520 Square Feet

Included Departments/Agencies:

- § Public Works

Building Comments:

- § Although not recorded, the building appears to have had additions made to it since the original structure was built 113 years ago.
- § Subsequently, a number of the work spaces on the main level are adequate in terms of their size, however, the layout of the spaces often requires walking through one space to get to another.
- § Work spaces in other areas of the main level are less than adequate.
- § Cemetery records storage and office/work space is very small.
- § Cemetery (plot) sales area is inadequate for greeting public visitors.
- § The Building Maintenance Superintendent and eight (8) Building Maintenance Mechanics are located in the lower (basement) level of the building.
- § The Superintendent spends more than 50% of his time in-office and needs additional space in that office to better address his assigned responsibilities.
- § The Building Maintenance Mechanics currently share a very small open office area.
- § The space has become quite crowded as building plans, maintenance manuals, etc. have accumulated; it needs to be expanded.
- § Larger meeting space is needed; preferably a multipurpose classroom type space that could accommodate meetings as well as training activities.

Building: Public Works Crew Hall

Address: 998-B South Boston Road

Built: 1975/1996/2005

Ownership: City of Danville

Existing Building: 5,925 Square Feet

Included Departments/Agencies:

- § Public Works

Building Comments:

- § Space is adequate for purposes intended.

Building: Public Works Motor Pool (Garage)

Address: 998-B South Boston Road

Built: 1948

Ownership: City of Danville

Existing Building: 15,000 Square Feet

Included Departments/Agencies:

- § Public Works

Building Comments:

- § The facility is outdated.
- § There is no vehicle exhaust system.
- § There is no sprinkler/fire suppression system in the building.
- § Major equipment is outdated.
- § The vehicle bays are limited as to the size of vehicles they can accept.
- § Support spaces adjacent the vehicle bays; i.e. tire changing/balancing, fluids/flammables, equipment room, tool/work room, are limited in terms of space, currently crowded and with minimal lighting within.
- § Mechanics need better space convenient to the vehicle bay they are working in for work benches, tool chests, equipment, etc.
- § There is very limited lobby type space for City employees coming to pick up/drop off vehicles.
- § There are no ADA/code compliant restrooms available for visitors; i.e. vendors, or City employees.
- § Parking convenient to the garage is limited.

Building: Public Works Warehouse

Address: 998-G South Boston Road

Built: 1935

Ownership: City of Danville

Existing Building: 12,800 Square Feet

Included Departments/Agencies:

- § Public Works

Building Comments:

- § The building is over 80 years old.
- § There is no sprinkler/fire suppression system in the building.
- § The ceiling in the parts and counter area are (unnecessarily) 20 feet high at the peak.
- § The layout of the various "side-rooms" and the major "sections of the warehouse itself could be designed for considerably more efficiency; both in terms of functionality and energy efficiency, in a new building.

Building: Public Works Traffic Shop

Address: 310 Industrial Avenue

Built: 1930

Ownership: City of Danville

Existing Building: 2,552 square feet

Included Departments/Agencies:

- § Public Works

Building Comments:

- § The traffic monitoring room could be bigger
- § The lower level garage/basement is very crowded with traffic signs, sign post materials, traffic cones, tools, etc.
- § Considering the relatively new garage/small warehouse space across the parking lot, space overall is generally adequate for the current use assigned.

Building: Ballou Recreation Center

Address: 760 West Main Street

Built: 1948

Ownership: City of Danville

Existing Building: 10,523 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § The Center needs additional storage, convenient or attached to the Main Building.
- § Center staff recommendations regarding the (re)location of senior activities and Park Services within the facility are significant and will improve accessibility and better accommodate efficient supervision of program activities.
- § Security cameras and an alarm system have been requested.

Building: Ballou Recreation Center-Annex Building

Address: 761 West Main Street

Built: 1994

Ownership: City of Danville

Existing Building: 1,256 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Facility is small out-building; at the time of visit was set up as a classroom for art classes
- § It is adequate for current purposes.

Building: City Auditorium

Address: 125 South Floyd Street

Built: 1932

Ownership: City of Danville

Existing Building: 59,040 square feet

Included Departments/Agencies:

- § Parks & Recreation
- § Finance (Purchasing/Central Services)
- § Public Works

Building Comments:

Parks & Recreation [26,269]

- § The square footage identified under this heading (26,269) includes the total space that the Parks & Recreation Department occupies in this building; i.e. the old City Auditorium; total square footage of 59,040.
- § The breakdown of the space occupied includes 8,670 square feet on the 4th floor for administrative offices and related support space, 8,414 square feet for the gymnasium, and 9,185 square feet for the Community Room and weight training areas.
- § The building does not have central heat or air conditioning.
- § The building does not have hot water.
- § There are no restrooms on the 4th floor; visitors and staff must either walk upstairs or go back to the elevators and ride up a level to use the closest restroom.
- § Community Recreation Division staff are currently all in one room which contributes to interruptions and distractions when multiple telephone conversations occur simultaneously.
- § Gymnasium doesn't have the floor space to accommodate spectators at gym level.
- § Use of the weight training area (currently a very large space) has decreased considerably in recent years due to the increase in the number of private fitness centers and local YMCA.
- § Custodial area is awful; sink/clean up area, custodian's work area, etc.
- § Cannot have a function in the gym and in the auditorium (level below) at the same time.

Finance-Central Services/Print Shop [4,307]

- § Space is located on the first floor of the building and accessible from street level.

- § Includes space and equipment to produce large volume printing jobs for various City departments; i.e. utility bills, tax bills, annual budget documents, etc.
- § Existing space is adequate to accommodate current responsibilities of personnel assigned.

Public Works-Carpentry Shop [4,936]

- § Space and included equipment are utilized by Building Maintenance Division personnel when fabricating various carpentry projects and/or during repair, up-fitting or renovation of buildings for which they are responsible.
- § The overall area of the allotted space is adequate for the purposes intended, however, is currently very crowded with old projects, building materials, and what appears to be discarded furniture.

Building: Coates Recreation Center

Address: 1725 Westover Drive

Built: 1994

Ownership: City of Danville

Existing Building: 7,488 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Facility gets a lot of use, however, space limitations make it difficult to program multiple activities at the same time.
- § Facility appears to have been “underbuilt”.
- § Residential location causes issues with neighbors.
- § Current parking space is limited.

Building: Glenwood Recreation Center

Address: 1550 Halifax Road

Built: 1993

Ownership: City of Danville

Existing Building: 7,357 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Residential location causes issues with neighbors.
- § Limited space does not facilitate multiple programs occurring simultaneously.
- § Appears also to be underutilized.

Building: Stonewall Recreation Center

Address: 1600 North Main Street

Built: 1932

Ownership: City of Danville

Existing Building: 13,189 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Program focus is therapeutic recreation for impaired and disabled individuals (predominately adults).
- § The center is very popular due to activities offered; recent years have seen a significant increase in the number of participants.
- § Parking is very limited.
- § Additional programming space is needed to meet demand.
- § Need an area dedicated to exercise equipment.
- § Inadequate office space for staff; privacy is needed when meeting individually with program participants.
- § Additional storage space is needed.
- § It is not uncommon to have 130-150 participants at major events (banquets, dances).
- § Building was formerly a school; former cafeteria is now a multipurpose room.
- § It is also a senior meal site every Thursday & Friday, which limits the activities of regular program participants.
- § The building's lower level gymnasium is not available during summer months, as Stonewall Youth Center activities occur at that level.
- § Individuals with physical impairments have difficult time with doors; there are no ADA/automatic doors and the building lacks adequate ADA compliant restrooms; only one (1).

Building: Squire Recreation Center

Address: 3194 North Main Street

Built: 1932

Ownership: Commonwealth of Virginia

Existing Building: 10,705 square feet [This number represents only that area of the Armory allocated for Recreation activities.]

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Space allocated for Recreation Center is part of the National Guard Armory.

- § Office Space is awful, particularly for meeting w/visitors, program registrants, etc.
- § Circulation within designated/available space is poor and inefficient when moving between activities.
- § Gymnasium is adequate however, spectator seating becomes an issue during youth basketball season.
- § Public area at/within offices is very crowded.
- § Classroom is adequate but for only up to approximately 20.
- § Weight/exercise room is small with no room to expand.
- § Future is unknown; space is rented (National Guard); Department cannot plan or expand.

Building: Recreation Maintenance Facility

Address: 614 Spring Street

Built: 1929

Ownership: City of Danville

Existing Building: 18,720 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Formerly the “Old Curb Market”
- § Serves as the Parks & Recreation Department’s central maintenance facility.
- § Existing space is adequate to accommodate current needs.

Building: Dan Daniel Memorial Park Maintenance Facility

Address: 302 River Park Drive

Built: Unknown

Ownership: City of Danville

Existing Building: 2,176 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Current facility is too small to accommodate the staff, vehicles and equipment that are deployed from it.
- § Additional enclosed and securable space is needed.

Building: Carrington Pavilion

Address: 659 Craghead Street

Built: 2002

Ownership: City of Danville

Existing Building: 7,862 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Backstage area has very limited storage space.
- § Loading dock/area is very small considering the equipment used during concerts/large events.
- § ADA compliance at the stage is questionable:
- § Greatest need during major events (4-5,000 people) is adequate restroom facilities.

Building: Community Market

Address: 629 Craghead Street

Built: 1904/1997

Ownership: City of Danville

Existing Building: 24,700 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Poor heating, no air conditioning.
- § Very limited restroom space.
- § Cover/permanent awning over exterior deck adjacent community market would benefit numerous events held there.

Building: Pepsi Building

Address: 661 Craghead Street

Built: 1884/1996

Ownership: City of Danville

Existing Building: 5,702 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Currently, can accommodate up to 120 adults depending upon the type of activity, or meeting/event that is being held.
- § Public restrooms (upstairs) should be larger if maximum crowd is to be accommodated.
- § The kitchen is very small.

Building: Welcome Center

Address: 645 River Park Drive

Built: 2002

Ownership: City of Danville

Existing Building: 3,523 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Removing the grass median between parking areas would simplify visitor parking and site access and egress.
- § A separate space; albeit a small building; is needed for additional storage.
- § Front doors need glass to avoid collisions between people coming in and out.
- § The building itself is in good condition.

Building: Public Library (Main)

Address: 511 Patton Street

Built: 1972/1996

Ownership: City of Danville

Existing Building: 33,500 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Space is generally adequate for current level of use.
- § Library has lost garage and valuable lower level parking spaces to the police department.
- § Upper level parking area can be difficult to maneuver and is often full; reportedly, because patrons of the courthouse and city hall cannot find parking adjacent to or convenient to either facility.

Building: Westover Branch Library

Address: 97 Clifton Street

Built: 1950

Ownership: Private Citizen

Existing Building: 1,344 square feet

Included Departments/Agencies:

- § Parks & Recreation

Building Comments:

- § Very small but appears to adequately support current level of use.
- § Property (lawn) around the building is able to accommodate various popular outdoor programs and activities.

Building: Board of Education Building

Address: 341 Main Street

Built: (Unknown)

Ownership: Board of Education

Existing Building: 42,000 square feet

Included Departments/Agencies:

- § Commonwealth's Attorney

Building Comments:

Commonwealth's Attorney [9,203]

- § Existing space is adequate to accommodate current responsibilities of personnel assigned

Building: Airport Terminal Building

Address: 424 Airport Drive

Built: 1961/1991

Ownership: City of Danville

Existing Building: 13,628 square feet

Included Departments/Agencies:

- § Transportation

§ Averett University Aviation

Building Comments:

- § Airport terminal building is currently underutilized although its largest user (Averette University) is in need of considerably more classroom space.
- § The fixed base operations space (General Aviation/FBO) is over fifty (50) years old and is lacking in space and even basic amenities found in similar facilities

Building: Airport Hanger/Office & Classroom Building

Address: 424 Airport Drive

Built: Unknown

Ownership: City of Danville

Existing Building: 12,937 square feet

Included Departments/Agencies:

- § Averett University Aviation

Building Comments:

- § Averett University's Aviation Program is in need of considerably more office and classroom space than is currently provided in this building.
- § As well, the hanger portion of the building cannot support the number of airplanes the program is expecting.

Building: Danville Transit Center (Central Bus Hub)

Address: 515 Spring Street

Built: 2007

Ownership: City of Danville

Existing Building: 2,019 square feet

Included Departments/Agencies:

- § Transportation

Building Comments:

- § Since the departure of Greyhound Bus service, the Transit Center currently has excess space.

Building: Bus Garage

Address: 1002 South Boston Street

Built: 1990/2011

Ownership: City of Danville

Existing Building: 17,610 square feet

Included Departments/Agencies:

- § Transportation

Building Comments:

- § The Mass Transit/Bus facility on the Public Works campus is in good condition and adequate to accommodate current needs.
- § Construction is scheduled to begin soon on an approximately 4,000 square foot office addition.

Building: Utilities Service Center

Address: 1040 Monument street

Built: 1951/2015

Ownership: City of Danville

Existing Building: 21,542 square feet

Included Departments/Agencies:

- § Utilities

Building Comments:

- § Utilities complex; buildings, parking and lay-down yard areas; are in flood plain.
- § Primary parking area is very crowded.
- § Line Foremen need private space to meet with the individuals under their supervision.
- § Current cubicles are open to a primary corridor.
- § Need larger, combined tool room to improve efficiency and access.
- § Lack restrooms on Power & Light side of building.
- § Relay test room is too small to adequately accommodate the activities assigned.
- § Metering technicians need additional work space within the building.
- § Additional covered and/or enclosed parking for major vehicles and equipment is needed.

Building: Engineering Building

Address: 1113 Goodyear Boulevard

Built: 1994

Ownership: City of Danville

Existing Building: 5,000 square feet

Included Departments/Agencies:

- § Utilities

Building Comments:

- § Existing space is adequate to accommodate current responsibilities of personnel assigned.

Building: Utilities Warehouse

Address: 1103 Goodyear Boulevard

Built: 1948

Ownership: Leased from Private owner

Existing Building: 20,000 square feet

Included Departments/Agencies:

- § Utilities

Building Comments:

- § Utilities Warehouse is well organized but full.
- § The structure is 67 years old w/exterior structure in ill repair.
- § It is a leased facility for which the City is responsible for any repairs
- § Additional warehouse space is needed.

Building: Water Treatment Plant

Address: 279 Park Avenue

Built: 1904/1994

Ownership: City of Danville

Existing Building: 15,000 square feet

Included Departments/Agencies:

- § Utilities

Building Comments:

- § Facilities are adequate to address current needs.

Building: Wastewater Treatment Plant-North

Address: 229 Northside Drive

Built: Unknown

Ownership: City of Danville

Existing Building: 24,000 square feet

Included Departments/Agencies:

§ Utilities

Building Comments:

- § Facilities are adequate to address current needs.

Building: Wastewater Treatment Plant-South

Address: 145 Gypsum Road

Built: 1957

Ownership: City of Danville (currently leased to School Board)

Existing Building: 8,800 square feet

Included Departments/Agencies:

- § Utilities

Building Comments:

- § Facilities are adequate to address current needs.

Building: Galileo Magnet High School

Address: 230 South Ridge Street

Built: 1950

Ownership: City of Danville

Existing Building: 48,755 Square Feet

Included Departments/Agencies:

Danville City Schools/Magnet High School

Building Comments:

- § Building space was assessed for access/use in the event it became available.
- § Interior is in good condition.
- § It is a large building, reportedly a former Sears store.
- § Location is downtown approximately 1 ½ blocks from City Hall.
- § Available parking on site can accommodate approximately 180 vehicles.

SECTION 2. BUILDING & DEPARTMENT SUMMARY TABLES

The Section includes several tables that are provided as summary(s) of the assessment findings regarding the space needs documented in Section 1.

- § Combined Building/Department Summary
- § Building Summary
- § Department/Agency Summary

Each table includes the same three (3) column headings identifying the space/space needs of the building, department, department division or agency referenced; those columns are titled:

- § Current Space
- § Current Need
- § Existing Deficit

A dash mark, " – ", in the Space Deficit column indicates that there was no deficit identified.

Combined Building/Department Summary-page 1

Department/Agency	Current Space	Current Need	Existing Deficit
Emergency Preparedness			
Fire Station #1-Admin/HQ	27,389	27,389	-
Fire Station #2	3,696	5,800	2,104
Fire Station #3	4,410	6,020	1,610
Fire Station #4	5,516	5,866	350
Fire Station #5	2,241	5,800	3,559
Fire Station #6	3,688	5,800	2,112
Fire Station #7	5,791	5,791	-
911/Communications Center	4,464	4,464	-
Charles Harris Financial Services Center			
City Treasurer	2,252	2,252	-
Commissioner of Revenue	3,044	3,424	380
Central Collections	3,883	4,083	200
Utilities Customer Service	3,748	3,748	-
Courthouse			
Sheriff [1]	2,811	3,336	525
J-D Courtrooms (2)	7,668	8,168	500
Juvenile Probation	1,610	1,610	-
J-D Court Clerk	4,254	4,254	-
Gen District Courtroom	3,363	3,563	200
Gen District Clerk	2,747	2,747	-
Circuit Courtrooms (2)	8,565	9,605	1,040
Comonwealth Atty	175	300	125
Circuit Court Clerk	6,969	7,969	1,000
Common Areas-plaza	4,158	4,158	-
Common Areas-upper	2,807	2,807	-
Jury Assembly	-	2,200	2,200
Grand Jury	-	1,800	1,800
Attorney Lounge	-	640	640
LE Waiting	-	500	500
Security Control	-	350	350
City Jail [1]	32,060	63,377	31,317
Herman Building			
Social Services	23,500	28,630	5,130
Registrar	1,615	4,322	2,707

Combined Building/Department Summary-page 2

Department/Agency	Current Space	Current Need	Existing Deficit
City Hall			
City Manager	3,647	3,647	-
City Council	3,961	3,961	-
City Attorney	1,310	1,310	-
Vacant	1,474	1,474	-
Human Resources	1,292	4,150	2,858
Finance	6,720	8,040	1,320
Information Technology	7,136	7,828	692
Community Development	5,045	5,605	560
Public Works [2]	2,284	3,368	1,084
Economic Development	2,321	3,270	949
Police (within City Hall only)	13,482	38,784	25,302
Adult Detention Center	40,971	40,971	-
		-	
Green Street Precinct Station	3,136	3,136	-
		-	
Moore (Juvenile) Detention Center	40,938	40,938	-
		-	
Public Works		-	
Administration Building	8,520	10,940	2,420
Crew Hall	5,925	5,925	-
Motor Pool (Garage)	15,000	15,560	560
Warehouse	12,800	12,000	(800)
Traffic Shop [3]	2,552	2,552	-
		-	
Parks & Recreation		-	
Ballou Recreation Center	10,523	10,923	400
Ballou Annex Building	1,256	1,256	-
Coates Recreation Center	7,488	7,488	-
Glenwood Recreation Center	7,357	7,357	-
Stonewall Recreation Center	13,189	15,219	2,030
Squire Recreation Center	10,705	12,305	1,600
Old Curb Market (Maintenance Facility)	18,720	18,720	-
Dan Daniel Maintenance Facility	2,176	4,376	2,200
Carrington Pavilion	7,862	7,862	-
Community Market	24,700	25,180	480
Pepsi Building	5,702	5,702	-
Welcome Center	3,523	3,523	-
Public Library (Main Branch)	33,500	33,500	-
Westover Branch	1,344	1,344	-

Combined Building/Department Summary-Page 3

Department/Agency	Current Space	Current Need	Existing Deficit
Commonwealth Attorney	9,203	9,203	-
Transportation			
Airport Terminal Building	13,628	19,028	5,400
Classroom & Hanger Building	12,937	12,937	-
Transit Center	2,019	2,019	-
Bus Garage	17,610	17,610	-
Utilities			
Service Center Complex	21,542	30,502	8,960
Engineering Building	6,000	6,000	-
Warehouse	20,000	40,000	20,000
Water Treatment Plant	15,000	15,000	-
Wastewater Treatment Plant-North [4]	24,000	24,000	-
Wastewater Treatment Plant-South [5]	8,800	8,800	-
City Auditorium [6]			
Parks & Recreation Admin/Program	26,269	26,269	-
Central Services (Print Shop)	4,307	4,307	-
Public Works Carpentry Shop	4,936	4,936	-
Galileo Magnet School	48,755	48,755	-
	733,989	868,353	134,364

Table Notes:

[1] The Sheriff currently occupies 2,811 square feet of office space for Administration and major Department Divisions on levels one and two of the Courthouse. And, while the City Jail is also a major responsibility of the Sheriff, and located in the basement of the Courthouse, it is listed separately in this table due to its size (32,060 square feet) and the complexity of its internal space.

[2] The Public Works space listed under the City Hall heading includes both Public Works Engineering @ 1,164 square feet on the second floor and maintenance & Supply @ 1,120 square feet in the basement.

[3] Traffic Shop square footage does not include warehouse/garage building across the parking lot from the Traffic Shop Building.

[4] The square footage listed for the City Auditorium includes only the space currently occupied by City Departments; i.e. Parks & Recreation @, Finance-General Services/Print Shop, and Public Works- Building Maintenance Division Carpentry Shop.

(5), (6) Both the north and south Wastewater Treatment facilities encompass several acres. For convenience, the square footage identified for each included only the on-sight buildings visited, and were measured from aerial photographs. The major structures that comprise the water treatment process; i.e. settling ponds, colliders, distribution tanks, etc. were not included in the measurements noted.

Building Summary

Building	Current Space	Current Need	Existing Deficit
<u>Emergency Preparedness</u>			
1 Fire Station #1-Admin/HQ	27,389	27,389	-
2 Fire Station #2	3,696	5,800	2,104
3 Fire Station #3	4,410	6,020	1,610
4 Fire Station #4	5,516	5,866	350
5 Fire Station #5	2,241	5,800	3,559
6 Fire Station #6	3,688	5,800	2,112
7 Fire Station #7	5,791	5,791	-
8 911/Communications Center	4,464	4,464	-
9 Charles Harris Financial Services Center	12,927	13,507	580
10 Courthouse	45,127	54,007	8,880
11 City Jail	32,060	63,377	31,317
12 Herman Building	25,115	32,952	7,837
13 City Hall	48,672	81,437	32,765
14 Adult Detention Center	40,971	40,971	-
15 Green Street Precinct Station	3,136	3,136	-
16 Moore (Juvenile) Detention Center	40,938	40,938	-
<u>Public Works</u>			
17 Administration Building	8,520	10,940	2,420
18 Crew Hall	5,925	5,925	-
19 Motor Pool (Garage)	15,000	15,560	560
20 Warehouse	12,800	12,000	(800)
21 Traffic Shop	2,552	2,552	-
<u>Parks & Recreation</u>			
22 Ballou Recreation Center	10,523	10,923	400
23 Ballou Annex Building	1,256	1,256	-
24 City Auditorium	35,512	35,512	-
25 Coates Recreation Center	7,488	7,488	-
26 Glenwood Recreation Center	7,357	7,357	-
27 Stonewall Recreation Center	13,189	15,219	2,030
28 Squire Recreation Center	10,705	12,305	1,600
29 Old Curb Market (Maintenance Facility)	18,720	18,720	-
30 Dan Daniel Maintenance Facility	2,176	4,376	2,200
31 Carrington Pavilion	7,862	7,862	-
32 Community Market	24,700	25,180	480
33 Pepsi Building	5,702	5,702	-
34 Welcome Center	3,523	3,523	-
35 Public Library (Main Branch)	33,500	33,500	-
36 Westover Branch	1,344	1,344	-
37 Commonwealth Attorney	9,203	9,203	-
<u>Transportation</u>			
38 Airport Terminal Building	13,628	19,028	5,400
39 Classroom & Hanger Building	12,937	12,937	-
40 Transit Center	2,019	2,019	-
41 Bus Garage	17,610	17,610	-
<u>Utilities</u>			
42 Service Center Complex	21,542	30,502	8,960
43 Engineering Building	6,000	6,000	-
44 Warehouse	20,000	40,000	20,000
45 Water Treatment Plant	15,000	15,000	-
46 Wastewater Treatment Plant-Northside	24,000	24,000	-
47 Wastewater Treatment Plant-Southside	8,800	8,800	-
48 Galileo Magnet School	48,755	48,755	-
	733,989	868,353	134,364

Department/Agency Summary

Department/Agency	Current Space	Current Need	Existing Deficit
Emergency Preparedness	57,195	66,930	9,735
City Treasurer	2,252	2,252	-
Commissioner of Revenue	3,044	3,424	380
Sheriff	2,811	3,686	875
Juvenile & Domestic Court	15,273	16,058	785
General District Court	9,593	10,363	770
Circuit Court	17,275	23,600	6,325
City Jail (Sheriff)	32,060	63,377	31,317
Social Services	23,500	28,630	5,130
Registrar	1,615	4,322	2,707
City Manager	5,121	5,121	-
City Council	3,961	3,961	-
City Attorney	1,310	1,310	-
Human Resources	1,292	4,150	2,858
Finance	14,910	16,430	1,520
Information Technology	7,136	7,828	692
Community Development	5,045	5,605	560
Economic Development	2,321	3,270	949
Police (current space is City Hall only)	13,482	38,784	25,302
Green Street Precinct Station	3,136	3,136	-
Adult Detention Center	40,971	40,971	-
Moore (Juvenile) Detention Center	40,938	40,938	-
Public Works	52,017	55,281	3,264
Parks & Recreation	174,314	181,024	6,710
Commonwealth Attorney	9,378	9,503	125
Transportation	46,194	51,594	5,400
Utilities	99,090	128,050	28,960
Galileo Magnet High School	48,755	48,755	-
	733,989	868,353	134,364

SECTION 3. PROJECTING FUTURE NEEDS

- § Projecting Future Needs
- § City Population
- § Number of Employees
- § Growth Scenarios
- § Anticipating Future Space

Projecting Future Needs

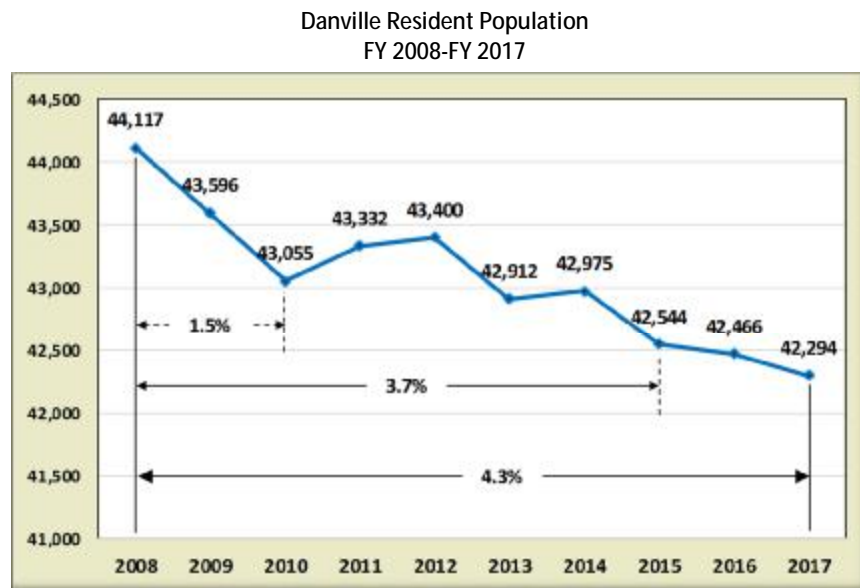
Following the assessment of current building and department/agency space needs, additional study was undertaken to identify what might be anticipated in terms of future space needs beyond that already identified. The City's requested time frame for this information was 10 years; 2016-2026.

The City provides services to its resident and visitor populations via the individuals it employs. Therefore, the methodologies used to project future needs; whether people, workload, or space; will typically involve an examination of recent year trends of those same characteristics; in this case the City's population and its number of employees.

Various sources were utilized in the development of the data that follows. Among them, the Weldon Cooper Center for Public Service at the University of Virginia and DataUSA (www.datausa.io) for population data. And, the City's Budget Office for annual (fiscal year) City and Constitutional office employee data.

City Population

The graph that follows illustrates the annual resident population of the City of Danville from 2008-2017. The source of the data for 2008-2015 was the Weldon Cooper Center (WCC). The populations noted for 2016 and 2017 were developed with linear forecast trend analysis software, based upon the previous eight years. The rationale for extending the population numbers to 2017 was that it would enable a 10-year, year-to-year, ratio comparison with the City's total annual employee numbers.



The illustration identifies a decrease in the City's population of 4.3% between fiscal year (FY) 2007-2008 (2008) and FY 2016-2017 (2017). Following a sharp drop from 2008-2010, and a slight increase in both 2011 and 2012, the decline in population has continued essentially at a gradual downward rate.

Number of Employees

The table that follows identifies the 10-year history of the City's *full-time* employee workforce approved per the published budget documents for fiscal years (FY) 2008-2017; i.e. FY 2007-2008 through FY 2016-2017.

City of Danville
Authorized Full-Time Positions
FY 2008-2017

City	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
City Manager	5	5	5	6	6	6	6	7	7	7
City Attorney	4	4	4	4	4	4	4	5	5	5
Community Decvelopment	28	26	26	26	25	25	25	25	25	26
Social Services	99	102	102	102	98	99	99	99	99	99
Economic Development	4	6	6	5	5	5	5	5	5	5
Budget Office	1	1	1	1	1	1	1	1	1	1
Finance	40	44	43	43	40	40	39	39	39	39
Human Resources	7	7	7	7	7	7	7	7	7	7
Information Technology	18	18	18	19	19	19	19	20	20	20
Parks & Rec (incl Library)	36	36	37	38	36	36	36	39	41	43
Library	13	13	13	13	13	13	13	13	13	14
Fire	146	146	146	146	146	144	144	144	145	145
Police	146	146	146	146	141	141	141	141	145	145
Adult Detention	34	34	34	36	36	36	36	36	36	38
Juvenile Detention	58	58	58	58	49	49	49	49	49	49
Public Works	200	195	196	195	183	175	174	174	173	170
Utilities	198	200	199	194	185	184	184	184	184	184
Transportation	20	21	21	22	22	22	22	26	31	32
	1057	1062	1062	1061	1016	1006	1004	1014	1025	1029

Constitutional	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Commissioner of Revenue	10	10	10	10	10	10	10	10	10	10
City Treasurer	5	5	5	5	4	4	4	4	4	4
Commonwealth Attorney	23	23	23	23	22	21	21	21	21	21
City Sheriff	78	78	78	80	77	77	77	79	79	79
Registrar	2	2	2	2	2	2	2	2	2	2
Clerk of Court	2	2	2	2	2	14	14	14	16	16
Circuit Court	3	3	3	3	3	3	4	4	4	4
	123	123	123	125	120	131	132	134	136	136

Combined City + Constitutional	1180	1185	1185	1186	1136	1137	1136	1148	1161	1165
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The total number of employees decreased over this 10-year period by 1.3%. The largest single year decrease (4.4%) occurred in FY 2012 with an overall reduction in force of 50 employees. The largest single year increase (1.13%) occurred in FY 2016 with an increase of 13 employees City-wide. The FY 2017 employee count remains 1.8% below the single year high of 1,185 employees during FY 2010.

While the total number of employees is important, the correlation of the number of employees per unit of population served; in this case the number of employees per 1,000 residents; is the variable that will be incorporated into the calculations of future space needs. In this case, the number of employees per 1,000 resident population averaged 27 between FY 2008 and FY 2017; ranging from a low of 26.2 employees per 1,000 residents in 2012, to a high of 27.5 per 1,000 during both 2010 and 2017.

The Weldon Cooper Center does not publish projected annual populations for Virginia cities and counties. It does provide population projections for the years 2020, 2030, and 2040; for Danville those projections are illustrated in the table that follows. Notably, in contrast with the past 10 years, these numbers anticipate a very gradual rate of increase over the next two decades.

Should these projected year numbers prove accurate and the recent 10-year average number of employees/1,000 City residents (27) remain the same, the estimated number of employees for these future years would be as follows:

Based on Weldon Cooper Center Projections

Year	2020	Est. 2026	2030	2040
Danville Population	42,555	42,971	43,249	44,106
Avg. # Employees/1,000	27.00	27.00	27.00	27.00
Est. # Employees	1149	1161	1168	1191

Based on these numbers the 10-year/2026 employee count would fall a little more than midway between 2020 and 2030, to approximately 1,161 employees, four (4) less than authorized in the FY 2017 budget.

Growth Scenarios

The Weldon Cooper Center (WCC) states on their website (demographics@virginia.edu) that the future year projections cited (2020,2030,2040) have not been updated since 2012. Subsequently, one might question whether the early efforts of the City's River District initiative, which kicked off in 2010,¹ were considered in the 2012 projections? As well, did the projections anticipate the *level of activity* that has actually occurred during the four years *since* those projections were published? Difficult to say affirmatively, however, the City's River District initiative certainly appears to be working; economic indicators are up and unemployment is down.²

As a means of comparison, DataUSA³ has estimated the City of Danville's 2016 population to be 42,704 versus the estimated 42,466 for 2016 derived from the 2008-2015 numbers provided by WWC. While the increase is slight (.003760%), a linear forecast trend analysis scenario projecting City populations over the next 20 years utilizing this percentage, illustrates a more significant increase in that resident population.

Existing Population Projection Data Assessment
2016-2036



¹ Hendrix, Arnold; Re-Imagining Danville; Virginia Town & City; March, 2016

² City of Danville; Economic Indicators Report; May 2016

³ Source: datausa.io; a Deloitte Co. collaboration providing US government data

The blue line in the above graph is the continuation of the City's projected population based on the experienced 2008-2017 numbers previously illustrated. In this diagram however, the WCC's projected populations for 2020 and 2030 have been inserted; thus the "spikes" in the population trend line at years 2020 and 2030. Assuming that future population growth will be gradual versus sudden, the dashed black line illustrates the likely trend line that this scenario suggests. In this case a 2016-2036 increase of 3.3% and 1,384 residents. Perhaps the WCC did anticipate a response to the River District Initiative.

The orange line represents the growth scenario suggested by the DataUSA population estimate of 42,704 for 2016; in this case applying an annual growth rate of .003760%. This results in a 2016-2036 increase of 7.8% and 3,329 residents. The corresponding estimated number of full-time employees then would be:

Based on DataUSA Projections

Year	2020	Est. 2026	2030	2040
Danville Population	43,350	44,337	45,088	46,730
Avg. # Employees/1,000	27.00	27.00	27.00	27.00
Est. # Employees	1170	1197	1217	1262

As noted on the previous page, the 10-year/2026 employee count was projected at 1,161 employees; four (4) less than that authorized in the FY 2017 budget. Based on this table, the projected 2020, 2030, and 2040 numbers are higher, including an estimated 10-year/2026 employee count of 1,197; 36 more employees (2.7%) than that calculated using the WCC numbers.

Summarily, it is encouraging to note the projected upturn in population growth indicated in both projection scenarios. Realistically, and of course with many factors remaining unknown, the actual rate of growth will likely be somewhere between the two.

Anticipating Future Space

As noted, the City's requested time frame for this future space estimate is 10 years; 2016-2026. Based on the staff projection scenarios illustrated, the first (WCC) suggests that the total staff City-wide will decrease by four (4) by 2026. This decrease seems unlikely given current indicators. In fact, although staffing analyses were not requested as a component task of this study, many conversations coupled with the assessment of the operations and activities within various departments suggested otherwise. Between Public Works-Building & Grounds Division, Finance-Accounting & Collections Divisions, Community Development-Inspections Division, Public Works-Engineering Division, and Human Resources, as many as seven (7) additional employees could be put to work and kept quite busy now; if, of course there was a place for them to work.

The second scenario (DataUSA) suggests a 10-year, 32 employee increase over that approved for FY 2017; 1,197 minus 1,165. Assuming all 32 were within existing City Departments, and that they would be phased in over the next 10 years, they could easily be accommodated *provided that the recommendations identified in Section 5 are implemented in a timely fashion*. Further, the "needs assessment" level of study documented here will be scrutinized more closely during the facility programming phase of development, and adjustments in the allocation of the space needs identified in this report can be modified if/as needed.

Beyond 10 years; 2026-2036 for example, it will depend a great deal on the rate Danville is growing and the associated expectations and reliance the population will have on the City and its employees. Among the key indicators to assess then will be the City's population and, the extent to which the City has been able to keep up with and utilize then current technology to improve production and the efficiency of services delivered.

SECTION 4. PRIORITIZING NEEDS

- § Based Upon the Identified Space Deficit
- § Based Upon Greatest Need
- § Based on Functionality, Responsibilities Assigned, and Efficiency of Operations

Prioritizing the Needs Identified

In total, 48 buildings were assessed to determine the space needs of the 27 different City departments and associated agencies working within them. As noted in the tables included in Section 2, the existing area (square footage) assigned to each department/agency was documented. Following meetings with Department personnel, audits of existing space, and observations of the activities occurring within that space, a space deficit was (or was not) identified and quantified. The square footage identified in the “Current Need” columns of the referenced tables was the result of the sum of the “Current Space” and the “Existing Deficit”. Of the 48 buildings assessed, there was no space deficit noted in 27, although a number of those 27 buildings were not without other issues.

Summary of Findings

Total area of the buildings assessed:	733,989 square feet
Total space deficit identified:	134,364square feet
Total current space needed:	868,353 square feet

The basis upon which space needs were categorized and prioritized were:

1. Based Upon the Identified Space Deficit:

The space deficits identified in these two tables refers to the *quantity* of space (square footage) that is needed *in addition to* what the building or department referenced, already has. Note that the table on the left identifies the individual *buildings* with the largest space deficits; while the table on the right identifies the individual *departments* with the largest space deficits.

Building	Square Feet
City Hall	32,365
City Jail	31,315
Utilities Warehouse	20,000
Courthouse	8,880
Herman	7,837

Department	Square Feet
Sheriff (Includes Jail)	32,192
Utilities	28,960
Police	25,302
Emergency Preparedness	9,735
Parks & Recreation	6,710

2. Based Upon Greatest Need:

This list identifies those departments or departmental functions that have been identified to have the “greatest need”. In this case the need (net square feet) is not simply the *amount* of space deficit, as identified in Category #1, but *the sum* of what each of these departments have now, *plus* the deficit identified. For example, Social Services currently has 23,500 square feet; with an identified deficit of 5,130 square feet; the total *current need* is 28,630 net square feet.

Secondly, *in addition to* those criteria on which category #3 is based, (Functionality, Responsibilities Assigned, and Efficiency of Operations), the “greatest need” category *adds* concerns regarding excessive lack of space, elevated levels of inefficiency, employee safety, and the inability to adequately secure the City’s information and communications infrastructure. Thus, the square feet indicated is total current need, for which new construction will be requested.

§ Police	38,784 net square feet
§ Registrar	4,322 net square feet
§ Information Technology	7,548 net square feet
§ Social Services	28,630 net square feet
§ Public Works Garage	15,560 net square feet

3. Based on Functionality, Responsibilities Assigned, and Efficiency of Operations:

The column on the left identifies various City Departments, Department functions or buildings. The column on the right identifies the *deficit space* needs previously identified for each of the named departments, functions or buildings. Although recommendations and comments regarding the needs of each will be addressed in the Section that follows, *the list is not ranked*.

§ Economic Development	949 net square feet
§ Public Works Engineering	1,084 net square feet
§ Community Development	560 net square feet
§ Human Resources	2,858 net square feet
§ Finance	1,520 net square feet
§ Utilities Warehouse	20,000 net square feet
§ Public Works Administration	2,420 net square feet
§ Dan Daniel Park Maintenance Facility	2,200 net square feet
§ Fire Station #2	2,104 net square feet
§ Fire Station #5	3,559 net square feet
§ Parks & Recreation Admin/Program Space*	26,269 net square feet
§ Utilities Service Center Vehicle & Equipment Garage	7,800 net square feet
§ Public Works Warehouse	12,000 net square feet
§ Stonewall Recreation Center	2,030 net square feet
§ Fire Station #3	1,610 net square feet
§ Squire Recreation Center	1,600 net square feet
§ Community Market	480 net square feet
§ Utilities Service Center Building Addition	1,160 net square feet
§ Fire Station #6	2,112 net square feet
§ Ballou Recreation Center Storage Facility	400 net square feet
§ Fire Station #4	350 net square feet
§ Welcome Center	200 net square feet

Identifying and prioritizing the space needs of the remaining Constitutional Offices for whom the City provides space will be addressed in Section 5 that follows under the building headings:

- § Financial Services Center
- § Courthouse
- § City Jail

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SECTION 5. RECOMMENDATIONS

The individual *Building Comments* noted in Section 1, identified numerous issues of concern regarding the individual buildings, departments, various departmental functions, and the constitutional offices for which the City provides space. Those comments are intended to serve as the basis for the recommendations that follow.

Recommendations 1-5 address those City Departments and major functions identified as having the *greatest need* for new, more, and better space.

Recommendation 6 suggests relocating Economic Development from City Hall to a larger and more appropriate space within the City, and reuse of the current space by others.

Recommendations 7-9 seek to correct the remaining City Hall Departments' identified space deficits via relocation within City Hall to the spaces vacated; as well as the renovation of much of the remaining vacated space for new occupants and uses; i.e. Central Services Print Shop, Security Control, etc.

Recommendations 10-26 are numbered, however, simply for reference versus any particular order of preference or assumed priority. The City certainly has the prerogative of adjusting or reordering the recommendations as it sees fit.

Following Recommendation 26, additional narrative, including relevant concerns, is provided with regards to each of the buildings listed here. Additional recommendations, although few, are offered. The first three buildings house Constitutional offices. The later three are City owned buildings, however here, rather than formal recommendations, relevant comments are offered for consideration.

- § Financial Services Center
- § Courthouse
- § City Jail
- § City Auditorium
- § Airport
- § Library

1. Recommendation:

Initiate facility programming immediately for a new Police Facility.

Type of Space: New construction

Comments:

§ The current space is awful in terms of the amount and type of space, its efficiency, and its location.

2. Recommendation:

In conjunction with the Police Facility, initiate a parallel/joint facility programming effort for new space for the Information Technology (IT) Department.

Type of Space: New construction

Comments:

§ Considering the nature of the information maintained and the equipment on which it is stored, security is inadequate.

§ IT is a 24-hour/day operation; so is the Police Department.

§ Co-location with the Police Department would enhance security of IT systems and equipment.

§ A new building will accommodate up-to-date fire suppression systems tailored to IT's specific requirements.

§ Locating the Data Center on the same level as the IT employees responsible for its operation and included equipment will improve efficiency.

§ Moving IT will facilitate internal departmental moves by others within the courthouse that will alleviate identified space deficits.

3. Recommendation:

a. Identify an available building or building space in the Downtown area, either for lease or already owned by the City, that can be appropriately up-fitted to fully accommodate the space needs identified in this report for the Registrar's Office.

b. Should the City prefer not to lease or re-purpose an existing facility, it should initiate facility programming immediately for a new facility.

Type of Space: Leased or new construction

Comments:

§ The current Registrar's office is inadequate in both size and configuration to adequately serve the visitors it receives, much less carry out the statutory responsibilities assigned by the Commonwealth of Virginia.

§ Confidentiality, security of records and voting machines, training space, proper accountability for absentee ballots, appropriate lobby and public restroom space and, of course, voting space that allows the public to cast votes in private are among the issues of primary concern.

§ While the Registrar's space needs are certainly urgent, the City must consider carefully the location it chooses to assure both ample, convenient parking on-site and access to public transportation; both being criteria normally considered when locating polling places.

4. Recommendation:

Schedule facility programming for a new Department of Social Services building to begin within the current 5-year CIP period.

Type of Space: New construction

Comments:

- § The configuration of the current building is the most significant factor limiting efficiency and functional area adjacencies and circulation within and between designated work units.

5. Recommendation:

Schedule facility programming for a new Public Works (Motor Pool) Garage to begin within the current 5-year CIP period.

Type of Space: New Construction

Comments:

- § The facility is out of date and lacks significant safety systems normally required in this type of facility.

6. Recommendation:

Identify appropriate office space, outside of City Hall to relocate Economic Development.

Type of Space: Leased space; or, up-fit/repurposed existing County owned space, *if* appropriate quantity and quality of space is available.

Comments:

- § City Hall is a poor location for Economic Development considering the purposes it is intended to serve.
- § The Department's employees would benefit from being located together.
- § Moving Economic Development will facilitate internal departmental moves within the courthouse that will, in turn, alleviate identified space deficits.

7. Recommendation:

Following relocation of IT and Economic Development, commence relocation and expansion of remaining Departments within City Hall; including necessary renovations; as identified in the diagrams that follow.

Type of Space: Renovation & reuse of existing space

Comments:

- § Relocations to address existing issues, including space deficits, identified in the following departments;
 - ú Human Resources
 - ú Finance
 - ú Public Works Engineering
 - ú Community Development

8. Recommendation

Convert City Hall basement space(s), vacated by Police and Finance Departments, to City Department Storage.

Type of Space: Renovation & up-fit as programmed.

Comments:

- § Intended to include individual rooms sized to address each Department's requirements.
- § Securable with access limited to assigned department personnel only.

9. Recommendation

Convert space(s) vacated by Police Department on the first floor to accommodate new users (and uses) as identified in the diagrams that follow;

- § Central Services (Print Shop),
- § Security Control Center for Courthouse & City Hall,
- § Attorney Lounge;
- § Law Enforcement Waiting
- § Circuit Court Clerk Storage

Type of Space: Renovation & up-fit as programmed.

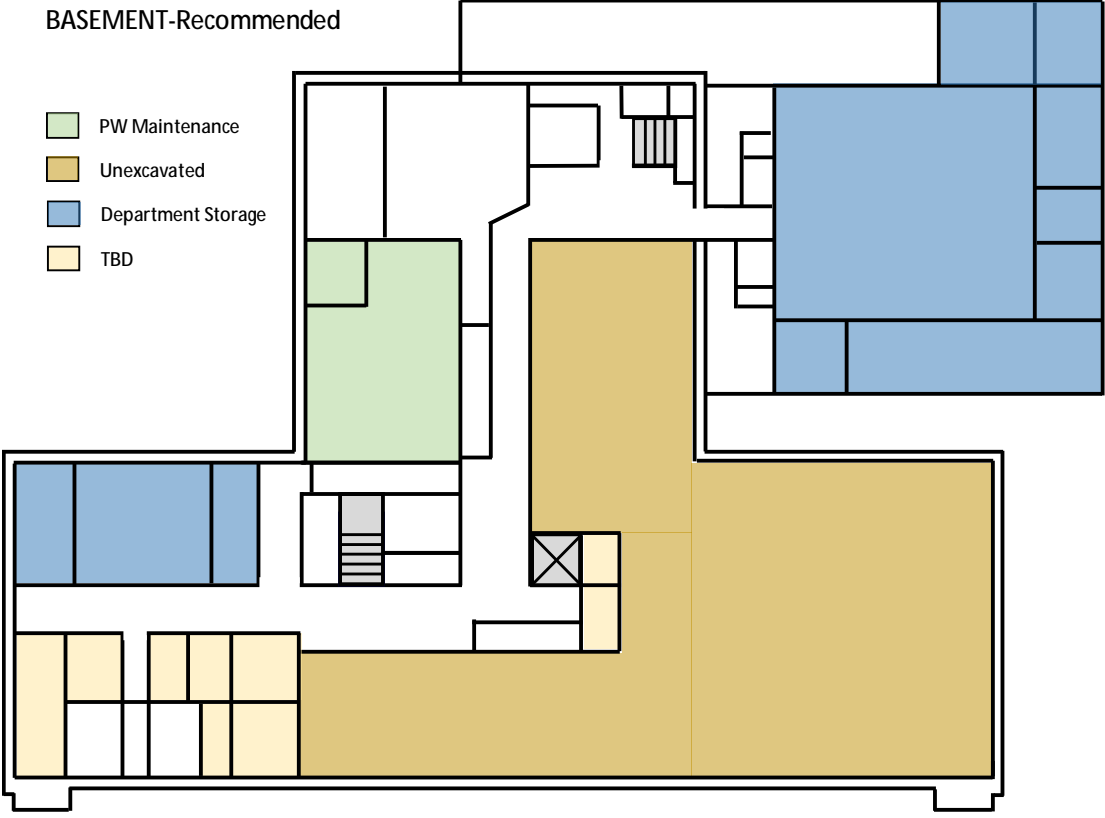
Comments:

- § Space allocated for Central Services is equal that currently occupied at the City Auditorium.
- § To include Security Control Center to accommodate monitoring equipment connected with cameras strategically placed in Courthouse and City Hall, land line direct communications with all City Hall and Courthouse offices, radio communications with on duty Courthouse security personnel, reviewing and maintaining recorded video and where appropriate audio data, greeting/screening visitors entering City Hall on the first floor, etc.
- § To provide Attorney Lounge and Law Enforcement Waiting areas for use/access before, after, or between Courthouse or City Hall appearances/appointments.
 - ú To include several individual rooms within each area for private meetings, phone conversations, etc.
 - ú Each area to have access to restrooms
 - ú Access to each to be w/card-key or similar
- § To provide significant, highly secure, space for Circuit Court Clerk to store trial evidence utilized in past trials/hearings.

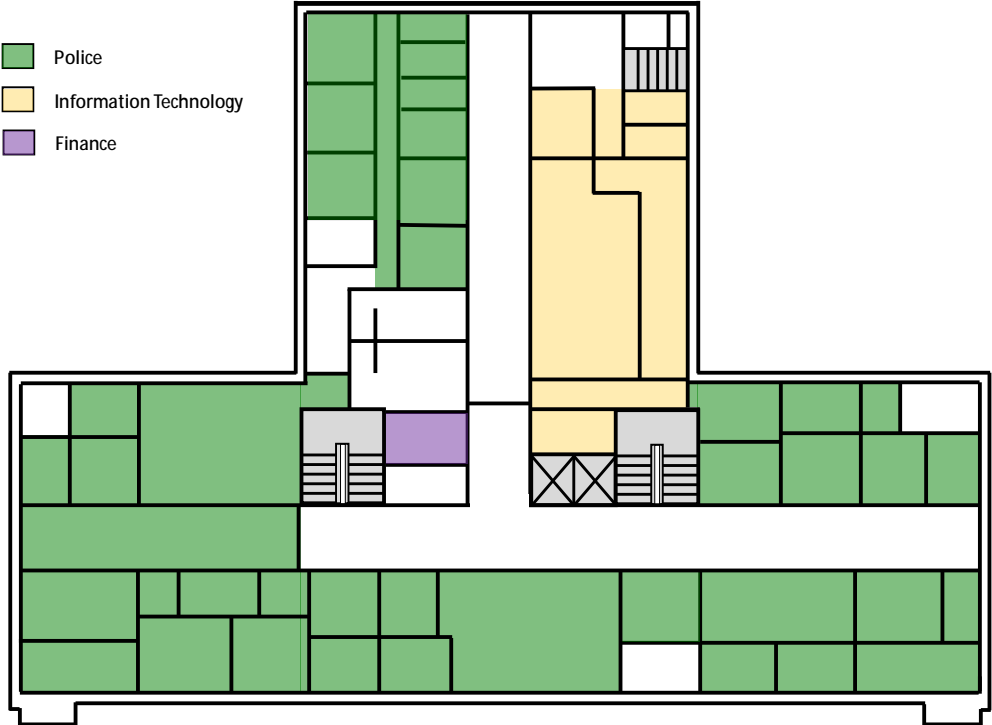
City Hall-Space Reuse

The pages that follow offer diagrams of the basement and first-fourth floors of City hall. Each illustrate either the current space as-is or that addressed in Recommendations 7-9.

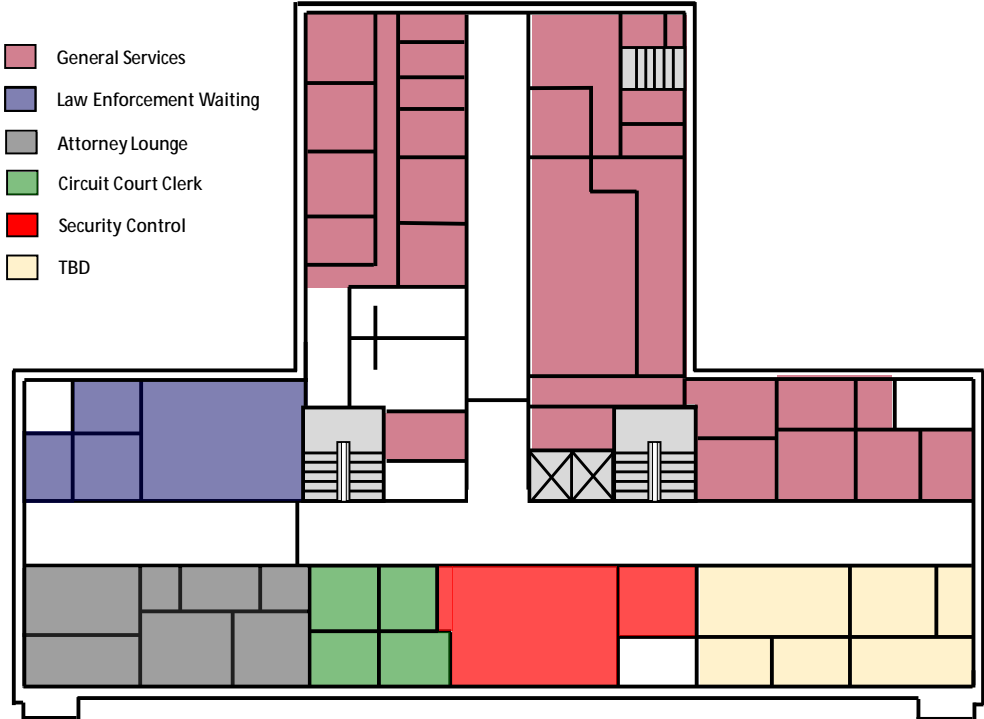
While various colors are used to differentiate existing or proposed occupant space(s), white areas represent common, open corridors, restrooms, and electrical and mechanical equipment spaces.



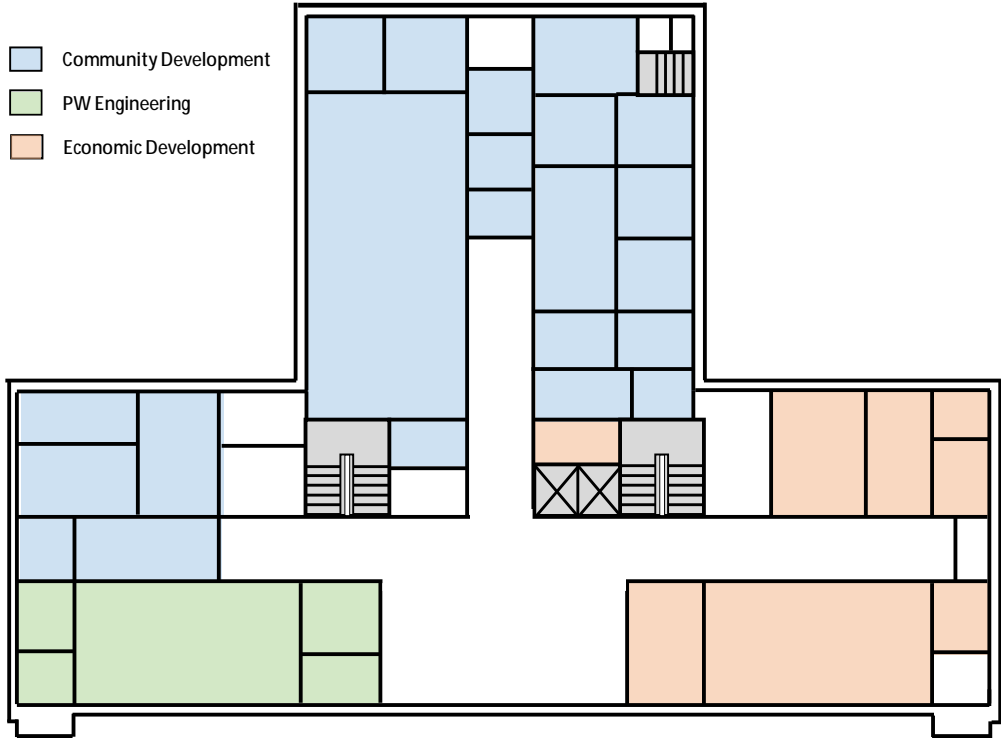
FIRST FLOOR-Existing



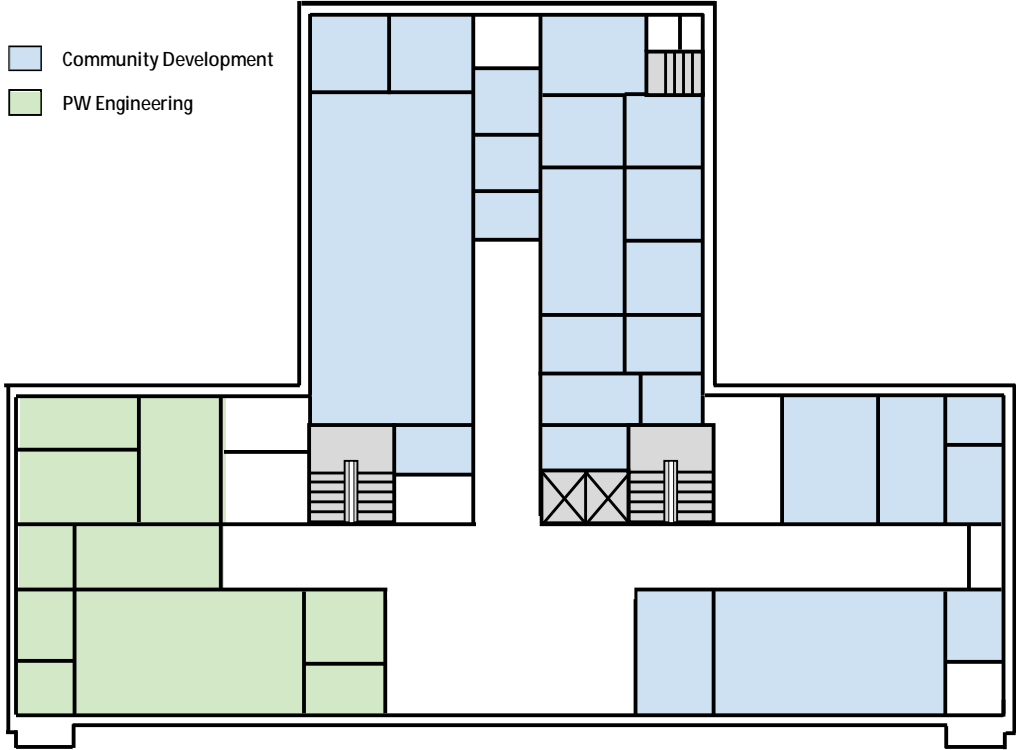
FIRST FLOOR-Recommended



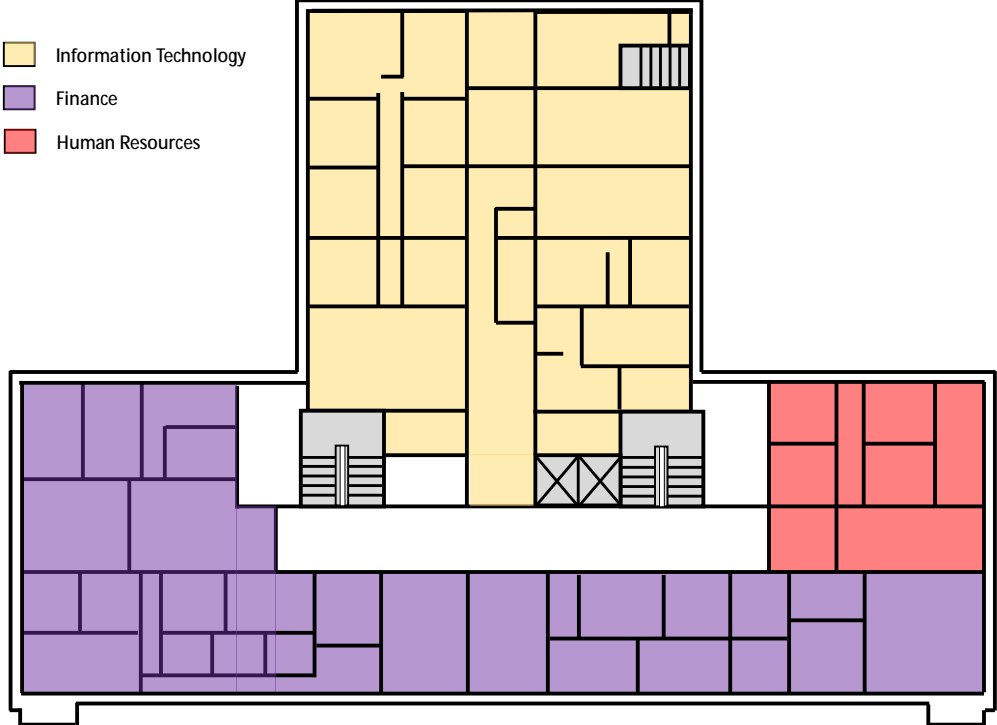
SECOND FLOOR-Existing



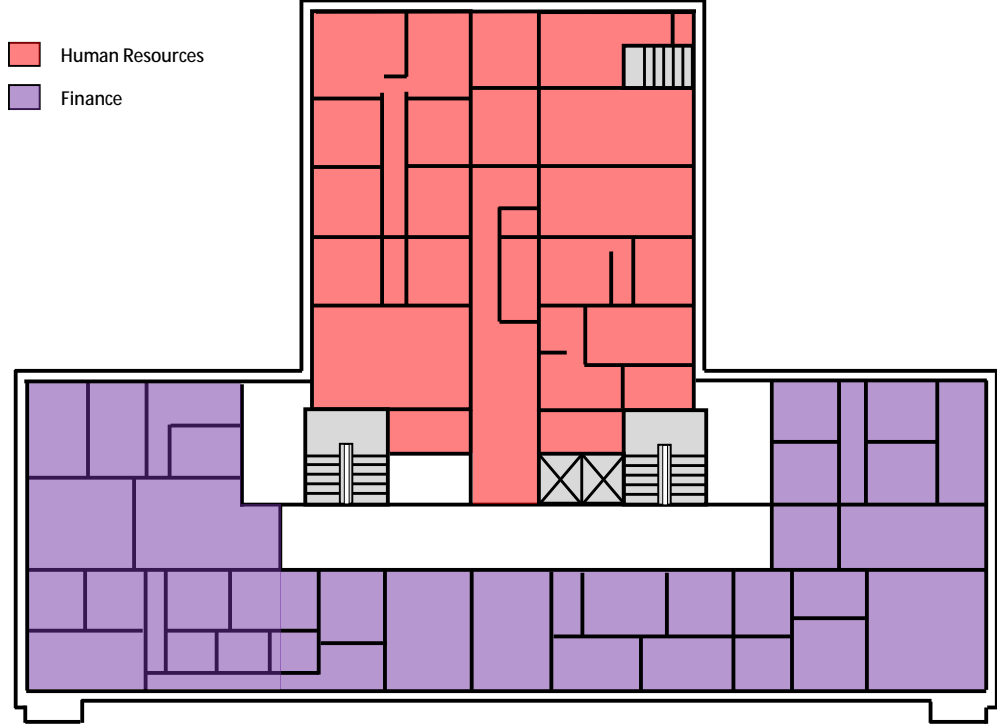
SECOND FLOOR-Recommended



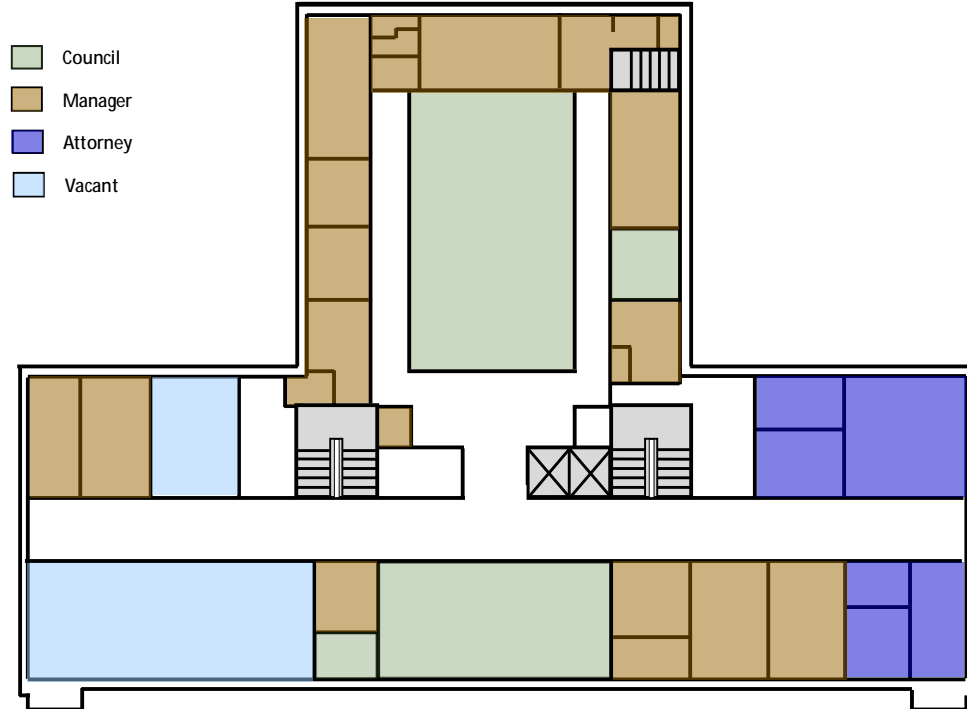
THIRD FLOOR-Existing



THIRD FLOOR-Recommended



FOURTH FLOOR-Existing



10. Recommendation:

[Provide additional warehouse space for the Utilities Department](#)

Type of Space: New Construction (see comment below)

Comments:

- § The needs identified included 20,000 square feet *in addition to* the warehouse space in use at the Utilities Service Center site now; (also approx. 20,000 square feet).
- § At the time of this writing, the Utilities Department was in discussions to purchase existing warehouse space convenient to the Service Center site.
- § Should the purchase occur, and the total space acquired meet or exceed the current plus projected warehouse space needs, this recommendation can be withdrawn.

11. Recommendation:

[Implement programming, design and construction of internal renovations and a building addition at the Public Works Administration Building.](#)

Type of Space: Renovation & Building Addition

Comments:

- § This project is currently referred to in the City's FY 2017 Budget document (4-1) as the Courtyard Enclosure project.
- § The specific needs are as noted in Section 1 and includes 2,040 square feet for the courtyard enclosure, plus 380 square feet to expand the lower basement level space of the building currently used by The Building Maintenance Superintendent and eight (8) Building Maintenance Mechanics.

12. Recommendation:

Expand the Parks & Recreation Maintenance facility at Dan Daniel Park.

Type of Space: Building Addition

Comments:

- § The recommendation calls for an additional 2,200 square feet.
- § Upon its completion, this addition will essentially double the size of the facility.

13. Recommendation:

Develop a detailed Facility Program to identify the building requirements for a new Fire Station to replace existing Station 2.

Type of Space: New Construction

Comments:

- § Recommendation assumes that designer selection and construction will follow the completion of the Program document.
- § Unless this station needs to be relocated to improve call response time within its assigned district, the existing site should be studied to determine if a new station might be built on the existing site in front of the existing station or, pending certification of site boundaries, *next to* it.

14. Recommendation:

Develop a detailed Facility Program to identify the building requirements for a new Fire Station to replace existing Station 5.

Type of Space: New Construction

Comments:

- § Recommendation assumes that designer selection and construction will follow the completion of the Program document.
- § Unless this station needs to be relocated to improve call response time within its assigned district; the existing site should be studied to determine if a new station might be built on the existing site in front of the existing station or, pending certification of site boundaries, *next to* it.

15. Recommendation:

Relocate Parks & Recreation Administrative Offices and accompanying program space(s) from the City Auditorium to a more suitable facility and location.

Type of space: Leased space or, repurposed existing County owned space, *if* appropriate quantity and quality of space is available.

Comments:

- § The building's electrical and mechanical systems are inadequate.
- § Program spaces would likely be used more often and by more people if space was more accessible and there was convenient parking.
- § The building which currently houses the Galileo Magnet High School is owned by the City and was assessed for this study.

- § Should the school relocate, as was thought might occur at the time this study began, this facility would be an excellent space to consider for Parks & Recreation.

16. Recommendation:

Construct an enclosed garage on the Utilities Services Center site to provide protected parking for specialty vehicles and large equipment when not in use.

Type of Space: New Construction

Comments:

- § Initial discussions with Utilities personnel indicated that a metal warehouse-type facility would be sufficient.
- § The size is estimated at 7,800 net square feet.
- § The concern for protecting the various vehicles and equipment from the elements when not in use ranged from the high cost of the equipment or vehicle, to worker safety; i.e. ensuring that vehicle and equipment operate safely when needed.

17. Recommendation:

Replace the existing (80-year) old Public Works Warehouse with a new, more efficient building.

Type: New Construction

Comments:

- § Size at this time estimated at 12,000 net square feet.
- § Initial facility programming phase should determine if efficiencies and operational changes in the new Public Works Garage (assumedly already built per Recommendation # 5) will have an impact on the size of warehouse that is needed.

18. Recommendation:

Conduct a detailed facility programming study of the existing Stonewall Recreation Center building (and site) to determine the extent to which internal renovations might be able to accommodate at least some of the space needs identified.

Type: Building Renovation & Addition

Comments

- § The entire space deficit identified was 2,030 net square feet.
- § Space included additional program area, exercise equipment room, an office, general storage, and ADA compliant restrooms.
- § While all cannot be accommodated within the existing building, any that can will reduce the size of a new building addition.

19. Recommendation:

If the city wishes to continue providing recreation center based services from the Squire Center, to the residents in this area, it needs to decide "where" that Center should be and begin to plan for its development.

Type of Space: New Construction

Comments:

- § The space allotted at the National Guard Armory is poor.
- § As rented space there offers no opportunities (or space) within to expand, nor is there an opportunity to “build on”.
- § The space “deficit” identified was 1,600 net square feet; when added to the existing space allocated for use, a new facility to replace the existing Center would be 12,305 net square feet.

20. Recommendation:

Develop a detailed Facility Program to identify the building requirements for a new Fire Station to replace existing Station 6.

Type of Space: New Construction

Comments:

- § Recommendation assumes that designer selection and construction will follow the completion of the Program document.
- § This station will need to be relocated in order to address the issues noted in Section 1.
- § The recommendation also assumes that the design developed for Station 2 and/or Station 5 (previously recommendations) would be utilized as the prototype for this Station.

21. Recommendation:

Construct public restroom facilities convenient to the Community Market and Carrington Pavilion and, possibly, the Pepsi Building as well.

Type of Space: New Construction

Comments:

- § The deficit space identified for this purpose is 480 net square feet and is listed in the previous tables opposite the Community Market listing.
- § The space anticipates one (1) male and one (1) female restroom with six (6) positions in each.

22. Recommendation:

Conduct a detailed programming study of the Utilities Service Center building (predominately Power & Light side) to determine the extent to which internal renovations might be able to accommodate some of the space needs identified.

Type of Space: Internal building renovation w/building addition

Comments

- § Recommendation assumes that designer selection and construction will follow the completion of the programming study.
- § Space deficit identified was 1,160 net square feet.
- § Space included offices for crew chiefs, a consolidated and larger tool room and restrooms.
- § While all may not be able to be provided by re-working the existing space, it can reduce the size of any building addition that may be required.

23.Recommendation:

Develop a detailed Facility Program to identify the building requirements for a new Fire Station to replace existing Station 3.

Type of Space: New Construction

Comments:

- § Recommendation assumes that designer selection and construction will follow the completion of the Program document.
- § This station will most likely need to be relocated.
- § Subsequently the Facility Program document will identify the site requirements which can be used in the assessment of possible site locations.
- § The recommendation also assumes that the design developed for Station 2 and/or Station 5 (previous recommendations) would be utilized as the prototype for this Station.

24. Recommendation

Construct additional storage space at the Ballou Recreation Center.

Type of Space: Building Addition or New Construction

Comments:

- § The square footage identified for this addition was 400 net square feet.
- § A building addition would be the most convenient for staff, once it is completed.
- § Should logistics be such that an addition is not feasible, a separate building should be provided which is appropriately convenient to the building and securable.

25. Recommendation:

Conduct a Facility Program level assessment of the internal spaces within Fire Station 4 to determine if needed space can be accommodated within

Type of Space: Internal renovation

Comments:

- § The deficit space identified was 350 net square feet and included a study room, Captain's office and laundry.

26. Recommendation:

Construct or install additional storage space at the Welcome Center

Type of Space: Building Addition.

Comments:

- § The deficit space identified was 200 net square feet.
- § A building addition would be the most convenient for staff, once it is completed.
- § Considering the size, however, a premanufactured building, located appropriate to the main building may be more economical, providing it can be adequately secured.

Charles Harris Financial Services Center (FSC)

The FSC was built in 1975, with renovations and a building addition completed in 1986. Today the building is essentially full. The first floor occupants; Finance Department's Central Collections and Utilities Customer Service; clearly have the most visitor traffic. The City Treasurer and the Commissioner of Revenue occupy the second floor. Visitor parking is adjacent the building and appears to be adequate the majority of the time. Staff must park across High Street.

Although the current space deficits identified are comparatively small to many of those previously identified, and limited here to Central Collections and the Commissioner of Revenue; they are still important to them and include the following:

§ Central Collections	200 square feet
§ Commissioner of Revenue	380 square feet

27. Recommendation:

[Provide Central Collections with at least 200 square feet of additional storage space.](#)

Type of Space: Interior renovation

Comments:

- § The recommendation assumes an enclosed room within the existing office space that can be locked when not in use.
- § If what is to be stored are records that will need to be regularly accessed, file cabinets should be provided and furniture/space should be rearranged to accommodate in lieu of renovations.
- § Should it be determined that storage is needed for archive purposes and that materials stored will rarely be accessed or needed, Finance Department general storage space will be available at City Hall (see Recommendation #8).

28. Recommendation:

[Conduct a feasibility study to determine the structural integrity of the frame supporting the second floor and whether it could support additional load if the opening from the second floor to the first were covered.](#)

Type of Space: Interior renovation

Comments:

- § The current Commissioner of Revenue office space is limited and awkwardly configured.
- § The additional space gained from adding the suggested floor space (if feasible) would significantly improve circulation and easily accommodate the additional space needed.
- § Space deficit identified includes storage @ 200 square feet and 180 square feet to be combined with existing open/shared office space to make three (3) private offices.

Courthouse

The Courthouse was built in 1972, with renovations and a building addition completed in 1998. Today the building is full. There were no spaces that are not in use for a legitimate purpose. Subsequently, the building internally offers little if any opportunities to renovate or effectively reassign space within its existing walls.

The courthouse building (not including the City Jail) provides space for nine (9) different court related entities. The space deficit identified for the Courthouse was 8,880 square feet, 4th among the 48 buildings assessed. What is mind boggling about this deficit is that 5,590 square feet of this total (62%), consists of space that is and has been provided for years as standard building components of courthouses designed and built throughout the United States.⁴ As stated in the Courthouse Summary from Section 1:

- § The Courthouse lacks dedicated *Grand Jury space*; i.e. the necessary *series* of spaces.
- § The Courthouse does not have a designated *Jury Assembly* area to accommodate those reporting for jury duty and waiting to be called as well as receiving orientation and instructions once selected.
- § There is no *Attorney Lounge* for attorneys waiting for trials or during short Court recesses.
- § There is no *Law Enforcement waiting/workroom area* for officers, outside the public corridors, where they can be readily available once court begins.
- § The Courthouse lacks a dedicated *Security Control Center*.

When the Courthouse was built (1972) society was different, court caseloads were different and judicial procedures and expectations were different. Many small communities working with an architect to design a courthouse, and concerned about costs, could have easily said with regards to the Grand Jury or Jury Assembly space among (those omitted here); “don’t worry about those spaces, we’ll just use a courtroom”. Very short-sighted then, and impacting negatively, the efficiency and appropriateness of the administration of local justice now.

Today, 42 years later, there are more sessions of court, more judges and many more people involved one way or the other with the court system; i.e. the Courthouse today has five (5) courtrooms and three (3) different courts of jurisdiction. It is likely one of the busiest buildings in the City in terms of people in and out on a daily basis; second only perhaps, to the hospital.

Limited Options

Unfortunately, the only way to even begin to address the “omitted” space, much less the entire 8,880 cumulative square foot deficit of the Courthouse would be to ask a major tenant agency, with major space, to leave; i.e. a “non-starter”.

Some of the smaller spaces needed have been addressed within previous recommendations. And, while 62% of the space deficit identified is comprised of that space that was never included; the remaining 38% of the identified space deficit is, for the most part, space that exists, however, is either not sufficient in terms of the number of spaces, size of spaces, or location of the spaces within the areas that they currently exist; i.e. holding cells, victim witness areas designated for children, attorney/client meeting rooms, court bailiffs work room, Juvenile/Domestic Court Judge’s offices, etc.

While no recommendations are offered here that address internal courthouse space needs, Recommendation 9, in this Section, does address and identify space for the following areas:

- § Courthouse & City Hall Security Control
- § Attorney Lounge
- § Law Enforcement Waiting
- § Clerk of Circuit Court (Secure Storage)

⁴ A notable irony in this regard is that the preeminent authority nationally, with regards to courthouse planning & design standards, is the National Center for State Courts, located in Williamsburg, Virginia

Add to these comments regarding the Courthouse (and for that matter City Hall), the many comments received, *with emphasis*, from Constitutional and City employees as well as numerous visitors to each building; *was the problem with parking*.

Citizen and employee parking accommodations proximate the Courthouse and City Hall are woefully inadequate.

29. Recommendation:

Build a multi-level parking garage; i.e. multilevel deck, to specifically serve the Courthouse and City Hall.

Type of Space: New Construction

Comments:

- § City & constitutional office employees that work in the Courthouse and City Hall having to leave their office every two hours throughout the day to move their car so they do not get a parking ticket (on City property), is an absurd waste of time.
- § Individuals ordered or scheduled to appear in Court should not have to park three blocks away or drive around looking for a parking spot until they are inappropriately/unnecessarily late for their appearance.
- § This is especially pertinent to those citizens asked to appear for Jury Duty.
- § Parking capacity should be targeted at 300; with the top level(s) reserved for City Hall and Courthouse employees.
- § A parking deck on Main Street is not the answer; although it would be beneficial to businesses.
- § The most appropriate location for such a garage is on the existing parking lot at Court and Loyal Street.

City Jail (Refer also to comments re: City Jail in Section 1)

The City Jail is listed as having been built in 1972. Its design at the time was not original, as it borrowed from jails built throughout the country during the late 1950s' through the early 1960s'. Neither, was it then nor is it now, properly sized or at all efficient.

During that time period, the certified and professionally trained Corrections Officer of today, were referred to as "turn-key", or "guard" with no training other than on-the-job, nor having any educational requirements associated or required of the position.

The confluence of these circumstances (common nationally at the time), combined with increasing inmate populations, contributed significantly during the 1970s' and 1980s' to the glut of jail "conditions of confinement" litigation brought against (predominately) local governments throughout the United States. The most notable and now historic of these suits were brought in Federal Court as class actions on the basis of various violations of inmate rights under numerous US Constitutional amendments.

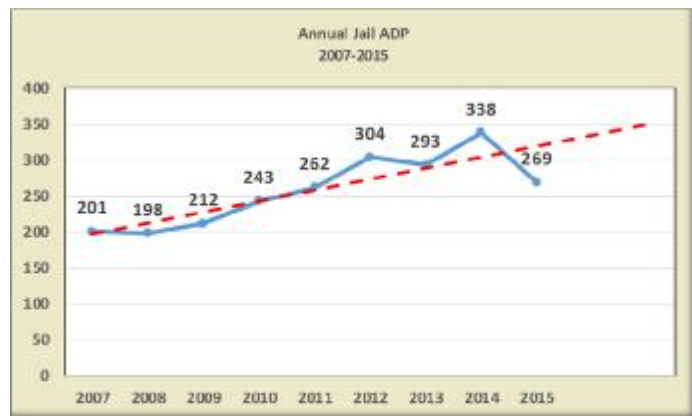
Today, all states have "local correctional"; i.e. detention/jail facilities design and construction standards. They will typically occur as subsections under major statutes that address local detention responsibilities or, as is the case in Virginia, as a title, section or chapter of the State's Administrative Code. Of course once these standards are published as statutes or code, what *were* formerly "standards", become *requirements*. Unfortunately, from State to State, the breadth and depth of these standards are not

consistent and vary significantly. In Virginia the State Department of Corrections is responsible for enforcing these standards.

Subsequently, conditions of confinement lawsuits brought by inmates since at least the late 1980s' in Federal court have found that in many cases the benchmark by which judges have assessed the conditions alleged was most frequently based on those standards published by the American Correctional Association (ACA); "*Standards for Adult Local Detention Facilities*". These standards address all areas of jail operations as well as design and physical plant requirements. They are endorsed by the Commission on Accreditation for Corrections, the National Sheriff's Association, the American Jail Association, the American Bar Association, the American Medical Association and the American Institute of Architects, among others.

Yet, even the best designed jail facility can experience problems, *if* its inmate population exceeds the design capacity for which it was built; i.e. becomes overcrowded. And, the problem will multiply exponentially if that overcrowding remains consistent, or continues to rise, over time.

This graph illustrates the average daily inmate population (ADP) recorded for the Danville City Jail for the years 2007-2015. Note again, that the established capacity of Jail space available in Danville is 213. The red dashed line is the linear trend line, based on the nine years of data shown, of the direction in which the inmate population is expected to go.



Criticality

On paper, the case can be made that the Jail is in crisis. It is *not* a management problem; staff is doing what they can with what they have to work with. Judges have increased the frequency of certain types of hearings specifically to keep inmates moving through the system. Positive working relationships with surrounding counties and the City of Martinsville have provided the opportunity for the Sheriff to move inmates to those jurisdiction's facilities when jail beds were available. The Adult Detention Center is designated to hold a certain number of beds for jail inmates and at times has been able to hold more.

The capacity of the jail "building" located below the courthouse, based on the number of available beds, is 169. If built utilizing today's standards, a ratio of *at least* 375 square feet/inmate could be expected for the resulting building size. That would equal 63,375 square feet; a space deficit of 31,315 square feet *greater than* the 32,060 square feet that is there now.

If the Jail issue is not a *crisis* it is only because the system principals, directly or indirectly responsible for this inmate population, are managing to keep the various "balls in the air" long enough and often enough to keep it from being one. It is a serious *space and overcrowding problem*, however, that carries with it a significant liability risk.

Throughout the conduct of this study City principals and line employees have expressed excitement in the possibilities that the study's findings may bring. Indeed, the first 5 recommendations identified in

this Section address the priority concerns expressed by most. Now, however, an additional and much bigger issue must be confronted: The Jail.

The Dilemma

In brief, the City may:

1. Initiate a detailed facility programming effort to develop, in detail, and quantify the requirements for a new City Jail. In doing so, understanding that:

- § Utilizing the experienced *average* daily population of the Jail over the past six years of 285, and the format for calculating probable costs depicted in Section 6, the total *project* cost for a new City Jail would approximate \$27 million dollars (today); and,
- § A new site would need to be identified on which to locate the new Jail because, “no”; adding onto the existing jail is not an option.
- § The planning, design and construction of a new Jail of this size and scope will take at least four (4) years from beginning to occupancy.

2. Choose to do nothing, at least for the time being, on the basis that:

- § The Commonwealth of Virginia has established Jail standards.
- § As well, it has certified the capacity limits of the Jail in terms of its inmate population.
- § It sends representatives annually to inspect each of the State’s jail facilities.
- § It is apparent that the State does not appear to be concerned; and in fact is apparently satisfied with the Danville City Jail’s “grandfathered” status, and it continuing to operate “as-is”.

Consider also, the following actual scenario in this regard:

- § The effective active date of the Virginia jail design standards cited in Section 1 was 1994.
- § The architectural drawings from which the City Jail addition was built were stamped and dated 1997.
- § Assumedly, the state, being responsible for enforcing jail standards, would (should) have flagged and discussed with the architect and owner the problems with the design not being compliant with the then active standards (also noted in Section 1).
- § Yet, neither the designers of the addition, nor the City, were held accountable for failing to comply with the design requirements enacted four (4) years prior.

City Auditorium

The spaces in the City Auditorium and occupied by City Departments or Department Divisions and assessed for this study included:

Parks & Recreation	26,269 square feet
Finance-Central Services/Print Shop	4,307 square feet
Public Works-Carpentry Shop	4,936 square feet

- § If need be, the Carpentry Shop could be moved to new space on the Public Works Campus, or into other space of similar size that might be available elsewhere in the downtown area.
- § In an earlier recommendation (# 9, this Section) it was suggested that the Finance Department’s Central Services/Print Shop move to the first floor of City Hall once the Police Department moves.

Recommendation 15 suggested relocating Parks & Recreation Administrative Offices and accompanying program space(s) from the City Auditorium to a more suitable facility and location.

The basis for these recommendations was two-fold:

- § The building conditions and work environment within the city auditorium is poor, as is the availability of parking.
- § City Auditorium Master Plan recommendations (2015), if implemented, would require that the building be vacated for a significant period of time.

An additional opinion for the City Auditorium, expressed numerous times, was that rather than the City spending money to renovate the building, sell the building to a potential developer in keeping with stated River District initiatives.

Airport

The Airport Terminal Building was built in 1961 with renovations made in 1991. The size of the building is 13,628 Square Feet. As stated in Section 1:

- § The Airport Terminal Building is currently underutilized.
- § The fixed base operations space (FBO/General Aviation) is over fifty (50) years old and is lacking in space and even basic amenities found in similar facilities. (The deficit square footage noted in the space tables in Section 2 included 5,400 square feet as that estimated to replace the FBO/General Aviation space.)

Of course the referenced underutilization has certainly been impacted by the fact that the Airport no longer offers commercial service in and out of Danville. The fixed base operations space, however, needs work; to adequately accommodate those private operators that do use the airport.

In addition, the Airport's major tenant, and largest purchaser of fuel, is Averett University. Aviation has been an anchor curriculum concentration for the University for more than 30 years. The program is in need of considerably more and better quality office and classroom space than that it currently occupies in the hanger building it leases adjacent the Terminal Building. The hanger portion of the building cannot support the number of airplanes the program is expecting to add. The reallocation of space in and between the classroom/office-hanger building and the terminal building is certainly an option that should be considered.

The lingering question, however, before embarking on piecemeal improvements or the shuffling around of existing space is: What is the City's objective; i.e. "mission", expectations, of the airport;

- § In context of the River District initiatives' & objectives.
- § In context of the economic development activities that are underway.
- § In consideration of the City's current published priority to "Transform Danville's Economy".

Subsequently,

- § Might the city be interested in attracting a commercial carrier to once again offer service in and out of Danville?
- § Might that service and an upgraded airport be a factor in attracting business to Danville?
- § Might that service be of benefit (enhancement) to businesses to stay in Danville and to want to expand in Danville?

30. Recommendation:

Establish a Steering Committee of appropriate membership; i.e. Management, Council, Airport, Economic Development, and IDA representatives, etc. to:

- § Discuss & identify the potential benefits (or not) of pursuing commercial airline service and, if so;
- § Outline the major tasks necessary to complete a Feasibility Study of what is required in terms of effort, costs, schedule(s) for development/improvements, etc.

Danville Public Library

At 33,500 square feet, the Library appears adequately sized and configured for the volume of visitors and program participants served. And, although internal space is not at issue, there are several things that could be done to improve accessibility and the experience of visitors to the Library

Comments:

- § Reclaim the lower level parking.
- § Construct an open stairway to/from the upper level parking area directly down to the patio/terrace level adjacent the main entrance.
- § Reconfigure the entrance at the upper level adjacent the parking area into the Library (Children's area) wherein staff on-duty could see who was coming and going to/from the building and to present a more user-friendly entrance for visitors not familiar with the Library.

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SECTION 6. PROBABLE COSTS

The narrative that follows is intended to offer context to the processes and considerations that impact or are impacted by the costs of a public building project

- § Facility Development Process
- § Net vs. Gross Square Feet
- § Types of Costs
- § Cost Basis
- § Identified Project Costs
- § Notes for Consideration w/Regards to Costs

Facility Development Process

While not etched in stone, the procedural steps/activities that are described are those most commonly followed in the development of a public construction project.

Needs Assessment

Involves a systematic process for determining and addressing the needs, or "gaps" between current conditions (in this case "space") and the desired conditions or "wants". The basic tasks involve:

1. A detailed assessment of the quantity and type of space that exists,
2. An audit of the activities currently occurring within the space/building on both continuous and intermittent basis,
3. Discussions & interviews with personnel assigned to work within the space(s) studied,
4. The calculation of existing space deficits as well as the total space needs to accommodate the responsibilities assigned.

Facility Programming

Short definition: The documentation of the requirements for a building program.

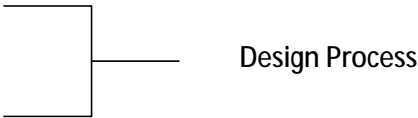
Also known as architectural programming or operational programming, this phase of facility development involves the research, study of options, and decision making processes that; with detailed documentation; will identify the scope of the work; i.e. the building, to be designed and ultimately built.

The information developed and documented in the Facility Program moves the project and development process from a general definition of the space needs identified during the Needs Assessment phase, to a more detailed presentation of how those needs will be met. The Facility Program describes *all* spaces, and the activities that are intended to take place in those spaces. It also defines in narrative format, graphically in conceptual adjacency diagrams of internal spaces, and where appropriate in detailed matrix or spreadsheet format, the size and relationship(s) between the many specific spaces to be included within the building.

More importantly, and vital to the development of an effective facility program document-and ultimately a successful and efficient building-is the input, throughout the process, from the owner and the owner's future occupants and users of the building to be developed. Upon its completion the document becomes the owner's communication of instructions to the architect, once selected, that will enable him/her to begin design.

Architectural & Engineering Design

Obviously a detailed process, typically led by an architect that oversees the design of the building and the integration of the various engineering disciplines that will be required; civil/site, structural, electrical, mechanical, plumbing, security, communications, life safety/fire protection, etc. to both design the building and oversee its construction. The component tasks of an architectural contract will include:

1. Schematic Design
 2. Design Development
 3. Construction Documents
 4. Bid & Award
 5. Construction Administration
- 
- The diagram consists of a vertical list of five tasks. A large right-facing curly bracket groups the first three tasks (Schematic Design, Design Development, and Construction Documents). A horizontal line extends from the middle of this bracket to the right, where the text 'Design Process' is written.

Bid & Award

The time between when the design is completed and the project is first advertised for bidding until the submission deadline for all bids to be received is the “bid period”. The construction bids are typically opened at a pre-published time on the date the bids are due. The openings are typically public and include the actual bids being read aloud and the low bidder being announced.

Architect responsibilities during this phase will include assisting the owner in preparing the bidding documents and invitations to bid as well as being available to answer any questions the construction firms that are bidding on the project may have. They are also at the table during negotiation of the construction cost, which may or may not include add-ons, add alternates, substitutions, etc.

Construction & Construction Administration

While the contractor is responsible for the construction of the building, the architect’s contracted responsibilities include site visits throughout the construction period to observe and inspect the contractor’s progress and quality of work as well as compliance with previously certified and stamped construction documents and specifications. During these site visits the architect will also (typically) meet jointly with the contractor and the owner’s representative(s) to discuss the project schedule, budget status, and any construction issues or questions that may arise.

Net vs. Gross Square Footage

The term *net* square feet is used repeatedly in Sections 5 & 6 when describing the space or size of the building that is needed.

“Net Square Feet”, or NSF/nsf, represents the interior, usable dimensions of a room or activity space. For example, a 10 ft. x 12 ft. room’s interior dimensions equal 120 *net* square feet. If that room were to have 6 inch walls the outside total or “*gross*” dimensions of that room would be 11 ft. x 13 ft. or, 143 *gross* square feet; an increase of 19%. The same applies to an entire building wherein many *net* interior spaces must combine to create a building footprint consisting of the total gross square feet (GSF/gsf) to be built. Essentially, to all those identified “net” spaces, are added wall thicknesses, stairwells, common circulation areas, interior mechanical spaces, etc.

The *Area/Building Multiplier* used to calculate the net-to-gross difference in a building will vary depending on the type of building and the complexity of its design requirements. In the individual project estimates of probable costs that follow, the building multiplier varies from 1.20 (20%) to 1.40 (40%). Of course the designer of the facility may adjust that multiplier in some instances as the design begins to evolve.

Types of Costs

When discussing the probable costs of a public building project, particularly a new building project, it is essential for budgeting purposes that two major categories of costs be included. The first is *Construction Costs*, for *both* the building and the building site. The second is *Project Related Costs*; that will occur before, during and often after construction. Further explanation of these categories is briefly offered as follows:

Construction Costs

- § Base Construction Costs-the brick, mortar, steel, and glass that comprise the building structure.
- § Site Development-the required grading, excavating, installation of utilities, and paving.

Project Related Costs

- § Design Fees-architectural & engineering design fees and expenses.
- § Site & Construction Materials Testing-soil tests, concrete consistency tests, etc.
- § Printing Costs- primarily for construction documents printed & distributed during bidding.
- § Construction Escalation-from date of estimate to the estimated date of construction start.
- § Project Contingencies-a set aside reserved for unforeseen expenses, often required for public projects.

Cost Basis

The probable costs identified are based on the 2016 edition of the *R S Means Square Foot Costs* national index for the building type being considered, for example office building, warehouse, recreation center, garage, etc.

While the index identifies *average* square foot costs nationally, it also assigns location factors based on where the construction is to occur. In this case Danville is within the *Lynchburg Region* of Virginia, and the corresponding location factor is .85 (85%) of the national average square foot cost.

The cost tables that follow for each of the projects noted identify how the probable construction and project related costs are likely to breakdown, together with the basis and/or unit cost for each.

Identified Project Costs

Of the 30 study recommendations identified in Section 5, 13 called for new construction while one (1), the Registrar's Office recommendation suggested first, lease and up-fit of existing space, but if not feasible "new construction". Also, note that four (4) of the suggested "new" construction projects are Fire Stations.

- | | |
|------------------------------------|-------------------------------------|
| § Police | § Fire Station 5 |
| § Information Technology | § Utilities Service Center Garage |
| § Registrar | § Public Works Warehouse |
| § Social Services | § Squire Recreation Center |
| § Public Works (Motor Pool) Garage | § Fire Station 6 |
| § Utilities Warehouse | § Fire Station 3 |
| § Fire Station 2 | § Courthouse/City Hall Parking Deck |

As noted, the total construction costs of a project include site development costs; i.e. excavation, utilities, parking, etc. However, before a sufficient estimate of those costs can be completed two important criteria are needed;

1. Site requirements; the area of the building's "footprint", number of parking spaces, etc. are determined during facility programming which has not yet occurred; and,
2. The site itself; which must be assessed in terms of size, shape, topography, and access to utilities, among other factors.

At this point programming has not yet begun on any of the projects recommended, nor have any building sites been identified. Subsequently, an arbitrary amount of \$250,000 has been included in the in each project's table of estimates, regardless of the size or potential scope for illustration purposes.

Note: The blank spaces in the pages that follow are intentional; both to facilitate consistency of format and to include one (1) project per page to accommodate ease of access/reference by City personnel if/as needed.

PROJECT: Police Station

Identified Current Need:	38,784 nsf
Building Multiplier:	1.40
Identified Building Size:	54,298 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- § Two story building w/12 ft. story height and 54,298 gsf of floor space
- § Exterior; face brick w/concrete block back-up
- § Slab on grade w/4" reinforced concrete w/vapor barrier & granular base
- § Floor construction; open web steel joists, slab form, concrete
- § Roof construction; metal deck on open web steel joists

Unit cost per square foot of floor area: \$181.00

Police Station Estimate of Probable Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	54,298	\$ 181	\$ 9,827,938
Site Development	(Est. Only)	\$ 250,000	\$ 250,000
Subtotal-Construction Costs			\$ 10,077,938

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.005	\$ 50,390
Design Fees	%	0.07	\$ 705,456
Site & Construction Materials Testing	Lump Sum	Lump Sum	\$ 30,000
Printing Costs	Lump Sum	Lump Sum	\$ 10,000
Fixtures, Furnishings & Equipment	%	0.04	\$ 403,118
Escalation	%	0.05	\$ 503,897
Design/Construction Contingency	%	0.05	\$ 503,897
Subtotal-Project Related Costs			\$ 2,206,757
Total Project Cost			\$ 12,284,695

PROJECT: **Information Technology**

Identified Current Need:	7,828 nsf
Building Multiplier:	1.30
Identified Building Size:	10,176 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- § One story building w/16 ft. story height and 10,176 gsf of floor space
- § Exterior; brick veneer w/concrete block back-up
- § Slab on grade w/4" reinforced concrete w/vapor barrier & granular base
- § Floor construction; open web steel joists, slab form, concrete
- § Roof construction; metal deck on open web steel joists

Unit cost per square foot of floor area: \$255.00

Information Technology Estimate of Probable Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	10,176	\$ 255	\$ 2,594,880
Site Development	(Est. Only)	\$ 250,000	\$ 250,000
Subtotal-Construction Costs			\$ 2,844,880

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.008	\$ 22,759
Design Fees	%	0.08	\$ 227,590
Site & Construction Materials Testing	Lump Sum	Lump Sum	\$ 30,000
Printing Costs	Lump Sum	Lump Sum	\$ 10,000
Fixtures, Furnishings & Equipment	%	0.04	\$ 113,795
Escalation	%	0.05	\$ 142,244
Design/Construction Contingency	%	0.05	\$ 142,244
Subtotal-Project Related Costs			\$ 688,633
Total Project Cost			\$ 3,533,513

PROJECT: Registrar's Office

Identified Current Need:	4,322 nsf
Building Multiplier:	1.30
Identified Building Size:	5,619 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- § One story building w/12 ft. story height and 5,600 gsf of floor space
- § Exterior; brick veneer w/concrete block back-up
- § Slab on grade w/4" reinforced concrete w/vapor barrier & granular base
- § Floor construction, steel column fireproofing
- § Roof construction; metal deck on open web steel joists

Unit cost per square foot of floor area: \$144.00

Registrar Estimate of Probable Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	5,619	\$ 144	\$ 809,136
Site Development	(Est. Only)	\$ 250,000	\$ 250,000
Subtotal-Construction Costs			\$ 1,059,136

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.009	\$ 9,532
Design Fees	%	0.09	\$ 95,322
Site & Construction Materials Testing	Lump Sum	Lump Sum	\$ 30,000
Printing Costs	Lump Sum	Lump Sum	\$ 10,000
Fixtures, Furnishings & Equipment	%	0.04	\$ 42,365
Escalation	%	0.05	\$ 52,957
Design/Construction Contingency	%	0.05	\$ 52,957
Subtotal-Project Related Costs			\$ 293,134
Total Project Cost			\$ 1,352,270

PROJECT: Social Services

Identified Current Need:	28,630 nsf
Building Multiplier:	1.30
Identified Building Size:	37,219 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- § Two story building w/12 ft. story height and 37,219 gsf of floor space
- § Exterior; brick veneer w/concrete block back-up
- § Slab on grade w/4" reinforced concrete w/vapor barrier & granular base
- § Structure; floor construction; steel column fireproofing
- § Structure; roof construction; metal deck on open web steel joists

Unit cost per square foot of floor area: \$136.00

Social Services Estimate of Probable Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	37,219	\$ 136	\$ 5,061,784
Site Development	(Est. Only)	\$ 250,000	\$ 250,000
Subtotal-Construction Costs			\$ 5,311,784

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.006	\$ 31,871
Design Fees	%	0.08	\$ 424,943
Site & Construction Materials Testing	Lump Sum	Lump Sum	\$ 30,000
Printing Costs	Lump Sum	Lump Sum	\$ 10,000
Fixtures, Furnishings & Equipment	%	0.04	\$ 212,471
Escalation	%	0.05	\$ 265,589
Design/Construction Contingency	%	0.05	\$ 265,589
Subtotal-Project Related Costs			\$ 1,240,463
Total Project Cost			\$ 6,552,247

PROJECT: Public Works Motor Pool Garage

Identified Current Need:	15,560 nsf
Building Multiplier:	1.25
Identified Building Size:	19,450 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- § One story building w/14 ft. story height and 19,450 gsf of floor space
- § Exterior; brick veneer w/concrete block back-up
- § Slab on grade w/6" reinforced concrete w/vapor barrier & granular base
- § Structure; roof construction; metal deck on open web steel joists

Unit cost per square foot of floor area: \$125.00

Public Works Motor Pool Garage Estimate of Probable Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	19,450	\$ 125	\$ 2,431,250
Site Development	(Est. Only)	\$ 250,000	\$ 250,000
Subtotal-Construction Costs			\$ 2,681,250

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.007	\$ 18,769
Design Fees	%	0.08	\$ 214,500
Site & Construction Materials Testing	Lump Sum	Lump Sum	\$ 30,000
Printing Costs	Lump Sum	Lump Sum	\$ 10,000
Fixtures, Furnishings & Equipment	%	0.04	\$ 107,250
Escalation	%	0.05	\$ 134,063
Design/Construction Contingency	%	0.05	\$ 134,063
Subtotal-Project Related Costs			\$ 648,644
Total Project Cost			\$ 3,329,894

PROJECT: **Utilities Warehouse**

Identified Current Need: 20,000 nsf
 Building Multiplier: 1.20
 Identified Building Size: 24,000 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- § One story building w/24 ft. story height and 24,000 gsf of floor space
- § Exterior; pre-engineered steel building
- § Slab on grade w/5" reinforced concrete
- § Roof construction; metal deck on open web steel joists

Unit cost per square foot of floor area: \$88.00

Utilities Warehouse Estimate of Probable Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	24,000	\$ 88	\$ 2,112,000
Site Development	(Est. Only)	\$ 250,000	\$ 250,000
Subtotal-Construction Costs			\$ 2,362,000

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.005	\$ 11,810
Design Fees	%	0.08	\$ 188,960
Site & Construction Materials Testing	Lump Sum	Lump Sum	\$ 30,000
Printing Costs	Lump Sum	Lump Sum	\$ 10,000
Fixtures, Furnishings & Equipment	%	0.04	\$ 94,480
Escalation	%	0.05	\$ 118,100
Design/Construction Contingency	%	0.05	\$ 118,100
Subtotal-Project Related Costs			\$ 571,450
Total Project Cost			\$ 2,933,450

PROJECT: Fire Station #2

(Criteria intended to serve as prototype for Fire Stations 5, 6, and 3 as Recommended)

Identified Current Need:	5,800 nsf
Building Multiplier:	1.30
Identified Building Size:	7,540 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- § One story building w/14 ft. story height and 7,540 gsf of floor space
- § Exterior; face brick w/concrete block back-up
- § Slab on grade w/6" reinforced concrete, vapor barrier and granular base
- § Roof construction; metal deck, on open web steel joists, beams on columns

Unit cost per square foot of floor area: \$152.00

Fire Station Estimate of Probable Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	7,540	\$ 152	\$ 1,146,080
Site Development	(Est. Only)	\$ 250,000	\$ 250,000
Subtotal-Construction Costs			\$ 1,396,080

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.007	\$ 9,773
Design Fees	%	0.08	\$ 111,686
Site & Construction Materials Testing	Lump Sum	Lump Sum	\$ 30,000
Printing Costs	Lump Sum	Lump Sum	\$ 10,000
Fixtures, Furnishings & Equipment	%	0.04	\$ 55,843
Escalation	%	0.05	\$ 69,804
Design/Construction Contingency	%	0.05	\$ 69,804
Subtotal-Project Related Costs			\$ 356,910
Total Project Cost			\$ 1,752,990

PROJECT: Utilities Service Center Garage

Identified Current Need:	7,800 nsf
Building Multiplier:	1.20
Identified Building Size:	9,360 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- § One story building w/20 ft. story height and 9,360 gsf of floor space
- § Exterior; pre-engineered metal building
- § Slab on grade w/5" reinforced concrete
- § Structure; roof construction; metal deck on open web steel joists

Unit cost per square foot of floor area: \$99.00

Fire Station Estimate of Probable Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	9,360	\$ 99	\$ 926,640
Site Development	(Est. Only)	\$ 250,000	\$ 250,000
Subtotal-Construction Costs			\$ 1,176,640

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.005	\$ 5,883
Design Fees	%	0.08	\$ 94,131
Site & Construction Materials Testing	Lump Sum	Lump Sum	\$ 30,000
Printing Costs	Lump Sum	Lump Sum	\$ 10,000
Fixtures, Furnishings & Equipment	%	0.04	\$ 47,066
Escalation	%	0.05	\$ 58,832
Design/Construction Contingency	%	0.05	\$ 58,832
Subtotal-Project Related Costs			\$ 304,744
Total Project Cost			\$ 1,481,384

PROJECT: **Public Works Warehouse**

Identified Current Need: 12,000 nsf
 Building Multiplier: 1.20
 Identified Building Size: 14,400 gsf
 Building criteria, as the basis for identifying probable cost/square foot:

- § One story building w/24 ft. story height and 14,400 gsf of floor space
- § Exterior; pre-engineered metal building
- § Slab on grade w/5" reinforced concrete
- § Structure; roof construction; metal deck on open web steel joists

Unit cost per square foot of floor area: \$91.00

Public Works Warehouse Estimate of Probable Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	14,400	\$ 96	\$ 1,382,400
Site Development	(Est. Only)	\$ 250,000	\$ 250,000
Subtotal-Construction Costs			\$ 1,632,400

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.005	\$ 8,162
Design Fees	%	0.08	\$ 130,592
Site & Construction Materials Testing	Lump Sum	Lump Sum	\$ 30,000
Printing Costs	Lump Sum	Lump Sum	\$ 10,000
Fixtures, Furnishings & Equipment	%	0.04	\$ 65,296
Escalation	%	0.05	\$ 81,620
Design/Construction Contingency	%	0.05	\$ 81,620
Subtotal-Project Related Costs			\$ 407,290
Total Project Cost			\$ 2,039,690

PROJECT: **Squire Recreation Center**

Identified Current Need:	12,305 nsf
Building Multiplier:	1.30
Identified Building Size:	15,997 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- § One story building w/25 ft. story height and 15,997 gsf of floor space
- § Exterior; Reinforced concrete block
- § Slab on grade w/4" reinforced concrete, vapor barrier and granular base
- § Roof; wooden deck on laminated wood arches

Unit cost per square foot of floor area: \$146.00

Squire Recreation Center Estimate of Probable Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	15,997	\$ 146	\$ 2,335,562
Site Development	(Est. Only)	\$ 250,000	\$ 250,000
Subtotal-Construction Costs			\$ 2,585,562

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.005	\$ 12,928
Design Fees	%	0.07	\$ 180,989
Site & Construction Materials Testing	Lump Sum	Lump Sum	\$ 30,000
Printing Costs	Lump Sum	Lump Sum	\$ 10,000
Fixtures, Furnishings & Equipment	%	0.04	\$ 103,422
Escalation	%	0.05	\$ 129,278
Design/Construction Contingency	%	0.05	\$ 129,278
Subtotal-Project Related Costs			\$ 595,896
Total Project Cost			\$ 3,181,458

PROJECT: Courthouse/City Hall Parking Deck

Identified Current Need:	91,600 nsf
Building Multiplier:	1.20
Identified Building Size:	109,920 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- § Four (4) story building w/10 ft. story height and 109,920 gsf of floor space
- § Exterior; Precast concrete/steel frame
- § Slab on grade w/6" reinforced concrete, vapor barrier and granular base
- § Structure; floor, double tee precast concrete slab, precast concrete columns

Unit cost per square foot of floor area: \$83.00

Courthouse/City Hall Parking Deck Estimate of Probable Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	109,920	\$ 83	\$ 9,123,360
Site Development	(Est. Only)	\$ 250,000	\$ 250,000
Subtotal-Construction Costs			\$ 9,373,360

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.004	\$ 37,493
Design Fees	%	0.06	\$ 562,402
Site & Construction Materials Testing	Lump Sum	Lump Sum	\$ 30,000
Printing Costs	Lump Sum	Lump Sum	\$ 10,000
Fixtures, Furnishings & Equipment	%	0.04	\$ 374,934
Escalation	%	0.05	\$ 468,668
Design/Construction Contingency	%	0.05	\$ 468,668
Subtotal-Project Related Costs			\$ 1,952,165
Total Project Cost			\$ 11,325,525

Notes for Consideration w/Regards to Costs

Building Square Foot Costs Will Vary

The national square foot cost publication previously referenced illustrates, for all building types, that the square foot cost of construction will decrease incrementally as the size of the building increases in area (gross square feet). For example, for a single story office building, the cost per square foot of a 2,000 square foot building is \$269.65. Costs are adjusted in 2,000-5,000 square foot increments up to 25,000 square feet wherein the cost per square foot of the same type of single-story office building, *with the same construction specifications*, will be \$156.33; a decrease of over \$100.00/square foot.

Site Development

As noted, for purposes of these project scenarios, the aforementioned site development costs of \$250,000 is an arbitrary number. Considering that the construction of any of these projects would occur within the corporate limits of Danville, and that major utilities are available, the actual costs should be less.

Architectural Fees

Architectural fees tend to *increase* as the project gets *smaller*. As an example, if a 7% fee is the norm for an office building project with an estimated construction cost of \$10,000,000; proposed fee *increases* of 1/2-1% can be expected for each \$2-3,000,000 *decrease* in the cost of construction below that.

Escalation

The escalation rate is based on the selected designer completing the design and bidding the project within one (1) year. This is realistic for a project of this size, however the County may wish to handle or negotiate the payment of bid cost increases, due to inflation or other factors, differently than including them in the designer's contract (and fee).

Contingency Rates

The decision of how much to allocate to cover unforeseen costs that may arise should be the owners. In some instances, local government oversight committees or commissions may stipulate a minimum amount; typically, at least 5% of the estimated construction cost. The appropriate amount, however, in most instances will (should) be relative to the size and complexity of the project. For example, the \$12+ million dollar Police station, with its design and security requirements could easily justify a contingency set aside of 8-10%. On the other hand, the Utilities Warehouse, with a \$2.9+ million-dollar project budget for what is typically a routine pre-engineered steel building, a 5% contingency should be fine.

Construction Management

An architect's contract will stipulate "Construction Administration" as one of his/her responsibilities and will inevitably refer to "site visits". The "specifics" with regards to the *frequency* of the referenced site visits, the person(s) who will actually make the site visits, and specifically *what will occur during* the visits can get glossed over . . . *initially*. The standard form of agreement presented by most architects will spell out these responsibilities, however, in general terms that tend to minimize the number of visits; or so it seems to the owner once construction gets under way. A good (and experienced) architect will welcome a frank discussion in this regards and be able to offer examples of how previous clients have addressed similar concerns. A project manager, that understands construction and that works to oversee the City's interest, will assure that it happens.

While the *project* costs identified in these cost sheets are based on commonly used industry standards, it is important that the City and its principals keep in mind that several of these categories; i.e. Facility Programming; Design; Fixtures, Furnishings & Equipment; Contingencies; and ultimately, how the contract is structured, *are negotiable*.

APPENDIX

The pages that follow are worksheets developed by the consultant during the study in an effort to better understand and quantify the needs of those departments and agencies identified as having the “greatest need” and for whom new space was recommended.

Worksheets are included for the Police Department, the Registrar, Information Technology, the Department of Social Services and the Public Works Garage; i.e. Recommendations 1-5.

Worksheets are also included for Economic Development and a Fire Substation.

Economic Development is included because it needs more and better space, preferably outside of City Hall (Recommendation 6); a number of existing spaces, available for lease in the downtown area, have been noted and the square footage identified in the worksheet can help steer that search; and, once Economic Development leaves City Hall (following the departure of the Police Department and Information Technology) the reallocation of space in City Hall, per Recommendations 7-9, can be completed.

The Fire Substation worksheet is included because four (4) of the existing substations have been recommended for replacement. These stations need more and better space than they have now. Space that is more efficient and that more closely complies with industry standards, not the least of which include those of NFPA (National Fire Protection Association) and OSHA. Also, whether these substations are built all at once or over several years, the worksheet can serve as a template/prototype for all four.

It is important to note that these worksheets identify each facility’s total *net* square feet. Each can serve as the starting point for the next phase of planning/development; facility programming. Notably, many of the numbers included in the worksheets are “rounded”. It is expected that these numbers will be scrutinized and discussed with the to-be occupants and the City during the programming process. A refined total net space will result which can then be used to calculate, as suggested in Section 6, the total facility area; i.e. gross square feet.

POLICE-WORKSHEET-PAGE 1

Position/Activity	Max #	# Spaces	NSF/space	Total NSF
Public Access & Reception				
Public Entrance (Vestibule)	3-5	1	100	100
Lobby	12-16	1	400	400
Reception/Duty Desk		1	220	220
Interview	4	2	80	160
Community Room	30	1	900	900
Community Room-Storage	2	1	160	160
Public Restroom	1	2	70	140
Administration				
Entry/Seating	4-6	1	80	80
Admin. Asst.		1	115	115
Chief		1	220	220
Deputy Chief		1	192	192
Major/Operations		1	168	168
Major/Services		1	168	168
Chaplain		1	156	156
Visiting LE		2	125	250
Conference	12	1	360	360
Conference Storage		1	120	120
Restroom	1	2	70	140
Copy/Work & Supply		1	180	180
Files/Records		1	300	300
Secure Storage		1	100	100
Area Sub-Total:				4629
Vehicles (Enclosed)				
SWAT Vehicle	20	1	640	640
SWAT Staging	12	1	400	400
SWAT Armory/Equipment	2-3	1	240	240
Mobile Command (16x40)		1	640	640
Crime Scene Vehicle (16x40)		1	640	640
Crime Scene Vehicle Processing		1	768	768
Other (trailer or equivalent)		1	640	640
Area Sub-Total:				3968
Secure Parking & Impound (Outdoor)		# Vehicles	sf/Vehicle	
DPD Vehicles		54	425	22950
Staff POV's		140	425	59500
Impound Area	AR			43650
Area Sub-Total:				126100
			4629	
			3968	
			11318	
			18869	
Facility Total NSF			38784	2.89 acres

POLICE-WORKSHEET-PAGE 2

Position/Activity	Max. #	# Spaces	NSF/space	Total NSF
Operations				
Staff Secretary		1	115	115
Captain/Patrol		4	156	624
Lieutenant		4	132	528
Sergeant	4	1	360	360
Corporal	4	1	360	360
Reports	8	1	240	240
Conference	8	1	240	240
Muster/Roll Call	28	1	840	840
Service Counter	2-3	1	40	40
Supply		1	156	156
Armory		1	320	320
Equipment/Gear		1	400	400
Captain/Community Police		1	156	156
Lieutenant		2	132	264
Sergeant	2	1	240	240
Corporals	2	1	240	240
Officers	AR	1	300	300
K-9 (enclosed + "yard" allocation)		1	240	240
K-9 Supply/Storage		1	120	120
Equipment/Supply		1	200	200
Copy/Work Area		1	150	150
Service Counter		1	30	30
Captain/Investigations		1	156	156
Secretary		1	115	115
Lieutenant/CID		1	132	132
Corporal		1	120	120
Investigators	8	1	920	920
Lieutenant/SID		1	132	132
Investigators	6	1	690	690
Service Counter		1	30	30
Supply		1	150	150
Electronics & Equipment Storage		1	220	220
Secure Storage		1	180	180
Audio/Video Room		1	216	216
Victim/Witness Interview	2-3	6	80	480
Victim/Witness RR		2	60	120
Unit Conference Room	12	1	360	360
Conference Storage		1	150	150
Incident Management & Control	24	1	768	768
IMC Storage		1	216	216
Area Sub-Total:				11318

POLICE-WORKSHEET-PAGE 3

Position/Activity	Max. #	# Spaces	NSF/space	Total NSF
Services				
Captain		1	156	156
Lieutenant		1	132	132
School Guards	AR	1	160	160
Animal Control		1	132	132
Parking Enforcement		1	120	120
Quartermaster		1	132	132
SRO Corporal		1	120	120
SRO's	AR	1	160	160
CSSU Sergeant		1	120	120
CSSU's	4	1	360	360
Lieutenant				
Lieutenant		1	132	132
Crime Prevention		1	120	120
Accreditation & Recruiting		1	132	132
Training Sergeant		1	132	132
Office Manager		1	120	120
Clerks	6	1	540	540
Records Storage				
Records Storage		1	300	300
Copy/Work & Supply		1	175	175
Meeting	10	1	300	300
Service Counter		1	30	30
Accreditation Records		1	150	150
Interview		2	80	160
Applicant Review & Testing	6-8	1	240	240
Secure Storage		1	150	150
Department Property & Gen. Storage		1	800	800
Classroom	40	1	1800	1800
Classroom Storage		1	360	360
Evidence/Log-In & Secure		1	240	240
Evidence Processing		1	1600	1600
Evidence/Property Storage		1	4600	4600
Equipment/Supply Storage		1	240	240
Clean-Up Area		1	60	60
Records (Evidence)		1	120	120
Evidence Transfer/Reclamation		1	220	220
Staff Support				
Staff Entrance		1	120	120
Locker/Restroom/Shower-Male	120	1	1800	1800
Locker/Restroom/Shower-Female	30	1	750	750
Lockers/Restrooms-Civilian	15	1	400	400
Fitness Conditioning	8-10	1	600	600
Break Room	12-16	1	448	448
Resource Center		1	148	148
Mail Room		1	110	110
Janitor Closet & Supply		1	180	180
Area Sub-Total:				18869

IT-WORKSHEET

Position/Activity	Max. #	# Spaces	NSF/space	Total NSF
Public Access				
Entry/Seating	2-3	1	120	120
Reception	1	1	120	120
Training	24	1	720	720
Training Storage	1	1	160	160
Restroom	2	2	70	140
Personnel				
Director	5	1	216	216
Admin Asst.		1	120	120
Business Rel. Manager		1	132	132
Help Desk		1	132	132
Asst. Dir.		1	168	168
Sr. App. Support Specialists		3	132	396
App. Support Specialists		2	132	264
GIS Coord		1	168	168
GIS Programmer/Analyst		1	132	132
IT Solutions Arch		1	168	168
Programmer/Analyst		1	132	132
Tech Services Support Supv.		1	168	168
PC Support Administrator		1	132	132
PC Technicians		3	120	360
Network Engineer		1	120	120
Systems Administrator		1	120	120
Network Analyst		1	120	120
Support/Common Areas				
Copy/Work & Supply		1	150	150
Shredder		1	60	60
Conference	12	1	300	300
Break	6-8	1	220	220
General Storage	2	1	150	150
Staff Restroom	2	2	110	220
Server/Data Center	3	1	500	500
Testing Lab	2	1	220	220
PC Support Work Area	2	1	240	240
Equipment Storage	2	1	160	160
Staging, Set-Up	3	1	200	200
Receiving & Breakdown	2	1	300	300
Loading Dock	2-3	1	200	200
Staff Entrance		1	120	120
Generator/UPS (Allowance)	1	1	200	200
Total NSF				7548

REGISTRAR-WORKSHEET

Position/Activity	Max. #	# Spaces	NSF/space	Total NSF
Entry Vestibule		1	120	120
Lobby/ Queueing	12-15	1	450	450
Service Counter		1	216	216
Photo Identification		1	100	100
Public Restroom		2	70	140
Office		2	144	288
Meeting (6-8)	6-8	1	160	160
Copy/Work & Supply		1	180	180
Records		1	288	288
Secure Storage		1	180	180
Precinct Carts/Machines		1	360	360
Training	25-30	1	1000	1000
CAP Room		1	220	220
Shredder		1	80	80
Staff Restroom (2)		2	70	140
Kitchen		1	130	130
Receiving & Staging		1	120	120
Loading Dock/Area		1	150	150
Total NSF				4322

ECONOMIC DEVELOPMENT-WORKSHEET

Area/Space	Est. Max No./Space	No. of Spaces	NSF per Space	Total NSF
Entrance/Seating & Display	5-6	1	240	240
Restroom	1	2	90	180
Reception		1	120	120
Director		1	216	216
Asst. Director		1	156	156
Gen. Staff		3	132	396
Admin		1	132	132
Conference	12	1	480	480
Conference Storage		1	120	120
Service Counter		1	80	80
Accessible Files		1	220	220
Copy/Work & Supply		1	180	180
Incubator Office/Work Space		1	450	450
Equip. & Materials Storage		1	300	300
Total NSF				3270

Danville, Virginia
City-Wide Space Needs Assessment

DSS-WORKSHEET

Title/Position	#	NSF	Total NSF	Associated Area/Space	#	NSF/Space	Total NSF
Director	1	216	216	Conference	1	400	400
Sr. Secretary	1	132	132	Restrooms	2	70	140
CSA Coordinator	1	156	156	Storage	1	160	160
Administrative Specialist	1	120	120	Copy/Work	1	150	150
Fraud Investigator	2	132	264	Service Counter	1	30	30
Accountant	1	156	156	Records Room	1	600	600
Sr. Account Clerk	1	132	132	Copy/Work	1	160	160
Administrative Assistant	1	120	120				
Administrative Specialist	4	120	480				
Family Services Manager	1	168	168	Meeting	1	300	300
Foster Care Supervisor	1	156	156	Copy/Work	1	160	160
Social Worker	10	132	1320	Unit Storage	1	160	160
Social Worker Aide	1	120	120	Service Counter	1	30	30
CPS Supervisor	1	156	156	Meeting	1	180	180
CPS Socvial Worker	5	132	660	Copy/Work	1	150	150
				Intake Area	1	700	700
				Visitation Rm	2	360	720
				Observation	1	120	120
				Restroom	2	70	140
				Secure Storage	1	300	300
APS Supervisor	1	156	156	Copy/Work	1	150	150
APS Social Worker	4	132	528				
APS Admin Specialist	1	120	120				
Employment Services Supv.	1	156	156	Meeting	1	200	200
ET Coordinator	1	132	132	Copy/Work	1	160	160
ES Worker-SNAPET	2	132	264	Unit Storage	1	160	160
ES Worker-Child Care	3	132	396				
Admin Specialist	1	120	120				
Family Services Specialist	2	132	264				
Employment Services-Aide	1	120	120	Training (Ind)	1	220	220
ES Administrative Specialist	1	120	120				
ES Worker	5	132	660				
Eligibility Services Manager	1	168	168	Meeting	1	150	150
Eligibility Temps	3	90	270	Unit Storage	1	150	160
Administrative Specialist	1	120	120	Copy/Work	1	160	160
				Service Counter	1	30	30
Eligibility Supv-TANF	1	156	156	Meeting	1	300	300
Eligibility Worker	12	132	1584	Unit Storage	1	150	160
Administrative Specialist	1	120	120	Copy/Work	1	160	160
Eligibility Supv-Medicaid	1	156	156	Meeting	1	300	300
Eligibility Worker	12	132	1584	Unit Storage	1	150	160
Administrative Specialist	1	120	120	Copy/Work	1	160	160
Eligibility Supv-SNAP	1	156	156	Meeting	1	300	300
Eligibility Worker	11	132	1452	Unit Storage	1	150	160
Administrative Specialist	2	120	240	Copy/Work	1	160	160
	102		13518				7850

Support Space	#	NSF/Space	Total NSF
Reception			540
Client Restrooms	6	70	420
Lobbies & Seating			1100
Staff Restrooms			720
Break Room			800
Training/Multipurpose			1800
Janitor & Supply			210
Entry Vestibules			300
			5890

Programming Contingency 1362.9
28620.9

Round to: 28630

PUBLIC WORKS GARAGE-WORKSHEET

Area/Space	Est. Max No./Space	No. of Spaces	NSF per Space	Total NSF
Entrance		1	60	60
Public Access & Seating	2-3	1	150	150
Reception Window		1	60	60
Public Restroom	1	1	60	60
Supervisor Office		2	130	260
Admin. Assistant		1	130	130
Staff Restroom	1	2	70	140
Meeting	8	1	240	240
Parts	2	1	1600	1600
Tool/Workroom	2	1	220	220
Tires/Changing/Bal.	2	1	300	300
Equipment	2	1	300	300
Accessible Tools/Workbench's	1	10	25	250
Vehicle Bays		6	1280	7680
Welding Bay		1	640	640
Utility Bay		1	640	640
Radio/Computer Technician (RCT)		1	220	220
RCT Work Bay		1	640	640
RTC Equipment		1	280	280
Fluids Catch Basin (allowance)	1	1	160	160
General Storage	2	1	300	300
Data Entry Console	1	10	20	200
Clean-Up	2	1	150	150
Lockers/Changing		1	260	260
Restroom/Shower	4	1	220	220
Break/Lunchroom	8	1	400	400
Vehicle Wash Bay				
Total NSF				15560

FIRE STATION-WORKSHEET

Position/Activity	Max. #	# Spaces	NSF/space	Total NSF
Public Entrance		1	60	60
Reception		1	100	100
Public Restroom	1	1	70	70
Captain		1	120	120
Reports/Study	2-3	1	150	150
Dayroom		1	240	240
Kitchen/Dining		1	160	160
Bunkroom	12	1	960	960
Restroom & Shower	2	2	170	340
Lockers	12	1	160	160
Fitness		1	150	150
IT/Server		1	80	80
Janitor/Supply		1	80	80
Laundry		1	80	80
Apparatus Bay		2	1260	2520
Equipment/Tool Room		1	150	150
Turnout Gear/SCBA		1	180	180
General Storage		1	200	200
Total NSF				5800